

MEETING AND
EVENT SPACE.



ADDITIONAL FEATURES FOR CORPORATE MEETINGS.

MEETING SPACE.

PRIVATE FUNCTIONS AT NO
ADDITIONAL SURCHARGE.

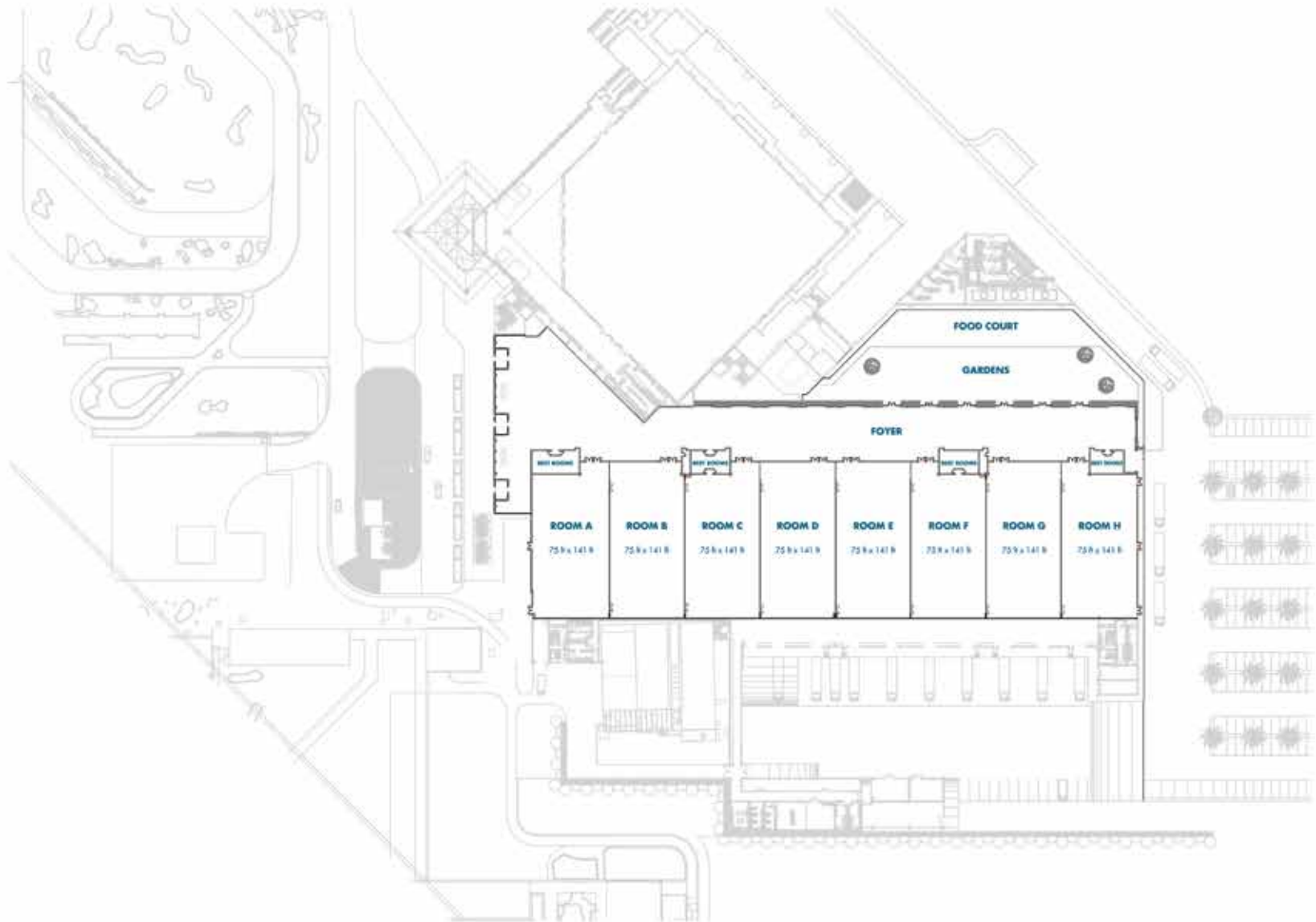
DEDICATED CONFERENCE
SERVICE MANAGER.



MOON PALACE ARENA.

140,000 square feet including meeting space, pre-function space, and outside meeting space.





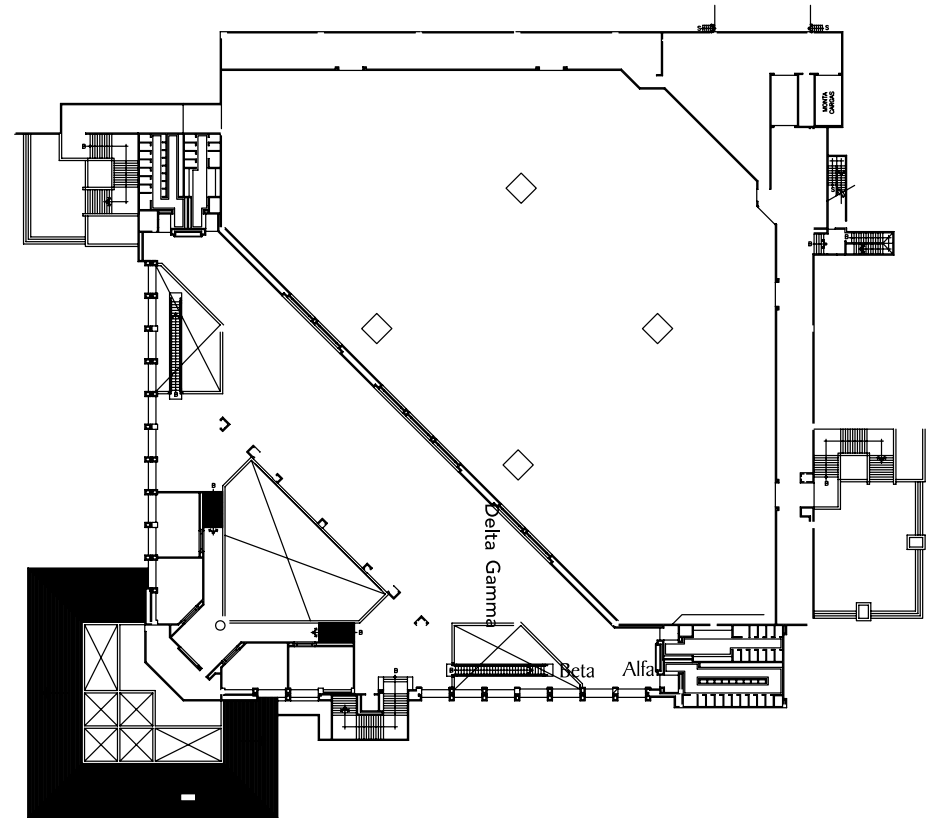
MOON PALACE ARENA CAPACITY.

	MT. SQ	SQ. FT.	HEIGHT MT.	HEIGHT FT.	WIDTH MT.	WIDTH FT.	LENGTH MT.	LENGTH FT.	BANQUET	RECEPTION	CLASSROOM	THEATER
ENTIRE ARENA	7,912.00	85,164.06	12.00	39.36	184.00	603.52	43.00	141.04	6,880	8,000	6,072	9,776
LOBBY AREA	1,700.00	18,298.65	9.60	31.49	N/A	N/A	N/A	N/A	N/A	1,500	N/A	N/A
HALLS FOYER	1,812.00	19,504.20	9.60	31.49	12.50	41.00	145.00	475.60	N/A	1,500	N/A	N/A
GARDEN	1,500.00	16,145.87	N/A	N/A	N/A	N/A	N/A	N/A	600	1,200	N/A	N/A
HALL A	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL B	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL C	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL D	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL E	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL F	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL G	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200
HALL H	989.00	10,645.51	12.00	39.36	23.00	75.44	43.00	141.04	700	1,000	648	1,200

UNIVERSAL
CENTER.



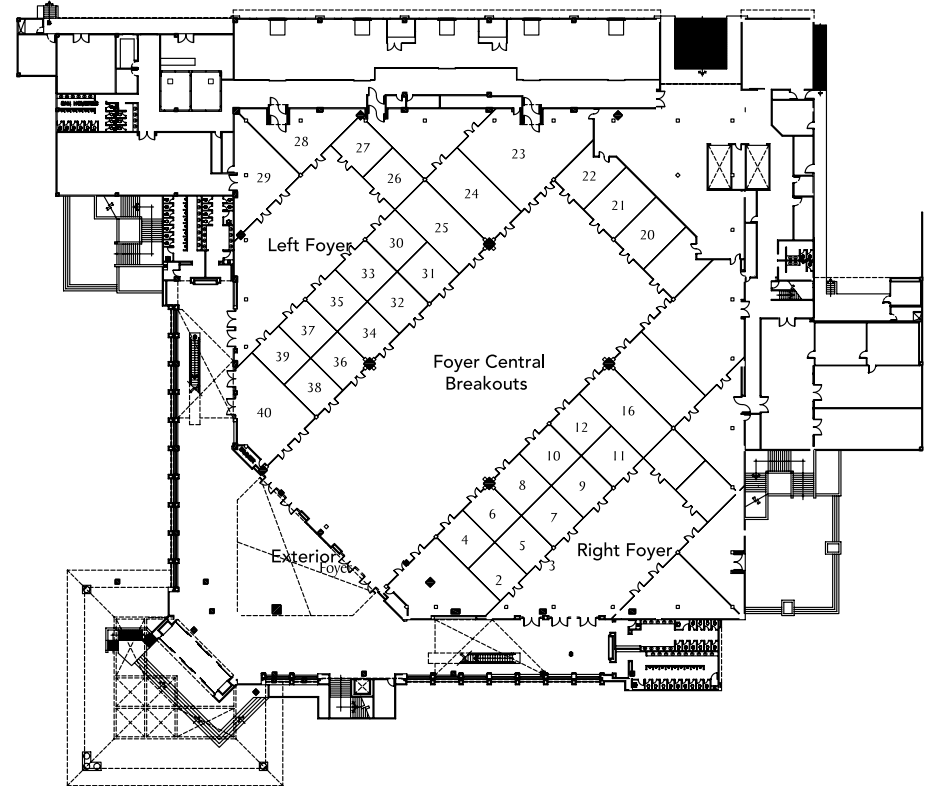
UNIVERSAL CENTER UPPER LEVEL.



INDOOR CAPACITY GRIDS

BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
UNIVERSAL	N/A	N/A	N/A	N/A	3437	36995.56	7.00	22.97	3600	N/A	2400	3600	2400
ALFA	8.10	26.57	5.30	17.39	42.93	462.09	3.90	12.80	40	20	20	40	40
BETA	8.10	26.57	5.30	17.39	42.93	462.09	3.90	12.80	40	20	20	40	40
GAMA	8.10	26.57	5.30	17.39	42.93	462.09	3.90	12.80	40	20	20	40	40
DELTA	8.10	26.57	5.30	17.39	42.93	462.09	3.90	12.80	40	20	20	40	40

UNIVERSAL BREAKOUTS LOWER LEVEL.



INDOOR CAPACITY GRIDS

BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
CENTRAL FOYER BREAKOUTS	55.00	180.45	22.00	72.18	1210.00	13024.33	3.86	12.66	1600	N/A	900	1600	N/A
CENTRAL FOYER GROUND FLOOR	N/A	N/A	N/A	N/A	626.00	6738.21	3.86	12.66	N/A	N/A	N/A	N/A	N/A
LEFT FOYER BREAKOUTS	19.00	62.34	12.00	39.37	228.00	2454.17	3.86	12.66	300	N/A	150	250	180
LEFT FOYER GROUND FLOOR	20.00	65.62	7.50	24.61	150.00	1614.59	3.86	12.66	N/A	N/A	N/A	N/A	N/A
RIGHT FOYER BREAKOUTS	19.00	62.34	12.00	39.37	228.00	2454.17	3.86	12.66	300	N/A	150	250	180
RIGHT FOYER GROUND FLOOR	20.00	65.62	7.50	24.61	150.00	1614.59	3.86	12.66	N/A	N/A	N/A	N/A	N/A

UNIVERSAL BREAKOUTS.

BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
BREAKOUT 1	N/A	N/A	N/A	N/A	90.00	968.75	3.86	12.66	70	28	50	70	40
BREAKOUT 2	N/A	N/A	N/A	N/A	108.81	1171.22	3.86	12.66	90	28	50	90	44
BREAKOUT 3	6.58	21.59	5.46	17.91	35.93	386.71	3.86	12.66	32	12	20	30	24
BREAKOUT 4	6.55	21.59	5.46	17.91	35.76	384.95	3.86	12.66	32	12	20	30	24
BREAKOUT 5	6.58	21.59	5.46	17.91	35.93	386.71	3.86	12.66	32	12	20	30	24
BREAKOUT 6	6.55	21.49	5.46	17.91	35.76	384.95	3.86	12.66	32	12	20	30	24
BREAKOUT 7	6.58	21.59	6.10	20.01	40.14	432.04	3.86	12.66	32	12	20	30	24
BREAKOUT 8	6.55	21.49	6.10	20.01	39.96	430.07	3.86	12.66	32	12	20	30	24
BREAKOUT 9	6.58	21.59	5.82	19.09	38.30	412.21	3.86	12.66	32	12	20	30	24
BREAKOUT 10	6.55	21.49	5.82	19.09	38.12	410.33	3.86	12.66	32	12	20	30	24
BREAKOUT 11	6.58	21.59	5.82	19.09	38.30	412.21	3.86	12.66	32	12	20	30	24
BREAKOUT 12	6.55	21.49	5.82	19.09	38.12	410.33	3.86	12.66	32	12	20	30	24
BREAKOUT 13	N/A	0.00	N/A	0.00	89.50	963.37	3.86	12.66	70	28	50	70	40
BREAKOUT 14	6.10	20.01	6.58	21.59	40.14	432.01	3.86	12.66	32	12	20	30	24
BREAKOUT 15	6.10	20.01	6.58	21.59	40.14	432.01	3.86	12.66	32	12	20	30	24
BREAKOUT 16	13.40	43.96	6.10	20.01	81.74	879.84	3.86	12.66	60	28	40	60	48
BREAKOUT 17	13.14	43.11	6.64	21.78	87.24	939.15	3.86	12.66	60	28	40	60	48
BREAKOUT 18	N/A	0.00	N/A	0.00	179.00	1926.74	3.86	12.66	140	36	90	140	80
BREAKOUT 19	8.69	28.51	5.82	19.09	50.58	544.39	3.86	12.66	30	12	20	30	24
BREAKOUT 20	8.69	28.51	6.10	20.01	53.01	570.58	3.86	12.66	40	20	20	40	32

UNIVERSAL BREAKOUTS.

BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
BREAKOUT 21	8.69	28.51	6.10	20.01	53.01	570.58	3.86	12.66	40	20	20	40	32
BREAKOUT 22	8.68	28.48	5.82	19.09	50.25	543.77	3.86	12.66	30	12	20	30	24
BREAKOUT 23	N/A	0.00	N/A	0.00	172.17	1853.22	3.86	12.66	140	36	90	140	80
BREAKOUT 24	13.14	43.11	6.58	21.59	86.46	930.66	3.86	12.66	60	28	40	60	48
BREAKOUT 25	13.14	43.11	6.10	20.01	80.15	862.77	3.86	12.66	60	28	30	60	48
BREAKOUT 26	6.10	20.01	6.58	21.59	40.14	432.04	3.86	12.66	32	12	20	30	24
BREAKOUT 27	6.10	20.01	6.58	21.59	40.14	432.04	3.86	12.66	32	12	20	30	24
BREAKOUT 28	N/A	N/A	N/A	N/A	90.00	968.75	3.86	12.66	70	28	50	70	40
BREAKOUT 29	N/A	N/A	N/A	N/A	86.00	925.70	3.86	12.66	70	28	50	70	40
BREAKOUT 30	6.58	21.59	5.82	19.09	38.30	412.21	3.86	12.66	32	12	20	30	24
BREAKOUT 31	6.58	21.59	5.82	19.09	38.30	412.21	3.86	12.66	32	12	20	30	24
BREAKOUT 32	6.55	21.49	5.82	19.09	38.12	410.33	3.86	12.66	32	12	20	30	24
BREAKOUT 33	6.58	21.59	5.82	19.09	38.30	412.21	3.86	12.66	32	12	20	30	24
BREAKOUT 34	6.55	21.49	6.10	20.01	39.96	430.07	3.86	12.66	32	12	20	30	24
BREAKOUT 35	6.58	21.59	6.10	20.01	40.14	432.04	3.86	12.66	32	12	20	30	24
BREAKOUT 36	6.55	21.49	5.46	17.91	35.76	384.95	3.86	12.66	32	12	20	30	24
BREAKOUT 37	6.58	21.59	5.46	17.91	35.93	386.71	3.86	12.66	32	12	20	30	24
BREAKOUT 38	6.55	21.49	5.46	17.97	35.76	384.95	3.86	12.66	32	12	20	30	24
BREAKOUT 39	6.58	21.59	5.46	17.91	35.93	386.71	3.86	12.66	32	12	20	30	24
BREAKOUT 40	N/A	N/A	N/A	N/A	108.81	1171.22	3.86	12.66	90	28	50	90	44

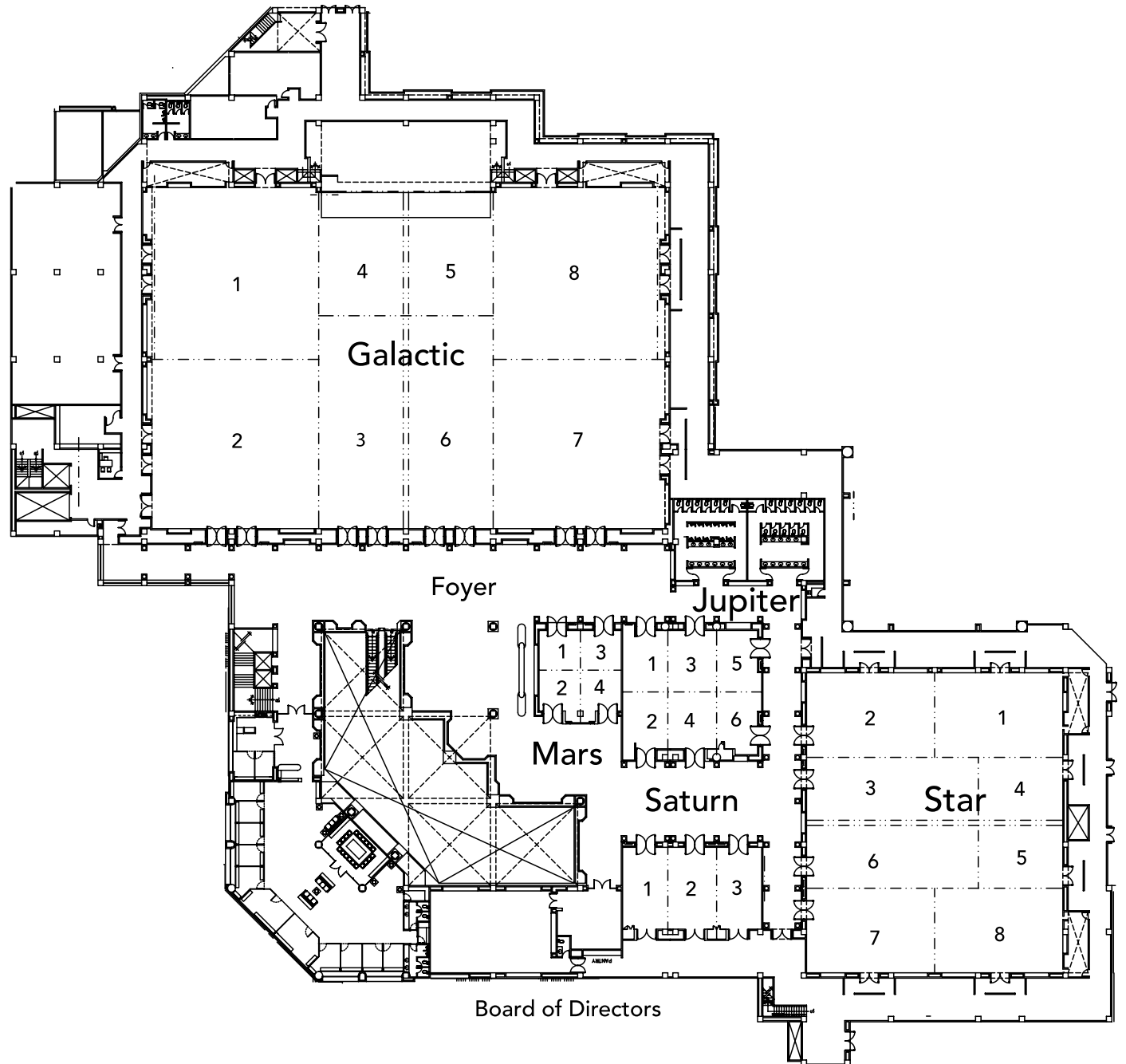
CONVENTION CENTER

LOCATED IN SUNRISE LOBBY.

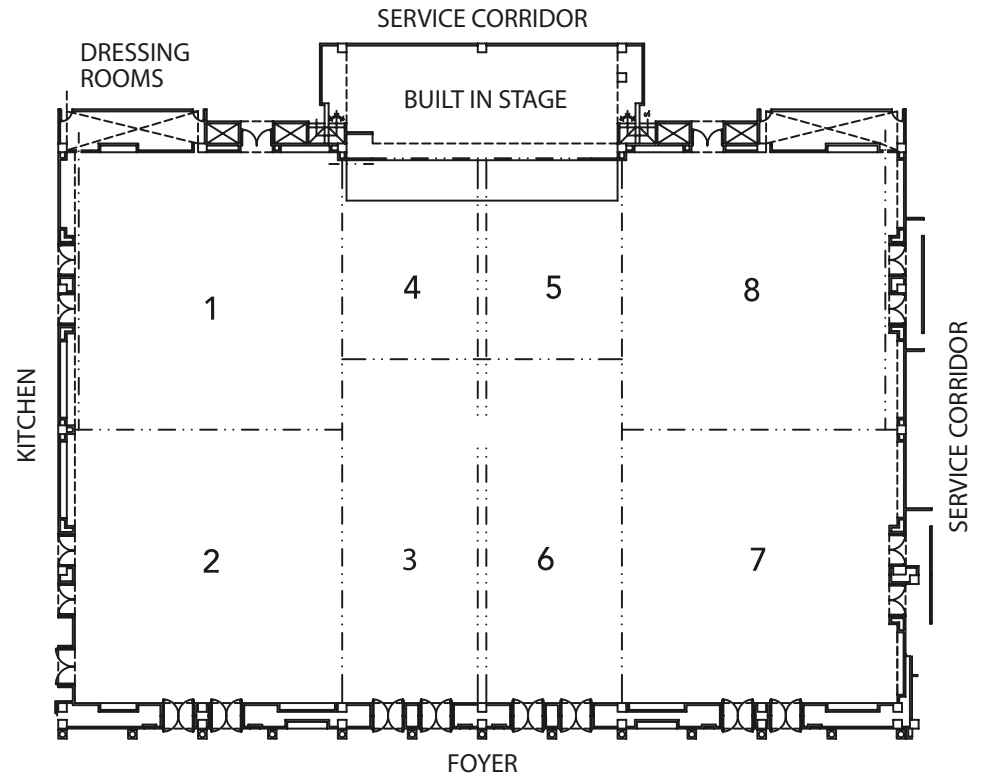
1. GALACTIC.
2. STAR.
3. JUPITER.
4. SATURN.
5. MARS.
6. BOARD OF DIRECTORS.



CONVENTION CENTER.

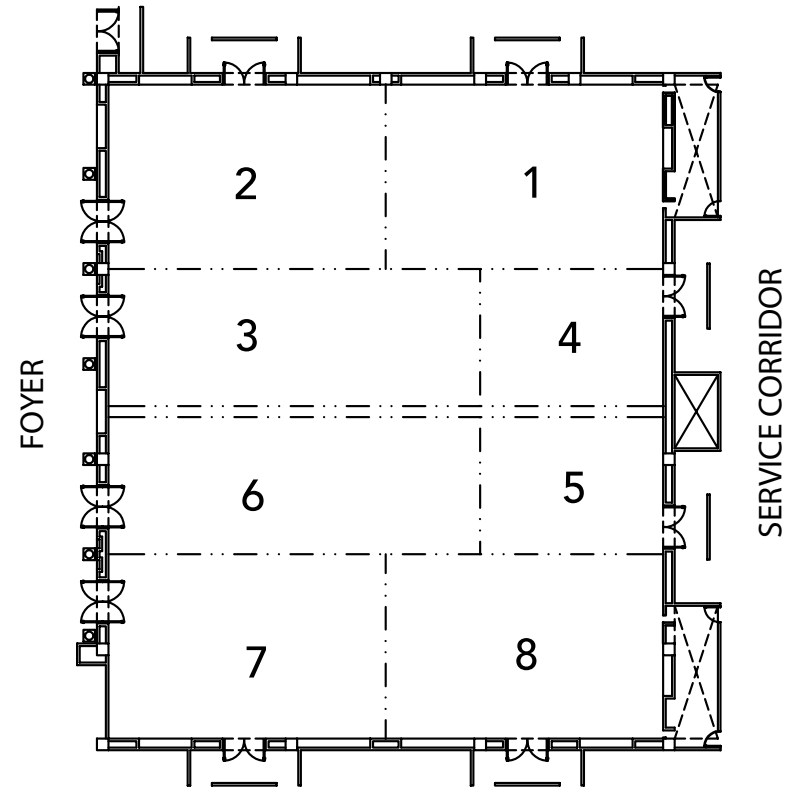


GALACTIC.



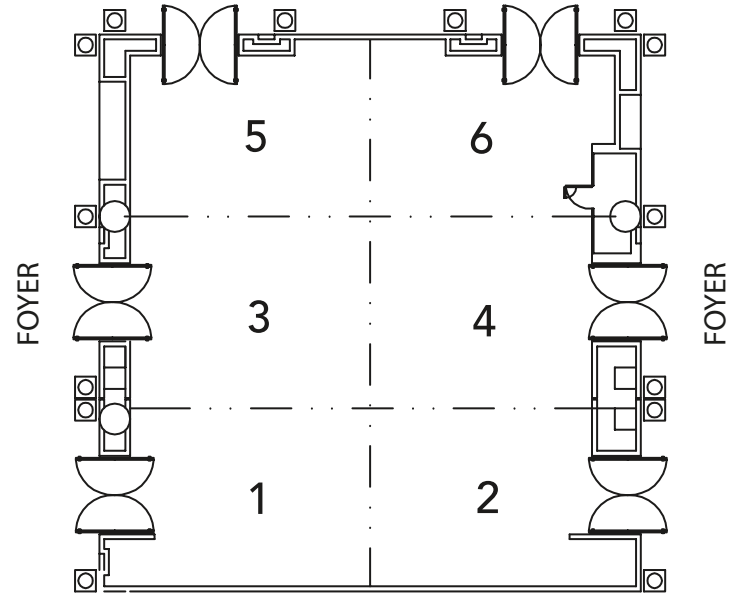
BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
GALACTIC	41.00	134.51	60.75	199.31	2490.75	26810.21	8.50	27.89	2680	N/A	1800	2780	1640
GALACTIC 1,2,7,8	20.50	67.26	20.00	65.62	410.00	4413.20	8.50	27.89	420	72	250	400	240
GALACTIC 3,6	25.75	84.48	10.00	32.81	257.50	2771.71	8.50	27.89	N/A	N/A	N/A	N/A	N/A
GALACTIC 4,5	14.70	48.23	10.00	32.81	147.00	1582.29	8.50	27.89	150	44	60	140	80

STAR.



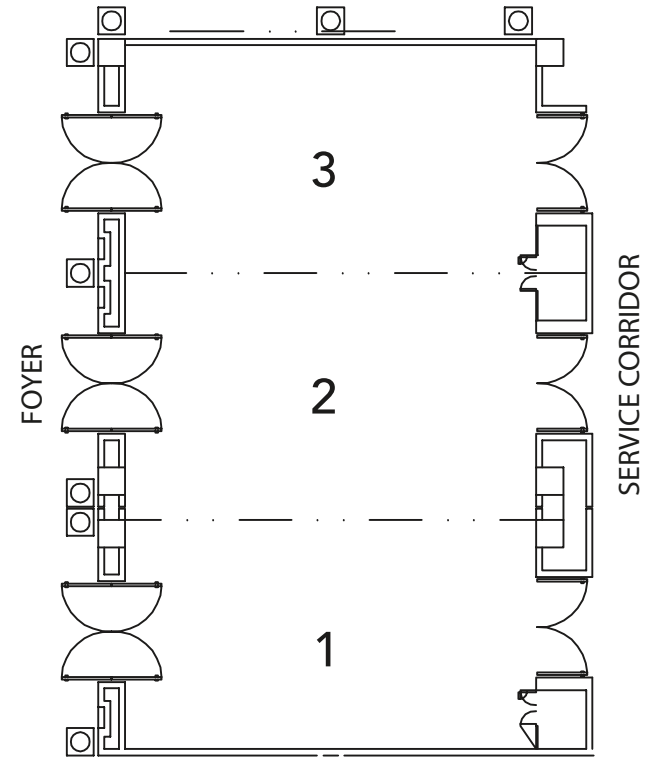
BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
STAR	30.75	100.89	35.75	117.29	1099.31	11832.90	6.70	21.98	1190	N/A	800	1230	730
STAR 1,8	15.25	50.03	10.00	32.81	152.50	1641.50	6.70	21.98	160	40	90	150	90
STAR 2,7	15.50	50.85	10.00	32.81	155.00	1668.41	6.70	21.98	160	40	90	150	90
STAR 3,6	20.50	67.26	7.50	24.61	153.75	1654.95	6.70	21.98	N/A	N/A	N/A	N/A	N/A
STAR 4,5	10.00	32.81	7.50	24.61	75.00	807.29	6.70	21.98	80	24	40	70	40

JUPITER.



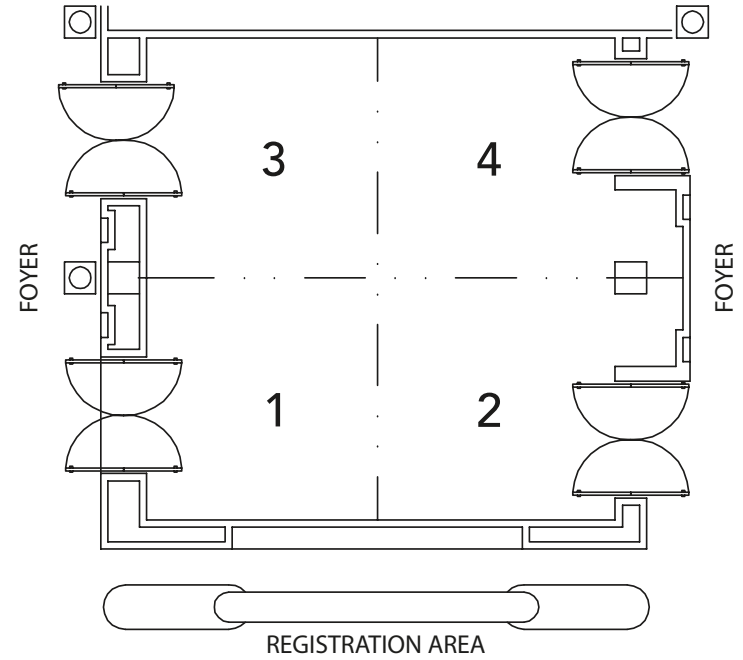
BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
JUPITER	13.80	45.28	16.24	53.28	224.11	2412.32	3.50	11.48	240	50	160	250	140
JUPITER 1	7.20	23.62	5.20	17.06	37.44	403.00	3.50	11.48	30	20	10	30	20
JUPITER 2	6.60	21.65	5.20	17.06	34.32	369.42	3.50	11.48	30	20	10	30	20
JUPITER 3	7.20	23.62	5.70	18.70	41.04	441.75	3.50	11.48	30	20	10	30	20
JUPITER 4	6.60	21.65	5.70	18.70	37.62	404.94	3.50	11.48	30	20	10	30	20
JUPITER 5	7.20	23.62	5.20	17.06	37.44	403.00	3.50	11.48	30	20	10	30	20
JUPITER 6	6.60	21.65	5.20	17.06	34.32	369.42	3.50	11.48	30	20	10	30	20

SATURN.



BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
SATURN	9.75	31.99	16.25	53.31	158.44	1705.41	3.50	11.48	170	48	110	170	110
SATURN 1	9.75	31.99	5.25	17.22	51.19	550.98	3.50	11.48	50	20	30	50	30
SATURN 2	9.75	31.99	5.75	18.86	56.06	603.45	3.50	11.48	50	20	30	50	30
SATURN 3	9.75	31.99	5.25	17.22	51.19	550.98	3.50	11.48	50	20	30	50	30

MARS.



BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
MARS	9.75	31.99	9.75	31.99	95.06	1023.24	3.50	11.48	100	32	60	100	50
MARS 1	5.0	16.40	4.75	15.58	23.75	255.64	3.50	11.48	30	12	10	20	12
MARS 2	4.75	15.58	4.75	15.58	2.56	242.86	3.50	11.48	30	12	10	20	12
MARS 3	5.00	16.40	5.00	16.40	25.00	269.10	3.50	11.48	30	12	10	20	12
MARS 4	4.75	15.58	5.00	16.40	23.75	255.64	3.50	11.48	30	12	10	20	12

BOARD OF DIRECTORS.

BALLROOM	LENGTH MT.	LENGTH FT.	WIDTH MT.	WIDTH FT.	MT. SQ.	SQ. FT.	HEIGHT MT.
BOARDROOM	14.43	47.34	9.68	31.76	139.68	1503.53	3.30
FOYER BOARD ROOM	8.00	26.25	6.00	19.69	48.00	516.67	3.50

BALLROOM	HEIGHT FT.	THEATER	U.SHAPE	BANQUET	RECEPTION	CLASSROOM
BOARDROOM	10.83	N/A	21	N/A	N/A	N/A
FOYER BOARD ROOM	11.48	N/A	N/A	N/A	30	N/A



MOON PALACE®
GOLF & SPA RESORT
CANCUN

SUNRISE

NIZUC

GRAND



SUNRISE
Nivel 2 / 2nd Floor

Salones / Salons
Cafetería / Café
Spa, Jacuzzi & Bar



Punto de Encuentro /
Waiting Point



SUNRISE SIDE

Servicios / Services

- 1 Casa de Cambio / Currency Exchange
- 2 F.I.N.I.
- 3 Área Diamante / Diamond Area
- 4 Recepción / Front Desk
- 5 Salón de Belleza / Beauty Salon
- 6 Servicio Médico / Medical Service
- 7 Solario Norte / North Solarium
- 8 Solario Sur / South Solarium
- 9 Terraza del Lago / Lake Terrace
- 10 Área Diamante / Diamond Area
- 11 Terraza Moonlight / Moonlight Terrace
- 12 Toallero / Towels
- 13 Pkéislops
- 14 Business Center / Centro de Negocios
- 15 Cajero Automático / ATM
- 16 Elev Lounge
- 17 Recepción de Socios / Members Front Desk

Restaurants y Bares
Restaurants & Bars

- 1 Sky Bar / Nivel 2- 2nd Level
- 2 Barracuda Lounge
- 3 Bugambillas
- 4 Pepe's Pizza
- 5 Gondola
- 6 La Trattoria
- 7 Lobby Bar
- 8 Bar Columbus
- 9 Momo
- 10 Palapa Barracuda
- 11 Palapa Fragata
- 12 19th Hole Snack Bar
- 13 Café Bistro

Actividades / Activities

- 1 Terraza Flowerbed / Flowerbed Terrace
- 2 Noir Night Club
- 3 Área de Actividades Deportivas / Sport Activities Area
- 4 Áreas de Animación / Entertainment Area
- 5 Centro de Convenciones / Convention Center
- 6 Gimnasio / Gym
- 7 PVP / Palace Vacation Planners
- 8 Jardín de Meditación / Meditation Garden
- 9 MiniGolf
- 10 Piscina de Niños / Kids Pool
- 11 Terraza Palacio / Palace Terrace
- 12 PVP / Salida Norte / PVP North exit
- 13 Playrooms
- 14 Wired Tennis Lounge
- 15 Flow Rider
- 16 Moon Palace Arena

NIZUC SIDE

Servicios / Services

- 1 Cajero Automático / ATM
- 2 Casa de Cambio / Currency Exchange
- 3 Capilla Católica / Catholic Chapel
- 4 Kiosko Bugambilla / Bugambilla Kiosk
- 5 Kiosko Tucán / Toucan Kiosk
- 6 Pkéislops
- 7 Recepción / Front Desk
- 8 NP Lounge
- 9 Salón Tortugas / Tortugas Ballroom
- 10 Salón de Belleza / Beauty Salon
- 11 Servicio Médico / Medical Service
- 12 Terraza Tucán / Toucan Terrace
- 13 Toallero / Towels
- 14 Área Diamante / Diamond Area
- 15 F.I.N.I.
- 16 Terraza Bugambilla / Bugambilla Terrace
- 17 Salón Agua / Aqua Ballroom
- 18 Awa Spa

Restaurants y Bares
Restaurants & Bars

- 1 Arcifes
- 2 Caporales
- 3 El Manglar
- 4 Lobby Bar
- 5 Palapa Delfines
- 6 Palapa Pelicanos
- 7 Sweet & Coffee
- 8 The Pub
- 9 Tea Lounge

Actividades / Activities

- 1 Actividades Deportivas / Sport Activities
- 2 Área de Animación / Entertainment Area
- 3 Playroom
- 4 Gimnasio / Gym
- 5 Anfiteatro / Theater
- 6 Delfinario / Dolphinarium
- 7 Marina / Marine
- 8 Terraza Venado / Deer Terrace

GRAND SIDE

Servicios / Services

- 1 Recepción / Front Desk
- 2 Pkéislops
- 3 Cajero Automático / ATM

Restaurants y Bares
Restaurants & Bars

- 1 Caribeño
- 2 Snack Bar "Los Tacos"
- 3 Snack "La Selva"

Actividades / Activities

- 1 Terraza Selva / Jungle Terrace
- 2 Terraza Grand / Grand Terrace

January 10, 2017
 OHBM/5492714
 May 31-June 05, 2017

PROPOSAL

TO:	MARY VOGT TENEHO HOSPITALITY GROUP	RESORT:	MOON PALACE CANCUN
Address:		Company Name:	Teneo Hospitality Group
		Contact:	Mary Vogt
		Post as:	OHBM
Phone:	312-724-8653	Program dates:	May 31-June 05, 2020
		Alternate dates:	June 07-12, 2020
E Mail:	mary.vogt@teneohg.com	Total Room Nights Count:	9000
		Official dates:	May 31 – June 05, 2020

Dear Mary,

Thank you for considering ***Moon Palace Cancun***, the premier resort for all your meeting needs.

Meeting in a new environment can be just what the team needs to spark creativity and hone problem-solving and communication skills. With everything included in one value-packaged rate, planners can eliminate the worry of budget overruns. Time consuming expense reports are eliminated when booking our inclusive meeting package; even telephone calls and internet are incorporated. There are many imitations in the marketplace that leave both planner and participant with exceptions and restrictions that do not become evident until it is too late. Even the traditional EP properties have attempted to mimic our program by advertising low lead in room rates and add on AI packages. None compare to the value and ease of planning like Palace Resorts.

Room Block per Day / Type of Room

MOON PALACE CANCUN					
ROOM TYPE	SUN	MON	TUE	WED	THU
	05-31-20	06-01-20	06-02-20	06-03-20	06-04-20
Run of House					
DBL occupancy	1800	1800	1800	1800	1800
Total	1800	1800	1800	1800	1800

Your preferred dates are available at this time, however we are not currently holding space, please advise if you would like to block rooms on a tentative basis.

Group Rates

Run of House

Single \$ 504.00 USD per room, per night.
 Double \$ 272.00 USD per person, per night.
 Extra person \$ 218.00 USD per night.

Concierge Level

Single \$ 592.00 USD per room, per night.
 Double \$ 316.00 USD per person, per night.
 Extra person N/A

Ambassador Suite

Single \$ 692.00 USD per room, per night.
 Double \$ 366.00 USD per person, per night.
 Extra person N/A

Above rates are our best estimate for 2020. Rates are subject to changes.

Above rates are ALL-INCLUSIVE, per room, per night. Rates are in US dollars and are applicable consecutive days prior to and after Group dates unless these dates fall in a different season when the applicable seasonal rate will apply. Pre and post stays are subject to availability at the time of request and must be pre-paid at the time of booking. Children under 4 years of age are free. Children between 4 and 17 years when sharing room with parents are \$76.00 USD per child per night.

Rates Include:

- King sized bed or 2 double beds. [Bed types are not guaranteed, but subject to availability.]
- Double Whirlpool Tub. Private bath w/ shower only. Balcony. Welcome bottle of wine. Coffee Maker. Liquor Dispenser. Mini Bar contains sodas, bottled water, juices & domestic beer. CHI Bath Amenities. Bathrobes & Slippers. Digital safe (laptop size). Individually-controlled A/C. Direct Dial telephone. Smart TV with Youtube, TvTuner and Weather Channel. Ipod-dock. Professional Hair Dryer and Straightener, Iron & ironing board. 24-Hour room service & Turndown service. Non-smoking room.
- All meals and drinks at the Hotel including alcoholic beverages. [No refund for unused food and beverage.]
- All Hotel taxes and gratuities
- Wireless Internet
- Most on property sports and activities.
- Unlimited long distance telephone calls to the Continental USA, Canada and Mexico.

Special Value Concessions:

- a) The Company agrees to provide **one complimentary room**, single or double occupancy for every **50 rooms** paid nightly. These rooms are all-inclusive. (A mandatory charge of \$10.00 USD per person, per night will be charged for complimentary rooms for tax and gratuities.) Maximum of 8 rooms.
- b) The Company agrees to provide **one staff room at 50% of the Group rate** (single or double occupancy) for every **50 rooms** paid nightly up to a maximum of 8 rooms. Staff rates are applicable 2 nights prior, 1 night post.
- c) The Company agrees to provide **one upgrade** [2 guests maximum] for every **50 rooms** paid nightly to a maximum of 5. Additional nights will be at the group rates.
- d) No rental fee for function space.
- e) Private Group functions are available without surcharge in meeting rooms and outdoor venues when using inclusive Hotel menus. (See exceptions under Additional Costs)
- f) The Company will assign a Conference Service Manager to coordinate your Group.
- g) The Company agrees to provide a **50% discount on green fees** at Moon Palace Cancun Golf course. Discount does not apply to twilight rate, equipment rental or pro shop.
- h) The Company will provide a **15% discount on spa treatments** (does not apply to discounted packages).
- i) The Company agrees to apply **3% of the total Net Room Pickup** towards incidental charges billed to the master account. Net Room Pick-up is defined as the total room revenue picked up less complimentary and staff rooms and after the deduction of taxes and gratuities. The credit may not be used towards reducing room revenue owed or towards any applicable liquidated damages. Credit may be used towards surcharges for private receptions in suites, beach set up surcharges, golf at Moon Palace Cancun, spa at any Palace Resort or AV, décor contracted through pre-approved vendors having an existing credit relationship with Palace Resorts. Only offer this concession after you have spoken with the client, you have explained its value and you know that they will use it.

Additional Costs:

- a) Parties set up on the beach, Palapas, and rooftop terraces with difficult access for setup are surcharged \$7.00 USD per person for cocktail reception and \$13.00 USD per person for dinner.
- b) Surcharges will apply for private functions in suites. (quoted by the Conference Service Manager)
- c) Beach Olympics (quote based on requirements).
- d) Music and décor, including centrepieces and flower arrangements. (quoted by the Conference Service Manager)
- e) Audio-visual equipment.
- f) Spa treatments and services.
- g) Golf.
- h) Motorized water sports.
- i) Room Deliveries \$4.00 USD per room.
- j) \$144.00 USD per person per day, equivalent to day pass, must be purchased for guests not staying at the hotel attending private functions. Subject to availability and hotel occupancy
- k) Bookings not made as part of this room contract, or through other sources such as online or agencies will cause a surcharge per person for private functions plus setup fees where applicable:

Cocktail function USD 25.00
Banquet event USD 55.00

- l) Tours
- m) Transfers

Function Space:

Moon Palace Cancun is recognized as one of the top all-inclusive meeting resorts in the Mexican Caribbean. With over 140,000 square feet of function space this majestic resort can accommodate groups of 10-10,000. This signature property of Palace Resorts has undergone a multimillion-dollar renovation, with enhanced ballrooms and upgraded meetings facilities.

The largest events take place in the brand new Moon Palace Arena, which boasts over 140,000 square feet of multi-functional space complete with smart technology, stunning outdoor terraces, exhibition areas and room for 10,000 attendees. The new arena is just the crowning jewel at a resort that boasts the most extensive meeting facilities in Cancun. Additional options include the 55,850-square-foot Universal Ballroom Lower Level, which seats up to 5,000 people. Upstairs, another 36,000 square feet includes the Universal Ballroom Upper Level and the Galactic Ballroom's 26,800 square feet, comes complete with a permanent stage and adjoining meeting room.

Moon Palace Cancun is a resort that is designed for big thinkers and big ideas. Our venues are built for stellar meetings, unforgettable exhibitions, and one-of-a-kind events. For details on banquet menus, themes parties and ballroom capacities and layouts click [here](#).

DATE/TIME	EVENT	FUNCTION SPACE	ATT.
Date: Sunday / 05-31-20			
07:00-22:00	Office-Storage	Office A	5
08:00-18:00	Speaker Ready Room	Office C	5
08:00-19:00	Internet Café and docking station	Office B	15
07:00-18:00	Registration	Arena Foyer	10
09:00-17:00	Hackathon Room	Office D	70
10:00-16:00	PopUp Meeting Room	Office E	10
09:00-17:00	fMRI Course	Arena E	300
09:00-17:00	Educational Course 2	Arena F	250
09:00-17:00	Educational Course 3	Arena G	200
09:00-17:00	Educational Course 4	Arena H	150
09:00-17:00	Educational Course 5	Universal 2,3,4,5,6	100
09:00-17:00	Educational Course 6	Universal 7,8,9,10,11,12	100
09:00-17:00	Educational Course 7	Universal 16,17,18	100
09:00-17:00	Educational Course 8	Universal 36,37,38,39,40	100
09:00-17:00	OHBM Committee Meeting	Universal 1	25
09:00-18:00	General Session	Arena A,B,C,D	1800
08:00-19:00	Exhibit/Poster	Arena Foyer	20
19:00-22:00	Welcome Reception	Moonlight Terrace	2500
Date: Monday / 06-01-20			
07:00-22:00	Office-Storage	Office A	5
08:00-18:00	Speaker Ready Room	Office C	5
08:00-19:00	Internet Café and docking station	Office B	15
07:00-18:00	Registration	Arena Foyer	10
09:00-17:00	Hackathon Room	Office A	70
10:00-18:00	Interview Room	Office C	5
09:00-17:00	Morning Workshop & Oral Session Room	Arena E	600
09:00-17:00	Symposia & Oral Session Room	Arena F	600
09:00-17:00	Symposia & Oral Session Room	Arena G	500

09:00-17:00	Symposia & Oral Session Room	Arena H	300
09:00-18:00	General Session	Arena A,B,C,D	1800
08:00-19:00	Exhibit/Poster	Arena Foyer	20
09:00-17:00	OHBM Committee Meeting	Universal 1	25
Date: Tuesday / 06-02-20			
07:00-22:00	Office-Storage	Office A	5
08:00-18:00	Speaker Ready Room	Office C	5
08:00-19:00	Internet Café and docking station	Office B	15
07:00-18:00	Registration	Arena Foyer	10
09:00-17:00	Hackathon Room	Office A	70
10:00-18:00	Interview Room	Office C	5
09:00-17:00	Symposia & Oral Session Room	Arena E	600
09:00-17:00	Symposia & Oral Session Room	Arena F	600
09:00-17:00	Symposia & Oral Session Room	Arena G	500
09:00-17:00	Symposia & Oral Session Room	Arena H	300
09:00-18:00	General Session	Arena A,B,C,D	1800
08:00-19:00	Exhibit/Poster	Arena Foyer	20
Date: Wednesday / 06-03-20			
07:00-22:00	Office-Storage	Office A	5
08:00-18:00	Speaker Ready Room	Office C	5
08:00-19:00	Internet Café and docking station	Office B	15
07:00-18:00	Registration	Arena Foyer	10
09:00-17:00	Hackathon Room	Office A	70
10:00-18:00	Interview Room	Office C	5
09:00-17:00	Symposia & Oral Session Room	Arena E	600
09:00-17:00	Symposia & Oral Session Room	Arena F	600
09:00-17:00	Symposia & Oral Session Room	Arena G	500
09:00-17:00	Symposia & Oral Session Room	Arena H	300
09:00-18:00	General Session	Arena A,B,C,D	1800
08:00-19:00	Exhibit/Poster	Arena Foyer	20
Date: Thursday / 06-04-20			
07:00-22:00	Office-Storage	Office A	5
08:00-18:00	Speaker Ready Room	Office C	5
08:00-19:00	Internet Café and docking station	Office B	15
07:00-18:00	Registration	Arena Foyer	10
09:00-17:00	Hackathon Room	Office A	70
10:00-18:00	Interview Room	Office C	5
09:00-17:00	Symposia & Oral Session Room	Arena E	600
09:00-17:00	Symposia & Oral Session Room	Arena F	600
09:00-17:00	Symposia & Oral Session Room	Arena G	500
09:00-17:00	Symposia & Oral Session Room	Arena H	300
09:00-18:00	General Session	Arena A,B,C,D	1800
08:00-19:00	Exhibit/Poster	Arena Foyer	20

Private Function and meeting space is included in the rate at no surcharge with few exceptions (see additional costs). Space will be assigned according to the group size and will be subject to availability at the time of booking.

AWE-Spa

At the Moon Spa & Golf Club a variety of beautifying and relaxing treatments, including soothing massages, refreshing body wraps, exotic footbaths, and uplifting facial creams, expertly administered in 39 spacious treatment rooms. If you travel in pairs you will want to check out one of the four couples massage rooms with golf course/lake views. 6 Master Suites with balneotherapy, where healing mineral water cure whatever ails you. For more information click on [Spa](#).

Golf

Moon Palace Golf Club features a 27 holes Jack Nicklaus Signature golf course. Its dynamic layout requires golfers to navigate through native vegetation as well as numerous wetlands and strategically placed bunkers. Each of the three nine-hole courses offers a distinctive environment that challenges professionals and amateurs as well. For more information click on [Golf](#).

Photo Gallery

If you would like to download photos of our properties please click [here](#).

Please take a moment to review the links within the proposal. Click [here](#) for a comprehensive overview of our resort.

Thank you again for considering us.

Sincerely,
SUSY LUNENFELD
REGIONAL DIRECTOR OF SALES, MIDWEST
PALACEDIFFERENCE.COM
[312-643-1808](tel:312-643-1808) DIRECT | [305-416-6598](tel:305-416-6598) FAX
[312-543-2969](tel:312-543-2969) MOBILE
SLUNENFELD@PALACERESORTS.COM