

**2** Read eight rules and guidelines for staff working at a conference centre. Add the correct article(s).

- 1 All staff must be polite and helpful to <sup>the</sup> trade fair delegates.
- 2 Remember to wear ID badge at all times.
- 3 Check visitors' names on registration list when they enter main venue.
- 4 If you see visitor who looks lost, immediately offer to help.
- 5 Staff not wearing uniform will be sent home.
- 6 Exhibition centre is always closed to visitors on Mondays.
- 7 For information, direct visitors to Central Registration Desk.
- 8 If you travel by car, please park in Staff Car Park.