



hotel nikko guangzhou

广州日航酒店

Name (名字): 仲岚

Date (日期): 2021/09/17

Title (职位): 总监

Tel (电话): 010-65870550/13910193620

E-mail (邮箱): zhonglan@cct.cn

Company Name (公司名称): 康辉集团北京国际会议展览有限公司

Address (地址): 北京市朝阳区农展馆南路 13 号瑞辰国际中心 15 层 1510 室

Hereinafter to be referred as to: company

以下简称为: 公司

## CONFERENCE AND EVENT AGREEMENT

### 会议与活动协议

Dear Ms. Zhong,

尊敬的仲小姐:

#### Confirmation of event on 22-24 Sep 2021

#### 关于 2021 年 09 月 22-24 日活动的确认

Thank you for choosing Hotel Nikko Guangzhou for the event 22-24 Sep 2021.

感谢您选择广州日航酒店作为 2021 年 09 月 22-24 日本次活动的场地。

Attached please find the confirmation outlining details of meeting arrangement currently held for your group.

Kindly review and return a signed copy of this confirmation to us by **18 Sep 2021**.

请认真查阅《协议书》中关于贵方会议安排的细节概述,并在审阅后于 **2021 年 09 月 18 日前**将已签署的《协议书》原件反馈给我们。

If I may assist with any further question, please do not hesitate to contact me at +86-20-6631-8888-6404 or by email [ssad2@nikkogz.com](mailto:ssad2@nikkogz.com)

如果您有任何疑问,欢迎您随时通过拨打电话+86-20-6631-8888-6404 或者发送邮件 [ssad2@nikkogz.com](mailto:ssad2@nikkogz.com) 与我联系。

Thank you again for choosing Hotel Nikko Guangzhou. We look forward to the pleasure of welcoming your guests to our hotel. 再次感谢阁下及贵公司选择广州日航酒店。我们期待阁下及贵公司的光临。

## LETTER OF AGREEMENT

本协议书记立于 2021 年 09 月 17 日,协议双方为:

a. Hotel Nikko Guangzhou, hereinafter referred to as the "Hotel" and located at 1961, Huaguan Road, Tianhe District, Guangzhou 510520, China, Tel: +86-20-6631-8888 and Fax: +86-20-6631-5052.

广州日航酒店,以下简称“酒店”,位于中国广州天河区华观路 1961 号,电话: 020-6631-8888, 传真号码: 020-6631-5052。

b. 康辉集团北京国际会议展览有限公司,以下简称“举办单位”,地址:北京市朝阳区农展馆南路 13 号瑞辰国际中心 15 层 1510 室, 电话: 010-65870550/13910193620

NOW THE PARTIES HERETO AGREE as follows\_双方协商达成以下条款:

#### 1: EVENT ARRANGEMENT 活动安排

<u>Date</u> 日期	<u>Time</u> 时间	<u>Function</u> 活动	<u>Room</u> 场地	<u>Set Up</u> 场地摆台	<u>EXP</u> 预计	<u>GTD</u> 担保	<u>Fee</u> 费用
2021/09/22	09:00-18:00	培训	二楼珍珠 I (97 平)	分组式	30 人	25 人	人民币净价 4,500 元/8 小时
	12:00-13:00	简餐	二楼 会议室		30 人	25 人	人民币净价 58 元/份 共人民币 1,740 元
2021/09/23	09:00-18:00	培训	二楼珍珠 I (97 平)	分组式	30 人	25 人	人民币净价 4,500 元/8 小时



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	12:00-13:00	简餐	二楼 会议室		30 人	25 人	人民币净价 58 元/份 共人民币 1,740 元
2021/09/24	09:00-18:00	培训	二楼珍珠 I (97 平)	分组式	30 人	25 人	人民币净价 4,500 元/8 小时
	12:00-13:00	简餐	二楼 会议室		30 人	25 人	人民币净价 58 元/份 共人民币 1,740 元
2021/0922-24		自带茶歇清洁费					共收取人民币 200 元
费用总计					人民币净价 18,920 元		
备注:							

## 备注:

Full day room rental is calculated based on 8 hours, and half day on 4 hours.

会议服务全天以 8 小时计算; 半天以 4 小时计算

If the meeting over 1 hour or within an hour, the hotel will charge CNY 600 per hour for an additional fee

如果会议服务超过 1 小时或以内, 酒店将收取人民币 600 元/小时以作场地费。

自带茶歇需要签署免责条款

**Rental includes the following basic meeting arrangement** 费用包括以下基本安排:

Crowne Meetings standard A/V system with 2 wireless MIC 基本会议音响系统及无线麦克风 2 支

Wireless Internet 无线上网

One (1) podium (optional) 1 个立式演讲台

Overhead Projector 固定投影仪

## 2.1 Function Space Assignment 场地安排

Function room is assigned accordingly with the guaranteed minimum number of participants. Additional room rental is applicable if attendance drops below the minimum attendance at time of booking. The Hotel reserves the right to relocate the group to a room suitable for the attendance, with notification, in the event of any reduction or increase in attendance.

会议场地将按照主办单位提供的最低保证人数进行安排。如果出席人数少于或多于预计最低出席人数的, 酒店保留无需事先通知便可重新安置主办单位到适合其使用的场所的权利。

**Please confirm the attendance five days prior to the banquet.**

请于活动五天前确认准确的人数。

## 2.2 Additional Equipment 辅助设备

Additional audio and visual equipment can be arranged and prices are subject for negotiation on request

可以安排额外的视听设备, 价格需在要求安排时商定。

Hotel prepare stationery and mineral water.

酒店在会议期间提供标准文具及纯净水

## 2.3 Signage 指示牌

Please advise wordings

请提供内容

## 3. ACCOUNT SETTLEMENT AND DEPOSIT PAYMENT SCHEDULE

### 账户结算及订金支付进度表

### 3.1 Master Account 主账

It is understood that the Organization will be responsible for the meeting charges as well as all incidental charges.

Any authorized charges by the authorized signatory, will also be billed to the master account.

主办单位负责支付会议费。授权签字人所批准的任何费用也计入主账。

### Master Account Settlement 主账结算

The master account will be settled by cash or credit card upon departure.

主账将在离店时结算。

The remaining balance must be guaranteed by a credit card prior to main arrival. Please complete, sign and return the attached billing authorization form upon signing of the contract.

余额必须在团体到达前以信用卡作担保。请在签署合同时填写、签署并交还所附的账单授权表。

Hotel Nikko Guangzhou will obtain a pre-authorization code based on the latest total estimated amount.



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广州日航酒店将根据最新的总预计金额获取预授权代码。

## Individual Account 个人帐

It is understood that individual guests will be responsible for their own rooms, tax, food and beverage as well as incidental expenses. Hotel will get deposit for guarantee. All charges incurred will be settled by individual guests upon departure.

个人房客如自行负责其房费、税费、餐饮费以及随附费用，酒店需收取相应的押金作为担保。个人房客将在离店时结算已发生的全部费用。

**In any case, Organization will be responsible for all the unsettled payment of the guests' charges.** 在任何情形下，举办单位均须负责支付该等房客的全部未结算费用。

## 3.2 Deposit 订金

A deposit of CNY18,920 is required on or before 18 Sep. 2021 in order to secure the booking. The balance will be pay within three days after the event. 订金为人民币 18,920 元；为确保举办单位此次预订的成功，请于 2021 年 9 月 18 日前将此笔款项支付给酒店。余款在会议结束后三天内结清，酒店开具全部的相应消费的增值税发票。

Deposit can be settled in terms of cash/ remittance, company cheque (payable to Hotel Nikko Guangzhou Branch of Ruiyin Cyberport Hospitality Co., Ltd) or credit card. Please find below bank information for your kind reference.

可以采取现金、汇款、公司支票(支票抬头为广州瑞银数码港酒店有限公司日航酒店分公司)或信用卡的方式支付订金。以下为酒店银行信息：

Bank 银行名称	Bank of China, Guangzhou Science City Branch 中国银行广州科学城支行
Bank Address 银行地址	1/F attached building number 11 ,science avenue new&high-tech industrial development zone luogang district, Guangzhou, Guangdong province. 广州市天河区高新技术产业开发区科学大道11号附楼1层
Account Name 银行账户名字(账户持有人)	Hotel Nikko Guangzhou Branch of Ruiyin Cyberport Hospitality Co., Ltd 广州瑞银数码港酒店有限公司日航酒店分公司
银行账号 (人民币)	632761669496

For credit card payment, kindly advise the below credit card details together with a copy of credit card (both side) for us to present to the credit card center for further processing.

以信用卡方式付款的，请告知信用卡的以下信息，并附上信用卡的复印件（双面），以便于我们能够将其提交至信用卡中心作进一步的处理。

Card holder name 持卡人姓名：

Card type 信用卡类型：

Card number 信用卡卡号：

Expiry date 有效日期：

Card holder's signature 持卡人的签名：

Deposit is non-refundable and will be applied to the total bill on the day of your event. Should you wish to cancel your booking, your deposit will be forfeited.

订金不退还，并将用于活动当天的总账单的支付；举办单位若取消本次预订的，酒店将没收订金。

## 4. CANCELLATION 撤销预订

The Hotel will hold the function room & F&B service in the Confirmation for the Organization once the contract signed. Should the group on any listed dates be cancelled, the following cancellation charges will be imposed:

合约签定后，酒店将依据确认函中所列的会场及餐饮为举办单位进行预留。如团体在所列的任何日期的活动撤销，酒店将收取以下撤销费：

5 days before the event 活动前 5 天	80% of the total estimated amount of the group 按团队预计总费用（含会议及餐饮）的 80%收取
3 days before the event 活动前 3 天	100% of the total estimated amount of the group 按团队预计总费用（含会议及餐饮）的 100%收取



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Above cancellation or modify charges is considered as penalty and the deposit will not be refunded.  
以上取消或更改日期所交纳的费用视为违约金。另外,保证金一律不作退还。

If the Hotel fails to carry out the arrangements for reasons that are beyond the control of the Hotel due to acts of nature (or industrial disputes), the Hotel is not to pay any cancellation charge even if the event is not rescheduled.  
由于酒店不能控制的自然灾害(或者劳资纠纷)导致酒店不能履行有关安排的,即便活动不能改期,酒店也不支付任何撤销费。

### 5. OTHERS 其他

#### 5.1 Guarantees 保证

Upon signed acceptance of this agreement, minimum guest count is agreed and guaranteed by the Organization. Expected guest count is required by 12:00 noon at least seven (5) business days prior to the function of the Organization. Within the five day time frame before the ARR Date, the count shall not be subject to any reduction. If the attendance exceeds the confirmed number, the Hotel will make commercially reasonable efforts to serve these guests, provided that menu substitutions may be made.

自签订本协议后, 举办单位应当同意并保证本次活动的最低房客人数。预计房客人数最迟应在举办单位开展活动前至少 5 个工作日的中午 12:00 前提供。在到达日之前的 5 日内, 该人数不能减少。如果出席人数超出经确认的人数, 酒店将尽商业上合理的努力为所有客人服务, 但可以调整菜单。

#### 5.2 Food & Beverage Service 餐饮服务

All food and beverages consumed on the hotel premises are to be purchased from Hotel Nikko Guangzhou and served by employees of the Hotel. All banquet menus are designed for possible substitutions; however, please be aware that special menu requests without at least 48 hours' notice may be subject to price fluctuation.

所有在酒店内消费的食品和饮料均应购自广州日航酒店, 并由该酒店员工提供。所有宴会菜单均可调整; 但需要提醒注意的是, 如没有至少提前 48 小时通知酒店而提出特别菜单请求的, 该菜单将受价格波动的影响。

#### 5.3 Service Charge 服务费

All Room Rates and Food and Beverage Consumptions, unless otherwise specified as 'net', are subject to an extra 15% service charge.

如非特别注明为“净收费”的, 酒店对房费和餐饮费均加收 15% 的服务费。

#### 5.4 Audio visual Equipment 视听设备

Unless being given at least 48 hours' notice, the Hotel cannot guarantee that the audio visual equipment the Organization requires will be available. Please review the contract to ensure that the audio visual equipment requirements are clearly stated

除非至少提前 48 小时通知, 酒店不能保证一定能够向举办单位提供其所需的视听设备。请认真审阅合同, 确保举办单位已经明确向酒店提出其所需视听设备的要求。

#### 5.5 Loss 丢失

The Hotel will take all reasonable care, but accepts no responsibility for the loss of any merchandise or articles brought into the Hotel or left at the Hotel after the function.

酒店对于带入场地的所有商品和物品将采取一切合理的保护措施, 但对于该类物品在酒店内或者活动中带入或遗留在酒店而丢失的, 酒店不承担任何责任。

#### 5.6 The Organization's materials brought into the Hotel 举办单位带入酒店的物资

The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms. All displays and/or decorations proposed by the Organization will be subject to the prior written approval of the Hotel in each instance. Any personal property of the Organization or the Organization's guests or invitees brought onto the Hotel premises and left thereon, either prior to or following the Event, will be at sole risk of the Organization and the Hotel will not be liable for any loss of or damage to this property for any reason. The Organization acknowledges that the Hotel does not maintain insurance covering the Organization's property and that it is the sole responsibility of the Organization to obtain business interruption, property damage, and other potentially applicable insurance covering such losses by the Organization.

对于所有带入酒店的样品、陈列品、财产或个人随身物品以及遗留在会议室的设备、展示品以及其他材料等, 无论其出于何种原因丢失或损坏, 酒店概不负责。举办单位计划使用的展示品或装饰品必须事先得到酒店的逐项书面批准。举办单位以及其客人、受邀者将任何个人财产带入酒店并遗留在酒店的, 无论此情形发生在活动前还是活动后, 均由举办单位自行承担风险, 对于由此产生的损失或损害酒店概不负责。举



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办单位知悉：酒店未就举办单位的财产购买保险；举办单位将自行负责就其该等损失购买交易中中断险、财产损失险以及可能适用的其他保险。

In order to maintain good image, food and beverage is not allowed to eating at hotel lobby or public area according to hotel policy.

根据酒店规定，以及为了维护酒店的良好形象，酒店谢绝在酒店大堂及公共区域饮食。

### 5.7 Public Security 公共安全

In compliant with the Fire and Safety Regulation from the local government, Hotel Nikko Guangzhou is non-smoking within hotel premise. To ensure utmost safety of all events, Party B inclusive of any third party in connection with the event is requested to abide by the fire & safety provisions. In any case, none of the fire exists, emergency exits, security cameras, fire hydrant and other fire-fighting equipment are allowed to be blocked; Strictly no combustible material such as torch, fire-cracker, cold firework and so forth to be use in the event. Hazardous material that are corrosive, poisonous, radioactive, explosive, arms and ammunition, controlled knives and so forth are strictly prohibited to be brought into the hotel premise. All materials use in the event decoration such as stage, backdrop, display shelves and so forth must be non-flammable or fire resistant. In the case that glass material is use for partition or door, eye-catching signage must be use to prevent collision incident. Party B shall be fully accountable for the compensation should there be accident or injury caused in the consequence of failure to comply with the above mentioned regulation.

根据国家消防和安全有关管理规定，广州日航酒店为无烟区域，全部室内范围禁止吸烟。为了确保活动的安全，甲方（酒店）要求乙方（公司）及乙方所有与会人员遵守相关规定。在任何情况下，不得妨碍、遮挡甲方消防设施和安防设施的正常运作（如不可遮挡监控设备、消防设施，以及阻塞紧急疏散通道等）；拒绝携带、使用易燃（火把、火炬等）、易爆（含冷烟花、鞭炮等）、易腐蚀等危险物品；严禁将炸药、武器弹药、管制刀具、有毒性、放射性强的物质(物品)带入酒店内。此外，活动场地内严禁使用任何明火（切割、电焊等）；用于建造舞台、背景板的材料和陈列品必须具有阻燃或不燃特性；用透明玻璃材质做隔扇或门时，应在玻璃板上张贴或作出适当的醒目标志，以保证宾客清晰可见玻璃板的存在，防止意外事件或人身伤害。乙方或乙方参会人员不遵守相关规定造成甲方或第三人损害或损失的由乙方负责赔偿。

### 5.8 Force Majeure 不可抗力

No damages shall be due for a failure of performance due to Acts of God, war, terrorist act, government regulation, riots, disaster or strikes, any one of which make performance impossible, or due to restrictions on commodities or supplies. If, for any reason, the space reserved hereunder is not available for any such event, the Hotel may substitute other space, and the Organization agrees to accept such substitutions. In no event will the Hotel be liable for consequential, incidental, punitive or exemplary damages of any nature for any reason. Further, if in the event the Hotel shall have any liability to the Organization (whether under this agreement or otherwise), the amount of such liability shall not exceed fifty percent (50%) of the total expected revenue (inclusive of the deposit paid by the Organization).

由于自然灾害、战争、恐怖主义行为、政府监管、骚乱、灾难、罢工等使得活动无法举办或购买商品、物资受限的，双方均无需承担损害赔偿责任。出于任何该等理由，已经预留的房间不能用于活动的举办，酒店可以更换其他的场地，举办单位同意酒店的该等更换。在任何情形下，酒店均不承担因任何理由产生的任何性质的间接、附带和惩罚性损害赔偿责任。而且，酒店需对举办单位承担任何责任（无论是否以本协议为依据）的，该损害赔偿责任均不应超过总预计收费的 50%。

### 5.9 Legal Fees 法律费用

In the event of any legal action based on a breach of this agreement, the prevailing party shall be entitled to recover for the fees and expenses of its attorneys in such amount as the court may adjudge reasonable. 因违反本协议而发生任何诉讼的，胜诉方有权要求败诉方承担法院裁定的其合理金额的律师费。

### 5.10 Acceptance 双方认可

This agreement hereto contains all the terms of agreement and supersedes any prior agreements the parties may have made. In order to avoid any misunderstandings, any changes to the terms of this agreement must be duly signed by or on behalf of both parties.

本协议包含了协议的所有条款，同时取代双方之前曾达成的所有约定。为避免任何误解，对本协议条款的任何修改均必须由双方或其代表正式签署。

## 6. GOVERNING LAW AND JURISDICTION 适用法律和司法管辖权

6.1 This agreement is governed by and to be construed in accordance with the PRC laws. 本协议由中华人民共和国法律管辖并依据其进行解释



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6.2 Each of the parties shall make every reasonable effort to resolve through consultations any dispute or difference of any kind whatsoever arising out of or in connection with this agreement, including any question in connection with the existence, interpretation, validity, implementation or termination of this agreement. If the dispute is not resolved through consultations, then such dispute shall be submitted to the Guangzhou City Tianhe District People's Court for trial.

双方将尽一切合理的努力通过协商解决任何由本协议引起或与之相关的争端和分歧, 包括有关本协议的存在、解释、效力、执行和终止的任何问题。未能通过协商解决的, 应当将该争议提交广州市天河区人民法院进行审理。

We hope this confirmation meets with your approval. Kindly acknowledge your acceptance by signing and returning one copy of this confirmation letter to our office no later than **18 Sep 2021**, otherwise all rooms and function space reserved will be released automatically. This signed agreement will serve as your confirmation. 我们真诚期待这份确认函能够获得您的同意。如您接受本确认函的, 请于 **2021 年 09 月 18 日** 前签署一份本确认函并发回至我们的办公室; 否则, 所预定的全部房间的功能厅均将自动取消。经签署的本确认函, 将作为您对预订的确认。

In Guangzhou, your function will be taken care of by our hotel event team. You will be contacted by the delegated colleague shortly for further discussion on your event. 在广州日航酒店, 您的活动将会受到我们专业会议/活动团队的协助。我们指定的员工将尽快与您取得联系, 以便于进一步探讨活动的有关细节。

Thank you again for choosing Hotel Nikko Guangzhou. We look forward to the pleasure of welcoming your guests to our hotel and hosting a successful event. 再次感谢您选择广州日航酒店! 本酒店期待并欢迎诸位贵宾的光临并预祝此次会议圆满成功。

Yours Sincerely, 谨致问候

广州日航酒店



Sandy Chen 陈碧霞

Director of Event

会务销售总监

Date 日期 2021 年 9 月 17 日

Accepted & confirmed by 接受并确认

康辉集团北京国际会议展览有限公司

Signature & Company Chop  
负责人签字及公司盖章

Akiie Takada 竹田明家

Executive Assistant Manager

行政助理经理

Date 日期: 2021 年 9 月 17 日



hotel nikko guangzhou  
广州日航酒店

## Hotel Rules and Regulation 酒店规章制度

Please read the following Hotel Rules and Regulation:

请康辉集团北京国际会议展览有限公司阅读以下的酒店规章制度:

Hotel is conducting the strict public area management due to COVID-19 by the order of local government, Please be noted that all guests are required to follow restrictions of the hotel

It is meeting organizer's responsibility to inform all guests who attend the meeting.

为响应政府做好疫情防控的号召，酒店严格实行以下公共区域管理规章制度，会议组织者有责任通知所有出席会议的客人。

1. All guests are required to wear mask in the public area of hotel even though attending to the meeting or dining in the restaurant  
为了您和他人的健康，所有客人在酒店公共区域必须配戴口罩，开会或用餐期间仍需严格遵守
2. All guests are required to scan hotel's 粤康码 QR-code registration in order to take quick actions of contacting guests in case of emergency.  
所有参会客人请配合扫描酒店指定的健康二维码进行登记，以便发生紧急情况时酒店可以尽快联系到客人。
3. Event organizer and Guests are not allowed to eat in the hotel lobby area.  
活动组织者及参会客人禁止在酒店大堂内饮食。
4. In-room **SLIPPER and BATHROBE** is wearable only in the guest room and are not allowed to wear in the public area of the hotel includes Lobby and Restaurants.  
客房内拖鞋和浴袍仅供客房内使用，酒店公共区域(包括大堂和餐厅)禁止穿戴浴袍及拖鞋。

### Declaration: 宣言

I understood above regulations and will ensure to inform all meeting attendees and organizer to follow.

本人明白以上规定，并确保通知所有参会者及主办机构遵守。

公司 Company: 康辉集团北京国际会议展览有限公司

名称 Name:

日期 Date:

