


EXHIBITOR DETAILS			
Company Name			Stand No.
Address			
City	PO Box	Post Code	Country
Contact Name:		Position	
Tel.	Mobile	Fax	
Email	Signature	Date	

RETURN DETAILS	
<b>APPLICATION DEADLINE</b> <b>23 OCTOBER 2023</b>	
Attn: Valentine Fernandes Berthe Tachajian	
Email:	<a href="mailto:valentine@vibes.ae">valentine@vibes.ae</a> please copy <a href="mailto:berthe@vibes.ae">berthe@vibes.ae</a> & <a href="mailto:info@vibes.ae">info@vibes.ae</a>
Tel:	+971 2 643 4440
Mobile:	+971 58 930 4446
Print	Submit

Duties	Rate /Hr [AED]	No Of Staff		No. Days	Date		No. of Hours / Day	Total
		Male	Female		From	To		
Host / Hostess	125/-							
Hospitality Staff	80/-							
<b>Total [AED]</b>								
<b>VAT 5% [AED]</b>								
<b>Grand Total [AED]</b>								

**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 and Public liability insurance.
- Vibes staff are required to wear their own formal black business suit / white shirt, black closed shoes and face mask. Any other uniform requirement to be agreed with both parties and provided by the client.

**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.

**COVID-19**

- If COVID-19 PCR Testing should be mandatory in accessing the venue, additional fees will be applicable and billed separately nearing the event dates. Fees may vary depending on the government rules and requirements.

**Project Cancellation:**

- After receiving the payment up to 7 days prior to the PCR test date/ training/ event days, 30% of the total staffing billing.
- Less than 7 days prior to the PCR test date/ training/ event days, 50% of the total staffing billing.
- On the PCR test date/ training/ 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

# Booking FAQ's

## 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 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.