



Reservation Contract

Visit Orlando (21026)

Tuesday October 16, 2018

Centre Mont-Royal

Organization:	Orange County Convention and Visitors Bureau	CMR's contacts:	Director sales and business development: Luis Ribello
Name of client:	Mr. Larry Henrichs	Contact on site:	Ms. Debra Melnick
Billing address:	6277 Sea Harbor Drive, Suite 400 Orlando, (FL) 32821-8043 United States	Set-up time:	To be Determined
Telephone:		Client's arrival time:	Tue. Oct. 16, 18 17:00
		Participants' arrival time:	Tue. Oct. 16, 18 17:00
		Departure time:	Tue. Oct. 16, 18 23:59
		Dismantle:	Tue. Oct. 16, 18 23:59

*Start by 3pm
4pm
5pm
6pm
8:30pm*

DM

WR

Time	Room	Event	Set-Up	Number of Participants	Minimum Guarantee	Rental
Tuesday October 16, 2018						
17:00 - 19:00	FOYER MONT-ROYAL	Cocktail Reception	Cocktail crushing tables placed throughout Foyer	150	100	n/a
17:00 - 20:00	FOYER MONT-ROYAL	Exhibit <i>High bays</i>	15x48 tables with 2 chairs and waste basket.	-	-	n/a
17:00 - 20:00	MONT-ROYAL I	Conference	Theatre set-up	150	-	\$1,565.00

DM

WR

Sub Total: \$1,565.00
 GST (R33623335) @ 5.000% \$78.25
 GST (1219889114) @ 9.975% \$158.11
Total: \$1,799.36

DEPOSITS*:

1st deposit:
 \$1565.00 due and payable upon signature of agreement by July 26, 2018. Payable by credit card or wire transfer (payment instructions attached)

2nd deposit:
 90% of all estimated charges including food and beverage 2 weeks prior to the event. Payable by credit card or wire transfer (payment instructions attached)

Balance:
 The balance is due upon the receipt of the final billing. CMR reserves the right to charge the balance due to the credit card on file.

Terms 30 days:
 Interest charge of 1.5% per month on all past due accounts.

* Please note that deposits are not refundable

SERVICES & CHARGES:

Audiovisual & Telecommunication

Centre Mont-Royal's room rental is based on expected revenue from audio-visual and food & beverage. Therefore, please note that all audio-visual items such as projectors, screens, sound systems, rigging thrusters and risers cannot be brought into Centre Mont-Royal *We may bring our own technician. DM WR*

All audio-visual requests should be completed 72 hours before the event. CMR will not be responsible for any delays in set-up or dismantle from audio-visual companies.

Installation

Event set-up times cannot be confirmed earlier than 7 days before the event start date. Centre Mont-Royal reserves the right to provide an alternate function room best suited for the group should the number of guests attending differ from the original number guaranteed

Audio-Visual Set-up/Tear Down charges are applicable as stated below:
 \$175.00/hour - set-ups between 6 pm to midnight Monday-Friday
 \$500.00/hour - set-ups between midnight to 6 am Monday-Friday
 \$175.00/hour - tear down/dismantle exceeding 2 hours
 \$120.00/hour - per two employees for set-ups modified 24 hours prior to event start time
 Room rental is applicable for set-ups on Saturdays and Sundays

2200, rue Mansfield, Montréal (Québec) H3A 3R8
 Téléphone: (514) 844-2000 . 1 866 844-2200 . Télécopieur: (514) 843-8500
 info@centremontroyal.com / www.centremontroyal.com



Reservation Contract

Visit Orlando (21026)

Tuesday October 16, 2018

Centre Mont-Royal

Food & Beverage Services
<p>Minimum guaranteed attendance as indicated above is not subject to reduction. The final number of participants to be confirmed 72 working hours prior to the event. The Centre Mont-Royal may accept up to 5% more guests to a maximum of 20 guests. No food or beverage can be brought into the centre. All food or beverage supplied by CMR must be consumed on site. 18% administrative fee as well as GST(5%) and QST(9,975%) are applicable on all prices. Prices are subject to changes without notice. Nevertheless Centre Mont-Royal can, after payment of the first deposit, guaranty the price up to six months prior to your event.</p> <p>Take notice that additional charge of \$3.00/hour/guest will be added to your account whenever the duration of a breakfast or lunch exceed 2 hours or the duration of a dinner exceed 3 hours, from the moment the doors open to the coffee service. A surcharge will apply for events held on legal holidays.</p>

SERVICES AND ADDITIONAL EQUIPMENT:

Equipment	Price
Easel	\$17,00 ea / day
Flipchart	\$30,00 ea / day
Mirror	\$22,00 ea / day
CMR riser: panel of 6' x 8' x 8" - based on availability	\$42,00 ea / day
Dance floor	\$425,00 ea / day
Powerbar	\$22,00 ea / day
Electrical extension cord	\$17,00 ea / day
Electrical panel	\$150,00 ea / day
Electrical consumption for the electrical panel 120Amp	\$230,00 ea / day
Electrical consumption for the Camlock 208Amp	\$380,00 ea / day
Phone line & telephone (long distance charges will follow)	\$130,00 ea / day
Telephone extension cord (15 feet)	\$17,00 ea / day
High speed Internet line	\$100,00 ea / day
Table skirts	\$25,00 ea / day
Table cloth 54" x 120"	\$7,00 ea
Kiosk Package	Price
Kiosk package 6' (1 skirted and clothed table of 6' with 2 chairs)	\$38,00 ea / day
Kiosk package 8' (1 skirted and clothed table of 8' with 2 chairs)	\$39,00 ea / day
Electrical package for kiosk (1 electrical outlet 15Amp with an extension cord)	\$35,00 ea / day
Additional Equipment & Services	Price
Handling of boxes (10 boxes no charge)	\$2,50 ea / evt
Security Guard (Minimum 4 hours)	\$30,00 hr
Photocopies	\$0,40 ea
Coat Check (A minimum fee could be applied)	\$2,50 ea / day
Parking (independent ownership) at 2055 Metcalfe	\$17,75 ea / day
Health Expert (during your coffee break)	\$90,00 \$ / 20 mn
Added value services (Please contact us for more information)	Price
Photographer, Videographer, Massage on chair, promotional items, D.J. Music, Florist	To be Determined

Price are subject to change without notice / Taxes not included.

2200, rue Mansfield, Montréal (Québec) H3A 3R8
 Téléphone: (514) 844-2000 . 1 866 844-2200 . Télécopieur: (514) 843-8500
 info@centremontroyal.com / www.centremontroyal.com



Reservation Contract

Visit Orlando (21026)

Tuesday October 16, 2018

Centre Mont-Royal

PLEASE APPROVE AND RETURN BOTH COPIES (CONTRACT AND TERMS & CONDITIONS) SIGNED WITH THE FIRST DEPOSIT.

Mount-Royal Center Inc.
(Herein referred to as "CMR")

Orange County Convention and Visitors Bureau
(Herein referred to as "Client")

By:

Luis Ribeiro

By:

KATH SWIDEN

~~Mr. Barry Monicico~~

Date:

July 18, 2018

Date:

7-17-18

First contact date:

Thursday June 14, 2018

Signature:

Kath Swiden

Title:

VP OF BUSINESS AFFAIRS

This agreement is governed by and subject to the "Terms & Conditions" appearing on the reverse side.

Inquire now about our Christmas packages

2200, rue Mansfield, Montréal (Québec) H3A 3R8
Téléphone: (514) 844-2000 . 1 866 844-2200 . Télécopieur: (514) 843-8500
Info@centremontroyal.com / www.centremontroyal.com