

33 Mohamed Sultan Road
#02-04
Singapore 238977
Tel: +65 8168 1457
E-mail: valencia@refix.sg

| EVENT CREW SOURCING EXCLUSIVE OF LOGISTICS MANAGEMENT | | |
|---|---|---------------------|
| Description | Type | Rate per hour (SGD) |
| EVENT ASSISTANTS The event assistant assigned will be tasked to the following scope: <ul style="list-style-type: none"> ▪ Registration ▪ Ushering ▪ Surveys ▪ Information counters ▪ Booth Assistants <ul style="list-style-type: none"> ▪ Packers ▪ Flyer Distribution ▪ Event set-up & tear-down | Event Crew Regular event part-timers with no looks or height requirements. | \$25.00 |
| | Brand Ambassadors For individuals with specific sizes/ looks/ age/ to wear non-conventional uniforms, etc. When requirements differ from the typical event assistants. | From \$65.00 |
| MASCOTS *Each mascot must be accompanied by a mascot minder | Mascots Excludes mascot outfits Height: 1.58m – 1.7m | \$ 60.00 |
| | Mascot Minders | \$28.75 |
| INTERPRETORS/ TRANSLATORS *Price dependent on languages required | Conversational Translation | From \$60 |
| | Simultaneous Translation | From \$195 |
| OUTFITS FOR BRAND AMBASSADORS/ MODELS / LOGISTICS MANAGEMENT | Please contact REFIX directly with your requirements for quotations e.g. High heels + Sample Top(s) and Bottom(s) OR Dress(es) + Accessory(ies) + 1 round of attire fitting + casting of models | |
| CREW MEALS | \$15.00 per meal, per pax | |

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To Note:

1. Minimum manpower engagement hours are as follows;
 - Training/ Briefing: consecutive two-hour block per booking
 - On-site: consecutive five-hour block per booking
2. Transport Reimbursement
 - \$SGD30 per pax per trip for reporting timings that are at 0730h or earlier.
 - \$SGD50 per pax per trip for shifts that end at 2300h or later.
3. Public Holidays & Eves
 - Christmas Eve, New Year Eve, Lunar New Year Eve: 1.5 x basic rate
 - All Public Holidays: 2.0 x basic rate
4. Booking cut-off date(s) and surcharges
 - Deadline for standard pricing (as per table above): 20 May 2024
 - 21 May - 31 May 2024: 1.5 x standard pricing
 - 01 June 2024 onwards: 2.0 x standard pricing
5. Crew meals at \$SGD15 per pax per meal
 - Start work at 0700h or earlier: Breakfast
 - Work beyond 1300h: Lunch
 - Work beyond 1900h: Dinner
6. All prices quoted are in **Singapore Dollars** and are **exclusive of** Goods & Services Tax (GST).
The prevailing GST for FY2024 is at 9%.

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| EXHIBITOR BOOKING FORM | | | | | | | | | |
|--------------------------|------------|----------|------------|----------|---------------------|---------------------|--------------|-----------|------------------|
| Invoicing Details | | | | | | | | | |
| Registered Company Name: | | | | | Contact Name: | | | | |
| Tax Registration Number: | | | | | Contact Number: | | | | |
| Address: | | | | | Contact Email: | | | | |
| City: Zip: | | | | | Exhibiting Company: | | | | |
| State / Country: | | | | | Booth Number: | | | | |
| Type (Role) | Start Date | End Date | Start Time | End Time | Pax Count | Rate per hour (SGD) | # Crew meals | Transport | Total Cost (SGD) |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Subtotal | | | | | | | | | |
| 9% GST | | | | | | | | | |
| GRAND TOTAL | | | | | | | | | |

Terms & Conditions:

- The Exhibitor Booking Form must be filled and sent to valencia@refix.sg (cc joe@refix.sg) by the following booking cut-off date(s)
 - a. Standard pricing (as per table above): By 20 May 2024
 - b. 21 May - 31 May 2024: 1.5 x standard pricing
 - c. 01 June 2024 onwards: 2.0 x standard pricing
- Payment must be made by bank transfer upon invoice receipt, as per the instructions in the invoice. All bank charges or transfer fees will be borne by the exhibitor.
- Credit card payments will incur an additional 5% merchant processing fee.
- Orders will not be processed till the full payment is received.
- Cancellation fees:
 - a. After confirmation: 25% of total service fees
 - b. 40 working days prior to activation: 50% of total service fees
 - c. 20 working days prior to activation: 100% of total service fees
 All bank charges or transfer fees will be borne by the exhibitor.

By signing and sending this form you accept the above Terms & Conditions.
The submission of this form to Refix Pte Ltd is binding and contractual from the applicant's end.

Signature:

Name: _____
Designation: _____
Date: _____

Company: _____
Company stamp: