



Manpower Order Form

Exhibitors can use this form to book manpower. The service is provided by our recommended supplier Refix Pte Ltd, and the accuracy of the information enshrined within this document and in the relevant forms is its sole responsibility.

For a quick processing please check the below list and fill up all the needed information to send your request (please note that all prices are before GST).

Role Type	Roles/Tasks Description	Conditions/Remarks	Cost
Pre-event Helper	<ul style="list-style-type: none"> - Packing of Event Gifts, Goodie Bags etc - Set-up & Keeping of Chairs and Tables - Labelling of Furnitures - Slotting and arranging of Badges - RSVP Calls 	(Exclude Heavy Duty or High Risks Tasks) - Setting up of Cameras, TVs and other heavy or expensive equipments - Pre-event and post-event production set up for Back of House * A minimum engagement of 5 hours for onsite engagement is required. **A minimum engagement of 2 hours for onsite briefing is required.	S\$ 25 / hr (min. 5 consecutive hours a day) Add. HR: (more than 10 hr) \$35 /hr Overnight: \$35 /hr Last Min.(After 15 May): \$35 /hr Last Min.(After 1 June) : \$45 /hr
Front of House	<ul style="list-style-type: none"> - Registration, Information Counters, Help Desks, Ticketing, Concierge - Ushering - Queue Management & Crowd Control - Access Control 	Standard Event Roles * A minimum engagement of 5 hours for onsite engagement is required. **A minimum engagement of 2 hours for onsite briefing is required.	S\$ 27 / hr (min. 5 consecutive hours a day) Add. HR: (more than 10 hr) \$38/hr Overnight: \$38 /hr Last Min.(After 15 May): \$38 /hr Last Min.(After 1 June) : \$49 /hr
Marketing Helpers	Flyer Distributors	Distribute Flyers, Quick Engagement	S\$ 25 / hr (min. 5 consecutive hours a day) Add. HR: (more than 10 hr) \$35 /hr Overnight: \$35 /hr Last Min.(After 15 May): \$35 /hr Last Min.(After 1 June) : \$45 /hr
	Promoters/Brand Ambassadors	Depending on the difficulties of the tasks. Will increase if requirements for the PAX becomes heavier, such as appearance, height etc. * A minimum engagement of 5 hours for onsite engagement is required. **A minimum engagement of 2 hours if onsite briefing is required.	S\$ 30 / hr (min. 5 consecutive hours a day) Add. HR: (more than 10 hr) \$40/hr Overnight: \$40 /hr Last Min.(After 15 May): \$45 /hr Last Min.(After 1 June) : \$49 /hr



Marketing Helpers	Man-Pack Walkers	<p>Manpower to walk around with a backpack with advert signage sticking out above.</p> <p>* A minimum engagement of 5 hours for onsite engagement is required. **A minimum engagement of 2 hours if onsite briefing is required.</p>	<p>S\$ 30 / hr (min. 5 consecutive hours a day)</p> <p>Add. HR: (more than 10 hr) \$40/hr Overnight: \$40 /hr Last Min.(After 15 May): \$45 /hr Last Min.(After 1 June) : \$49 /hr</p>
	Billboard Walkers	<p>Carry Big Billboards with Adverts on them.</p> <p>* A minimum engagement of 5 hours for onsite engagement is required. **A minimum engagement of 2 hours if onsite briefing is required.</p>	<p>S\$ 35 / hr (min. 5 consecutive hours a day)</p> <p>Add. HR: (more than 10 hr) \$40/hr Overnight: \$40 /hr Last Min.(After 15 May): \$40 /hr Last Min.(After 1 June) : \$45 /hr</p>
	Mascots	<p>Depends on the complexity of the costume and the comfort level of being in the costume.</p> <p>* A minimum engagement of 5 hours for onsite engagement is required. **A minimum engagement of 2 hours if onsite briefing is required.</p>	<p>S\$ 65 / hr (min. 5 consecutive hours a day)</p> <p>Add. HR: (more than 10 hr) \$90 /hr Overnight: \$90 /hr Last Min.(After 15 May): \$90 /hr Last Min.(After 1 June) : \$130/hr</p>
	Mascot Minders	<p>Takes care of the Mascot</p>	<p>S\$ 27 / hr (min. 5 consecutive hours a day)</p> <p>Add. HR: (more than 10 hr) \$38/hr Overnight: \$38/hr Last Min.(After 15 May): \$38/hr Last Min.(After 1 June) : \$49/hr</p>
Professionals	Talents / Models	<p>*Price dependent on requirement (i.e. height, looks, experiences, etc) and outfits required to be worn</p>	<p>From S\$ 65.00 / hr</p> <p>Last Min.(After 15 May): \$75 /hr Last Min.(After 1 June) : \$90 /hr</p>
	Conversational Interpreters / Translators	<p>*Price dependent on languages required</p>	<p>From S\$ 75.00 / hr</p> <p>Last Min.(After 15 May): \$85 /hr Last Min.(After 1 June) : \$95 /hr</p>
	Simultaneous Interpreters / Translators	<p>*Price dependent on languages required</p>	<p>From S\$ 170.00 / hr</p> <p>Last Min.(After 15 May): \$190 /hr Last Min.(After 1 June) : \$220 /hr</p>
Others	Telemarketers	<p>Non sales related.</p>	<p>From S\$ 25.00 / hr</p> <p>Last Min.(After 15 May): \$35 /hr Last Min.(After 1 June) : \$45 /hr</p>



25th World Congress
of Dermatology
SINGAPORE 2023



MANPOWER | EVENTS | MANAGEMENT

Exhibitor Information:

Company Name: _____

Contact Number: _____

Contact Name: _____

Contact Email: _____

Address: _____

Exhibiting Company: _____

City _____ Zip: _____

Booth# _____

State/Country: _____

Terms & Conditions:

- The Order Form must be filled in and sent to Valencia@refix.sg & Kaydence@refix.sg by 15 April, 2023.
- Payment must be made by bank transfer upon invoice receipt at the bank details written below.
- Payment must be made within 14 days after confirmation.
- Orders cannot be processed unless payment is received.
- All orders cancelled after confirmation will incur a cancellation fee equal to 25% of the total service fee.
- All orders cancelled 60 days prior to activation will incur a cancellation fee equal to 50% of the total service fee.
- All orders cancelled 30 days prior to activation will incur a cancellation fee equal to 100% of the total service fee.
- A referral fee of \$5,000 will be charged to the customer, should any of the candidates proposed be employed within 2 months from the date of recommendation.
- Transportation is reimbursable if reporting time is earlier than 0800hrs (\$30 per trip per pax) and ending time later than 2230hrs (\$50 per trip per pax).
- Meal reimbursement of \$10 to \$20 (\$10 for < 8hrs, \$20 for >8hrs) will be added per person on top of the other costs.
- If uniform is required, kindly let us know the requirements and we will advise the costs accordingly.

MANPOWER BOOKING FORM

Role Type	Working date(s)	Cost per hour	Number of hours	Number of pax	Meal (s) (\$10 for < 8hrs, \$20 for >8hrs per pax)	Transport (\$30 before 0800hrs, \$50 after 2230hrs per pax)	Total
XXX	XXX	SGD XXX	XX	XX	SGD XXX	SGD XXX	SGD
XXX	XXX	SGD XXX	XX	XX	SGD XXX	SGD XXX	SGD
Subtotal							SGD
8% GST							SGD
TOTAL COST							SGD



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By signing and sending this form you accept the above Terms & Conditions.

The submission of the application form(s) is binding and contractual from the Applicant's side.

Refix Pte Ltd

Signature / Company Stamp

Exhibitor's Acceptance

Signature / Company Stamp

Name:

Date:

Name:

Date:

Payment Method

Payments shall be made by the Client, upon receipt of the relevant invoice, in SGD through bank transfer to be made at the following bank account: (Orders cannot be processed unless received with payment.)

Bank: DBS Bank Limited
Account Name: REFIX PTE. LTD.
Beneficiary's A/C No: 0727345184
Account Currency: SGD
SWIFT: DBSSGSG
Branch Code: 001
Bank Code: 7171

For assistance, please contact: Valencia@refix.sg or Kaydence@refix.sg