



# TEMPORARY STAND STAFF

Please complete in type or block capitals  
(we cannot be held responsible for mistakes from illegible handwriting)

Company Name..... Stand Number.....  
Address.....  
Telephone..... Fax.....  
E-mail..... Contact Person.....  
Signature..... Date.....

Please indicate in the table below the number of temporary staff required as well as their main duties/ tasks to be performed ( such as host/ hostesses, receptionist, data entry operator, secretary, sales person, translator, etc.) in order to enable us to allocate individuals with the appropriate skills.

| Requirements                 | Languages | No. of Staff Needed | Dates |    | No. of Hours |
|------------------------------|-----------|---------------------|-------|----|--------------|
|                              |           |                     | From  | To |              |
| Hostess/Receptionist/VIP     |           |                     |       |    |              |
| Translator English to Arabic |           |                     |       |    |              |
| Registration                 |           |                     |       |    |              |
| Ushers                       |           |                     |       |    |              |
| Flyers Distributor           |           |                     |       |    |              |
| Others/Please Specify        |           |                     |       |    |              |
| Dress Required               |           |                     |       |    |              |
| Specific Requirements        |           |                     |       |    |              |

**Rates:** The rate starts from SAR **85** per hour per staff (minimum 4 hrs per day) and payable prior to the event. However, special requests of the Hostesses (**VIP Hostesses service**) or the Models will be accounted separately and the invoice will be made accordingly – please contact us for additional information. As for translator/interpreter the rate will start from SAR **400 per hour**.

**Cancellation Terms:** Partial or total cancellation of the above order can be made up to 8 days prior to the commencement of the duty without charge. 100% charge will apply for any partial or total cancellation made within 7 days of the commencement of the duty.

**Confirmation:** Confirmation will be made by email.

**Payment:**

- ✓ **International Companies:** All payment should be made by bank transfer at least 10 days prior to the commencement of the duty as per the bank details below.
- ✓ **Local Companies:** Payments can be either made by bank transfer, local bank cheque or by direct cash payments 10 days prior to the commencement of the duty.

**Return to:**

**4 Directions SA**  
**ZIP/23322**  
**Jeddah, Saudi Arabia**

Email : orjuwan@4directions.sa  
Cell: +966547790479

**Bank Information**

**Bank Name:** NCB – **Alriyadh Bank** –  
**Bank Account Name:** **4directions Est.**  
**Bank Account Number:** **1574173729940**  
**IBAN:** **SA0820000001574173729940**