



PROGRAM NAME: BI WORLDWIDE President's Club  
 DESTINATION: Monte Carlo, Monaco  
 DATES: October 18 – 21, 2023  
 PROJECT ID: 166

All prices contained herein are considered CONFIDENTIAL between BI WORLDWIDE, a trade name of Schoeneckers, Inc. ("BI WORLDWIDE") and The Hermitage. No rates will be communicated to our clients or individual participants.

Main Group Arrival Date: October 18, 2023  
 Main Group Departure Date: October 21, 2023  
 Anticipated Number of Participants: 166

This purchase order serves as our confirmation and billing authority for room block, spa and golf as contained in the attached pages one through six of your Banquet Event Order dated October 6, 2023. Additionally, please review items stated below as additions and/or amendments to your document.

**GDPR: This is notification that BI WORLDWIDE will provide confidential participant data to HOTEL. HOTEL understands and accepts their responsibility to handle the data according to the GDPR guidelines that go into effect as of May 25, 2018. Please initial: \_\_\_ YES \_\_\_ NO**

**ALL PRICES ARE QUOTED IN EURO; ALL GRATUITIES ARE NOT TAXED.**

**REQUIRED MASTER ACCOUNTS:**

Master #1	<p style="text-align: center;"><b>Participant Room and Tax</b></p> <p>The following information needs to be supplied with the final billing.</p> <ul style="list-style-type: none"> <li>• An <b>alphabetical</b> room recap of each participant and total room charge.</li> <li>• Individual room folios in alphabetical order attached behind room recap.</li> <li>• Rooms portion of invoice provided in Excel format</li> <li>• <b>Authorized participant incidentals should be on a separate master.</b></li> </ul> <p>NOTE: The room rate must not show up on any individual room folios.</p>
Master #2	<p style="text-align: center;"><b>Staff Rooms and Tax</b></p> <ul style="list-style-type: none"> <li>• BI WORLDWIDE Event Staff room and taxes</li> <li>• Staff room folio kept separate from the incidental folio.</li> </ul>
Master #3	<p style="text-align: center;"><b>Food and Beverage</b></p> <ul style="list-style-type: none"> <li>• Planned group Food and Beverage charges should be separated by function</li> <li>• Food, beverage, and other charges should be totaled separately on the banquet check</li> <li>• Banquet checks should be attached as back up</li> <li>• Meals at leisure charges should be on a separate master</li> </ul>
Master #4	<p style="text-align: center;"><b>Meals at Leisure</b></p> <ul style="list-style-type: none"> <li>• Meals at leisure charges should be separated and totaled by meal with proper back-up attached.</li> </ul>
Master #5	<p style="text-align: center;"><b>Miscellaneous Master</b></p> <ul style="list-style-type: none"> <li>• All miscellaneous charges as contracted or authorized by approved BI WORLDWIDE signer.</li> <li>• This includes business center, phones, gratuities, room delivery charges, turndown charges, hospitality desk charges, VIP room amenities, etc.</li> <li>• All AV charges should be on a separate master</li> <li>• Proper back-up for each charge should be attached.</li> </ul>

Master #6	<b>AV</b>
	<ul style="list-style-type: none"> <li>• <b>All Audio Visual Charges for the main BI WORLDWIDE group.</b></li> </ul>
Master #7	<b>Authorized Participant Incidentals</b>
	<p>The following information needs to be supplied prior to BI WORLDWIDE Event Staff departure:</p> <ul style="list-style-type: none"> <li>• An alphabetical incidental recap of each participant.</li> <li>• Individual incidental folios in alphabetical order attached behind incidental recap.</li> <li>• Incidentals should not be transferred to the master account until after check-out.</li> </ul>
Master #8	<b>Activities</b>
	<ul style="list-style-type: none"> <li>• All hotel leisure activities, to include spa and golf.</li> <li>• Billing should be separated and totaled by activity, by day</li> </ul>
NOTES:	<p>Event Director to review on site. Subject to change at their discretion.</p> <p>All charges for additional BI WORLDWIDE groups on site should be billed to a separate account at the hotel</p>

**Master Account Signers**

(for approval of on-site charges):

- Ranita Quale
- Hewot Getachew
- Christa Rheingans
- Jenna Swenson

**The following attendees will post incidentals to the Master Account:**

Larry Schoenecker
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All other participants' individual incidental accounts are to be paid by the participant at check-out. BI WORLDWIDE is not responsible for payment of these incidental charges.

MEALS AT LEISURE

The following meals will be at leisure in the hotel restaurants (no room service). Guests have been instructed to sign their names, room number and BIW to the checks so they can be transferred to the Master Account.

- October 19: Lunch for Spa activity  
Lunch for E-bike activity
- October 20: Lunch for Spa activity  
Lunch for Hike in Cap Ferrat activity  
Lunch for Menton Gardens activity

GUARANTEES

- \* Participant numbers are estimated for planning purposes. Firm numbers are subject to participation at time of operation.
- \* Final function guarantees established 72 hours prior to function.

DEPOSIT POLICY

The following deposits have been made and are in receipt of the HOTEL NAME:

Date	Amount	Description
8/30/22	\$27,737.63	Initial Deposit
11/15/22	\$41,181.16	2 <sup>nd</sup> Deposit
7/27/23	\$45,709.13	3 <sup>rd</sup> Deposit
8/28/23	\$31,237.14	4h Deposit

\* Balance to be mailed 30 days after receipt by BI WORLDWIDE of final invoice.

PAYMENT POLICY

\* The preliminary final billing to be completed and accompanied by back-up for all charges upon Event Director's departure.

**Final hotel bill should be sent, within 15 days of program completion, to:**

BI WORLDWIDE  
7630 Bush Lake Road  
Attn: Kara Peterson, AC-3  
Email: Kara.S.Peterson@biworldwide.com  
Minneapolis, MN 55439

CANCELLATION POLICY:

**Please refer to hotel contract.**

ATTRITION:

**Please refer to hotel contract.**

No attrition at this time.

INSTRUCTIONS

1. Please sign one copy and return it immediately to BI WORLDWIDE Event Solutions.
2. All final invoices must show actual quantities rather than estimated quantities.

BIW Authorized Signature Kate Sorenson, VP Incentives Title \_\_\_\_\_ Date 10/11/2023

Accepted By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**BI WORLDWIDE**

Marine ANDRIEUX-GAJERO  
**Hôtel Hermitage**  
 Square Beaumarchais, MC 98000 MONACO  
 T. +377 98 06 98 05

Time	Quantity	Details	Rate	Total
		<u>Event :</u> BI WORLDWIDE		
		<b>Contracted and agreed</b>		
		<u>ACCOMMODATION HOTEL HERMITAGE</u>		
	<b>2</b>			
	2	Staff rooms (single occupancy)	300,00 €	<b>600,00 €</b>
	0	Double occupancy room ROH	325,00 €	- €
	0	One bedroom Suites Sea view SGL/DBL	2 100,00 €	- €
	<b>89</b>			
	5	Staff rooms (single occupancy)	300,00 €	<b>1 500,00 €</b>
	82	Double occupancy room ROH	325,00 €	<b>26 650,00 €</b>
	2	One bedroom Suites Sea view SGL/DBL	2 100,00 €	<b>4 200,00 €</b>
	3	junior suite city view	625,00 €	<b>1 875,00 €</b>
	<b>88</b>			
	5	Staff rooms (single occupancy)	300,00 €	<b>1 500,00 €</b>
	78	Double occupancy room ROH	325,00 €	<b>25 350,00 €</b>
	2	One bedroom Suites Sea view SGL/DBL	2 100,00 €	<b>4 200,00 €</b>
	3	junior suite city view	625,00 €	<b>1 875,00 €</b>
	<b>87</b>			
	5	Staff rooms (single occupancy)	300,00 €	<b>1 500,00 €</b>
	77	Double occupancy room ROH	325,00 €	<b>25 025,00 €</b>
	2	One bedroom Suites Sea view SGL/DBL	2 100,00 €	<b>4 200,00 €</b>
	3	junior suite city view	625,00 €	<b>1 875,00 €</b>
	<b>11</b>			
	4	Staff rooms (single occupancy)	300,00 €	<b>1 200,00 €</b>
	7	Double occupancy room ROH	325,00 €	<b>2 275,00 €</b>
	0	One bedroom Suites Sea view SGL/DBL	2 100,00 €	- €
	<b>1</b>			
	0	Staff rooms (single occupancy)	300,00 €	- €
	1	Double occupancy room ROH	325,00 €	<b>325,00 €</b>
	0	One bedroom Suites Sea view SGL/DBL	2 100,00 €	- €
	<b>277</b>	<b>TOTAL ACCOMMODATION</b>		<b>104 150,00 €</b>
		<b>Accommodation notes :</b>		
		Accommodation for the pick night 18 - 19 - 20 on master account		
		Pre night staff on 17/10 on master account		
		Post night 21/10 staff on master account		
		Post night guest on individual account		
		<b>CC @ check In</b>		
		All CC at check in sauf <b>Larry ( Lawrence) SCHOENECKER</b>		

Time	Quantity	Details	Rate	Total
		<p><b>Room types :</b></p> <p>ROH - split made by the reception manager  7 sea view as concession including into the ROH  7 junior suite city view including into the ROH  3 junior suites city view at different rates at 625 euros  2 one bed room suites sea view at 2100 euros</p> <p>Mot de passe pour rooming list : BIWorldwidePresClub  adresse email pour ouverture : VanHaaften, Dawn &lt;Dawn.VanHaaften@biworldwide.com&gt;</p> <p><b>VIP List :</b></p> <p>Schoenecker Lawrence guest / Amy O'Donnell - VIP AND CEO  Williams Norm guest / Leisa Zigman - VIP PROGRAMM HOST</p> <p><b>VIP 1</b></p> <p>Litteken David  Mosakowski Jason  Steiner RJ  Davies Mike  Hadoui Omar  Reddy Siddharth</p> <p><b>Cardex - Registration forms :</b></p> <p>We received the phone number and email  the remaining information should be fulfil on site  passeport swap at check in</p> <p><b>Late check Out :</b></p> <p>Mr Omar Hadoui as a concession</p> <p><b>The name of the person in charge and/or the names of the persons authorized to sign the extras to your Master account on site :</b></p>		

<b>Quale, Ranita / 612-490-3319 / <a href="mailto:Ranita.Quale@biworldwide.com">Ranita.Quale@biworldwide.com</a></b> <b>YOUR MAIN CONTACT.</b>	Event Director, Safety & Security, VIPs
<b>Getachew, Hewot / 319-800-8014 / <a href="mailto:Hewot.Getachew@biworldwide.com">Hewot.Getachew@biworldwide.com</a></b>	Ground & Activities (non-spa or golf), Assist VIPs
<b>Rheingans, Christa / 651-363-8055 / <a href="mailto:Christa.Rheingans@biworldwide.com">Christa.Rheingans@biworldwide.com</a></b>	Hospitality Desk, Spa, Rooms/Accounting
<b>Swenson, Jenna / 651-350-8457 / <a href="mailto:Jenna.Swenson@biworldwide.com">Jenna.Swenson@biworldwide.com</a></b>	F&B, \$10MM Club, Golf
<b>Kroll, Amy APP Staff / 605-610-7740 / <a href="mailto:Amy.Kroll@biworldwide.com">Amy.Kroll@biworldwide.com</a></b>	Mobile App

		<p><b>Logo and title :</b></p> <p>Logo in the file</p> <p>Breakfast letter  Wiffi letter  check signage  Welcome dinner signage  Farewell cocktail signage  Transfert signage</p> <p>USING BI Logo</p> <p><b>List of the persons having food restrictions/allergies in your group ?</b></p> <p>TBC</p> <p><b>Porterage :</b></p> <p>YES - 8 Euros In and Out</p> <p><b>Biling instructions :</b></p> <p>Schoeneckers, INC  Trading as BI WORLDWIDE  for the attention of Mrs Laura RETTINGER  7630 Bush Lake Road, 55435 Minneapolis, Minnesota, USA</p> <p><b>Autorisation to take and use videos/photos :</b></p> <p>TBC</p>		
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Time	Quantity	Details	Rate	Total
		<p><b>Transfers :</b> Flight Manifest sent by raising stone</p> <p><b>Parking :</b> TBC</p> <p><b>Amenities :</b> TBC</p> <p><b>No SBM program :</b></p> <p style="text-align: center;"><u>MEETING AND F&amp;B PROGRAM</u></p>		
From October 17th until October 21st 2023 included ( 5 days )				
9am to 6pm	5	<p><b>Salon Auguste</b> Office - Rental fees - Instead of 800 € / day set up existing set up</p> <p>No F&amp;b required</p>	400,00 €	2 000,00 €  - €
Wednesday October 18th 2023				
7pm to 10pm		<b>Salon Prince Check In group</b>		
1pm	87	<b>Salon Trianon bloqué en bagagerie - luggage room</b> are ready	8,00 €	696,00 €
	<b>OFFERT</b>	<b>Bouderie instead of 500 Euros - closet room) concession</b>	<b>OFFERT</b>	<b>OFFERT</b>
	5	Express box 2 poulets 3 saumons	35,00 €	175,00 €
		<b>Set up</b> 1 high miror 1 steamer 1 portant		
	1	<b>Belle Epoque Ballroom</b> Dinner - Rental fees - Instead of 8 500 € / dinner *Minimum Food & Beverage turnover required - Belle Epoque ballroom : 15 000 € / dinner	4 250,00 €	4 250,00 €

Time	Quantity	Details	Rate	Total
	164	<p><b>Dinner - Buffet dinner 2 instead of 100 Euros / person</b></p> <p>Bresaola, parmesan shavings and arugula  Caesar salad with roasted shrimp and sesame seeds  Traditional pissaladière  Small gourmet paté with pickles  "Lebanese" style tabbouleh  Grilled and marinated vegetables  Smoked salmon in shavings, celery remoulade</p> <p>Confit beef cheek  Cinnamon Glazed Carrots and Onions  Back of cod in a crust of garden herbs  Smashed apple with chives  Mushroom gnocchetti</p> <p>Platter of matured cheeses, choice of breads, arugula and jams</p> <p>Dark rum babas  Vanilla creme brulee  Almond pear tartlets  Peanut chocolate bars  Lemon macaroons</p>	95,00 €	<b>15 580,00 €</b>

Time	Quantity	Details			Rate	Total
	164	<b>Dinner - Beverage package "Hédoniste" (including ½ bottle of wine, ½ bottle of filtered water and coffee)</b> <b>For 1/2 bottle of mineral water : Supplement of 2 euros per person. From...</b> replaced as per email 20/09/2023 <b>2 hours open bar without champagne</b> whisky Ballantines or J&B Rare, J. Walker Red label, Gin Gordons, Vodka Absolut, Rhum Bacardi, sodas, beers, wines, fruit juices *Alcohols and beverages will be selected by the Hotel.			75,00 €	12 300,00 €
	17	<b>Set up</b> Nappe blanche obligatoire  <b>Dinner - Flower decoration compulsory. From...</b> request made 21/09/2023 delivery and set up directly into the room			70,00 €	1 190,00 €
<b>Thursday 19 October 20th 2023</b>						
7h - 10h30	169	<b>Belle Epoque Ballroom</b> <b>American breakfast</b>			50,00 €	
<b>19/10/2023</b>						
8h45	9h00	26	Hall Jardin d'hiver	1 bus	Départ the Medieval Eze	
8h55	09h10	11	Hall Jardin d'hiver	Mini Bus	Départ Golf	
9h00	9h15	6	Hall Jardin d'hiver	Van	Départ E-bike Cap Ferrat	
9h15	9h30	28	Hall Jardin d'hiver	1 bus	Départ Nice Old Town	
9h15	9h30	45	Hall Jardin d'hiver	1 bus	Départ Catamaran	
9h30	9h45	22	Hall Jardin d'hiver	1 minibus	Départ Monaco Historique	
9h30	9h45	15	Hall Jardin d'hiver	1 minibus	Départ Italian Riviera	
13h00		6	Hall Jardin d'hiver	1 van	Retour E-bike Cap ferrat	
15h30		22	Hall Jardin d'hiver	1 minibus	Retour Monaco Historique	
15h30		15	Hall Jardin d'hiver	1 minibus	Retour Italian Riviera	
15h30		26	Hall Jardin d'hiver	1 bus	Retour the Medieval Eze	
16h30		28	Hall Jardin d'hiver	1 bus	Retour Nice Old Town	
16h30		11	Hall Jardin d'hiver	1 minibus	Retour Golf	
17h00		44	Hall Jardin d'hivers	1 bus	Retour Caramaran	
18h45	19h00	164	Hall Jardin d'hivers	2 bus	Départ dinner venue	
19h00	19h10		Hall Jardin d'hivers	2 bus on call by the staff		
23h00	00h00	164	Hall Jardin d'hivers	4 bus	Retour dinner venue	
<b>extension ouverture JH jusqu'à minuit ok duty + Baudrey</b>						
<b>Friday October 20th 2023</b>						
7h - 10h30	167	<b>Belle Epoque Ballroom</b> <b>Petit déjeuner américain</b>  <b>Transfert</b>			50,00 €	
<b>20/10/2023</b>						
8h45	9h00	42	Hall Jardin d'hiver	1 bus	Départ Medieval Eze	
8h45	9h00	21	Hall Jardin d'Hiver	1 bus	Départ St Paul de Vence	
9h15	9h30	12	Hall Jardin d'Hiver	1 minibus	Départ Menton	
9h15	9h30	20	Hall Jardin d'Hiver	2 minibus	Départ Hiking in cap Martin	
9h45	10h00	17	Hall Jardin d'Hiver	1 minibus	Départ Golf	
13h00		20	Hall Jardin d'Hiver	2 minibus	Retour Hiking Cap Martin	
13h30		12	Hall Jardin d'Hiver	1 minibus	Retour Menton	
15h30		42	Hall Jardin d'hiver	1 bus	Retour Medieval Eze	
16h		21	Hall Jardin d'hiver	1 bus	Retour St Paul de Vence	
16h30		17	Hall Jardin d'Hiver	1 minibus	Retour Golf	
16h30	17h00	38	Hall Jardin d'Hiver	2 minibus	Départ VIP CRUISE	
18h45	19h00	34	Hall Jardin d'Hiver	1 bus	Départ A'TREGO	
18h45	19h00	24	Hall Jardin d'Hiver	1 bus	Départ QUAI DES ARTISTES	
19h00	19h15	32	Hall Jardin d'Hiver	1 bus	Départ SONGQI	
22h		126	Hall Jardin d'Hiver	bus en rotation en finction des dîners	Retours restaurants	
23h30		38	Hall Jardin d'Hiver	2 minibus	Retours restaurants	
<b>18h00 -19h30</b>			<b>Midi Terrace</b>			
	1	<b>Cocktail - Operational fees</b>			5 300 €	5 300,00 €
		<b>Minimum F&amp;B :12 000€</b>				
06/10/2023						5 / 6
	125	<b>Cocktail - 4 canapes. From...</b>			25 €	3 125,00 €
		Forfait sélection monégasque				



Time	Quantity	Details	Rate	Total
		Tomato mozzarella, socca, onions & anchovy pizza, barbajuans		
	125	<b>Cocktail - 1h open bar with champagne</b>	63 €	7 875,00 €
		1/2 à la consommation after this time		
		<b>Extension ouverture JH jusqu'à minuit ok duty + Baudrey</b>		
<b>Saturday 21 October 20th 2023</b>				
<b>6h - 10h30</b>	152	<b>Belle Epoque Ballroom</b>	50,00 €	
		<b>American breakfast</b>		
	13	Breakfast box At the limun bar before 6am		

<b>TOTAL MEETING AND FOOD &amp; BEVERAGE</b>				<b>52 491,00 €</b>
<b>Total Amount</b>				
		<b>PROVISIONAL TOTAL Accommodation</b>		<b>104 150,00 €</b>
		<b>PROVISIONAL TOTAL Meeting and F&amp;B</b>		<b>52 491,00 €</b>
		<b>PROVISIONAL TOTAL AMOUNT</b>		<b>156 641,00 €</b>
		<b>Deposit already made</b>		<b>138 980,00 €</b>
		<b>BALANCE DUE (to be paid on the final invoice)</b>		<b>17 661,00 €</b>