

## CONFERENCE AND EVENT AGREEMENT 会议与活动协议

This Conference and Event Agreement ("Event Agreement") between the parties identified immediately below as Client and Hotel is intended to be helpful to both you and us and result in your satisfaction with our performance.  
 本会议与活动协议（“活动协议”）由以下列明的客户和酒店双方签订，旨在双方互利互惠，并由我方据此提供令贵方满意的服务。

<b>Client Name: /</b> 客户名称: 康辉集团北京国际会议展览有限公司 "You" or "you" or "your" or "Client")		<b>Hotel Name: Beijing Capital Airport Tourism Co. Ltd</b> Hilton Beijing Capital Airport 酒店名称: 北京首都机场旅游有限公司首都机场希尔顿酒店	
<b>Client Mailing Address:</b> 客户邮寄地址:	北京市朝阳区农展馆南路 13 号瑞 辰国际中心 15 层 1510 室	<b>Hotel Address:</b> 酒店地址:	Terminal 3 No.1 SanJing Road Beijing Capital International Airport 中国北京市首都机场三号航站楼三经路 1 号 100621
<b>Client Contact Name:</b> 客户联系人姓名:	仲岚	<b>Hotel Contact Name:</b> 酒店联系人姓名:	Ethan Nie 聂晓东
<b>Title:</b> 职务:	/	<b>Title:</b> 职务:	Events sales manager 宴会销售经理
<b>E-mail address:</b> 电邮地址:	zhonglan@cct.com	<b>E-mail address:</b> 电邮地址:	Ethan.Nie@hilton.com
<b>Phone:</b> 电话:	+ 86 13910193620	<b>Phone:</b> 电话:	+86 6458 4725
<b>Fax:</b> 传真:	/	<b>Fax:</b> 传真:	/
<b>Event Agreement</b> Issue Date: 活动协议发出日:		<b>Agreement Number:</b> 协议编号:	
Feb 06.2025 2025 年 02 月 06 日		/	
<b>Event Dates:</b> 活动时间:		<b>Name of Event ("Event"):</b> 活动名称 ( "活动" ):	
Feb 24-26.2025 2025 年 02 月 24-26 日			
<b>Arrival Date:</b> 入住日:		<b>Post to Reader Board As:</b> 告示板公告的名称为:	
/			

We are pleased to reserve the following accommodations and arrangements for your Event. Please review the detailed information outlined within to assure that this accurately reflects your requirements:  
 我方很高兴为贵方的活动保留以下住宿和安排。请审阅下述详细信息，以确保其准确地反映了贵方的要求：

### 活动详情

Date 日期	Start Time 开始时间	End Time 结束时间	Function Name 活动名称	Room Name* 房间名称*	Room Setup 房间布置	Anticipated Number of People 预计人数	Room Rental Fee 会议室费用
Feb 24.2025 2025 年 02 月 24 日	8:00	20:00	Meeting 会议	Meeting room 17 17 会议室	Fish bone 鱼骨	25	RMB 4000net/day 人民币 4000 元 净价/天
Feb 25.2025 2025 年 02 月 25 日	8:00	20:00	Meeting 会议	Meeting room 17 17 会议室	Fish bone 鱼骨	25	RMB 4000net/day 人民币 4000 元 净价/天
Feb 26.2025 2025 年 02 月 26 日	8:00	20:00	Meeting 会议	Meeting room 17 17 会议室	Fish bone 鱼骨	25	RMB 4000net/day 人民币 4000 元 净价/天

### Breakdown of Total Anticipated Revenue 预期总花费明细

Summary Of Total Anticipated Revenue for this Event 本活动的预期总花费摘要	
Total room rental revenue 预计场租消费	CURRENCY12000.00 人民币 12000.00
Total Anticipated Revenue, including national and local taxes 预期总花费, 含全国税和地方税	CURRENCY12000.00 人民币 12000.00

\* The above anticipated revenue does include gratuities, labour surcharge any other fees outside of food and beverage product sales



\* 上述预期总花费含小费、加班费或餐饮产品销售之外的任何其他费用

**Performance Damages** (see Cancellation and Performance Policies in the attached Standard Terms and Conditions)

You may reduce the minimum numbers of pre-booked bedroom accommodation, pre-booked delegate requirements, pre-booked meeting room hire and/or pre-booked F&B without liability or cost to you at any time same days or more prior to the Arrival Date. If the reductions result in more than a 100% reduction in the Total Anticipated Revenue for the Event, then we reserve the right to cancel the Event without further liability to either party.

**履约赔偿金** (参见附件的标准条款和条件中的取消和履约政策)

In addition, if you elect to reduce the minimum numbers of pre-booked bedroom accommodation, pre-booked delegate requirements, pre-booked room hire and/or pre-booked F&B at any time from same days or less prior to Arrival Date, then you will be assessed a Performance Damages fee equal to 100% of the total anticipated revenue of the reductions.

此外, 如果在入住日前当天或更晚的任何时间, 贵方选择减少已预订客房住宿、已预订会议室租用和/或已预订餐饮的最低数量, 贵方将有责任支付相当于减少数量所对应的预期总花费之 100% 的履约赔偿金。

If you do not exercise the option to reduce pre-booked bedroom accommodation, pre-booked delegate requirements, pre-booked meeting room hire and/or pre-booked F&B as described above, then the option is waived.

如果贵方不行使上述选择权减少已预订客房住宿、已预订会议室租用和/或已预订餐饮, 则视为放弃该等选择权。

All adjustments in Room Block will result in a proportionate adjustment in assigned meeting room/function space, unless agreed otherwise by us. 除非双方另行同意, 预留区的所有调整将附随对指定会议室/功能区的相应比例调整。

If the Event is held, but we do not realize the Total Anticipated Revenue (as adjusted, if any, pursuant to this clause) from your Event, you agree to pay performance damages. The damages owed will be the amount necessary for us to receive no less than 100% of each minimum revenue guarantee listed in the summary table above, plus applicable national and local taxes; provided, however, that if you properly reduced your pre-booked commitments in accordance with this clause, each applicable minimum revenue guarantee listed in the summary table above shall be reduced in a corresponding manner.

如果活动已经举办, 但我方未能从贵方的活动中实现预期总花费 (可根据本条款进行调整, 如有), 贵方同意支付履约赔偿金。贵方应付的赔偿金应为可令酒店收取到不少于上述摘要表中列出的每一项最低保证花费的 100% 之金额, 外加适用的全国税和地方税; 但是, 如果贵方按照本条款的规定适当地减少了贵方已预订最低数量, 则上述摘要表中列出的每一项适用的最低保证花费应当相应地予以减少。

**Full Cancellation Damages** (see Cancellation and Performance Policies in the attached Standard Terms and Conditions)

**整体取消赔偿金** (参见附件的标准条款和条件中的取消和履约政策)

Date of Hotel's Receipt of Cancellation Notice 酒店收到取消通知的日期	Percentage of Total Anticipated Revenue Owed 相当于应付预期总花费的百分比	Amount of Cancellation Damages Owed, plus applicable national and local taxes 应付取消赔偿金金额, 外加适用的全国税和地方税
Cancellation between Feb 10, 2025 and first date of Event: 取消发生于 2025 年 02 月 10 日和活动首日之间:	AMOUNT % = 100% 数额 % = 100%	CURRENCY 12000.00 人民币 12000.00

**Payment Breakdown**

**付款明细**

You do not currently have credit facilities with Hilton Worldwide or us. Deposit payments are required as follows:  
RM percentages above refer to the Total Anticipated Revenue, exclusive of applicable national and local tax.  
贵方目前未与 Hilton Worldwide 或我方建立信用关系。押金应按照以下方式支付:

All charge RMB 12000.00 should be paid on Feb 10, 2025, all the balance should be paid till event end at front desk.  
所有费用人民币 12000.00 元需在 2025 年 02 月 10 日前支付, 所有尾款活动结束后当天前台付清

**Payment Instructions**

**付款指示**

Payments can be made either by certified cheque, made payable to '\_\_\_\_\_',  
可以使用保付支票付款, 收款人为 "\_\_\_\_\_",  
or by major credit card as per the Standard Terms and Conditions (see Terms of Payment),  
或按照标准条款和条件的规定以主要信用卡支付 (参见支付条款),  
or by Bank Transfer to the following details:  
或通过银行转账的方式支付至以下账户:

Sort Code: 银行代码:	104100005936
Account Number: 账户号码:	325956033458
Beneficiary Account Name: 收款人户名:	北京首都机场旅业有限公司首都机场希尔顿酒店
Bank / Branch Name:	中国银行北京机场南路支行



银行 / 分行名称:	
Address of Bank:	北京市顺义区首都机场三环路 2 号
银行地址:	

SWIFT CODE:	BKCHCNBJ110
SWIFT 代码:	
IBAN Number:	
IBAN 代码:	

Please send your remittance advice direct to or fax on 64504721, stating the invoices being paid and date of payment to our account.  
 请将贵方的汇款通知发送至Ethan.Nie@hilton.com 或传真至 64504721, 说明支付款项对应的发票和支付至我方账户的日期。

**KINDLY QUOTE THE CLIENT NAME AND ARRIVAL DATE ON ALL CORRESPONDENCE.**

请在所有的通讯中引述客户名称和入住日。

#### Anti Food Waste

#### 反食品浪费条款

Hotel advocates thrift and civilized consumptions and expect all our consumers to adopt the same in order to prevent and reduce food waste. Before entering into this Agreement, you represent that you have been made aware by Hotel regarding the national call for avoiding the food waste, and you agreed that:

酒店倡行节约、主张文明消费, 并请消费者在本酒店消费时应防止食品浪费。在本协议签订之前, 酒店已经提醒贵方有关国家减少食品浪费的号召, 且贵方已经同意:

- 1、 You will arrange the amount of consumed foods and the form of dining in a thrifty manner according to the actual consumption needs. You shall make sure that the amount of ordered foods, beverage or the like in any other means is reasonably compatible with the number of participants in your event. You are obligated to instruct participants to have meals in a civilized and healthy manner, and also remind all the participants to prevent wasting foods and/or beverages.

贵方应根据实际情况, 节俭安排用餐数量和形式。贵方应做到所订购的食品、饮料或任何其他形式的餐饮数量与宴请或会议参加者的数量合理匹配。贵方应引导参加者文明健康用餐, 并应对所有参加者尽到防止食品和/或饮料浪费的提示义务。

- 2、 If the amount of foods, beverage or the like in any other means ordered by you exceeds reasonable needs of consumption for the participants in banquet or conference event, you will be required to handle the rest foods in manner that does not violate anti-food waste laws and regulations. Hotel may provide you packaging services for you to take away the rest foods, but you will bear the expenses and costs may be incurred other than packaging services (such as package cost required in the applicable hotel policy). You are aware that packaging and taking away food or beverage will cause the change of storage condition, and such change might cause potential food safety risk, You agree that Hotel is not liable for consuming packaged and take-away food or beverage.

若贵方所订购的食品、饮料或任何其他形式的餐饮数量超出宴请或会议参加者的合理消费范围, 贵方自行处理剩余食品且处理方式应符合反食品浪费的法律法规。酒店将提供打包服务以供贵方带走剩余食品, 但贵方应承担除打包服务之外的另行发生的费用 and 成本 (如根据适用的酒店政策应收取的打包餐盒费用)。贵方知悉打包带走剩余食品或饮料会导致储存条件产生变化, 并可能因此而产生食品安全隐患, 故贵方同意酒店无需对食用打包带走的食物或饮料承担任何责任。

- 3、 You hereby confirm that at the time of executing this Agreement, Hotel remind you to prevent wasting foods and explained the anti-food waste laws and regulations in details, and therefore, you have fully understood this clause and agreed to comply with this clause.

贵方现确认在签订本协议时, 酒店已对贵方尽到防止食品浪费的提醒义务, 且已向贵方详细解释了本反食品浪费条款, 贵方也已完全理解本条款并同意遵守本条款的约定。

**Entire Agreement:** This Event Agreement, together with the Standard Terms and Conditions (attached hereto and incorporated herein by reference), appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. If this Event Agreement or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion. Once both you and we sign this Event Agreement, all provisions reserved on your behalf will be confirmed and therefore subject to the terms of this Event Agreement.

**完整协议:** 本活动协议、标准条款和条件 (作为本协议的附件且通过引述构成本协议的一部分) 以及本协议的附件、附录及附表 (如有) 一经以下双方签署, 即构成双方之间的完整协议, 只有采用书面形式且经双方签署方可被修订或修改。如果在返还本协议或其任何附件签署版本的同时进行了修改, 不得视为我方已接受了该等修改, 而应视为贵方的反要约, 我方可以自行决定以书面形式接受或拒绝该反要约。一旦贵方和我方签署了本活动协议, 代表贵方所作的预留将被确认并受限于本活动协议的规定。

**Governing Language:** This Event Agreement, together with the Standard Terms and Conditions, is in English and Chinese. The parties acknowledge and agree that the Chinese version shall prevail in case of any discrepancy between the English and Chinese versions.

**适用语言:** 本活动协议、标准条款和条件本许可协议以英文和中文书就。本许可协议各方承认如果两种文本存在任何不一致, 应以中文文本为准。

**Amendments to Standard Terms and Conditions:** [Any amendments to Standard Terms and Conditions, please insert in here and it is not allowed to revise on the Standard Terms and Conditions.]

标准条款和条件的修改: [任何对标准条款和条件的修改, 请在此输入。不得在标准条款和条件上修改]

The undersigned expressly agree and warrant that they are authorised to sign and enter into this Event Agreement on behalf of the party for which they sign.

下列签字人明确同意并保证其有权代表其代为签字的一方签署并订立本活动协议。

ACCEPTED AND AGREED TO:

接受并同意:

康辉集团北京国际会议展览有限公司

By: \_\_\_\_\_  
签署: Signature 签字  
Name: \_\_\_\_\_  
签署人姓名  
Title: \_\_\_\_\_  
职务:  
Dated: \_\_\_\_\_  
日期:



Hotel Name: Beijing Capital Airport Tourism Co. Ltd

Hilton Beijing Capital Airport

酒店名称: 北京首都机场旅业有限公司首都机场希尔顿酒店

By: \_\_\_\_\_  
签署: Signature 签字  
Name: Ethan Nie  
签署人姓名 聂晓东  
Title: Events sales manager  
职务: 宴会销售经理  
Dated: \_\_\_\_\_  
日期:

By: \_\_\_\_\_  
签署: Signature 签字  
Name: Teresa Zhang  
签署人姓名 张春辉  
Title: Assistant Director of Events  
职务: 宴会销售副总监  
Dated: \_\_\_\_\_  
日期:

By: \_\_\_\_\_  
签署: Signature 签字  
Name: Susie Sun  
签署人姓名 孙逊  
Title: Commercial Director  
职务: 商务总监  
Dated: \_\_\_\_\_

