Your quote request should be sent to : r.pasquaroli@ercongressi.it

# Company Details:

Company Name:

Address:

Zip:

City:

Country:

Sales Contact:

Phone number:

E-mail:

Invoice informations (Name and Address):

Intra-Community VAT Number:

# Time schedule & Staff Profile:

*(Column in yellow to be completed by ER Congressi)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE** | **STAFF PROFILE****\*** | **Number of Staff needed** | **Where:**Booth Nº/Lecture Hall Nª / Meeting room Nº / | **Task to perform** | **Starting Time** | **End Time** | **No. of Hours** | **COST** |
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|  | **TOTAL AMOUNT €** |  |  |
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**\* Staff Profile: Booth Hostess / Meeting Room/ Hospitality Suite / Symposium**

# Contracting information for Host/Hostesses:

* Deadline to order: February 1st, past this date requests will be subject to availability of staff.
* Cancelation policy: all cancellation must be received by writing to r.pasquaroli@ercongressi.it. Free cancellations are allowed until March 8th, past this date any cancellation will be charged 100% cancellation fee
* Payment conditions: 100% prepayment upon invoice reception upon confirmation
* Cost: 23.10€ +ITALIAN VAT/hour per staff.
* Minimum contracting 4h.
* Language: English.
* Dress Code: Black suit (jacket and trousers) with white top/shirt under jacket.
* Meeting point for industry: at the door of the room at the time informed by the industries.
* Meeting point for exhibitors: booth and time given as per informed by the industries.
* Depending on the hours requested and duration of the services (over 6h), you will need to guarantee a 30 minute pause for lunch and 10 minutes pause morning/afternoon for the contracted staff.
* Host/Hostesses on the exhibition area can only perform basic bar service *(coffee/tea preparation with a Nespresso machine or similar (no professional equipment) or cold drink service (water, soft drinks)*, *no food handling or any preparation)* anything else should be performed by a Barman or specialized staff.