

Allegato 1

1. Room

Arrival	Departure	Type	Guaranteed Number	Room Rate
2018-3-11	2018-3-16	Deluxe Room Single	5	RMB680 per night each room
2018-3-11	2018-3-17	Deluxe Room Single	2	RMB680 per night each room
2018-3-11	Undetermined	Deluxe Room Single	2	RMB680 per night each room

1. Above room rates including 10% service charge and 6% taxes and fees.
2. The single room includes one breakfast
3. Above room rates including free wifi and Internet.
4. The normal check in time is 14:00 on 11 March 2018, the normal check out time is 12:00 every day.
5. The Above room rates are only extended to this event and are not applied to other bookings.
6. These 9 rooms are guaranteed, other participants will reserved the room by email before 28 Feb with the same price.

2. Meeting

Date	Time	Venue	Type	Number	Pattern	Rate
2018.3.12-2018.3.15	9:00-18:00	Yunhe Hall (26F)	Meeting	30	Desk	RMB6400per day
2018.3.16	9:00-13:30	Yunhe Hall (26F)	Meeting	30	Desk	RMB4000half a day
2018.3.12-2018.3.16	30 minutes	Yunhe Hall (26F)	Tea Break	Undetermined	/	RMB48per person each day

Free Facilities & Services:

- Above rate including 6% taxes
- Free 2 wireless microphone
- During the meeting provide a full range of audio equipment
- Free pen & paper & water
- Free one projector using in meeting
- Free lobby to provide vertical sign / Electronic signs

3. Meal

Date	Time	Type	Venue	Number	Rate
2018.3.12-2018.3.16	11:30-12:30	Buffet lunch	Western restaurant(2F)	30 person	RMB98 per person
2018.3.12-2018.3.14	18:00-21:00	Social dinner	Chinese restaurant(3F)	4 tables	RMB2500 per table (at minimum)

- Above rate including 6% taxes.
- A table is prepared by 10 people.
- The number is the expected number of meals. Final confirmation for the number of meal attendance should be informed before 28 Feb 2018. Charges will be billed based on the guaranteed number or actual attendance whichever is greater.

Venue Reservation:

- Hotel has already reserved the room, conference and meal venue according to this confirmation letter , we need you to sign and sent back by email before 28 Feb 2018.If exceed this date, the hotel has the right to cancel the reservation or modify the price of the room, conference and catering.

Deposit and Payment:

- The deposit ,which the amount is RMB40000,need to be pay before 28 Feb 2018.The charge deposit, which will not return, is used to ensure the venue and other preparatory work.
- Other expense should to be pay upon check out.
- Other currencies will be converted into RMB based in published daily exchange rate of payment date.

Cancellation :

- The deposit will not be returned, If the cancellation and changes happens after the delivery of the deposit.
- Cancellation policy for rooms: Any cancellation or change need to inform us before 7 days, hotel will allow changes within 2 rooms. Any cancellation within 7 days, the hotel will collect 100% of the guaranteed contracted rates.
- Cancellation policy for Food & Beverage arrangement: Any cancellation or change need to inform us before 3 days. Any cancellation within 3 days, the hotel will collect 100%of the guaranteed contracted rates.

Damage :

During the activity, if your company (or your company's third party) has damaged the hotel's facilities, the hotel will charge you a compensation fee according to the cost of repair.

Irresistible factors:

Due to the irresistible factors such as war, turbulence and natural disasters, the hotel cannot fulfill its obligations. The hotel will refund the reservation deposit, but the hotel will not take any responsibility.

Other agreements:

- Your company and activities organized in hotel should comply with relevant laws and regulations of China, or the hotel does not bear any responsibility.

Late fee :

If your company's housing, conference and catering consumption bills are not cleared according to the time limit stipulated in the confirmation, the hotel will charge 3% of the consumption amount as a late fee to the general ledger daily until the prescribed checkout date, until your account is cleared.

Payment Instruction:

- **Account name:** Grand skylight Hotel Shenzhen
- **Bank Name:** Bank of China Shenzhen Shangbu Sub-Branch
- **Account number:** 7484-5828-3523