

TEXAS A&M UNIVERSITY

VENDOR

College Station, TX 77843-1477

Order Date:
12/12/2016

PURCHASE ORDER

Page: 01

INCLUDE P.O. NUMBER ON ALL CORRESPONDENCE AND PACKAGES P700043
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VENDOR GUARANTEES MERCHANDISE
DELIVERED ON THIS ORDER WILL MEET
OR EXCEED SPECIFICATIONS IN THE BID
INVITATION.

ALL TERMS AND CONDITIONS SET
FORTH IN THE BID INVITATION BECOME
A PART OF THIS ORDER.

Vendor: T0000279370 SHERATON DOHA RESORT & CONVENTION HOTEL AL CORNCHE ST PO BOX 6000 DOHA QATAR
--

Invoice To: TEXAS A&M UNIVERSITY TEXAS A&M UNIVERSITY @ QATAR C/O QATAR FOUNDATION EDUCATION CITY P. O. BOX 23874 DOHA 00000
Ship To: TEXAS A&M UNIVERSITY TEXAS A&M UNIVERSITY AT QATAR C/O QATAR FOUNDATION EDUCATION CITY DOHA, QATAR 00000 QATAR

ANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE
APPROVED BY THE TEXAS A&M DEPARTMENT OF PROCUREMENT SERVICES **PRIOR**
TO SHIPPING.

PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED
PAYMENT WILL BE DELAYED.

ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	USER REF: 000000-JM PLEASE EMAIL INVOICES TO: PURCHASING@QATAR.TAMU.EDU PAYMENT TERMS NET 30DAYS Texas A&M University - Qatar - Research Showcase Conference - May 4, 2017 - as per the attached fully executed contract.				
1	Daily Delegate Rate for 200 persons Date of event May 4, 2017 Package rate Qar. 300 (\$ 82.19) Includes: * Meeting room of 1100m * Personalized signage for the meeting venue * Welcome / Morning tea, coffee & juices including a pastry selection * Mid-Morning coffee with a variety of sweet & savory Chefs selection * International Business Lunch inclusive of soft drinks, mineral water tea & coffee * Afternoon coffee break with a variety of sweet & savory Chefs selection * Built-in LCD projector and screen * Bottled mineral water, writing pads, pencil mints * 1 Flipchart (additional flipcharts will be charged at QAR 50 per piece, per day) * Sound system	200	EA	82.190	16,438.00
2	Pleanary / Breakout room for 200 persons Date: May 4, 2017	1	EA	4,109.590	4,109.59
3	Breakout Room 2 - Complementary	1	EA	0.000	0.00
PAW					

FOB: NOT SPECIFIED

Terms:

N 30

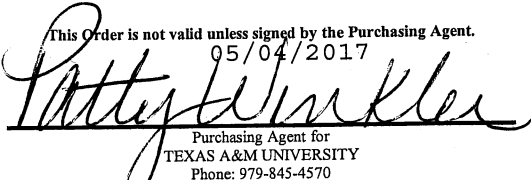
Texas A&M University cannot accept collect freight shipments.

FAILURE TO DELIVER - If the vendor fails to deliver these supplies by the promised delivery date or a reasonable time thereafter, without giving acceptable reasons for delay, or if supplies are rejected for failure to meet specifications, the State reserves the right to purchase specified supplies elsewhere, and charge the increase in price and cost of handling, if any, to the vendor. No substitutions or cancellations permitted without prior approval of the Texas A&M Department of Procurement Services.

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Chapter 20, Title 122A, Revised Civil Statutes of Texas, for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST
BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY:

This Order is not valid unless signed by the Purchasing Agent.
 05/04/2017

 Purchasing Agent for
 TEXAS A&M UNIVERSITY
 Phone: 979-845-4570

VENDOR

TEXAS A&M UNIVERSITY

College Station, TX 77843-1477

PURCHASE ORDEROrder Date:
12/12/2016

Page: 02

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A PART OF THIS ORDER.

Vendor

T0000279370
SHERATON DOHA RESORT & CONVENTION
HOTEL
AL CORNCHE ST PO BOX 6000
DOHA
QATAR

Invoice To

TEXAS A&M UNIVERSITY
TEXAS A&M UNIVERSITY @ QATAR
C/O QATAR FOUNDATION
EDUCATION CITY
P. O. BOX 23874
DOHA 00000

Ship To

TEXAS A&M UNIVERSITY
TEXAS A&M UNIVERSITY AT QATAR
C/O QATAR FOUNDATION
EDUCATION CITY
DOHA, QATAR 00000
QATARANY EXCEPTIONS TO PRICING OR DESCRIPTION CONTAINED HEREIN MUST BE
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ITEM	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	For 40 persons Date: May 4, 2017				
4	Breakout Room 3 for 40 persons Date: May 4, 2017	1	EA	1,369.860	1,369.86
5	Additional: Sound system for Plenary / Meeting Room	1	EA	410.960	410.96
6	Additional: Microphone (Qar.200.00 Each)	5	EA	54.790	273.95
				TOTAL	22,602.36
	VENDOR REF: NKOLINA HRISTOVSKA				
PAW					

FOB: NOT SPECIFIED

Terms:

N 30

Texas A&M University cannot accept collect freight shipments.

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IN ACCORDANCE WITH YOUR BID, SUPPLIES/EQUIPMENT MUST
BE PLACED IN THE DEPARTMENT RECEIVING ROOM BY:This Order is not valid unless signed by the Purchasing Agent.
05/04/2017Purchasing Agent for
TEXAS A&M UNIVERSITY
Phone: 979-845-4570



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RESORT & CONVENTION HOTEL

DATE: 01.11.2016

Texas A&M University (TAMU) on behalf of its branch campus Texas A&M University at Qatar, a member of the Texas A&M University System, an agency of the State of Texas QA

P.O.Box: 5825

Doha QA

Booking ID: 2700978

Event Date: 05-04-2017

**Subject: Event Contract for Texas A&M University (TAMU) on behalf of its branch campus Texas A&M University at Qatar, a member of the Texas A&M University System, an agency of the State of Texas QA
- Conference 05-04-2017**

Dear Ms.Carol,

Thank you for considering Sheraton Grand Doha Resort & Convention hotel for your upcoming event.

This agreement is between Texas A&M University (TAMU) on behalf of its branch campus Texas A&M University at Qatar, a member of the Texas A&M University System, an agency of the State of Texas QA and Sheraton Grand Doha Resort & Convention Hotel owned by Katara Hospitality is effective as of the date it is signed by Hotel. This Agreement must be signed and returned to Hotel accompanied by the deposit stated below to confirm the event no later than the 15th November 2016.

Should you require any further information or wish to proceed with this request, please do not hesitate to contact me on telephone +974 4485 4461 or email Nikolina.hristovska@sheraton.com. If you need further information about the Hotel visit our website <http://www.sheratondoha.com/>.

Kind Regards,

Nikolina Hristovska
Event Specialist



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EVENT PROGRAM

DATE	NUMBER OF PERSONS	TIMING	EVENT	VENUE	SET UP	RATE	
05.04.2017	200	08:00-08:30	Morning / Welcome Coffee Break	Pre-Function Area	Coffee Stations	DDP	
05.04.2017	200	10:00 – 10:30	Mid-morning Coffee Break	Pre-Function Area	Coffee Stations	DDP	
05.04.2017	200	12:00 – 13:00	Lunch	Al Majlis Ballroom	Buffet Stations	DDP	
05.04.2017	200	14:00 – 14:30	Afternoon Coffee Break	Pre-Function Area	Coffee Stations	DDP	
05.04.2017	200	08:00-15:00	Plenary/Breakout Room 1	Al Rayan Meeting Room	Plenary	Room Rental QAR15000 per day	Room rental Qar. 15,000 / 3.65 \$ 4,109.59
05.04.2017	200	08:00-14:00	Poster Session	Conference Foyer	TBA	/	
05.04.2017	40	08:00-14:00	Breakout Room 2	Al Nakhil Meeting Room	TBA	Complimentary	
05.04.2017	40	08:00-14:00	Breakout Room 3	Al Basir Meeting Room	TBA	QAR5000Room Rental per day	Room Rental Qar 5,000 / 3.65 \$ 1,369.86

DAILY DELEGATE PACKAGE (DDP):

The package at **QR 300** per person, per day, includes the following items:

- Meeting room of 1100m²
- Personalized signage for the meeting venue
- Welcome / Morning tea, coffee & juices including a pastry selection
- Mid-Morning coffee with a variety of sweet & savory Chef's selection
- International Business Lunch inclusive of soft drinks, mineral water tea & coffee
- Afternoon coffee break with a variety of sweet & savory Chef's selection
- Built-in LCD projector and screen
- Bottled mineral water, writing pads, pencils, mints
- 1 Flipchart (additional flipcharts will be charged at QAR 50 per piece, per day)
- Sound system

Daily Delegate Rate:

Qar. 300 / 3.65 = \$ 82.19



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Laser pointer

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Additional Charges:

- Sound System in Al Majlis Ballroom-QAR2000
 - Sound System in Al Rayan Meeting Room-QAR1500
 - Microphone-QAR200 per each
- Additional rentals:
Sound Systems - Qar. 1,500 / 3.65 = \$ 410.96
Microphones - Qar. 200 / 3.65 = \$ 54.79

ATTENDEES

The above quote is based on a minimum guarantee of 200 persons.

The final number of attendees is required in writing 5 days prior to the event, Texas A&M University (TAMU) on behalf of its branch campus Texas A&M University at Qatar, a member of the Texas A&M University System, an agency of the State of Texas QAWill be financially obligated to the minimum guarantee or the list given 5 days prior, whichever is greater. Should confirmed numbers deviate from the minimum guarantee, the Hotel reserves the right to amend the space booked and rates offered. If the number of guests increases Texas A&M University at Qatar will be charged as per the actual head count on the day of the event and space may be subject to availability.

SPECIAL LICENSE

As required by the regulations of the State of Qatar, your organization is fully responsible for obtaining all local authorities licenses from (Ministry of Interior – Public Guards Department & Ministry of Culture & Qatar Tourism Authority) if your event will include any of the below activities:

1. ALCOHOLIC BEVERAGES SERVICE EVENTS-PARTIES:
 - All invitees must be above 21 years old.
 - All local attendees must bring their Qatari ID
 - Visitors are required to bring their passport.
 - The organizing Company must provide a sufficient number of security guards in order to secure the venue entrance. If this service is provided by the hotel, an extra charge (one security at QR 250 per day) will be added. We require 1 security guard for every 100 persons
 - As per local laws when serving alcohol Qatari Ladies are not allowed to enter the venue.
 - The event timing must end by 2:00 am.
1. ANY KIND OF EXHIBITION WHETHER FOR EXHIBITING OR SELLING PURPOSES.
2. MUSICAL SHOWS & CONCERTS WHETHER SELLING OF TICKETS IS INCLUDED OR NOT.
3. ANY KIND OF ENTERTAINMENT DURING AN EVENT OR A CONFERENCE.
4. POLITICAL SEMINARS OR WORKSHOPS.

Failing to provide Sheraton Grand Doha Resort & Convention Hotel with the necessary license at least 24hrs prior to the Event's starting date will result in canceling your event without any notice liability to the Hotel and, in addition, you will be responsible to reimburse the hotel the agreed upon cancellation policy indicated in this contract.

SPG Pro:

Starwood Preferred Guest's Program points, awarded through the Starwood Preferred Guest program, are available for business contracted through the sales and catering departments of participating Starwood hotels. Group acknowledges that such points have been offered in connection with the rooms and services purchased under this Agreement, and that Group consents to the awarding of the points listed below. Once full payment is received by Hotel for the rooms and services purchased under this Agreement, points will be awarded in equal amounts to the following



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individuals (who must be members of the Starwood Preferred Planner and Starwood Preferred Guest program in good standing, and employed by Group or Agent when the points are awarded) according to the Starwood Preferred Planner Program Rules. Points may be awarded to a maximum of three recipients, and may be cancelled if it is determined that any recipient was not authorized by group to receive, incorrectly received, or was ineligible to receive, the awarded points.

Member Name	Starwood Preferred Guest Membership Number
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1.

EQUIPMENT:

The Sheraton Grand Doha Resort and Convention Hotel is providing a variety of professional audio-visual equipment including LED screens, lighting systems and much more. Therefore, this type of equipment needs to be rented from the hotel and any equipment sourced from an external supplier will not be allowed to be used in the hotel unless prior approved has been obtained in writing from the hotel management noting that this might result in additional charges. For a complete list of equipment available, please contact us."

FUNCTION SPACE:

The Hotel reserves the right to reallocate function space in order to provide suitable accommodation of size and quality for the event on the Event Dates. The Hotel will inform of any changes to function space assigned should group numbers increase or decrease.

FOOD & BEVERAGE:

Due to licensing requirements and for quality control, all food and beverage served at Hotel must be supplied and prepared by Hotel. Menu prices will be confirmed in writing by the Hotel prior to the event.

BANQUET EXPECTED REVENUE:

The expected payable to the Hotel under this Agreement and other charges is as follows:

Expected Revenue	QAR 80,000
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PAYMENT:

If Hotel accepts payment by credit card, a valid credit card must be provided to Hotel and all Master Account charges will be charged to such credit card at departure. Unless the parties agreed otherwise, the following payment procedure shall apply. Group shall pay any amounts due under this Agreement, including any element of the deposit, based on relevant invoices issued by Hotel. All payments shall be made on or before the due dates set out in this Agreement or, if no such dates are specified, within three (3) days from the date the relevant invoice is received by Group and by electronic wire transfers (or the payment method agreed upon), to the following bank account



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Name of Entity	Sheraton Grand Doha Resort & Convention Hotel
Bank Name, Bank Address	Qatar National Bank, P.O. Box 1000, Doha, Qatar
Bank Account Number	0013 059709 001
IBAN Code	QA56QNBA00000000013059709001
Swift Code	QNBQAQAXXX

Failure to make payment of any element of the deposit on the due date may result in the Hotel exercising its right to cancel the booking in accordance with the cancellation provisions above.

The Hotel shall have the right to cancel the booking if the Group fails to pay any installment of the deposit (as set out in the deposit schedule below) on the due dates despite receiving written notice to pay from the Hotel. If the Hotel exercises its right to cancel the booking for failure to make payment the Group shall be liable for the cancellation charges in respect of the booking calculated in accordance with the table set out above by reference to the date from which the Hotel exercises its right to cancel. In such circumstances credit will be given for any installments of the deposit already received from the Group.

BY INVOICE:

As your company has established credit with Sheraton Grand Doha Resort & Convention Hotel, all bills relating to the Group Program mentioned above shall be forwarded to the company and full payment is required with 30 days upon receipt of invoice. Hotel will request for an LPO (Local Purchase Order)/covering letter from your company upon signing this agreement.

BANQUET CANCELLATION:

If Group cancels the booking, Group will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the cancellation charges indicated below. The parties agree that the amounts included in this cancellation clause are reasonable estimates of the losses that would be incurred by Hotel and factor in Hotel's ability to mitigate its losses through resale. Any deposit payments by Group shall be deducted from any cancellation fee payable in accordance with this provision.

- 25% of the total estimated amount if cancelled after signing this agreement and **1st January 2017**.
- 75% of the total estimated amount if cancelled between **1st January 2017** and **15th March 2017**
- 100% of the total estimated amount if cancelled after: **15th March 2017**



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USE OF EVENT AND FUNCTION SPACE:

To protect the safety and security of all Hotel guests and property, Group will obtain Hotel's advance written approval before using items in event and function space that could create any danger or disturbance such as noise, noxious odors or hazardous effects (e.g., loud music, smoke or fog machines, water features, dry ice, candles) and before engaging in any activities outside of the reserved function rooms (e.g., registration table. Failure to obtain any such prior written approval from the Hotel or to produce all such certificate and/or health and safety documentation will result in the Hotel refusing use of any such items. Group will pay any expenses incurred by Hotel as a result of such activity (even though approved by the Hotel), such as resetting smoke or fire alarms or unusual cleanup costs.

DISCLOSURE

Group will be responsible for determining to whom it needs to disclose any terms of this Agreement, including any commission or rebate that it may receive.

LAWS AND POLICIES

Each party will comply with all applicable laws and Hotel rules and policies.

PRIVACY

Group will obtain necessary permissions prior to providing any personal information to Hotel, including the right for Hotel and Starwood Hotels & Resorts Worldwide, Inc. to use and transfer such personal information to locations both within and outside the point of collection (including the United States).

Insurance: Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request

INDEMNIFICATION

Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members, or participants. Neither party will be liable for punitive damages.

FORCE MAJEURE

If acts of God or government authorities, natural disasters, or other emergencies beyond a party's reasonable control make it illegal or impossible for such party to perform its obligations under this Agreement, such party may terminate this Agreement upon written notice to the other party without liability.

MISCELLANEOUS

Group may not assign or delegate its rights or duties under this Agreement without Hotel's prior approval. If any provision of this Agreement is held to be invalid or unenforceable that provision will be eliminated or limited to the minimum extent possible, and the remainder of the Agreement will have full force and effect. If either party agrees to waive its right to enforce any term of this Agreement, it does not waive its right to enforce any other terms of this Agreement. This Agreement constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended except by a writing signed by Hotel and Group.

DISCLAIMER:

I agree that my use of this equipment and facilities is at my own risk, and I hereby release, agree to hold harmless and indemnify Sheraton Grand Doha Resort & Convention Hotel and its owner "Katara Hospitality" & Starwood Hotels & Resorts Worldwide, Inc., its officers, directors, agents, subsidiaries, affiliates, employees, successors and assigns ("Releases") from any and all liability, claims, demands, damages, actions, causes of action, suits, losses, costs, and result, directly or indirectly, from my use of the facilities and equipment or participation in activities at the facilities. Should you require any further information or clarification, please do not hesitate to contact us and we shall be more than delighted to assist you in order to ensure the success of this very important event. All Fire exists to be kept clear all the times.

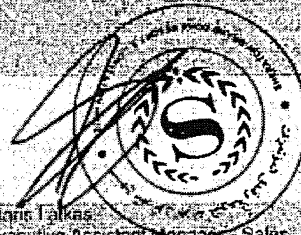


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RESORT & CONVENTION HOTEL

ACCEPTED AND AGREED TO:
Texas A&M University (TAMU) on behalf of its
branch campus Texas A&M University at Qatar, a
member of the Texas A&M University System, an
agency of the State of Texas QA
P.O. Box 5825
Doha
QA

On Behalf of Katara Hospitality
Owners of Sheraton Grand Doha Resort &
Convention Hotel
P.O. Box 8000, Doha, Qatar



By: Dean K. Endler
Director of Procurement Services

Stane Talkas
Executive Assistant Manager - Sales

Date: 16 NOV 2016

Date: 01.11.2016

".....Katara Hospitality Company owners of the hotel known as Sheraton Grand Doha Resort & Convention Hotel, P.O. Box 8000, Doha, Qatar....."