



### *Registration Policies*

- **Attire**

Registrars wear professional attire: black blazer, white shirt with black pants or skirt and name badge. Please inform in advance if registrars should wear something other than standard attire.

- **Thirty Day Notice**

To help secure proper staffing for your convention, we suggest personnel requests be made at least 30 days in advance. We understand changes may take place as the meeting approaches and we will make every effort to accommodate your needs.

- **Calculation of Hours**

Total hours are calculated from the time registration personnel are asked to report to work until dismissed (including briefing time). Personnel reporting for a work assignment will be paid for **a minimum of four hours**. Registrars will be paid from the scheduled start-time to the scheduled end-time even if dismissed early. Emergency situations can be discussed on a per-case basis. Overtime rates apply when staff works over eight hours per day or forty hours per week.

- **Hourly Rates**

The charge for a registrar varies. Please contact us for rate quotes.

- **Parking**

Parking expenses incurred by registration personnel will be charged to the client and reflected in the final invoice sent following the meeting. Registrars are advised to locate complimentary parking if available.

- **Transportation Mileage Allowance**

Registration personnel scheduled **outside** Duval County are reimbursed the current mileage rate for transportation expenses. The charge is reflected on the final invoice.

- **Billing**

Visit Jacksonville will administer the payroll for registration personnel. The client will receive an invoice after the meeting has concluded. Payment is due within **30 days** upon receipt. If payment is not received within 30 days, **a late fee of 10% will be assessed.**

## Registrar Services Request Form

If you plan to utilize the registration services provided by Visit Jacksonville, please fill out this form completely and fax or email back as soon as possible to allow us time to properly fulfill your requests.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Meeting Name: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Meeting Planner: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of Registrars Required: \_\_\_\_\_

Dates and Times Requested for Registrars: \_\_\_\_\_

\_\_\_\_\_

Specific Duties Required of Registrars: \_\_\_\_\_

\_\_\_\_\_

Location for registrars to report to: \_\_\_\_\_

Person to report to: \_\_\_\_\_

Please sign and date below to indicate you have read and understand the registrar services and policies. Form can be e-mailed to [kkeiffer@visitjacksonville.com](mailto:kkeiffer@visitjacksonville.com) or faxed to 904-798-9103. We look forward to helping you make your meeting in Jacksonville a success! A fax or e-mail will be sent to you to confirm your requests.

Should there be any changes to the proposed please contact the Services Department at 1-800-733-2668 ext. 517. Minor staffing changes can be made up to three days before the start of the meeting. Any major changes should be made at least 10 days in advance if possible. Thank You.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date