



## 康辉集团国际会议展览有限公司 协议书

Letter of Agreement for COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD



138 Chifeng Road, Heping District, Tianjin, 300041 P.R.China  
中国天津市和平区 赤峰道 138 号 300041

Tel 电话: +86 (22) 2716 6688 Fax 传真: +86 (22) 2716 6699 [www.fourseasons.com](http://www.fourseasons.com)



第 2 页, 共 12 页

康辉集团国际会议展览有限公司协议书

Letter of Agreement for COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD 2023 年 2 月 26 日

2023年2月20日  
康辉集团国际会议展览有限公司  
北京市朝阳区  
农展馆南路13号  
瑞辰国际中心15层1510

20 February 2023  
COMFORT INTERNATIONAL M.I.C.E SERVICE CO.,  
LTD  
RM 1510,Ruichen Int'l Center  
No.13 Nong Zhan Guan South Rd  
Chaoyang District  
Beijing

尊敬的康辉集团国际会议展览有限公司:

Dear COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD,

感谢您选择天津四季酒店作为即将到来的康辉集团国际会议展览有限公司会议的举办场地, 根据贵方的要求, 我们拟定了以下协议书, 希望得到贵方的确认。

Thank you for selecting Four Seasons Hotel Tianjin as the venue for your upcoming host COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD Co., Ltd. As per your specific requirements, we have outlined the following agreement for your confirmation:

**会议/活动安排 FUNCTION & CATERING ARRANGEMENT**

日期 Date	时间 Time	活动 Function	场地 Venue	布置 Setup	预计 人数 Exp.	保证 人数 Gtd.	价格/人民币 Price/RMB
2023 年 2 月 26 日 26 February 2023	08:00- 18:00	会议 Meeting	大宴会厅二厅 Grand Ballroom II	课桌式 Classroom	60	60	场租费用: 人民币 4000 元 Room rental charge at CNY4000net
	10:00- 11:00	上午茶歇 Coffee Break	大宴会厅前厅 Grand Ballroom Foyer	站立式 Stand	30	30	上午茶歇: 人民币 50 元/位 AM Break at CNY50net per person
	12:00- 14:00	自助午餐 Lunch Buffet	大宴会厅一厅 Grand Ballroom I	圆桌 Round	60	60	自助午餐: 人民币 200 元/位 Lunch Buffet: CNY200 net per person
	15:00- 16:00	下午茶歇 Coffee Break	大宴会厅前厅 Grand Ballroom Foyer	站立式 Stand	30	30	下午茶歇: 人民币 50 元/位 AM Break at CNY50net per person

天津四季酒店  
Four Seasons Hotel Tianjin

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第 3 页, 共 12 页

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	18:00-20:00	中式晚餐 Dinner Chinese Set	大宴会厅一厅 Grand Ballroom I	圆桌 Round	60	60	中式晚餐: 人民币 3000 元/桌 /10 人 Dinner Chinese Set: CNY3000 net per table/10 pax
							预计总消费金额: 人民币 37,000 元 Estimate Total Amount: CNY 37,000nett

### 活动场地安排程序 MODIFICATIONS TO PROGRAM

有关活动细节, 如有任何变更, 贵方应在第一时间通知酒店, 以便酒店尽快作出相应调整。有关会议场地及相关需求的变更将根据酒店实际预定状况和场租的变更及相应的人数限制而决定。

The Patron agrees to advise the Hotel as soon as possible if the Patron anticipates any program revisions, so that the Hotel may make the appropriate arrangements. Any changes to the function space and service requirements, other than those outlined, shall be subject to space availability.

有关上述中所涉及的会议场地及相应时间安排, 如有任何超出的安排, 酒店将根据具体预定状况决定是否可行并收取相应额外费用。

The function space specified is reserved only for the time(s) indicated. If Patron subsequently requests the use of the function space for any time beyond the hours set forth, such request shall be subject to the approval of the Hotel and may be subject to additional fees at the Hotel's established charges that shall be payable on the day of the function, unless otherwise specified.

### **会议场租及影音设备 FUNCTION ROOM RENTAL, AUDIO & VISUAL EQUIPMEENT**

#### **A. 会议场租包括以下会议设施 Meeting Facilities**

- 会议室备有设施 (铅笔、书写纸、瓶装水、薄荷糖)  
Meeting amenities (pencil, writing paper, bottled water and mints)
- 提供会议接待台  
Reception desk

#### **B. 其他杂项 Miscellaneous**

- 请于会议活动 3 天前提供标志牌内容  
Please provide signage content 3 days prior to the function date

天津四季酒店  
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第 4 页, 共 12 页

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## 会议及餐饮担保 FOOD & BEVERAGE GUARANTEES

贵方必须在本协议规定的会议/活动开始三个工作日前, 向酒店确认最终保证出席人数。酒店将根据保证出席人数并按照协议增加百分之五(5%) 来准备宴会食品。确认的保证出席人数将不得减少, 否则按原确认的保证出席人数收费。若实际出席人数多于确认的保证出席人数, 酒店将按实际出席人数收费。

The Patron must provide the Hotel with the final minimum guaranteed table/attendance of each function no later than 3 working days prior to the scheduled function. The final minimum guaranteed table/attendance must be no less than above listed minimum guaranteed table/attendance. Hotel agrees to set 5% over the guaranteed table/attendance for banquets and to indicate on each food and beverage invoice the number served as well as the number guaranteed. Guarantees of table/attendance are not subject to reduction. The Hotel will charge to the Master Account, the total function charges in accordance with the guaranteed table/attendance or actual table/attendance, whichever is higher.

## 餐饮&会议服务 CATERING & CONFERENCE SERVICE

活动开始前, 酒店销售部与贵方就活动相关事项及细节提前沟通。涉及到菜单, 场地布置及视听设备的具体要求, 应至少提前 1 周与酒店确认。

Prior to the Event, a representative of the Hotel's Catering Sales Department will contact Patrons' authorized representative to assist in detailed planning and preparations for the catered functions comprising the Event. The menu(s) and all other details of the catered functions are to be finalized a minimum of one week prior to the scheduled commencement date of the Event.

会议期间, 所有食品及饮品将由酒店负责准备及服务。酒店将根据相关法律规定拒绝向任何未达到国家规定年龄的人群提供酒精饮料。对任何疑似未达到年龄限定者, 酒店有权要求其出示相应的身份证明。如未能提供相关证明, 酒店将拒绝为其提供酒精饮料服务。对于任何酒店认为其已处于醉酒状态的客人, 酒店将拒绝为其继续提供酒精饮料。

It is agreed that all on-site food and beverage arrangements will be made through the Hotel. Licensing restrictions require that only food and beverage prepared by the Hotel be served on Hotel property. The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the state or provincially mandated age limit are present at the function and attempt to receive service of alcoholic beverages. In addition, the Hotel may request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if either the person is under age or proper identification cannot be produced, and refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears to be intoxicated.

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天津四季酒店  
Four Seasons Hotel Tianjin

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第 5 页, 共 12 页

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由客人自行安排的任何形式的娱乐 (现场乐队、卡拉 OK、迪斯科等) 以及与使用视听设备有关的事项, 客人需在宴会活动前得到酒店的批准。为了酒店其他客人着想, 酒店有权在晚上九点后控制任何娱乐节目及其他活动的音量。

Any form of entertainment and presentation related to audio output (i.e. live band, karaoke and disco), arranged by customer, shall be approved by the Hotel prior to the event. The Hotel reserves the right to control the volume of such entertainment or presentation form after 21:00 for the comfort of other guests.

### 禁烟令 SMOKING POLICY

自 2015 年 6 月 1 日起, 根据国家新颁布的禁烟令, 酒店内所有客房、餐厅、宴会厅、公共区域将在室外指定区域设立吸烟区。

From 1 June 2015, tobacco smoking in the hotel is prohibited by the law, which includes all guestrooms, restaurants and public areas within the hotel premises. A designated outdoor area where smoking is permitted may be assigned.

按照 2014 年 9 月 23 日天津市修订后的《烟花爆竹安全管理办法》规定, 在禁止燃放区域内 (含酒店), 禁止任何时间燃放烟花爆竹以及电子炮竹

In accordance with the revised measures for the safety management of fireworks and firecrackers on September 23, 2014, it is forbidden to set off fireworks and electronic firecrackers at any time within the prohibited area (including hotels)

### 价格变动 PRICING CHANGES

由于任何因商品原材料价格、劳务、税费而引起的菜单的未预期的调整, 酒店在知会贵方后, 如贵方接受相应的价格变动, 酒店将根据实际价格重新计算。或酒店将根据先前价格提供相应的菜单变更方案。

Menu prices quoted are subject to change due to unforeseen changes in costs of commodities, labor taxes or other reasons subsequent to the signing of this Agreement and Patron agrees to pay such revised prices. Alternatively, in the event of such cost increases the Hotel may, at its option, make reasonable substitutions in menu items and Patron agrees to accept such substitutions.

### 布置、展览及装饰 DISPLAYS, EXHIBITS & DECORATIONS

有关活动的布展及装饰, 贵方应提前取得酒店书面授权。如因贵方原因发生任何导致酒店员工及客人受伤或设施损坏的情况, 贵方将承担全部责任。

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天津四季酒店  
Four Seasons Hotel Tianjin

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第 6 页, 共 12 页

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All displays, exhibits and/or decorations proposed by Patron shall be subject to the prior written approval of Hotel in each instance. The Hotel assumes no responsibility whatsoever for displays, exhibits and/or decorations, etc. brought into the Hotel by the Patron or any third party in connection with the Event, including, but not limited to, claims of personal injury or property damage related to the displays, exhibits and/or decorations.

为确保客人及酒店内人员的安全, 酒店要求贵方及贵方所聘用的布展公司遵守酒店的防火规定。所有展示品、展览和装饰品必须符合相关的建筑规范和防火条例, 且有独立的支撑支架, 不与酒店的墙面、天花或地板上直接连接。在任何情况下, 大宴会厅或多功能厅的防火通道和紧急出口均必须保持畅通。若贵方在活动期间需要使用易燃物品, 必须提前通知本酒店并获得酒店管理层书面批准后才可以使用。

To ensure guests and staff safety, any third party in connection with the event is requested to abide by the fire & safety provisions from the hotel or local government. All displays, exhibits and decorations must conform to the

applicable Building Code and Fire Ordinances and should be free standing without attachment to walls, ceilings or floors. In any case, none of the fire exits, emergency exits are allowed to be blocked. For combustible materials that may be used during the event, a written approval from the hotel management in advance is required.

所有布展所需物品, 在出入酒店前须提前与酒店方协调并在酒店规定的装卸货区域进行。

All displays, exhibits, decorations, equipment and musicians must enter and exit the Hotel through the receiving entrance and/or security office. Delivery and pick-up times must be coordinated with the Hotel in advance.

## 预付款 PREPAYMENT

请贵方于 2023 年 2 月 10 日前支付人民币 6912 元作为此次活动的预付款。贵方可以选择现金、银行汇票或电汇的方式将款项转至下面帐户:

Before 10 February 2023, shall prepay Hotel, the sum of CNY 6912 in the form of cash, bank draft or via telegraphic transfer to the following bank account.

帐户名称: 天津现代城开发有限公司现代城四季酒店  
Account Name: Tianjin Modern City Co. LTD Modern City Four Seasons Hotel  
银行帐户: 273979365196  
Account:  
银行名称: 中国银行天津北城街支行

天津四季酒店  
Four Seasons Hotel Tianjin

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Name of the Bank: BANK OF CHINA TIANJIN BRANCH BEICHENG STREET SUBBRANCH  
银行地址: 天津市南开区北城街 135 号  
Bank address: NO.135 BEICHENG STREET NANKAI DIST TIANJIN CHINA  
银行代码: BKCHCNBJ200  
SWIFT Code:

### 付款程序 PAYMENT PROCEDURE

贵方应按下列时间支付如下预付款项:

The patron shall make the following payment to the Hotel according to the schedule set below:

付款期 Payment Schedule	付款内容 Group Function
2023 年 2 月 22 日 10 February 2023	活动预计发生费用的百分之百 (100%) , 即人民币 37,000 元 One hundred percent (100%) of total expected function charges, which is CNY 37,000
2023 年 2 月 26 日 26 February 2023	全部活动发生费用的剩余部分 (如有) Balance of the total function charges

### 预订保留 RESERVATION REQUIREMENTS

如在协议条款上列之约定日期内酒店未收到预付款或应付款项, 酒店有权将所有活动预定在预先通知后予以取消。所有取消之宴会/会议预定只在酒店方收到预付款或应付款项, 且活动场所供应允许的情况下方可恢复。

If the amount of the prepayment listed is not received by the date indicated, space required for the Event may be subject to cancellation with prior notice. Reinstatement of the reservation of function space can only be made upon receipt of payment and subject to the space availability.

### 结账方式 ACCOUNT SETTLEMENT

所有关于本次活动的餐饮、视频、音频设备、会议室租金, 以及其他会议相关费用应在活动结束后当天一次性以现金或信用卡/银行卡方式付清。

Food and Beverage, audio visual, meeting room rental and all other meeting related expenses in addition with the agreed function charges will require full settlement at the end of the event by cash or credit/debit card.

活动结束后, 酒店将提供最后金额的发票。贵方应在收到发票后付清所有费用。如超出 30 日, 酒店将收取每月 1.5% (年度 18%) 滞纳金, 直至贵方全额付清所有费用。如滞纳金比例超出法律规定的最高限额, 使用法律规定的最高限额收取。

A final invoice (the "Invoice") of all outstanding amounts will be prepared at the close of the Event. Final payment is due immediately upon receipt of the Invoice, unless prior billing arrangements have been made with the Hotel Finance Department. Any Invoice outstanding for more than thirty (30) days will bear interest at the rate of 1.5 % per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable laws, in which event the maximum legal rate shall apply. The prepayment paid by the Patron will be applied against the cancellation fee owed.

## 取消与推迟 CANCELLATION & POSTPONEMENT

### 活动变更 Changes to the Event

贵方应提前并及时告知酒店有关活动的任何变更。所有的变更, 最终确定前应视酒店实际出租情况, 并经过双方书面确认。在所有最终确认日期后贵方提出的变更, 如导致低于先前所约定的最低保证数, 酒店将收取相应差价。

The Patron will provide to the Hotel, on a timely basis, any changes to its attendance projections and function space requirements for the Event. All changes are subject to availability, and all agreed upon changes will be confirmed by the parties in writing prior to the Event. After the Option Date, any changes resulting in a reduction of revenue to the Hotel shall be subject to cancellation or attrition fees.

### 全部取消/推迟 Fee for Full Cancellation/Postponement

如贵方推迟或完全取消活动安排而导致酒店损失, 酒店将根据先前约定的餐饮需求综合评估因贵方推迟或完全取消活动导致酒店的损失及应支付违约赔偿金 (以下简称“违约金”)。经双方同意, 违约金将按照以下比例支付:

If the Patron postpones / fully cancels the Event arrangement, the Hotel shall have suffered damages equivalent to the revenues that the Hotel would have made from the sale of food and beverages, and use of recreation facilities, etc. in connection with the Event. The parties acknowledge that it is difficult to quantify such damages and have agreed that the Hotel shall assess a cancellation or attrition fee, (the "Cancellation Fee") against the Patron as liquidated damages and not as a penalty. The parties agree that the Cancellation Fee will be calculated as a percentage of Lost Revenue (as defined below) in accordance with the following scales:



**贵方取消 / 推迟日期**

**Notification of Cancellation / Postponement**

合同签署即日起

After the contract is signed

**须支付酒店之赔偿费用**

**Compensation from the Patron**

相当于此次活动总费用的 100%。

100% of total estimated revenues of events reserved

**违约金支付 Payment of Cancellation Fee**

如全部推迟或取消活动, 贵方应在通知酒店后 30 日内向酒店支付违约金。如超出 30 日, 酒店将收取每月 1.5% (年度 18%) 滞纳金, 直至贵方全额付清所有费用。如滞纳金比例超出法律规定的最高限额, 使用法律规定的最高限额收取。

In the case of postponement or full cancellation, the Cancellation Fee is payable within 30 days of the date of notification after which time the Cancellation Fee will bear interest at the rate of 1.5% per month (18% per annum) until paid, unless this rate exceeds the maximum rate permitted by applicable law, in which event the maximum legal rate shall apply. The Prepayment paid by the Patron will be applied against the Cancellation Fee owed.

如活动取消部分超过先前规定之比例, 违约金将在活动结束后一起结算。

Where part of the Event is cancelled or attrition exceeds the permitted attrition allowance, the Cancellation Fee will be added to the Event's final Invoice.

**不可转让 NOT TRANSFERRABLE**

本协议仅为向康辉集团国际会议展览有限公司提供服务为目的, 不能让与、转售或以任何方式转让给任何其他方。试图这样做的, 被视为本协议项下活动的取消, 并且贵方须向酒店方支付违约金

This Agreement is for the provision of services exclusively to COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD and cannot be assigned, resold or in any way transferred to any other party. Any attempt to do so shall be considered a cancellation under this Agreement and the Cancellation Fee will apply.

**遗失/损坏 LOST / DAMAGES**

酒店对由客人本人及客人的随行人员所自带的设备、家具、物品及其他财产所产生遗失和损坏不负任何责任。

The Hotel accepts no responsibility for loss and damage to any items of equipment, furniture, stock or any other properties brought on to the premises by the customer or persons authorized by the customer.

贵方须对在活动区域内所产生的费用、物品损坏、财产损失或任何人身伤害负全部责任; 包括 (但不限于) 对酒店工作人员、客人或受邀请出席此次宴会的来宾、活动所使用的服务设施以及任何外聘为活动服务的人员造成直接或间接的任何财产损失和人身伤害。

The Patron shall be responsible for all liabilities, losses, demands, damages, costs and expenses, including (without limitation) property damages and/or personal injuries suffered or incurred by the Hotel or any employee or staff member of the Hotel or other guest or invitee of the Hotel and arising as a direct or indirect result of the attendance at the Event or the use of services and facilities of the Hotel by the Patron or any invitee of or outside contractor hired or engaged by the Patron.

### **不可抗力因素 FORCE MAJEURE**

如协议双方因不可抗力因素 (包括罢工, 劳资纠纷, 政府法案, 法规或命令, 自然灾害, 战争, 火灾, 洪水或其他紧急情况, 或酒店必要工程修葺延误) 而不能履行此合同中的义务, 预付款将被退还, 双方不再履行合同中的任何义务。酒店将在合同终止之日起 30 日内向贵方退还所有的预付款项, 双方无须为此造成的损失负责。

If for any reason beyond the Hotel's or Patron's reasonable control (including but not limited to strikes; labor disputes; acts, regulations or orders of governmental authorities; civil disorder; disasters; acts of war; acts of God; fires; flood or other emergency conditions; any delay in necessary and essential repairs of the Hotel) it is impossible for the Hotel or the Patron to perform its obligations under this Agreement, such non-performance is excused and such party may terminate this Agreement without further liability of any nature, upon return of the Patron's Prepayment within 30 days. In no event shall the Hotel or Patron be liable for consequential damages of any nature for any reason whatsoever.

### **争议解决 DISPUTES**

双方同意, 以履行本合同而产生任何争议可提交天津当地人民法院解决。

The parties agree that any dispute relating to this contract may be resolved by the local court in Tianjin.



第 11 页, 共 12 页

康辉集团国际会议展览有限公司协议书

Letter of Agreement for COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD 2023 年 2 月 26 日

### **有效日期 OPTION DATE**

本协议中列出各项在酒店内的活动安排至 **2023 年 2 月 22 日**，贵方拥有暂时优先选择权。若到期时，贵方仍未签署此协议，则店方有权在未通知的情况下取消所有安排。

The arrangement outlined in this Agreement will be held on a first option tentative basis until 22 February 2023. If the Patron does not sign and return this Agreement by this date, the Hotel reserves the right to cancel all arrangements without notice or obligation to the Patron.

### **确认 CONFIRMATION**

若此协议的条款达到贵方的要求，贵方在每一页签名确认并在最后一页签字、盖章，然后将原件交还店方。店方在原件上签署后将一份协议交还贵方。双方签字确认后，协议正式生效。

Should the arrangements outlined in this Agreement meet with your approval, please indicate your acceptance by initializing all pages including the enclosed General Terms and Conditions, signing the final page, and returning the original agreement to the Hotel. Upon receipt, the Hotel will countersign and return a copy. Once countersigned, this document shall then constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite.

### **价格 PRICES**

以上所有费用均以人民币计算，除明确说明“净价”外，均需加收 15% 服务费（以及相关税收）。

The above mentioned charges are subject to 15% service charge (applicable government taxes included), unless selected items are being identified in “” price.

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天津四季酒店  
Four Seasons Hotel Tianjin

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康辉集团国际会议展览有限公司  
COMFORT INTERNATIONAL M.I.C.E SERVICE  
CO., LTD

138 Chifeng Road, Heping District, Tianjin, 300041 P.R.China  
中国天津市和平区 赤峰道 138 号 300041

Tel 电话: +86 (22) 2716 6688 Fax 传真: +86 (22) 2716 6699 www.fourseasons.com



第 12 页, 共 12 页

康辉集团国际会议展览有限公司协议书

Letter of Agreement for COMFORT INTERNATIONAL M.I.C.E SERVICE CO., LTD 2023 年 2 月 26 日

**酒店方代表(酒店)**

**ON BEHALF OF THE HOTEL**  
**(The Hotel)**

**天津现代城开发有限公司现代城四季酒店**

**Tianjin Modern City Co. LTD Modern City  
Four Seasons Hotel**

**活动主办方代表(贵方)**

**ON BEHALF OF THE ORGANIZER**  
**(The Organizer)**

**康辉集团国际会议展览有限公司**

**COMFORT INTERNATIONAL M.I.C.E SERVICE  
CO., LTD**

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**20 February 2023**

**储智超**

**Grace Chu**

**资深会议服务策划经理**

**Senior Conference Service Manager**

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**20 February 2023**

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**魏娟**

**Cynthia Wei**

**会议宴会销售总监**

**Director of Catering**

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**20 February 2023**

**王婵**

**Jessica Wang**

**市场部总监**

**Director of Marketing**

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天津四季酒店  
Four Seasons Hotel Tianjin

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康辉集团国际会议展览有限公司  
COMFORT INTERNATIONAL M.I.C.E SERVICE  
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