MARRIOTT

DESCRIPTION OF EVENT

The following represents an agreement between **Manila Marriott Hotel**, 2 Resorts Drive, Newport World Resorts, NCR - Fourth District, Barangay 183, Pasay City, Metro Manila, 1309, (632) 898-8999 and **Philippine Economic Zone Authority**.

ORGANIZATION:	**Philippine Economic Zone Authority**
CONTACT:	
Name:	**Mr. Tereso O. Panga**
Job Title:	Director General
Street Address:	10F Double Dragon Center West Bldg., DD Meridian Park,
City, State, Postal Code:	Macapagal Ave., Pasay City 1302
Country/Region:	Philippines
NAME OF EVENT:	**Philippine Economic Zone Authority – 30TH Founding Anniversary**
REFERENCE #:	M-U71S3KE
OFFICIAL PROGRAM DATES:	Friday, February 28, 2025

NO ROOM TRANSFER BY GUEST

Philippine Economic Zone Authority agrees that neither **Philippine Economic Zone Authority** nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with **Philippine Economic Zone Authority** reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by **Philippine Economic Zone Authority**, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Function Space	Setup	# People	Rate
28 Feb 2025	Fri	2:00 AM	4:59 PM	Ingress	MHM Manila Ballroom	Round Tables of 10-12	-	Minimum Food and Beverage Consumable Amount of **Php1,200,000nett** (Special Government Rate)
		5:00 PM	10:00 PM	Event Proper			400	
28 Feb 2025	Fri	08:00 AM	10:00 PM	Holding Room	MHM Garden Room 1	TBA	-	Part of Concession
28 Feb 2025	Fri	08:00 AM	10:00 PM	Holding Room	MHM Garden Room 2	TBA	-	Part of Concession

TOTAL MINIMUM FOOD AND BEVERAGE REVENUE: PHP1,200,000NETT

All meeting rooms, food and beverage, and related services are inclusive of applicable taxes (currently 12%) and service charge (currently 10%) in effect on the date of the Event. The Hotel reserves the right to adjust function space in direct proportion to any changes in the number of attendees.

- The maximum capacity of **MHM Manila Ballroom (916 sq.m.)** is 500 persons in round table setup. Maximum capacity shall depend on the physical set up and stage requirements.
- The function rooms are confirmed until the contracted time only.
- Should you require an early setup a day before the event, a minimum non-consumable room rental fee shall be applied. Subject to availability.
- The hotel will be performing the egress right after the event for a maximum of four (4) hours. Corresponding room rental rate per hour shall apply, beyond the contracted time. Subject to availability.

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EXECUTIVE ORDER 26

All the rooms in our hotel are non-smoking. This is in compliance to Executive Order 26: Providing for the Establishment of Smoke-free environments in Public and Enclosed Places by the President of the Republic of the Philippines. The designated smoking area for our guests will be at the Alfresco Area on the Ground Floor at the Main Hotel.

DAMAGE TO FUNCTION SPACE

Manila Marriott Hotel will be responsible for any services performed by any subcontractor as if the Hotel had performed such services itself; and the Hotel shall make good faith efforts to ensure the full compliance of its subcontractors (if any) with the terms and conditions as set forth in the hotels Banquet and Audio Visual Production Guidelines. **Philippine Economic Zone Authority** shall be responsible for the activities of all third parties or subcontractors it brings onto the Hotel premises and shall indemnify the Manila Marriott Hotel or the Manila Marriott Hotel owner for such activities **Philippine Economic Zone Authority** use of any third party contractors is subject to approval of the Hotel (which will not be unreasonably withheld) and compliance with the terms and conditions as set forth in the hotel's Banquet and Audio Visual Production Guidelines. The Guideline includes payment of a surety bond by **Philippine Economic Zone Authority** on the last payment due before the event if the subcontractor is not an accredited supplier of the hotel. List of surety bond rates are stated on the hotel's Banquet and Audio Visual Production Guidelines.

MINIMUM BANQUET FOOD AND BEVERAGE REVENUE REQUIREMENT – F&B Events Only

Philippine Economic Zone Authority agrees to a minimum banquet food and beverage revenue of **Php974,025.97++ or Php1,200,000nett**, exclusive of tax and service charge unless stated as nett (the "Minimum Banquet Food and Beverage Revenue"). Should total banquet charges be lower than the minimum amount indicated, the remaining balance shall automatically be converted as function room rental (non-consumable). Charges will be made based on the minimum amount indicated or the actual charges whichever is higher.

CURRENT CATERING MINIMUM RATES

Buffet Dinner (Special Rate)

Php3,000nett per person

- Buffet Dinner in the function room
- One (1) round of house-blend iced tea during dinner
- Free flowing Freshly Brewed Coffee, Tea and Water
- Special Menu to be prepared by our Chef

Package Inclusions

- Function Room Use
- Registration Area
- (30) VIPs to be served plated dinner
- Round table set up for 400 persons
- WIFI for all attendees
- Stage Platforms (12ft x 24ft x 2f)

CLARI DEIGNE EVENT SOLUTIONS

Event Production Team

- 1 Event Planner
- 1 Event Director
- 1 Technical Manager
- 10 Production Team
- 1 LED Playback Director
- 1 Resolume Operator
- 2 Live Feed Camera Men
- 1 Audio and Sound Director
- 10 On-the-Day Coordinators
- Logistics and Printing Collaterals
- Communication set /2-way radios
- Program Conceptualization
- Script writing
- Styled Registration Area
- Guests Management

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Technical Requirements

Lights System

- 8 units Sharpy Beam Moving Heads
- 8 units Mini B Eye
- 8 units Stormy
- 4 units Autolight
- 24 units LED PARS RGB
- 8 units LED PARS AMBER/WHITE

Trusses

- 4 units Vertical Trusses with Tbar
- *Covered with Black Cloth
- *Trusses may depend on stage size or requirement

Effects

- 2 units Vertical Smoke Machine
- 1 unit Smoke Machine
- 1 unit Haze Machine
- 1 unit Lights Controller
- 2 units Follow-spot with Stand set
- 2 units Confetti Blizzard *2x Blow each unit

Dance Floor

1 set Lighted Dance Floor

LED Wall

- 4 sets P3 LED WALL with complete system
- 1 pax LED WALL Operator
- 1 set Resolume System
- *LED WALL Size can be customized and may depend on stage size

Teleprompter

- 2 units 55" TV Monitor with Prompter Stand and TV Stand
- 1set Teleprompter via HDMI Connection

Camera Live feed System with Recording

- 2 units Moving Camera with Operator
- 1 unit Fixed Main Camera

Generator

- 2 sets 150KVA Denyo Genset with 10 hrs Fuel. *excess fuel charge per hour Php1,800.00

Others

- 1 lot Cable/Ties
- Microphone Covers
- Cable Ramps

Jazz Band Tech Rider

- 1 Drums set
- 1 Bass Guitar Amplifier
- 1 Guitar Amplifier
- 1 Keyboard Amplifier
- 1 Keyboard Stand
- 2 Vocal Microphones
- 1 Channel for horn's mixer
- 7 Music Stands/Lyric Stand
- 7 Monitor Speakers Power Supplies 4.

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Stage Platform

- Multi-level Stage Platform (12x32x2ft)
- Semi-circle platforms as steps (10ft diameter)

Venue Styling and Decorations

Premium Ground Styling

- One 8x16 ft Stage Design OR
- Two 8x6 ft Side Stage Panels
- 2 VIP Tablescapes (15ft long)
- Round table themed based centerpieces
- VIP Upgraded Mirror Tables for 40
- Special Chairs for 40 VIPs
- 1 Cleopatra and Furr drape accent
- 6-8 Tall Installation
- 16ft Entrance Tunnel
- 8x12 ft Photo Area
- Selfie Mirror with Decal Sticker
- Customized Neon lights (3x1 Ft)
- VIP Charger or Show Plates
- VIP Place cards printing
- Props based on theme / motif
- Champagne Tower Setup
- Two Bottles of Moet & Chandon Brut Imperial (750ml) Champagne

Special Tables and Chairs for 40 VIPs

- Gold Curved Tables w/ Mirror Topper
- 40 Gold Washington Velvet Chairs

Photo and Video Coverage SDE

- 6-Man Team Professional Photographers and Videographers
- 1 Same Day Edit Video Editor
- Full Event Photo & Video Coverage
- Same Day Edit Video
- All softcopies of photos in USB / Gdrive

Jazz Band

- 3 Sets of 45-minutes
- 9 pc Jazz Musicians composed of
  - 1 Main Vocals
  - 2 Saxophones
  - 1 Trumpet
  - 1 Trombone
  - 1 Piano
  - 1 Guitar
  - 1 Base
  - 1 Drums

Grazing Table

Premium Charcutterie Grazing for 400 pax inclusive of

Cold Cuts
Salami, Peperoni, Beer Sausage, Capicolo Ham, Hungarian Sausage, Pastrami

Cheeses
Gouda, Smoked Cheese, Blue Cheese, Brie

Fruits
Grapes, Pineapple, Watermelon, Orange, Strawberries

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Different Types of Breads and Pastries
Baguette, Cake, Waffles, Creampuffs, Enseymada, Mini Pizza, Mini Sliders, Banana, Bread, Club House Sandwich, Cinnamon Rolls, Korean Garlic Creamcheese Buns, Quesadilla

Wraps & Rolls
Tuna Roll, Ham & Cheese Roll

Nachos & Dips
Herbs & Spices Cream Cheese, Salsa

Crackers, Nuts & Veggies
Soda Crackers, Pretzels, Bread Sticks, Fita Crackers, Whole Wheat Crackers, Banana Chips, Cookies, Brownies, Nuts, Green Olives, Black Olives, Capers, Cocktail Onions

Donut Wall

Juice Bar – two flavors

Hosting and Entertainment
- Digivision Star Entertainment

Mobile Bar
- Unlimited drinks for 5 hours

Video & Photobooth
- 6 hours (5:00-11:00pm)
- 360 Videobooth
- Photobooth

Crew Meals
- Technical Team 35 x 5 meals
- Styling 20 x 5 meals
- Production Team 28 x 3 meals
- Photo and Video Team 8 x 3 meals
- Jazz Band 10 x 3 meals
- Grazing Table 6 x 2 meals
- Champagne Tower 4 x 2 meals
- Host 2 x 3 meals
- Mobile Bar 8 x 3 meals
- Video & Photo Booths 6 x 3 meals
- Dancers 17x 3 meals
- Committee Members 15 x 3 meals

Total Meals: 577 meals Php200.00/ meal / person

All-Essential Package: Php2,074,582.06nett (inclusive of 15% hotel service fee)

Parking
- For function attendees, 10% of the guaranteed number of persons will be given complimentary tickets while the rest will be validated for a flat rate.

Special Concession:
- One (1) Overnight Stay in a Deluxe Room with breakfast for two (2) persons at the Marriott Café for the organizing committee to be used during the day of the event or a day prior the event.
- Complimentary use of two (2) function rooms as holding rooms during the day of the event

IMPORTANT NOTE: All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises. 9.

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OTHER CHARGES/ARRANGEMENT

Electrical Fee

PHP 15,000.00nett electrical fee shall be charged should clients bring in Band or Sounds & Lights set-up, and/ or other electric operated equipment.

These catering rates include any applicable Philippine Value Added Tax (currently 12%) and a taxable service charge (currently 10%) in effect on the date(s) of the Event. All food and beverage served in the Hotel must be purchased from the Hotel.

OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises. Bringing in food from outside the hotel, is subject to the approval of our Food Safety Manager and Executive Chef.

RATE CONFIDENTIALITY

All rates should be kept confidential between **Marriott Hotel Manila** and **Philippine Economic Zone Authority** and must not be disclosed to another party,directly or indirectly, unless explicit written approval is given by the Hotel.

METHOD OF PAYMENT

For Direct Billing with prior approval from our Credit Manager, a **Certificate of Availability of Funds (CAF) and Letter of Authorization (LOA)** are required stating specific charges to be shouldered by your company with your authorized signatories. **Philippine Economic Zone Authority** agrees to settle the amount **30-days** upon receipt of statement of account.

Particulars	Charges
Minimum Food and Beverage Consumable	Php1,200,000
Clari Deigne Event Solutions Package	Php2,074,582.06
Total Charges	**Php3,274,582.06nett**

- **CAF and LOA** are required to be submitted on or before Wednesday, February 11, 2024

For your convenience, below are our Bank Account Details:

Beneficiary Name	:	TRAVELLERS INTERNATIONAL HOTEL GROUP INC. (Marriott Hotel Manila)
Beneficiary Address	:	2 Resorts Drive, Pasay City, Metro Manila Philippines 1309
Bank Name	:	BDO Unibank
Bank Address	:	Newport Boulevard, Newport City Complex, Pasay City, Philippines
Account No. – Php (Peso)	:	006950000536
Account No. - $ (US)	:	106950000501
Swift Code	:	BNORPHMM

CANCELLATION

Cancellations or postponements made after the confirmation of the booking will merit a cancellation charge *(as liquidated damages)* equivalent to the rates listed below equivalent to the rates stated in the cancellation period with a corresponding amount.

Terms of Cancellation	Amount
Upon confirmation	100% of guaranteed amount, equivalent to Php3,274,582.06nett

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

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RENOVATION

Hotel will promptly notify **Philippine Economic Zone Authority** of any significant construction or remodeling to be performed in Hotel during the Event. Hotel will endeavor to keep such activity from distracting or interfering with the use of meeting rooms or other facilities to be used during the Event.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and **Philippine Economic Zone Authority** agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or **Philippine Economic Zone Authority** will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LIQUOR LICENSE

Philippine Economic Zone Authority understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

PRIVACY

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at http://www.marriott.com/about/privacy.mi) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

Philippine Economic Zone Authority will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel's privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate **Philippine Economic Zone Authority** 's needs. If such special setups or extraordinary formats are requested, Hotel will present **Philippine Economic Zone Authority** two (2) alternatives: (1) charging **Philippine Economic Zone Authority** the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

SECURITY

The Hotel is equipped with Closed Circuit TV (CCTV) that monitors public areas all around the hotel's property.

The function rooms have limited CCTV coverage. Cameras are not actively monitored. Cameras are in fixed positions aimed at the floor space and not on walls where presentations are normally cast onto screens. Please let us know if you wish those cameras to be turned off during your event.

Vehicle and luggage inspection upon entry of the hotel premises will be strictly implemented. Please ensure that your valuables are not left unattended.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If **Philippine Economic Zone Authority** requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are

subject to Hotel approval.

USE OF OUTSIDE VENDORS

If **Philippine Economic Zone Authority** wishes to hire outside vendors to provide any goods or services at Hotel during the Event, **Philippine Economic Zone Authority** must notify Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in Hotel's sole discretion, whether such vendor must provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor to **Philippine Economic Zone Authority**, taking into consideration: (a) whether Hotel offers such goods and services; (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at Hotel.

PERFORMANCE LICENSES

Philippine Economic Zone Authority will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that **Philippine Economic Zone Authority** may use or request to be used at the Hotel.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

For every US$1 spent for this booking, you get to earn 2 points:

- Elite Member - maximum of 60,000 Points per Qualifying Event
- Silver Elite - 10% bonus, up to 66,000 Points per Qualifying Event
- Gold Elite - 25% bonus, up to 75,000 Points per Qualifying Event
- Platinum Elite - 50% bonus, up to 90,000 Points per Qualifying Event
- Titanium Elite and Ambassador Elite - 75% bonus, up to 105,000 Points per Qualifying Event

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and **Philippine Economic Zone Authority** has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK **ONE** OPTION BELOW:

☐ The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name _____

Marriott Bonvoy Membership Number _____

*If Miles are desired instead of Points, please also provide:

Participating airline name _____

Participating airline frequent flyer account number _____

OR

☒ The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual's prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the "Terms and Conditions"), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at https://www.marriott.com/loyalty/terms/default.mi and may be changed at the sole discretion of Marriott International, Inc. at

any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

*Electronic selection – This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking "Insert." Alternatively, one can use the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."

ACCEPTANCE

When presented by the Hotel to **Philippine Economic Zone Authority**, this document is an invitation by the Hotel to **Philippine Economic Zone Authority** to make an offer. Upon signature by **Philippine Economic Zone Authority**, this document will be an offer by **Philippine Economic Zone Authority**. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies **Philippine Economic Zone Authority** at any time prior to **Philippine Economic Zone Authority** 's execution of this document, the outlined format and dates will be held by the Hotel for **Philippine Economic Zone Authority** on a first-option basis until **Monday, February 10, 2025**. If **Philippine Economic Zone Authority** cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, **Philippine Economic Zone Authority** and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

Once confirmed, a Manager from our Event Management Team will coordinate with you for the following details:
Program of activities / Agenda Menu and other requirements

ELECTRONIC SIGNATURES

The parties agree that this Agreement may be executed electronically and such electronic signatures shall be binding upon the parties to t he same degree as a handwritten signature. Electronic signatures may be added by using the following process to create an electronic symbol signifying an intent to be legally bound. Each party must fill in the name, title, and date below, and insert a blackened box ("■") at the end of the line below which says: "Electronic Signature" *. This Agreement shall not be binding on either party until both parties have electronically executed versions of the Agreement that are identical and delivered the same to the other party by electronic mail as an attachment. Each party shall retain a paper copy of the electronic mail and attached executed Agreement received from the other party.

SIGNATURES

Approved and authorized by **Philippine Economic Zone Authority**:

Name: (Print) TERESO O. PANGA

Title: (Print) Director General

Signature: _____

Date: 10 February 2025

Electronic Signature ***(Replace Empty Box with Blackened Box*)***: ❑
**In Microsoft Word use commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."*

Approved and authorized by **Travellers International Hotel Group, Inc. (Marriott Hotel Manila)**

Nico Santos
Sales Manager – Event Booking Center
Marriott Hotel Manila

Myrene Lan-Ang
Director of Sales – Event Booking Center
Marriott Hotel Manila

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