



200085

TEMPORARY STAND STAFF

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

Company Name CITEM Stand Number..... R-176.....
 Address... GSP Roxas Blvd cor Sen Gil Puyat Avenue Pasay City Metro Manila Philippines.....
 VAT REG Number 001240440.....
 Telephone 632-8-8312137 Fax..... 632-8-8323965.....
 E-mail... cdpaz@citem.com.ph Contact Person... Chol D. Dela Paz
 Signature..... Date..... 06 February 2020.....

*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.

An additional of 5% VAT on all invoices

Requirements	Languages	No. of Staff Needed	Dates		No. of Hours
			From	To	
Hostess/Receptionist					
Translator					
Registration					
Ushers					
Flyers Distributor					
Others/Please Specify	English	2	2/16/2020	2/20/2020	8hr/day
Dress Required	Business Attire preferably black				
Specific Requirements	Hostess/Usher/Business Card & Daily Report Gathering				

Notes: The rate for Arabic/English or only English is from AED 90.00 / US \$25 per hour per staff (minimum 5hrs per day) and payable prior to the event. **(A 20% increase thus makes the rate AED 100 / 28\$ per hour per staff, if booking and confirmation is given less than 48hrs prior the date of event)** Plus 5% VAT

However, special requests of the Hostesses, 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 be AED 1,100 / US \$ 300 per day. **An additional of 5% VAT on all invoices.**

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. *When there may be last minute cancellations, due to absence etc, and the business is no longer available, HOSTEX will guarantee to provide a replacement hostess.*

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.

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

PAULINA SUACO-JUAN, Executive Director

Bank Name: RAK BANK
 Beneficiary Name: HOSTEX Fzc
 Account No: 0182240752001
 Swift Code: NRAKAEAK
 IBAN: AE050400000182240752001

CERTIFIED TRUE COPY

Return to:
 Hostex Fzc
 P.O. Box 35464
 Dubai, U.A.E
 Email: judy@hostexworld.com
 Fax: +971 4 282 7380
 Cell: +971 50 651 6794

ATTY. ANNA GRACE I. MARPURI
 Legal Officer

Signed in the presence of:

Malerna C. Buyao
MALERNA C. BUYAO
Chief, Controllership Division

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY)S.S
MANILA

BEFORE ME, a Notary Public for and in the City of **MANILA** on this _____ day of FEB 18 2020 personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
PAULINA SUACO-JUAN	_____	_____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of three (3) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2020 _____

Henry D. Adasa
NOTARY PUBLIC

ATTY. HENRY D. ADASA
NOTARY PUBLIC, UNTIL DEC. 31, 2020
NOTARIAL COMMISSION 2020-167 MLA
ISP NO. 100920 - 01/08/2020, PASIG
PTR NO. 919077 - 01/08/2020, PASIG
ROLL NO. 2877 - 01/08/2020, PASIG
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CENTER FOR INTERNATIONAL TRADE
EXPOSITIONS AND MISSIONS

CERTIFIED TRUE COPY

Anna Grace I. Marpuri
ATTY. ANNA GRACE I. MARPURI
Legal Officer