



Hostesses / Hostess / Interpreters / Service Staff / Transfers / Private Cars / Catering / Construction of stands

Return to:

The fair agency Hospedeiras de Portugal | Hospedeiras de Portugal – Rua Artilharia Um, 79 1250-038 Lisboa tel.: +351 21 383 9140 Fax.: +351 21 386 1968 email: sonia.martinez@hospedeiras-portugal.pt

Exhibitor _____

Hall / Stand no. _____ Outdoor exhibition area _____ VAT no. _____

Contact: _____ E-Mail: _____

Street _____ Post Code _____

Town _____ Country _____

Tel. with area code and ext. Fax with area code and ext. _____

The fair agency Hospedeiras de Portugal provides you with trained and committed personnel for your presence at trade fairs/exhibitions/congresses. Our staff is flexible and has event experience. We put your ideas into practice and support you in your preparation and execution of the event with targeted staff deployment.

Our services in detail

- planning and organization of personnel training
- advice on the implementation of your ideas
- selection of personnel in accordance with your requirements based on file
- uniforms– supply of individual uniforms according to our portfolio

Deployment times (including breaks)

☐ Briefing on day prior to trade fair necessary (usually approx. 1 hour) On the trade fair days

First day: from _____ to _____ no. of hours _____

Subsequent trade fair: from _____ to _____ no. of hours _____ days except last day

Last trade fair day from _____ to _____ no. of hours _____

Type of clothing required

Clothing can be supplied by the exhibitor or according to our portfolio.

Please Specify _____

We would be pleased to provide you with a non-binding quotation for Hostesses/Hosts/Service staff

Male ☐ Female ☐ Number of Persons ☐ Age approx.. _____

Duties

Information ☐ Promotion ☐ Meet & Greet ☐ Catering ☐ VIP care ☐ Construction of stands ☐

Service Other (please specify) ☐ _____

Interpreter/Translator (bookable for half day/full day only)

Professional interpreter (simultaneous/consecutive) ☐

Conversation interpreter (native speaker/language student) ☐

Language skills required

German ☐ English ☐ Italian ☐ French ☐ Spanish ☐ Other _____

Other Language ☐ _____

■ Notes

This is a non-binding **enquiry form**. Based on the requirements listed above, we will draw up a specific quotation within (Number of days) working days and propose suitable personnel via file cards. Any contract agreed is concluded between the exhibitor and Hospedeiras de Portugal contracting company following confirmation of quotation.

The fair agency Hospedeiras de Portugal supplies personnel in accordance with the provisions set out in the Portuguese Law. The service provision agreed is checked regularly during the trade fair. Should staff members supplied for the duration of the fair be unavailable due to illness, they will be replaced at no extra cost.

Place / date

Company stamp and legally binding signature of exhibitor

■ Terms of Booking for exhibition hostesses and event professionals

§ 1 General – area of application

1. Our Terms of Booking (TB) apply exclusively. Terms to the contrary or others deviating from our terms will not be recognized unless the agency has explicitly confirmed their validity in writing. Our terms (TB) apply even if we provide our services in the knowledge that the ordering party's terms are contrary to or deviate from our terms.
2. All agreements deviating from our terms concluded between ourselves and the ordering party for the purpose of carrying out the given order are valid only if they have been set out in writing and signed by us in a legally binding manner. Any alterations to the original booking, additional agreements and/or bookings must be made in writing and signed in a legally binding manner in order to be valid. Our Terms of Booking also (TB) apply to all future transactions between ourselves and the ordering party.

§ 2 Quotation and bookings

1. The validity of our quotes is generally limited to 4 weeks, but can be extended up to the commencement of the deployment concerned or even reduced depending on the nature of the scheduling, given mutual consultation and approval between the contracting parties.
2. By booking of the services offered, the booking party declares to be in explicit and unconditional agreement with the description of the services and the general terms underpinning the quote as well as in acceptance of our terms of payment, prices, and the Terms of Booking set out here.
3. In order to be valid, bookings placed via the Internet are recognized awarded through our e-mail.
4. A booking is considered to have been accepted by us once the 50% of the amount indicated in the quotation as being "due upon confirmation of order" is in our account and we have not denied acceptance within 48 hours of receipt of payment. The elapsing of the agreed period of quote validity, significant errors in the service description or price quoted as well as the necessity to commit illegal or improper acts in order to fulfill the order, are valid reasons to deny acceptance of booking. The other 50% of the amount must be paid in the end of the job to our account.

§ 3 Forms of booking

1. Options - options are enquiries with binding deadlines. They are included in the agency's appointments scheduling. Options must be converted into firm bookings 8 days prior to the reserved date at the latest. No obligation to perform can be asserted vis-à-vis the agency for options converted at a later date.
2. Firm bookings - firm bookings constitute a contractual relationship between the booking party

and the agency. They are subject to the terms set out under § 1 and § 2 above.

3. Weather-related bookings - weather-related bookings are considered to be bin - ding if they are not cancelled 24 hrs prior to the commencement of deployment. If an event is cancelled due to uncertain or bad weather later than 24 and up to max. 2 hours prior to the time agreed in the booking, with the result that the agency's services are no longer required, then the booking party is nevertheless considered to owe 50 % of the total payment agreed, minus travelling expenses.
4. Last-minute bookings - services booked 24 hrs or at shorter notice prior to a deployment are subject to a surcharge of 20 % on the normal tariffs, under the premise that the order is accepted by the agency.

§ 4 Cancellation of bookings

1. Options as per § 3.1. can be cancelled at any time without costs being incurred by the booking party.
2. Firm bookings as per § 3.2. can be cancelled only for good reasons. Such cancellations and the reasons concerned must be reported to the agency verbally as soon as such a situation occurs and confirmed in writing without delay. If such a cancellation is received by the agency up to 5 working days prior to commencement of the given deployment, then a cancellation fee of EUR 30.00 per person booked is charged. If the cancellation occurs up to 2 working days prior to commencement of the deployment concerned, then 50 % of the total payment agreed minus travelling expenses is due immediately. In the case of cancellations received up to 1 working day prior to commencement of deployment, then 75 % of the total payment agreed is owed with immediate effect.

§ 5 Incapacity to work of scheduled staff

Should, for such reasons as are not the responsibility of the booking party, one or more persons booked from the agency for deployment be unavailable, the agency undertakes to provide adequate replacement. The booking party incurs no costs as a result.

§ 6 Deployment times

1. The deployment times are based on the details set out in the quotation. 2. For deployment periods of 8 hours, the staff members concerned are entitled to a paid break of at least 1 hour. 3. Working hours above and beyond the agreed deployment period are charged as overtime at the hourly rate. A surcharge as per the quote is raised for any night deployment. 4. Instruction, briefing and styling are considered to be working hours and must be paid for separately to the extent that they do not occur in the agreed deployment period. 5. Our agency has a minimum rate of 50€ per day and worker, that will be charged to our clients.

§ 7 Complaints

1. Should the personnel deployed not correspond to a significant degree with the qualifications assured in the quotation, then the booking party must notify the agency to this effect prior to the

commencement of deployment or after the first hour of deployment at the latest. The agency will then endeavor to provide a replacement in accordance with the agreed qualifications as quickly as possible.

2. Should the personnel deployed behave in such a manner that the booking party is justified in making a complaint; the given complaint should be notified to the agency immediately after the incident together with details of the circumstances. If replacement personnel is justifiably required, then the person subject to the complaint should be withdrawn from deployment without delay. Should the person subject to the complaint continue to work, any entitlement to a replacement lapses.

§ 8 Liability

As a general rule, the agency is liable only for details in respect of personnel qualifications set out in the quote. The agency's liability is limited to an amount equating to two fold of its total fee. In the absence of any statutory provisions to the contrary, no further liability claims can be asserted by the ordering party.

§ 9 Terms of payment

1. The terms of payment are based on the conditions set out in the quotation.¶2. If exceptionally only a verbal offer has been made and accepted by way of a verbal agreement, the total remuneration due to the agency must be paid prior to the commencement of deployment.¶3. All payments must be made in euro.

§ 10 Partial validity

Should one of the provisions of these Terms of Bookings be or become invalid, this shall have no effect on the validity of the remaining provisions.

Lisbon, Portugal March 2013