

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	_____	_____	_____	39.00 €
Host / hostess	_____	_____	_____	39.00 €

	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:

A 30%* surcharge shall apply for processing orders received from 4 weeks before set-up begins.

A 65%* surcharge shall apply for processing orders received from 2 weeks before set-up begins.

We charge a 100%* 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. 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.

Place / date

Signature / company stamp

Return date

up to 4 weeks before set-up starts! After that, additional costs will be charged.