



**Please complete in type or block capitals
(We cannot be held responsible for mistakes from illegible handwriting)**

Company Name..... Stand Number.....
 Address.....
 Telephone..... Fax.....
 E-mail..... Contact Person.....
 Signature..... Date.....

***Please indicate in the table below the number of temporary staff required as well as their main duties/ tasks to be performed (such as host/ hostesses, receptionist, data entry operator, secretary, sales person, translator, etc.) in order to enable us to allocate individuals with the appropriate skills.**

Requirements	Languages	No. of Staff Needed	Dates		No. of Hours
			From	To	
Hostess/Receptionist					
Translator					
Registration					
Ushers					
Flyers Distributor					
Others/Please Specify					
Dress Required					
Specific Requirements					

Rates: The rate for Arabic/English or only English is from **AED 100.00 / US \$28** per hour per staff (minimum 5hrs per day) and payable prior to the event. However, special requests of the Hostesses, or the Models will be accounted separately and the invoice will be made accordingly – please contact us for additional information. As for translator/interpreter the rate will be **AED 1,400 / US \$ 380** per day.

Cancellation Terms: Partial or total cancellation of the above order can be made up to 8 days prior to the commencement of the duty without charge. 100% charge will apply for any partial or total cancellation made within 7 days of the commencement of the duty.

Confirmation: Confirmation will be made by email. Where there may be last minute emergencies, due to sickness etc, and the hostess is no longer available, HOSTEX will guarantee to provide a replacement hostess.

Payment:

- ✓ **International Companies:** All payment should be made by bank transfer at least 10 days prior to the commencement of the duty as per the bank details below.
- ✓ **Local Companies:** Payments can be either made by bank transfer, local bank cheque or by direct cash payments 10 days prior to the commencement of the duty.

Bank Name: RAK BANK

Return to: Hostex LLC

Beneficiary Name: HOSTEX LLC

P.O. Box 35464

Account No: 0182859621002

Dubai, U.A.E

Swift Code: NRAKAEAK

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