

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	*Kindly attach when sending the completed form*		
VAT/TRN Certificate	*Kindly attach when sending the completed form*		
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
	Host/Hostess: High Caliber and presentable representative welcoming and greeting guests, offering assistance, and providing brief company overview.	
	Promoter: Promoting and marketing events, products, services, or ideas to a target audience.	
Collaborator Start Date		Collaborator End Date
Collaborator Start Time		Collaborator End Time
Preferred Language	ARABIC ENGLISH OTHER	
Training / Briefing	*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.*	
Dress Code Guidelines	<ul style="list-style-type: none"> Formal- black business suit and trousers, black formal shirt, and black formal shoes. Black polo t-shirt, black pants, and black shoes. If any other attire is required, it is up to the client to provide. 	
Additional Notes/Requests		

Terms:

1. Payment: 100% advance payment upon confirmation via bank transfer.
2. Shift Length: A minimum shift of 8 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, the collaborator has a 45-minute paid break included within the shift.
For a 9-hour shift, the collaborator has a 60-minute paid break included within the shift.
6. Collaborator Welfare: The client is to supply an 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: _____

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

Kindly send the filled-out form to:
Sedra Sadou
Client Relations Executive
Mobile: +971 50 996 4217
Email: sedra@xenialevents.com
& admin@xenialevents.com