



Capt. Saurabh Varshney
3, Surajpur - Kasna Rd, Knowledge Park I,
Greater Noida, Uttar Pradesh 201310

09th February 2026

SUBJECT: Agreement for INTERNATIONAL MARITIME INSTITUTE AND EXPOINN SUITES & CONVENTION.

Dear Mr. Varshney,

Thank you for considering Expolnn Suites & Convention, Greater Noida as your preferred brand for business, events, and celebration, for your scheduled event on **20th March 2026**.

We are pleased to submit the enclosed agreement for your confirmation. Please note that these rates are applicable only for this event. This agreement supersedes all our earlier proposals and quotations addressed to you for this event.

We trust the details of the agreement are consistent with your requirements and we look forward to receiving your confirmation, as soon as reasonably possible, but no later than **12.02.2026**.

Looking forward to a mutually beneficial business relationship and welcoming you and your guests to Expolnn Suites & Convention, Greater Noida.

Yours sincerely,
Vipul Saklani
Sales Executive
Mob: - 9289657041

Letter of Agreement Prepared on 09/02/2026

By
Vipul Saklani

CONTACT (S)

Client:	Hotel:
Capt. Saurabh Varshney	EXPINN SUITES & CONVENTION
3, Surajpur - Kasna Rd, Knowledge Park I, Greater Noida, Uttar Pradesh 201310	Plot No. 23 –25 & 27- 29, Knowledge Park - II, Gautam Budh Nagar, Greater Noida – 201306, Uttar Pradesh, India
Contact Name: - Capt. Saurabh Varshney	Contact Name: - Vipul Saklani
Phone:	Phone: 9289657041
Email: - ceo@imi.edu.in	Email: sales1@expolnn.com

Expolnn Suites & Convention, Greater Noida (Unit of IEML) is pleased to confirm below special contracted rates for the event on 20th March 2026. Please note these rates are confidential and are not to be disclosed to third party without the consent of Expolnn Suites & Convention, Greater Noida.

Rate Guarantee

Please note the rate has been given, keeping in mind the above numbers of rooms guaranteed. In case the room's guarantee falls below the agreed minimum (as mentioned above), the hotel reserves the right to change the rates.

Event Requirement: -

VENUE & TIME

Date	Event	Timing	Minimum Number of Guests	Venue	Rate/Minimum Billing
20 th March 2026	Cocktail Dinner	06:00 PM – 11:00 PM	120	Banquet Hall	INR 3700+ taxes per person (IMFL Package)

Should you have a function at any outdoor venue; music played will have to be discontinued at 2200 hrs strictly.

Inclusions Details:

- Usage of the venue as per the mentioned timings.
- Basic seating arrangements
- Dinner buffet

IMFL Package for 120 mins:

- Black Dog/ 100 Pipers
- Smirnoff Vodka
- Bacardi White Rum
- Kingfisher/Budweiser Beer
- Bombay Sapphire Gin
- Sula Red/White Wine

Meal components for Buffet Dinner: -

ITEMS	Dinner grid
Snacks	4 veg + 3 nonveg
SOUPS	1 +1
Salads	4
Non-Vegetarian Main Course	3
Vegetarian Main Course	4
Lentil	1
Indian Breads	3
Rice	2
Desserts	3 + ice cream
Condiments	Pickle/Papad/Raita

Note: Liquor other than IMFL package will be charged on actual

DJ & License:

Licenses for music performance (PPL, NOVEX & IPRS) are required for playing the music or any performance.

BOOKING CONDITIONS

Please review and confirm the expected and guaranteed number of attendance 90 days prior to the function. Any variance between the expected and guaranteed number should be within ten percent (10%) 60 days prior to the event. Charges will be made according to the guarantee number or actual attendance, whichever is greater.

Rate Guarantee

Please note the rate has been given, keeping in mind the above numbers of guest guaranteed. In case the guarantee falls below the agreed minimum (as mentioned above), the hotel reserves the right to change the rates.

CANCELLATION POLICY

The following charges are applicable for cancellations, postponement, or other charges in dates after confirmation of the event. Changes must be received in writing. Should the function space be released after confirmation, the deposit paid shall not be refunded.

Cancellation Date Range	Cancellation Charges
After signing the contract & after 90 days & less	100% retention would be charged on the cancellation

DEPOSIT SCHEDULE

The below deposits are required to be received by the Hotel according to the schedule for accommodation and event charges as booked.

Schedule	Deposit Amount
At the time of signing of contract	20% advance payment of total billing
14 th March 2026	100% balance payment

Note:

- All bookings are tentative until a deposit or letter of undertaking is received.
- Deposit paid is non-refundable / non-transferable in the event of cancellation / postponement.
- Confirmation of bookings must be made in writing, and accompany the requested deposit within the designated period (see 'Deposit Schedule') If this is not the case, the Hotel reserves the right to cancel the booking and allocate the space to another client. Once the signed contract and deposit(s) are received, the booking is confirmed. **If the deposit amounts have been paid and the signed contract not returned, it is assumed that the company accepts the terms and conditions outlined herein.**

Billing Instructions

- Name of the company / Person for billing – As mentioned above
- Gst No. (supported by GST certificate)- AS mentioned above.
- Invoice will not be amendable after generation of GST Invoice

PAYMENT TERMS

- All payment would be done via bank transfer/Credit card only.
- For cash transfer/deposit will be allowed as per income tax 269 ST strictly upto INR 199000 supported with host pan card.
- Cheque payment will be made by the host only else relationship declaration with pan card for both and same will be accepted 15 days prior to the event and subjected to the realization of the cheque.

BANK DETAILS

Bank Details	
Name of the A/C Holder	Expolnn Suites and Convention (A Unit of IEML)
Address	Plot No. 23 –25 & 27- 29, Knowledge Park - II, Gautam Budh Nagar, Greater Noida – 201306, Uttar Pradesh, India
Name of the Bank	Federal Bank
Branch Address	H-362, Sector-22, Noida, Uttar Pradesh.
Bank Account No.	13400200032032
IFSC Code	FDRL0001340
SWIFT Code	FDRLINBBIBD
MICR Code	110049006
PAN DETAILS	AAACI8678M
GST	09AAACI8678M2ZQ

PRICING POLICY

- This quotation will remain valid for the above event period only. Kindly note that prices quoted may be subject to change, depending on the change in event requirements / dates.
- All charges need to be paid in Indian Rupee. If necessary, the Hotel will claim from the Company any loss on the exchange arising from accounts being settled in other currencies (Applicable for overseas clients)

CONTENT OF FUNCTION

If the Hotel has reason to believe that an event or any part of it will affect the smooth operation of the Hotel business, its security or reputation, the Management reserves the right to cancel/stop the function or any part of it at their discretion without notice or liability.

HEALTH REGULATION

With the current regulations by the Ministry of Health, smoking is not allowed in function rooms and air-conditioner public areas. Please note Expolnn Suites & Convention is entirely a

non-smoking hotel. The hotel reserves the right to stop any guest from smoking within the room/restaurant/anywhere within the hotel premises.

COVID 19 GUIDELINES

- Mandatory Thermal Screening while entering the hotel premises.
- Wear a mask, whenever outside the room. We also recommend refraining from movement outside your room, if not required.
- We recommend using the laundry facility available at the hotel.
- Visitors can be entertained only in the lobby or at restaurants.
- Always keep a safe distance of at least 3 meters.
- Wash your hands with soap or sanitize at frequent intervals.
- Please inform the Duty Manager in case you experience any symptoms during your stay (Fever, Cough & difficulty in breathing) to enable us to assist you better.
- Mandate to install the "Arogya Setu" app with your Bluetooth being ON always for Indian Citizens & Self Declaration is required for all the resident guests.

ADVERTISING

Prior permission is required to use the Hotel's name and/or logo in print, and/or audio-visual display. All proposed artworks must be approved by the Hotel prior to publication.

LOSS AND DAMAGE

The Hotel will endeavor to take all possible care of but accepts no responsibility for damage or loss of equipment, merchandise or other property left on the premises prior to, during or after the event. The Hotel recommends that guests always carry their personal valuables and suggests that the organizer/client arrange an independent insurance policy to cover such damages and/or losses. It is also the responsibility of the organizer/client to provide Personal Insurance Cover for their employees or contractors.

The Organizer is financially responsible for any damage sustained, or loss incurred, to the Hotel's property, carpet, fixtures, or fittings, whether through their own action or the action of their guests, appointed agents, contractors, or sub-contractors prior to, during and after the function. The Organizer is to ensure that nothing is nailed, screwed, stapled, pinned, or adhered to any wall, door, ceiling, furnishing or other surfaces or part of the Hotel.

Dos and Don'ts

- All material being bought into the hotel must come through the receiving gate after informing the security of the hotel.
- A list of all the equipment should be made in duplicate, a copy of which is to be given to the security and retained with self. The same must be done on departure.
- During the setup of the event, stage units, light stands etc. to be placed on a wooden plank or plastic sheets to ensure no damage to the carpet. All stands should be painted well and without any scratch marks.
- All fixtures brought in should be self-supporting and placed one meter away from the wall.
- Nailing, pasting etc. on any of the hotel fixtures is prohibited.
- No painting of any material to be done inside the hotel premises.
- The contractor is liable to pay for any damage done to the hotel property. The client would take responsibility for the same.
- Electrical load to be advised at least one week prior to the event. Generators, if required, will be charged accordingly.
- Loose wires and loose connection will not be permitted. All wires need to be taped and covered properly.
- Settlement of bills (in case the Vendor is paying) is to be made immediately after the function or as mentioned in the contract issued by your Catering Sales Manager.
- No material can be stored behind the panels and the booth as it can create a hindrance.
- Excess equipment will not be stored within the hotel premises. All equipment brought will have to be stored in the rooms reserved by the clients.
- The hotel will not accept any responsibility for damage or loss of merchandise left in the hotel prior to, during and after the function. The organizers should arrange their own insurance and / or security. All goods stored will be at client's own risk.
- The venue is not to be used as a storeroom. All the material will come in as and when required during the set-up rather than dumping everything inside the hall.
- No food or beverage of any kind will be permitted into the hotel by the organizers or any other guest, invitees or person attending the function without the prior consent of the hotel.
- Expolnn Suites & Convention Greater Noida reserves the right of admission/entry into the hotel. The hotel reserves the right to remove people who do not conduct themselves properly.
- The workers to be in clean and presentable uniforms wearing closed shoes.
- The labor should not be roaming in the front area or the back area of the hotel during the function.
- Smoking and sleeping of labor in the hotel premises are not permissible.
- All fire exit to be kept open without any hindrance on its way. The same needs to be verified by the fire officer of the hotel.

SOUND LEVEL

The hotel reserves the right to tune down the music volume as deemed necessary.

FIRE ALARM

Please ensure that whilst work is being carried out in the hotel premises, the organizer or their representatives should inform the hotel in writing if smoke guns, or any flammable materials are used at anytime.

POWER BACK-UP

The Hotel is fully equipped to supply power for your event; however, power supplied in the venue is directly dependent upon the State Electricity Board. In case you intend to have an uninterrupted power supply in your event we recommend the use of Genset.

**DISCLOSURE**

The client hiring space at the hotel shall freely disclose the intended nature of the event being held and will at no time undertake any activity that is deemed as illegal or improper.

FORCE MAJEUR

The Hotel / Company will not be held responsible for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Government, strikes, riots, terrorism and acts of God.

In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this event.

ACCEPTANCE

Please sign a copy of this document, acknowledging acceptance of the terms and conditions contained herein and return it with the initial deposit by the due date as specified under 'Deposit Schedule'.

Capt. Saurabh Varshney

Yogesh Pandey

Vipul Saklani

Date/Signature

Director Of Sales
Date/Signature

Date/Signature