



October 15, 2025

Macro Ma
Account Director

Comfort International M.I.C.E Service Co., Ltd.
Rm. 1510, Building 2, Tianhui Plaza Phase II
No. 68 Lane 2009 Caoyang Road
Putuo District, Shanghai
China

Via email: make@cct.cn

RE: Comfort China Shanghai Group Meeting
Wednesday, 19 November 2025 - Saturday, 22 November 2025

Dear Mr Macro Ma,

It is a pleasure to confirm Hilton Saigon as the venue for your upcoming event.

In order to formalize our recent discussions, attached you will find the Letter of Agreement, which we request you to review and if in agreement, please sign and return back to us by **30 October 2025**.

Our Event Planning Team will be contacting you shortly to provide you with their advice and assistance with all matters pertaining to the organization of your event.

Thank you for your support and please be assured of our total commitment to making the event an outstanding success.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Vy".

Vy Nguyen
Senior Sales Manager
lanvy.nguyen@hilton.com

Telephone: 84 28 3823 7979
Facsimile: 84 28 3825 7979

Approved by

A handwritten signature in blue ink, appearing to read "Khanh Tran".

Khanh Tran
Director of Sales
khanh.tran@hilton.com





EXPRESS AGREEMENT

Company Name Comfort International M.I.C.E Service Co., Ltd.		Hotel Owner Name Sai Gon Cuu Long Business Production Investment Corporation	
Collectively, "Company" or "client" or "you" or "your")		Hotel Name: Hilton Saigon (Collectively, "Hotel" or "we" or "our" or "us")	
Company Address:	Rm. 1510, Building 2, Tianhui Plaza Phase II, No. 68 Lane 2009 Caoyang Road, Putuo District, Shanghai, China	Hotel Address:	11 Me Linh Square, Saigon Ward, Ho Chi Minh City, Vietnam
Tax code:		Tax code:	0302454698
Mobile phone number:	158 0177 8313	Hotel phone number:	84 28 3823 7979
Representative:	Mr Macro Ma	Representative:	Mr Andrew Nisbet
Title:	Account Director	Title:	Hotel Director

It is mutually understood that space has been tentatively reserved and will not be guaranteed to **China Comfort Tourism Group Shanghai** until a signed copy of this Contract and Full prepayment have been received by Hilton Saigon.

Should confirmation and initial deposit not be received by 30 October 2025, Hilton Saigon reserves the right to release the space tentatively reserved.

If the hotel receives a request which needs to take your room block over the same period, we will notify you in writing and extend on (02) working days to proceed the early deposit to officially confirm the room block. Thereafter the hotel reserves the right to release any space held.

Please review the detailed information outlined within to assure that this accurately reflects your requirements:



ACCOMMODATION INFORMATION

Group Block

Room Type	Wed 19 Nov	Thu 20 Nov	Fri 21 Nov	Sat 22 Nov
Run of House King	37	37	37	Check out
Run of House Twin	9	9	9	
Total of room nights	138			

Group Rate

We are pleased to confirm the following negotiated group rates:

Room Type	Room Size	Single Occupancy Rate	Double Occupancy Rate
Run of House King/Twin	39 sqm	5,329,800	5,670,000
Deluxe River View Room King/Twin	40 sqm	6,123,600	6,463,800
Premium Corner River View Room King	50 sqm	7,030,800	7,371,000
Added Executive Lounge benefits (Level 34) for the following categories			
Executive Room King/Twin	39 sqm	7,597,800	7,938,000
Deluxe Corner Suite River View King	70 sqm	9,412,200	9,752,400
One Bedroom Suite River View King	80 sqm	13,381,200	13,721,400
Premium Suite River View King	111 sqm	24,607,800	24,948,000
Saigon Suite River View King	118 sqm	31,411,800	31,752,000

- All rates are quoted in Vietnam Dong (VND) and inclusive of service charge and then the applicable VAT.
- The above rates are commissionable at 10% to **Comfort China Shanghai**. The commission will be exclusive of Breakfast and before 5% service charge and then the applicable VAT. The commission will only be paid for each fully materialized and paid room after the full payment of the Master Account by **Comfort China Shanghai**.
- Please take note if the number of accommodation rooms blocked is reduced to below 10 rooms, the offered group rate is no longer applicable and the best available rate will apply.
- Quoted bedroom rates will be offered, based on availability, to your attendees 3 calendar days before and 3 calendar days after the Event Dates.

The Hotel is pleased to accord the following benefits:

- Daily breakfast is included in the rates
- Complimentary two (2) glass bottles of mineral water per room per day
- Complimentary access to Fitness Center and Swimming Pool
- Complimentary in-room internet access



Executive Lounge benefits including:

- All day refreshment
- Afternoon Tea
- Evening Canapé
- Complimentary Wi-Fi

Exclusive benefits for this group this time

For groups of 20 rooms and above, inclusive of:

- Complimentary internet in guestrooms and meeting rooms
- One complimentary room for every 15 rooms booked and paid
- One complimentary upgrade to Executive Room for every 15 rooms booked and paid
- One complimentary delegate for every 15 delegates booked and paid for meeting packages
- Free flow of soft drink and water during lunch for meeting packages with lunch

Terms & conditions apply

- Event date between 17 November and 19 November 2025
- Applied for groups with guaranteed minimum 20 paid rooms per night for a minimum of 2 nights
- Applied for meeting packages with guaranteed minimum 50 delegates
- Maximum 5 complimentary rooms and/or 10 complimentary delegates per event per group
- Cannot be combined with other promotions and/or discount

Check-in and Check-out Time

Hotel rooms are available for guest check-in after 15:00 hours. Guests arriving prior to this time will be allocated rooms as soon as they become available. For all early check-ins, we strongly recommend that you reserve the rooms the night before in order to guarantee early check-in.

Check-out time is 12:00 hours. Late check-out is subject to availability and charges apply as follows:

Until 1800 hours: 50% of the confirmed group rate

After 1800 hours: Full group rate

Airport Transfer & Fast track service at Tan Son Nhat Airport

Hilton Saigon is located in the centre of District 1 in Ho Chi Minh City. The distance from the Tan Son Nhat International Airport to the hotel is 8.0 kilometers or 5.0 miles and takes approximately 30 to 45 minutes. All transportation arrangements must be pre-arranged and are subject to availability.

Transportation	Price (per car per way)
Mercedes E-Class 2 guests with average luggage quantity	VND 2,211,300
Kia Carnival 4 guests with average luggage quantity	VND 2,494,800
Luxury VAN (D-Car) 6 guests with average luggage quantity	VND 2,778,300
Ford Transit 8 guests with average luggage quantity	VND 2,494,800
Fast track service at Tan Son Nhat Airport	VND 1,814,400 per guest per way

The above prices are inclusive of 5% service charge and then the applicable VAT



- A minimum 24 hours advance of arrival / departure flight is required.
- The Concierge must be notified of changes to existing reservation at least 24 hours before the stipulated timing
- The waiting times are restricted to 60 minutes for arrivals and 20 minutes for departure. An additional one-way charge applies if the waiting times are exceeded.
- All airport welcome signage for hotel guests will include Hilton Saigon's logo.
- In the event of a no-show or cancellation is made less than 24 hours' notice, full charges will apply.

MEETING & EVENT INFORMATION

Venue Allocation & Meeting Schedule

Start Time	End Time	Function	Room	Setup	No of delegates	Daily Rate Per Person/ Daily Venue Rental
Wednesday, 19 November 2025						
19:00	21:00	Dinner	Mekong Delta	Rounds	30	Set menu starts from VND 1,587,600 Standard Drink package for 2 hours from VND 693,000
Thursday, 20 November 2025						
12:00	13:00	Buffet Lunch Min. 50pax	The Strand	Shared existing area	50	Discounted half day meeting package with one coffee break and one lunch is at VND 1,310,904 (regular price VND 1,542,240)
14:00	16:00	Half day Meeting	Grand Ballroom I+II	Cabaret		Waived additional venue rental (regular price at VND 90,720,000) to meet the minimum spend
15:00	15:30	Coffee break	Foyer	Standing		
14:00	16:00	Break out room 1	Mekong Delta I (Level 5)	Rounds	10	Discounted venue rental at VND 14,265,000 (regular price VND 28,350,000)
14:00	16:00	Break out room 2	Mekong Delta II (Level 5)	Rounds	10	Discounted venue rental at VND 8,505,000 (regular price VND 17,010,000)
14:00	16:00	Break out room 3	Grand Ballroom III	Existing	10	Waived venue rental (regular price VND 79,380,000)
<i>The above prices are inclusive of service charge and then applicable VAT</i>						

- All venues will need to be cleared by stated time. Requests for additional time are subject to space availability and additional room rental fees may apply.
- The hotel reserves the right to revise the pricing and/or change the meeting venue should the number of function attendees fall below the minimum expectation listed in the grid. If the number of attendees increases, larger venues will be confirmed only subject to availability.
- If the confirmed number of attendees is less than the guaranteed number, a room rental fee will be added to the meeting package price
- Kindly note that for a group below 50 people, we will serve a pre-ordered set lunch at the restaurant. In the event if there are other groups having lunch at the restaurant on the same date to make the total number above 50, we will open a buffet lunch.



Meeting Package Inclusions

- Use of Meeting Room from 1300 to 1700 hrs for half day
- Meeting Amenities: note pad, pencil, candies and bottled water
- Complimentary high-speed WIFI internet
- 1 Reception desk with flower centre piece
- All day free flow of coffee and tea
- 1 (one) coffee break with assortment of sweet and savoury items for half day package
- Lunch with 01-hour free flow of soft drink and water

For environmental purpose, mineral water will be served from glass pitchers, unless requested otherwise in advance.

Audio Visual

Standard audio-visual equipment will be supplied, subject to hotel stock availability. Should additional equipment be required, additional charges are applicable.

- 1 built-in LED screen in Grand Ballroom I (5.7m x 3.2m, 260 inches)
- Built-in TVs in Mekong Delta I, Mekong Delta II and Boardroom
- 1 Flipchart with Marker
- 1 Wireless microphone

FOOD & BEVERAGE REQUIREMENTS

Menu

Please find enclosed a menu on a per person basis, based on the mentioned prices. We will be pleased to receive your comments on the menus to tailor them to your requirements. Please note that menu enhancements are chargeable at an additional price.

Your menu includes the following at no additional charge

- Decorative floral centre-piece
- Elegant, colour coordinated table linen and chair covers

Menu	Price per person
Buffet or Set menu starts from	VND 1,587,600
	VND 2,041,200
	VND 2,494,800
	VND 2,835,000

The above prices are inclusive of service charge and then the applicable VAT

A minimum guaranteed of 50 persons for international buffet menus.

Beverage

All beverages need to be purchased from Hilton Saigon and will be charged on a per person basis. Hilton Saigon will require a confirmation from the attached options, on the preferred choice of the beverage package at the time of signing the agreement.

Beverage Packages	2 hours free flow per person (VND)	Additional hour per person (VND)
Standard Drink with Beer Package: Soft drinks, Fruit punch, Water, Beer	VND 693,000	VND 462,000



Standard Drink with Beer and Wine Package: Soft drinks, Fruit punch, Water, Beer, Red and White Wines	VND 981,750	VND 519,750
Hilton Drink Package: Soft drinks, Fruit punch, Water, Beer, Red, White and Sparkling Wines	VND 1,097,250	VND 577,500
Saigon Drink Package: Nespresso Coffee, Tea, Soft drinks, Fruit punch, Water, Beer, one classic Cocktail, Red, White and Sparkling Wines	VND 1,270,500	VND 693,000
<i>The above prices are inclusive of 5% service charge and then 10% VAT</i>		

VALUE ADDED TAX (VAT)

Value Added Tax (VAT) rate is applied as per Government regulation at the time of completing the service and/or invoicing time. The 8% VAT is applicable for bookings taken place from 1 July 2025 to 31 December 2026, except alcohol beverage remained 10% VAT.

CONFIRMATION OF EVENT DETAILS

The Function Details listed on the first page of this Express Agreement indicates the space that is tentatively being held for you. You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. Please contact the Hotel at least 14 days before your Event to review and confirm the details for your Event, including menus, decorations, entertainment, and beverage service. Event Orders will be sent to you to confirm all final arrangements and prices. These Event Orders will serve as a part of this Express Agreement. If you do not advise us of any changes on the Event Orders by the date requested by Hotel, you agree that the Event Orders will be considered accepted by you as correct and you will be billed accordingly.

GUARANTEE OF FINAL NUMBERS

At least 7 days before your Event, you must inform us of the exact number of people who will attend your Event by contacting your designated Event Manager by email. Any meeting rooms and/or F&B added after the date of signing will automatically be subject to this Express Agreement's terms and conditions, including, but not limited to, full cancellation and performance fees policies. The services, products, fees, etc., as noted in this Express Agreement will be provided at the time of your Event and you will be charged based on the Event guarantee that you give us or the number of people indicated at the time you signed the Express Agreement, whichever is greater. We will not undertake to serve more than 8% above this guaranteed minimum.

PAYMENT INSTRUCTIONS

Payment can be made either by cash or by major credit card as per the Standard Terms and Conditions or by Bank Transfer to the Hotel's accounts as below:

Account Number (VND)	114629287979
Account Number (USD)	118002992490
Full Beneficiary Account Name (preferable for domestic transfer)	CT CP DAU TU SX KD SAI GON CUU LONG HILTON SAIGON HOTEL
OR Abbreviated Beneficiary Account Name (preferable for international transfer)	SGCL . CORP



Bank / Branch Name	Vietnam Joint Stock Commercial Bank for Industry and Trade, Branch 7 HCMC
Address of Bank	346 Bui Huu Nghia Street, Ward 2, District Binh Thanh, Ho Chi Minh City, Vietnam
SWIFT CODE	ICBVVNFX924

Any cost for bank transfer is the responsibility of the company/client.

Master Account

It is understood and agreed that company is responsible for accommodation, meeting packages, food and beverage and incidental charges related to the master account. These will be settled as per below schedule.

Personal Account

It is understood and agreed that individual guests will be responsible for their own accommodation and incidental expenses. The hotel will request credit card imprints from each guest on arrival to guarantee these charges.

Any incidental charges (minibar, room service, laundry, telephone calls, extra nights, extra meals that is not included on the agenda, etc.) will be paid by guest upon departure. Each participant's credit card is required upon arrival for incidental charge guarantee.

An invoice will be issued by Hotel for the services consumed by the Master Account after the services are finished.

DEPOSIT & PRE-PAYMENT TERMS

Deposit Type	Due Date	Amount Due
Initial deposit (70%)	Thursday 30 October 2025	VND 594,671,062
Final prepayment	Wednesday 05 November 2025	VND 254,859,026
Any outstanding balance related to the master account must be settled upon the group check-out or the completion of event by cash or credit card		

Deposit paid is non-refundable. If the deposit required is not received by the stipulated date, the hotel reserves the right to release the room block and all function space held without prior notice. 3% interest will be applied to overdue payment.

PERFORMANCE DAMAGES (non accumulative)

Before 5 November 2025	You may reduce maximum 1 pre-booked bedroom accommodation, pre-booked delegate requirements, pre-booked F&B without liability or cost to you.
After 5 November 2025	If you elect to reduce any further pre-booked bedroom accommodation, pre-booked delegate requirements, pre-booked meeting room hire and/or pre-booked F&B then you will be assessed a liquidated damages fee equal to 100% of the total anticipated revenue of the reductions.

The above-mentioned percentages are not cumulative. If Client does not exercise the option to reduce pre-booked bedroom accommodation, pre-booked delegate requirements, and pre-booked room hire and/or pre-booked F&B as described above, then the option is waived. If Client cancels the Event entirely after taking the reduction, cancellation fees will be calculated using the original minimum commitments.



Any bedrooms, delegate packages, meeting rooms and/or F&B added after Express Agreement signing will automatically be subject to this Express Agreement's terms and conditions, including, but not limited to, full cancellation and performance fees/reduction in numbers policies. All adjustments in Room Block will result in a proportionate adjustment in assigned meeting room/function space, unless agreed otherwise by Hotel.

If the Event is held, Client will owe Hotel performance fees if Hotel does not realize at least 100% of each minimum revenue guarantee listed in the summary table above, plus applicable national and local taxes; provided, however, that if Client properly reduced Client's 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.

FULL CANCELLATION DAMAGES

In the event of cancellation after confirmation, the following cancellation fee will be applicable. This fee will be a percentage of the total estimated charges and will be calculated on a sliding scale. Any deposits paid are included in the following cancellation fee:

<u>Period Prior to Event Date</u>	<u>Cancellation Fee</u>
Initial Deposit On or after 5 November 2025	non-refundable and forfeited 100% of total estimated billing

It is agreed that should the deposit received by Hilton Saigon be less than the cancellation fee amount, the Company shall be liable to pay to the hotel the balance of the cancellation fee.

EVENT PLANNER BONUS PROGRAMME

The designated "Event Planner" eligible to receive the Event Planner Bonus for this Event is: **Full name**

The Event Planner's Hilton Honors Account Number is: **Number**

Eligible revenue for the Event Planner Bonus Programme will includes bedroom revenue, delegate package revenue, food and beverage revenue, and/or meeting room revenue billed to the master account.

Earn 2X Hilton Honors Bonus Points - For this Event, the Event Planner will earn one Hilton Honors bonus points for every eligible one U.S. Dollar spent up to a maximum award of 100,000 points.

For more details, please visit <https://www.hilton.com/en/events/hilton-honors-event-planner-program/>

COMMISSIONS

The designated "Planner" eligible to receive a commission payment for this Event is

Comfort International M.I.C.E Service Co., Ltd.

Commission excluding breakfast, service charge and VAT will be **10%**.

Travel Agent Commission is paid directly with commission invoice. Travel Agent commission is subject to Foreign Contract Withholding Tax as per current regulation, which equivalent to of 10.80% of commission amount on invoice, will be deducted directly from the commission amount paid.

IMPOSSIBILITY

Neither party shall be responsible for failure to perform this Agreement if unanticipated circumstances beyond their control (including, but not limited to: Natural disasters, Government regulation, Government regulations prohibiting travel to the city in which the Hotel is located over the staying dates and/or the issuance of a "Level 3 Travel Warning" by the Centers for Disease Control that specifically advises travelers to avoid all non-essential travel to the city in which the Hotel is located and which travel advisory is in effect over the staying dates; terrorist attacks in the city in which Hotel is located; or declared war in the country in which the Hotel is located) make it illegal or impossible for Hotel to accommodate the stays. The affected party may terminate this



Agreement without liability upon providing written notice to the other party within ten (10) days of the occurrence.

If the parties mutually agree that a valid Impossibility / force majeure event has occurred, and notwithstanding such fact the parties mutually agree to proceed with the Event, then taking into account the nature of the unforeseen occurrence and its actual adverse effect on the Event, the parties agree to negotiate in good faith an amendment to the performance (attrition) clauses of this Express Agreement as may be necessary to reasonably accommodate both parties' interests.

LICENSES FOR EVENTS

The client will need to secure licenses that are required for international conferences and seminars, press conference, foreign speaker, music performance, fashion show organized by all companies from Ho Chi Minh City Department of Culture and Sports. Regrettably the hotel is not permitted to apply for licenses on behalf of any organization. Please forward all inquiries to Ho Chi Minh City Department of Culture and Sports to the following:

164 Dong Khoi, Ben Nghe Ward
District 1, Ho Chi Minh City
Telephone: +84 (0)28 38224053; +84 (0)28 38296944
Facsimile: +84 (0)28 38292093
<https://svhtt.hochiminhhcity.gov.vn/>

According to Official Dispatch No. 622 from DEPARTMENT OF TOURISM HCMC issued on 20 March 2024 regarding international conferences and seminars, the hotel reserves the right to inspect the event license and ensures that international conferences and seminars are conducted in compliance with the license issued by the competent authorities in accordance with legal regulations. An official license must be provided to the Hotel at least Seven (07) days prior to the function date. The Hotel will not hold any responsibility if the event is performed without license.

ADDITIONAL TERMS AND CONDITIONS

By signing where indicated below, you are agreeing that in addition to the terms and conditions of this Express Agreement as outlined above, this Express Agreement is also comprised of all the general terms and conditions set forth in the **Express Agreement – Additional Terms and Conditions** located on the following web site: <http://hiltondistribution.com/expressagreements-english/addlterms.htm>.

Please sign and return this Express Agreement to us by **Thursday, 30 October 2025**. We may release your tentatively reserved bedrooms and/or facilities, or review our rates, if we do not receive your signed Express Agreement by the applicable due date. No cancellation fee shall apply in such circumstances.

By signing below, you agree and warrant that you are authorised to sign and enter into this Express Agreement on behalf of the Client, and if you are required to provide a credit card at time of contracting, you further authorize the Hotel to charge that initial credit card for the amounts indicated in this Express Agreement.

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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.

ACCEPTED AND AGREED TO:

Comfort International M.I.C.E Service Co., Ltd.



Name: Macro Ma
Title: Account Director
Dated: 21/5/03

**Sai Gon Cuu Long Business Production
Investment Corporation doing business
as Hilton Saigon**



Name: Andrew Nisbet
Title: Hotel Director
Dated:

AM

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