

# PERSONALDIENSTLEISTUNGEN

## PERSONNEL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung  
Enquiry/Order on the basis of Temporary Employment

01/2018 **A**

### Caroline Rienäcker GmbH

Pelmannstraße 55  
45131 Essen DEUTSCHLAND

Zurück per E-Mail/Back via E-mail:  
info@rienaecker.de

Bitte fügen Sie Ihre Daten ein./Please enter your data here:

Vertragspartner/Contracting Partner

Veranstaltung/Event

Ansprechpartner/Contact Person

Standbezeichnung/Stand Name

Adresse/Address

Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.

PLZ, Stadt/City, County (State), Postcode (ZIP)

Rechnungsadresse, wenn nicht identisch mit Vertragspartner/  
Invoice Address if not same as Contracting Partner

Land/Country

Telefon/Phone

Adresse/Address

E-Mail/E-mail

Postleitzahl, Stadt/City, County (State), Postcode (ZIP)

Umsatzsteuer-ID-Nr./VAT ID No.

#### BITTE AUSWÄHLEN

#### PLEASE CHOOSE

Wir bitten um Zusendung eines Angebots

Please send us an offer

Hiermit bestellen wir unter Anerkennung der Allgemeinen  
Geschäfts- und Lieferbedingungen für Arbeitnehmerüber-  
lassung und der nachfolgend aufgeführten Konditionen:

We hereby order in accordance with the general terms and  
conditions of trade and delivery of temporary employment and  
the following special conditions:

- Grundlage für unsere Abrechnung ist der unterschriebene  
Leistungsbeleg, der von der ursprünglichen  
Anforderung abweichen kann.
- Die vergütungspflichtige Mindesteinsatzzeit pro Person und  
Tag beträgt 5 Stunden.
- Verspätungszuschlag für Buchungen ab 3 Tage vor Beginn  
der Einsatzzeit = 20 %
- Umbuchungsgebühr je Mitarbeiter = € 20,00 (Änderung  
Einsatzzeit etc.)
- Projektleitungspauschale pro Mitarbeiter pro Woche = € 30,00  
(Auswahl, Kontrolle und Betreuung der Mitarbeiter,  
Abrechnung etc.)

- The basis for our invoice is the signed work slip, which may  
deviate from the original requirement.
- Minimum 5 hours per person and day will be charged.
- 20 % surcharge on bookings from 3 days prior to the  
beginning of employment
- Re-booking fee for each employee = € 20.00 (changing of  
dates, times etc.)
- Project manager fee for each employee per week = € 30.00  
(choice, controlling and support of employee, accounting etc.)

Wir benötigen (bitte Anzahl angeben):

We require (please fill in number of staff):

- Auf-/Abbauhelfer (Bestelldetails siehe Seite **B**)
- Host/-ess (Bestelldetails siehe Seite **C**)
- Kellner/-in/Servicekraft (Bestelldetails siehe Seite **D**)
- Promoter/-in (Bestelldetails siehe Seite **E**)
- Semi-professionelles Modell (Bestelldetails siehe Seite **F**)

- Help for Assembly/dismantling (order details see form B)
- Host/Hostess (order details see form C)
- Servicing Staff (order details see form D)
- Promotion Staff (order details see form E)
- Semi-professional model (order details see form F)

Weitere Personaldienstleistungen auf Anfrage.

Additional personnel services on request.

Separate Angebotserstellung, individuelle Beratung etc. möglich.

Separate offer or individuell advice possible.

Anfragen per Mail an info@rienaecker.de oder telefonisch unter  
+49 (0)201 72 09 80.

Please send requests via e-mail to info@rienaecker or phone to  
+49 (0)201 72 09 80.

Nettopreise zzgl. gesetzlicher MWST.

All prices quoted are net. German VAT to be added.

Ort, Datum/City, Date

Stempel, Rechtsverbindliche Unterschrift/Stamp, Legally Signature

# PERSONALDIENSTLEISTUNGEN

## PERSONNEL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung  
Enquiry/Order on the basis of Temporary Employment

01/2018 **B**

**Caroline Rienäcker GmbH**  
Pelmanstraße 55  
45131 Essen DEUTSCHLAND

Zurück per E-Mail/Back via E-mail:  
info@rienaecker.de

Bitte fügen Sie Ihre Daten ein./Please enter your data here:

Vertragspartner/Contracting Partner	Veranstaltung/Event
Ansprechpartner/Contact Person	Standbezeichnung/Stand Name
Adresse/Address	Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.
PLZ, Stadt/City, County (State), Postcode (ZIP)	Rechnungsadresse, wenn nicht identisch mit Vertragspartner/ Invoice Address if not same as Contracting Partner
Land/Country	Telefon/Phone
E-Mail/E-mail	Adresse/Address
Umsatzsteuer-ID-Nr./VAT ID No.	Postleitzahl, Stadt/City, County (State), Postcode (ZIP)

Hiermit bestellen wir unter Anerkennung der Allgemeinen Geschäfts- und Lieferbedingungen für Arbeitnehmerüberlassung und der nachfolgend aufgeführten Konditionen:

We hereby order in accordance with the general terms and conditions of trade and delivery of temporary employment and the following special conditions

Auf-/Abbauhelfer		Help for Assembly/Dismantling	
männlich weiblich		male female	
(Tätigkeitsbeschreibung siehe Seite Z)	Stunde	(job description see page Z)	hour
Auf-/Abbauhelfer (Deutsch)	€ 18,50	Help for Assembly/Dismantling (German)	€ 18,50
Auf-/Abbauhelfer (Deutsch) + eine weitere Sprache	€ 20,25	Help for Assembly/Dismantling (German) + one further language	€ 20,25
Englisch Russisch Polnisch Spanisch		English Russian Polish Spanish	

Weitere Fremdsprachen können auf Anfrage angeboten werden.

Further languages on request.

Einsatzzeit	Working Time
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to

Sie erhalten eine separate Auftragsbestätigung mit allen wichtigen Details per E-Mail.

You will receive a separate order confirmation with all important details by e-mail.

Nettopreise zzgl. gesetzlicher MWST.

All prices quoted are net. German VAT to be added.

Ort, Datum/City, Date

Stempel, Rechtsverbindliche Unterschrift/Stamp, Legally Signature

# PERSONALDIENSTLEISTUNGEN

## PERSONNEL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung  
Enquiry/Order on the basis of Temporary Employment

01/2018 **C**

### Caroline Rienäcker GmbH

Pelma nstraße 55  
45131 Essen DEUTSCHLAND

Zurück per E-Mail/Back via E-mail:  
info@rienaecker.de

Bitte fügen Sie Ihre Daten ein:/Please enter your data here:

Vertragspartner/Contracting Partner	Veranstaltung/Event
Ansprechpartner/Contact Person	Standbezeichnung/Stand Name
Adresse/Address	Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.
PLZ, Stadt/City, County (State), Postcode (ZIP)	Rechnungsadresse, wenn nicht identisch mit Vertragspartner/ Invoice Address if not same as Contracting Partner
Land/Country	Telefon/Phone
E-Mail/E-mail	Adresse/Address
Umsatzsteuer-ID-Nr./VAT ID No.	Postleitzahl, Stadt/City, County (State), Postcode (ZIP)

Hiemit bestellen wir unter Anerkennung der Allgemeinen Geschäfts- und Lieferbedingungen für Arbeitnehmerüberlassung und der nachfolgend aufgeführten Konditionen:

We hereby order in accordance with the general terms and conditions of trade and delivery of temporary employment and the following special conditions

Host/-ess	Stunde	Host/Hostess	hour
männlich weiblich		male female	
(Tätigkeitsbeschreibung siehe Seite 2)		(job description see page 2)	
Host/-ess (Deutsch)	€ 18,50	Host/Hostess (German)	€ 18,50
Host/-ess (Deutsch) + eine weitere Sprachen	€ 20,25	Host/Hostess(German) + one further language	€ 20,25
Englisch Russisch Polnisch Spanisch		English Russian Polish Spanish	
Host/-ess (Deutsch) + zwei weitere Sprachen	€ 22,50	Host/Hostess(German) + two further languages	€ 22,50
Englisch Russisch Polnisch Spanisch		English Russian Polish Spanish	

Weitere Fremdsprachen können auf Anfrage angeboten werden. *Further languages on request.*

Zusatzleistungen je Mitarbeiter		Extended benefits for each employee	
Kassentätigkeit pro Stunde	€ 2,00	Cash Desk Activities per hour	€ 2,00
Übersetzungshilfe pro Stunde/Sprache Personalbogen	€ 2,75	Help for Translation per hour/language	€ 2,75
Personalbogen zur Auswahl vorab	€ 5,00	Personnel Record for your choice in advance	€ 5,00
Kostüm/Hosenanzug zur Miete (inkl. Reinigung) pro Tag	€ 48,00	Uniform for Rent (incl. cleaning) per day	€ 48,00

Einsatzzeit		Working Time	
Veranstaltungslaufzeit komplett		Complete duration of event	
Uhrzeit: von bis		Time: from to	
Einzelne Tage		Single days	
Datum: Uhrzeit: von bis		Date: Time: from to	
Datum: Uhrzeit: von bis		Date: Time: from to	
Datum: Uhrzeit: von bis		Date: Time: from to	
Datum: Uhrzeit: von bis		Date: Time: from to	

Sie erhalten eine separate Auftragsbestätigung mit allen wichtigen Details per E-Mail.

You will receive a separate order confirmation with all important details by e-mail.

Nettopreise zzgl. gesetzlicher MWSt.

All prices quoted are net. German VAT to be added.

Ort, Datum/City, Date

Stempel, Rechtsverbindliche Unterschrift/Stamp, Legally Signature

# PERSONALDIENSTLEISTUNGEN

## PERSONNEL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung  
Enquiry/Order on the basis of Temporary Employment

01/2018 **D**

**Caroline Rienäcker GmbH**  
Pelmanstraße 55  
45131 Essen DEUTSCHLAND

Zurück per E-Mail/Back via E-mail:  
info@rienaecker.de

Bitte fügen Sie Ihre Daten ein:/Please enter your data here:

Vertragspartner/Contracting Partner	Veranstaltung/Event
Ansprechpartner/Contact Person	Standbezeichnung/Stand Name
Adresse/Address	Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.
PLZ, Stadt/City, County (State), Postcode (ZIP)	Rechnungsadresse, wenn nicht identisch mit Vertragspartner/ Invoice Address if not same as Contracting Partner
Land/Country	Telefon/Phone
E-Mail/E-mail	Adresse/Address
Umsatzsteuer-ID-Nr./VAT ID No.	Postleitzahl, Stadt/City, County (State), Postcode (ZIP)

Hiermit bestellen wir unter Anerkennung der Allgemeinen Geschäfts- und Lieferbedingungen für Arbeitnehmerüberlassung und der nachfolgend aufgeführten Konditionen:

We hereby order in accordance with the general terms and conditions of trade and delivery of temporary employment and the following special conditions

<b>Kellner/-in/Servicekraft</b>	<b>Waiter/Waitress/Serving Staff</b>
männlich weiblich	male female
(Tätigkeitsbeschreibung siehe Seite 2)	(job description see page 2)
Kellner/-in/Servicekraft (Deutsch) € 18,50	Waiter/Waitress/Serving Staff (German) € 18,50
Kellner/-in/Servicekraft (Deutsch) + eine weitere Sprache € 20,25	Waiter/Waitress/Serving Staff (German) + one further language € 20,25
Englisch Russisch Polnisch Spanisch	English Russian Polish Spanish
Kellner/-in/Servicekraft (Deutsch) + zwei weitere Sprachen € 22,50	Waiter/Waitress/Serving Staff (German) + two further languages € 22,50
Englisch Russisch Polnisch Spanisch	English Russian Polish Spanish

Weitere Fremdsprachen können auf Anfrage angeboten werden. Further languages on request.

<b>Zusatzleistungen je Mitarbeiter</b>	<b>Extended benefits for each employee</b>
Kassentätigkeit pro Stunde € 2,00	Cash Desk Activities per hour € 2,00
Gesundheitszeugnis pro Stunde € 2,00	Certificate of Health (CoH) per hour € 2,00
Übersetzungshilfe pro Stunde/Sprache € 2,75	Help for Translation per hour/language Personnel € 2,75
Personalbogen zur Auswahl vorab € 5,00	Record for your choice in advance € 5,00

<b>Einsatzzeit</b>	<b>Working Time</b>
Veranstaltungslaufzeit komplett	Complete duration of event
Uhrzeit: von bis	Time: from to
Einzelne Tage	Single days
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to
Da tum: Uhrzeit: von bis	Date: Time: from to

Sie erhalten eine separate Auftragsbestätigung mit allen wichtigen Details per E-Mail.

You will receive a separate order confirmation with all important details by e-mail.

Nettopreise zzgl. gesetzlicher MWSt.

All prices quoted are net. German VAT to be added.

Ort, Datum/City, Date

Stempel, Rechtsverbindliche Unterschrift/Stamp, Legally Signature

# PERSONALDIENSTLEISTUNGEN

## PERSONNEL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung  
Enquiry/Order on the basis of Temporary Employment

01/2018 **E**

**Caroline Rienäcker GmbH**  
Pelmanstraße 55  
45131 Essen DEUTSCHLAND

Zurück per E-Mail/Back via E-mail:  
info@rienaecker.de

Bitte fügen Sie Ihre Daten ein:/Please enter your data here:

Vertragspartner/Contracting Partner	Veranstaltung/Event
Ansprechpartner/Contact Person	Standbezeichnung/Stand Name
Adresse/Address	Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.
PLZ, Stadt/City, County (State), Postcode (ZIP)	Rechnungsadresse, wenn nicht identisch mit Vertragspartner/ Invoice Address if not same as Contracting Partner
Land/Country                      Telefon/Phone	Adresse/Address
E-Mail/E-mail	Postleitzahl, Stand/City, County (State), Postcode (ZIP)
Umsatzsteuer-ID-Nr./VAT ID No.	

Hiermit bestellen wir unter Anerkennung der Allgemeinen Geschäfts- und Lieferbedingungen für Arbeitnehmerüberlassung und der nachfolgend aufgeführten Konditionen:

We hereby order in accordance with the general terms and conditions of trade and delivery of temporary employment and the following special conditions:

Promoter/-in	Stunde	Promotion Staff	hour
männlich                      weiblich		male                              female	
(Tätigkeitsbeschreibung siehe Seite Z)		(job description see page Z)	
Promoter/-in (Deutsch)	€ 18,50	Promotion Staff (German)	€ 18,50
Promoter/-in (Deutsch) + eine weitere Sprache	€ 20,25	Promotion Staff (German) + one further language	€ 20,25
Englisch                      Russisch                      Polnisch                      Spanisch		English                      Russian                      Polish                      Spanish	
Promoter/-in (Deutsch) + zwei weitere Sprachen	€ 22,50	Promotion Staff (German) + two further languages	€ 22,50
Englisch                      Russisch                      Polnisch                      Spanisch		English                      Russian                      Polish                      Spanish	

Weitere Fremdsprachen können auf Anfrage angeboten werden.

Further languages on request.

Zusatzleistungen je Mitarbeiter		Extended benefits for each employee	
Kassentätigkeit pro Stunde	€ 2,00	Cash Desk Activities per hour	€ 2,00
Übersetzungshilfe pro Stunde/Sprache	€ 2,75	Help for Translation per hour/language	€ 2,75
Personallbogen zur Auswahl vorab	€ 5,00	Personnel Record for your choice in advance	€ 5,00
Gesundheitszeugnis pro Stunde	€ 2,00	Certificate of Health (CoH) per hour	€ 2,00

Einsatzzeit		Working Time	
Veranstaltungslaufzeit komplett		Complete duration of event	
Uhrzeit: von                      bis		Time: from                      to	
Einzelne Tage		Single days	
Datum:                      Uhrzeit: von                      bis		Date:                      Time: from                      to	
Datum:                      Uhrzeit: von                      bis		Date:                      Time: from                      to	
Datum:                      Uhrzeit: von                      bis		Date:                      Time: from                      to	
Datum:                      Uhrzeit: von                      bis		Date:                      Time: from                      to	

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Nettopreise zzgl. gesetzlicher MwSt.

All prices quoted are net. German VAT to be added.

Ort, Datum/City, Date

Stempel, Rechtsverbindliche Unterschrift/Stamp, Legally Signature

# PERSONALDIENSTLEISTUNGEN

## PERSONNEL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung  
Enquiry/Order on the basis of Temporary Employment

01/2018 **F**

### Caroline Rienäcker GmbH

Pelma nstraße 55  
45131 Essen DEUTSCHLAND

Zurück per E-Mail/Back via E-mail:  
info@rienaecker.de

Bitte fügen Sie Ihre Daten ein:/Please enter your data here:

Vertragspartner/Contracting Partner	Veranstaltung/Event
Ansprechpartner/Contact Person	Standbezeichnung/Stand Name
Adresse/Address	Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.
PLZ, Stadt/City, County (State), Postcode (ZIP)	Rechnungsadresse, wenn nicht identisch mit Vertragspartner/ Invoice Address (if not same as Contracting Partner)
Land/Country	Telefon/Phone
E-Mail/E-mail	Adresse/Address
Umsatzsteuer-ID-Nr./VAT ID No.	Postleitzahl, Stadt/City, County (State), Postcode (ZIP)

Hiemit bestellen wir unter Anerkennung der Allgemeinen Geschäfts- und Lieferbedingungen für Arbeitnehmerüberlassung und der nachfolgend aufgeführten Konditionen:

We hereby order in accordance with the general terms and conditions of trade and delivery of temporary employment and the following special conditions

#### Semiprofessionelles Model

#### Semi-professional Model

männlich	weiblich	Stunde	male	female	hour		
(Tätigkeitsbeschreibung siehe Seite 2)			(job description see page 2)				
Semiprofessionelles Model (Deutsch)		€ 24,75	Semi-professional Model (German)		€ 24,75		
Semiprofessionelles Model (Deutsch) + eine weitere Sprache		€ 26,25	Semi-professional Model (German) + one further language		€ 26,25		
Englisch	Russisch	Polnisch	Spanisch	English	Russian	Polish	Spanish
Semiprofessionelles Model (Deutsch) + zwei weitere Sprachen		€ 28,50	Semi-professional Model (German) + two further languages		€ 28,50		
Englisch	Russisch	Polnisch	Spanisch	English	Russian	Polish	Spanish

Weitere Fremdsprachen können auf Anfrage angeboten werden.

Further languages on request.

#### Zusatzleistungen je Mitarbeiter

#### Extended benefits for each employee

Kassentätigkeit pro Stunde	€ 2,00	Cash Desk Activities per hour	€ 2,00
Übersetzungshilfe pro Stunde/Sprache	€ 2,75	Help for Translation per hour/language	€ 2,75
Personalbogen zur Auswahl vorab	€ 5,00	Personnel Record for your choice in advance	€ 5,00
Kostüm/Hosenanzug zur Miete (inkl. Reinigung) pro Tag	€ 48,00	Uniform for Rent (incl. cleaning) per day	€ 48,00

#### Einsatzzeit

#### Working Time

Veranstaltungslaufzeit komplett	Complete duration of event		
Uhrzeit: von	bis	Time: from	to
Einzelne Tage	Single days		
Da tum:	Uhrzeit: von	bis	Date: Time: from to
Da tum:	Uhrzeit: von	bis	Date: Time: from to
Da tum:	Uhrzeit: von	bis	Date: Time: from to
Da tum:	Uhrzeit: von	bis	Date: Time: from to

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Nettopreise zzgl. gesetzlicher MWSt.

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Ort, Datum/City, Date

Stempel, Rechtsverbindliche Unterschrift/Stamp, Legally Signature

**CONTRACT OF TEMPORARY EMPLOYMENT-Enclosure 1.  
SINGLE CONTRACT for Staff for Fair and Event.**

Between

Caroline Rienäcker GmbH  
Pelmanstraße 55  
45131 Essen  
DEUTSCHLAND  
As a loaner/contractor called Caroline Rienäcker GmbH

And

Vertragspartner/Contracting Partner

Veranstaltung/Event

Ansprechpartner/Contact Person

Standbezeichnung/Stand Name

Adresse/Address

Einsatzort/Halle, Stand-Nr./Place of Action/Hall, Stand No.

PLZ, Stadt/City, County (State), Postcode (ZIP)

Rechnungsadresse, wenn nicht identisch mit Vertragspartner/  
Invoice Address if not same as Contracting Partner

Land/Country

Telefon/Phone

Adresse/Address

E-Mail/E-mail

Postleitzahl, Stand/City, County (State), Postcode (ZIP)

Umsatzsteuer-ID-Nr./VAT ID No.

As a borrower/principal following borrower/called principal.  
The borrower/principal orders according to price-list of 01.01.2018.

See Enclosure:

Order forms PERSONNEL SERVICES Tick where applicable:

- Form **A**
- Help for Assembly/Dismantling (Order Details see Form **B**)
- Host/Hostess (Order Details see Form **C**)
- Waiter/Waitress/Service Staff (Order Details see Form **D**)
- Promotion Staff (Order Details see Form **E**)
- Semi-professional Model (Order Details see Form **F**)
- Job description (Order Details see Form **Z**)
- Form **GTC**

**Short Activity Description and Clothing:**

- see Job Description.
- Other Information about Description:

**Clothing:**

**Contact Person and mobile number on site:**

Caroline Rienäcker GmbH  
Pelmanstraße 55  
45131 Essen  
DEUTSCHLAND

Tel. 0201 72 09 80  
Fax 0201 720 98 20  
info@rienaecker.de  
www.rienaecker.de

Geschäftsführerin  
Caroline Rienäcker  
HRB 12566  
UST-ID Nr. DE188 416 868

Bankverbindung  
Deutsche Bank Essen  
BLZ 360 700 24  
KTO.Nr. 4 940 300  
IBAN DE3236 0700 2404 9403 0000  
BIC/SWIFT Code DEUTDE33



On account of the equal treatment principle of the AÜG which obliges the borrower/principal to treat temporary employees to equally own employees the Caroline Rienäcker GmbH is obliged to own legal security as well as that of the borrower/principal to question on the so called essential conditions of the employer relationship (§12 paragraph 2 sentence 3 AÜG). If the borrower/principal disposes of no own (comparable) employees, he has to specify how he treated those in case of existence.

Hence, the Caroline Rienäcker GmbH is obliged to hold on the name of the time employees, kind of the activity, qualification, place of action, working time, beginning of the application and prospective duration for every single surrender relation.

To hold the expenditure which to cause the Caroline Rienäcker GmbH is obliged legally as low as possible in the following listings the essential conditions of the in view of the existing contractual borrow relationship between borrower/principal and the Caroline Rienäcker GmbH are returned. If these agree with the essential conditions of own employees of the borrower/principal or the borrower/principal would act comparably in case of an existence of comparable own employees, the borrower/principal confirms this by marking

If these **do not agree with** the essential conditions of own comparable employees of the borrower/principal or would the borrower/principal **act different** in case of an existence of comparable own employees the borrower/principal **notes this accordingly**.

Job/Activity: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Place of Action: \_\_\_\_\_

Expected Application Time: \_\_\_\_\_

to \_\_\_\_\_

Valid standards in your company:

**Please complete and control the preset information!**

		€ _____
Surcharges, Bonuses, Premiums:	<input type="checkbox"/> none	<input type="checkbox"/> _____
Special Payments:	<input type="checkbox"/> none	<input type="checkbox"/> _____
Maturity:	<input type="checkbox"/> beginning of months	<input type="checkbox"/> _____
Working Time:	<input type="checkbox"/> according to demand within the scope of the TzBfG	<input type="checkbox"/> _____
Annual Holidays:	<input type="checkbox"/> within the scope of BurlG probation	<input type="checkbox"/> _____
Redeemability:	<input type="checkbox"/> of 2 weeks, then 4 weeks legitimate	<input type="checkbox"/> _____
Continued pay in Case of Illness:	<input type="checkbox"/> legally	<input type="checkbox"/> _____
Collective Agreement:	<input type="checkbox"/> no	<input type="checkbox"/> _____
Company Agreement:	<input type="checkbox"/> no	<input type="checkbox"/> _____
Other:	no	_____

Many thanks for the co-operation with this legally necessary statements/information!

Herewith we confirm the correctness of the above mentioned information to the valid standards in your company.

Essen, \_\_\_\_\_

**City, Date, Stemp, Signature**  
 Caroline Rienäcker GmbH

\_\_\_\_\_  
**City, Date, Stemp, Signature**  
 Borrower/Principal



# PERSONALDIENSTLEISTUNGEN

## PERSONAL SERVICES

Anfrage/Bestellung im Rahmen der Arbeitnehmerüberlassung

01/2018 **Z**

### TÄTIGKEITSBESCHREIBUNG

#### Auf-/Abbauhelfer:

- Hilfe beim Be-/Entladen des LKW.
  - Hilfe/Unterstützung nach Anweisung und Einweisung bei Auf- und Abbautätigkeiten.
- Unsere Auf- und Abbauhelfer sind reine Hilfskräfte/keine ausgebildeten Messebauer und kommen i. d. R. ohne Arbeitsschutzkleidung und Werkzeug!

#### Host/-ess:

- Begrüßung von Gästen, Besuchern, Kunden, etc.
- Informationen an Besucher und Kunden weitergeben.
- Ausgabe von Namensschildern, Unterlagen, etc.
- Getränke service (Kaffee kochen, Softdrinks etc. an die Aussteller, Kunden, Besucher, Gäste ausschenken – aber keine reine Kellnertätigkeit).
- Gebäck oder ähnliche Snacks servieren (keine Zubereitung).
- Standbetreuung (Stand sauber und in Ordnung halten etc.).
- Prospektstände auffüllen, etc.
- Unterstützung des Teams.
- Kundengespräche betreuen, Gesprächsnotizen aufnehmen, Visitenkarten einsammeln.

#### Kellner/-in/Servicekraft (mit/ohne Gesundheitszeugnis):

- Getränke service inkl. Kellnertätigkeiten (Kaffee kochen, Softdrinks etc. an die Aussteller, Kunden, Besucher, Gäste, etc. ausschenken).
- Speisen/Snacks zubereiten (nur mit Gesundheitszeugnis).
- Speisen/Snacks servieren (ohne Gesundheitszeugnis).
- Standbetreuung (Stand, Küche/Theke sauber und in Ordnung halten etc.).
- Unterstützung des Teams.

#### Promoter/-in:

- Aktives Verteilen von Give-aways, Firmenunterlagen, Flyern etc. am Stand, in Messehallen oder in der Öffentlichkeit.
- Das Outfit kann von dem Standard-Outfit (Hosenanzug/Kostüm, Bluse, ordentliche Schuhe) abweichen, z. B. gebrandete Shirts, Baseballcaps, etc.
- Präsentation von Produkten.
- Erklärung von Produkten.

#### Semiprofessionelles Model:

- Repräsentatives Erscheinungsbild entsprechend den Kundenvorgaben.
- Selbstbewusstes, körperbetontes Auftreten.
- Outfit nach Vorgabe des Kunden.
- Informationen an Besucher und Kunden weitergeben.
- Leichter Getränke service (Kaffee kochen, Softdrinks etc. an Aussteller, Kunden, Besucher und Gäste ausschenken – aber keine reine Kellnertätigkeit).
- Standbetreuung (Stand sauber und in Ordnung halten, etc.).
- Gebäck oder ähnliche Snacks servieren (keine Zubereitung).
- Unterstützung des Teams.
- Kundengespräche betreuen, Gesprächsnotizen aufnehmen, Visitenkarten einsammeln.
- Aktives Verteilen von Give-aways, Firmenunterlagen, Flyern, etc. am Stand, in den Messehallen oder in der Öffentlichkeit.

#### Übersetzungshilfe:

- Einfache Vorbereitung auf das gewünschte Thema. (Fachvokabular kann nicht vorausgesetzt werden.)
- Unterstützung/Hilfe bei Kundengesprächen in der/den gewünschten Sprache/-n.

Eine Übersetzungshilfe ist kein professioneller Dolmetscher!

### JOB DESCRIPTION

#### Help for assembly/dismantling:

- Help for loading and unloading the truck.
  - Help/support of assembling and dismantling after being instructed.
- Our helpers for assembly and dismantling are just helpers/no qualified stand builders and they usually do not wear protective clothing and do not have any tools with them!

#### Host/Hostess:

- Welcome guests, visitors, clients, etc.
- Give information to visitors and customers.
- Hand over badges, documents, etc.
- Serve beverages (brew up coffee, serve soft drinks, etc. to exhibitors, customers, visitors, guests – but no pure service).
- Serve snacks and finger food (no preparation).
- Take care of the stand (tidy and clean up the stand, etc.).
- Fill up brochures, etc.
- Support of the team.
- Attend to customer pitches, take notes during conversations, collect business cards.

#### Waiter/Waitress/Serving Staff (with/without certificate of health):

- Serve beverages (brew up coffee, serve drinks to exhibitor, customers, visitors, guests, etc.).
- Prepare food/snacks (only with certificate of health).
- Serve food/snacks (without certificate of health).
- Take care of the stand (tidy and clean up the stand, kitchen/bar, etc.).
- Support of the team.

#### Promoter:

- Distribution of give-aways, flyer, company brochures, etc. on the stand, on the fairground or in public.
- The outfit can be different from the standard outfit (costume/uniform) e.g. branded shirts, basecaps, etc.
- Presentation of products.
- Explanation of products.

#### Semi-professional Model:

- Representative outward appearance concerning the client's requirements.
- Self-assured and body emphasized manner.
- Clothing according to exhibitor's agreement.
- Give information to customers and visitors.
- Serve beverages (brew up coffee, serve soft drinks, etc. to exhibitors, customers, visitors and guests – but no pure service).
- Take care of the stand (tidy and clean up the stand, etc.).
- Serve snacks and finger food (no preparation).
- Support of the team.
- Attend to customer pitches, take notes during conversations, collect business cards.
- Active distribution of give-aways, flyer, company brochures, etc. on the stand, on the fairground or in general.

#### Help for Translation:

- Simple preparation of the requested content. (Technical terms can not be expected.)
  - Support/help during conversations in the requested language(s).
- A help for translations is not a professional interpreter!

**§ 1 Subject/Execution of the Contract.**

- (1) The Caroline Rienäcker GmbH provides staff above all staff for fairs and events on the basis of the Law of Temporary Employment (AÜG), the following General Terms and Conditions (GTC) and the regulations of the Contract of Temporary Employment (CTE). Your terms and conditions possibly deviating here from are excluded.
- (2) The Caroline Rienäcker GmbH assures her contracting party being in the possession of the necessary permission of temporary employment of the Bundesagentur für Arbeit Düsseldorf § 1 Abs. 1 AÜG.
- (3) The borrower/principal commits himself to take employees in the ordered extent and to pay the surrender's reimbursement intended for it.
- (4) In case of a short time omission of temporary staff the Caroline Rienäcker GmbH will care for a new adequate temporary staff as soon as possible.
- (5) The staff of Caroline Rienäcker GmbH is selected according to the profile of qualifications described by you and are to be employed accordingly. If necessary Caroline Rienäcker GmbH can change the staff during the duration of the contract in case of any legitimate interest. During the application with you the employees are defeated by your working instructions and work under your supervision and instructions. Contractual relations are not founded between the employees and you.

**§ 2 Health and Safety Protection at the workplace/Working Hours.**

- (1) In accordance with § 11 Abs. 6 AÜG the activity of the employees of the Caroline Rienäcker GmbH is defeated for your company by valid public law industrial safety regulations. You commit yourself to inform the employees before starting work according to § 12 Abs. 2 industrial safety act about valid accident prevention regulations of your company and the respective job, to make available prescribed security equipment and protective clothes in particular, however, to the employees for the exercise of the respective activity. Furthermore you have to take care of it and to convince yourself consecutively of the fact that everybody is kept in the job of the employees to valid accident prevention regulations and working regulations, as well as the danger judgement is carried out and is documented. Facilities and measures of the first help are guaranteed by you. Work accidents are to be indicated Caroline Rienäcker GmbH immediately. A subject to registration accident is examined together. Subject to registration accidents are to be announced by means of the accident announcement immediately to the administrative professional association (VBG). The security-technical controls at the activity place are carried out by Caroline Rienäcker GmbH regularly, besides, the access to the respective jobs is permitted.
- (2) You assure to arrange additional work only and to suffer, as far as this is allowed for your company according to the working hour law. A perhaps necessary official licensing of additional work is to be caught up by you.

**§ 3 Duration, Termination and Cancellation of the Contract.**

- (1) The CTE can be discontinued by both parties to a contract any time with the term given in the CTE. Employees of Caroline Rienäcker GmbH are to be informed at the latest on the application day before last about the ending of the application.
- (2) To the extraordinary notice of the CTE entitle Caroline Rienäcker GmbH in particular:
  - a. The disregard the industrial safety and health protection and/or working security regulations by you.
  - b. The considerable deterioration of your economic relations as well as default, in particular by each of your establishments and also compared with all establishments of Caroline Rienäcker GmbH.
  - c. The cases in which the efficiency has become impossible in your company on the basis of strike, lockout, higher power or other reasons.
- (3) The cancellation fees for single orders are as follows:
  - a. 100 % of the booking height from 3 days before the application beginning.
  - b. 50 % of the booking height 14 days before the application beginning.
  - c. At least substitute of the resulted labour costs if the staff cannot be placed by another comparable application.
- (4) If you find out within the first 4 hours of the first surrender day of the employee/-s that he/she is not suitable for the intended activity reasonably and, therefore, if you insist on an exchange of the employees, the Caroline Rienäcker GmbH will provide as quickly as possible a substitute.

**§ 4 Commission.**

- (1) By the takeover of time employees of the Caroline Rienäcker GmbH in terms of employment by the borrower/principal from the surrender a commission fee is entitled to the Caroline Rienäcker GmbH. The height of the commission fee is graded as follows:
  - a. In case of takeover within the first three 15 % of the yearly gross salary.
  - b. In case of takeover after three months 12 % of the yearly gross salary.
  - c. In case of takeover after six months 9 % of the yearly gross salary.
  - d. In case of takeover after nine months 6 % of the yearly gross salary.
  - e. In case of takeover after twelve months 3 % of the yearly gross salary.
  - f. In case of takeover after fifteen months the Caroline Rienäcker GmbH raises no more commission fee.  
(yearly gross salary = gross wage without beside allowances plus legal sales tax.)
- (2) The commission fee is entitled to the Caroline Rienäcker GmbH also if it comes within fifteen months after the last surrender to terms of employment between the borrower/principal and time employees.
- (3) The commission fee becomes due on the grounds of the employer-employee relationship, i.e. with signing the contract, within eight days.

**§ 5 Liability.**

- (1) Caroline Rienäcker GmbH only sticks to the correct choice of the employees for the agreed activity. The liability limits itself to damages which originate from intentional or roughly careless injury of the preceding choice obligation and

becomes – as far as allowed – for every liability case on 2 million euros for damages to persons, 1 million euros limit for damages to property and 100.000,00 EUR for economic damages per case of damage.

- (2) Caroline Rienäcker GmbH does not stick to a certain success of the activity of her employees and not for damages which they cause in the working tools or in the work transferred to them. Further Caroline Rienäcker GmbH also assumes no liability for the damages which are caused by the employees by implementation of her activity.
- (3) The liability of Caroline Rienäcker GmbH is also excluded, as far as her employees are entrusted with financial matters like cash guidance, preservation and management of money, securities and other valuables.

**§ 6 Accounting/Terms of Payment.**

- (1) Authoritatively for the account is the settlement fee in each case agreed in the CTE which is net plus the legal value added tax. The provision of tools and/or other working means is not included basically in the cost rate. The employees of Caroline Rienäcker GmbH are not entitled to the encashment.
- (2) In particular by change more decisively of legal regulations or wage agreements to be applied the settlement fees increase proportionately in each case from effect of these changes. Additional costs caused by a rise of the working remuneration on account of agreed regulations will be charged plus the usual calculation to originating labour costs to you.
- (3) You commit yourself, to confirm on the presented application proofs and hourly proofs or – provided that agrees – in the way of the data transfer, the of the employees of Caroline Rienäcker GmbH performed hours. If the application proofs and hourly proofs can be presented to no authorised representative of your enterprise, the internal employees of Caroline Rienäcker GmbH are entitled, instead, in the confirmation.
- (4) In the case of the default all open demands become due to the immediate payment. In case of the default interests become due according to § 288 BGB. Caroline Rienäcker GmbH reserves itself the assertion of other delay damage.

**§ 7 On-call Service and Journey Times.**

Times for call readiness and holiday seasons of the employees of Caroline Rienäcker GmbH are calculated with the agreed hourly settlement fees. With assembly operations originating costs can be charged in support of the federal assembly wage agreement, in addition.

**§ 8 Confidentiality Agreement.**

The employees of Caroline Rienäcker GmbH have committed themselves in written by contract to absolute discretion with regards to all your business matters.

**§ 9 Set-off/Retention/Reduction.**

You are only entitled to the compensation with counterclaims or to the retention or decrease of the demands of Caroline Rienäcker GmbH if your claims were recognised in writing or were ascertained legally.

**§ 10 General Law on Equal Treatment Act (AGG).**

Caroline Rienäcker GmbH only surrenders employees who were informed about the contents of the AGG and were obliged on its observance. You have to keep to the duties from the AGG towards the employees of Caroline Rienäcker GmbH and you have to take care in particular of it that the employees of Caroline Rienäcker GmbH are not disadvantaged by your own employees. You have to inform the employees of Caroline Rienäcker GmbH where they can complain in case of a disadvantage. Should it come to an unequal treatment in connection with the application of employees of Caroline Rienäcker GmbH, you are obliged to the prompt information of agency Rienäcker. In such a case Caroline Rienäcker GmbH is entitled to discontinue without notice the existing AUV concerning the incomparably treated employees without being obliged to a replacement. Should you or your own employees disadvantage employees of Caroline Rienäcker GmbH, you have to release Caroline Rienäcker of all claims which are asserted compared with Caroline Rienäcker GmbH of the underprivileged employees in the inside relation and if possible already in the outside relation. This is also valid for damages which originate of Caroline Rienäcker GmbH from the fact that for the protection of her employees before a disadvantage with you, the untimely demolition of an application is necessary.

**§ 11 Concluding Provisions.**

- (1) Employees of Caroline Rienäcker GmbH are authorised to carry out legally binding actions for Caroline Rienäcker GmbH or to accept or make explanations.
- (2) It is worth the right of the Federal Republic of Germany. Legal venue is Essen (seat of Caroline Rienäcker GmbH).
- (3) Should a regulation or a part of a regulation of these terms and conditions be ineffective all or part, this does not touch the effectiveness of the remaining regulations or parts of the remaining regulations. Instead of the ineffective regulations such which comes most near the economic purpose steps.\_\_\_\_