

## EXHIBITION STAND HOST/HOSTESS FORM

### EVENT INFORMATION

Event Name			
Event Start Date		Event End Date	
Event Start Time		Event End Time	
Event Location			

### EXHIBITOR INFORMATION (FOR EXHIBITORS TO FILL OUT)

Company Name			
Company Address			
Company License	<i>*Kindly attach when sending the completed form*</i>		
VAT/TRN Certificate	<i>*Kindly attach when sending the completed form*</i>		
Office Number		Contact Person	
Website		Contact Number	
Stand Name		Email Address	
Stand Hall No.		Stand No.	

### REQUESTED EXHIBITION STAND HOST/HOSTESS INFORMATION (FOR EXHIBITORS TO FILL OUT)

**\*\*Our team of collaborators (staff) brings their expertise, skills, resources, and dedicated efforts together to accomplish a shared goal: creating successful events. \*\***

	Job Role and Responsibilities	Total No. of Collaborators
	<b>Host/Hostess:</b> High Caliber and presentable representative welcoming and greeting guests, offering assistance, and providing brief company overview.	
	<b>Promoter:</b> Promoting and marketing events, products, services, or ideas to a target audience.	
	<b>Hospitality Hostess:</b> Hostess Caliber, serving tea & coffee, small snacks/canapés.	
	<b>Hospitality Staff:</b> Serving tea & coffee, small snacks/canapés.	
Collaborator Start Date		Collaborator End Date
Collaborator Start Time		Collaborator End Time
Preferred Language	ARABIC      ENGLISH      OTHER	
Training / Briefing	<i>*1 hour paid training is required for the collaborator with client-specific instructions and processes, accordingly they'll understand their show-specific roles and work effectively.*</i>	
Dress Code Guidelines	<ul style="list-style-type: none"> <li>Formal- black business suit and trousers, black formal shirt, and black formal shoes.</li> <li>Black polo t-shirt, black pants, and black shoes.</li> <li>If any other attire is required, it is up to the client to provide.</li> </ul>	
Additional Notes/Requests		

**Terms:**

1. Payment: 100% advance payment upon confirmation via bank transfer.
2. Shift Length: A minimum shift of 7 hours daily must be booked for each collaborator. Each additional hour will be charged as overtime at the hourly rate.
3. Exhibitor Badge/Pass: To be arranged and provided by the client.
4. Collaborators are based on a mix of nationalities and subject to availability.
5. Collaborator Break: For an 8-hour shift, staff have 45 minutes paid break included within the shift.  
For a 9-hour shift, staff have 60 minutes paid break included within the shift.
6. Collaborator Welfare: The client to supply adequate area for rest, bag drop, & drinking water to the collaborator(s).
7. Cancellation: Cancellations received post-confirmation and within 10 days preceding the training/event will incur a 50% payment of the total billing. Cancellations made less than 10 days preceding the training/event will incur a 100% payment of the total billing.

Stamp and Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Kindly send the filled-out form to:

Alishbah Khan  
Client Relations Executive  
Mobile: +971 50 996 0204  
Email: alishbah@xenialevents.com  
& admin@xenialevents.com

**NOTE: Official quotation and invoice will be shared after receiving the filled-out form.**