

苏州W酒店
中国江苏省苏州工业园区
苏州中心广场7幢 (星港街与苏惠路交汇处)
邮编: 215021

W Suzhou
Building 7 Suzhou Center
Corner of Xinggang Avenue and Suhui Road
Suzhou Industrial Park, Jiangsu 215021, P.R China
whotels.com/suzhou
(86) 512 6988 7777

Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel COMFORT INTERNATIONAL MICE SERVICE CO.,LTD

**苏州工业园区金鸡湖城市发展有限公司
达博酒店**

Name/姓名: 王蕾
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康辉集团国际会议展览有限公司

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RE : COMFORT INTERNATIONAL MICE SERVICE CO.,LTD 2018/09/18

关于: 康辉集团国际会议展览有限公司, 2018 年 09 月 18 日团队

Hello Mr. Ma,

马先生, 您好!

Thank you for selecting Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel as the venue for event, and with company's specific requirements, hotel has prepared the enclosed agreement for both parties' confirmation.

我们非常高兴地获悉贵公司已经选择苏州工业园区金鸡湖城市发展有限公司达博酒店作为2018年09月18日活动的场地。

This Agreement between COMFORT INTERNATIONAL MICE SERVICE CO.,LTD and Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel is effective as of the date it is signed by Hotel. Hotel is delighted to receive the enclosed agreement with authorized signature and stamped, on or before 2018/09/10

以下协议已根据贵公司要求拟好并落实至各项条款。酒店将很荣幸于2018年09月10日或之前收到由您签署确认的协议, 以便于能为您的住宿/会议/餐饮做出及时的安排。如果截止此日期前没有得到您的确认, 将取消住宿/会议/餐饮安排及预订。本协议自双方签字之日起生效。

Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel is looking forward to working closely with you to inspire you and your guests to be at their best.

非常感谢您的支持与合作, 我们将热忱的期盼并欢迎您和您尊贵的客人莅临苏州工业园区金鸡湖城市发展有限公司达博酒店。如果您需要更进一步的信息或有任何疑问, 请随时与我们取得联系。

Yours sincerely,
敬祝,

商祺！

ACCOMMODATION REQUIREMENTS 住宿安排

Room Type /Date 房型/日期	09/18 Tue/星期二	09/19 Wed/星期三
Wonderful Queen Room 奇妙双床房	8	离店
Spectacular King Room 壮美大床房	41	离店
Total Rooms 总计	49	离店

Room Type 房间类型	Event Rate(Single/Double) (Service charge and VAT Included) 活动协议价格[每晚价格含税含服]
Wonderful Queen Room 奇妙双床房	人民币 1,150 元含税含服含双早
Spectacular King Room 壮美大床房	人民币 1,400 元含税含服含单早

- The special rate quoted is inclusive of Service charge and VAT.
以上团队优惠价已包含服务费及增值税。
- The above rate quoted is non-commissionable.
以上团队优惠价不含返佣。
- The special rate quoted is inclusive of one breakfast per king room per night. And Two breakfast per Queen room per night Additional breakfast is at CNY188net per person per meal.
以上团队优惠价大床房包含 01 份自助早餐；双床房包含 02 份自助早餐；若需增加早餐，加收人民币 188 元净价。
- The special rate quoted is inclusive of Internet access, also FIT and WET usage.
以上团队优惠价包含房间内上网费用，并可使用酒店游泳池和健身房。
- Additional charge for extra bed is at CNY 350net per night (including one breakfast) and subject to availability.
加床情况视客房使用情况而定，每张加床每晚需加收人民币 350 元净价，该净价包含 01 份自助早餐。
The special rate quoted is only applicable for not less than 49 room nights.
In the event that the contracted 49 room nights does not materialize, the Hotel reserves the right to adjust the contracted rates.
以上房价只适用于保证有效房不低于 49 房晚的团队，如果实际用房没有达到保证间夜数，酒店保留更改房价的权利。

Relocation 重新安置:

If any guaranteed guest room reservation cannot be accommodated by Hotel, Hotel will provide:

如果酒店无法为任何预定提供客房，酒店可以：

- (i) accommodations at a comparable Hotel reasonably nearby at no charge for the first night;
(1) 提供合理附近的同等级酒店的客房，首个房晚免费；
- (ii) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced;
(2) 为其提供每天一次往返酒店与客户被另行安置的替代酒店之间的地面交通服务；
- (iii) one 5-minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail;
(3) 提供一次电话及为转发被另行安置的客户的电话留言及邮件的必要安排；
- (iv) an offer to relocate the displaced guest back to the first available guest room;
(4) 一旦有可用客房，即安排被另行安置的客户返回酒店入住；
- (v) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager.
(5) 在客户返回酒店入住时为其免费升级（视届时客房入住的情况而定）并提供由总经理签发的欢迎函。

Check-In & Check-Out 登记入住和退房离店时间

- Hotel check-in after 15: 00
登记入住时间：15:00 后
- Hotel checkout prior to 12:00
退房离店时间：次日中午 12:00 前
- Our check-in time is 1500hr on the day of arrival. We will make every effort to accommodate arrivals prior to this time.

Should you prefer to ensure all guest rooms be ready prior to guests' early arrival, may we suggest that rooms are reserved for the day before. The room charge will be based on a daily room rates as indicated.

酒店的入住时间为到达当日的 15:00 后。酒店会竭尽所能下午 15:00 前做好充分的准备。若贵方客人提早抵店，酒店建议其预定前一晚的房间。

- Our check-out time is 1200hr on the day of departure. Should your guests wish to check out after the normal check-out time, we would be pleased to offer an agreed number of rooms as hospitality rooms at no extra charge. If additional late check-out rooms are required, they may be subject to 50% of the room rate quoted.

酒店的离店时间为离店当日中午的 12:00 前。若贵方客人退房晚于正常退房时间，酒店可根据实际酒店入住情况为一定数量的房间安排延迟退房服务。若客人要求延

迟退房，需另行向贵方收费。

Rooming List 名单

It is the obligation of the organizer and company to submit to the hotel the initial rooming list at least 07days prior to arrival. The organizer and company should submit the final rooming list to the hotel with the necessary information listed below to expedite the pre-registration procedure.

贵公司负责把此团客人的初始名单于抵店前 03 天(2018 年 09 月 15 日前)年交给本酒店。最终名单及信息务必在入住当天交给本酒店以配合便捷妥善的入住登记，客人入住必须提供必要的证件以配合本地政府的规定。客户信息包括：

- Guest Name and ID Number
客人姓名及有效证件号码
- Arrival & Departure Date
预计入住和退房日期
- Any transportation requested and arrival flight details
客人的航班或其他交通信息
- Room Type and payment
所预定客房类型及付费方式

Room Block Utilization and Policy 房间取消政策

Any cancellation shall be notified to Hotel according to following time table. In the event of cancellation, all deposits will be forfeited in addition to the following charges:

若需要取消房间，需按照以下时间以书面形式告知酒店，贵方将损失定金如下：

- Within 03days to Group arrival (2018/09/15- 2018/09/17)
团队抵达 03 天内 (2018 年 09 月 15 日- 2018 年 09 月 17 日)
Rooms (Room Nights) cancelled of the revised rooms block will be subject to one night room charge for each room cancelled under this agreement.
任何房间取消将收取一晚本协议下的房费。

Any additional rooms required exceed from the room block are subject to hotel availability; Any cancellations exceed the conditions above will be incurred of cancellation charge as 1 night's accommodation fee.

Any room block cancelled or no show after group checked in will also be charged for one night's accommodation fee. Hotel will charge for original room block or charge at the Best Available Rate for the actual room consumed for early departure.

在上述增加条件允许的范围外的任何额外增加，将视酒店实际出租率而定。

在上述取消条件允许的范围外的任何额外取消，将按此额外取消房间数收取一晚的房费。在团队入住后的取消，或未入住的每一间将被收取一晚的房费。提前退房离开酒店的客人，酒店仍然要按原预定的住房夜收取房费，或者对实际住房夜，按酒店门市折扣价收取房费。

Confidentiality保密协议

All information contained in this Agreement is private and confidential and may not be disclosed to third parties for whatsoever reason or purpose.
本合同中所涵盖的所有信息都是保密的，不可以任何原因或目的向第三方泄露。

Advertising宣传

The Company shall not use the name, trademark, logo or other proprietary designation of Suzhou Industrial Park Jinji Lake Urban Development Co., Ltd. W Suzhou Branch Company in any advertising or promotional materials without the prior written approval of the Hotel. The Hotel shall accept the same restrictions with respect to the use of the Company's name, trademark, logo and other proprietary designation.

不得在未经酒店书面允许情况下使用苏州工业园区金鸡湖城市发展有限公司达博酒店之名称、商标、图案或其他专利标志作为广告或宣传之素材。酒店亦必须遵从活动组织者名称、商标、图案及其他专利标志使用之严格限制。

Decoration场地装饰

Please be informed that extra signage brought in by organizers would require prior approval from the Hotel. Please note that the hotel has only specific areas to place signage and has the right to reject any material or signage not suitable to the Hotel premises.

Should you require using the function space more than two (02) hours prior to the commencement time as per reserved and stated in the agreement, a preset-up charge will be levied.

如果组织者需要在酒店内部张贴额外的会议标识，需提前得到酒店方的批准。酒店方保留拒绝任何不适于酒店的摆设或标识放置于酒店内的权利。

酒店允许在宴会或会议开始前2小时进场做会场布置；如贵公司需提前2小时以上进场，须与酒店提前确认并协商，酒店将可能另行收取额外的场地费用。

如需在指定时间以后使用会议室及宴会厅，须与酒店提前确认并协商，酒店将可能另行收取额外的场地费用。

Function Requirements活动需求

Food and beverage arrangements, entertainment, AV equipment, room set up and timing is to be confirmed at least 07 days' prior the event.

餐饮安排，娱乐表演，视频设施，宴会搭建以及时间安排等至少需要在活动的前07天和酒店进行确认。

Event Timing活动时间

The meeting/event is agreed and confirmed to commence and conclude the event at the contracted times. Additional charges may apply if the function exceeds the contracted timing.

会议/活动遵照合同中确认的开始和结束的时间。如果活动超出合同中确认的时间，酒店将收取额外的费用。

Meeting Room Allocation宴会厅分配

The Hotel reserves the right to substitute the function room should the room(s) reserved not be available due to causes beyond the Hotel control and/or in case a substantial drop in final numbers occurs. The Company will be advised in advance by the Hotel.

由于参加活动的人数超出酒店所能控制的范围，或者实际参加的人数发生减少，酒店有权利不接受预定或更改相应宴会场地，酒店会提前通知贵公司。

Third Party Contractor/Flowers/Decorators/AV 第三方承包/鲜花/装饰/视听设备

Plans of setups produced by outside contractors/third parties must be submitted and approved by the Hotel minimally 15 days prior to the event. The outside contractor must liaise with Hotel's Event Management Team on all matters of delivery, setups and dismantling. Due to stringent security measures in place in the Hotel, failure to follow this procedure will result into an exclusion to enter the Hotel.

由外方承包/第三方的搭建，必须在活动前07天提交酒店批准。对于所有物品的递送，设置和拆除，外来承包商必须事先联络酒店宴会管理团队并签署布展协议。由于酒店的安全规章制度，违反及不符合酒店规章制度的将被禁止进入酒店。

Fire Life Safety 防火

In order to ensure the safety of our guests, the Hotel requests the Company and any outside contractors hired by the Company to adhere to the Hotel regulations, that the obstruction of any fire escapes inside the Conference Hall, Grand Ballroom or any function rooms by seating, stages, equipment and set up etc., are not permitted under any circumstances.

为确保酒店客人安全，要求住宿组织者或由其雇用之酒店外承包商遵循酒店及消防安全规定，在任何情况下，不得阻塞酒店消防通道。另外，住宿场地内任何易燃品之使用及数量都须在征得酒店管理方同意后才可使用。

Security 安全

The Hotel will not accept responsibilities for loss or damages to any equipment or merchandise left on the premises prior to, during or after the Event.

酒店将不会对活动期间或活动结束后任何设备的遗失或损坏以及活动前预先留在酒店的物品承担责任。贵公司必须安排公众责任和财产保险以保护其财产/雇员/承包/第三方的安全。此外，酒店可以根据需要提供特别保安服务，价格另行收取。

Exclusion of Liability 免责

The Hotel will not be held responsible for failure to execute obligations specified herein directly or indirectly, occasioned by or through or in consequence of war, change of statutes of the Chinese government, strikes,

riots and acts of God or conditions beyond the control of the Hotel. In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this function.

Organizers confirm and guarantee that activities will be obtained a license or approval in accordance with national laws, regulations and departmental rules in Suzhou relevant industry regulations on time. If organizers cannot obtain final licenses or approval from local / national authorities and government, Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel will reserve the right to cancel the event and charges partially or retain the full amount due of the event as per contract between hotel and clients. Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel will as well not be responsible for fines which could occur by hosting event with no proper approval from local authorities. Meanwhile, Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel preserve the right to pursue legal actions if have an adverse effect on hotel reputation. Organizers confirm and guarantee that Suzhou Industrial Park Jinji Lake Urban Development Ltd. W Hotel does not assume any responsibility.

因不可抗力因素（如战争、政变、罢工、天灾等）所引致的损失或额外支出，本酒店不承担相关责任。基于以上原因不能参加活动的，酒店会退还定金。

主办方确认并保证活动依照国家法律，法规和有关行业法规的规定并获得许可或批准。如果不能获得当地 / 国家当局和政府审批手续，主办方没有得到当地政府批准，苏州工业园区金鸡湖城市发展有限公司达博酒店依照与客户签署的合同将有权取消活动，收取部分或全额款项。苏州工业园区金鸡湖城市发展有限公司达博酒店将不会对因主办方活动而产生的罚款负责，如果因为主办方原因导致酒店的声誉产生不利影响，酒店保留采取法律行动的权利，主办单位需确认并保证苏州工业园区金鸡湖城市发展有限公司达博酒店不承担任何责任。

Dispute Resolution 争议解决

This Agreement shall be governed by and construed in accordance with the laws of the People's Republic of China, without regard to any conflict of law principles. The parties hereby agree to submit any disputes arising out of or relating to this Agreement that cannot be resolved mutually through good faith negotiations to litigation. Either party shall be entitled to bring a lawsuit to the people's court where Hotel is located.

本协议由中华人民共和国法律管辖。由本协议产生或与本协议相关的争议，双方应协商解决，协商解决不成的应交由酒店所在地有管辖权的人民法院起诉。

Language 语言

This Agreement will be signed in the Chinese and English languages. Both Chinese text and English text shall have the same legal effect. In the event that there is any conflict between the Chinese version and English version, the Chinese version shall prevail.

本合同分别用中文和英文签署，如两种语言版本的合同之间有冲突和异议，则以中

文版本的合同的释义为准。

Counterparts 副本

This Agreement may be executed in one or more counterparts, each of which will constitute an original and all of which taken together will constitute one and the same Agreement. The parties may sign facsimile copies of this Agreement which will each be deemed originals.

本协议可以签署一式多份，每一份副本都应视为本协议之原件；该等副本一起仍构成同一份文件，不应区别对待。各方可以签署传真副本，且该等部分亦应视为本协议之原件。

ESTIMATED BILL (Including service charge and VAT)

活动费用预览（包含服务费和增值税）

Rooms 房间	RMB人民币66,600元
Total 共计	RMB人民币 66,600元

PAYMENT OPTIONS 付款方式：

Payment will be made as indicated below. Please check applicable option.
付款将按照下述方式支付，请勾选使用的选项。

Rental (including service charge and VAT) 会场（包含服务费和增值税）：	<input checked="" type="checkbox"/> Company 公司	<input type="checkbox"/> Guest 个人
Beverage & Food Expense (including service charge and VAT) 餐饮（包含服务费和增值税）	<input checked="" type="checkbox"/> Company 公司	<input type="checkbox"/> Guest 个人
Room (including service charge and VAT) 房费	<input checked="" type="checkbox"/> Company 公司	<input type="checkbox"/> Guest 个人

BILLING INSTRUCTION

Master Account:

主账单

A master account will be established for the Company, all kinds of charges as indicated in the following will be posted into the master account, and the master account shall be settled by the Company prior to departure.

在此住宿/团队住店期间，酒店将为客户提供一个主账单的账号，本协议列出的消费项目将会挂账到贵公司的主账单里，客户将在住宿结束/团队离店前结清主账单。

Guest's Individual Account:

客人自付账单

Guests are required to provide credit card imprint / deposit upon checking in at Front Desk. All kinds of charges as indicated in the following will be posted

into the Guest's Individual Account and will be settled by each individual guest upon departure.

住店客人需在办理入店手续时提供现金或信用卡作为押金。本协议列出的消费项目将会挂账到客人自己的账单里，客人将于退房时结清所有相关的费用。

DEPOSIT&PRE-PAYMENT AND PAYMENT 定金及预付款付款方式:

Deposit & Pre-payment is non-refundable and cannot be used for postponed event or any other purpose

公司需要按以下要求支付款项作为此次活动的定金及预付款，定金及预付款不可退还或转让。

On / Before 付款日期	Deposit & Pre-payment Account (RMB) 付款内容 (人民币)
<u>Before 2018/09/08</u> <u>2018年09月08日之前</u>	RMB 66,600 net, 100% of total expected total charges 约人民币66,600元，预计总费用的100%作为活动预付款
<u>Before 2018/09/19</u> <u>2018年09月19日之前</u>	Remain Balance 结清活动尾款

If the required deposit or pre-payment is not received by the date indicated, regrettably the reservation for the Group may be subject to cancellation with prior notice. Reinstatement of the reservation can only be made upon receipt of payment and to the extent that rooms and function space are then available.

如酒店在以上指定时间未收到贵公司的定金及预付款，酒店有权取消住宿 / 会议 / 活动的预定。只有在收到定金及预付款且酒店房间 / 会场预定允许的情况下，酒店将为贵公司恢复预定。

The bank details for telegraphic transfer payment are as follow

酒店账户信息

Account Name 账户名称	SUZHOU INDUSTRIAL PARK JINJI LAKE URBAN DEVELOPMENT CO. LTD W SUZHOU BRANCH COMPANY 苏州工业园区金鸡湖城市发展有限公司达博酒店
RMB Account No 人民币账号	474168229625
Name of Bank 开户行	Bank of China Suzhou Industrial Park Branch 中国银行苏州工业园区支行
Bank Address 银行地址	No. 8 Suzhou Avenue, Suzhou Industrial Park 苏州工业园区苏州大道 8 号

REWARDS PROGRAM - REWARDING EVENTS

奖励计划- 会务奖励

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and [ORGANIZATION'S NAME] has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below.

活动结束后约10个工作日（活动需确实发生，且（客户名称）遵守所有合约条款）

酒店将给予积分奖励或航空里程积分，奖励范围请参照以下规定：

Rewarding Events program is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event) ; (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE.

会务奖励计划将不适用于以下情况：包括1) 任何政府工作人员或政府会议（美国政府会议或非美国政府会议）；2) 任何政府机构雇员或政府下属机构（简称SOE）

代表政府机构预订的会议； 或3) 任何其他会务组织者或第三方给非美国政府机构或SOE预订会议。

GROUP MUST CHECK ONE OPTION BELOW:

团队需选择以下其中一项：

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Rewarding Events Points or airline miles

联系人（如合同第一页所示负责人或者合同签署人）有权接收会务奖励积分或航空里程。

Member Name _____

会员姓名：_____

Marriott Rewards Program Member Number _____

万豪会员号：_____

*If airline miles are desired instead of Rewarding Events Points, please also provide:

*如需积航空里程，而非会务奖励积分，请提供以下信息：

Frequent flier airline miles account number _____

航空里程会员号：_____

Airline Name _____

航空公司名称：_____

OR

或

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Rewarding Events Points or airline miles and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

如联系人（如第一页所示负责人或合约签署人）拒绝接收会务积分或航空里程积分，则将取消此活动积分权限。

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at marriottrewards.com, and may be changed at the sole discretion of the Rewards Program at any time and without notice.

积分或航空里程累积过程需遵守奖励计划规定。奖励计划规定将在网页显示：marriottrewards.com，且相关规定将根据需要更新或更改，且不另行通知。

The individual(s) identified above to receive either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

累积积分或航空里程的个人，即上文所示姓名，将不得更改。如需更改，请提前以书面形式说明。如提供航空里程账户信息，则接收航空里程积分，而非会务奖励积分。所有奖励计划需遵循相关规定。

**Electronic selection - This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking "Insert." Alternatively, one can use the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."*

The Hotel is managed by an affiliate of Marriott. The Hotel is committed to complying with its obligations under applicable privacy and data protection laws, including, to the extent applicable, EU data protection laws. The Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration. Notwithstanding any other provision, Hotel may use an individual's

own personal data to the extent directed by, consented to or requested by such individual.

Account will obtain all necessary rights and permissions prior to providing any personal data to Hotel (for example rooming lists containing names and contact details of attendees), including all rights and permissions required for the Hotel, Marriott, service providers and their respective affiliates to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Marriott's privacy statement and applicable law

酒店由万豪的一家关联公司经营。酒店承诺根据适用的隐私和数据保护法律（包括适用范围内的欧盟数据保护法律）遵守其义务。酒店应遵守关于本合同项下收到的任何个人资料的届时的万豪集团全球隐私声明（“隐私声明”，目前版本请浏览 <http://www.marriott.com/about/privacy.mi>）。

在不限制上述义务的情况下，酒店已采取下列措施：（1）包括通过隐私声明向个人发送有关其个人资料收集和使用的通知；（2）仅将此类个人数据用于合法商业目的；（3）提供符合适用法律的途径，使个人可由此请求审查、改正、更新、压制、限制或删除或移植其个人资料；（4）要求共享个人资料的任何服务供货商保护此类数据的机密和安全；和（5）使用技术和组织措施以保护其组织内的个人数据免遭未经授权或非法的访问、获取、使用、披露、丢失或更改。尽管有任何其它规定，酒店可在个人指示、同意或要求的范围内使用该个人自己的个人数据。

在向酒店提供任何个人数据之前（例如列载出席人士名称和联络细节的客房名单），帐户将根据万豪的隐私声明和适用法律获得所有必要的权利和许可，包括酒店、万豪、服务供货商和其各自的关联公司使用和传输个人数据到收集点之内和之外（包括到美国）所需的所有权利和许可

Cancellation Policy 取消政策

In the event of cancellation (either whole event or banquet & conference), the hotel must be notified in writing and it may be necessary to charge a cancellation fee. The amount of any cancellation will be calculated on a percentage basis of the estimated total revenue based on provisional numbers

任何活动的取消（包括团队或者宴会及宴会），酒店必须接到书面通知并相应收取取消费用（违约金）。取消费用是基于活动预计总费用的百分比计算的。

- Cancellation after contract sign-up 20% of total expected total charges 本协议确认以后取消，收取预计的总费用20%（违约金）。
- Cancellation less than 30 days before the event 50% of total expected total charges 活动开始之前30天内取消，收取预计总费用的50%。
- Cancellation less than 14 days before the event 100% of total expected

total charges

活动开始之前14天内取消，收取预计总费用的100%。

Currently, your booking is held on a tentative basis and we would appreciate your confirmation by signing this agreement with your company stamp and returning the copy by (2018/09/08).

We trust that the above arrangements are in order. Please feel free to contact us if we can be of any further assistance. We are looking forward to provide our service to your company soon

若您对以上条款无异议，请签署此协议，一式二份，一份由您保留，一份请于（2018年09月08日）前返回于我司。我们衷心希望您对我们的安排感到满意，如需任何效劳之处，请随时联系我们。

Ethan Zhi

支为华

Director of MICE & Catering

宴会销售总监

**Suzhou Industrial Park Jinji Lake Urban
Development Ltd. W Hotel China**

Marco Ma

马可

**COMFORT INTERNATIONAL MICE
SERVICE CO.,LTD**

苏州工业园区金鸡湖城市发展有限公司
达博酒店

康辉集团国际会议展览有限公司

Vicky Lee

李荣恩

Director of Sales & Marketing

市场营销总监

**Suzhou Industrial Park Jinji Lake Urban
Development Ltd. W Hotel**

苏州工业园区金鸡湖城市发展有限公司达博酒店

Henry Shi

侍信慧

Financial Controller

财务总监

**Suzhou Industrial Park Jinji Lake Urban
Development Ltd. W Hotel**

苏州工业园区金鸡湖城市发展有限公司达博酒店

Ugur Lee Kanbur

General Manager

总经理

**Suzhou Industrial Park Jinji Lake Urban
Development Ltd. W Hotel**

苏州工业园区金鸡湖城市发展有限公司达博酒店