

Application form 2024 (page 1/2)

Exhibition:

Exhibition Complex:

Stand no.:

Date	Working hours:	Number of hostesses:
.....
.....
.....

The hostess(es) should speak the following languages:

Dutch English German French Spanish Italian Arabic

Besides Dutch and English you can demand a maximum of two additional foreign languages; a combination of Spanish and Italian is not possible. A hostess is not a professional translator. In case you request a translator, please clearly mention this on this form.

Rent uniform: yes no

(the uniform contains: dark blue business suit, white blouse, light green scarf/necktie and neat black shoes)

Other uniform request: yes no

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.....

**Nature of activities/duties
for hostess:**

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.....
.....

Contact person + mobile phone onsite:

.....

Remarks:

.....
.....
.....

For rates & conditions see page 2

Contact person:

Name
Phone no.
E-mail.
.....

Invoice address:

Company.....
Attn.....
Address.....
Zip code / city
Country.....
V.A.T. no.....

Rates & Conditions 2024 (page 2/2)

Rates per hour

<i>Per January 1st 2023</i>	<i>Monday - Saturday</i>
Hostess	€ 32,50
Lead/Sales Promoter	€ 36,00
Supervisor	€ 40,00
Professional Interpreter: on request.	To be agreed upon
<i>Bank Holiday/after 11P.M.:</i>	<i>150%</i>

Rates are ex. 21% VAT

Rates are subject to alternation.

Surcharges

Project Management	15%	
Lunch expenses*:	€ 10,25	Per day per person
Dinner expenses**:	€ 10,25	Per day per person
Travel expenses:	€ 25,00	Per day per person
Uniform rental expenses* (including dry-clean): *standard Brandwise uniform	€ 18,00	Per day per person

* Breaks: employees are entitled to the following breaks:

Shifts from 3 to 5 hours – 15 min. coffee/tea break.

Shifts from 5 to 8 hours – 15 min. coffee/tea break & 30 min. lunch and/or 30 min. dinner break

Shifts from 8 to 10 hours – 2x 15 min. coffee/tea break & 30 min. lunch & 30 min. dinner break

Shift or 10 hours and more – 2x 15 min. coffee/tea break & 30 min. lunch & 30 min. dinner break

** all breaks are planned and consulted with the client.

Working hours

A minimum shift of three consecutive hours per day per hostess is required. The working hours stated in the confirmation letter are binding. Deviations of more than one hour are only possible with prior agreement of the hostess. Any part of an hour will be rounded upwards to half an hour.

Briefing

The hostess(es) can be briefed in advance. The briefing will be charged against above mentioned rates.

Request time span / Last minute fee

Requests for a hostess need to be submitted four weeks before the start of the event. In case a request is placed within those four weeks, Brandwise will (depending on the availability of hostesses) charge a last minute fee. In this case conference will take place before order confirmation will be made.

Cancellation

Cancellation: requests for hostess assistance can be cancelled until 6 weeks prior to the event. In that case the project management costs till then will be charged. If the cancellation is done between 6 weeks and one week before the event 75% of the invoice amount will be charged. If the cancellation is done from 1 week prior to the event 100% of the invoice amount will be charged (excluding lunch/dinner, travel allowances and if applicable uniform rental). These cancellation rules apply to the request as a whole.

Cancellations of single positions or (parts of) shifts can be done up to 96 hours before the start of the (first) shift. This applies to a maximum of 3% of the entire request. If the cancellation is done less than 96 hours prior to the working day, 100% of the invoice amount of the cancelled position will be charged (excluding lunch/dinner, travel allowances and if applicable uniform rental). This also applies to the cancellations of separate working hours. Due to the law Brandwise must pay booked and confirmed hours to the employees if the cancellation is done after 96 hours prior to the working day. Cancelling more than 3% of the total project will be taken under advisement.

Payment

Terms of payment: one week prior to the event 50% of the invoice needs to be settled. The remaining 50% (actual costs), plus potential additional costs, needs to be settled 14 days after the date of the final invoice. After this term, a 7% interest is charged on a yearly basis.

Signature for agreement: _____

Date: _____

Please return the completed and signed form by e-mail to:
anne@brandwise-hospitality.nl, Tel: +31(6)820844309
Darwinstraat 31, 6718 XR Ede

All assignments are carried out in accordance with our general terms and conditions as filed with the Chamber of Commerce in Arnhem and are sent upon request.