

ESC Congress 2016 Rome, 27-31 August

Please complete electronically and send back to: esc2016@aimgroup.eu

Deadline for hostess/stewards/runner (English/Italian speaking only) - August 17, 2016 – After that date 30% extra applies
Deadline for model/live model patients and other (+ extra languages) - August 1, 2016 – After that date 30% extra applies

Hostesses' order form – INDUSTRY SPONSORED SESSION REQUEST

JOB SPECIFICATION

(Tick your choice and provide in note field a short description of role/task)

- Hostess/Steward
- Model
- Live model patients
- Runner
- Other _____

NOTES _____

LANGUAGES

(Staff with knowledge of English and Italian will be supplied. If you require other languages, please specify).

- English
- Italian
- French
- German
- Spanish
- Other languages: _____

UNIFORM

- Hostess personal black/blue suit** (trousers or skirts, white shirt)
- by Agency** Picture attached. Indicate pashmina's colour _____
- by client:** Please specify details _____

N. of hostesses/date/timing

for shifts longer than 6 hours, you will have to consider a 30-minute break; for shifts longer than 11 hours, you will have to consider a 60-minute break

Date	n. of hostesses	from hrs	to hrs
27th AUG			
28th AUG			
29th AUG			
30th AUG			

MEETING POINT

- Registration area
- Front of the Room (please specify village number and Lecture Room name)
- Other
Please specify details _____

BRIEFING

- Not necessary
- First day (1h before the start of activity)
- Other
Please specify details _____

Hostesses' order form – STAND REQUEST

JOB SPECIFICATION

(Tick your choice and provide in note field a short description of role/task)

- Hostess/Steward
- Model
- Live model patients
- Runner
- Other _____

NOTES _____

LANGUAGES

(Staff with knowledge of English and Italian will be supplied. If you require other languages, please specify).

- English
- Italian
- French
- German
- Spanish
- Other languages: _____

UNIFORM

- Hostess personal black/blue suit** (trousers or skirts, white shirt)
- by Agency** Picture attached. Indicate pashmina's colour _____
- by client:** Please specify details _____

N. of hostesses/date/timing

for shifts longer than 6 hours, you will have to consider a 30-minute break; for shift longer than 11 hours, you will have to consider a 60-minute break

Date	n. of hostesses	from hrs	to hrs
27th AUG			
28th AUG			
29th AUG			
30th AUG			

MEETING POINT

- On the Stand in Exhibition Area (please specify the Exhibition hall and the stand number)
- Registration area
- Other
Please specify details _____

BRIEFING

- Not necessary
- First day (1h before the start of activity)
- Other
Please specify details _____

Rates (VAT 22% excluded)

	Daily (5 hours)	Daily (8 hours – including lunch)	Extra Hour Briefing Hour	Onsite Requests Upon availability. 30% extra on daily rates
Hostess	Euro 140,00	Euro 200,00	Euro 26,00	
Runner*	Euro 130,00	Euro 195,00	Euro 26,00	
Model or Live model patients**	To be quoted on request according to the task required			

- Rates refer to hostess/stewards/runner service only. If you require another role (i.e. models, live patient models, promoters, interpreters, etc a different quotation will be provided)
- ***Runner** is intended as a person in charge of logistics support such as movement of materials, basic set up, restock of material at the booth. On request, he can go around with his own car/motorcycle/motorbike to / from other locations with an extra cost of Euro 0,50 + VAT per kilometer. For this service an insurance will be stipulated at an extra cost.
- ** **Model or Live model patients** will be quoted on request according to the task required (i.e. demonstration of medical products or distribution of products at the stand or welcoming of guests at the stand, etc).
- Minimum working hours: 5 hours
- Briefing will be quoted separately from the daily timing rate if it will be required effected/given prior to the starting of the working period.
- Hostess personal suit (black/blue, skirt/trouser) is included in the rate.
Should you require the official uniform (black or blue suit with skirt, white shirt, black court shoes, colored pashmina) an extra of € 30,00 p.p. will be applied.
- Additional fee of € 50,00 per hostess will be applied for jobs starting prior to 7.00 am and finishing after 21.30
- From more than 6 hours 15€ will be added for hostess lunch. In the daily service cost of 8 hours, the lunch cost is already included.
- Italian and English languages knowledge is guaranteed in the rate. Different languages can be required at the following rates:

	Daily (5 hours)	Daily (8 hours)	Extra Hour Briefing Hour
Hostess UE LANGUAGES	Euro 170,00	Euro 220,00	Euro 30,00
Hostess EXTRA UE LANGUAGES (Russian, Chinese, Japanese)	Euro 195,00	Euro 260,00	Euro 36,00

Payment terms

100% of the booking value upon confirmation

Balance (extra hours, onsite request, etc) will be invoiced within 30 days after the end of the congress

Payment must be settled 15 days from the date of the reception of the relevant invoice

Until August 5, 2016 payment is possible

- By bank transfer
- By credit card

From August 6, 2016 payment is possible only

- By credit card

Bank transfer details

Please transfer the payment to **AIM Italy Srl**

Bank details: INTESA – SANPAOLO – AG. 37 – VIA CAMPANIA, 49 – 00187 ROME (ITALY)

IBAN IT5810306903240100000005348 – SWIFT/BIC: BCITITMM

The payment transfer form should clearly state “ESC HOSTESSES 2016”

Credit cards

All major credit cards are accepted (American Express, VISA, Eurocard/Master Card).

THE ORDER WILL BE PROCESSED ONLY WHEN ACCOMPANIED BY THE TOTAL PAYMENT.

THE INVOICE WILL BE SENT BY E-MAIL TO THE ADDRESSE INDICATED IN THE COMPANY DETAILS OF THE HOSTESS ORDER FORM.

Cancellation Policy

Notification of cancellation must be sent by email to AIM ITALY esc2016@aimgroup.eu

Fees for Total Cancellation	
Total cancellation from June 22 to July 27, 2016	30% of the total booking value
Total cancellation from July 28 to August 10, 2016	70% of the total booking value
Total cancellation after August 10, 2016	100% of the total booking value

Fees for Partial Cancellation	
Partial cancellation up to July 11, 2016	NO Penalties
Partial cancellation between July 12 and August 10, 2016	50% of the total cancelled volume
Partial cancellation after August 10, 2016	100% of the total cancelled volume

Name/Signature & Company stamp

Date
