

Basic information and cost overview

Project	2023 MINI South Region Agent Annual Workshop
Company	康辉集团北京国际会议展览有限公司
Quotation Date	2023.12.20
Quotation Version	V1
Contact	
Name	Marco
Surname	Ma
Position	Account Director
Mobile	158 0177 8313
Fixed line	-
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Cost Breakdown for event operation	
Agency fees	40,382.00
Set-up & Operation	89,996.00
Hospitality	62,257.00
Photo	7,320.00
Total Net	199,955.00
VAT (6%) **	11,997.30
Gross Total	211,952.30

* Please state surcharges (i.e. Business Tax) clearly and indicate which modules are affected.

** Please note that 3rd party invoices are paid net by BMW since VAT is claimed back by your company.

¥199,955							
No.	Item	Unit	Quantity	Days	Unit price	Sum	Detailed Work load/ Comments / Deliverables
I	Agency Fees						
A	Agency Fees (Preparation)					¥11,552	
1	Account Director	person	1	2	¥1,776.00	¥3,552.00	
2	Account Manager	person	1	2	¥800.00	¥1,600.00	
3	Creative Director	person	1	3	¥800.00	¥2,400.00	
4	DTP / 2D / 3D Designer	person	1	4	¥1,000.00	¥4,000.00	
B	Agency Fees (On site)					¥6,810	
1	Account Director	person	1	2	¥1,200.00	¥2,400.00	
2	Account Manager	person	1	2	¥1,200.00	¥2,400.00	
3	Staff (please define in comment)	person	1	1	¥2,010.00	¥2,010.00	
C	Agency Fees (Post event)					¥3,000	
1	Account Manager	person	1	3	¥1,000.00	¥3,000.00	
D	Site Check					¥8,720	
1	Flights for site check (Economy class)	Round trip	2	2	¥1,600.00	¥6,400.00	
2	Agency Staff Site Check Accomodation	Round trip	1	3	¥450.00	¥1,350.00	
3	Site check local transportation	Units	1	2	¥485.00	¥970.00	
E	Onsite Event:					¥10,300	
1	Agency Staff	person	2	3	¥800.00	¥4,800.00	
2	Agency Staff Accomodation	room/night	1	3	¥500.00	¥1,500.00	
3	Agency Staff working car rental	car/day	2	4	¥500.00	¥4,000.00	
I	Total Agency Fees					¥40,382	
II	Set-up & Operation						
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments
A	Venue Fees					¥30,000	
1	Venue Rental 会议场租	day	1	1	¥20,000.00	¥20,000.00	半天会议（上午）
2	会议设备租借及搭建（LED 屏幕）	day	1	1	¥10,000.00	¥10,000.00	LED 3M*5M (16:9)，音响使用酒店自带音响即可。
B	Workshop Material					¥33,727	
1	会议 - 背景板（主KV）	each	1	1	¥8,000	¥8,000.00	结合青岛本地特色设计主题KV，根据方案具体展开，搭建桁架喷绘（黑底），含40cm侧封,5M*3M
2	会议 - 指示立牌	set	3	1	¥900.00	¥2,700.00	根据方案具体展开，请注明材质和尺寸。
3	会议 - 伴手礼	each	1	1	¥5,825.00	¥5,825.00	结合会议主题以及青岛本地特色进行选择。
4	会议 - 颁奖环节 奖杯	each	20	1	¥100.00	¥2,000.00	定制有有特色的奖杯（如星星形状等）。
5	会议 - Flower of rostrum桌花	each	1	1	¥2,800.00	¥2,800.00	11桌桌花+签到台布置
6	会议 - 桌面MINI氛围物	each	9	1	¥200.00	¥1,800.00	根据方案具体展开，例如双面相框摆放纸质议程小卡+桌面相框照片+贴纸等。
7	MINI CORNER 结构	set	1	1	¥8,000.00	¥8,000.00	MINI CORNER 木架结构
8	MINI CORNER 制作物+装饰物	set	1	1	¥2,602.00	¥2,602.00	MINI CORNER 装饰物+照片印刷+分组手环+麦标
C	Outdoors					¥19,067	
1	下午共创研讨会	each	1	1	¥18,407.00	¥18,407.00	青岛啤酒博物馆游览+剧本杀体验+分组手环
2	保险	each	66	1	¥10.00	¥660.00	意外赔付25万

quotation

【结算单】2023 MINI South Region Agent Ann...Workshop_Quotation Template_1220_CMS(1)(1).xlsx

D	Gala Dinner Material					¥1,942		
1	晚宴 - 主题布置	set	1	1	¥1,942.00	¥1,942.00	亚克力桌面定制MINI立体字 +运费+晚宴道具	发票2
E	RSVP					¥660		
1	RSVP	person	66	1	¥10.00	¥660.00		发票2
F	Logistics					¥4,600		
1	运输费用	set	2	1	¥2,300	¥4,600.00	青岛美高梅酒店-青岛啤酒博物馆-晚宴地点 超时2.5小时+司机餐费	发票2
II	Total Set-up & Operations					¥89,996		
III	Hospitality							
	Item	Unit	Quantity	Days	Unit price	Sum	Details / Comments	
A	Catering					¥60,257		
1	Tea break	pax	1	1	¥5,366.00	¥5,366.00		发票6
2	Buffet Lunch	pax	63	1	¥338.00	¥21,294.00		发票6
3	Gala Dinner	pax	1	1	¥33,597.00	¥33,597.00		发票7
B	Manpower					¥2,000		
2	onsite helper	person	2	1	¥1,000.00	¥2,000.00	会议当日全天的helper	发票2
III	Total Hospitality					¥62,257		
IV	Photo							
	Item	Unit	Quantity	Days	Unit price	Sum		
	摄影摄像	pax	1	1	¥5,820.00	¥5,820	8小时内拍摄，本地摄影，超时6小时，每小时220元	发票2
	云相册	pax	1	1	¥1,500.00	¥1,500	8小时内直播在线修图	发票2
IV	Total Photo					¥7,320		