




**WORLD FUTURE  
ENERGY SUMMIT**

## Temporary Stand Personnel

EXHIBITOR DETAILS				RETURN DETAILS			
Company Name				Stand No.		<b>APPLICATION DEADLINE</b> 5 days prior to the show commencement day	
Address						Attention: Wasundara Boralugoda Berthe Tachjian	
City	PO Box	Post Code	Country				
Contact Name:			Position		Email/ Mobile#		
Tel.	Mobile		Fax		<a href="mailto:wasundara@vibes.ae">wasundara@vibes.ae</a> T: +971 2 643 4440 M: +971 56 209 1365		
Email	Signature		Date		Note: please keep <a href="mailto:berthe@vibes.ae">berthe@vibes.ae</a> & <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, Group Personal Accident, Professional Indemnity Insurance, Third Party Liability Insurance and Workmen's Compensation & Employer's Liability Policy.

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## Booking FAQ's

### ❖ I have a last-minute request/change/addition, do you accommodate these?

Any last-minute requests/changes 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.

### ❖ Things have changed and we need to cancel, what are your cancellation terms?

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

### ❖ What are your 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.
- Any shortfall in payment received will be collected on site at the event.



❖ **What are your bank details:**

- Account Name : VIBES EVENTS - SOLE PROPRIETORSHIP L.L.C.
- 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

❖ **What is the deadline for securing staff?**

- To book your preferred staff member we advise you to book as far in advance as possible.
- Our application deadline is 15 days prior to the event commencement.

❖ **How can I book staff?**

- Please email [wasundara@vibes.ae](mailto:wasundara@vibes.ae) +971 56 209 1365 with your requirements.
- Please be as detailed as possible and include start dates/times and end dates/times, special requests and expected roles and responsibilities.
- Please always keep [info@vibes.ae](mailto:info@vibes.ae) in CC.

❖ **Should we provide a 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 for 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 are responsible for their own lunch.

❖ **When can we conduct the briefing?**

Usually, hostess is booked for 1 hour paid training prior the 1<sup>st</sup> 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.

