



AUTOGRAPH COLLECTION®
HOTELS

September 23, 2024

TK Travel

**5F, 39 Sinimun-ro
Dondaemun-gu,
Seoul, Korea 02409**

E-mail: cs@tktravelkorea.com

Dear TK Travel

Greetings from RYSE, Autograph Collection!

We are very excited with the opportunity to assist you and host **MMD Singapore Event**.

The attached contract details your requirements as discussed. Please note all of the inclusions and our cancellation policies.

As confirmation of this agreement, please forward a signed copy of this contract by Sep/20/2024. Your reservation will be confirmed upon receipt of the signed contract.

Upon receipt of your signed contract, we will contact you to discuss the final details of your event and to ensure all your requirements are met successfully.

We sincerely look forward to welcoming you and your guests to RYSE, Autograph Collection.

Sincerely yours,

Yuri Im

Director of Sales

Tel: 82-2-330-7710

Fax: 82-2-330-7788

E-Mail: yuri.im@rysehotel.com

ACCOMMODATION CONTRACT

Arrival Date: Nov-10-2024

Departure Date: Nov-14-2024

Accommodation Rooms Agreement:

Based upon the Customer's total program requirements as outlined in the agreement, the Hotel confirms the following group rates:

RM TYPE	11/10	11/11	11/12	11/13	7/18	TTL
	Sun	Mon	Tue	Wed	Thu	
					Check out	
# of rooms	2	16	16	16		50 room nights
EDITOR KING ROOM (38sqm) incl. daily breakfast meal for 1pax	KRW308,000 per night					KRW15,400,000

Above Hotel room rates inclusive of 10% Government Tax.

Based on the Customer's total program requirements as outlined in this agreement, the Hotel confirms the following group rates:

Editor King Room (Single Occupancy): KRW308,000INC (Inclusive of 1 Breakfast)

** Breakfast will be served at the Main Restaurant on the 4th floor of the hotel.*

In excess of the guest rooms by 10 percent on the day at issue, the bed types will be set on a run of house basis on the basis of the hotel circumstances.

Any additions to the room commitment above requested by the Organizer should be agreed and signed for by the Hotel and Organizer. Any room attrition, if applicable, will be based on the last agreed commitment.

Accommodation Rate: The above mentioned rates are per room and per night.

Check-In Time: From 15:00

Check-Out Time: 12:00pm (noon)

ACCOMMODATION CANCELLATIONS

If the Customer cancels the Event, changes the dates of the Event or moves the Event to another city or facility, such decision would constitute a breach of its obligations to the Hotel and the Hotel would be affected. Should the Event not be held in the Hotel or is cancelled, the Customer agrees to pay within thirty (30) days after written notification to the Hotel, the following penalties:

Date Cancellation

150-60 days prior to notice:

60-30 days prior to notice:

Payment

50% of the contracted room revenue

75% of the contracted room revenue

29 days or less: 100% of the contracted room revenue
Further details and pricing as appropriate can be provided upon request.

ROOM ATTRITION & CUT OFF DATES

The confirmed reservations and /or rooming list must be received before the cut off dates as below. On that date, the Hotel will review the reservations held and release any unused rooms for general sale. Any reservations received after that will be subject to the Hotel availability and the "Best Rate Available" will be offered at the time of booking.

Cut off dates for rooming list revision

90-30 days prior to notice:

Up to 10% of rooms reserved may be cancelled without charge. Cancellations in excess of this amount will be subject to a cancellation fee equal to 50% of the total estimated charge for guestrooms.

29-14 days prior to notice:

5% of remaining rooms may be cancelled without charge. Cancellations in excess of this amount will be subject to a cancellation fee equal to 75% of the total estimated charge for guestrooms.

13 days or less prior to notice:

Full cancellation fees apply for all room nights cancelled. Any late cancellations will be charge the entire period of stay.

No show and early departure:

The Customer has an obligation to pay for the entire period of stay.

CATERING CONTRACT

Date	Time	Function Space	Setup	Event	Rate	Min. GTD
Sep/26 (Thu)	TBA	STUDIO B	/	Menu tasting for 1pax (Korean and Western)	KRW163,000	1
Nov/12 (Tue)	09:00-18:00	STUDIO C&D (TBA)	TBA	AM & PM Bakery Break + Lunch (Korean Tray)	KRW135,000 per person	16
				Rental	KRW2,200,000	
Nov/13 (Wed)	09:30-18:00	STUDIO C&D (TBA)	TBA	AM & PM Bakery Break + Lunch (Western course)	KRW148,000 per person	16
				Rental	KRW2,200,000	
Estimated Function Grand Total					KRW9,091,000	

The above mentioned sheet that is detail information as the following;

- The Menu price is per person and The Beverage is based on consumption
- **Above F&B rates are inclusive of 10% VAT & 10% surcharge**
- Meeting room rental fee is inclusive of 10% VAT
- The above numbers are minimum guaranteed person
- The Coffee break price is 30 minutes' base / per person
- If there is any special request and increased participants over 10persons, the price will be charged and needs additional contract with Hotel and the Customer both before Jun 30, 2024. After Jul 01, 2024, the venue will be fixed on the contact base without additional requests.
- Additional rental fee can be incurred for a separate meal venue when a separate meal venue is required in addition to a meeting room.

Others (to be confirmed by the Organizer):

- Backdrop and/or banner request, booth set up by Organizer, etc.
- Beverage options (to be confirmed by the Organizer)
- AUDIO VISUAL REQUIREMENTS / Beam projector, Screen and Handy Microphone are free of charge.

Condition:

- Should the backdrop/ banner be brought in by the organizer, please ensure that it is printed on hi-flex material or framed.
- Please note that all above price, food and beverage rates are non-commissionable.
- All rates quoted are subject to 10% VAT. Should VAT change, the Hotel reserves the right to pass those changes on to Organizer.
- Please note that the RYSE, Autograph Collection reserves the right to re-assign meeting rooms space upon consultation with the Organizer. Final approval must be received from the Hotel's Sales Manager before publishing meeting room names.
- Catering and Accommodation rates are based upon the meeting outline and accommodation room block established at the time of agreement signed. Should the anticipated food and beverage and/or accommodation requirements change, the Hotel reserves the right to review the Catering and/or accommodation rates stated above.
- It is noted that banquet space not reserved by the Organizer shall be made available for use by other guests.

FOOD & BEVERAGE ATTRITION/CANCELLATION

The Customer has committed to the function listed above. If any of such functions are cancelled or there is a reduction of more than 5% in the listed numbers of guaranteed attendees, the Customer agrees to pay the Hotel within thirty (30) days, as follows:

Date Cancellation	Payment
Before 150 days notice:	Refund 100% deposit
150-60 days notice:	50% of the contracted catering revenue
60-30 days notice:	75% of the contracted catering revenue
Notice of 29 days or less:	100% of the contracted catering revenue
Cancellation due to the Hotel: refund 100% deposit and the amounts prepaid.	



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The Hotel and the Customer agrees that after receipt of this amount, both parties will not levy any further damages resulting from the cancellation or attrition of such catered functions.

In the event of no resolution, the non-prevailing party will pay the other's costs and attorney's fee.

All changes, additions, deletions or modifications of any kind by either party will be considered binding, unless such modifications have been approved in writing by both parties.

All function spaces displayed in this contract are subject to change according to the Hotel's business demand.

TERMS OF CONDITIONS

Method of Reservation

Room reservations will be made by rooming list provided to the Hotel Event Coordinator by the cut-off date. In the event, the organizer is not providing a master rooming list. Individual attendees will be required to contact our Reservation Department at 82-2-330-7700. **All reservations for the event are required by Oct 20th, 2024.**

Event Venue

Function space is held for the specified times only. The allotted venue is based on the attendance numbers given by the client. Should attendance numbers increase/decrease or event requirements change, the Hotel reserves the right to renegotiate and may change venues, whereupon the client will be notified.

Confirmation of Final Details

Banquet Event Orders for all conference and catering requirements must be completed a minimum of 7 days prior to arrival. Final Numbers for catering must be provided to the Hotel 3 working days prior to guest's arrival. After this, no downward adjustments in the total catering cost is possible.

Taxes

All meeting room, food and beverage and related serves are subject to applicable Government Tax (VAT, currently 10%), in effect on the date(s) of the event.

Damage to function space

The function organizer is liable for any damage sustained to Hotel property, fixtures and fittings whether through their own actions or through the action of their guests. This also applies to any damage caused guests for the event staying overnight at the Hotel.

Fire Regulation

According to the Fire Services Acts, it is prohibited installing obstacles nearby fire exit or blocking access to a fire exit, fire extinguishers, or fire pull-stations

Force Majeure

Both parties agree that, in cases where the both hotel and **TK Travel** judge that actions entailed by the event (such as, but not limited to, violation of related laws, obstruction of hotel operations, disturbance to other customers, damage to hotel property or assets, criminal activity or concerns about such activity, fire hazards or other inappropriate action or international epidemic - which designated by WHO) may compromise the operation of the hotel, the hotel may cancel the event by providing the customer advance written notification and specifying the grounds for cancelation.

DEPOSIT, GUARANTEE & SETTLEMENT

All rates quoted in the agreement are in KRW currency, based on the prevailing official rate of exchange. All rates quoted are subject to adjustment without prior notice in line with any changes in government policy which may affect the official rate of exchange and or tax levels.

The following schedule will be in effect for the handling of the review and final payment of all room charges. Please find the Pro-forma Invoice attached for reference. However, any of the requirements should be adjusted, a revised pro-forma invoice will be provided.

Billing Instructions

Master Account

It is understood that **TK Travel** will be responsible for the accommodation, organized meeting and food and beverage charges as well as all your guests' incidental charges. Any authorized charges by the authorized signatory will also be billed to the master account. The authorized signatory signatories are to be advised.

The master account will be settled with cash or by credit card upon departure. Please be reminded that at least 20% of the prepayment of the estimated costs must be received before the group's first arrival.

The remaining balance must be guaranteed by a credit card prior to main arrival. Please complete, sign and return the attached billing authorization form upon signing of the contract.

RYSE Hotel will obtain a pre-authorization code based on the latest total estimated amount.

In any case **TK Travel** will be responsible for all the unsettled payment of the guests' charges.

Schedule of Deposit Payment

Date Due	Deposit Amount
Contract signing	Non-refundable deposit of 30% of total estimate amount
Day of Check In	Remain payment without the downpayment will be paid upon Check-In date

** Please refer to the pro-forma invoice for the exact amounts.*

The hotel is to be notified of all room status updates in writing.

If credit facilities have been established with the Hotel, payments are requested to be by Telegraphic transfer. All invoices including master accounts and cancellations/no show charge is due fourteen (14) days following the receipt of final invoice. Overdue payments will be charged a monthly interest fee of 2%

Bank Details

The Hotel accepts payment in the form of bank draft, telegraphic money transfers to:

Receptor : AJU SEOKYO HOTEL

Name of bank : Kookmin Bank

Account No : 032901-04-223889

SWIFT CODE : CZNBRSE

Please send a copy of the bank draft or transfer for our file records. Account settlement on departure may be completed by either of the following options designated by the Organizer and advised to the File Manager

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies the Customer at any time prior to execution of this document, the outlined format and dates will be held by the hotel for Sample on a first option basis. Should deposit and signed contract not be received by Sep/20/2024, or all rooms will be automatically released, in which case neither party will have further obligation. Once the signed contract and deposits are received, the block will be held on a definite basis and will be binding upon the hotel and the Customer.

The Hotel and the Customer have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

ELECTRONIC SIGNATURES

In accordance with federal law, the parties shall execute this Agreement electronically – binding the parties to the same degree as a handwritten signature – 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 marked "Electronic Signature (Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation)*." This Agreement shall not be binding on either party until both parties have electronically executed versions of the Agreement that are identical (apart from the electronic execution) 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.

Approved and authorized by (Client):

Name: KANG IL GOO

Title: CEO

Signature: 

Date: September 23, 2024

Electronic Signature

(Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation):

Approved and authorized by Aju Seokyo Hotel Co.,Ltd(the "Hotel"):

Name: Yuri Im

Title: Director of Sales

Signature: 

Date: September 23, 2024

(Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation):

*This may be done in Microsoft Word using the commands "Insert" and "Symbol," choose the blackened box, and then click "Insert."

PERSONAL INFORMATION SECURITY POLICY

PERSONAL INFORMATION TERMS OF USE

The Hotel treats the information of the Customer as confidential information; it is, accordingly, subject to the Hotel's security procedures and policies as described below depending on the applicable legal requirements, regarding protection and use of confidential information.

1. The Customer agrees that the Hotel directly uses information as started below in purpose.

(1) Collect and Terms of Use

The Hotel collects the Customer identifiable information for the purpose as stated below.

- We may collect certain information such as name, address, phone number, nationality, passport number, and method of payment (Including credit card information) which you can be identified in order to make hotel reservation, agreement and termination of contract, and payment.
- Information such as name, e-mail address, address, and contact number (newsletters subscription), date of birth, name of company, and position will be used as data to deliver information letter, promotional mails, e-mails about our service, hotel products, special offers or other information which we think you may find interesting. It will be used as tools for internal record keeping and handling complaints.
- Provided Address, Name, and Contact Number would be allowed the Hotel to use for accurate guest services such as mails, invitation letters, and hotel products.
- The Usage of above personal information is limited to RYSE, Autograph Collection.

(2) Personal Information

Contents

- Required: name, address, nationality, passport number, e-mail address, contact (business/mobile) phone number, method of payment (credit card information).
- Optional: date of birth, name of company, position, work address/contract number.
- Miscellaneous: the Customer also may be subject to additional terms and conditions that may apply to previous records at the Hotel, Cookies, IP, Payment records, and Termination records.

How to Collect

- The Hotel collects guest information through various channels such as hotel reservation and registration, web-site, phone-calls, and fax. The Hotel also uses enrollment procedures and request for subscription.
- Miscellaneous Ways.

(3) Possession and Period of Usage

The Hotel only possesses any confidential information for some reasons as described below regarding to electronic commerce transaction law for a certain period of time as needed; otherwise the Hotel immediately destroys all confidential information using shredder based on proper method of information destroying after the Hotel achieved the purposes.

- Web-site Sign-up Process: Withdrawal/Expelled from the online account.
- Record of payment and Cash Flow: Until the completion of payment or maturity date of bond
- Record of hotel sign-up, reservation or contract and subscription withdrawal: 5 years from the date of sign-up, reservation or contract and subscription withdrawal

- Record of customer's complaints or conflicts: 5 years from the end date of conflict
- Record for retention of customer and selection of best client: 3 years from the date of hotel check-out
- Evidence for lawsuits or miscellaneous conflicts: 10 years from the end date of lawsuit or conflict.

2. The Customer agrees that the Hotel discloses and share the secured information to the third parties.

The Hotel does not disclose the personal secured information to the third parties without the Customer's agreement, and does provide the personal secured information to the third parties based on this agreement. The Hotel does the best not to sue the confidential information unconsciously. It is only exempt from certain circumstances that investigative government agencies request the information, and as affiliate parties and advertisers demand for the information, the hotel would cooperate within the Privacy and Security Policies.

Should you have any questions or privacy concerns after reviewing this statement, please contact below person who is responsible for personal information protection:

- Name: Mr. Nick Hwang
- Department & Title: IT Department / IT Manager
- Email Address: nick.hwang@rysehotel.com

Approved by:

Name (Print): _____

Signature: _____

Date: _____

Disapproved by:

Name (Print): KANG IL GOO

Signature: _____

Date: September 23, 2024