

Hostesses



IFEMA
Feria de
Madrid

Company: Tax number: Tel.: Fax.: E-mail: Contact person: **LINEA IFEMA**EXPOSITORES 902 22 16 16
INTERNACIONAL (34) 91 722 30 00

FAX (34) 91 722 57 95

IFEMA
Feria de Madrid
28042 Madrid

servifema@ifema.es

www.ifema.es**Hostesses****VAT not included.**

- Deadline for receiving service application forms: one month prior to the celebration of the fair.

- IFEMA reserves the right to render services requested outside the established time period. If requested services should be provided within 15 days prior the commencement of the fair assembly, during the assembly or during the fair celebration, prices shall be increased by 25%.

- If a service should be cancelled within 15 days prior the commencement of the fair assembly, during the assembly or during the fair celebration, 40% of the corresponding fee must be paid.

- If the modification of an already contracted service is requested within 15 days prior the commencement of the fair assembly, during the assembly or during the fair celebration, and said modification should be made, it shall be billed as the cancellation of the previous service and the contracting of a new service after the deadline.

Valid 2009**HOSTESSES (For shifts longer than 6 hours, hostesses shall have a 1 hour lunch break / Minimum shift: (non stop) 4 hours.)**

Code	Description	Times	Days	Price	Units
08A	HOSTESSES SPANISH SPEAKING. (RATES / HOUR)	-		24,40 €	
08B	HOSTESSES SPANISH + LANGUAGE. (RATES / HOUR)	1		26,66 €	
08C	HOSTESSES SPANISH + LANGUAGE. (RATES / HOUR)	2		28,85 €	
English	Italian	German	French	Others	

- IFEMA has a wide offer of materials and resources, with sufficient capacity to respond to exhibitors' needs. However, IFEMA reserves the right not to provide services if available stock or resources are already contracted.

- The minimum working day which can be contracted is 4 hours in a continuous shift. On days which are longer than 6 hours, the staff members in this service shall have a one-hour lunch break.

Stand services and accessories on plans

Any stand services and accessories which are drawn on plans sent to IFEMA shall be deemed to be definite orders and shall be billed at the set prices.

Mailing of forms and service payment

When you have filled in the enclosed service contracting forms, please send them, preferably via fax, to:

SERVIFEMA
Feria de Madrid
28042 Madrid
e-mail: servifema@ifema.es

Fax: 91 722 57 95
Tel.: 902 22 16 16
International: (34) 91 722 30 00

Service charges shall be paid when the corresponding fees are submitted via:

· Bank transfer to IFEMA:

Caja de Madrid IBAN ES09 2038-0626-01-6000025280
Caja España IBAN ES76 2096-0090-39-3231462104
Banesto IBAN ES34 0030-1001-31-0004796271
BBVA IBAN ES66 0182-5638-81-0014291353

If you should choose to pay by bank transfer, you must send a copy of the transfer slip to IFEMA, preferably by fax (34) 91 722 57 95)).

· Certified cheque made out to IFEMA.

Additional information about services

You will find additional information about IFEMA services in the General Guidelines of Participation, included in the IFEMA services catalogue in the section "Documentation and information of interest".

Any personal details given by you shall be incorporated into an IFEMA computer file domiciled at Feria de Madrid (28042), Madrid, so that your participation in the fair can be managed. On sending us your details, you expressly authorise them to be used to carry out periodic communications, including by e-mail, to inform you of the fair activity - activities, contents and services - . You likewise give your consent for your details to be communicated, with a confidentiality undertaking, to the companies that collaborate with IFEMA in the organisation of fairs rendering auxiliary and added value services, exclusively for the purposes of forwarding you information about said services and attending to your orders. You may exercise your right to access, amend, challenge and cancel said details by writing to IFEMA: Datacom, apartado de correos 67.067 (28080), Madrid, or by e-mailing: datacom@ifema.es.

Date and Signature:

Please send to **SERVIFEMA****Print Hostesses****Index of contents**