



Corporate Card Statement of Account

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Prepared For
CYNTHIA BURROLA
UNIDOS US

Account Number
XXXX-XXXXX3-62008

Closing Date
04/29/25

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
21.19	1,380.70	0.00	21.19	0.00	1,380.70

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

To manage your Account online or to pay your bill, please visit us at corp.americanexpress.com. For additional contact information, please see the reverse side of this page.

▼ Please fold on the perforation below, detach and return with your payment ▼

Do not staple or use paper clips

Payment Coupon

Account Number 3796-474603-62008

CYNTHIA BURROLA
UNIDOS US
1126 16TH ST NW
WASHINGTON DC 20036-4804

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

**Amount Due
\$1,380.70**

Checks or drafts must be drawn against banks located in the U.S.

Mail Payment to:

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS
PO BOX 96001
LOS ANGELES CA 90096-8000
|||

0000379647460362008 000138070000138070 29HH

Payments: Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord or satisfaction without our express prior written approval.

Authorization for Electronic Debit: We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

Authorization for Electronic Payments: By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electron debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

Transactions Made in Foreign Currencies: If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

In Case of Errors or Questions About Your Bill: If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

In Case of Errors or Questions About Electronic Transfers: Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

When Contacting Us Regarding Errors or Questions: We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



Manage your Card account online at:
americanexpress.com/
checkyourbill



For all further inquiries or to pay by phone, please call the number on the back of your Card.

If your Card has been lost or stolen, please call 1-800-528-2122

International Collect:
1-336-393-1111

Hearing Impaired Services:
Dial Relay 711 and
1-800-528-2122

Large Print and Braille Statements:
1-800-528-2122



Customer Service
P.O. Box 981531
El Paso, TX
79998-1531

Payments
PO BOX 96001
LOS ANGELES CA 90096-
8000

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

Please do not add any written communication or address change on this stub.



Prepared For
CYNTHIA BURROLA
UNIDOS US

Account Number
XXXX-XXXXX3-62008

Closing Date
04/29/25

Activity Date reflects either transaction or posting date

Card Number	XXXX-XXXXX3-62008	Reference Code	Amount \$
04/09/25	CORPORATE REMITTANCE RECEIVED 04/09		-21.19
04/04/25	CLDTKN AMAZON MKTPL*XP8AW63 AMZN.COM/BILL W REF# MEO62P4A38XR MERCHANDISE 04/02/25		116.57
04/05/25	Hotel Paso Del Norte El Paso TX FOL# 319870 AUTOGRAPH 04/05/25 ARRIVAL DATE DEPARTURE DATE 04/04/25 04/04/25 00 ROC NUMBER 319870	31987000000	765.69
04/08/25	GROUPGREETING SAN FRANCISCO CA REF# CH_3RBJTEACA +14155626079 04/08/25		5.29
04/28/25	American Airlines FT WORTH TX TKT# 0012235132144 AMERICAN AIR 04/28/25 PASSENGER TICKET BURROLA/CYNTHIA American Airlines American Airlines FT WORTH TX FROM WASHINGTON NAT'L D TO CARRIER CLASS KANSAS CITY MO-INT AA S TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	20250428000	243.48
04/29/25	SOUTHWEST AIRLINES (DALLAS TX TKT# 5262338799529 AIRLINE/AIR C 04/28/25 PASSENGER TICKET BURROLA/CYNTHIA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM KANSAS CITY MO-INT TO CARRIER CLASS WASHINGTON NAT'L D WN U TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79003919650	208.48
04/29/25	SOUTHWEST AIRLINES (DALLAS TX TKT# 5264275246317 AIRLINE/AIR C 04/28/25 MISC. CHARGE ORDER (MCO)/PREPAID TICKET AUTH BURROLA/CYNTHIA SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM KANSAS CITY MO-INT TO CARRIER CLASS WASHINGTON NAT'L D WN 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79003919650	20.00

Continued on reverse

Prepared For
CYNTHIA BURROLA
UNIDOS US

Account Number
XXXX-XXXXX3-62008

Page 4 of 4

Activity Continued				Reference Code	Amount \$
04/29/25	ADOBE Adobe Systems SAN JOSE CA			58273924700	21.19
	REF# 582739247 ADOBE.LY/ENUS 04/28/25				
	0				
	ROC NUMBER 582739247 TAX \$1.20				
Total for CYNTHIA BURROLA				New Charges/Other Debits	1,380.70
				Payments/Other Credits	-21.19



Cynthia Burrola <ltngdds@gmail.com>

You're going to Wash. D.C. (Reagan) on 05/13 (3387E7)!

1 message

Southwest Airlines <southwestairlines@ifly.southwest.com>
Reply-To: no-reply@ifly.southwest.com
To: ltngdds@gmail.com

Mon, Apr 28, 2025 at 1:02 PM

Here's your itinerary & receipt. See ya soon!
[View in web browser](#) | [View our mobile site](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.tsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



Hi Cynthia,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

MAY 13

MCI DCA

Kansas City to Wash. D.C. (Reagan)

Confirmation # **3387E7**

Confirmation date: 04/28/2025

PASSENGER	Cynthia Burrola
RAPID REWARDS #	22583205201
TICKET #	5262338799529
EST. POINTS EARNED	360

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Tuesday, 05/13/2025 Est. Travel Time: 2h 25m [Wanna Get Away®](#)

FLIGHT
3885

DEPARTS
MCI 06:30PM
Kansas City



ARRIVES
DCA 09:55PM
Wash. D.C. (Reagan)

Payment information

Total cost

Air - 3387E7		
Base Fare	\$	179.70
U.S. Transportation Tax	\$	13.48
U.S. 9/11 Security Fee	\$	5.60
U.S. Flight Segment Tax	\$	5.20
U.S. Passenger Facility Chg	\$	4.50
EarlyBird	\$	20.00
Total	\$	228.48

Payment

April 28, 2025
Payment Amount **\$208.48**
 Amer Express ending in 9833

April 28, 2025
Payment Amount **\$20.00**
 Amer Express ending in 9833

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262338799529

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 2X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). [Learn more.](#)



Make sure you know [when to arrive at your airport.](#) Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.





Earn up to 2,400 Rapid Rewards® points.

Plus save up to 30% off base rates with Budget®.



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Earn up to 10,000 Rapid Rewards® points per night

Choose a hotel in Washington D.C..

[Book hotel >](#)



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[Book car >](#)



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[Download mobile app](#)

5262338799529: NONREF/NONTRANSFERABLE -BG WN MCI WN WAS179.70USD179.70END ZP MCI5.20 XF MCI4.5

ULNUP2H

If you do not plan to travel on your flight: In accordance with Southwest's No-Show Policy, if you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to the scheduled departure time of your flight. Any Customer who fails to cancel reservations for a Wanna Get Away® or Wanna Get Away Plus™ fare segment at least ten (10) minutes prior to the scheduled departure time and who does not board the flight will be considered a no-show, and all remaining unused Wanna Get Away or Wanna Get Away Plus funds will be forfeited. All remaining unused Business Select® or Anytime funds will be converted to a flight credit. If you no-show for your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards® account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of a flight credit. **Starting July 1, 2023 (12:00 a.m. CT),** for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.

Prohibition on Multiple/Conflicting Reservations: to promote seat availability for our Customers, Southwest® prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively canceled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as a flight credit for use by the Customer on a future Southwest Airlines® flight.

If you have purchased a refundable fare and choose not to travel, you must request your refund to the original payment for within 1 year of ticket issuance.

This is a post-only mailing from Southwest Airlines®. Please do not attempt to respond to this message. Your privacy is important to us. Please read our [privacy policy](#).

6/6/25, 8:14 AM

Gmail - You're going to Wash. D.C. (Reagan) on 05/13 (3387E7)!

See [Southwest Airlines Co. Notice of Incorporation](#)

Cualquier información publicitaria, promocional o de mercadotecnia contenida en este correo electrónico sólo será efectiva y únicamente será aplicable en los Estados Unidos de América.

Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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Mon, Apr 28, 2025 at 1:02 PM

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[View in web browser](#) | [View our mobile site](#)



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Plus save up to 30% off base rates with Budget®.



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[Book hotel >](#)



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Southwest Airlines
2702 Love Field Drive
Dallas, TX 75235
1-800-I-FLY-SWA (1-800-435-9792)

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From: [American Airlines](#)
To: [Cynthia Burrola](#)
Subject: Your trip confirmation (DCA - MCI)
Date: Monday, April 28, 2025 12:55:48 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[American Airlines home](#)



Issued: April 28, 2025

Your trip confirmation and receipt

You can check in via the American app 24 hours before your flight and get your mobile boarding pass.

Confirmation code: **WQRLYC**

Monday, May 12, 2025

DCA

Washington Reagan

2:59 PM

AA 980

MCI

Kansas City

4:50 PM

Seat: **21F**

Class: **Economy (S)**

Meals: **Refreshment**

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Your purchase

Cynthia Burrola - AAdvantage® #: 5D7****

New ticket (0012235132144) \$243.48
[\$212.26 + Taxes & carrier-imposed fees \$31.22]

Total cost **\$243.48**

Your payment

AmericanExpress (ending 9833) \$243.48

Total paid **\$243.48**

Bag information

Checked Bag (Airport)

1st bag \$40.00

2nd bag \$45.00

Checked Bag (Online*)

1st bag \$35.00

2nd bag \$45.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)

Maximum weight: 50 pounds or 23 kilograms

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply.

For information regarding American Airlines checked baggage policies, please visit: [Bag and optional fees](#)

If your flight is operated by a partner airline, see the [other airline's](#) website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 2 hours) before departure.

Carry-on bags (American Airlines)

Personal item A small purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

Carry-on Maximum dimensions must not to exceed: 22" long x 14" wide x 9" tall (56

x 35 x 23 cm).



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You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2 days before departure. Once canceled, your refund will be processed automatically.

If you have purchased a NON-REFUNDABLE fare, the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

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Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

NOTICE OF INCORPORATED TERMS OF CONTRACT

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal

injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on reconfirmation of reservations, check-in times and refusal to carry, 6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage link below.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's [conditions of carriage](#).

For more on Canada passenger protection regulations visit aa.com/CanadaPassengers.

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Final Details for Order #113-7077945-4005047

[Print this page for your records.](#)

Order Placed: April 2, 2025
Amazon.com order number: 113-7077945-4005047
Order Total: \$116.57

Shipped on April 3, 2025

Items Ordered

Price

1 of: *Logitech M185 Wireless Mouse, 2.4GHz with USB Mini Receiver, 12-Month Battery Life, 1000 DPI Optical Tracking, Ambidextrous PC/Mac/Laptop - Swift Grey* \$14.99

Sold by: Amazon.com Services, Inc
Supplied by: Other

Condition: New

1 of: *Highwings 6.6FT HDMI Cable - 4K 60Hz HDR, 18Gbps High Speed 2.0, Braided Cord, ARC Compatible with 4K TV, PS4, Netflix* \$8.99

Sold by: Szsea US ([seller profile](#))
Supplied by: Szsea US ([seller profile](#))

Condition: New

Shipping Address:

Nora Lynch
64 H ST SW APT 632
WASHINGTON, DC 20024-0390
United States

Shipping Speed:

Delivery in fewer trips to your address

Shipped on April 3, 2025

Items Ordered

Price

1 of: *KOORUI 24-inch Computer Monitor Full HD 1920 x 1080p 100Hz VA Display 3000:1 Contrast Ratio with HDMI VGA, Three-Sided Slim Bezels, Freesync, 100 x 100 mm VESA Mountable, Ergonomic Tilt, Black* \$85.99

Sold by: Komonitor ([seller profile](#))
Supplied by: Komonitor ([seller profile](#))

Condition: New

Shipping Address:

Nora Lynch
64 H ST SW APT 632
WASHINGTON, DC 20024-0390
United States

Shipping Speed:

Delivery in fewer trips to your address

Payment information

Payment Method:
American Express ending in 2008

Item(s) Subtotal: \$109.97
Shipping & Handling: \$0.00

Billing address

Cynthia Burrola
1126 16TH NW ST
Suite 600
WASHINGTON, District of Columbia 20036
United States

Total before tax:	\$109.97
Estimated tax to be collected:	\$6.60

Grand Total:	\$116.57

Credit Card transactions

AmericanExpress ending in 2008: April 3, 2025: \$116.57

To view the status of your order, return to [Order Summary](#).

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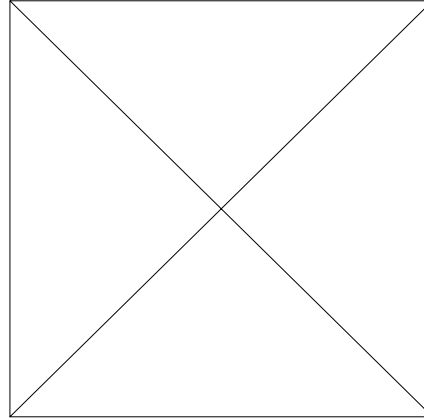
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Hotel Paso Del Norte, Autograph Collection

10 Henry Trost Ct.
El Paso, Texas 79901
(915) 534-3000
www.marriott.com/elpak

Your Billing Information

Front Desk Master Bill For UN2927 - UnidosUS Affiliate Council Mee
INVOICE
Arrival 21-Mar-25 - Departure 29-Mar-25
*** Summary of Charges ***

Deposits/Payments/Transfers

Payments -9,843.26

Total Deposits/Payments/Transfers -9,843.26

Individual Guest Charges

Room Charges 5,640.00
Room Tax 987.12
Parking 138.56

Total Individual Guest Charges 6,765.68

Banquets and Catering

Food 1,440.00
Room Rental 200.00
Tax 234.57

Total Banquets and Catering 1,874.57

AV/Other Banquet Charges

Audio Visual 652.75
Service Charge 550.26

Total AV/Other Banquet Charges 1,203.01

Front Desk Master Bill For UN2927 - UnidosUS Affiliate Council Mee
INVOICE
Arrival 21-Mar-25 - Departure 29-Mar-25
*** Summary of Charges ***

*** Total Amount ***	-0.00
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A portion of the service charge is retained by the Hotel to pay for various costs/expenses other than the wages and tips of our employees. Service charge is subject to tax.

Front Desk Master Bill For UN2927 - UnidosUS Affiliate Council Mee
INVOICE
Arrival 21-Mar-25 - Departure 29-Mar-25
***** Deposits/Payments/Transfers *****

Date	Description	Reference	Payments	Total
27-Mar-2025	Settlements	AX	-3077.57	-3077.57
28-Mar-2025	Settlements	AX	-3000.00	-3000.00
31-Mar-2025	Settlements	AX	-1500.00	-1500.00
01-Apr-2025	Settlements	AX	-1500.00	-1500.00
04-Apr-2025	Settlements	AX	-765.69	-765.69
	Total		-9843.26	-9843.26

Front Desk Master Bill For UN2927 - UnidosUS Affiliate Council Mee
INVOICE
Arrival 21-Mar-25 - Departure 29-Mar-25
*** Individual Guest Charges ***

Guest Name	Room #	Folio #	Room Chg	Room Tax	Parking	Total
BERLANGA, MONIQUE	503	320768	705.00	123.39	0.00	828.39
CABALLERO, CLAUDIA	1112	320766	470.00	82.26	0.00	552.26
CUYUN, IRENE	803	320770	940.00	164.52	0.00	1104.52
DAHLBERG, VERONICA	643	320767	705.00	123.39	0.00	828.39
ORTEGA, ANGELES	743	320762	470.00	82.26	0.00	552.26
PEGUERO, RAMON	1501	320765	470.00	82.26	0.00	552.26
PEREZ, ANGELICA	1312	320769	940.00	164.52	138.56	1243.08
PONCE, LAURA	936	320763	470.00	82.26	0.00	552.26
SANDOVAL, ERIK	1601	320764	470.00	82.26	0.00	552.26
Total			5640.00	987.12	138.56	6765.68

Front Desk Master Bill For UN2927 - UnidosUS Affiliate Council Mee
INVOICE
Arrival 21-Mar-25 - Departure 29-Mar-25
***** Banquets and Catering *****

Date	Event Location	Meal	BEO #	Food	Rm Rental	Tax	Total
25-Mar-2025	Bqt-Breakfast	Brkfst	875715	290.00	0.00	0.00	290.00
25-Mar-2025	Bqt-Lunch	Lunch	875715	420.00	0.00	0.00	420.00
25-Mar-2025	Bqt-Room Rental	Not A Meal	875715	0.00	100.00	0.00	100.00
25-Mar-2025	Bqt-Sales Tax	Not A Meal	875715	0.00	0.00	149.65	149.65
26-Mar-2025	Bqt-Breakfast	Brkfst	876052	410.00	0.00	0.00	410.00
26-Mar-2025	Bqt-Lunch	Lunch	876052	320.00	0.00	0.00	320.00
26-Mar-2025	Bqt-Room Rental	Not A Meal	876052	0.00	100.00	0.00	100.00
26-Mar-2025	Bqt-Sales Tax	Not A Meal	876052	0.00	0.00	84.92	84.92
	Total			1440.00	200.00	234.57	1874.57

Front Desk Master Bill For UN2927 - UnidosUS Affiliate Council Mee
INVOICE
Arrival 21-Mar-25 - Departure 29-Mar-25
***** AV/Other Banquet Charges *****

Date	Event Location	Meal	BEO #	AV	Serv Chg	Total
25-Mar-2025	Bqt-Audio Visual	Not A Meal	875715	652.75	0.00	652.75
25-Mar-2025	Bqt-Service Charge	Not A Meal	875715	0.00	351.06	351.06
26-Mar-2025	Bqt-Service Charge	Not A Meal	876052	0.00	199.20	199.20
Total				652.75	550.26	1203.01

Signature

End of Report



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DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Hotel Paso Del Norte, Autograph Collection, 10 Henry Trost, El Paso, TX, 79901, (915) 534-3000 and Unidos US.

ORGANIZATION: Unidos US
CONTACT:
Name: Cynthia Burrola
Job Title: Director, Affiliate Engagement
Street Address: 1126 16th Street, NW, #600
City, State, Postal Code: Washington, DC 20036
Country/Region: USA
Phone Number: 623-469-0083
E-mail Address: cburrola@unidosus.org

NAME OF EVENT: UnidosUS Affiliate Council Meeting Mar2025
REFERENCE #: M-UT1SY4R
OFFICIAL PROGRAM DATES: Monday March 24, 2025

GUEST ROOM COMMITMENT/GROUP ROOM RATES

The Hotel agrees that it will provide, and Group agrees that it will be responsible for utilizing, 20 room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

Attendees

Date	Day	Standard Queen	Total Rooms
03/24/2025	Mon	10	10
03/25/2025	Tue	10	10

Start Date	End Date	Room Type	Single
03/24/2025	03/25/2025	Standard Queen	\$235.00

Hotel’s room rates are subject to applicable state and local taxes (currently 17.5%) in effect at the time of check-out.

COMMISSION

The group room rates listed above are net non-commissionable. Unidos US will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

METHOD OF RESERVATIONS

Reservations for the Event will be made

via Rooming List

GUARANTEED RESERVATIONS

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Unidos US. Hotel will not hold any reservations unless secured by one of the above methods.

CUT-OFF DATE

Reservations by attendees must be received on or before Wednesday, March 19, 2025. At the Cut-Off Date, Hotel will



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review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the Unidos US group rate after this date.

NO ROOM TRANSFER BY GUEST

Unidos US agrees that neither Unidos US nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with Unidos US reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

BILLING ARRANGEMENTS

The following billing arrangements apply:

Room and Tax to Master

A Credit Card will be required in order to hold arrangements on a definite basis.

ROOMS ATTRITION- Rooms Per Night

Hotel is relying upon Unidos US's nightly use of the Room Night Commitment and, if applicable, the Minimum Banquet Food and Beverage Revenue **\$1,370.00**. Unidos US agrees that a loss will be incurred by Hotel if Unidos US's actual usage is less than 90% of the Room Night Commitment on any night of the Event.

Hotel agrees to allow for a 10% reduction in the nightly Room Night Commitment. Each night during the Event, Hotel will subtract the actual room usage for that night and the amount of permissible attrition for that night from the Room Night Commitment for that night. The difference of room nights will be multiplied by the group's average room rate (excluding staff and or complimentary rooms) and the resulting amount will be posted as attrition charges to Unidos US's Master Account, plus applicable taxes, at the conclusion of the Event.

These charges represent a reasonable effort on behalf of the Hotel to establish its loss prospectively and shall be due as liquidated damages.

PHISHING

Please be aware that bad actors can impersonate Hotel employees. Group should never rely solely on contact information sent in an email or respond directly to any email requesting a bank account information change. If Group receives a request from Hotel regarding bank account information, Group should contact the Hotel via verified phone number or in person to confirm the request prior to providing such information.

CANCELLATION – GUEST ROOMS

In the event of a group cancellation occurring 0 days to 90 days prior to arrival, liquidated damages in the amount of eighty percent (80%) of the Room Night Revenue Commitment will be due, plus applicable taxes.

In the event of a group cancellation occurring 91 days to 365 days prior to arrival, liquidated damages in the amount of seventy percent (70%) of the Room Night Revenue Commitment will be due, plus applicable taxes.

In the event of a group cancellation occurring more than 365 days prior to arrival, liquidated damages in the amount of fifty percent (50%) of the Room Night Commitment will be due, plus applicable taxes.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Unidos US, the Hotel has reserved the function space set forth on the below



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Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental
03/25/2025	Tue	8:00 AM	2:00 PM	Meeting	Conference	10	\$100
03/26/2025	Wed	8:00 AM	1:00 PM	Meeting	Conference	10	\$100

All meeting rooms, food and beverage, and related services are subject to applicable taxes (currently 8.25%) and service charge (currently 24%) in effect on the date(s) of the Event. The Hotel reserves the right to adjust function space in direct proportion to any changes in the number of attendees.

MINIMUM BANQUET FOOD AND BEVERAGE REVENUE REQUIREMENT

Unidos US agrees to a minimum banquet food and beverage revenue of **\$1,370.00**, exclusive of tax and service charge. If the Food and Beverage minimum is not achieved, the difference will be charged in additional room rental. Hotel will confirm the food and beverage prices 30 days prior to Unidos US’s arrival date. Unidos US shall provide Hotel with 10 business days’ advance notice of the date(s), time(s), and number of covers with respect to each function it wishes to schedule for the Event. Increases to guest count will be accepted up until 5 business days prior to the Event date. Sales tax will not be charged with a current, valid tax exempt certificate on file prior to the event date and payments are made by the tax exempt entity listed on the tax exempt certificate.

OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel Premises. No “to go” boxes are permitted.

DEPOSIT & METHOD OF PAYMENT ARRANGEMENTS

Room Rental: \$200.00

Food & Beverage Minimum: \$1,370.00

Room Block: \$4,700.00

An advance payment of **\$8,301.06** will be required, which is your total estimated costs. This advance payment is due on March 19, 2025, along with the signed contract and will be credited toward the House Account.

Unidos US has indicated that it has elected to use the following form of payment:

Credit card (We accept all major credit cards)

Payment Type	Due Date	Amount Due
Initial Deposit	(Date of Signed Agreement)	\$8,301.06
Final Deposit / Estimated Payment	(7 Business Days Prior) Date	+ any additional charges

CANCELLATION POLICY SCHEDULE – EVENT

30 days to 0 days prior to the event date –	100% of estimated total plus tax
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IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance



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beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

INDEMNIFICATION

Group agrees to indemnify, defend and hold harmless the Hotel, Hotel's owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Hotel Indemnified Parties"), from and against any and all third party claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claim(s)"), in any way arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, exhibitors, or attendees. Nothing in this indemnification shall require Group to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Hotel Indemnified Parties.

MARRIOTT CONFIDENTIAL AND PROPRIETARY INFORMATION

Hotel agrees to indemnify, defend and hold harmless Group, Group's owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Group Indemnified Parties"), from and against any and all Claims (as such term is defined above) arising out of or relating to the Event that is the subject of this Agreement but only to the extent any such Claim(s) to the extent any such Claim(s) arise out of the negligence, gross negligence or intentional misconduct of Hotel's employees, agents, or contractors. Nothing in this indemnification shall require Hotel to indemnify any of the Group Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Group Indemnified Parties. This section shall not waive any statutory limitations of liability available to either party, including innkeeper's limitation of liability laws, nor shall it waive any defenses a party may have with respect to any Claim. This section shall survive any termination or expiration of this Agreement.

INSURANCE

Group agrees to maintain insurance reasonably commensurate with all activities arising from or connected with Group's Event, including, but not limited to, general liability insurance, with limits not less than \$1,000,000 per occurrence, covering personal injury, property damage, and other liability arising from Group's Event.

Hotel agrees to maintain general liability insurance with limits not less than \$2,000,000 per occurrence, covering liability for personal injury, property damage, liquor liability, and automobile liability, as well as Workers Compensation insurance per applicable laws and Employers Liability insurance.

Upon written request, each party shall make evidence of coverage available to the other party.

DISPUTE RESOLUTION

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Unidos US agree to cooperate with each other to ensure compliance with such laws.



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CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Unidos US will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LIQUOR LICENSE

Unidos US understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

HIGH RISK ACTIVITIES

Hotel has committed to providing the room nights and function space, as applicable, set forth in this Agreement based on information about the event that Unidos US has given to the Hotel. Unidos US agrees that it has presented all material information required in order for Hotel to provide the rooms and facilities set forth in this Agreement. Should Hotel, in its sole reasonable discretion, determine at any time that the Event will include a high-risk activity that was previously undisclosed to the Hotel (including by way of example, and not by limitation, biological agents, pyrotechnics, etc.), Hotel may terminate this Agreement immediately and without liability, upon written notice to Unidos US.

COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

PRIVACY

Marriott International, Inc. ("Marriott") is committed to complying with obligations applicable to Marriott under applicable



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privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the "Privacy Statement," currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

Unidos US will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel's privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual's own personal data to the extent directed by, consented to or requested by such individual.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate Unidos US's needs. If such special setups or extraordinary formats are requested, Hotel will present Unidos US two (2) alternatives: (1) charging Unidos US the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

DAMAGE TO FUNCTION SPACE

Unidos US agrees to pay for any damage to the function space that occurs while Unidos US is using it. Unidos US will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Unidos US and its attendees.

TECHNICAL SERVICES

Encore] is Hotel's preferred provider for audio/visual needs. Because the use of another provider will necessarily involve the use of some of Hotel's and Encore's equipment and expertise, a fee of \$500.00 will be charged if Unidos US selects such a provider.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Unidos US requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

USE OF OUTSIDE VENDORS

If Unidos US wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Unidos US must notify Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in Hotel's sole discretion, whether such vendor must provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor



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to Unidos US, taking into consideration: (a) whether Hotel offers such goods and services; (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at Hotel.

PERFORMANCE LICENSES

Unidos US will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that Unidos US may use or request to be used at the Hotel.

MARRIOTT BONVOY EVENTS

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Unidos US has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity (“SOE”) booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name:

Marriott Bonvoy Membership Number:

*If Miles are desired instead of Points, please also provide:

Participating airline name:

Participating airline frequent flyer account number:

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual’s prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the “Terms and Conditions”), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.



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ACCEPTANCE

When presented by the Hotel to Unidos US, this document is an invitation by the Hotel to Unidos US to make an offer. Upon signature by Unidos US, this document will be an offer by Unidos US. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Unidos US at any time prior to Unidos US's execution of this document, the outlined format and dates will be held by the Hotel for Unidos US on a first-option basis until **03/19/2025**. If Unidos US cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Unidos US and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by **Unidos US:**

Name: Cynthia Burrola

Title: Director, Affiliate Engagement

Signature: *Cynthia Burrola*
cburrola@unidosus.org

Date: 03/17/2025

Approved and authorized by **Director of Sales & Marketing:**

Name: Belen Diaz

Title: Director of Sales & Marketing:

Signature:

Date:

Approved and authorized by Hotel:

Name: (Print) Darina Gutierrez

Title: (Print) Executive Meeting Manager

Signature:

Date: