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02 August 2024

**MS. LEAH PULIDO OCAMPO**

Executive Director

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**

Golden Shell Pavilion, Roxas Blvd. cor. Sen. Gil J. Puyat Ave.  
1300 Pasay City, Metro Manila, Philippines

Dear Ms. Ocampo,

**Room Accommodation Contract**  
**Hotel Accommodation for Hosted Foreign Buyers of MANILA FAME 2024**  
**October 17-19, 2024**

Thank you for choosing Diamond Hotel Philippines to provide rooms accommodation to your guests attending the **MANILA FAME** on **October 17-19, 2024**. Further to our discussion, we are very pleased to submit the following information for your confirmation.

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**ACCOMMODATION ARRANGEMENT**

**GUEST ROOM CATEGORIES AND RATES**

**October 17-19, 2024 (100 Room Nights Guaranteed)**

Room Category	Single/Double Occupancy Rate
Deluxe Non Smoking Room	Php 12,800.00 nett

*Note: Above rates are inclusive of service charge and prevailing government taxes.*

**CITEM shall pay 100 GUARANTEED ROOM NIGHTS (superior room category or its equivalent) spread- out during the Manila FAME 2024 (October 17-19, 2024)**

**Room Inclusions/Amenities:**

- Buffet Breakfast at Corniche from 6:00am to 10:00am
- Welcome Fruits
- Daily replenishment of two bottles of water daily
- Coffee and Tea Amenities
- Daily Newspaper
- Complimentary Wi-Fi access in the rooms and public areas
- International Direct Dialing Facilities
- Use of Exercise room at the Health Club. All lifestyle facilities such as the Health Club Spa, massage services are operational but to limited capacity only. Prior reservation is required.
- Safety deposit box in the room

Diamond Hotel Philippines  
Roxas Boulevard cor. Dr. J. Quintos Street,  
Manila 1000, Philippines

◆ Telephone (632) 528-3000, (632) 305-3000
 Contract for Room Accommodation (Manila FAME)  
◆ Facsimile (632) 526-2255
 Center for International Trade Expositions and Missions (CITEM)  
<http://www.diamondhotel.com>
Elaine Bautista-Sotto  
 E-mail: bizcenter@diamondhotel.com

*Cherry*

*W*  
*R*  
*J*

- Complimentary (Airport-Hotel and Hotel-Airport) Scheduled roundtrip transfers (Diamond Hotel – Venue and Venue - Diamond Hotel) during the fair period (17-19 October 2024)
- Complimentary 50 vouchers for one (1) hour in-room scheduled massage exclusive for all the hosted buyers of Manila FAME between 16-20 October 2024 on a first come first serve basis. Extended validity until October 31. Special rates should be extended to other non-hosted buyers.
- Provide free-of-charge of 1 room night voucher for every 20 utilized room nights (20+1) including bookings made directly through the hotel and were given Manila FAME 2024 special room rates.
- Complimentary discount vouchers at Bar27 and restaurants to be redeemed during the stay of the buyers.
- Diamond Hotel to provide a special check-in counter or room for the Manila FAME guests on 16-18 October 2024.
- Diamond Hotel to Facilitate Manila FAME buyer survey for the hosted guests a requirement upon checkout.
- Diamond Hotel to allow placement of the following Manila FAME promotional collateral/signages on strategic area, as stated:
  - Manila FAME Printed Standee/Wall Backdrop
  - Manila FAME Countertop
  - Manila FAME Sticker
  - Hotel-Venue-Hotel Placard
  - Hotel-Venue-Hotel Shuttle Schedule Countertop
  - Manila FAME Audio Visual Presentation (AVP)

#### OTHER SERVICES OFFERED:

##### *One way airport transfer*

Toyota Altis	Php 1,950.00 nn/car/way
Toyota Camry	Php 3,100.00 nn/car/way
Van	Php 3,500.00 nn/car/way
Toyota Alphard	Php 4,900.00 nn/car/way
BMW 7 (Executive Sedan)	Php 5,500.00 nn/car/way

\* Transportation rates are subject to change without prior notice.

#### OTHER SERVICES OFFERED:

Diamond Hotel Philippines will only set up mini bar items at Premier and Diamond club floors Twenty Second to Twenty Six (22<sup>nd</sup> – 25<sup>th</sup>) while the Deluxe category rooms will be on a default pull out mini bar set up. Mini Bar set up requests should be done at least Two (2) days prior to the arrival of your guests.

As part of our Going Green initiative, we will be completely cleaning guest rooms, including changing of linen and vacuuming starting on the fourth (4<sup>th</sup>) day of stay. Trash collection, replenishment of amenities and soiled towels shall be done daily.

#### No Smoking and No Vaping Policy

Please be informed that in our efforts to maintain a healthy and eco-friendly environment for our guests and staff, we are strictly implementing a No Smoking and No Vaping Policy IN NON-SMOKING AREAS WITHIN THE HOTEL pursuant to Executive Order 26: Nationwide Smoking Ban and Manila City Ordinance 7812.

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Kindly be reminded that a minimum cleaning fee of PhP 10,000 will be charged if evidence of smoking in a Non-Smoking Room become apparent.

Alternatively, the hotel has designated smoking areas located in the following areas:

- Poolside Deck – Ground Level – 7:00 am to 9:00pm daily
- Diamond Club Designated Smoking Area - Exclusive to Club guests - 6:30am to 9:00pm daily
- Operating times of Designated Smoking Areas may change without prior notice

#### BILLING ARRANGEMENT

***For accounts with credit line:***

Room Accommodation payments will be charged to **CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS** thru Send Bill Arrangement. Notice of Award and CAF with OBR No. is required upon signing of the contract to facilitate the Send Bill Arrangement.

#### AMENDMENTS

Any amendment to this Agreement shall only be effective if it has been agreed to and signed by both parties in writing.

#### NON-ASSIGNMENT

The Organizer shall not assign or transfer any part of this Agreement to any party.

#### CONFIDENTIALITY

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS** its employees and all delegates shall not disclose or permit to be disclosed the provisions of this Agreement or the substance thereof, information relating to the Daily Room Rate or any other information relating to the Hotel which is confidential. The Organizer shall be responsible for any disclosure by any of the foregoing persons.

#### NO SHOWS / CANCELLATIONS

***For Rooms:***

It is understood that upon signing of this contract, confirmed rooms reserved are guaranteed. Any room reductions, cancellations or no shows pertaining to the said event not arising from fortuitous events will be charged equivalent to the total number of guaranteed room nights per day to **CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**. The Organizer agrees to pay the Hotel a cancellation fee of one hundred percent (100%) of the Daily Room Rate of all the Guest Rooms held under the Room Block.

***Force Majeure:***

The HOTEL will not be held liable for services not rendered or for any loss or damage due to acts of God, or acts of the guest, his family, visitors or servants, or if loss arises from the character of the things brought into the Hotel, war, government regulations, natural calamities, civil disorders, curtailment of transportation facilities, government declaration of a state of calamity and/or national emergency, pandemic and other inevitable incidents beyond the control of the HOTEL that interrupts the expected course of events. However, deposits made by the CLIENT can be applied to future bookings.

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## PRIVACY STATEMENT

Diamond Hotel Philippines pledges to fully comply with the requirements of the "Data Privacy Act of 2012" and internationally recognized standards of data privacy security and protection.

By signing this contract, you agree that Diamond Hotel Philippines will collect, use, share, disclose, retain and dispose of collectively your personal data and information and that of the individuals which you may provide or which Diamond Hotel Philippines may obtain from you in connection with your transaction relevant to your individual or groups room reservations, conference bookings, outside catering, socials, schools, association, government and corporate events, food and beverage booking arrangements and other hotel services as required and necessary to deliver the services and product of Diamond Hotel Philippines based on our signed contract.

You also declare and confirm that the personal data and information transmitted to the Hotel are accurate and that the necessary consent was obtained from the individual whose personal data and information will be processed.

Please note that Diamond Hotel Philippines will process personal data and information only to the extent necessary to effect the supply of services purchased and the processing of the transaction. For further details on Diamond Hotel Philippines' policy on Data Privacy, please visit our website at [www.diamondhotel.com](http://www.diamondhotel.com)

## OTHER TERMS AND CONDITIONS

### Non-Compliance to Payment Scheme

If the required payment/s is/are not received on the scheduled date/s, reservation for the group may be subject to cancellation. However, notice shall be given to the Client. Reinstatement of booking shall be subject to availability.

### Damage

The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.

### Exclusions of Liability

The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, strikes, riots, declaration of state of calamity and/or national emergency, pandemic and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

### Non-Compete Clause

The client is in agreement that the participants will not recruit for the hotel industry or other similar businesses that will compete with Diamond Hotel Philippines. In addition, Diamond Hotel will not allow display of other hotel collaterals, banners, audio visual presentations, and the like inside the hotel's function room and premises.

The rates specified in this contract will be valid until **August 09, 2024**. If we do not get your confirmation by then, we have the option to change your rates and other arrangements, as well as release any space which is being held for you.

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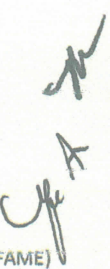
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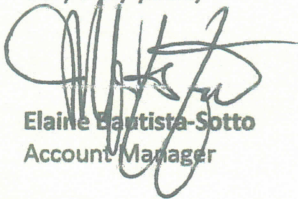
Elaine Bautista-Sotto



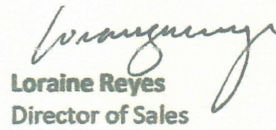
Please indicate your acceptance by initialing all pages and signing on the execution page of the Agreement. The duly executed Agreement must be received by the Hotel on or before Friday, August 09, 2024

Again, thank you for choosing Diamond Hotel Philippines. We are looking forward to welcoming your guests at the Diamond Hotel Philippines

Very truly yours,

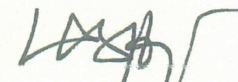


Elaine Bautista-Sotto  
Account Manager




Loraine Reyes  
Director of Sales

Noted by:



Ms. L.A. Sayson-Popa  
Cluster Director of Sales and Marketing  
Diamond Hotel Philippines | Makati Diamond Residences

Conforme:



Ms. Leah Pulido Ocampo  
Executive Director  
Center for International Trade Expositions and Missions (CITEM)



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Signed in the presence of:

*Malerna C. Buyao*  
**MALERNA C. BUYAO**  
Head, Controllershship Division

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES)  
City of PASAY ) S.S.

01 OCT 2024

BEFORE ME, a Notary Public for and in the City of Pasay on this \_\_\_\_\_ day of August 2024, personally appeared the following:

Name	Competent Evidence of Identity	Issued on/at
LEAH PULIDO OCAMPO	_____	_____
L.A. SAYSON-POPA	_____	_____

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 six (6) pages including this page whereon this acknowledgement 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.

Doc. No. 507  
Page No. 103  
Book No. 2  
Series of 2024

*Ma Cleofil L. Jaime*  
**ATTY. MA CLEOFIL L. JAIME**  
**NOTARY PUBLIC**  
UNTIL DECEMBER 31, 2025  
ATTORNEY'S ROLL NO. 27802  
IBP OR NO. 414661/JAN. 10, 2024  
PTR NO. FC 8453693/JAN. 03, 2024/PASAY CITY  
Commission No. 24-21 (EXPIRED DECEMBER 31, 2025)  
MCLE No. VI-0018402 ISSUED ON MAY 20, 2022  
VALID UNTIL 14 APRIL 2025  
OFFICE ADDRESS - STALL #1 NO. 58 KARNAZ AVE., LIBERTAD, PASAY CITY