

Trade Show Temps

Los Angeles Office

445 S. Figueroa St. Suite 3100
Los Angeles CA 90071
Phone: 888-748-3677 | Fax: 213-438-0410

Las Vegas Office

500 N. Rainbow Rd. Suite 300
Las Vegas NV 89107
Phone: 888-748-3677 | Fax: 213-438-0410

Mission Statement:

Trade Show Temps (TST) was formed for the sole purpose of providing quality temporary help for trade shows and conventions. Trade show producers and managers hire TST to provide temporary staffing for trade shows, and TST in turn hires its own employees to work at the events. All employees are required to complete a W4, and taxes will be withheld for assignments worked.

Trade show producers/managers need temporary employees to help distribute information, greet attendees coming to the show, register people and give them their name badges, and much more. Every trade show has different requirements, but one thing always remains the same: Trade show producers/managers rely on temporary workers to be friendly, exhibit a very high level of customer service and to make a good impression on the people coming to and exhibiting at the trade show. Our staff may be the only contact that an attendee ever has with anyone producing the event.

TST has a large pool of employees with a variety of skills and talents. Assignments are offered to employees based upon: 1) The skills/talents required by the trade show producers; 2) Availability; and 3) An employee's demonstrated RELIABILITY (timeliness is vital) and willingness to work. Our preferred method of communication is via email.

Because all assignments include a paid training period, no specific experience is necessary for a person to qualify to work with TST. The trade show industry values professionalism and friendliness and we look for individuals who have a professional appearance, deal well with people and possess extraordinary enthusiasm. Computer experience is a plus, as many of the positions do require use of a computer.

When TST offers assignments to employees, we provide them with information about the dates and times they are needed to work, what they will need to wear, where to report, and the rate of pay. Assignments are given on a first-come, first-served basis, so employees are encouraged to respond to the offer ASAP. A response accepting or declining is required for each assignment offered for continued consideration for future offers.

It is crucial that employees working shows arrive on time, professionally dressed and accountable at all times. All questions regarding schedules and payroll should be addressed to the TST supervisor on site and not to show producers/managers. TST will not tolerate rudeness toward anyone at anytime. TST also prohibits employees from taking any free refreshments or giveaways that are intended only for those attending or exhibiting at the show. If you have been scheduled to work an assignment and are unable to fulfill your commitment it is REQUIRED that you call our office ASAP to inform us.

Cell phone use during your assignment is forbidden at your work station. You may only use a cell phone away from your work area during breaks and/or lunch. Failure to adhere to these standards may result in termination of an assignment and/or termination of your relationship with TST.

The trade show business is largely unpredictable, show producers may unwittingly over staff or under staff an event. Changes to scheduled assignments are common and often made at the last minute. Your flexibility and understanding are greatly appreciated. Please note that TST has a 4-hour minimum. If you show up to work an event and find out you are not needed to work your entire shift, you will be paid for 4 hours for that day (this applies only when your hours are cut because of overstaffing. If your assignment is terminated due to violation of TST policies, you will be paid only for the actual hours worked). If you attend a paid training session and then fail to work the rest of your scheduled shift, TST reserves the right to reduce your pay to minimum wage.

Please feel free to ask your interviewer any questions you may have about TST and our operations. This is your opportunity to learn about TST. We hope you will have a pleasant experience with us and that you will enjoy your time working at trade shows.

Additional Contact Info
www.tradeshowtemps.net