

To be passed on to:
 Agentur für Arbeit München
 Messe-Job-Vermittlung
 Phone (+49 89) 9 49-2 49 90 to 2 49 93
 Fax (+49 89) 9 49-2 49 99
 job.messe@t-online.de

Supply of Staff through the On-Site Employment Office

16.1

Closing date: 6 weeks before the start of the official set-up.

Exhibitor

Street/ P.O. Box

Country, Town, Postcode

Event	
Date	
Hall Stand no.	Open-air grounds Block
Contact	
Phone with area code and ext.	
Fax with area code and ext.	
e-Mail	

Staff supply service

Dear sir or madam,

Our experienced team of employment counsellors would be pleased to supply you with stand personnel for the forthcoming trade fair free of charge. Settlement of the agreed remuneration should occur directly between the exhibitor and the given member of staff.

It is in your own interests to notify us of your personnel requirements in good time. (Please complete this form and fax it back to us!)

We wish you a successful time at the trade fair.

The following staff are required:

Staff requirements

_____ male _____ female _____ sex irrelevant
 number number number

for the following duties:

- Assistance with assembling stand
 on/from _____ until _____
 from _____ to approx. _____ (time)
 - Assistance with dismantling stand
 on/from _____ until _____
 from _____ to approx. _____ (time)
 - Hostess/ Stand assistant Sales assistant
 - Interpreter Kitchen assistant
- from _____ to _____ (Date)
- Age from _____ to approx. _____ age irrelevant

Nature of work

Required skills, languages

Further points to note and other requirements

Payment

The staff employed by us will receive the following remuneration:

EUR _____ per hour
 EUR _____ per day
 EUR _____ for the duration of the trade fair

Opening hours:

The on-site employment office is open from Monday - Thursday from 8 am to 4 pm as well as on Fridays from 8 am to 12 noon. During trade fairs including assembly and dismantling periods, the agency may also be contacted outside the regular opening hours.

Place, date

Company stamp and legally binding signature of exhibitor