




EXHIBITOR DETAILS				RETURN DETAILS	
Company Name			Stand No.	<b>APPLICATION DEADLINE</b> 5 days prior to the show commencement day	
Address				Attention: Mary Grace Lat Berthe Tachjian	
City	PO Box	Post Code	Country		
Contact Name:		Position			
Tel.	Mobile	Fax		Email/ Mobile#	<a href="mailto:mary@vibes.ae">mary@vibes.ae</a> (+971 52 279 7219) <a href="mailto:berthe@vibes.ae">berthe@vibes.ae</a> (+971 50 128 8678)
Email	Signature	Date		Note: please keep <a href="mailto:info@vibes.ae">info@vibes.ae</a> cc'd in all Email communications.	

Duties	Rate/Hr (AED)	No. Of Staff	Date		Time	
			From	To	From	To
Host/Hostess	AED 125/-					
Hospitality Staff (M/F)	AED 80/-					

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

**Supplemental Provision:**

- Staff rates include Transportation and Group Personal Accident 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.

**Last Minute Request:**

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

**Project Cancellation:**

- After receiving the payment up to 3 days prior to the start of the event, 30% of the total staff billing.
- Less than 3 days prior to the start of the event, 50% of the total staff billing.
- During training/ event days, 100% of the total staff billing.

**Terms of Payment:**

- Staff booking is upon receipt of 100% advance payment upon confirmation by wire transfer as per the bank details below.
- Online / debit / credit card payment option is not applicable.

**Bank Details:**

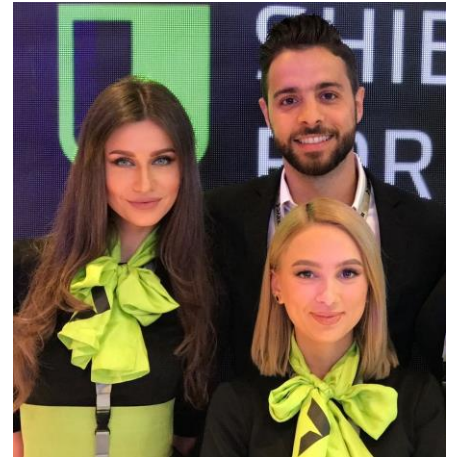
Account Name : Vibes Events  
 Account No : 101-13285599-02  
 IBAN : AE82 0260 0010 1132 8559 902  
 Bank Name : Emirates NBD  
 Branch : Al Muhairy Centre Branch Abu Dhabi UAE  
 Swift Code : EBILAEAD

# Booking FAQ's

## What are the hostess's responsibilities?

### Hostess

- Assists the client and attendees at the stand.
- Creates a 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 questions/clarifications.
- 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 Events standard dress code is staff own formal black business suit, white shirt and black closed flat shoes. Any other required uniform is to be agreed with both parties and/or provided by the client.

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

- For 7-8 hours work per day, Vibes staff should be allowed at least 45 minutes lunch break.
- For 9 hours work (and above) per day, Vibes staff should be allowed for 60 minutes lunch break.
- Vibes Events staff is responsible for their own lunch.

### When can we conduct the briefing?

- Usually, hostess is booked for 1 hour paid training prior the 1st day shift. We recommend the training to give a brief overview about the company, the stand and hostess job role for the duration. Any other request will be billed accordingly.