

# Supervision - Hostess service

Event name:

\_\_\_\_\_

Event date:

\_\_\_\_\_

Please return to:

Email:

\_\_\_\_\_

Please specify: Hall \_\_\_\_\_ Stand-no. \_\_\_\_\_

Exhibitor \_\_\_\_\_

Contact person \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Billing address

Company \_\_\_\_\_

Contact person \_\_\_\_\_

Street \_\_\_\_\_

Country/ post code/ town \_\_\_\_\_

VAT ID number \_\_\_\_\_

E-Mail \_\_\_\_\_

As support for our stand personnel, we require:

Designation	Quantity	Days	m/f	Hourly rate per person
Stand supervision	_____	_____	_____	34.00 €
Host / hostess	_____	_____	_____	34.00 €

	From (date)	Time	Until (date)	Time
Set-up	_____	_____	_____	_____
1. event day	_____	_____	_____	_____
2. event day	_____	_____	_____	_____
3. event day	_____	_____	_____	_____
4. event day	_____	_____	_____	_____
5. event day	_____	_____	_____	_____
6. event day	_____	_____	_____	_____
7. event day	_____	_____	_____	_____
Dismantling	_____	_____	_____	_____

## Suits / uniforms

Our personnel wear a standard uniform at no additional cost.

Continued on next page.

## Assignment profile

The event profile is to be entrusted with the following duties:

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**A processing fee of 75 € shall be charged for orders received after the return date.**

**A 20%\* surcharge shall apply for processing orders received from 4 weeks before set-up begins.**

**A 30%\* surcharge shall apply for processing orders received from 2 weeks before set-up begins.**

**We charge a 50%\* surcharge for requests received at short notice during set-up.**

\* on the respective service

## General conditions and terms of payment

The deliveries, services and quotes by the service provider are based exclusively on these terms and conditions.

1. The listed prices are net prices and do not include the legal VAT.
2. Basis for the above mentioned conditions is a minimum working time of 4 h / employee / day.
3. Payment conditions: Immediately after receipt of the invoice. Please make foreign payments free of charge.
4. The service provider shall not be held responsible for personnel shortages due to force majeure that hinder or prevent fulfilment of the contract even if set deadlines were agreed.
5. It is possible for the customer to cancel an order up to ten days before the event begins. If cancellation is made at a later time, the customer shall be charged the full price.
6. The general terms and conditions of Wiesbaden Congress & Marketing GmbH apply, which are available for download at [www.wiesbaden.de/avb](http://www.wiesbaden.de/avb). Upon request, we will send them to you.

Place of jurisdiction and place of performance, including for default action, is Wiesbaden.

The order form signed by the exhibitor or their agent is legally binding.

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Place / date

Signature / company stamp

## Return date

up to 6 weeks before set-up starts! After that, additional costs will be charged.