

DEADLINE : 23 February 2006

## MANPOWER SERVICE

Position	Hourly Rate (S\$ per hour)	Date		No. of Hours	No. of Staff
		from	to		
Junior Booth Hostess	10.00 – 12.00				
Senior Booth Hostess	13.50 – 15.00				
Interpreter (languages: English/German)	Depending on requirement				

**Remarks :**

- Working hours are minimum of 6 hours per day inclusive of ½ hour lunch break. Overtime charges of 1.5 times the hourly rate is applicable should the part-time staff be required to work beyond the official show hours. For more information, please contact the official Manpower Service, Adecco Personnel Pte Ltd. Their contact details can be found below.
- Part-time staff should NOT be entrusted with the handling of cash or other valuables. Exhibitors will be responsible for the safety of temporary staff whilst at their exhibition booths and the organisers will not be responsible for any losses or damages caused by such personnel.
- The price range for the Interpreter will be based on the exhibitor's preference for the candidate's experience and qualification.


Adecco will contact the exhibitor with regard to invoicing after the order form has been submitted. Pro-forma invoice will be furnished upon the collection of full payment.

Payment can be made either by local cheque to Adecco Personnel Pte Ltd or by telegraphic transfer to Adecco Personnel Pte Ltd JWHQ, A/C: 2503035 00 0, Deutsche Bank AG, Singapore Branch, 6 Shenton Way, DBS Building Tower Two, Singapore 068809 (Bank Code: 7463, Branch Code: 001, Swift Code: DEUTSGSG).

For companies which are based outside of Singapore, **full cash payment** must be made before the commencement date of the assignment.

Payment made via telegraphic transfer (TT) or local cheque must be made **at least 5 working days prior to the commencement date of the assignment**, and the additional charges for the TT will be borne by the client.

- A cancellation charge of S\$300.00 will be imposed for exhibitors who cancel their recruitment before the deadline and S\$500.00 will be imposed for on site cancellation.

<p>Please Photocopy for Your File and Return / Fax This Copy to :</p> <p style="text-align: center;">Adecco Personnel Pte Ltd 1 Scotts Road, #15-04 Shaw Centre Singapore 228208 Tel : (65) 6336 1533 Fax : (65) 6336 5011 Attn : Ms Shirley Chua Email : <a href="mailto:shirley.chua@adecco-asia.com">shirley.chua@adecco-asia.com</a></p> 	<p>Exhibiting Company and Booth No : .....</p> <p>Name of Person In-Charge : .....</p> <p>Tel : ..... Fax : .....</p> <p>Email : .....</p> <p>Signature and Date : .....</p>
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