

武汉锦江国际大酒店

WUHAN
JINJIANG INTERNATIONAL HOTEL

Wuhan Jin Jiang International Hotel

会议合同 MICE Contract

甲方: 武汉锦江国际大酒店 WUHAN JINJIANG INTERNATIONAL HOTEL	乙方: 康辉集团北京国际会议展览有限公司
销售经理 Sales: 杨珍	客户 Name: 耿昊茜
电话 Tel: + 86 27 8578 6888	手机 MP: 13240072324
手机 MP: + 86 15827568235	
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电子邮箱 Email: candy.yang@wuhan.jinjianghotels.com	电子邮件 Email:
地址: 湖北省武汉市江岸区建设大道 707 号	地址: 北京市朝阳区农展馆南路 13 号 12 层 1510
Address: No.707 Jianshe Avenue, Jianghan Wuhan	Address:
日期 Date: 2019 年 10 月 14 日	页数 Page(s): 第 1 页 / 共 8 页

来自武汉锦江国际大酒店最诚挚的问候!

非常感谢您对我们酒店的支持, 我们将竭力为您服务。请参考以下酒店对此次活动的安排, 并提出宝贵意见和建议。

Greeting from Wuhan Jin Jiang International Hotel.

Appreciate for your support our hotel, we will service for you energetically. Please refer to the following hotel arrangements for the event, and propose to your valuable opinions.

客房安排 Rooms

日期 Time	房间类型 Type	预留房数 Allowance	保证房数 Guaranteed	房价 (RMB) Price
11 月 15 日	豪华景观大床房	5	3	550 元净价/间/晚含单早
	豪华景观双床房	15	13	600 元净价/间/晚含双早

- 以上价格已含服务费及增值税
The above rates included service charge and VAT
- 每间客房包含 1 或 2 份早餐(以实际登记人数为准)
Including one or two breakfast (basic on the actual registration number)
- 加床为人民币 300 元净价/床, 包含服务费及增值税, 不含次日自助早餐
Extra bed is RMB300 net, inclusive service charge and VAT, exclusive daily buffet breakfast
- 包含矿泉水、网络及停车券 (视具体情况而定)
Including local mineral water, WIFI, parking coupon (depending on the availability)
- 房价只适用于会议前后三天, 且根据客房率情况而定
The room rate is only applicable for 3 days before and after the event, and depends on the room availability.

团队入住及离店程序 Group Check-in and Check-out Procedures

- 酒店入住登记的时间为下午 2 点。酒店将尽可能地在 2 点之前安排好提前抵达的客人。需要酒店确认的提前入住预定, 酒店将依实际情况收取前一夜的房费 (按照该团队的价格收费)。
The check-in time is 14:00 pm. The hotel will try its best to arrange the early check-in before 14:00pm which requested by party B. And the hotel will charge the room rate of previous night (as per group room rate) for confirmed early check-in before 14:00pm subject to room availability.
- 酒店离店退房的时间为中午 12 点。推迟退房必须先提出申请, 根据当日酒店入住情况, 在下午 6 点之前退房的将收取 50% 的房费 (按照该团队的价格收费), 如果是下午 6 点之后退房, 将会收取一晚上的房费 (按照该团队的价格收费)。

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Check-out time is 12:00 pm. Late check out application must be made in advance base on room availability, the hotel will charge 50% of room rate before 18:00pm, 100% room rate after 18:00 pm as per group room rate.

客房预留 Reserved

本酒店允许乙方于会前按以下约定日期内可更改预留房数，超出最晚修改日期而减少预留房数酒店将收取取消房间数的首晚房费，如增加预留房将视酒店当天的住房率情况而定。

The hotel allows party B to change reservation base on below time table. If reservation is reduced beyond the latest modification date, the hotel will charge the first night room rate of reduced rooms. If reservation is increased, the incremental rooms will depends on the room availability.

截止日期 Deadline	可修订房数 Revise RNS
A: 团队抵达前 30 天 (2019 年 10 月 15 日 16:00 之前) 30 days before arrival (before 16:00 on 15 10, 2019)	<ul style="list-style-type: none"> ✓ 第一次修订 First revision ✓ 可在原预留房间数量基础上，下浮 10% 10% reduced on the basis of the original reservation ✓ 提供初步住房清单 Provide a preliminary room list
B: 团队抵达前 7 天 (2019 年 11 月 08 日 16:00 之前) 7 days before arrival (before 16:00 on 08 11, 2019)	<ul style="list-style-type: none"> ✓ 第二次修订 Second revision ✓ 可在(A)日期预留房间数量基础上，下浮 5% 5% reduced on the basis of the (A) date reservation ✓ 提供最终住房清单 Provide the final room list
C: 团队抵达当天 16:00 之前 Before 16:00 on arrival date	<ul style="list-style-type: none"> ✓ 最后一次修订 Last revision ✓ 可在(B)日期预留房间数量基础上，下浮 2% 2% reduced on the basis of the (B) date reservation

提前布展 Advance setup

日期 Date:

时间 Time:

地点 Venue:

提供 Offer: 布展期间酒店仅提供活动场所部分照明，且不提供空调。

Provide partial lighting during pre-setup period without air-condition supplied.

布展收费标准：全天为 8 小时，半天为 4 小时（不包括布展时间）。如布展时间超过 2 小时少于 4 小时，按协议价的 20%-30%收取；超过 4 小时少于 8 小时，按协议价的 40%-50%收取。具体视场地预留情况而定。

Setup fee charge standards: 8 hours for a full day, 4 hours for a half day (exclusive pre-setup). If pre-setup exceeds 2 hours but less than 4 hours, 20%-30% discount from negotiated price will be charged; if pre-setup exceeds 4 hours less but than 8 hours, 40%-50% discount from negotiated price will be charged. Function space reserve depends on availability.

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会议安排 Meeting arrangement:

日期 Date	开始时间 结束时间 Time	地点 Venue	面积 Area	活动名称 Event	摆台形式 Set up Type	预计/保证 人数 EXP/GTD	会议服务 Meeting Service charge
11月15日	14:00-18:00	三楼 王朝厅	504	会议	课桌式	100	13,000 元净价/半天

提供 Offer

- 会议活动指示牌 2 个 2 Meeting Posters
- 签到台桌椅及装饰鲜花 1 Reception desk with reception flower
- 铅笔, 纸, 矿泉水 Pencil, paper, Mineral water
- 话筒及音响设备 Audio system and microphone
- 提供投影幕布 Projector screen
- 指示牌内容 Signpost: _____

备注 Remark:

如贵公司需变更会场台型, 须至少提前 24 小时通知销售员, 以便酒店提早安排, 否则酒店将收取相应服务费用。

A written notice is request to inform sales manager at least 24 hours in advance if any changes for function room setup, otherwise additional service fee will be charged by the hotel.

收费项目 Charges

- ☐ 鲜花 Flowers 按实际需求收费; Charge as per actual demand
- ☐ 绿植装饰 Plant Decoration 按实际需求收费; Charge as per actual demand
- ☐ 会议室内 LED 屏 Ballroom LED 按实际需求收费; Charge as per actual demand

室内条幅, 尺寸: _____; 价格: _____; 悬挂地点: _____;

内容: _____;

背景板, 尺寸: _____; 价格: _____; 悬挂地点: _____;

内容: _____;

注: 如需酒店代为订购横幅、条幅、台签、背景板、鲜花、绿植, 请提前 3 天告知酒甲方。

Notice: Please note that at least 3 days before event starts if need to book banner, signage, backdrop, flowers, green plants by hotel.

用餐安排 Meal Arrangement:

日期 Date	开始时间 结束时间 Time	地点 Venue	面积 Area	活动名称 Event	摆台形式 Set up Type	预计/保证 人数 EXP/GTD	食品价格 Price (RMB)
11月15日	15:00-15:10	4楼 唐厅前厅	/	茶歇	/	50	55 元净价/位/次
11月15日	18:00-20:00	2楼 锦轩阁	/	中式国餐	圆桌式	80	2,000 元净价/桌

注: 请于用餐前 5 天确认预计人数和保证人数两项, 两者之间的差别不应超过 10%, 实际用餐人数如不足保证人数, 则按保证人数结算, 超出保证人数则按实际人数结算。

Notice: Please confirm to check guaranteed and expected person 5 days before event starts, and the difference should not exceed 10%. Hotel will charge guaranteed meal's fee when actual is less or equal to guaranteed, and will charge actual meal's fee when more than guaranteed.

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接待台安排 Reception Desk:

日期 Dates:

时间 Time:

地点 Venue:

摆放形式 Setup:

贵公司须保持接待区域的干净及整洁, 贵重物品放置房间或保险箱。酒店将提供屏风, 以您方便将资料或礼品放置其后。如果贵方的行为影响了酒店公共区域整洁、秩序或打扰了其他客人, 酒店有权将接待台移走。

Reception area need to keep the cleanly and tidy by party B and keep valuables in the room or safe. Hotel will provide screen to ensure event material well-kept by party B. The hotel has the right to remove the reception desk in case any effect to hotel other guests.

宴会厅使用条款 Terms of Use:

负责人需要同意以上约定宴会开始及结束时间。如宴会超出以上约定的时间, 按当日全天 8 小时 (半天 4 小时) 会场费结算, 如使用会议包价, 按全天 8 小时 (半天 4 小时) 会议包价结算。

Party B agreed above event arrangement and time schedule. If the event exceeds agreed schedule the meeting service fee will be charged upon actual used (full day for 8 hours, half day for 4 hours). Meeting package exceed fee will be charged in a similar way.

食品 Food safety:

为了保证您的食品安全, 酒店不允许自带外来食品。

In order to ensure the safety of your guests, the hotel is not allowed to bring out source food.

定金保证 Deposit:

预计总费用: 人民币 43,500 元, 双方签订协议后, 请贵公司预付预计总费用的 50% 即: 人民币 21,750 元作为定金, 余额在活动结束后当天结清。并进行预授权全额担保, 以便对超出费用在会议结束离开前一次性结清。对于超出费用, 酒店视情况选择在会议期间向贵公司收取。贵公司若不能在此活动结束后支付全部费用, 酒店将保留款项的追索权。

Estimate general cost: RMB43,500. Party B should pre-pay RMB21,750 (50% of general spend of this events) after both parties signed the contract. The rest amount should be settled at the event check out day. The hotel reserves the right of recourse if party B fails to pay all the expenses at the end of the event.

付款方式 Payment

- 此次会议的房费、会议费、餐费和其他可能产生的所有费用由贵方在活动结束当天一次性结清。主账单可以以现金结算, 也可用通过电汇或信用卡, 用公司支票结算须与甲方做事先安排。
All room rate, conference fee, meal fee and all other expenses that may be incurred for the event shall be settled by party B on the day of event end. The master bill can be settled by cash or by bank transfer or credit card. Party B need to inform the hotel in case pay by cheque in advance.
- 另由乙方授权人员所签署之零散账单费用也将计入团队账单之中。
Other incidental bills signed by the party B will authorized post into the master account and paid by party B.

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贵方授权签单人 Authorization Signature:

姓名 Name	签名 Signature

酒店账户信息如下 Information:

账户名称: 武汉锦江国际大酒店有限公司
开户银行: 中国建设银行湖北省分行营业部
收款账号: 42001170008053004214

取消预定条款 Cancellation policy:

- 若贵公司有任何会议及用餐安排的临时变更, 需提前 48 小时告知甲方, 否则甲方将不能做出服务质量保证; 如果预定的会议、宴会会在会议举行前 21 日内取消, 甲方将收取预计会议、宴会费用的 30%, 在 14 日内取消, 甲方将收取预计会议、宴会费用的 50%, 在 7 日内取消, 甲方将收取预计会议、宴会费用的 100%。注: 取消确认协议须以书面形式通知为准。
48 hours in advance is acceptable for cancellation arrangement from your company. If not, hotel cannot promise the quality of service. The cancellation fee will be charged as the situation following: within 21 days from the date of the meeting, the 30% grand budget; 14 days from the date of the meeting, the 50% grand budget; 7 days from the date of the meeting, the 100% grand budget (Room fee, meeting service fee, Banquet fee are included). A written notice for cancellation is requested.

不可抗力因素 Force majeure:

- 由于 (包括但不限于战争、政府征用、罢工、动乱及自然灾害等) 不可抗力因素而使酒店直接或间接地不能履行义务 (包括因人力不可抗力因素导致酒店停电、停水或停燃气), 甲方将不对此承担任何责任。如因上述原因未能履行义务, 甲方将全数退还定金。
The hotel shall not be held responsible for any direct or indirect failure of the hotel to perform its obligations due to force majeure (including but not limited to war, government expropriation, strike, unrest and natural disasters and power failure, water or gas interruption caused by force majeure. In case of failure to fulfill the obligation due to the above reasons, the hotel will refund the full deposit.

合法性 Validity:

- 贵方在举办会议之前需提供相关会议内容的资料以证明此次活动的合法性, 如发现活动内容有违法行为, 一切法律责任由贵方自身承担, 如对酒店造成损失须予以赔偿。
Guests should provide the relevant information of the event content to prove the legality before holding the event. If any illegal activities in the event, all legal liability shall be undertake by party B.
- 尊敬的耿小姐, 再次感谢您及贵公司将此会议安排在我们武汉锦江国际大酒店。我们深信以上各条款安排是为了使会议能更加顺利的进行。如果您对以上确认协议内容表示认可, 请在确认书上签字, 盖章以示确认, 并将确认书传真回复, 以便我们立即安排。
Dear Ms. Geng, thank you and your company again for arranging this event in Wuhan Jin Jiang International Hotel. We firmly believe that the above provisions are arranged in order to facilitate the smooth running of the event. If you agree to the above confirmation agreement, please sign and seal the confirmation letter and fax back the confirmation in writing so that we can arrange it immediately.
- 如果在 2019 年 10 月 25 日甲方未收到有效确认书, 或在确认书签订日起 3 日内乙方未预付定金, 或在活动前七天未收到乙方定金, 以上所有预订内容酒店将保留随时取消的权利。
If hotel do not receive the effectively contract before 25 10 2019, or party B do not pay deposit within

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three days upon contract signed, hotel has reserve the right to cancel at any time for all the above content.

本协议在签订前后,以及履行期间,一切约定以本合同书面内容为准,任何酒店管理人员、销售经理以及员工等私自对价格、最低保证消费等主要内容的承诺,除形成书面文字并加盖酒店公章外,一律无效。Before and after the signing of this agreement and during the performance of this agreement, all agreements shall be subject to the written content of this contract. Any promises made by hotel management personnel, sales managers and employees to the price, minimum guaranteed consumption and other main contents without permission shall be invalid unless written words are formed and stamped with the official seal of the hotel.

本协议含后附《布展要求条例》经双方签字,盖章方可生效,一式两份,双方各执一份,具有同等效力。在执行过程中如有未尽事宜,经双方协商一致后,可签订补充协议,补充协议与本协议具有同等法律效力。在执行过程中如有未尽事宜,由甲乙双方友好协商解决。协商不成,任何一方均可在武汉仲裁委员会申请仲裁。

祝

商祺

Yours sincerely,

武汉锦江国际大酒店
Wuhan Jin Jiang International Hotel

梁力
市场销售总监

刘英
财务总监

蔡维华
总经理

确认:

Confirmed by:

姓名:

Name:

公司名称:

Company Name:

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布展要求条例

Regulations for Pre-setup and Teardown

运货安排 Freight:

- 所有进场布置人员须提前在保卫部办理进场出入证;
An entry permits should applied at the Security department in advance
- 运送物品卡车须停放在酒店西侧员工入口边卸货, 并在一层货梯运抵会议场所, 所有物品须符合货梯的长度和载重要求。
The truck must park on the west side of the hotel staff entrance, and all staffs should move from F1 cargo lift to the conference and the size and weight of materials should match the lift loading request

广告搭建 Usage of Setup:

- 提供 2 小时布展, 超过人民币 2,000 元净价/小时收取, 未满一小时按一小时计算。
The hotel offer 2 hours free setup for each event, RMB2,000 / hour will be charged for over time, and less than 1 hour will charge as 1 hour.
- 贵公司布展时必须保证宴会厅及会议厅各出口预留宽 1.5m 消防通道, 并提前 3 天给销售经理提供布置效果图以批准;
It is necessary to keep 1.5m for fire exits, provide the floor plan to sales manager for approval at least 3 days in advance before event date
- 在活动场所或公共场所不能随意张贴及摆放任何形式广告牌, 如要张贴或摆放必须经酒店同意, 否则酒店将有权拒绝放置, 并不承担由此造成的损失。
The hotel not allow any AD stick at any public area. If any special request need provide the design proposal and get approval from hotel management. Otherwise the hotel shall have the right to reject the setup and shall not bear the loss caused thereby.
- 不允许在会议场所墙壁上、地板或天花板上使用铁钉双面胶、海绵胶、透明胶带固定任何物品。如擅自操作造成酒店财产损失, 其修理费、购置费, 以及由此产生的任何经济损失由贵公司承担;
The hotel not allowed to fix any objects on the wall, floor or ceiling of the function space with nail tape, double-sided tape, sponge adhesive tape or scotch tape. If any unauthorized operation causes property loss of the hotel, the repair fee, purchase fee and any economic loss arising therefrom shall be borne by party B
- 活动结束后, 贵公司需及时清运活动期间产生的垃圾及一切物品, 如没有及时清运, 酒店将视情况收取垃圾清运费;
Party B shall clear and transport the garbage and all articles generated during the event timely. If the action not taken in time, the hotel will collect the garbage clearance freight as the case may be
- 本酒店是以令人称道的室内设计而著称的国际型酒店。创造出的餐厅和公共区域是为了酒店客人更好地享受服务的, 包括大堂吧的公共区域。因此, 在酒店以上区域悬挂横幅和摆放临时桌架是不被允许的, 除非得到酒店特许;
Hotel restaurants and public area are designed and serviced for all guests, any temporary setup for your company is not allowed, unless special approved by hotel management
- 为了确保广告搭建的顺利进行, 酒店将在所有广告搭建商进场布置时收取人民币 3,000 元押金。在退场时, 酒店将安排专人检查所有区域, 确认无误后将退还所有押金。
Hotel will charged RMB3,000 as deposit to ensure supplier setup safety and comply with hotel standard. Hotel staff will check all setup area after event ends, the deposit only refund if there is no damage to hotel facilities.

电源插座 Outlet:

- 凡客户自带的电器用品必须先经本饭店工程部认可后方可使用, 否则由此引起的一切后果本饭店不负责, 且本饭店保留索赔损失的权利。
Any electrical appliances brought by party B must be approved by the hotel engineering department before use, otherwise the hotel is not responsible for all the consequences caused by this, and the hotel reserves the right to claim for damages
- 会议室仅提供标准电源, 如贵方对用电量有特殊要求, 请至少提前三天通知甲方以作安排。
The meeting room only provides standard power supply. If you have special requirements for power consumption, please inform the hotel at least 02 days in advance for preparation

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武汉锦江国际大酒店

WUHAN
JINJIANG INTERNATIONAL HOTEL

Wuhan Jin Jiang International Hotel

装饰及损坏 Decoration and Damage:

如贵公司需要在饭店公共区域进行装饰, 须得到甲方认可方可进行并收取费用; 在活动期间, 若贵方对饭店的设施造成损坏和遗失, 甲方将收取赔偿费。

If you need decorate at hotel public area, it shall be approved by the hotel management and charged relative fee by hotel. If any damage or lost during the event, the hotel will charge the compensation.

其它说明 Others:

- 如有展销活动, 贵公司在举办前将展销活动的相关手续(工商、市容和税务)办理好, 并提供一份复印件给酒店, 因手续不完备所引起的任何纠纷与酒店无关, 并要承担由此给酒店造成的连带责任及相关的处罚费用及损失。
Party B shall handle the relevant procedures (industry and commerce, city appearance and tax) of the exhibition and sales activities before the event and provide a copy to the hotel. The hotel has no responsibility for any disputes caused by incomplete procedures. Party B shall bear the associated liabilities and relevant penalty costs and losses caused to the hotel.
- 贵公司带入酒店或会场的任何物品, 应自行妥善保管, 若发生遗失、损坏, 酒店不承担任何责任。活动前后, 贵公司的设备要求酒店安置, 如引起损坏, 酒店不承担任何责任。
Party B and all invited guests shall take good care for own articles brought into the hotel or event venue. The hotel has no responsibility for any loss or damage. The hotel has no responsibility for any damage due to equipment install requested by party B.
- 酒店全面遵守国家室内禁烟要求, 酒店区域内全面禁烟, 如贵方不听取劝阻, 而造成损失, 住客将承担全部责任, 并照价赔偿财产损失。
The hotel fully complies with the national indoor smoking ban requirements, and the hotel area is totally smoke-free. If occupant do not obey to the dissuasion and cause the loss, the take full responsibility and compensate for the hotel damage according to the price will be charged to guest.
- 在协议尚未确认期间, 如有另一家公司需要同一场地, 则酒店将及时通知贵公司, 并请贵公司在接到通知 24 小时之内给予确切答复。
During the period when the agreement has not been confirmed, if another company needs the same place, the hotel will inform party B in time and a definite reply within 24 hours after receiving the notice is requested.
- 凡客户自带的电器用品必须先经本饭店工程部认可后方可使用, 否则由此引起的一切后果本饭店不负责, 且本饭店保留索赔损失的权利。
All electrical appliances brought by guest own must be approved by the hotel's engineering department before use, otherwise the hotel is not responsible for all the consequences caused by this, and the hotel reserves the right to claim for damages.
- 会议室仅提供标准电源, 如贵方对用电量有特殊要求, 请至少提前二天通知甲方以作安排。
The meeting room only provides standard power supply. If party B have special requirements for power consumption, please inform the hotel at least 2 days in advance for arrangement.
- 为了保证您的食品安全, 酒店不允许自带外来食品。
In order to ensure the safety of your food, the hotel is not allowed to bring in outside food.