

From: Betty Chan [betty.chan@fourseasons.com]
Sent: Sunday, July 25, 2004 8:28 PM
To: Clegg, Patsy M SCC-CHSE-PC
Subject: RE: Proposal for Shanghai Health Study Group

Thanks Patsy for the email. Look forward to hearing from you in September.

Best regards
Betty Chan
Senior Sales Manager
Four Seasons Shanghai
Telephone: (8621)6256-8888 ext: 1116
Fax (Sales) (8621)6287-1025
email:mail to:betty.chan@fourseasons.com
web:http://www.fourseasons.com/shanghai

Zagat Survey, 2004 - Rated No. 1 in Shanghai and Top 14 in the World
Conde Nast Traveler (USA) Magazine, 2003 Hot List - Best New Hotel in China
and 2004 Gold List
Departure Magazine, 2003 - Top 18 Readers' Favorite Hotels in Asia

439 guest rooms and suites, 24-hour Executive Lounge and Fitness Centre, 6
dining and entertainment options in downtown Shanghai

"Clegg, Patsy M
SCC-CHSE-PC" To: "Betty Chan"
<betty.chan@fourseasons.com>
<patsy.clegg@shell.co cc:
m> Subject: RE: Proposal
for Shanghai Health Study
Group

07/23/2004 09:56 PM

Betty,

Thanks for your prompt reply. I will be meeting with my team in August.
We should be able to start finalizing our plans in September.

Regards,
Patsy

Patsy Clegg
Product Steward
Shell Chemical LP
One Shell Plaza, 910 Louisiana, Houston, TX 77002-4916

Tel: +1 713 241 2521 Fax: 3325
Email: patsy.clegg@shell.com
Internet: http://www.shell.com/chemicals

-----Original Message-----

From: Betty Chan [mailto:betty.chan@fourseasons.com]
Sent: Friday, July 23, 2004 12:10 AM
To: Clegg, Patsy M SCC-CHSE-PC
Subject: Proposal for Shanghai Health Study Group

SHELL-MCCLURG-065368

Dear Patsy,

Greetings from the Four Seasons Hotel Shanghai!!

Thank you for your support for our hotel. Please note the hotel is available on your preferred date of October 31 - November 06 and based on your requirements for the meeting, I have suggested VIP Room II, which is at 1,705 sq feet with large windows and can accommodate up to 80 persons in classroom style. If you require a different style of seating, please let me know so I can check on the availability of the Ballroom for you.

I have attached the floor plan for your reference, as you can see the VIP Room II has a semi private foyer which is great for morning gathering and coffee breaks.

(See attached file: Floor Plan (big).jpg)

Please see below attached our proposal for your reference. October is a perfect time to be in China because of the nice weather, but it also means it's the busiest time for the city. Should you require any additional information on the hotel or the city, please feel free to contact me.

(See attached file: Proposal for Shell Shanghai Health Study Group.doc)

Thank you and best regards
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FOUR SEASONS HOTEL *Shanghai*

Proposal for: **Shell-Shanghai Health Study**

Submitted by: *Betty Chan*
Four Seasons Hotel Shanghai
 { TIME \@ "MMMM d,yyy" }

GUEST ROOM AVAILABILITY:

We are pleased to offer the following dates and room block for **Shell** in **October**:

	10/31/2005	11/1/2005	11/2/2005	11/3/2005	11/4/2005	11/5/2005
Deluxe Room	50	50	50	50	50	50

- Guestrooms are not held on first option basis currently and are subject to confirmation at the time of contract signing / deposit payment.
- Guestroom bed types may be subject to change unless otherwise guaranteed 21 days in advance.

GUEST ROOM GROUP RATES:

Four Seasons Hotel Shanghai would like to extend the following group rate to **Shell** :

Room	Single Rate	Double Rate
Deluxe Room	RMB1,700+	RMB1,700+

- Rates are quoted in Chinese Renminbi (RMB) and subject to applicable service charge, currently 15%.
- Approximate rate of exchange RMB 8.28 = US\$1 (subject to change without notice). Approximate at US\$205+15%
- The above rates are not applicable during Shanghai Formula 1 Grand Prix period in 2005/2006. Exact dates & conditions to be advised.
- Portage: RMB10 per luggage – Check-in / RMB10 per luggage – Check-out.

OPTION DATE:

Please advise if you would like space held on a first option basis.

FUNCTION SPACE:

I understand you require the following function space:

Date	Start/End Time	Function/ No of Persons	Suggested Venue	Cost
November 02 –05 Daily	9:00am-5:00pm	Meeting/50 persons. Seating Style TBA	VIP Room II	RMB480+15% per person for full day meeting package
	12:30-2:00pm	Lunch/50 persons	TBA	Included in the package
	10:15-10:30am 3:15-3:30pm	Coffee Breaks/70 persons	VIP Room II	Included in the package

- * The Hotel reserves the right to move the function rooms appropriately provided 30-21 days notice is given to the Organizer.
- * At the discretion of the Hotel a private breakfast venue may be assigned for the group.

COMPLIMENTARY GUEST SERVICES AND AMENITIES:

- Welcome fruit
- Twice-daily housekeeping service
- Complimentary overnight shoe-shine
- 24-hour multilingual Concierge service
- 24-hour Butler service
- Safes large enough for a laptop computer
- Coffee/ tea maker
- 100% cotton oversized bath towels and thick terry bathrobes, yukata robes, slippers
- Access to Fitness Center

AIRPORT LIMOUSINE TRANSFER COSTS:

From Hong Qiao International Airport:	Buick GL	RMB300
	Mercedes Benz S320	RMB600
	Mercedes Benz 100 Van (10 pax)	RMB600
From Pudong International Airport:	Buick GL	RMB500
	Mercedes Benz S320	RMB900
	Mercedes Benz 100 Van (10 pax)	RMB800
	Mercedes Benz 600 Stretch	RMB2,000

(Prices are net and subject to change)

AIRPORT INFORMATION:

Hong Qiao Domestic Airport (Puxi Side) drive	14 km/9 miles	25 min. by
Pudong International Airport (Pudong Side) drive	40 km/25 miles	40 min. by

2004 FOOD AND BEVERAGE GUIDELINES:

- **Full-day Meeting Package** (8am – 5pm)

At **RMB480** per person (a minimum of 15 persons is required), the following amenities will be offered:

- Meeting room setup with amenities (pencil, writing pad, distilled water and mints);
- All day supply of coffee, tea setup and serve inside or outside the main meeting room;
- Morning and afternoon refreshments (pastries, cookies or savory);
- One set luncheon with soft drinks and juice;
- One meeting room rental (8am - 5pm);
- Basic audiovisual equipment (flipchart, white board, slide projector, overhead projector, laser pointer, LCD projector and screen);
- Reception table setup with complimentary in-house telephone;
- Our meeting butler on standby inside or outside the meeting room at your service throughout the entire event.
- Group Buffet Breakfast – RMB180 per person
- Dinner – RMB300 per person onwards
- Cocktail/ Canapes – RMB220 per person onwards (food only)
- Cocktail Bar (2hours) - Standard RMB200 per person & Premium - include Champagne RMB280 per person

Notes: Rates are subject to applicable tax and service charge, currently 15%. We will honor We will honor the above rates if contract is signed back by December 31, 2004.

ATTRITION POLICY:

- A. Attrition / Penalty – Food & Beverage/Meeting Facilities to be released at no charge:
- 15% Wash on estimated revenues – up to 120-91 Days prior to contracted Events, thereafter full charge to apply.
 - 10% Wash on estimated revenues – 90-61 Days prior to contracted Events, thereafter full charge to apply.
 - 5% Wash on estimated revenues – 60-30 Days prior to contracted Events, thereafter full charge to apply.
- B. Attrition / Penalty – Guestrooms:
- Up to 30% of total room block – 120-91 days prior to Group arrival – no charge after which 1 night charge per room cancelled thereafter.
 - Up to 20% of total room block – 90-61 days prior to Group arrival – no charge after which 1 night charge per room cancelled thereafter.
 - Up to 10% of total room block – 60-30 days prior to Group arrival – no charge after which 2 nights charge per room cancelled thereafter.
 - Full stay charge to be applied for any cancellation of rooms 29 days to day of arrival.

CANCELLATION POLICY:

Total Cancellation: For Guestrooms, Food & Beverage & Function Room Rentals:

- 120 to 91 days prior to contracted Group Arrival Date – 60% of Total Estimate
- 90 to 61 days prior to contracted Group Arrival Date – 80% of Total Estimate
- 60 days & less prior to contracted Group Arrival Date – 90% of Total Estimate

GOLF INFORMATION:

A number of excellent golf courses are within driving distance of the Hotel:

- Thomson Golf Club (30 minutes drive)
- Yin Tao Golf Club (40 minutes drive)
- Shanghai Silport Golf Club (1 hour drive)
- Shanghai Links Golf Club (1 hour drive)

SPA INFORMATION:

The separate men's and women's saunas and steam rooms offer a welcome post-workout reward. A complete roster of relaxation services and massage is available to invigorate the body and renew the soul. Facilities include hot whirlpool and cold plunge.

FOUR SEASONS CHAIN AWARDS AND ACCOLADES:

“January 2004 Gold List” – *Conde Nast Traveller (USA) Magazine*

“Rated No. 1 in Shanghai & Top 14 in the World” – Zagat Survey, 2004

ADDITIONAL ITEMS:

- Check-in time is 15:00. Check-out time is 12:00 noon.
- Early check-in or late check-out is subject to availability.

(This is a sales proposal for discussion purposes and is not intended to be a contract.)