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|  |  |  | ***Deadline*****13 August 2025** |
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|  **ORDER FORM A1 - TEMPORARY MANPOWER SERVICES** |
| **Attn:**  | **Email (for communication & billing purpose):**  |

* The appointed official Temporary Manpower Services is PrimeStaff Management Services Pte Ltd.
* The costs are package prices, for working during the exhibition days/hours between 0900 hours to 1800 hours on 27 & 28 August 2025 and inclusive of lunch break one (01) hour and all statutory contribution to temporary staff.
* Overtime charges will be applicable at the rate of 1.5 for work done more than 8 hours per day (Tuesday to Thursday). If work is completed after 2200 hours, transport allowance will be charged at SGD30 per temporary staff.
* Training/Briefing sessions conducted on Pre-exhibition days (if any) will be charged to the client the same rate as per exhibition days at 1.0 rated or 1.5 rated more than 8 hours per day.
* The minimum period of engagement is **6 hours per day**. A cancellation fee of 6 hours per temporary staff will be chargeable for cancellation received after confirmation of candidates. Any request received 14 days before the start of the event will depend on the availability of candidates.
* Temporary staff should not be entrusted with handling cash or valuables. Exhibitors will be responsible for the safety of temporary staff at their booth/s and the organizer will not be responsible for any losses or damages caused by temporary staff.
* Full payment of the total temporary staff recruitment cost to be paid upon Order confirmation. Payment can be made via Cash, Cheque or T/T.
* Cash Payment can be made directly at PrimeStaff Management Services Pte Ltd

16 Raffles Quay, #12-02, Hong Leong Building, Singapore 048581

* Cheque payment made via crossed cheque and payable to ‘**PrimeStaff Management Services Pte Ltd**’.
* T/T Payment to:

Bank Account: PrimeStaff Management Services Pte Ltd

Bank Name: United Oversea Bank Limited

Bank address: 60 Airport Boulevard, Changi Airport Terminal 2, #B16-17, Singapore 819643

Bank code: 7375 / Branch Code: 040

Swift Code: UOVBSGSG

Account No.: 140-301-0079 (SGD)

* The submission of this Order Form A1 is considered as an official confirmation for the services where billing is applicable. Requests for all categories must be submitted via Order Form A1.
* All required manpower will be escorted to your respective booth by PrimeStaff Management Services Pte Ltd on the reporting day/time.
* Prices quoted are subject to the prevailing Goods & Services Tax (GST) and applicable for all Exhibitors exhibiting in Singapore.

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| **Category** | **Rate Per Hour** | **Date****From** | **Date****To** | **No. of staff required** |
| Flyer Distributor | 20 |  |  |  |
| Exhibition Booth Assistant (English speaking) | 35 |  |  |  |
| Interpreter (English / Mandarin/ Other Languages) | 50 – 450\* |  |  |  |
| Show Host  | Pls request for quote |  |  |  |
| Note: * For basic interpretation on stage (conversational) $120 per hour. For professional consecutive interpretation (interpreter speaks after main speaker), $300 per hour.
* For professional simultaneous interpretation (interpreter and speaker speak at the same time), $450 per hour.

**Others Instruction:**Attire/Dress Code: **[ ]** Formal (with Blazer & Tie) **[ ]** Semi Formal (Shirt & Pants) **[ ]** Others, pls specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any special requirements/qualifications:  |

For further enquires on exhibition manpower requirements and order confirmation please email to:

Lyana Gwee (R22110922)

Consulting Manager

M: (65) 9722 5630

E: lyana@primestaff.com.sg

Nishalini (R24121093)

Temporary Placement Services

M: (65) 9722 5609

E: nishalini@primestaff.com.sg

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| --- |
| **Exhibiting Company:** |
| **Address:**  |
| **Tel. no.:**  | **Email:**  |
| **Contact name:**  | **Stand no.:**  |