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September 5, 2019

Ms Paulina Suaco- Juan
Executive Director
Center for International Trade Expositions and Missions (CITEM)
Golden Shell Pavilion,
ITC Complex Roxas Boulevard,
corner Sen Gil Puyat Avenue,
Pasay City
Contact Number: 632 833 1254
Email Address: karlagracedinglasan@gmail.com

RE: CONTRACT | Center for International Trade Expositions and Missions
September 04 to 06, 2019

Dear **Ms Suaco- Juan**:

Thank you for confirming this event to Crimson Hotel Filinvest City, Manila. Please find below all the arrangements we have discussed and finalized:

ROOM REQUIREMENT

For a minimum number of **seven (7)** rooms guaranteed, we are pleased to extend you the following group rate:

Room Category	Room Rate	No. of Rooms	Stay Period	Room Nights	Total
Deluxe Room (Single Occupancy)	Php 4,500.00	1	September 4-6, 2019	2	Php 9,000.00 nett
Deluxe Room (Twin Sharing)	Php 4,500.00	6	September 4-6, 2019	12	Php 54,000.00 nett
TOTAL					Php 63,000.00 nett

Inclusions:

- Buffet breakfast for registered guest
- Complimentary In-room Internet and Wi-Fi access
- Use of the Fitness Centre and swimming pool
- In-room coffee & tea making facility
- Daily replenishment of bottled water

ROOM ACCOMMODATION TERMS AND CONDITIONS

- Above rates are valid for this event / stay only – Center for International Trade Expositions and Missions.
- Rates quoted are based on volume of rooms quoted above and may change if the numbers are reduced or increased.
- Negotiated room rates are based on a minimum number of room / room nights guaranteed by **Center for International Trade Expositions and Missions** which is **7 Deluxe rooms** per night for **2 nights** with a total of **14 Room Nights**.
- Rooming list and booking process will be coursed through Center for International Trade Expositions and Missions secretariat and will be directed to the hotel sales manager in charge.
- **Extra Person Charge in the room is at Php 1,400.00 ++** (inclusive of breakfast buffet and set-up for the third person)
- Room and bed type are subject to availability

- Rates are non-commissionable
- This proposal is exclusive to your organization and the arrangements contained here are not intended for dissemination to a third party.
- **Above rates are valid only for confirmed events with signed contract on or before August 30, 2019 12:00 noon.** Events confirmed after this date is subject to space availability and a 15% surcharge on top of the prevailing rate will apply.

EARLY CHECK IN AND LATE CHECK OUT CHARGES

Check-in time is 1500H on day of arrival. Check out time is 1200H on day of departure.

A. If guests opt to avail of the guestroom prior the standard check in time, the following rates will be applied:

Before: 07:00H Additional one (1) night room charge of the contracted rate
Between: 07:00H to 15:00H Additional charge of 50% from the contracted rate

B. If guests opt to depart after the standard check out time and prior 1800H, the following rates will be applied:

Between 12:01H to 15:00H Php 2,500nett
Between 15:01H to 18:00H Additional charge of 50% from the contracted rate
From 18:01H onwards Additional one (1) night room charge of the contracted rate

- On fully booked situations, the Hotel may be unable to grant early check in and late check out after the standard check in and check out time.
- Early check-in will be subject to availability.
- Late check-out will be granted if there are no arriving guests booked in the same room category.

AIRPORT TRANSFERS

- **PHP 2,100.00 net** - One-way transfer - Sedan - for a maximum of two (2) persons with light / minimal luggage
- **PHP 4,100.00 net** - One-way transfer - Van - for a maximum of seven (7) persons with light / minimal luggage

*Airport transfer rates are subject to change without prior notice.

BANQUET REQUIREMENT

September 4, 2019	8:00 AM	6:00 PM	Meeting	MIRO B	Classroom	13	Php 2,950.00 net per person *inclusive of one (1) item AM Snack, Boutique Buffet Lunch with one round of iced tea, one (1) item PM Snack and Buffet Dinner with one round of iced tea at Café Eight
	6:00 PM	10:00 PM	Dinner	CAFÉ EIGHT	Classroom	13	
September 5, 2019	8:00 AM	6:00 PM	Meeting	MIRO B	Classroom	13	Php 2,750.00 net per person *inclusive of Boutique Buffet Lunch with one round of iced tea, one (1) item PM Snack and Buffet Dinner with one round of iced tea at Café Eight
	6:00 PM	10:00 PM	Dinner	MIRO B	Classroom	13	
September 6, 2019	8:00 AM	6:00 PM	Meeting	MIRO B	Classroom	13	Php 950.00 net per person *inclusive of Boutique Buffet Lunch with one round of iced tea and one (1) item PM Snack
TOTAL							Php 86,450.00 nett

GRAND TOTAL: Php 149,450.00 nett

The above Banquet Package includes:

- Use of a function space at the above-mentioned contracted time
- PA sound system with 2 microphones
- Complimentary use of the built in LCD screen
- White Board / Flipchart upon request
- Note pads and pencils upon request
- Flowing Coffee or Tea
- Complimentary Wi-Fi at the assigned function room

BANQUET TERMS AND CONDITIONS

- Rates quoted are based on volume of banquet covers quoted above and may change if the numbers are reduced or increased.
- **Above rates are valid only for confirmed events with signed contract on or before August 30, 2019, 12:00 noon.** Events confirmed after this date is subject to space availability and a 15% surcharge on top of the prevailing rate will apply.
- The assigned function space - Warhol - can accommodate up to a maximum of 24 attendees with classroom set up.

Please be advised that the **guest rooms and function space/s** are currently available, however confirmation is on **“First to Confirm Basis”** once signed contract is received.

EXTRA COVERS

The hotel will prepare a 10% buffer from the guaranteed number of PAX. Should your event increase more than 10%, this is subject to hotels approval and there will be an additional 15% surcharge on top of the prevailing rate.

FUNCTION ROOM RENTAL RATES

Miro B: PhP 2,250.00 nett / hour in excess of the contracted time

BEVERAGE RATES

Free Flow Coffee + Tea: PhP 250.00 nett / person
Upgrade to Flowing Iced Tea: PhP 150.00 nett / person
Flowing Local Beers & Wines for 2 hours: PhP 650.00 nett / person

MISCELLANEOUS CHARGES

The following equipment is available upon request:

LCD Projector	PhP 6,000.00 nett
Lapel microphones	PhP 1,000.00 nett
TV Monitor	PhP 3,000.00 nett
Wired Microphones	PhP 300.00 nett (in excess of 2 complimentary units)
CD player or Tape deck	PhP 800.00 nett
Electrical fee for other equipment	Starts at PhP 250.00 net / unit for the first 10 hours (for laptops) and other electrical unit such as Speakers, Lights, Amplifiers, and the like. LED wall, Mobile Lights & Sounds, etc. is subject to evaluation of hotel technical team and different rate per unit shall apply. Rates will depend on electrical load evaluation to determine electrical requirement per equipment.

PARKING FEES

Please see below applicable parking fees:

10% of total guaranteed number of attendees	COMPLIMENTARY
First Three (3) Hours	PhP 40.00 nett
Exceeding / succeeding hour/s	PhP 10.00 nett per hour



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SERVICE CHARGE, GOVERNMENT TAX

All rates are inclusive of 10% service charge, and applicable Government Tax (12% VAT and 0.6% local tax). Rates are subject to change based on government mandates.

CANCELLATION AND POSTPONEMENT

Please refer to the corresponding charges that will apply in favor of the HOTEL for any function room cancellation or postponement made after contract signing:

Written Notification Made By Organizer	Postponement or Cancellation Charge
Upon contract signing	Charge 100% of the total room and banquet charges

In case of cancellation or reduction of room requirements by the CLIENT for whatever reason, please refer to the corresponding charges that will apply in favor of the HOTEL for any room cancellation, reduction or postponement after contract signing

Written Notification Made By Organizer	Postponement or Cancellation Charge
Upon contract signing	Charge 100% of the total contract (charge the entire stay)

BILLING AND PAYMENT ARRANGEMENT

Total contract price is **One Hundred Forty Nine Thousand Four Hundred Fifty Pesos only (Php 149,450.00 nett)** for room and banquet charges.

ACCOUNT NAME: ENTRATA HOTEL SERVICES, INC
BANK NAME: EASTWEST BANK – ENTRATA BRANCH
ACCOUNT NO (PHP) 200019418129
BRANCH BANK ADDRESS: Entrata Urban Complex, Spectrum Midway Extension, Alabang, Muntinlupa, 1781 Metro Manila

NOTE: Deposits made are non-refundable, non-transferrable and will be applied to the Master Account. Payments may be in the form of cash, credit card or company check. Accounts should be made payable to ENTRATA HOTEL SERVICES, INC. Please advise your remitting bank to include a message to notify the hotel immediately upon receipt of the remittances.

The Organizer shall make the following payment to the Hotel according to the schedule set below:

Payment Schedule	Event Group Function
After a Signed Contract	Certificate of Availability of Funds / CAF to be provided Center for International Trade Expositions and Missions that all banquet charges are to be shouldered by the company and settled by send bill
Send Bill Arrangement	Payment of the One Hundred Percent of the contracted banquet charges and any additional charges incurred during the event based on approved credit terms and schedule 30 days upon receipt of the invoice
Last Day of Event	Settlement of personal and other incidental charges

The hotel shall extend a thirty (30) day credit term to your organization. A corresponding penalty of 3% shall apply for overdue account/s.



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September 04 to 06, 2019

All Event charges are payable upon receipt of statement from the Hotel unless a Credit Account with sufficient credit limit is pre-approved by and set up with the Hotel.

The Group will accept responsibility for [guest room, tax, food and beverage functions] and all authorized service charges for all of its attendees. All other charges will be the responsibility of the attendee.

REVISION / AMENDMENT

- Additional requirements and meals requested by the CLIENT may be allowed by the HOTEL provided that written notification shall be advised at least fifteen (15) days prior to the event date and is subject to availability
- Reduction on the guaranteed number of banquet covers on the food and beverage arrangements will be charged based on the HOTEL's cancellation policy. Cut-off to make any reduction on banquet covers is forty five days (45) prior to event date. (subject to discussion with client)

MINIMUM GUARANTEED ATTENDANCE

Please review and confirm the expected and guaranteed number of attendance **4 days** prior to the event date. The final guaranteed number cannot be less than the contracted guarantee number or minimum revenue. Any discrepancies between the expected and guaranteed number should be within 5% and the total guaranteed attendance should not be lower than the minimum charge required by the Hotel. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

FUNCTION SPACE ASSIGNMENT

Function Rooms are assigned according to the expected attendance and set up. The Hotel reserves the right to assign alternative meeting space suitable for the events' requirements should the expected attendance change, subject to availability and prior agreement from the organizer.

NON-DISPARAGEMENT

The client agrees to take no action which is intended, or would reasonably be expected, to harm **Entrata Hotel Services, Inc (Crimson Hotel Filinvest City, Manila)** or its or their reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to **Entrata Hotel Services, Inc (Crimson Hotel Filinvest City, Manila)**.

NON-COMPLIANCE

The Hotel reserves the right to release all reservations and arrangements made by the Organizers for the event without prior notice if the Hotel does not receive the full deposit and all such other documents from the Organizers by the deadline date stipulated by the Hotel. Reinstatement of reservations and arrangements may only be made upon receipt of payment and are subject to availability of guest rooms and/or function spaces. Any increases in price or incurred Hotel costs are for the account of the Organizers.

HOTEL LIABILITY

The liability of the Hotel arising out of any act carried out pursuant to this agreement whether in contract, tort or otherwise, shall not in any case exceed the original fee to the Company for the services pursuant to this agreement. Subject to the foregoing, the Hotel shall in no event be under any liability for any loss or damage (including direct and indirect or consequential losses, loss of contracts, loss of profits economic or financial losses or anticipated savings) howsoever arising which may be suffered by the Company.

DAMAGE

A written agreement between Organizer/Contractor on terms and conditions that have been approved by the Hotel must be signed prior the commencing of any work to be carried out within the Hotel's premises. The Hotel reserves the right to refuse entry to any contractors/workmen/decorators engaged by the Organizer, should the Hotel not receive a duly executed copy of such Hotel approved agreement from the Organizer on or before **August 28, 2019**.

The Organizer shall be liable for any damage to Hotel or Hotel guest property directly or indirectly caused by the Organizer and/or by its contractors/workmen/decorators and for any and all losses, damages, claims, demands, costs and expenses arising therefrom.

ADVERTISING

The Organizer shall not use the name, trademark, logo or other intellectual property proprietary to Crimson Hotel Filinvest City, Manila or any of their subsidiaries, affiliates or associated companies in any manner whatsoever without the prior written approval of the Hotel.

SECURITY

The Hotel will provide normal security to ensure orderly running of the event. The Company should at its own cost arrange security to ensure safety of the items displayed/exhibited. The safekeeping of the items to be placed for display/exhibition at all times including prior to and after the event will be the responsibility of the company. Should armed security guards be involved, the Company has to obtain appropriate license from the local authority at its own cost. Should the above arrangement be required the Hotel must be informed in advance for necessary co-ordination and assistance.

INSURANCE

During your event, please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as, but not limited to, wardrobe, gifts, prizes, giveaways, exhibits, props, displays, and other such items. Special security arrangements shall be for your account and subject to a separate contract. The Company will be obliged to have independent insurance coverage in respect of any equipment/display items/valuables, etc. brought in by the company to the venue of the event and the Hotel shall not in any circumstances, be liable for any loss or damage suffered by the Company in respect of such equipment / display items / valuables during the course of the event (including the transportation of the same to and from the venue).

FIRE AND SAFETY REGULATIONS

In order to ensure the safety of our guests, the Hotel requires the Organizer and any/all its contractors/ workmen/ decorators/ suppliers/ exhibitors/ etc. engaged or hired by the Organizer to adhere to all Hotel policies, rules & regulations, including but not limited to those governing Hotel fire and safety issues.

The Organizer shall be responsible for ensuring that all fire escapes inside of the venue are not

obstructed by seating arrangements, stages, equipment and other set up for the Event.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, war, government regulations, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the abilities of the parties, making it inadvisable, illegal, or impossible to perform to the terms of the contract, hold the meeting, or provide the facility.

This Agreement may be terminated or revised for any of the above reasons without liability by written notice from one party to another.

INDEMNITY

The Organizer shall waive against and indemnify, defend and hold the Hotel and all of their affiliates, subsidiaries and associated companies, and their respective directors, officers, shareholders, employees ("Indemnified Parties") harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from, in whole or in part, the Event (including any injury or damage to any persons or property on or about the Hotel), or any default of or breach by the Organizer under this Agreement caused by or resulting from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents contractor, members or participants, provided such individual are acting within the scope of their employment.

GOVERNMENT LAW AND DISPUTES

This Agreement shall be governed by, and shall be construed, interpreted and applied in accordance with the laws of the Republic of the Philippines. Any dispute, controversy, or claim arising out of or in connection with this contract, including any question regarding its existence, validity, or termination, shall be finally resolved by arbitration under the rules of Supreme Court currently in force, which rules are deemed to be incorporated by reference into this clause. The tribunal shall consist of a [sole/three arbitrator(s)].

DATA PRIVACY

We, at ENTRATA HOTEL SERVICES, INC., value your trust and confidence and wish to inform you how we process personal information you



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share with us in accordance with the requirement of Republic Act No. 10173 otherwise known as the Data Privacy Act of 2012, its Implementing Rules and Regulations and other issuances of the National Privacy Commission (NPC).

contact details, as well as those of your spouses and/or dependents, and other sensitive personal information, such as your age, civil status, government registration details, financial information, credit history and tax returns, among others ("Personal information").

In view of your transaction with ENTRATA HOTEL SERVICES, INC., we have collected basic information including your name, residence,

AUTHORIZED SIGNATORY


Only authorized signatories are allowed to make additional reservations during the event. Kindly inform the names of these authorized officers with their respective specimen signature (if send bill, state: in the Letter of Authorization.) We respectfully regret that verbal revisions shall not be honored.

The authorized signatory of these events are:


Complete Name	Designation	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

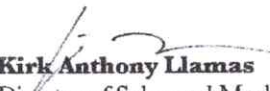
Thank you once again for choosing **Crimson Hotel Filinvest City, Manila** for this important event and we are committed to ensuring a most successful event.

**AUTHORIZED SIGNATORY
ON BEHALF OF THE HOTEL
Crimson Hotel Filinvest City, Manila**


Angeli Balanon
Sales Manager
Date: September 5, 2019

**AUTHORIZED SIGNATORY
ON BEHALF OF THE ORGANIZER
Center for International Trade
Expositions and Missions**



Ms Paulina Suaco-Juan
Executive Director
Date: September 5, 2019 *for*


Kirk Anthony Llamas
Director of Sales and Marketing
Date: September 5, 2019

Signed in the presence of:


MA. LOURDES D. MEDIRAN
Deputy Executive Director
CITEM


JEWEL H. UDARBE
Planning Officer IV
CITEM


MALERNA C. BUYAO
Chief Accountant
CITEM

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PASAY)S.S

BEFORE ME, a Notary Public for and in the City of Pasay, on this _____ day of OCT 08 2019
personally appeared the following:

Name	Competent Evidence of Identity	Issued at/on
PAULINA SUACO-JUAN KIRK ANTHONY LLAMAS	_____ _____	_____ _____

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed as well as the free and voluntary act and deed of the entities they represent.

This instrument, which refers to a Contract of Services consisting of seven (7) pages including this page whereon this acknowledgment is written, has been signed by the parties and their instrumental witnesses on each and every page.

WITNESS MY HAND AND SEAL on the place and date first-written above.

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Book No. 95
Series of 2019

NOTARY PUBLIC
ATTY. JOSEPHINE S. LALA-ABADEJO
109 PASADENA STREET, PASAY CITY, METRO MANILA, PHILIPPINES
NOTARY PUBLIC FOR PASAY CITY
UNTIL DECEMBER 31, 2019
PTR NO. 6397977 1-3-2019/PASAY CITY
IBP NO. 087412 1-3-2019/PASAY CITY
COMMISSION 18-02 11-11-2018/PASAY CITY
ROLL NO. 50906
MCLE COMPLIANCE NO. V-00021211