

DEADLINE
1 MAY 2018

VINEXPO
29-31 MAY 2018
HONG KONG

TEAM SPIRIT



TEAM SPIRIT is a specialist in the supply of Contract Temporary Personnel for the Conference, Exhibition and Seminar Industry. We place heavy emphasis on the **QUALITY OF OUR SERVICE & CLIENT SATISFACTION.**

Our AIM
Our aim is to assist our clients for any events with a **full-back up support team** in the Conference & Exhibition Industry.

Our SERVICE
In addition to providing exhibition staff, we supply *interpreters and translators* of high calibre, receptionist, promotion hostesses, model, conferences hostesses, waiter, barman/barmaid, image girl, road show promoter model, secretary and clerical support to meet our clients' needs. Our temporary staff can be provided with smart uniform and are personally trained to maintain our high standard of services. **Take a look at our TEAM SPIRIT PHOTO ALBUM** for more information!

Temporary Services
Exhibition & Conference
Advanced Executive Postings
Maker In Permanent Placements

Human Resources Consultants
Room 608 Capital Centre, 5-19 Jardine's Bazaar, Causeway Bay, Hong Kong.
Tel: (852) 2881 0873 Fax: (852) 2890 9165
E-mail: teamspirit@hktrade.com

Team Spirit Human Resources Consultants

Room 608 Capital Centre, 5-19 Jardine's Bazaar, Causeway Bay, Hong Kong
Tel: (852) 2881 0873 Fax: (852) 2890 9165 Email: teamspirit@hktrade.com

Contact Person: **Wendy YEOW - (852) 9199 9895**

TEMPORARY EXHIBITION STAFF – ORDER FORM

Category of Personnel	Rates per Hour HK(\$)	Language Spoken	No of Personnel	Date	Time Schedule	Special Instruction
Barman/Barmaid/Waiter						
Sales Assistant						
Promotion Hostesses						
Interpreter						
Model						

Special Terms and Conditions:

Abbreviations for languages: **C**antonese, **E**nglish, **M**andarin, **J**apanese, **K**orean, **F**rench, **S**panish, **I**talian or Russian
The working hours is in accordance of the exhibition hours from Mon-Sun (Inclusive of 1 hour lunch)
Minimum working hours is 7 hours per day and OT will be charged at the normal rate.
Assignment on Sundays and Public holidays will be charged at the regular hourly rate.
Upon confirmation, clients are required to remit the Total Invoice amount in HK dollars by Telegraphic Transfer (TT) to our Bank, 8 weeks prior to the event. All bank charges relating to the TT will be handled by the client inclusive of the Overseas / correspondent bank charges. We do not accept credit card, local or overseas cheques. We would appreciate a copy of the bank advice / statement to be emailed to our office for reference after making the payment.
30% surcharge for onsite orders.
***Quotations for Temporary staff with specific skills can be provided upon request.**

Payment at Order: No order will be taken into consideration if total payment is not included

I hereby pay By Telegraphic Transfer to our banker's details below:
STANDARD CHARTERED BANK (HONG KONG) LTD
G/F to 2/F, YEE WAH MANSION
38-40A, YEE WAH STREET, CAUSEWAY BAY, HONG KONG
A/C NAME: TEAM SPIRIT
SWIFT CODE: SCBLHKHHXXX
A/C NO: 0034152-0607730
Exchange rate: USD 1.00 = HKD 7.7 (Please email us your bank advice / statement for our office record)

Company: Hall/Booth no:
Contact: Position:
Phone: Fax: Email:
(I confirm that you have read the general rental terms)
Date: Signature:

EXHIBITORS' AUTHORISATION