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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Duties** | **Rate /Hr AED** | **No Of Staff** | | **No. Days** | **Date** | | **No. of Hours / Day** | **Total** |
| **Male** | **Female** | **From** | **To** |
| Stand Hostess | 125/- |  |  |  |  |  |  |  |
| Hospitality Staff | 80/- |  |  |  |  |  |  |  |
| **Total** |  |
| **VAT 5%** |  |
| **Grand Total** |  |

**VAT / Other Taxes:** 5% VAT is applicable on the total of the above cost. Any additional taxes or charges imposed by the Government will be added to the above cost.

**Supplemental Provisions:**

-Staff rates include Transportation, Personal Accident, Public liability, and Employer’s Liability insurance.

-Vibes staff are required to wear their own formal black business suit / white shirt and black closed shoes. Any other uniform requirement to be provided by the client.

-Vibes shall invoice on an hourly basis, with a minimum of 6 hours per day, which shall be rounded up to the nearest hour.

**Last Minute Request:**

-Any last-minute request can be accommodated depending on the requirement. Payment for such request can be made by cash onsite two days prior to the starting date of the event.

**Project Cancellation:**

- After receiving the payment up to 7 days prior to the PCR test date/training/start of the event, 30% of the total staffing billing.

- Less than 7 days prior to the PCR test date/training/start of the event, 50% of the total staffing billing.

- On the PCR test date/training day/during event days, 100% of the total staffing billing.

**Terms of Payment:**

-Staff booking is upon receipt of 100% advance payment upon confirmation by wire transfer based on the bank details below.

-Online / debit / credit card payment option is not applicable.

**Bank Details:**

Account Name : Vibes Events

Account No : 101-13285599-02

IBAN : AE820260001011328559902

Bank Name : Emirates NBD

Branch : Al Muhairy Centre Branch Abu Dhabi UAE

Swift Code : EBILAEAD

 **What are the hostess’s responsibilities?**

Hostess

* Assists the client and attendees at the stand
* Creates warm and inviting atmosphere for visitors
* Meets and greets visitors in a friendly and professional manner
* Provides visitors with information they need and answer other question/clarification
* Supports with promotional activities, distributes brochures or giveaways, if applicable
* Handles incoming requests from visitors and ensures that issues

are resolved both promptly and thoroughly with close coordination with the exhibitor representative.

**Are there any tasks that the hostess DOESN’T DO?**

* Hostess DOES NOT prepare and serve coffee, tea, snacks or other refreshments.

For the above request, we recommend to book hospitality staff as an additional support to hostess.

* Hostess DOES NOT clean or mop floors, etc.

For the above responsibilities, you may contact the official housekeeping provider of the event.

**Should we provide uniform for the staff?**

* Vibes standard dress code is black business suit and white shirt. Any other required uniform is to be provided by the client.

**How are break times managed? Should we provide food to the staff?**

* For 8 hours work per day, Vibes staff should be allowed at least 30 minutes lunch break
* For 9 hours work (and above) per day, Vibes staff should be allowed for 45 minutes lunch break
* Vibes staff is responsible for their own lunch

**When can we conduct the briefing?**

* Staff can come 30 minutes earlier on the first day of the show for the briefing, FREE OF COST. Any other request will be billed accordingly.

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