***Booth Personnel Employed***

After contacting with customized service providers, the Organizer can instead employ temporary booth service personnel for the exhibitors. Please send the <Employed Form of Booth Personnel> to:

*Operation Department,*

*MetalForm China Division,*

*Confederation of Chinese MetalForming Industry*

*10/F Boya Tower C, Zhonguancun Life Science Park, Beiqing Rd., Changping, Beijing 102206, P. R. China.*

*Tel:：+86 10 5305 6669*

*Fax： +86 10 5305 6644*

*Email：[metalform@chinaforge.org.cn](mailto:exhibition@chinaforge.org.cn)*

**Tips:**

The Organizer is hired through customized service providers, and the exhibitors can also directly contact to employ booth personnel themselves.

**Employed Form of Booth Personnel**

Company: Booth No.:

Address: Post Code: Tel:

Resp. Person: Cell Phone: Fax:

Email:

Date of Work:

Time of Work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** | **Type** | **No. of Persons** | **Items** | **Type** | **No. of Persons** |
| Work On Site | Inter-Investigator |  | Interpreter | English |  |
| Info Distributor |  | Minority |  |
| Cartoon |  | Accompany (English) |  |
| Booth Staff |  | Simultaneous (English) |  |
| Double-language Staff |  | Simultaneous (Minority) |  |
| Etiquette Service | Common |  | Consecutive (English) |  |
| Professional |  | Consecutive  (Minority) |  |
| Double-language |  |  |  |

Total of Cost:

Tips:

1. Please make sure to write down your contact information for us to contact you. This page is not enough and can be copied.

2. Please fill in the above form, send it by fax or email to:

*Operation Department,*

*MetalForm China Division,*

*Confederation of Chinese MetalForming Industry*

*10/F Boya Tower C, Zhonguancun Life Science Park, Beiqing Rd., Changping, Beijing 102206, P. R. China.*

*Tel:：+86 10 5305 6669*

*Fax： +86 10 5305 6644*

*Email：*[*metalform@chinaforge.org.cn*](mailto:exhibition@chinaforge.org.cn)

3. The working hours of all the above personnel are 8 hours / day. If the working hours exceed the time limit, the overtime pay is calculated as per daily salary / 8 hours. You need to provide the lunch, drinking water and certificates of the staff. The quotation includes the transportation fee. Please make an appointment 10 days in advance.

4. 80% payment as advance shall be paid for the services ordered within three days after the signing of the order. The balance shall be paid in cash on the first day of the work. If the advance is not received on time, relevant services will not be provided (full payment shall be paid for the foreign customers, and the agreed content shall be subject to the round-trip mail).

5. If the deadline for application is 6 days before the exhibition's opening date, 30% extra fee will be charged for bookings after that, and 100% extra fee will be charged for bookings during the exhibition period.

6. The above expenses do not include official receipts/invoices issued, if an official receipt/invoices is needed, 17% of the tax shall be paid. The receipt/ invoice item is the personnel service fee.