



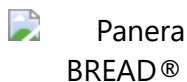
**Your Panera Order - 6051716005248071**

**From** Panera Bread <panera@m2.panerabread.com>

**Date** Tue 10/28/2025 6:58 PM

**To** Roger Figueroa <rfigueroa@unidosus.org>

**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.



**Order: 6051716005248071**

**Total: \$481.86**

**ORDER DELIVERY DETAILS**

**ORDER READY (ESTIMATED)**

11:15 AM - 11:30 AM

10/29/2025

**CAFE LOCATION**

1740 South Robert Street

West St Paul, MN 55118 651-457-1230**DELIVERY ADDRESS**

CLUES

797 7th St E

Saint Paul, MN 55106

**DELIVERY INSTRUCTIONS**

Call when you have arrived

**MY INSTRUCTIONS**

Please include cups, napkins, utensils, and plates.

**ORDER SUMMARY: #6051716005248071**

25 People • \$481.86 • Delivery

**Cold Boxed Sandwiches Bundle with Drinks** **\$383.30**

5 Bacon Turkey Bravo® Boxed Lunch

with Chips

with Chocolate Chipper Cookie

4 Grilled Chicken &amp; Avo BLT Boxed Lunch

with Chips

with Chocolate Chipper Cookie

4 Cranberry Walnut Chicken Salad Sandwich Boxed Lunch

with Chips

with Chocolate Chipper Cookie

4 Turkey &amp; Cheddar Sandwich Boxed Lunch

with Chips

with Chocolate Chipper Cookie

3 Tuna Salad Sandwich Boxed Lunch

with Chips

with Chocolate Chipper Cookie

2 Mediterranean Veggie Boxed Lunch

with Chips

with Chocolate Chipper Cookie

3 Turkey &amp; Cheddar Sandwich Boxed Lunch

with Chips

with Chocolate Chipper Cookie

2 Agave Lemonade - Half Gallon

Citrus Punch - Naturally Flavored - Half Gallon  
 Blueberry Lavender Lemonade - Naturally Flavored - Half Gallon  
 Pomegranate Hibiscus Tea - Naturally Flavored Herbal Tea - Half Gallon

**Qty: 1**

Included in your order: Napkins, utensils, and plates for 25 people.

Subtotal	\$383.30
Delivery Fee	\$25.00
Tax	\$35.23
Tip	\$38.33
<b>Order Total</b>	<b>\$481.86</b>

AMEX ending in 1000	\$481.86
---------------------	----------

To make changes to your order, [sign in](#) to your account and click Modify in the My Orders section or call the cafe.

CUSTOMER INFORMATION

**NAME**

Roger

**PHONE NUMBER**

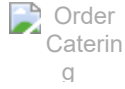
732-351-9942

**EMAIL ADDRESS**

rfigueroa@unidosus.org

## Ready to place your next Catering order?

Click [here](#) to view our menu and order.



Order Catering



Our Menu



Catering Rewards



Ordering Help



Connect with Panera on social media

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[Manage MyPanera Preferences](#)

**Panera Bread** 1400 South Highway Drive, Suite 100, Fenton, MO 63026  
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## Econ Agenda Listening Sessions

This board allows you to see who has  
RSVP'd for your event from the form that

### St. Paul, MN

Name	Subitems
Ruby Lee	
Cristina Suarez Lopez	
David Soto	
Violeta Hernandez	
Luis Quinones	
Andrea Sabillon	
Alicia Diaz	
Emilia Gonzalez Avalos	
Luis Argueta	
Melisa López Franzen	
Rodolfo Gutierrez	
Patricia Torres Rqy	
Sara Gangelhoff	
Sara Lopez	
Xavier Vazquez	
Ena Castilla	
Liliana Letran-Garcia	
Maria Isa Perez-Vega	
Katie Aviña	
Norma Garces	
Noemi Trevino	

Updated: 10/26/2025

Affiliate Organization	Email
CLUES	rlee@clues.org
CLUES	csuarez@clues.org
CLUES	
CLUES	
UnidosUS	lquinones@unidosus.org
UnidosUS	asabillon@unidosus.org
Civitas Public Affairs Group	adiaz@civitaspublicaffairs.com
Unidos MN	<a href="mailto:emilia@unidos-mn.org">emilia@unidos-mn.org</a>
Unidos MN	<a href="mailto:Luis@unidos-mn.org">Luis@unidos-mn.org</a>
	melisa.franzen@gmail.com
HACER MN	rodolfo@hacer-mn.org
PTR Associates	patriciatorresray@gmail.com
Women's Foundation of Minnesota	sara@wfmn.org
Unidos MN	sara@unidos-mn.org
Centro Tyrone Guzman	xvazquez@centromn.org
Centro Tyrone Guzman	ecastilla@centromn.org
Interfaith Action of Greater St. Paul	lletran-garcia@interfaithaction.org
Minnesota House of Representatives	<a href="mailto:rep.maria.isa.perez-vega@house.mn.us">rep.maria.isa.perez-vega@house.mn.us</a>
Associate Superintendent	<a href="mailto:kavina@academiaslapaz-k12.org">kavina@academiaslapaz-k12.org</a>
Superintendent	<a href="mailto:garces@academiaslapaz-k12.org">garces@academiaslapaz-k12.org</a>
Education Specialist	<a href="mailto:noemi.trevino@state.mn.us">noemi.trevino@state.mn.us</a>

Job Title	Mobile Number	City	Zip Code
President & CEO			
Executive Assistant			
Associate Director of Economic Stability			
Director of Early Childhood Initiatives and Policy			
Ident, Adult Education and Workforce Development			
Senior Manager, Strategic Impact			
Senior Associate			
Executive Director	16127089633	Minneapolis	55407
Communications Director	16123861663	Saint Paul	55106
Former MN State Senator	16129684566	Hopkins	55343
HACER MN	16124274884	Saint Paul	55107-1823
Former State Senator	16129874585	Oakdale	55128
Director of Advocacy and Innovation			
Policy Director	15075814211	Minneapolis	56407
Executive Director		Minneapolis	55404
Development Director		Minneapolis	55404
CEO	16125946043	Fridley	55432
State Representative, District 65B			
Academia La Paz			
Academia La Paz			
MN Department of Education			



## Submission link

day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=3da1bc00-5d13-4b52-a7  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=4710a9dc-2077-4695-ab  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=ed985fe5-1724-4ee6-98  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=81fbbb93-f152-437d-a9t  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=c5a2f053-8c3f-49a5-917  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=6f7719c4-dc48-4c3f-8dc  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=4e3613ae-a3a5-4c35-ac  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=6e93aa7d-d759-4fe6-ba:  
nday.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=2fbcddf1-37fc-4b5d-99:  
day.com/forms/9cbc33fa14a5900a3a54273e5e6a0c8a?r=use1&submissionId=0b55da22-5265-4457-b1

Address	Age Range
1515 East Lake Street 202	40 - 49
1018 Fremont Ave E	30 - 39
6216 Maloney Ave	40 - 49
155 Wabasha St S Ste 105 Ste 105	50 - 59
6566 Stillwater Blvd N	60 - 64
1515 E Lake St	
1915 Chicago Ave S	30 - 39
1915 Chicago Ave	30 - 39
6059 Central Ave NE	50 - 59

**Gender Identity (check one):**

Female
Male
Female
Male
Female
Male
Female
Female

**Do you identify as Hispanic, Latino, Latina, Latinx, or AfroLatino/a/x? (check one)**

Yes
Yes
Yes
Yes
Yes
Yes
Yes
Yes

**Race (Check all that apply)**

**What is your country of origin?**

American Indian or Alaska Native

Two or more races

Two or more races

Two or more races

Prefer not to say

Two or more races

Mexico

United States

United States

Colombia

Puerto Rico

Venezuela

Guatemala

**Preferred Language (check one)**

English
English
English
English
Spanish
Spanish
English

**I identify as...(check all that apply or write your own)**

**What issues affecting the Latino community concern you most right now?**

Immigration

Immigration and the economy

safe with so much information running around that talk about risks whenever people look to live their lives  
al radicalization and divide Attacks against immigrants Lack of engagement of Latinos in politics and pol

Immigration/Parole; Effectively engage mainstream community to advocate for neighbors

**What specific topics or questions would you like us to cover during this session?**

Immigration

Affordability

How could we create safe spaces for our communities?

Effective campaigns that truly engage Latinos and motivate them vote. Engagement has to translate into

Please select any areas you are interested in discussing (check all that apply):

Cost of living, Trust in parties/representation, Immigration

Immigration

Immigration, Trust in parties/representation

Cost of living, Trust in parties/representation

Immigration, Trust in parties/representation, Other

Cost of living, Immigration, Trust in parties/representation

**Which of these issues feels most urgent to you personally? Why?**

Unity is the current scapegoat of the regime. How do we wield collective power to enlist the help of corpo

Political representation

Trust and representation

ent is the most urgent issue. If we don't elect leaders who represent our voices there will be no policy or

Immigration/Cost of living

**Is there anything else you would like us to know about?**

How to build coalitions

## INTAKE QUESTIONS

aggregated data about MN, and Midwest



[Business] Your Tuesday evening trip with Uber

From Uber Receipts <noreply@uber.com>  
Date Tue 10/28/2025 6:40 PM  
To Roger Figueroa <rfigueroa@unidosus.org>

**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.

Total **\$56.92**  
October 28, 2025

# Thanks for tipping, Roger

Here's your updated Tuesday evening ride receipt.

**Total** **\$56.92**

Trip fare	\$34.67
Subtotal	\$34.67
Booking Fee <input type="checkbox"/>	\$5.46
ICC I-370 to I-95 <input type="checkbox"/>	\$3.52

ICC Toll Plaza I05 EastBound <input type="checkbox"/>	\$0.50
ICC Toll Plaza I07 EastBound <input type="checkbox"/>	\$0.62
ICC Toll Plaza I09 EastBound <input type="checkbox"/>	\$0.55
ICC Toll Plaza I13 EastBound <input type="checkbox"/>	\$0.60
Maryland Transportation Network Company Impact Fee	\$0.75
Montgomery County Surcharge	\$0.25
Tip	\$10.00

**Payments**

<input type="checkbox"/>	<b>American Express ****1000</b>	\$56.92
	10/28/25 6:40 PM	

Receipt ID # 4241e52a-33b4-4adc-9f50-338bd103bd53

[Switch Payment Method](#)

[Download PDF](#)

## You rode with MONSURU

4.95 Rating

Has passed a multi-step safety screen

Issued on behalf of MONSURU

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)

UberX 32.83 miles | 39 minutes



**5:50 PM**

**40 Upper Rock Cir,  
Rockville, MD 20850, US**



**6:29 PM**

**7818 Old Litchfield Ln,  
Ellicott City, MD 21043-  
6974, US**

[Report lost item >](#)

[Contact support >](#)

[My trips >](#)



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[Terms](#)

Uber Technologies  
1725 3rd Street,  
San Francisco, California 94158

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

Thank you for choosing to stay at Swissôtel Chicago

9069

3800

6805

8/15/2025

8/21/2025

# swissôtel CHICAGO

Swissôtel Chicago  
 323 East Wacker Drive  
 Chicago, IL, US 60601  
 Phone: 312 565 0565  
 Fax:

<b>BILL TO:</b>		
Unidos US		
<b>Attention: Andrea Sabillon</b>		
<b>INVOICE DATE</b>	<b>MASTER ACCOUNT NO.</b>	
8/21/2025	9069	
<b>ARRIVAL</b>	<b>RES ID / INVOICE NO.</b>	
8/18/2025	9069	
<b>DEPARTURE</b>	<b>A/R ACCOUNT</b>	
8/19/2025		
<b>TOTAL CHARGES</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
<b>\$9,445.88</b>	<b>(\$7,716.63)</b>	<b>\$1,729.25</b>

## Invoice Summary

<b>Details</b>	<b>Subtotals</b>	<b>Total Charges</b>
----------------	------------------	----------------------

### Room Charges

\$0.00

### Group Master Charges

Banquets \$3,894.55  
 Encore \$5,551.33

\$9,445.88

### Payments/Credits

3% Processing fees \$283.37  
 Payment (\$8,000.00)

(\$7,716.63)

### Total Charges

\$1,729.25

**Please make payments to:**  
 Swissôtel Chicago  
 Credit Department  
 323 East Drive  
 Chicago, IL 60601  
 US

**Bank Account Number: 5020003085 Bank Routing Number: 071923909 Bank SWIFT Code: FTBCUS3C**

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Folio # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-17-25	Banquets - Minerals - Group	Event ID 2240196/BB ID 366654/ Building Alliances for Latino Health & Power Lunch 2240196	3,894.55	

Tax Summary	
Room	0.00
F&B	335.85
Other	0.00
<b>Total</b>	<b>335.85</b>

Total Charges	3,894.55	
Total Credits		0.00
<b>Balance</b>		<b>3,894.55</b>

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago

UnidosUS  
 Ms Andrea Sabillon  
 1126 16th Street NW  
 Washington, DC 20036 US  
 Block Name: UnidosUS - Block ID 366654  
 Arrival: Friday, 15 August 2025  
 Departure: Monday, 18 August 2025

	Qty	Curr.	Orig. Unit Price	Discount %	Unit Price	Total
<b>Sunday, 17 August 2025</b>						
<b>Building Alliances for Latino Health &amp; Power Lunch - Ever</b>	30					
SUNDAY Swissôtel Pub Style	30	USD	85.00		85.00	2,550.00
<b>BREAK - BEVERAGES</b>						
Non included menu items:						
Soft Drinks: Coke   Diet Coke   Sprite	18	USD	8.00		8.00	144.00
Brewed Iced Tea	1.5	USD	85.00		85.00	127.50
<b>Total</b>		USD				<b>2,821.50</b>

Banquets - Admin Fee Tax	31.82
Banquets - Mandatory Admin Fee	270.86
Banquets - Mandatory Gratuity	434.52
Banquets Soft Drink Tax	4.32
Banquets State Tax	331.53
<b>Total Including TAX</b>	<b>3,894.55</b>

\_\_\_\_\_  
Signature

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Folio # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-18-25	Banquets - Audio Visual	Encore	5,551.33	

Tax Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Total Charges	5,551.33	
Total Credits		0.00
<b>Balance</b>		<b>5,551.33</b>

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago



Rental Order # 3621-10888

Swissotel Chicago  
323 E Wacker Dr  
Chicago, IL 60601  
Tel: 312-268-8090  
Brian Morrow

**UNIDOS US**

Andrea Sabillon  
1126 16th St NW Ste 600  
Ste 600  
Washington, DC 20036  
ASabillon@UNIDOSUS.org  
Tel: (202) 785-1670

**Unidos US - NACHC Affiliate**

Show Date(s): 08/17/2025 - 08/17/2025  
Show Location: Swissotel Chicago  
Billing Method: Master  
Currency: USD  
Master Account:

Services	Ext. Price
Equipment Rental	\$3,210.00
HSIA - Equipment	\$480.00
Setup/Strike Labor	\$344.00
Event Technology Support	\$885.60
Loss Damage Walver	\$128.40
<b>Subtotal</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

<b>Job#</b> 43285	<b>Room Name</b> Geneva	<b>Job Dates</b> 08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>		<b>Billing Reference</b>

Qty		Gross					Ext. Price	
<b>Equipment Rental</b>		<b>\$2,310.00</b>					<b>\$2,310.00</b>	
1	<b>Engage Meeting Package 8'</b>	\$1,130.00					\$1,130.00	
	1 EMP Projector							
	1 Wireless Presenter							
	1 4'4"x7'8" Dual Projection Surface							
	1 4'4"x7'8" Screen Frame							
	1 EMP Speaker							
	1 EMP Cable Lot							
	2 EMP Lightitude							
1	<b>Audio - Two Speaker Sound System</b>	\$1,180.00					\$1,180.00	
	2 15" 2-Way Powered Speaker							
	2 Tripod Speaker Stand 5'2" - 8'2"							
	1 10 Channel (4) XLR Compact Mixer							
	1 Encore Music: Commercial Bckgrnd Music w/Player							
	1 Safelock Stand 17"x25" Shelf							
	1 Safelock Cover							
	2 Stereo AV Direct Box							
	1 Small Audio Cable Lot							
<b>HSIA - Equipment</b>		<b>\$480.00</b>					<b>\$480.00</b>	
30	Simple Wi-Fi - Up to 3Mbps (51-100/User)						\$480.00	
<b>Qty</b>		<b>Rate</b>	<b>OT Rate</b>	<b>DT Rate</b>	<b>Reg Hrs</b>	<b>OT Hrs</b>	<b>DT Hrs</b>	<b>Ext. Price</b>
<b>Setup Charges</b>								<b>\$344.00</b>
<b>Sunday, August 17, 2025</b>								
1	Technician To Set/Strike	\$172.00	\$258.00	\$344.00	2.00			\$344.00

**Job Note:**

Engage Screen Package  
 Screen placed on: Back Wall  
 HDMI, DI, and Power to the closest table to the front (no podium).  
 Client to provide laptop.

Network: Swisshotel Meeting  
 Password: Encore2025

<b>Job#</b>	<b>Room Name</b>	<b>Job Dates</b>
43313	Geneva	08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>	<b>Additons</b>	<b>Billing Reference</b>

Qty	Gross	Ext. Price
<b>Equipment Rental</b>		
	<b>\$900.00</b>	<b>\$900.00</b>
1	UHF Wireless Mic Receiver - Dual	\$600.00
1	UHF Wireless Mic Receiver - Single	\$300.00

*Job Note:*

*Engage Screen Package  
 Screen placed on: Back Wall  
 HDMI, DI, and Power to the closest table to the front (no podium).  
 Client to provide laptop.*

*Network: Swissotel Meeting  
 Password: Encore2025*

Loss Damage Waiver	\$128.40
Event Technology Support	\$885.60
<hr/>	
<b>Subtotal For Event</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

## ENCORE GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE.** This Quote will be valid until the earlier of (i) thirty (30) days from the date of the Quote or (ii) December 31 of the calendar year in which the Quote was issued, or (iii) any expiration date otherwise noted on the Quote ("Acceptance Period"). These General Terms and Conditions ("Terms") govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC ("Encore") to the customer ("Customer") for the event ("Event") at the venue ("Venue"), each as specified in the Quote to which these Terms are attached and form an integral part of such Quote. In the event that this Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice if this Quote is not executed during the Acceptance Period. Encore agrees to provide, and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Quote. The Quote and these Terms may be collectively referred to as the "Agreement."

2. **ESTIMATE.** Encore developed this Quote based upon information provided by the Customer. This Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore's standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore's prevailing standard rates, whether or not any additional forms are executed. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer upon final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Quote, Encore will bill the Customer and Customer will pay the appropriate prevailing or premium rate for the additional hours worked.

4. **EVENT TECHNOLOGY SUPPORT.** If Event Technology Support (ETS) is listed on your Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.

5. **SERVICE CHARGES.** If Service Charges are listed on your Quote, then this Section 5 shall apply. The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.

6. **ADMINISTRATION FEES.** If Administration Fees are listed on your Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.

7. **LOSS DAMAGE WAIVER (LDW).** If LDW is quoted in the Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.

8. **EQUIPMENT RATES.** This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.

9. **EQUIPMENT HANDLING.** This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.

10. **DAMAGE & SECURITY.** This Section 10 does not apply (a) to a fully virtual event, or (b) if Loss Damage Waiver (LDW) has been purchased. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer's failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore's negligence. In addition to amounts due to Encore in connection with the Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for repairable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be

responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

**11. EQUIPMENT FAILURE.** Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that Encore assumes no responsibility or liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of inoperable equipment or other service issues.

**12. MASTER BILLED EVENTS.** If the Venue requires Customer to establish, or if Customer elects to establish, a "Master Account" with the Venue, the Venue will be Encore's agent for payment, and Encore's charges will be included on Customer's Master Account billing. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms. Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements.

**13. DIRECT BILLED EVENTS.** (a) If the Customer will not be invoiced by the Venue through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application. (b) If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law. (c) Encore accepts credit cards (Visa, MasterCard, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under \$50,000. For non-COD orders and orders over \$50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over \$50,000 via a credit card, but Encore must approve such payment arrangements in writing in advance. (d) Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable and authorizes Encore to describe the collateral in such filings in any manner as Encore determines appropriate.

**14. EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Quote. Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Quote. Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

**15. CHANGES TO QUOTE.** Customer may request changes to equipment, labor, or services specified in the Quote, and the cancellation charges in Section 14 will not apply if Customer signs a revised Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Quote are not less than ninety percent (90%) of the charges in the original Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer for any failure to do so.

**16. CONFIDENTIALITY.** (a) Confidential Information" means any non-public, confidential, proprietary or privileged information or material used, supplied, made accessible or disclosed by or on behalf of a party or its affiliates or their respective employees, contractors or subcontractors to the other party, whether in written, visual, electronic or oral format, under and during the term of the Agreement including, without limitation, information of a technical, financial, legal, operational or business nature. Notwithstanding the foregoing, information shall not be considered Confidential Information if (i) public disclosure of the information has been expressly authorized in writing by the disclosing party, (ii) the information is or comes to be generally available within the public domain other than as a result of a breach of this Agreement, (iii) the information was, on or before the date of disclosure by the disclosing party, in the receiving party's possession as shown by its business records, (iv) the information was independently developed by the receiving party without the benefit of having received said Confidential Information, or (v) the information is received on a non-confidential basis from a third party who is not, to the knowledge of the receiving party, bound to or in breach of any confidentiality obligations with the disclosing party.

(b) Each party shall (i) keep confidential all Confidential Information and use the same degree of care as the party uses to protect its own Confidential Information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information of the other party, (ii) not disclose such Confidential Information to any third party, except as expressly authorized herein, without the prior written consent of the other party, (iii) restrict disclosure only to those persons who are on a need-to-know basis and only in relation to this Agreement, and (iv) not use the Confidential Information except for the purposes related to the Services and fulfilling its obligations or exercising its rights under this Agreement. Notwithstanding the foregoing, each party may produce the Confidential Information if required by law, or if requested by any judicial, administrative, governmental or regulatory process. In the event that any personal information is disclosed to either party under this Agreement, each party warrants, represents and covenants that it shall at all times comply with all applicable privacy legislation. Upon the disclosing party's request or promptly following expiration or termination of this Agreement, the receiving party shall cease use of, and immediately return to the disclosing party, or destroy,

the disclosing party's Confidential Information and all copies, reproductions or any parts thereof in any form whatsoever in the receiving party's possession or control, and certify that all such Confidential Information and all copies, reproductions or any parts thereof have been returned or destroyed. Notwithstanding the foregoing, the receiving party shall not be required to return or destroy the disclosing party's Confidential Information to the extent (v) required pursuant to legal, compliance, accounting, audit, or regulatory requirements, or document retention policies, or (vi) saved pursuant to disaster recovery or automated computer backup procedures where it would be impractical to delete or destroy such information; provided, however, that any such retained Confidential Information shall continue to be subject to the terms of this Section 16, which shall survive the termination or expiration of this Agreement for a period of two (2) years from the date of this Agreement.

**17. INSURANCE.** Customer and Encore shall each keep in place commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, as well as workers' compensation insurance in accordance with applicable statutory requirements, each of which shall name the other party and its parents, subsidiaries as additional insured and shall be issued by an insurance company having an A.M. Best rating of A-VII or better. Each party shall deliver to the other valid insurance certificates evidencing the insurance policies set forth herein.

**18. INDEMNIFICATION.** Customer and Encore each hereby agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent or willful misconduct of, or the violation of any law, regulation, statute, or ordinance by, the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

**19. LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) whatsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS QUOTE AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CHARGES TO BE PAID BY CUSTOMER IN RESPECT OF THE APPLICABLE EVENT.

**20. COOPERATION IN INVESTIGATIONS.** Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

**21. INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Quote and as otherwise requested by Customer. Customer is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted or trademarked works (including without limitation, music, audio, or video recordings, art, etc.) that Customer may use or request to be used at the Event. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Customer permits Encore to include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

**22. NO OTHER WARRANTY.** EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND ENCORE DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED.

**23. FORCE MAJEURE.** The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made). Notwithstanding anything in this Section 23, in the event that a Force Majeure Event occurs after load-in for the Event has started, then the cancellation fees in Section 14 shall apply.

**24. INTERNET/NETWORK EQUIPMENT AND SERVICES.** In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, whether or not the IP address is used; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers; (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity

via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Customer provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Customer wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

**25. VIRTUAL/HYBRID MEETINGS AND SERVICES.** In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any Customer-, attendee-, presenter-, or third-party-provided equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or and usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, an attendee or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

**26. CUSTOMER MATERIAL HANDLING.** Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**27. GOVERNING LAW.** This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principles of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois without regard to principles of conflicts of laws.

**28. MISCELLANEOUS.** This Agreement (as may be subsequently amended or supplemented as mutually agreed) is the entire agreement between the parties and supersedes any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or any Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer acknowledges and agrees that if additional services are requested, the updated Quote may be subject to additional Event-specific terms or provisions. The parties agree that the Agreement and related documents may be digitally signed, scanned and transmitted, and such will be deemed for all purposes to be an executed original. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, is deemed to be an original, and all of which, taken together, are deemed to be one and the same document. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

*\*Revised 01.01.2024*

Prepared For: UNIDOS US  
Order No: 3621-10888  
Total: \$5,551.33

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Printed On: 08/18/2025 09:28 AM  
Prepared By: Travis Geye  
Prepared For: UNIDOS US (Andrea Sabillon)

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**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**

Customer:

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature as Acceptance of the Proposal and Terms*

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

Thank you for choosing to stay at Swissôtel Chicago

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

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9069

3800

6805

8/15/2025

8/21/2025

# swissôtel CHICAGO

Swissôtel Chicago  
 323 East Wacker Drive  
 Chicago, IL, US 60601  
 Phone: 312 565 0565  
 Fax:

<b>BILL TO:</b>		
Unidos US		
<b>Attention: Andrea Sabillon</b>		
<b>INVOICE DATE</b>	<b>MASTER ACCOUNT NO.</b>	
8/21/2025	9069	
<b>ARRIVAL</b>	<b>RES ID / INVOICE NO.</b>	
8/18/2025	9069	
<b>DEPARTURE</b>	<b>A/R ACCOUNT</b>	
8/19/2025		
<b>TOTAL CHARGES</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
<b>\$9,445.88</b>	<b>(\$7,716.63)</b>	<b>\$1,729.25</b>

## Invoice Summary

<b>Details</b>	<b>Subtotals</b>	<b>Total Charges</b>
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### Room Charges

\$0.00

### Group Master Charges

Banquets \$3,894.55  
 Encore \$5,551.33

\$9,445.88

### Payments/Credits

3% Processing fees \$283.37  
 Payment (\$8,000.00)

(\$7,716.63)

### Total Charges

\$1,729.25

**Please make payments to:**

Swissôtel Chicago  
 Credit Department  
 323 East Drive  
 Chicago, IL 60601  
 US

**Bank Account Number: 5020003085 Bank Routing Number: 071923909 Bank SWIFT Code: FTBCUS3C**

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Follo # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-17-25	Banquets - Minerals - Group	Event ID 2240196/BB ID 366654/ Building Alliances for Latino Health & Power Lunch 2240196	3,894.55	

Tax Summary	
Room	0.00
F&B	335.85
Other	0.00
<b>Total</b>	<b>335.85</b>

<b>Total Charges</b>	<b>3,894.55</b>	
<b>Total Credits</b>		<b>0.00</b>
<b>Balance</b>		<b>3,894.55</b>

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago

UnidosUS  
 Ms Andrea Sabillon  
 1126 16th Street NW  
 Washington, DC 20036 US  
 Block Name: UnidosUS - Block ID 366654  
 Arrival: Friday, 15 August 2025  
 Departure: Monday, 18 August 2025

	Qty	Curr.	Orig. Unit Price	Discount %	Unit Price	Total
<b>Sunday, 17 August 2025</b>						
<b>Building Alliances for Latino Health &amp; Power Lunch - Ever</b>	30					
SUNDAY Swissôtel Pub Style	30	USD	85.00		85.00	2,550.00
<b>BREAK - BEVERAGES</b>						
Non included menu items:						
Soft Drinks: Coke   Diet Coke   Sprite	18	USD	8.00		8.00	144.00
Brewed Iced Tea	1.5	USD	85.00		85.00	127.50
<b>Total</b>		USD				<b>2,821.50</b>

Banquets - Admin Fee Tax	31.82
Banquets - Mandatory Admin Fee	270.86
Banquets - Mandatory Gratuity	434.52
Banquets Soft Drink Tax	4.32
Banquets State Tax	331.53
<b>Total Including TAX</b>	<b>3,894.55</b>

\_\_\_\_\_  
Signature

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Folio # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-18-25	Banquets - Audio Visual	Encore	5,551.33	

Tax Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Total Charges	5,551.33	
Total Credits		0.00
<b>Balance</b>		<b>5,551.33</b>

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago



Rental Order # 3621-10888

Swissotel Chicago  
323 E Wacker Dr  
Chicago, IL 60601  
Tel: 312-268-8090  
Brian Morrow

**UNIDOS US**

Andrea Sabillon  
1126 16th St NW Ste 600  
Ste 600  
Washington, DC 20036  
ASabillon@UNIDOSUS.org  
Tel: (202) 785-1670

**Unidos US - NACHC Affiliate**

Show Date(s): 08/17/2025 - 08/17/2025  
Show Location: Swissotel Chicago  
Billing Method: Master  
Currency: USD  
Master Account:

Services	Ext. Price
Equipment Rental	\$3,210.00
HSIA - Equipment	\$480.00
Setup/Strike Labor	\$344.00
Event Technology Support	\$885.60
Loss Damage Walver	\$128.40
<b>Subtotal</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

<b>Job#</b> 43285	<b>Room Name</b> Geneva	<b>Job Dates</b> 08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>		<b>Billing Reference</b>

Qty		Gross					Ext. Price	
<b>Equipment Rental</b>		<b>\$2,310.00</b>					<b>\$2,310.00</b>	
1	<b>Engage Meeting Package 8'</b>	\$1,130.00					\$1,130.00	
	1 EMP Projector							
	1 Wireless Presenter							
	1 4'4"x7'8" Dual Projection Surface							
	1 4'4"x7'8" Screen Frame							
	1 EMP Speaker							
	1 EMP Cable Lot							
	2 EMP Lightitude							
1	<b>Audio - Two Speaker Sound System</b>	\$1,180.00					\$1,180.00	
	2 15" 2-Way Powered Speaker							
	2 Tripod Speaker Stand 5'2" - 8'2"							
	1 10 Channel (4) XLR Compact Mixer							
	1 Encore Music: Commercial Bckgrnd Music w/Player							
	1 Safelock Stand 17"x25" Shelf							
	1 Safelock Cover							
	2 Stereo AV Direct Box							
	1 Small Audio Cable Lot							
<b>HSIA - Equipment</b>		<b>\$480.00</b>					<b>\$480.00</b>	
30	Simple Wi-Fi - Up to 3Mbps (51-100/User)						\$480.00	
<b>Qty</b>		<b>Rate</b>	<b>OT Rate</b>	<b>DT Rate</b>	<b>Reg Hrs</b>	<b>OT Hrs</b>	<b>DT Hrs</b>	<b>Ext. Price</b>
<b>Setup Charges</b>								<b>\$344.00</b>
<b>Sunday, August 17, 2025</b>								
1	Technician To Set/Strike	\$172.00	\$258.00	\$344.00	2.00			\$344.00

**Job Note:**

Engage Screen Package  
 Screen placed on: Back Wall  
 HDMI, DI, and Power to the closest table to the front (no podium).  
 Client to provide laptop.

Network: Swisshotel Meeting  
 Password: Encore2025

<b>Job#</b>	<b>Room Name</b>	<b>Job Dates</b>
43313	Geneva	08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>	<b>Additons</b>	<b>Billing Reference</b>

Qty	Gross	Ext. Price
<b>Equipment Rental</b>		
	<b>\$900.00</b>	<b>\$900.00</b>
1	UHF Wireless Mic Receiver - Dual	\$600.00
1	UHF Wireless Mic Receiver - Single	\$300.00

*Job Note:*

*Engage Screen Package  
Screen placed on: Back Wall  
HDMI, DI, and Power to the closest table to the front (no podium).  
Client to provide laptop.*

*Network: Swissotel Meeting  
Password: Encore2025*

Loss Damage Waiver	\$128.40
Event Technology Support	\$885.60
<hr/>	
<b>Subtotal For Event</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

## ENCORE GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE.** This Quote will be valid until the earlier of (i) thirty (30) days from the date of the Quote or (ii) December 31 of the calendar year in which the Quote was issued, or (iii) any expiration date otherwise noted on the Quote ("Acceptance Period"). These General Terms and Conditions ("Terms") govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC ("Encore") to the customer ("Customer") for the event ("Event") at the venue ("Venue"), each as specified in the Quote to which these Terms are attached and form an integral part of such Quote. In the event that this Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice if this Quote is not executed during the Acceptance Period. Encore agrees to provide, and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Quote. The Quote and these Terms may be collectively referred to as the "Agreement."

2. **ESTIMATE.** Encore developed this Quote based upon information provided by the Customer. This Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore's standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore's prevailing standard rates, whether or not any additional forms are executed. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer upon final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Quote, Encore will bill the Customer and Customer will pay the appropriate prevailing or premium rate for the additional hours worked.

4. **EVENT TECHNOLOGY SUPPORT.** If Event Technology Support (ETS) is listed on your Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.

5. **SERVICE CHARGES.** If Service Charges are listed on your Quote, then this Section 5 shall apply. The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.

6. **ADMINISTRATION FEES.** If Administration Fees are listed on your Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.

7. **LOSS DAMAGE WAIVER (LDW).** If LDW is quoted in the Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.

8. **EQUIPMENT RATES.** This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.

9. **EQUIPMENT HANDLING.** This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.

10. **DAMAGE & SECURITY.** This Section 10 does not apply (a) to a fully virtual event, or (b) if Loss Damage Waiver (LDW) has been purchased. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer's failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore's negligence. In addition to amounts due to Encore in connection with the Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for repairable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be

responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

**11. EQUIPMENT FAILURE.** Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that Encore assumes no responsibility or liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of inoperable equipment or other service issues.

**12. MASTER BILLED EVENTS.** If the Venue requires Customer to establish, or if Customer elects to establish, a "Master Account" with the Venue, the Venue will be Encore's agent for payment, and Encore's charges will be included on Customer's Master Account billing. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms. Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements.

**13. DIRECT BILLED EVENTS.** (a) If the Customer will not be invoiced by the Venue through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application. (b) If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law. (c) Encore accepts credit cards (Visa, MasterCard, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under \$50,000. For non-COD orders and orders over \$50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over \$50,000 via a credit card, but Encore must approve such payment arrangements in writing in advance. (d) Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable and authorizes Encore to describe the collateral in such filings in any manner as Encore determines appropriate.

**14. EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Quote. Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Quote. Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

**15. CHANGES TO QUOTE.** Customer may request changes to equipment, labor, or services specified in the Quote, and the cancellation charges in Section 14 will not apply if Customer signs a revised Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Quote are not less than ninety percent (90%) of the charges in the original Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer for any failure to do so.

**16. CONFIDENTIALITY.** (a) Confidential Information" means any non-public, confidential, proprietary or privileged information or material used, supplied, made accessible or disclosed by or on behalf of a party or its affiliates or their respective employees, contractors or subcontractors to the other party, whether in written, visual, electronic or oral format, under and during the term of the Agreement including, without limitation, information of a technical, financial, legal, operational or business nature. Notwithstanding the foregoing, information shall not be considered Confidential Information if (i) public disclosure of the information has been expressly authorized in writing by the disclosing party, (ii) the information is or comes to be generally available within the public domain other than as a result of a breach of this Agreement, (iii) the information was, on or before the date of disclosure by the disclosing party, in the receiving party's possession as shown by its business records, (iv) the information was independently developed by the receiving party without the benefit of having received said Confidential Information, or (v) the information is received on a non-confidential basis from a third party who is not, to the knowledge of the receiving party, bound to or in breach of any confidentiality obligations with the disclosing party.

(b) Each party shall (i) keep confidential all Confidential Information and use the same degree of care as the party uses to protect its own Confidential Information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information of the other party, (ii) not disclose such Confidential Information to any third party, except as expressly authorized herein, without the prior written consent of the other party, (iii) restrict disclosure only to those persons who are on a need-to-know basis and only in relation to this Agreement, and (iv) not use the Confidential Information except for the purposes related to the Services and fulfilling its obligations or exercising its rights under this Agreement. Notwithstanding the foregoing, each party may produce the Confidential Information if required by law, or if requested by any judicial, administrative, governmental or regulatory process. In the event that any personal information is disclosed to either party under this Agreement, each party warrants, represents and covenants that it shall at all times comply with all applicable privacy legislation. Upon the disclosing party's request or promptly following expiration or termination of this Agreement, the receiving party shall cease use of, and immediately return to the disclosing party, or destroy,

the disclosing party's Confidential Information and all copies, reproductions or any parts thereof in any form whatsoever in the receiving party's possession or control, and certify that all such Confidential Information and all copies, reproductions or any parts thereof have been returned or destroyed. Notwithstanding the foregoing, the receiving party shall not be required to return or destroy the disclosing party's Confidential Information to the extent (v) required pursuant to legal, compliance, accounting, audit, or regulatory requirements, or document retention policies, or (vi) saved pursuant to disaster recovery or automated computer backup procedures where it would be impractical to delete or destroy such information; provided, however, that any such retained Confidential Information shall continue to be subject to the terms of this Section 16, which shall survive the termination or expiration of this Agreement for a period of two (2) years from the date of this Agreement.

**17. INSURANCE.** Customer and Encore shall each keep in place commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, as well as workers' compensation insurance in accordance with applicable statutory requirements, each of which shall name the other party and its parents, subsidiaries as additional insured and shall be issued by an insurance company having an A.M. Best rating of A-VII or better. Each party shall deliver to the other valid insurance certificates evidencing the insurance policies set forth herein.

**18. INDEMNIFICATION.** Customer and Encore each hereby agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent or willful misconduct of, or the violation of any law, regulation, statute, or ordinance by, the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

**19. LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) whatsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS QUOTE AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CHARGES TO BE PAID BY CUSTOMER IN RESPECT OF THE APPLICABLE EVENT.

**20. COOPERATION IN INVESTIGATIONS.** Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

**21. INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Quote and as otherwise requested by Customer. Customer is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted or trademarked works (including without limitation, music, audio, or video recordings, art, etc.) that Customer may use or request to be used at the Event. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Customer permits Encore to include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

**22. NO OTHER WARRANTY.** EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND ENCORE DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED.

**23. FORCE MAJEURE.** The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made). Notwithstanding anything in this Section 23, in the event that a Force Majeure Event occurs after load-in for the Event has started, then the cancellation fees in Section 14 shall apply.

**24. INTERNET/NETWORK EQUIPMENT AND SERVICES.** In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, whether or not the IP address is used; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers; (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity

via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Customer provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Customer wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

**25. VIRTUAL/HYBRID MEETINGS AND SERVICES.** In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any Customer-, attendee-, presenter-, or third-party-provided equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, an attendee or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

**26. CUSTOMER MATERIAL HANDLING.** Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**27. GOVERNING LAW.** This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principles of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois without regard to principles of conflicts of laws.

**28. MISCELLANEOUS.** This Agreement (as may be subsequently amended or supplemented as mutually agreed) is the entire agreement between the parties and supersedes any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or any Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer acknowledges and agrees that if additional services are requested, the updated Quote may be subject to additional Event-specific terms or provisions. The parties agree that the Agreement and related documents may be digitally signed, scanned and transmitted, and such will be deemed for all purposes to be an executed original. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, is deemed to be an original, and all of which, taken together, are deemed to be one and the same document. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

\*Revised 01.01.2024

Prepared For: UNIDOS US  
Order No: 3621-10888  
Total: \$5,551.33

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Printed On: 08/18/2025 09:28 AM  
Prepared By: Travis Geye  
Prepared For: UNIDOS US (Andrea Sabillon)

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**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**

Customer:

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature as Acceptance of the Proposal and Terms*

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

Thank you for choosing to stay at Swissôtel Chicago

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

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9069

3800

6805

8/15/2025

8/21/2025

# swissôtel CHICAGO

Swissôtel Chicago  
 323 East Wacker Drive  
 Chicago, IL, US 60601  
 Phone: 312 565 0565  
 Fax:

<b>BILL TO:</b>		
Unidos US		
<b>Attention: Andrea Sabillon</b>		
<b>INVOICE DATE</b>	<b>MASTER ACCOUNT NO.</b>	
8/21/2025	9069	
<b>ARRIVAL</b>	<b>RES ID / INVOICE NO.</b>	
8/18/2025	9069	
<b>DEPARTURE</b>	<b>A/R ACCOUNT</b>	
8/19/2025		
<b>TOTAL CHARGES</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
<b>\$9,445.88</b>	<b>(\$7,716.63)</b>	<b>\$1,729.25</b>

## Invoice Summary

<b>Details</b>	<b>Subtotals</b>	<b>Total Charges</b>
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### Room Charges

\$0.00

### Group Master Charges

Banquets \$3,894.55  
 Encore \$5,551.33

\$9,445.88

### Payments/Credits

3% Processing fees \$283.37  
 Payment (\$8,000.00)

(\$7,716.63)

### Total Charges

\$1,729.25

**Please make payments to:**

Swissôtel Chicago  
 Credit Department  
 323 East Drive  
 Chicago, IL 60601  
 US

**Bank Account Number: 5020003085 Bank Routing Number: 071923909 Bank SWIFT Code: FTBCUS3C**

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Follo # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-17-25	Banquets - Minerals - Group	Event ID 2240196/BB ID 366654/ Building Alliances for Latino Health & Power Lunch 2240196	3,894.55	

Tax Summary	
Room	0.00
F&B	335.85
Other	0.00
<b>Total</b>	<b>335.85</b>

Total Charges	3,894.55	
Total Credits		0.00
<b>Balance</b>		<b>3,894.55</b>

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago

UnidosUS  
 Ms Andrea Sabillon  
 1126 16th Street NW  
 Washington, DC 20036 US  
 Block Name: UnidosUS - Block ID 366654  
 Arrival: Friday, 15 August 2025  
 Departure: Monday, 18 August 2025

	Qty	Curr.	Orig. Unit Price	Discount %	Unit Price	Total
<b>Sunday, 17 August 2025</b>						
<b>Building Alliances for Latino Health &amp; Power Lunch - Ever</b>	30					
SUNDAY Swissôtel Pub Style	30	USD	85.00		85.00	2,550.00
<b>BREAK - BEVERAGES</b>						
Non included menu items:						
Soft Drinks: Coke   Diet Coke   Sprite	18	USD	8.00		8.00	144.00
Brewed Iced Tea	1.5	USD	85.00		85.00	127.50
<b>Total</b>					USD	2,821.50

Banquets - Admin Fee Tax	31.82
Banquets - Mandatory Admin Fee	270.86
Banquets - Mandatory Gratuity	434.52
Banquets Soft Drink Tax	4.32
Banquets State Tax	331.53
<b>Total Including TAX</b>	<b>3,894.55</b>

\_\_\_\_\_  
Signature

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Folio # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-18-25	Banquets - Audio Visual	Encore	5,551.33	

Tax Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Total Charges	5,551.33	
Total Credits		0.00
<hr/>		
Balance		5,551.33

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago



Rental Order # 3621-10888

Swissotel Chicago  
323 E Wacker Dr  
Chicago, IL 60601  
Tel: 312-268-8090  
Brian Morrow

**UNIDOS US**

Andrea Sabillon  
1126 16th St NW Ste 600  
Ste 600  
Washington, DC 20036  
ASabillon@UNIDOSUS.org  
Tel: (202) 785-1670

**Unidos US - NACHC Affiliate**

Show Date(s): 08/17/2025 - 08/17/2025  
Show Location: Swissotel Chicago  
Billing Method: Master  
Currency: USD  
Master Account:

<b>Services</b>	<b>Ext. Price</b>
Equipment Rental	\$3,210.00
HSIA - Equipment	\$480.00
Setup/Strike Labor	\$344.00
Event Technology Support	\$885.60
Loss Damage Walver	\$128.40
<hr/>	
<b>Subtotal</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

<b>Job#</b> 43285	<b>Room Name</b> Geneva	<b>Job Dates</b> 08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>		<b>Billing Reference</b>

Qty		Gross					Ext. Price	
<b>Equipment Rental</b>		<b>\$2,310.00</b>					<b>\$2,310.00</b>	
1	<b>Engage Meeting Package 8'</b>	\$1,130.00					\$1,130.00	
	1 EMP Projector							
	1 Wireless Presenter							
	1 4'4"x7'8" Dual Projection Surface							
	1 4'4"x7'8" Screen Frame							
	1 EMP Speaker							
	1 EMP Cable Lot							
	2 EMP Lightitude							
1	<b>Audio - Two Speaker Sound System</b>	\$1,180.00					\$1,180.00	
	2 15" 2-Way Powered Speaker							
	2 Tripod Speaker Stand 5'2" - 8'2"							
	1 10 Channel (4) XLR Compact Mixer							
	1 Encore Music: Commercial Bckgrnd Music w/Player							
	1 Safelock Stand 17"x25" Shelf							
	1 Safelock Cover							
	2 Stereo AV Direct Box							
	1 Small Audio Cable Lot							
<b>HSIA - Equipment</b>		<b>\$480.00</b>					<b>\$480.00</b>	
30	Simple Wi-Fi - Up to 3Mbps (51-100/User)						\$480.00	
<b>Qty</b>		<b>Rate</b>	<b>OT Rate</b>	<b>DT Rate</b>	<b>Reg Hrs</b>	<b>OT Hrs</b>	<b>DT Hrs</b>	<b>Ext. Price</b>
<b>Setup Charges</b>								<b>\$344.00</b>
<b>Sunday, August 17, 2025</b>								
1	Technician To Set/Strike	\$172.00	\$258.00	\$344.00	2.00			\$344.00

**Job Note:**

Engage Screen Package  
 Screen placed on: Back Wall  
 HDMI, DI, and Power to the closest table to the front (no podium).  
 Client to provide laptop.

Network: Swisshotel Meeting  
 Password: Encore2025

<b>Job#</b>	<b>Room Name</b>	<b>Job Dates</b>
43313	Geneva	08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>	<b>Additons</b>	<b>Billing Reference</b>

Qty	Gross	Ext. Price
<b>Equipment Rental</b>		
	<b>\$900.00</b>	<b>\$900.00</b>
1	UHF Wireless Mic Receiver - Dual	\$600.00
1	UHF Wireless Mic Receiver - Single	\$300.00

*Job Note:*

*Engage Screen Package  
Screen placed on: Back Wall  
HDMI, DI, and Power to the closest table to the front (no podium).  
Client to provide laptop.*

*Network: Swissotel Meeting  
Password: Encore2025*

Loss Damage Waiver	\$128.40
Event Technology Support	\$885.60
<hr/>	
<b>Subtotal For Event</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

## ENCORE GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE.** This Quote will be valid until the earlier of (i) thirty (30) days from the date of the Quote or (ii) December 31 of the calendar year in which the Quote was issued, or (iii) any expiration date otherwise noted on the Quote ("Acceptance Period"). These General Terms and Conditions ("Terms") govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC ("Encore") to the customer ("Customer") for the event ("Event") at the venue ("Venue"), each as specified in the Quote to which these Terms are attached and form an integral part of such Quote. In the event that this Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice if this Quote is not executed during the Acceptance Period. Encore agrees to provide, and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Quote. The Quote and these Terms may be collectively referred to as the "Agreement."

2. **ESTIMATE.** Encore developed this Quote based upon information provided by the Customer. This Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore's standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore's prevailing standard rates, whether or not any additional forms are executed. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer upon final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Quote, Encore will bill the Customer and Customer will pay the appropriate prevailing or premium rate for the additional hours worked.

4. **EVENT TECHNOLOGY SUPPORT.** If Event Technology Support (ETS) is listed on your Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.

5. **SERVICE CHARGES.** If Service Charges are listed on your Quote, then this Section 5 shall apply. The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.

6. **ADMINISTRATION FEES.** If Administration Fees are listed on your Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.

7. **LOSS DAMAGE WAIVER (LDW).** If LDW is quoted in the Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.

8. **EQUIPMENT RATES.** This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.

9. **EQUIPMENT HANDLING.** This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.

10. **DAMAGE & SECURITY.** This Section 10 does not apply (a) to a fully virtual event, or (b) if Loss Damage Waiver (LDW) has been purchased. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer's failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore's negligence. In addition to amounts due to Encore in connection with the Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for repairable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be

responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

**11. EQUIPMENT FAILURE.** Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that Encore assumes no responsibility or liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of inoperable equipment or other service issues.

**12. MASTER BILLED EVENTS.** If the Venue requires Customer to establish, or if Customer elects to establish, a "Master Account" with the Venue, the Venue will be Encore's agent for payment, and Encore's charges will be included on Customer's Master Account billing. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms. Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements.

**13. DIRECT BILLED EVENTS.** (a) If the Customer will not be invoiced by the Venue through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application. (b) If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law. (c) Encore accepts credit cards (Visa, MasterCard, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under \$50,000. For non-COD orders and orders over \$50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over \$50,000 via a credit card, but Encore must approve such payment arrangements in writing in advance. (d) Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable and authorizes Encore to describe the collateral in such filings in any manner as Encore determines appropriate.

**14. EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Quote. Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Quote. Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

**15. CHANGES TO QUOTE.** Customer may request changes to equipment, labor, or services specified in the Quote, and the cancellation charges in Section 14 will not apply if Customer signs a revised Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Quote are not less than ninety percent (90%) of the charges in the original Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer for any failure to do so.

**16. CONFIDENTIALITY.** (a) Confidential Information" means any non-public, confidential, proprietary or privileged information or material used, supplied, made accessible or disclosed by or on behalf of a party or its affiliates or their respective employees, contractors or subcontractors to the other party, whether in written, visual, electronic or oral format, under and during the term of the Agreement including, without limitation, information of a technical, financial, legal, operational or business nature. Notwithstanding the foregoing, information shall not be considered Confidential Information if (i) public disclosure of the information has been expressly authorized in writing by the disclosing party, (ii) the information is or comes to be generally available within the public domain other than as a result of a breach of this Agreement, (iii) the information was, on or before the date of disclosure by the disclosing party, in the receiving party's possession as shown by its business records, (iv) the information was independently developed by the receiving party without the benefit of having received said Confidential Information, or (v) the information is received on a non-confidential basis from a third party who is not, to the knowledge of the receiving party, bound to or in breach of any confidentiality obligations with the disclosing party.

(b) Each party shall (i) keep confidential all Confidential Information and use the same degree of care as the party uses to protect its own Confidential Information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information of the other party, (ii) not disclose such Confidential Information to any third party, except as expressly authorized herein, without the prior written consent of the other party, (iii) restrict disclosure only to those persons who are on a need-to-know basis and only in relation to this Agreement, and (iv) not use the Confidential Information except for the purposes related to the Services and fulfilling its obligations or exercising its rights under this Agreement. Notwithstanding the foregoing, each party may produce the Confidential Information if required by law, or if requested by any judicial, administrative, governmental or regulatory process. In the event that any personal information is disclosed to either party under this Agreement, each party warrants, represents and covenants that it shall at all times comply with all applicable privacy legislation. Upon the disclosing party's request or promptly following expiration or termination of this Agreement, the receiving party shall cease use of, and immediately return to the disclosing party, or destroy,

the disclosing party's Confidential Information and all copies, reproductions or any parts thereof in any form whatsoever in the receiving party's possession or control, and certify that all such Confidential Information and all copies, reproductions or any parts thereof have been returned or destroyed. Notwithstanding the foregoing, the receiving party shall not be required to return or destroy the disclosing party's Confidential Information to the extent (v) required pursuant to legal, compliance, accounting, audit, or regulatory requirements, or document retention policies, or (vi) saved pursuant to disaster recovery or automated computer backup procedures where it would be impractical to delete or destroy such information; provided, however, that any such retained Confidential Information shall continue to be subject to the terms of this Section 16, which shall survive the termination or expiration of this Agreement for a period of two (2) years from the date of this Agreement.

**17. INSURANCE.** Customer and Encore shall each keep in place commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, as well as workers' compensation insurance in accordance with applicable statutory requirements, each of which shall name the other party and its parents, subsidiaries as additional insured and shall be issued by an insurance company having an A.M. Best rating of A-VII or better. Each party shall deliver to the other valid insurance certificates evidencing the insurance policies set forth herein.

**18. INDEMNIFICATION.** Customer and Encore each hereby agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent or willful misconduct of, or the violation of any law, regulation, statute, or ordinance by, the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

**19. LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) whatsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS QUOTE AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CHARGES TO BE PAID BY CUSTOMER IN RESPECT OF THE APPLICABLE EVENT.

**20. COOPERATION IN INVESTIGATIONS.** Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

**21. INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Quote and as otherwise requested by Customer. Customer is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted or trademarked works (including without limitation, music, audio, or video recordings, art, etc.) that Customer may use or request to be used at the Event. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Customer permits Encore to include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

**22. NO OTHER WARRANTY.** EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND ENCORE DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED.

**23. FORCE MAJEURE.** The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made). Notwithstanding anything in this Section 23, in the event that a Force Majeure Event occurs after load-in for the Event has started, then the cancellation fees in Section 14 shall apply.

**24. INTERNET/NETWORK EQUIPMENT AND SERVICES.** In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, whether or not the IP address is used; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers; (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity

via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Customer provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Customer wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

**25. VIRTUAL/HYBRID MEETINGS AND SERVICES.** In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any Customer-, attendee-, presenter-, or third-party-provided equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, an attendee or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

**26. CUSTOMER MATERIAL HANDLING.** Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**27. GOVERNING LAW.** This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principles of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois without regard to principles of conflicts of laws.

**28. MISCELLANEOUS.** This Agreement (as may be subsequently amended or supplemented as mutually agreed) is the entire agreement between the parties and supersedes any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or any Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer acknowledges and agrees that if additional services are requested, the updated Quote may be subject to additional Event-specific terms or provisions. The parties agree that the Agreement and related documents may be digitally signed, scanned and transmitted, and such will be deemed for all purposes to be an executed original. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, is deemed to be an original, and all of which, taken together, are deemed to be one and the same document. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

\*Revised 01.01.2024

Prepared For: UNIDOS US  
Order No: 3621-10888  
Total: \$5,551.33

---

Printed On: 08/18/2025 09:28 AM  
Prepared By: Travis Geye  
Prepared For: UNIDOS US (Andrea Sabillon)

---

**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**

Customer:

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature as Acceptance of the Proposal and Terms*

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

Thank you for choosing to stay at Swissôtel Chicago



1061 W March Lane  
Stockton, CA 95207-6210  
209.957.1204

Receipt #: **SCKKCC06917A7CC09X**

November 14, 2025 2:06 PM

### Print Orders

**Order:** 2010331838231400

**\$61.91**

Item	SKU	QTY	Unit Price	Price
<b>Custom Multi Sheet</b>		<b>1</b>	<b>\$41.9200</b>	<b>\$41.92</b>
CLR 1S Cardstock	2525	32	\$1.3100	\$41.92 T
Local Delivery Std	4531	1		\$19.99 T

#### Recipient Address

Carmen Padilla  
El Concilio California  
445 N SAN JOAQUIN ST  
STOCKTON, CA 95202-2026, US  
3012737168  
rfigueroa@unidosus.org

Print Order Subtotal	\$61.91
Tax	\$5.57
<b>Total</b>	<b>\$67.48</b>

Purchase APPROVED

AMEX	\$67.48
Acct #	****1000
Expiration Date	11/2026
Authorization	248282

Total Tender \$67.48

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SCKKCC06917A7CC09X



---

**You have an invoice from NENA`S MEXICAN CUISINE for \$1,035.65**

---

**From** NENA`S MEXICAN CUISINE (via Clover) <noreply@clover.com>

**Date** Mon 11/17/2025 10:34 PM

**To** Roger Figueroa <rfigueroa@unidosus.org>

**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.



## **NENA`S MEXICAN CUISINE**

445 W WEBER AVE STE 120, STOCKTON, CA 952033146  
2095470217

**Due by November 18, 2025**

**\$1,035.65**

Pay \$1,035.65

---

Invoice #7F7F242C7YN2A  
Created November 18, 2025

Bill to:  
[rfigueroa@unidosus.org](mailto:rfigueroa@unidosus.org)  
Roger Figueroa

"40 People Lunch Fajitas "

---

Subtotal	\$927.20
Taxes	\$83.45
Tip	\$25.00
<b>Total</b>	<b>\$1,035.65</b>

---

Pay \$1,035.65

Secure payments powered by Clover

[View the Clover Privacy Policy.](#)



NENA`S MEXICAN CUISINE

445 W WEBER AVE STE 120  
STOCKTON, CA 952033146  
+1 209-547-0217


Subtotal		\$927.20
Tax	9.00%	\$83.45
Tip		\$25.00

**Total**    \$ 1,035<sup>65</sup>

PAYMENT ID: CVB3WX9W8ZPGE

[Hide Details](#)

Card: American Express 1000  
November 18, 2025  
Method: INTERNET TRANSACTION  
Auth ID: 265936  
Reference ID: 532200501083

DATE	AMERICAN EXPRESS
November 18, 2025 6:03 am	 1000

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[Clover](#)

THANK YOU FOR DINING WITH US!  
PLEASE COME AGAIN



**Roger Figueroa**  
rfigueroa@unidosus.org



## Econ Agenda Listening Sessions

This board allows you to see who has  
RSVP'd for your event from the form that

### Stockton, CA

Name	Attended Y/N
Carol Ornelas	Y
Guadalupe Mena	Y
Jose R. Serrano	Y
VIRGINIA MADUENO	Y
Christina Bastida	Y
Susan C Giraldez	Y
Jesús Andrade	Y
Lisa Vela	Y
Dr. Vicki Lock	Y
Lizeth Granados	Y
Janet Murguia	N
Mauricio Garcia	Y
Esmeralda Lopez	Y
Steve Sianez	Y
Alicia Diaz	Y
Jose R. Rodriguez	Y
Carmen Padilla	Y
Mark Apostolon	Y
Jose Torres	Y
Fernanda Pereira	Y
Mary Macias	Y
Jose Figueroa	Y
Angelica Figueroa	Y
community member	Y
Isabel Barajas	Y

Kimberly Rivera Hernandez	Y
Yamilet Valladolid	N
Socorro Enriquez	Y
Mario Enriquez	Y
Michele Padilla	Y
Julian Canete	Y

As of 11/17/25

Affiliate Organization	Email
Visionary Home Builders of California	vjornelas@visionaryhomebuilders.org
El Concilio California	gmena@elconcilio.org
United Way of San Joaquin County	jserrano@unitedwaysjc.org
LTERNA CARD SERVICES - ALTERNA SIN FRONTERA	vmadueno@alternacard.com
United Way of San Joaquin County	cbastida@unitedwaysjc.org
University of the Pacific	sgiralde@pacific.edu
New Joaquin CDC	jesus@newjoaquincdc.com
San Joaquin County Hispanic Chamber of Commerce	lisa@sjchispanicchamber.com
San Joaquin County Office Of Education	v_lock@u.pacific.edu
HPSJ/MVHP	lgranados@hpsj.com
UnidosUS	
UnidosUS	
UnidosUS	<a href="mailto:elopez@unidosus.org">elopez@unidosus.org</a>
UnidosUS	<a href="mailto:ssianez@unidosus.org">ssianez@unidosus.org</a>
Civitas Public Affairs Group	<a href="mailto:adiaz@civitaspublicaffairs.com">adiaz@civitaspublicaffairs.com</a>
El Concilio California	<a href="mailto:jrod@elconcilio.org">jrod@elconcilio.org</a>
El Concilio California	<a href="mailto:cpad@elconcilioorg.onmicrosoft.com">cpad@elconcilioorg.onmicrosoft.com</a>
El Concilio California	<a href="mailto:mapo@elconcilio.org">mapo@elconcilio.org</a>
El Concilio California	<a href="mailto:jtor@elconcilio.org">jtor@elconcilio.org</a>
El Concilio California	
El Concilio California	fper@elconcilio.org
Columbia Bank	marymacias@columbiabank.com
El Concilio California	immigrationreferral@elconcilio.org
El Concilio California	immigrationreferral@elconcilio.org
El Concilio California	immigrationreferral@elconcilio.org
Community Member	mariaibarajas1972@gmail.com

K\_riverahernandez@u.pacific.edu

Golden Valley Health Centers  
Community Member  
Stockton City Council  
Stockton City Council  
California Hispanic Chambers of Commerce

yvalladolid@gvhc.org

[dist4@stocktonca.gov](mailto:dist4@stocktonca.gov)

[dist1@stocktonca.gov](mailto:dist1@stocktonca.gov)

[canetej@cahcc.com](mailto:canetej@cahcc.com)

<b>Job Title</b>	<b>Mobile Number</b>	<b>City</b>
President/CEO	12095981259	Stockton
Community Health Worker	12096442621	Stockton
Chief Operating Officer	12099387061	Stockton
INCOMING CEO	12099687052	OAKDALE
Director of Community Health	12096239907	Stockton
Associate Professor of Modern Language & Literature	12099151448	Stockton
Founder/Board President	12096361006	Stockton
Chief Executive Officer	12099867788	Stockton
Coordinator	12095942686	Stockton
CEO	12098002197	French Camp
President & CEO		
Senior Vice President, Programs		
CA State Director		
Sr. State Policy Strategist, California		
Senior Associate		
President & CEO		
Chief Operating Officer		
VP, Strategic Innovation		
Chief Financial Officer		
El Concilio California	12093377505	Stockton
VP, HOA Relationship Manager	19169061366	Sacramento
community member		
community member		
community member	12093377505	Stockton
Community Member	12099929152	Stockton, CA

Director of Government and Community  
Affairs  
Community Member  
Councilmember, District 4  
Councilmember, District 1  
President & CEO

13235260266 Stockton

12096175819 Modesto

**Zip Code**

95202

95202

95203

95361

95203

95203

95219

95207

95207

95231

95203

95814

95203

95205

95211

95354

**like to receive text message updates about UnidosUS's work? Standard message and data rates**

No
No
Yes
Yes
No
No
No
Yes
No
No
No
No
No
No

No

No

### Submission link

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nday.com/forms/15738590bc8868d9fbf59878bdf5b6ff?r=use1&submissionId=31c9999b-7242-475b-a94  
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<https://forms.monday.com/forms/15738590bc8868d9fbf59878bdf5b6ff?r=use1&submissionId=c274322b-b38c-40cc-adb3-8f18a0668667>  
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<https://forms.monday.com/forms/15738590bc8868d9fbf59878bdf5b6ff?r=use1&submissionId=cf5fd502-a474-4cf7-bbbc-e43e559e1df5>

<https://forms.monday.com/forms/15738590bc8868d9fbf59878bdf5b6ff?r=use1&submissionId=1b379590-785f-463c-a6bf-369ee9fd71d2>

Address	Age Range
315 N. San Joaquin Street	
445 N. San Joaquin St.	60 - 64
777 N. Pershing Ave 2b	30 - 39
6237 Langworth Road	50 - 59
777 N. Pershing Ave.	30 - 39
1451 W. Poplar St	60 - 64
6731 Herndon Pl	40 - 49
5250 Claremont Ave., #149	60 - 64
4804 Grouse Run Drive J1	60 - 64
7751 S. Manthey Road	40 - 49
203 S Sutter Street	50 - 59
1015 7th St.	50 - 59
224 S Sutter St	
Alma St.	40 - 49

3601 Pacific Avenue Monagan Hall 302

18 - 29

1316 K St

40 - 49

**Gender Identity (check one):**

Female

Female

Male

Female

Female

Female

Male

Female

Female

Female

Female

Female

Female

Female

Female

**Do you identify as Hispanic, Latino, Latina, Latinx, or AfroLatino/a/x? (check one)**

Yes

Yes

Yes

Yes

Yes

No

Yes

Yes

No

Yes

No

Yes

Yes

Yes

Yes

**Race (Check all that apply)**

**What is your country of origin?**

	México
	United States
	MEXICO
	USA
	USA
Two or more races	United States
	US
	USA

Prefer not to say

Portugal

Two or more races

United States

México

US

Mexico

**Preferred Language (check one)**

English

Spanish

English

English

English

English

English

English

English

English

English

English

Spanish

English

English

**I identify as...(check all that apply or write your own)**



**What issues affecting the Latino community concern you most right now?**

Economy, Health, and Immigration.

Access to resources, immigration support, quality jobs and job training.

IMMIGRATION REFORM IMMIGRATION RAIDS

Immigration, health care access, safety, food security

residency and citizenship, Racial profiling, Deportations without due process, Separation of families, Ec

Economic outlook

Immigration , English Learners, Education , employment

Immigration

Voicing the concerns that affect our Latino community

Ice raids

Healthcare, Immigration and Education

**What specific topics or questions would you like us to cover during this session?**

Health and Immigration.

Economic Outlook wages  
Immigration

support for families, particularly dealing with Medi-Cal cuts

How to voice concerns around immigration in a diplomatic format that the greater community can under

How does one navigate the current hardships and hatred in today's world

Healthcare

**Please select any areas you are interested in discussing (check all that apply):**

Cost of living, Immigration, Trust in parties/representation

Cost of living, Immigration

Immigration

Immigration, Trust in parties/representation, Other

Cost of living, Immigration

Cost of living, Immigration, Trust in parties/representation

Cost of living, Trust in parties/representation

Immigration

Immigration

Immigration, Trust in parties/representation

Cost of living, Immigration, Trust in parties/representation

Trust in parties/representation, Cost of living, Immigration

Immigration, Other

**Which of these issues feels most urgent to you personally? Why?**

Immigration

Both!

Immigration, to keep family, friends, and community safe

narrow way of talking about the overarching economic issues. The increasing divide between wealth and

Trust in Parties

Jobs

Immigration due to political climate

Cost of living and immigration because of increased enforcement and benefit cuts

Immigration reform

Immigration

Immigration because i experienced and first hand would see ice raids in my community.

Healthcare and immigration

**Is there anything else you would like us to know about?**

NO

N/A

no



## INTAKE QUESTIONS



# Corporate Card Statement of Account

**Sign-up For  
Online Statements**

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
ROGER FIGUEROA GOMEZ  
UNIDOS US

Account Number  
XXXX-XXXXX6-71000

Closing Date  
11/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
3,494.27	9,641.91	35.00	3,494.27	0.00	<b>9,676.91</b>

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](http://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 3794-443086-71000

ROGER FIGUEROA GOMEZ  
UNIDOS US  
40 UPPR ROCK CIR APT  
ROCKVILLE MD 20850

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

**Amount Due  
\$9,676.91**

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  
|||

0000379444308671000 000967691000964191 28HH

**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](http://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  
**ROGER FIGUEROA GOMEZ**  
**UNIDOS US**

Account Number  
**XXXX-XXXXX6-71000**

Closing Date  
**11/28/25**

**Activity** Date reflects either transaction or posting date

Card Number	XXXX-XXXXX6-71000	Reference Code	Amount \$
11/13/25	CORPORATE REMITTANCE RECEIVED 11/13		-3,494.27
10/28/25	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 12/25 THRU 11/26	01900001225	35.00
10/29/25	UBER TRIP HTTPS://HELP.UBER.CA P2HBBHS9 IJA6KKRT 21043 10/28/25 ROC NUMBER P2HBBHS9		56.92
10/30/25	PANERA BREAD #601409 WEST ST. PAU MN REF# 605171600524 FOOD & NON A 10/28/25	60517160052	481.86
11/14/25	FedEx Office 0083 Plano TX 121517631 1215176315796490175024 11/14/25 NF FS CLR SS Cardstock LZ60 LZ80 W110 8. SH FXO Local Delivery Standard ROC NUMBER 1215176315796490 TAX \$3.76	12151763157	67.48
11/18/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/17/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		5,000.00
11/18/25	NENA'S MEXICAN CUISI STOCKTON CA REF# 851661853229 209-547-0217 11/18/25 ROC NUMBER 8516618532298000	85166185322	1,035.65
11/22/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/21/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		1,000.00
11/22/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/21/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		1,000.00
11/25/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/24/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		1,000.00
<b>Total for ROGER FIGUEROA GOMEZ</b>		New Charges/Other Debits	9,676.91
		Payments/Other Credits	-3,494.27



323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

Thank you for choosing to stay at Swissôtel Chicago

9069

3800

6805

8/15/2025

8/21/2025

# swissôtel CHICAGO

Swissôtel Chicago  
 323 East Wacker Drive  
 Chicago, IL, US 60601  
 Phone: 312 565 0565  
 Fax:

<b>BILL TO:</b>		
Unidos US		
<b>Attention: Andrea Sabillon</b>		
<b>INVOICE DATE</b>	<b>MASTER ACCOUNT NO.</b>	
8/21/2025	9069	
<b>ARRIVAL</b>	<b>RES ID / INVOICE NO.</b>	
8/18/2025	9069	
<b>DEPARTURE</b>	<b>A/R ACCOUNT</b>	
8/19/2025		
<b>TOTAL CHARGES</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
<b>\$9,445.88</b>	<b>(\$7,716.63)</b>	<b>\$1,729.25</b>

## Invoice Summary

<b>Details</b>	<b>Subtotals</b>	<b>Total Charges</b>
----------------	------------------	----------------------

### Room Charges

\$0.00

### Group Master Charges

Banquets \$3,894.55  
 Encore \$5,551.33

\$9,445.88

### Payments/Credits

3% Processing fees \$283.37  
 Payment (\$8,000.00)

(\$7,716.63)

### Total Charges

\$1,729.25

**Please make payments to:**  
 Swissôtel Chicago  
 Credit Department  
 323 East Drive  
 Chicago, IL 60601  
 US

**Bank Account Number: 5020003085 Bank Routing Number: 071923909 Bank SWIFT Code: FTBCUS3C**

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Folio # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-17-25	Banquets - Minerals - Group	Event ID 2240196/BB ID 366654/ Building Alliances for Latino Health & Power Lunch 2240196	3,894.55	

Tax Summary	
Room	0.00
F&B	335.85
Other	0.00
<b>Total</b>	<b>335.85</b>

<b>Total Charges</b>	<b>3,894.55</b>	
<b>Total Credits</b>		<b>0.00</b>
<b>Balance</b>		<b>3,894.55</b>

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago

UnidosUS  
Ms Andrea Sabillon  
1126 16th Street NW  
Washington, DC 20036 US

Block Name: UnidosUS - Block ID 366654

Arrival: Friday, 15 August 2025

Departure: Monday, 18 August 2025

	Qty	Curr.	Orig. Unit Price	Discount %	Unit Price	Total
<b>Sunday, 17 August 2025</b>						
<b>Building Alliances for Latino Health &amp; Power Lunch - Ever</b>	30					
SUNDAY Swissôtel Pub Style	30	USD	85.00		85.00	2,550.00
<b>BREAK - BEVERAGES</b>						
Non included menu items:						
Soft Drinks: Coke   Diet Coke   Sprite	18	USD	8.00		8.00	144.00
Brewed Iced Tea	1.5	USD	85.00		85.00	127.50
<b>Total</b>			<b>USD</b>			<b>2,821.50</b>

Banquets - Admin Fee Tax	31.82
Banquets - Mandatory Admin Fee	270.86
Banquets - Mandatory Gratuity	434.52
Banquets Soft Drink Tax	4.32
Banquets State Tax	331.53
<b>Total Including TAX</b>	<b>3,894.55</b>

\_\_\_\_\_  
Signature

# swissôtel CHICAGO

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

UnidoUS  
 United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Room : 9069  
 Folio # :  
 Cashier # : 5731  
 A/R # :  
 Invoice # :  
 Reference # :

Arrival : 08-15-25  
 Departure : 08-22-25

Date	Description	Additional Information	Charges	Credits
08-18-25	Banquets - Audio Visual	Encore	5,551.33	

Tax Summary	
Room	0.00
F&B	0.00
Other	0.00
Total	0.00

Total Charges	5,551.33	
Total Credits		0.00
<hr/>		
Balance		5,551.33

For information or reservations, visit us at [swissotel.com](http://swissotel.com) or call +1 506 388 6948

Thank you for choosing to stay at Swissôtel Chicago



Rental Order # 3621-10888

Swissotel Chicago  
323 E Wacker Dr  
Chicago, IL 60601  
Tel: 312-268-8090  
Brian Morrow

**UNIDOS US**

Andrea Sabillon  
1126 16th St NW Ste 600  
Ste 600  
Washington, DC 20036  
ASabillon@UNIDOSUS.org  
Tel: (202) 785-1670

**Unidos US - NACHC Affiliate**

Show Date(s): 08/17/2025 - 08/17/2025  
Show Location: Swissotel Chicago  
Billing Method: Master  
Currency: USD  
Master Account:

<b>Services</b>	<b>Ext. Price</b>
Equipment Rental	\$3,210.00
HSIA - Equipment	\$480.00
Setup/Strike Labor	\$344.00
Event Technology Support	\$885.60
Loss Damage Walver	\$128.40
<hr/>	
<b>Subtotal</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

<b>Job#</b> 43285	<b>Room Name</b> Geneva	<b>Job Dates</b> 08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>		<b>Billing Reference</b>

Qty		Gross					Ext. Price	
<b>Equipment Rental</b>		<b>\$2,310.00</b>					<b>\$2,310.00</b>	
1	<b>Engage Meeting Package 8'</b>	\$1,130.00					\$1,130.00	
	1 EMP Projector							
	1 Wireless Presenter							
	1 4'4"x7'8" Dual Projection Surface							
	1 4'4"x7'8" Screen Frame							
	1 EMP Speaker							
	1 EMP Cable Lot							
	2 EMP Lightitude							
1	<b>Audio - Two Speaker Sound System</b>	\$1,180.00					\$1,180.00	
	2 15" 2-Way Powered Speaker							
	2 Tripod Speaker Stand 5'2" - 8'2"							
	1 10 Channel (4) XLR Compact Mixer							
	1 Encore Music: Commercial Bckgrnd Music w/Player							
	1 Safelock Stand 17"x25" Shelf							
	1 Safelock Cover							
	2 Stereo AV Direct Box							
	1 Small Audio Cable Lot							
<b>HSIA - Equipment</b>		<b>\$480.00</b>					<b>\$480.00</b>	
30	Simple Wi-Fi - Up to 3Mbps (51-100/User)						\$480.00	
<b>Qty</b>		<b>Rate</b>	<b>OT Rate</b>	<b>DT Rate</b>	<b>Reg Hrs</b>	<b>OT Hrs</b>	<b>DT Hrs</b>	<b>Ext. Price</b>
<b>Setup Charges</b>								<b>\$344.00</b>
<b>Sunday, August 17, 2025</b>								
1	Technician To Set/Strike	\$172.00	\$258.00	\$344.00	2.00			\$344.00

**Job Note:**

Engage Screen Package  
 Screen placed on: Back Wall  
 HDMI, DI, and Power to the closest table to the front (no podium).  
 Client to provide laptop.

Network: Swisshotel Meeting  
 Password: Encore2025

<b>Job#</b>	<b>Room Name</b>	<b>Job Dates</b>
43313	Geneva	08/17/2025 12:30PM - 08/17/2025 2:30PM
<b>Post As</b>	<b>Additons</b>	<b>Billing Reference</b>

Qty	Gross	Ext. Price
<b>Equipment Rental</b>		
	<b>\$900.00</b>	<b>\$900.00</b>
1	UHF Wireless Mic Receiver - Dual	\$600.00
1	UHF Wireless Mic Receiver - Single	\$300.00

*Job Note:*

*Engage Screen Package  
Screen placed on: Back Wall  
HDMI, DI, and Power to the closest table to the front (no podium).  
Client to provide laptop.*

*Network: Swissotel Meeting  
Password: Encore2025*

Loss Damage Waiver	\$128.40
Event Technology Support	\$885.60
<hr/>	
<b>Subtotal For Event</b>	<b>\$5,048.00</b>
Sales Tax	\$503.33
<b>Total</b>	<b>\$5,551.33</b>

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR ENCORE STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY ENCORE WILL BE DISTRIBUTED TO ENCORE'S STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

## ENCORE GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE.** This Quote will be valid until the earlier of (i) thirty (30) days from the date of the Quote or (ii) December 31 of the calendar year in which the Quote was issued, or (iii) any expiration date otherwise noted on the Quote ("Acceptance Period"). These General Terms and Conditions ("Terms") govern the provision of equipment, labor, and services to be provided by Encore Group (USA) LLC ("Encore") to the customer ("Customer") for the event ("Event") at the venue ("Venue"), each as specified in the Quote to which these Terms are attached and form an integral part of such Quote. In the event that this Quote is not accepted, signed and returned to Encore within the Acceptance Period, it will be void. All prices are subject to change without notice if this Quote is not executed during the Acceptance Period. Encore agrees to provide, and Customer agrees to pay for, the charges for equipment, labor, and services specified in the Quote. The Quote and these Terms may be collectively referred to as the "Agreement."

2. **ESTIMATE.** Encore developed this Quote based upon information provided by the Customer. This Quote is only an estimate of equipment and services Encore will provide in connection with the Event. Therefore, any estimate provided to Customer in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Customer will be charged for those overages at Encore's standard rates, less any applicable discounts. In the case where Customer requests and Encore provides, equipment, services, or labor in connection with the Event that is in excess of what is specified in the Quote, the parties will execute updated/amended forms or change orders as needed to indicate approval of these additional terms. Customer will be charged and pay for all such additional equipment, services, or labor (including rental fees and freight) at Encore's prevailing standard rates, whether or not any additional forms are executed. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling, and electrical charges (if applicable to the Event), which will be charged to, and payable by, Customer upon final invoice. Sales tax-exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. If Customer does not send tax exemption certificates to Encore prior to commencement of the Event, sales tax will be charged to, and payable by, the Customer, and will be included in the final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates, and per diems apply, and Encore bases them upon prevailing rates and practices at the Venue and of the Encore business division providing the equipment and services. Encore developed labor estimates based on information provided by the Customer. All labor calls are subject to a minimum charge period based on the Venue rules, Encore servicing division policies, and union rules, as they may apply. In the event that a labor resource works more hours than priced in the Quote, Encore will bill the Customer and Customer will pay the appropriate prevailing or premium rate for the additional hours worked.

4. **EVENT TECHNOLOGY SUPPORT.** If Event Technology Support (ETS) is listed on your Quote, then this Section 4 shall apply. ETS covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing, and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to Encore (or other) employees in connection with the Event, and amounts comprising ETS are not otherwise shared with Encore (or other) employees.

5. **SERVICE CHARGES.** If Service Charges are listed on your Quote, then this Section 5 shall apply. The Venue or Encore may bill service charges in association with an Event. Service charges are NOT gratuities that are paid in whole or in part to Encore or other employees in connection with the Event.

6. **ADMINISTRATION FEES.** If Administration Fees are listed on your Quote, then this Section 6 shall apply. Administration Fees are billed in association with all Events and cover general, administrative and overhead expenses incurred in connection with the equipment and services provided by Encore and its operations. These fees are not gratuities and are not received by Encore employees.

7. **LOSS DAMAGE WAIVER (LDW).** If LDW is quoted in the Quote and is accepted by Customer, then Encore will waive charges for loss or damage to Encore-owned equipment provided that: (1) if any loss or damage occurs, Customer agrees it will be required to participate in any investigation by Encore, facility security, insurers, or other authorities; and (2) if Encore determines that the loss or damage was intentionally caused by Customer or its representatives, the LDW will not apply and Customer will be fully responsible for all such loss or damage.

8. **EQUIPMENT RATES.** This Section 8 does not apply to a fully virtual event. Unless otherwise noted, Encore bases all rates upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM to 11:59 PM. Customer agrees to pay the rental fees described in the Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be subject to Encore's prevailing rates until Customer returns the equipment.

9. **EQUIPMENT HANDLING.** This Section 9 does not apply to a fully virtual event. Encore personnel must handle all equipment. Customer may not move, store, or service the equipment or any other party. Customer may not operate the equipment unless authorized in writing by Encore. Customer will incur additional charges if Customer violates this requirement. Customer permits Encore free access to the equipment at any time before, during, or after the Event for purposes of set/strike, maintenance, and routine checks. Encore retains all title and rights in and to the equipment and all related accessories.

10. **DAMAGE & SECURITY.** This Section 10 does not apply (a) to a fully virtual event, or (b) if Loss Damage Waiver (LDW) has been purchased. Customer agrees that, prior to the beginning of the event, it shall have the right to review and inspect the equipment with Encore personnel to confirm it is in good operating condition. Customer shall immediately notify Encore if any equipment is defective or not in good operating condition. Customer's failure to review or inspect the equipment prior to the start of the event or notify Encore if the equipment is defective or not in good operating condition shall be deemed an acknowledgment that the equipment is in good operating condition. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether by use, misuse, accident, or neglect), unless caused by Encore's negligence. In addition to amounts due to Encore in connection with the Quote, Customer agrees to pay Encore, upon demand, all amounts incurred by Encore on account of lost, damaged and stolen equipment, based upon repair costs for repairable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer will be

responsible for rental fees while an Encore-authorized company repairs or replaces equipment as required. If Customer requires security or Encore deems security necessary during an event, Customer will be responsible for all costs in connection with the provision of security.

**11. EQUIPMENT FAILURE.** Encore maintains and services its equipment in accordance with the manufacturer's specifications and standard industry practice. However, Encore does not warrant or guarantee that the equipment or services Encore provides will be free of defect, malfunction, or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason, Customer agrees to immediately notify an Encore representative. Encore will attempt to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that Encore assumes no responsibility or liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of inoperable equipment or other service issues.

**12. MASTER BILLED EVENTS.** If the Venue requires Customer to establish, or if Customer elects to establish, a "Master Account" with the Venue, the Venue will be Encore's agent for payment, and Encore's charges will be included on Customer's Master Account billing. Upon conclusion of the Event, if Customer has established a Master Account, then Customer will make full and final payment to Encore through such Master Account with the Venue in accordance with the Venue's payment terms. Customer must notify Encore prior to the Event if Customer did not secure a Master Account with the Venue in order to confirm direct billing arrangements.

**13. DIRECT BILLED EVENTS.** (a) If the Customer will not be invoiced by the Venue through a Master Account with the Venue, Customer will be direct billed for all equipment rental, labor, or services provided by Encore, and must establish credit with Encore by completing a credit application at least 30 days prior to the first day of the Event or at signing of the Quote if that date is within 30 days of the Event start date. Based on the results of the credit application, Encore may require Customer to make a deposit payment of up to the full amount at least 30 days prior to the first day of the Event, or at signing of the Quote if such date is within 30 days of the first day of the Event. Encore will credit the deposit received to the final invoice for the Event. Encore requires Customer to make full and final payment to Encore within the terms determined by Encore from Customer's credit application. (b) If Customer fails to make payment by the specified payment date outstanding balances will be subject to late payment charges in an amount equal to one percent (1%) per month or a lesser amount as required by law. (c) Encore accepts credit cards (Visa, MasterCard, American Express, or Discover) as payment for invoices in certain situations, such as COD orders and orders under \$50,000. For non-COD orders and orders over \$50,000, Customer will pay by ACH or by check as directed by Encore. There may be circumstances in which Customer may pay orders over \$50,000 via a credit card, but Encore must approve such payment arrangements in writing in advance. (d) Encore reserves the right to run a credit check on Customer before this Agreement is signed and at any time after the Agreement is signed, so long as this Agreement is in effect or Customer has outstanding funds due to Encore. Should Encore determine that Customer's credit history is such that Encore must modify the payment terms included above, Customer agrees to work with Encore reasonably and in good faith to update the payment terms. Customer specifically authorizes Encore to prepare and file without Customer's signature any Uniform Commercial Code ("UCC") financing statement amendments to Customer's existing UCC financing statements and any other filings or recordings in all jurisdictions where Encore determines necessary or desirable and authorizes Encore to describe the collateral in such filings in any manner as Encore determines appropriate.

**14. EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment, labor, or services by Encore 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred or services actually rendered by Encore, which will be payable by Customer. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the Quote. Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Quote. Cancellations received less than 3 days (72 hours) before the first day of the Event or the start of load-in, whichever is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event or cancels the provision of audiovisual equipment, labor, or services by Encore, and that such charges are not a penalty. Cancellation fees, including fees to cover any incurred Encore costs, will be due immediately upon any such cancellation by Customer. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY ENCORE'S ONSITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF ANY CUSTOM SETS, GOBOS, OR OTHER CUSTOM MATERIALS HAVE BEEN ORDERED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO ENCORE REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY ENCORE OR ITS AFFILIATES IN SECURING OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

**15. CHANGES TO QUOTE.** Customer may request changes to equipment, labor, or services specified in the Quote, and the cancellation charges in Section 14 will not apply if Customer signs a revised Quote within 24 hours of the first day of the Event and provided that the total charges in the revised Quote are not less than ninety percent (90%) of the charges in the original Quote. Encore will use commercially reasonable efforts to accommodate all such Customer requests but will not be liable to Customer for any failure to do so.

**16. CONFIDENTIALITY.** (a) Confidential Information" means any non-public, confidential, proprietary or privileged information or material used, supplied, made accessible or disclosed by or on behalf of a party or its affiliates or their respective employees, contractors or subcontractors to the other party, whether in written, visual, electronic or oral format, under and during the term of the Agreement including, without limitation, information of a technical, financial, legal, operational or business nature. Notwithstanding the foregoing, information shall not be considered Confidential Information if (i) public disclosure of the information has been expressly authorized in writing by the disclosing party, (ii) the information is or comes to be generally available within the public domain other than as a result of a breach of this Agreement, (iii) the information was, on or before the date of disclosure by the disclosing party, in the receiving party's possession as shown by its business records, (iv) the information was independently developed by the receiving party without the benefit of having received said Confidential Information, or (v) the information is received on a non-confidential basis from a third party who is not, to the knowledge of the receiving party, bound to or in breach of any confidentiality obligations with the disclosing party.

(b) Each party shall (i) keep confidential all Confidential Information and use the same degree of care as the party uses to protect its own Confidential Information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of the Confidential Information of the other party, (ii) not disclose such Confidential Information to any third party, except as expressly authorized herein, without the prior written consent of the other party, (iii) restrict disclosure only to those persons who are on a need-to-know basis and only in relation to this Agreement, and (iv) not use the Confidential Information except for the purposes related to the Services and fulfilling its obligations or exercising its rights under this Agreement. Notwithstanding the foregoing, each party may produce the Confidential Information if required by law, or if requested by any judicial, administrative, governmental or regulatory process. In the event that any personal information is disclosed to either party under this Agreement, each party warrants, represents and covenants that it shall at all times comply with all applicable privacy legislation. Upon the disclosing party's request or promptly following expiration or termination of this Agreement, the receiving party shall cease use of, and immediately return to the disclosing party, or destroy,

the disclosing party's Confidential Information and all copies, reproductions or any parts thereof in any form whatsoever in the receiving party's possession or control, and certify that all such Confidential Information and all copies, reproductions or any parts thereof have been returned or destroyed. Notwithstanding the foregoing, the receiving party shall not be required to return or destroy the disclosing party's Confidential Information to the extent (v) required pursuant to legal, compliance, accounting, audit, or regulatory requirements, or document retention policies, or (vi) saved pursuant to disaster recovery or automated computer backup procedures where it would be impractical to delete or destroy such information; provided, however, that any such retained Confidential Information shall continue to be subject to the terms of this Section 16, which shall survive the termination or expiration of this Agreement for a period of two (2) years from the date of this Agreement.

**17. INSURANCE.** Customer and Encore shall each keep in place commercial general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, as well as workers' compensation insurance in accordance with applicable statutory requirements, each of which shall name the other party and its parents, subsidiaries as additional insured and shall be issued by an insurance company having an A.M. Best rating of A-VII or better. Each party shall deliver to the other valid insurance certificates evidencing the insurance policies set forth herein.

**18. INDEMNIFICATION.** Customer and Encore each hereby agree to indemnify, defend, and hold harmless the other for any and all third party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent or willful misconduct of, or the violation of any law, regulation, statute, or ordinance by, the indemnifying party and its respective employees, agents, representatives, and contractors. Customer also agrees to indemnify, defend, and hold harmless Encore against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Encore's use of any and all Customer-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the Event.

**19. LIMITATION OF LIABILITY.** Under no circumstances will either party be liable to each other for any indirect, exemplary, reliance, special, or consequential damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) whatsoever caused, whether arising in contract, tort, or otherwise, and even if such damages are foreseeable to such party or such party has been advised of the possibility of such damages. EACH PARTY'S TOTAL LIABILITY IN THE AGGREGATE FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECTION WITH THIS QUOTE AND THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (INCLUDING INDEMNIFICATION OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CHARGES TO BE PAID BY CUSTOMER IN RESPECT OF THE APPLICABLE EVENT.

**20. COOPERATION IN INVESTIGATIONS.** Encore and Customer each agree to promptly notify the other of any incidents, physical injuries, property damage, claims, demands, losses, causes of action, general damages, and expenses that may arise during Encore's performance of the services for Customer. Encore and Customer further agree to work together on the investigation of any such matters unless its own legal counsel, any law enforcement, or any other authority otherwise instructs either party.

**21. INTELLECTUAL PROPERTY.** Customer allows Encore to use the trademarks, trade names, service marks, and other intellectual property provided by Customer to Encore for the purposes of carrying out Encore's duties under this Quote and as otherwise requested by Customer. Customer is solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted or trademarked works (including without limitation, music, audio, or video recordings, art, etc.) that Customer may use or request to be used at the Event. By signing this Agreement, Customer agrees that it has full authority to use the trademarks, trade names, service marks, and other intellectual property given to Encore for use in connection with the Encore Services under this Agreement. Further, Customer permits Encore to include photos, renderings of set designs and other elements of Customer's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

**22. NO OTHER WARRANTY.** EXCEPT AS EXPRESSLY SET FORTH IN THESE TERMS, THE EQUIPMENT, LABOR, AND SERVICES ARE PROVIDED BY ENCORE ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND ENCORE DISCLAIMS ALL OTHER WARRANTIES, REPRESENTATIONS, OR CONDITIONS OF ANY KIND, WHETHER EXPRESS OR IMPLIED.

**23. FORCE MAJEURE.** The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement ("Force Majeure Event"). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, provided that in the event of any cancellation or postponement of the Event or termination of this Agreement due to a Force Majeure Event, Encore will return to Customer any and all prepayments and deposits made by Customer, less reimbursement for any work performed and expenses incurred by Encore up through the date of cancellation, postponement or termination (or Customer shall, within fourteen days of invoice, pay Encore for all such expenses incurred and work performed if no deposit or prepayment has been made). Notwithstanding anything in this Section 23, in the event that a Force Majeure Event occurs after load-in for the Event has started, then the cancellation fees in Section 14 shall apply.

**24. INTERNET/NETWORK EQUIPMENT AND SERVICES.** In the event this Agreement includes internet/network equipment and/or services, Customer understands and agrees as follows: (a) Every device connected to the internet/network must have a purchased IP address from Encore, whether or not the IP address is used; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers; (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/room or other area designated by the Customer. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Customer or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secret or confidentiality obligations; (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity

via the internet, Encore highly recommends Customer purchases hardwired services. If you are unsure which product best suits your needs, please contact Encore's on-site representative. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Customer provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Customer wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

**25. VIRTUAL/HYBRID MEETINGS AND SERVICES.** In the event this Agreement includes virtual and/or hybrid meetings and related services, the Customer understands and agrees as follows: (a) Network appliances have the potential to adversely affect more than the subnet to which they are connected. Accordingly, Encore reserves the right to disconnect any Customer-, attendee-, presenter-, or third-party-provided equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (b) Customer agrees not to share, resell, extend, bridge or otherwise misuse Encore's equipment, platforms, applications, connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Customer or attendee found to have violated this Agreement or and usage restrictions without any refunds for services that have been disconnected; (c) Encore is not responsible for any Event interruptions or transmission failures due to (i) the operation or failure of any cable, equipment, or software/conferencing platform provided by Customer, a presenter, an attendee or any third party, or (ii) a power surge, interruption, or failure at the location of any attendee or presenter; (d) The virtual and/or hybrid meeting platforms, applications, and services may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This may include, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, trade secrets, or materials protected by trade secret or confidentiality obligations; (e) Internet speed and functionality at the Customer's, presenter's or attendee's location can greatly impact the quality of the Event, and accordingly, Encore is not responsible for any Event interruptions or transmission failures due to internet speeds, latency, connections, or failures at the Customer's remote location, or at the remote location of any presenter or attendee, or at any location where Encore does not manage the internet services.

**26. CUSTOMER MATERIAL HANDLING.** Unless this Agreement expressly includes or otherwise necessitates Encore's handling of Customer's materials in connection with the provision of services, Customer shall not ask Encore to handle or assist in handling Customer's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Customer's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Customer's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

**27. GOVERNING LAW.** This Agreement shall be governed and interpreted in accordance with the laws of the state where the Event is located, without regard to principles of conflicts of laws. If the Event is a virtual event (or a hybrid in-person/virtual event) and the majority of the Event attendees are located in two or more states, this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Illinois without regard to principles of conflicts of laws.

**28. MISCELLANEOUS.** This Agreement (as may be subsequently amended or supplemented as mutually agreed) is the entire agreement between the parties and supersedes any prior agreements, amendments, purchase orders, written communications of any kind, or other terms previously entered into by the parties for the same services and may only be modified by written agreement signed between the parties. For the avoidance of doubt, handwritten changes to these Terms or any Quote are expressly rejected unless signed or initialed by both parties. The terms of any purchase order or other document issued by Customer will not bind Encore unless otherwise expressly agreed to by Encore in a signed writing. Customer acknowledges and agrees that if additional services are requested, the updated Quote may be subject to additional Event-specific terms or provisions. The parties agree that the Agreement and related documents may be digitally signed, scanned and transmitted, and such will be deemed for all purposes to be an executed original. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, is deemed to be an original, and all of which, taken together, are deemed to be one and the same document. In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement. All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

\*Revised 01.01.2024

Prepared For: UNIDOS US  
Order No: 3621-10888  
Total: \$5,551.33

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Printed On: 08/18/2025 09:28 AM  
Prepared By: Travis Geye  
Prepared For: UNIDOS US (Andrea Sabillon)

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**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**

Customer:

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature as Acceptance of the Proposal and Terms*

323 East Wacker Drive  
 Chicago, IL 60601  
 Tel: 312-565-0565  
 Fax: 312-565-0540

Room  
 Folio #  
 Cashier #

A/R #:  
 Invoice #  
 Reference #

United States

ALL Membership # :  
 Group Name : UnidoUS  
 Company Name : UnidosUS

Arrival  
 Departure

Date	Description	Additional Information	Charges	Credits
10/24/2025	AR Accpac	UnidoUs	9,729.25	
11/17/2025	American Express Card	XXXXXXXXXXXX1000		5,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/21/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00
11/24/2025	American Express Card	XXXXXXXXXXXX1000		1,000.00

Tax Summary		Total Charges	9,729.25
Room	0	Total Credits	8,000.00
F&B	0		
Other	0		
<b>Total</b>	<b>0</b>	<b>Balance</b>	<b>1,729.25</b>

reservations, visit us at

Thank you for choosing to stay at Swissôtel Chicago



# Corporate Card Statement of Account

**Sign-up For  
Online Statements**

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
ROGER FIGUEROA GOMEZ  
UNIDOS US

Account Number  
XXXX-XXXXX6-71000

Closing Date  
11/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
3,494.27	9,641.91	35.00	3,494.27	0.00	<b>9,676.91</b>

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](http://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 3794-443086-71000

ROGER FIGUEROA GOMEZ  
UNIDOS US  
40 UPPR ROCK CIR APT  
ROCKVILLE MD 20850

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

**Amount Due  
\$9,676.91**

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  
|||

0000379444308671000 000967691000964191 28HH

**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](http://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  
**ROGER FIGUEROA GOMEZ**  
 UNIDOS US

Account Number  
 XXXX-XXXXX6-71000

Closing Date  
 11/28/25

**Activity** Date reflects either transaction or posting date

Card Number	XXXX-XXXXX6-71000	Reference Code	Amount \$
11/13/25	CORPORATE REMITTANCE RECEIVED 11/13		-3,494.27
10/28/25	ANNUAL MEMBERSHIP RENEWAL FEE PERIOD 12/25 THRU 11/26	01900001225	35.00
10/29/25	UBER TRIP HTTPS://HELP.UBER.CA P2HBBHS9 IJA6KKRT 21043 10/28/25 ROC NUMBER P2HBBHS9		56.92
10/30/25	PANERA BREAD #601409 WEST ST. PAU MN REF# 605171600524 FOOD & NON A 10/28/25	60517160052	481.86
11/14/25	FedEx Office 0083 Plano TX 121517631 1215176315796490175024 11/14/25 NF FS CLR SS Cardstock LZ60 LZ80 W110 8. SH FXO Local Delivery Standard ROC NUMBER 1215176315796490 TAX \$3.76	12151763157	67.48
11/18/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/17/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		5,000.00
11/18/25	NENA'S MEXICAN CUISI STOCKTON CA REF# 851661853229 209-547-0217 11/18/25 ROC NUMBER 8516618532298000	85166185322	1,035.65
11/22/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/21/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		1,000.00
11/22/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/21/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		1,000.00
11/25/25	SWISSOTEL CHICAGO HT CHICAGO IL FOL# 12534257 SWISSOTEL 11/24/25 ARRIVAL DATE DEPARTURE DATE 08/15/25 08/21/25 00 ROC NUMBER 12534257		1,000.00
<b>Total for ROGER FIGUEROA GOMEZ</b>		New Charges/Other Debits	9,676.91
		Payments/Other Credits	-3,494.27

