

15 April 2019 2019年4月15日

**CMS/BMW Group April 2019**

**2019年4月康辉会展/宝马团队**



15 April 2019

2019年4月15日

Ms. Zhong Lan 仲岚 女士

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

康辉集团国际会议展览有限公司

Rm. 1510, Ruichen Int'l Center, No. 13 Nongzhanguan South Rd,

Chaoyang District, Beijing China, 100125

北京市朝阳区农展馆南路13号瑞辰国际中心15层1510室 100125

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[zhonglan@cct.com](mailto:zhonglan@cct.com)

**CMS/BMW Group April 2019**

**2019年4月康辉会展/宝马团队**

Dear Ms. Zhong,

尊敬的仲女士：

Thank you for selecting Mandarin Oriental Pudong, Shanghai (hereafter known as "The Hotel") for the above event. We would like to confirm the following agreements in accordance to your requirements as follows:

感谢您选择上海浦东文华东方酒店（下称“酒店”）作为上述宴会举办地点。我们根据贵公司要求作了如下安排，在此与您进行确认：

上海浦东文华东方酒店  
上海市浦东新区浦东南路111号，邮编200120  
电话+86 21 2082 9888 传真+86 21 2082 9000  
[www.mandarinoriental.com](http://www.mandarinoriental.com)

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#### ***GUESTROOM REQUIREMENT***

##### **客房要求**

##### ***Accommodation***

##### **住宿**

##### **Room Block 团队用房**

Room Category 房型	21 <sup>st</sup> April, Sunday 4月 21 日, 周日	22 <sup>nd</sup> April, Monday 4月 22 日, 周一	23 <sup>rd</sup> April, Tuesday 4月 23 日, 周二	24 <sup>th</sup> April, Wednesday 4月 24 日, 周三
Deluxe River View Room (50sqm) 豪华江景房 (50 平米)	14	14	12	Check Out 离店
Total 总计 (40)	14	14	12	

##### **Room Rate (CNY) 房价 (人民币)**

VALIDITY PERIOD: 21 <sup>st</sup> - 24 <sup>th</sup> April, 2019 适用日期: 2019年4月21日至4月24日		
Room Category 房型 Room Size 房间大小(m <sup>2</sup> )	Single Rate 单人房房价	Double Rate 双人房房价
Deluxe River View Room (50sqm) 豪华江景房 (50 平米)	CNY1,150net 人民币 1,150 元净价	CNY1,350net 人民币 1,350 元净价

- The above rate is inclusive of 16.6% service charge and tax, and is based on Chinese Renminbi (CNY) and are quoted on a per room, per night basis.  
以上房价包含 16.6% 服务费和税, 房价按每间/夜计算, 货币单位为人民币(CNY)。
- The above room rate is inclusive of one (1) or two (2) American buffet breakfast(s) served in Zest. Additional breakfast is available at CNY238+15% service charge per person.  
以上房价包含一个(1)或两个(2) 美式自助早餐, 就餐地点为文华厨房。如需另加早餐, 价格为每位人民币 238+15% 服务费。
- The above rates are inclusive of in-room high speed internet access (wired/wireless).  
以上房价包含高速网络 (有线或无线)。
- Room Drop Fee will be charged at CNY20net per room delivery per time.  
每房每次将收取人民币 20 元净价作为房间物品递送费。
- Porterage Fee will be charged at CNY15net per piece for the group check-in.  
酒店将收取团队行李递送费人民币 15 元净价每房每件

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#### ***ROOM RATES***

##### **房价**

Please note that all rates quoted are on per room per night basis in Chinese Renminbi.

房价按每间/夜计算，货币单位为人民币。

Guest room rates are applicable 1 day prior to group arrival and 1 day after group departure for the given room categories only, subject to hotel availability and final approval.

客房房价适用于团队到达前1天至离开后1天，且仅适用于以上房型，视酒店出租率而定。

Any request for rooms on different categories or out of the allotment is subject to room availability in whichever categories and different room rates at the discretion of The Hotel.

如需其他类别的客房或超出配额的客房，应由酒店视客房空余情况安排，并收取不同的房价。

#### ***CHECK-IN TIME***

##### **登记入住时间**

Group Check-in time is at 4:00 pm. The Hotel will make its best effort to accommodate early arrivals.

团队登记入住时间为下午4:00点。对于提前到达的客人，酒店将尽全力妥善安排。

Should delegates wish to occupy the room before 4:00 pm, placing a reservation covering the night before is recommended.

若客人希望在下午4:00点前入住，建议预定时加订一晚（需要入住的前一晚）。

#### ***CHECK-OUT TIME***

##### **退房时间**

12:00 noon on day of departure. Late check-out till 6:00 pm can be arranged at 50% of the full rate agreed upon.

离店日期的中午12:00点。如需在中午12:00之后至下午6:00之前退房，酒店可另收一晚协议定房价50%的费用。

Check-out after 6:00 pm is at full day charge, subject to room availability.

如需在下午6:00点之后退房（视酒店当日出租率而定），酒店将另收取整晚房费。

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#### ***RESERVATION GUARANTEE***

##### **订房担保**

All reservations must be guaranteed by an advance deposit or by use of credit cards acceptable to the Hotel. For credit card guaranteed, The Hotel requires written information to include the name of the cardholder as it appears on the card, the card number, card expiry date and signed authorization by the card holder. Guaranteed reservations will be held until noon on the following day of the confirmed arrival date.

订房时必须预付定金或使用酒店可接受的信用卡作为担保。若为信用卡担保，需向酒店提供相关书面信息，包括：卡片上显示的持卡人姓名、卡号、卡片有效期以及经持卡人签署的授权书。担保订房将一直保留至确定抵达日期的次日中午。

#### ***RESERVATION PROCEDURE***

##### **预订程序**

It is understood that individual reservations will be made by means of a rooming list submitted by your organisation. The entire guest room blocks will be held until the 17<sup>th</sup> of April 2019. For credit card guarantee, The Hotel requires written information to include name of cardholder as it appears on card, card number, card expiry date and signed authorisation by the cardholder.

个人预订须通过活动主办方/组织方提交住客名单的方式进行。团队客房预定将保留至 2019 年 4 月 17 日。若为信用卡担保，需向酒店提供相关书面信息，包括：卡片上显示的持卡人姓名、卡号、卡片有效期以及经持卡人签署的授权书。

Guaranteed reservations will be held until noon on the following day of the confirmed arrival date. Rooms that are not guaranteed are subject to cancellation at the discretion of The Hotel.

担保订房将保留至抵达日期的次日中午。对于非担保订房，酒店视具体运营情况予以取消。

#### ***ROOMING LIST***

##### **住客名单**

- Final rooming list should comprise the following information:  
最终住客名单应包含以下信息：
- Name of guest (please underline surname or family name)  
客人姓名（请在姓氏上加下划线）
- Date of check-in with arrival flight details  
登记入住日期，注明抵达航班具体信息
- Date of checkout with departure flight details

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退房日期, 注明离开航班具体信息

- Room category  
客房类别
- Billing instruction of each guest. Please provide a one-night room deposit or credit card details as form of guarantee.  
每位客人的付帐要求请支付一晚客房定金或提供信用卡具体信息以作担保。
- Required transportation service  
酒店接机送机及用车服务

#### **DAMAGE**

##### **损坏**

The organizer accepts full responsibility for any damage that may occur to hotel's property during the time of the function and will reimburse the hotel for such damage.

主办方同意对宴会期间酒店财产可能遭受的任何损坏负全责, 并将就该等损坏向酒店进行赔偿。

#### **SECURITY**

##### **安全**

The "Hotel" does not bear any actual or contingent liability(ies) for any loss or damage incurred to furniture, equipment and valuables brought to the hotel by the client.

对于客户自带家具/设备遭受的任何损失或损坏(实际发生的或可能发生的), 酒店不承担任何责任。

The Client shall bear all additional costs incurred by the Hotel due to any requirements exceeding the Hotel's regular service scope (including but not limited to special internet service, security service etc.) requested by the Company or pursuant to legal or regulatory requirements or requests.

客户向酒店提出的、超出酒店通常服务范围的要求(包括但不限于: 特殊的互联网服务, 具有特别要求的安保服务等), 无论该等要求是来自于法律规定, 还是客户自身, 对应的费用均由客户承担。

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#### ***ACCOUNT SETTLEMENT AND DEPOSIT PAYMENT SCHEDULE***

##### **预付款和付款时间表**

###### **Account Settlement**

###### **付款**

It is understood that all applicable guest rooms will be paid by master account.

所有使用客房的房费均由总帐支付。

All the guest rooms' incidentals will be paid by individual guest own account upon check out. Credit card authorized will be requested upon individual check in

所有使用客房的杂费均由客人自行承担，并在退房时结清。在客人入住时，将会被要求用信用卡担保其房间的杂费。

###### **Deposit & Progressive Payment Schedule**

###### **预付款和分期付款时间表**

Date 日期	Prepayment 预付款
Upon signing of the contract (On or before 17 <sup>th</sup> April 2019) 在合同签署时 (2019年4月17日当天或之前)	100% of the total estimated groups revenue equal to CNY46,000 transferred from company bank account to hotel assigned account. 预计团队费用总额 100%约人民币 46,000 元由贵公司转账至酒店指定账户。
Upon group check-out 离店当天	Balance of all related payment will be settled upon check out. 所有团队相关费用离店当日结清。

- Company Cheques:** Company cheques are to be made payable to [上海瑞明置业有限公司瑞明酒店管理分公司 (Shanghai Rui Ming Real Property Company Limited Rui Ming Hotel Management Branch)]; The Hotel requires 15 working days clearance in advance. Company cheques may only be used for prepayments due more than 15 working days prior to the group arrival or event date. The Hotel will only accept company cheques drawn from a local bank.  
**公司支票:** 公司支票抬头应填写[上海瑞明置业有限公司瑞明酒店管理分公司]；酒店要求15个工作日前结算。公司支票仅可用于支付距离团队抵店或宴会日期至少15个工作日前到期的预付款。酒店仅接受当地银行开立的公司支票。
- Credit Cards:** The Hotel accepts major credit cards as payment or as a guarantee for payment. An authorization letter signed by the credit cardholder with a copy of the cardholder's Chinese ID or passport, and a copy of the front and back of the credit card are required. For a guarantee for payment, a completed authorization form is required from the client; credit cards are subject to cancellation or penalty charges as detailed in the agreement.

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**信用卡:** 酒店接受各大银行信用卡进行支付或作为支付担保。需向酒店提供经信用卡持卡人签署的授权书、持卡人中国身份证件或护照复印件以及信用卡正反面复印件。若使用信用卡作为付款担保, 需提供来自客户的完整的授权书; 根据合同细则信用卡亦可用于支付取消费用及违约金。

If the Company fails to settle the accounts within the agreed credit period, the Hotel will request for immediate payment on all outstanding accounts and interest of 3% per month will be charged on all overdue amounts. 若公司未能在约定的信用周期内结账, 酒店将要求其立刻支付所有未清账户并就所有未缴款项支付每月 3% 的利息。

#### **ATTRITION & CANCELLATION POLICY**

##### **缩减及取消预订制**

###### **Attrition Policy**

###### **缩减制度**

Date 日期	Room Reduction 房间减少
After signing the contract 合同签署之日起	Any wash of the contracted room block will be fully charged as penalty 如有任何房间的减少, 酒店都将收取此减少房间的整段房费

###### **Cancellation Policy**

###### **取消预订制度**

Any cancellations beyond the Attrition Policy may incur cancellation fee:

客人取消预订的, 酒店将按照以下标准收取违约金:

Date 日期	Guest Room Cancellation Fee 取消客房的违约金
Upon signing of the agreement 自合同签署之日起	100% of the total projected guest room revenue equal to CN46,000 预计房间总费用的 100% 总额等于人民币 46,000 元

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**INDEMNITY AND HOLD HARMLESS**

**赔偿和免除责任**

The client assumes the entire responsibility and liability for losses, damages, claims, demand and expenses (including, but not limited to, attorney's fee) arising out of, alleged to have arisen out of, or in anyway connected with:

客户对由以下内容引起的、声称由之引起的或与之相关的损失、损坏、索赔、要求和费用（包括但不限于律师费）承担全部责任：

- Injury or damages to displays, equipment and other property brought onto The Hotel's premises by your organisation or any member, agent, or representative thereof.  
贵公司或其任何成员、代理商或代表带至酒店经营场所的展品、设备和其他财物的损坏
- Injury to any person or damage to any property arising out or in anyway connected with (1) any action of any member, agent, or representative of your organisation OR (2) any property brought onto The Hotel's premises by your organisation or any member, agent or representative thereof.  
任何的人身伤害或财产损失由(1)贵公司任何成员、代理商或代表的任何行为或(2)贵公司或其任何成员、代理商或代表带至酒店经营场所的财物所引起的或与之相关的任何财物损坏。

**BANK DETAILS**

**银行信息**

Your organization may send remittance to the following bank account for deposit and payment.

贵公司可向以下银行账户汇款以支付定金和结账。

**人民币账户 (CNY Account):**

**银行:** 中国银行股份有限公司上海市东昌路支行

**户名:** 上海瑞明置业有限公司瑞明酒店管理分公司

**账号:** 439063889999

**地址:** 中国上海市东昌路 528 号

**邮编:** 200120

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**USD Account:**

Bank: BANK OF CHINA, SHANGHAI, DONGCHANG ROAD BRANCH

Account Name: Shanghai Rui Ming Hotel Management Branch

Account No.: 437764767527

Address: No.528 DONGCHANG ROAD, SHANGHAI, CHINA

Post Code: 200120

Swift BIC: BKCHCNBJ300

All payment by cheques may be issued to [上海瑞明置业有限公司瑞明酒店管理分公司 (Shanghai Rui Ming Hotel Management Branch)]

所有用支票支付的款项均可开立至[上海瑞明置业有限公司瑞明酒店管理分公司]

***NON-COMPLIANCE***

**违约**

The Hotel shall not be held liable or responsible for failure to execute arrangements specified herein directly or indirectly occasioned by or through or in consequences of war, government regulations, strikes, riots and Acts of God or conditions beyond the control of the Hotel.

若酒店因为（直接或间接）战争、政府规定、罢工、暴动及天灾或其他不可抗力因素而未能执行本合同约定之事项，酒店不应对此承担责任。

This contract shall be governed by and confirmed in accordance with the laws of People's Republic of China.

本合同适用中华人民共和国法律，并受其约束。

We hope that these arrangements meet with your satisfaction. Please let us know should you wish to make any amendments. Currently your booking is held on a tentative basis and we would appreciate your approval and confirmation by signing and returning the copy of this letter by 17<sup>th</sup> April 2019. After this date, the Hotel regrettably reserves the right to release the function space blocked, or to revise the terms and conditions based on the availability of function space.

希望上述安排能令贵公司满意。如需进行任何修改，请随时通知我们。我们目前为贵公司暂时保留了所预订的场地，恳请贵公司于 2019 年 4 月 17 日前签字确认并发回此合同。若逾期未收到贵公司签字确认的合同，酒店将有权撤销保留的会议场地，或根据会议场地可用情况修改合同条款。

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Ms. Zhong, once again, thank you very much for considering Mandarin Oriental Pudong, Shanghai as the venue for your upcoming function. We are committed to ensure that your event is a great success. Should you require further assistance, please do not hesitate to contact our Ken Feng at +86 21 2082 9878 or by fax +86 21 2082 9000, or via email kenf@mohg.com if we can be of any assistance further at any time.

仲女士，再次感谢您考虑把上海浦东文华东方酒店作为贵公司此次活动的首选场地。我们将竭力保证贵公司宴会取得圆满成功。如需进一步帮助，请随时联系我们的冯皓霖(办公室: +86 21 2082 9878; 传真: +86 21 2082 9000; 电子邮箱: kenf@mohg.com)。

Yours sincerely,

Mandarin Oriental Pudong Shanghai

SIGNED for and on behalf of

HOTEL OWNER :

[上海瑞明置业有限公司

(Shanghai Rui Ming Real Property Company Limited)]

Confirmed & Accepted by

敬致

上海浦东文华东方酒店

康辉集团国际会议展览有限公司

代表以下机构签署:

酒店业主:

[上海瑞明置业有限公司]

(1)

Ken  
Signature

签字

Name: Ken Feng

姓名: 冯皓霖

Title: Sales Manager

职位: 销售经理

Date: 4/19/2019  
日期:

Signature and Company Chop

签字和公司印章

Name:

姓名:

Title:

职位:

Date:

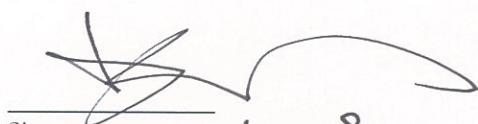
日期:

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Signature 签字 15/04/2019

Name: Zach Wu

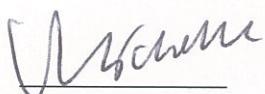
姓名: 吴果

Title: Director of Sales

职位: 销售总监

Date:

日期:



Signature

签字

Name: Michelle Ma

姓名: 马小琳

Title: Director of Commerce

职位: 商务销售总监

Date:

日期:

cc:

All rates, terms and conditions of this contract are strictly confidential and should not be disclosed to any other companies.

本合同项下所有价格、条款与条件均为绝密信息，不得向任何其他公司披露。

上海浦东文华东方酒店  
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[www.mandarinoriental.com](http://www.mandarinoriental.com)