

## Appendix G

### The hotel quotation for the conference room reservation

Date: 31/12/2013

#### QUOTATION

EVENT:	Ali M. AISulaiman EST. Mr. Jawad Ali Suliman - MOB: 050 5557575
DATE:	07 <sup>th</sup> & 08 <sup>th</sup> Jan. 2014 (Tuesday & Wednesday)
TIME:	19:00 -23:00
NUMBER OF ATTENDEES : LADIES : GENTS :	06 Pax (Guaranteed) Males Ladies attendance needs IMARAH PERMIT
MENUS COFFEE BREAK A.V EQUIPMENT SPECIAL ARRANGEMENT	- Coffee break
PRICE(S)	SR. 2000 for room rental per day SR. 100 Net Per person per day inclusive coffee break only
VENUE	TBA
SET UP	U-shape
EQUIPMENT	LCD Projector, screen, flip chart board, marker pens, pads and pencils,
INTERNET YES <input type="checkbox"/> NO <input type="checkbox"/>	Wireless high speed internet is available in our meeting rooms upon request and subject to applicable charges
REMARKS	

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#### TERMS & CONDITIONS:

##### 1. EVENT AUTHORIZATION:

In pursuant to circular No. 653590 of the Jeddah Governor's office dated May 25<sup>th</sup> 2008, the Hotel Management requires that the following documents be furnished 72 hours prior to any business meetings organized by a Saudi Arabia registered company or establishment:

- Official request on company Original letterhead (no copies)
- Agenda of Meeting
- Letter must be signed by company authorized person, (if not the Owner, then the Company GM Or Administrative Mgr) Company stamp, copy of his ID or IQAMA
- Date & time of the event
- Total Number of attendees
- Speaker details (if any)

مريديان جدة  
LE MERIDIEN  
JEDDAH

ص.ب 11633 طريق المدينة جدة 21463 المملكة العربية السعودية  
P.O. Box 11633 Madinah Road Jeddah 21463 Saudi Arabia  
T +966 2 663 3333  
F +966 2 663 2333  
lemeridien.com/jeddah  
lemeridien-jeddah.com

جواد السليمان  
14/12/2013

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