



# 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					
Registration					
Ushers					
Flyers Distributor					
Others/Please Specify					
Dress Required					
Specific Requirements					

**Rates:** The rate starts from SAR **100** 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 (for the hostess, they support in welcoming, translating and anyother tasks requested except serving coffe/Tea if so please clarify and we will assist accordingly)- please contact us for additional information.

**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: **SAB**  
Bank Account Name: **The fourth DIRECTION**  
Bank Account Number: **036652865001**  
IBAN: **SA054500000036652865001**