

## **CLIENT CONTRACT AGREEMENT**

This Client Contract Agreement is made and entered into this 14 day of April, 2026, by and between:

**CLIENT: CRIS “POLIE” MIRANDILLA**

Chairman, International Cross-Cultural Exchange and Professional Development (ICEPD) Philippines

**EVENT MANAGER: SOPHIA ANDREA B. GOYENA**

**S.G. STELLAR EVENTS**

Address: Cruzada, Legazpi City, Albay

Contact No.: 09948298395

### **1. EVENT DETAILS**

Event Name: 7th National Tourism and Hospitality Convention 2026

Theme: “Sustaining Cultural Heritage and Innovation Towards a Resilient Tourism Industry”

Date: September 7–9, 2026

Venue: Legazpi City Convention Center, Legazpi City, Albay

Target Participants: 2,000 delegates composed of tourism professionals, educators, students, government officials, and industry partners from the Philippines and ASEAN countries.

### **2. SCOPE OF SERVICES**

The Event Manager (S.G. STELLAR EVENTS) agrees to provide full-scale event management services including but not limited to:

- Venue coordination and layout planning
- Transportation and transfer arrangements
- Accommodation and meal planning
- Program scheduling and management
- Protocol, safety, and security coordination
- Auxiliary and logistic support
- Post-event evaluation and report

### **3. RESPONSIBILITIES OF THE CLIENT (ICEPD)**

- Provide accurate and timely event requirements and approvals.
- Coordinate with event stakeholders and speakers.
- Ensure payment of event management fees and other related expenses as agreed upon.
- Approve final event design, program, and logistics plan prior to implementation.

### **4. FINANCIAL TERMS**

A detailed budget breakdown will be prepared and approved by both parties. Payment terms shall be agreed upon as follows:

- 50% deposit upon signing of this contract.
- 30% upon completion of pre-event preparations.
- 20% after successful completion of the event.

All payments shall be made to S.G. STELLAR EVENTS through an agreed payment channel.

#### **5. CANCELLATION AND TERMINATION**

Either party may terminate this agreement with written notice of at least 30 days prior to the event date. Cancellation fees may apply depending on expenses already incurred by the Event Manager.

#### **6. LIABILITY**

S.G. STELLAR EVENTS shall not be held liable for unforeseen events such as natural disasters, government restrictions, or other force majeure circumstances that prevent the conduct of the event.

#### **7. ACCEPTANCE AND SIGNATURES**

By signing this contract, both parties acknowledge that they have read, understood, and agreed to the terms and conditions stated herein.

CLIENT

CRIS "POLIE" MIRANDILLA

Chairman, ICEPD Philippines

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

EVENT MANAGER

SOPHIA ANDREA B. GOYENA

Event Manager, S.G. STELLAR EVENTS

Signature: \_\_\_\_\_

Date: \_\_\_\_\_