

EXHIBITION STAND & HOST/HOSTESS FORM

EVENT INFORMATION

Event Name			
Event Start Date		Event End Date	
Event Start Time		Event End Time	
Event Location			

EXHIBITOR INFORMATION (FOR EXHIBITORS TO FILL OUT)

Company Name			
Company Address			
Company License	*Kindly attach when sending the completed form*		
VAT/TRN Certificate	*Kindly attach when sending the completed form*		
Office Number		Contact Person	
Website		Contact Number	
Stand Name		Email Address	
Stand Hall No.		Stand No.	

REQUESTED EXHIBITION STAND HOST/HOSTESS INFORMATION (FOR EXHIBITORS TO FILL OUT)

****Our team of collaborators (staff) brings their expertise, skills, resources, and dedicated efforts together to accomplish a shared goal: creating successful events. ****

	Job Role and Responsibilities	Total No. of Collaborators
	Host/Hostess: High Caliber and presentable representative welcoming and greeting guests, offering assistance, and providing brief company overview.	
	Promoter: Promoting and marketing events, products, services, or ideas to a target audience.	
	Hospitality Hostess: Hostess Caliber, serving tea & coffee, small snacks/canapés.	
	Hospitality Staff: Serving tea & coffee, small snacks/canapés.	
Collaborator Start Date		Collaborator End Date
Collaborator Start Time		Collaborator End Time
Preferred Language	ARABIC	ENGLISH
		OTHER
Training / Briefing	*1 hour paid training is required for the collaborator with client-specific instructions and processes, accordingly they'll understand their show-specific roles and work effectively.*	
Dress Code Guidelines	<ul style="list-style-type: none"> Formal- black business suit and trousers, black formal shirt, and black formal shoes. Black polo t-shirt, black pants, and black shoes. If any other attire is required, it is up to the client to provide. 	
Additional Notes/Requests		

Terms:

1. Payment: 100% advance payment upon confirmation via bank transfer.
2. Shift Length: A minimum shift of 6 hours daily must be booked for each collaborator. Each additional hour will be charged as overtime at the hourly rate.
3. Exhibitor Badge/Pass: To be arranged and provided by the client.
4. Collaborator Break: For an 8-hour shift, staff have 45 minutes paid break included within the shift. For a 9-hour shift, staff have 60 minutes paid break included within the shift.
5. Collaborator Welfare: The client to supply adequate area for rest, bag drop, & drinking water to the collaborator(s).
6. Cancellation: Cancellation received after confirmation up to 10 days prior to the training/event start, will incur 50% payment of total billing; less than 10 days prior to the training/event start, will incur 100% payment of total billing.

Stamp and Signature: _____ Name: _____ Date: _____

NOTE: Official quotation and invoice will be shared after receiving the filled-out form.