



Manpower Order Form

Exhibitors can use this form to book manpower. The service is provided by our recommended supplier EDOCTA, 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.

Role Type	Roles/Tasks Description	Conditions/Remarks	Cost
Tour Leader	Staff Management, Client Management, Team Building, Transfer Management.	* A minimum engagement of 5 hours for onsite engagement is required. * Engagement of 8 hours for onsite engagement. * Engagement of 12 hours for onsite engagement. **A minimum engagement of 2 hours for onsite briefing is required.	€ 140,00 + vat 22% € 195,00 + vat 22% € 260,00 + vat 22% Cost per hour € 55,00 + vat 22%
Hostess/Steward	Hostesses/Stewards for Welcome, Accreditation, Coat Check, Stands, Room Assistance, Dinner Assistance...	* A minimum engagement of 5 hours for onsite engagement is required. * Engagement of 8 hours for onsite engagement. * Engagement of 12 hours for onsite engagement. **A minimum engagement of 2 hours for onsite briefing is required.	€ 130,00 + vat 22% € 165,00 + vat 22% € 195,00 + vat 22% Cost per hour € 55,00 + vat 22%
Security	Security personnel, flow management, access control, surveillance.	* A minimum engagement of 5 hours for onsite engagement is required. * Engagement of 8 hours for onsite engagement. * Engagement of 12 hours for onsite engagement. **A minimum engagement of 2 hours for onsite briefing is required	€ 150,00 + vat 22% € 235,00 + vat 22% € 340,00 + vat 22% Cost per hour € 55,00 + vat 22%
Models	Fashion shows, photo shoots, models, umbrella girls, etc.	* A minimum engagement of 5 hours for onsite engagement is required. * Engagement of 8 hours for onsite engagement. * Engagement of 12 hours for onsite engagement. **A minimum engagement of 2 hours for onsite briefing is required	€ 150,00 + vat 22% € 230,00 + vat 22% € 300,00 + vat 22% Cost per hour € 55,00 + vat 22%

Cost per extra hour: € 25,00 + vat 22%

Cost per extra hour for models: € 30,00 + vat 22%



ROME
XIV INTERNATIONAL CONGRESS
OF DERMATOLOGY
18-21 JUNE 2025
THE ROADS OF DERMATOLOGY



INTERNATIONAL
SOCIETY of
DERMATOLOGY

Exhibitor Information:

Company Name: _____ Contact Number: _____
 Contact Name: _____ Contact Email: _____
 Address: _____ Exhibiting Company: _____
 City _____ Zip: _____ Booth# _____
 State/Country: _____ Hospitality Suite# _____
 Tax Registration No. for invoice: _____

Terms & Conditions:

- The Order Form must be filled in and sent to icd2025-rome@edocta.agency by **30 May 2025**.
- 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.
- All rates shown are exclusive of 22% VAT.
- Overnight supplement after 8.00 pm: 10% surcharge
- 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 20 days prior to activation will incur a cancellation fee equal to 50% of the total service fee.
- All orders cancelled 10 days prior to activation will incur a cancellation fee equal to 100% of the total service fee.
- Meal reimbursement of € 10,00 to € 20,00 (€ 10,00 for < 8hrs, € 20,00 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.

Role Type	Working date(s)	Briefing: cost per hour	Number of hours	Cost per 5/8 or 12 hours	Meals (€ 10,00 for < 8hrs, € 20,00 for >8hrs)	Number of pax	Total
							€
							€
						Subtotal	€
						VAT 22%	€
						TOTAL COST	€

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.



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EDOCTA

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 EURO through bank transfer to be made at the following bank account:

(Orders cannot be processed unless received with payment.)

Bank: BANCO BPM

Account Name: EDOCTA S.R.L.

Beneficiary's A/C No: IBAN: IT26D0503403204000000012142

Account Currency: Euro

SWIFT: BAPPIT21A64