

## BA Inaugural Flight and London Trade Mission

REVENUE	
Participation Fees (35 attendees)	\$265,500.00
Sponsorships (3 corporate sponsors)	<u>\$20,500.00</u>
<b>Total Revenue</b>	<b>\$286,000.00</b>

EXPENSES	
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<i>Paid Invoices / Receipts Attached</i>	
ChiChi LLC (Refer to detail below)	British Airways Flights for St. Louis delegation \$129,081.58 Refer to detail below
Doubletree by Hilton, Tower of London Hotel	Hotel for St. Louis delegation \$45,492.47
BCS Travel B.V.	Bus transportation for St. Louis delegation \$11,873.65
The In & Out Naval and Military Club	Opening dinner hosted by World Trade Center St. Louis \$8,484.11
BritishAmerican Business	Business Executive Roundtable with BritishAmerican Business (sponsored by Greater St. Louis Inc. / hosted by Bryan Cave) \$8,305.21
Chelsea Football Club	Tour and dinner for delegation hosted by Jason Gannon, President Chelsea F.C. (sponsored by Clayco) \$7,652.28
Doubletree by Hilton	Post-reception dinner for delegation \$1,621.40
Downing College Cambridge	Dinner with Norwich Research Park and National Institute of Agricultural Botany, (Niab) (sponsored by Bayer) \$4,978.46
10 Union	NHS panel/announcement; logistics/luncheon for delegation and invited guests \$3,320.85
Scudamore's Punting Company	Punting tour of Cambridge University with Agri-TechE \$1,722.45
US Department of Commerce	Business support services in country \$3,460.00
London Embassy	Embassy reception catering/staff/incidentals \$12,917.99
Daley Design	Flyer, trade mission material, Embassy signage design \$5,350.00
Gene-Del Printing	Trade Mission books \$1,107.00
Crossroads Courier	Courier to and from GeneDel Printing for Invoice 192002 \$19.34
Gifts	Spirit of St. Louis planes - U.S. Ambassador to U.K., Warren A. Stephens / British Airways \$500.95
Foreign Transaction Fees	\$65.61
Other	Engraving gifts; cash tips bus/drivers punt drivers; photographer \$916.72
Embassy reception supplies	Luggage to transport event supplies <u>\$224.95</u>
<b>Total Expenses</b>	<b>\$247,095.02</b>

TRADE MISSION NET	
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Payment to ChiChi LLC for tickets	\$136,567.98
Individual Ticket - outside of group/different return date	\$1,185.60
2 Individual Tickets - outside of group/different return date	\$21,900.00
<i>Less Deposit</i>	-\$8,000.00
<i>Less refund_2 Business Class Tickets RT</i>	(\$22,572.00)
<b>AIR FARE</b>	<b>\$129,081.58</b>

Chi Chi, LLC  
 212 N Kingshighway #1029  
 St. Louis, MO 63108  
 314-678-0500 - Phone 314-621-9029 - Fax  
 www.chichillc.com

World Trade Center St Louis  
 120 S Central  
 Suite 1200  
 St Louis MO 63105

Sale Invoice No: 28672  
 Date Issued: 1/29/2026  
 Agent: Kelly Toal

**CREDIT CARD RECEIPT**

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	A/L	Depart	Arrive	
From	Flight				
Individual - different return date		4/19/2026	5/1/2026		
Intl Air	British Airways P.L.C.				1,185.60
STL St Louis	220	BA	4/19/2026 9:40 PM	4/20/2026 11:40 AM	
LHR London	299	BA	5/1/2026 1:10 PM	5/1/2026 3:55 PM	

Payments Applied To This Invoice				
VI 47-XXXX-5407	Received	1/29/2026	Pymt For Inv #28672	-1,185.60

**FUND** 910 **ORG** 4000 **SUB** 50300 **R** 419-23

**PO#** \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

**DATE RECEIVED** \_\_\_\_\_

**APPROVAL** \_\_\_\_\_

-----DO NOT WRITE BELOW LINE-----

**VENDOR** Treon Ramsey **SESSION ID** \_\_\_\_\_  
**Date** \_\_\_\_\_

**RECEIVED** Dawn Purk **BY** \_\_\_\_\_  
**Date** \_\_\_\_\_

**ENTERED** \_\_\_\_\_ **BY** \_\_\_\_\_

**INV#** \_\_\_\_\_

**Invoice Total** 1,185.60  
**Payment Total** -1,185.60  
**Balance Due** 0.00

London 2026

**CREDIT CARD RECEIPT**

Chi Chi, LLC  
 212 N Kingshighway #1029  
 St. Louis, MO 63108  
 314-678-0500 - Phone 314-621-9029 - Fax  
 www.chichillc.com

World Trade Center St Louis  
 120 S Central  
 Suite 1200  
 St Louis MO 63105

Sale Invoice No: 28754  
 Date Issued: 2/25/2026  
 Agent: Kelly Toal

## CREDIT CARD RECEIPT

Traveler	Department	Depart Date	Return Date	Remarks	Total Fare
Type	Airline/Vendor	A/L	Depart	Arrive	
From	Flight				
Individual different return		4/19/2026	5/10/2026		
Intl Air	British Airways P.L.C.	BA	4/19/2026 9:40 PM	4/20/2026 11:40 AM	10,950.00
Individual different return		4/19/2026	4/19/2026 9:40 PM		
Intl Air	British Airways P.L.C.	BA	5/10/2026 10:10 AM	4/20/2026 11:40 AM	10,950.00

Payments Applied To This Invoice			
2454-XXXX	Received	2/25/2026	-10,950.00
VI 47-XXXX-3917	Received	2/25/2026	-10,950.00
			-21,900.00

<b>Invoice Total</b>	<b>21,900.00</b>
<b>Payment Total</b>	<b>-21,900.00</b>
<b>Balance Due</b>	<b>0.00</b>

FUND 910    ORG 4000    SUB 50300    R 419-23

PO# \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED \_\_\_\_\_

APPROVAL \_\_\_\_\_

----- DO NOT WRITE BELOW LINE -----

VENDOR Treon Ramsey    SESSION ID \_\_\_\_\_  
 Date \_\_\_\_\_

RECEIVED Dawn Purk    BY \_\_\_\_\_  
 Date \_\_\_\_\_

ENTERED \_\_\_\_\_ BY \_\_\_\_\_

INV# \_\_\_\_\_

**Invoice**



212 N Kingshighwcy Blvd.  
 #1029  
 St. Louis, MO 63103

**314-678-0500**

Date	Invoice #
1/20/2026	126458
Terms	Due Date
Due on receipt	2/17/2026

Bill To
World Trade Center St Louis 120 S Central, Suite 200 St. Louis, MO 63105

Activity	Quantity	Rate	Amount
2nd of 3 payments for British Air group airfare . Travel April 19-24, 2026. 30 seats. Totaled billed to date: \$83,000; Final balance will be due to Chi Chi LLC by March 10, 2026		75,000.00	75,000.00
<p><b>FUND</b> _____ <b>ORG</b> _____ <b>SUB</b> _____ <b>R</b> _____</p> <p><b>PO26-2398</b></p> <p><b>PO#</b> _____ <b>(REQUIRED FOR \$1,000.00 AND OVER)</b></p> <p><b>DATE RECEIV</b> _____</p> <p><b>APPROVAL</b> <i>Tim Nowak</i> _____</p> <p>-----<b>DO NOT WRITE BELOW LINE</b>-----</p> <p>720 APIDMP26-038</p> <p><b>VENDOR</b> Treon Ramsey <b>SESSION ID</b> _____</p> <p><b>RECEIVED</b> Dawn Purk <i>JR</i> <b>BY</b> _____ <b>Date</b> 2/3/2026   4:38 PM CST</p> <p><b>ENTERED</b> _____ <b>BY</b> <i>DP</i> _____ <b>Date</b> 2/5/2026   2:12 PM CST</p> <p>126458</p> <p><b>INV#</b> _____</p>			
<b>Total</b>			\$75,000.00

**Invoice**



212 N Kingshighwcy Blvd.  
#1029  
St. Louis, MO 63103

**314-678-0500**

Date	Invoice #
2/18/2026	126461
Terms	Due Date
Due on receipt	2/18/2026

Bill To
World Trade Center St Louis 120 S Central, Suite 200 St. Louis, MO 63105

Activity	Quantity	Rate	Amount
Final payment of 3 for British Air group airfare . Travel April 19-24, 2026. 30 seats. Totalled billed to date: \$136,567.98; Due to Chi Chi LLC by March 10, 2026		53,567.98	53,567.98
<p><b>P026-2398 and = \$52,437.98</b></p> <p><b>PO# PO26-2398-A1 = \$1,130.00</b> (REQUIRED FOR \$1,000.00 AND OVER)</p> <p><b>DATE RECEIVED</b> _____</p> <p><b>APPROVAL</b> <u>Tim Nowak</u> _____</p> <p>-----DO NOT WRITE BELOW LINE-----</p> <p><b>VENDOR</b> 720 <b>SESSION ID</b> APIDMP26-044</p> <p>Treon Ramsey <b>Date</b> 2/20/2026   11:51 AM CST</p> <p><b>RECEIVED</b> <u>JR</u> <b>BY</b> _____</p> <p>Dawn Purk <b>Date</b> 2/23/2026   10:47 AM CST</p> <p><b>ENTERED</b> <b>BY</b> <u>DP</u> _____</p> <p>126461</p> <p><b>INV#</b> _____</p>			
<b>Total</b>			\$53,567.98

**Please Note: both purchase orders apply to this invoice.**

**Invoice**



212 N Kingshighwcy Blvd.  
 #1029  
 St. Louis, MO 63103

**314-678-0500**

Date	Invoice #
11/11/2025	126451
Terms	Due Date
Due on receipt	11/11/2025

Bill To
World Trade Center St Louis 120 S Central, Suite 200 St. Louis, MO 63105

Activity	Quantity	Rate	Amount
Deposit for British Air group airfare . Travel April 19-24, 2026. 30 seats.  <u>FUND</u> _____ <u>ORG</u> _____ <u>SUB</u> _____ <u>R</u> _____ <u>PO#</u> <b>PO26-2393</b> (REQUIRED FOR \$1,000.00 AND OVER) <u>DATE RECEIVED</u> _____ <i>Tim Nowak</i> _____ <u>APPROVAL</u> _____ -----DO NOT WRITE BELOW LINE----- <u>VENDOR</u> 720 <u>SESSION ID</u> APIDMP26-014 Treon Ramsey <u>Date</u> 12/1/2025   9:37 AM CST <u>RECEIVED</u> _____ <u>BY</u> _____ Dawn Purk <i>JR</i> <u>Date</u> 12/1/2025   12:39 PM CST <u>ENTERED</u> _____ <u>BY</u> <i>DP</i> _____ <u>INV#</u> 126451		8,000.00	8,000.00
<b>PLEASE CLOSE OUT this Purchase Order. Thank you.</b>			
<b>Total</b>			<b>\$8,000.00</b>

Today's Date: 1/30/2026

Date Needed By: AS SOON AS POSSIBLE (Minimum 10 business days)

Payable To: Carolina Tower Hotel Limited / DoubleTree by Hilton Tower of London

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: See attached Paymnt Instructions for Bank Transfer

Requested By: Karen Gentles

Amount: \$ 30,477 NOTE: Please pay in British Pounds Sterling in accordance with contract.
Account No. [REDACTED]

Purpose: For hotel contract for London Trade Mission 4-20-26 to 4-24-26. Please pay in British Pounds Sterling per the above amount and with the attached ProForma Invoice. This is in accordance with the contract. Please see attached contract.

Please see the contract signed by Gabriela Muraru, Doubletree Hilton London, which is attached separately. It is a protected document and not able to include here.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 30,477
TOTAL PAGE 2: \$ 0.00
GRAND TOTAL: \$ 30,477

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

Mail Wire Transfer. Please see attached Payment Instructions.

Return to requester

Please pay in British Pounds Sterling.

P.O. # PO26-2395 (required all orders)

Tim Nowak
1000.00+) Approval

Tim Nowak

Date Approved 2/2/2026 | 2:22 PM CST

DO NOT WRITE BELOW LINE

Vendor # 2693 Session ID APIDMP26-038

Treon Ramsey Received By Date 2/2/2026 | 3:11 PM CST

Dawn Purk Entered By Date 2/9/2026 | 1:37 PM CST

Invoice # WIRE020226CARO

### Payment Instructions

- Please send your remittance advice direct to [gabriela.muraru@hilton.com](mailto:gabriela.muraru@hilton.com) and [lontl.events@hilton.com](mailto:lontl.events@hilton.com) stating the invoice being paid and date of payment to our account. Kindly quote the Booking Name and Arrival Date on all Correspondence.
- Bank Transfer to the following details:

Sort Code:	██████
Account Number:	██████████
Beneficiary Account Name:	Carolia Tower Hotel Limited / DoubleTree by Hilton Tower of London
Bank / Branch Name:	Royal Bank of Scotland Plc
Address of Bank:	Glasgow City Branch, 5th Floor, Bath Street, Glasgow, G2 4RS
SWIFT CODE:	RBOSGB21426
IBAN Number:	GB13RBOS83070616805303



To: Chi chi LLC

From: DoubleTree by Hilton, London - Tower of London

Date: 30/01/2026

Date of Arrival: 21.04.2026

Reference: GM:

Date	Description	Rate (inc VAT)	Quantity	Total Ex Vat	Total inc VAT
20/04/2026	Guestroom (Single Occupancy)	£269	27		£7,263.00
20/04/2026	Guestroom (Double Occupancy)	£279	2		£558.00
21/04/2026	Guestroom (Single Occupancy)	£269	26		£6,994.00
21/04/2026	Guestroom (Double Occupancy)	£279	2		£558.00
22/04/2026	Guestroom (Single Occupancy)	£269	26		£6,994.00
22/04/2026	Guestroom (Double Occupancy)	£279	2		£558.00
23/04/2026	Guestroom (Single Occupancy)	£269	26		£6,994.00
23/04/2026	Guestroom (Double Occupancy)	£279.00	2		£558.00

£25,397.50

Total (Inc VAT):

£30,477.00

VAT @ 20%

£5,079.50

**100% payment on signature**

Account Name: Carolia Tower Hotel Limited/ Doubletree by Hilton Tower of London

Bank: Royal Bank of Scotland

Sort Code: [REDACTED]

Account Number: [REDACTED]

Swift No: RBOSGB21426

IBAN No: GB13RBOS83070616805303

Address: Bath Street, Glasgow, G2 4RS

Please forward your Remittance Advice to:

Credit Control Department, DoubleTree by Hilton, London - Tower of London, 7 Pepys Street, London, EC3N 3AF

E-mail: lontl.events@hilton.com Fax: +44 (0)20 7709 1001

**THIS IS NOT A VAT INVOICE**



## DOUBLETREE BY HILTON LONDON – TOWER OF LONDON

### CONFERENCE AND EVENT AGREEMENT

This Conference and Event Agreement (“Event Agreement”) between the parties identified immediately below as Client and Hotel is intended to be helpful to both you and us and result in your satisfaction with our performance.

<b>Client Name:</b>	<b>World Trade Center</b> (“You” or “you” or “your” or “Client”)	<b>Hotel Name:</b>	Carolia Tower Hotel Limited, currently trading as Hotel Name: DoubleTree by Hilton, London – Tower of London (collectively, “Hotel” or “we” or “our” or “us”)
<b>Client Mailing Address:</b>	World Trade Center	<b>Hotel Address:</b>	7 Pepys Street London EC3N 4AF
<b>Client Contact Name:</b>	Timothy Nowak	<b>Hotel Contact Name:</b>	Gabriela Muraru
<b>Title:</b>		<b>Title:</b>	DoubleTree by Hilton London - Tower of London
<b>E-mail address:</b>	tnowak@worldtradecenter-stl.com	<b>E-mail address:</b>	gabriela.muraru@hilton.com
<b>Phone:</b>	+971564200854	<b>Phone:</b>	
<b>Event Signage:</b> TBC			
<b>Event Dates:</b>	Monday, 20 April 2026 - Friday, 24, April 2026		
<b>Event Agreement Issue Date:</b>	Wednesday, 26 November 2025		
<b>Event Agreement Return Date:</b>	Monday, 22 <sup>nd</sup> December 2025		

We are pleased to reserve the following accommodations and arrangements for your Event. Please review the detailed information outlined within to assure that this accurately reflects your requirements:

**Room Block Booking Details: ("Room Block"):**

<u>World Trade Center / ChiChiLLC/LaisureGroup</u>				
		Queen Guest Room		
	Occupancy	Rooms		Rate
Mon, 20/04/26	S	30		£ 269
Tue, 21/04/26	S	30		£ 269
Wed, 22/04/26	S	30		£ 269
Thu, 23/04/26	S	30		£ 269

**Total Number of Bedroom Nights Reserved: 120**

The above bedroom rates are inclusive of English Breakfast, and are quoted inclusive of VAT.

**RESERVATION METHOD**

- A rooming list detailing names of guests for each bedroom type, arrival date and date of departure – required at least 14 days prior to arrival.
- Individual reservations by means of a personalized online group code – given only after this agreement has been signed.

**BILLING INSTRUCTIONS:** Please confirm responsibility for payment of the following items *by ticking the appropriate boxes below:*

Item	Client's Master Account	Individual Account
Accommodation with English breakfast and city tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No Shows or Late Cancellations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Breakfast ordered with Room Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Accommodation extras / Incidental Charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dinner	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Delegate Package Information:**

**Function Details**

Date	Time	Event	Venue	Setup	AGR	GTD	Package
Tue, 21/04/2026	07:00 - 11:00	Package Room Breakfast	City Café Restaurant	Existing Setup	30	30	Room and Breakfast
Wed, 22/04/2026	07:00 - 11:00	Package Room Breakfast	City Café Restaurant	Existing Setup	30	30	Room and Breakfast
Thu, 23/04/2026	07:00 - 11:00	Package Room Breakfast	City Café Restaurant	Existing Setup	30	30	Room and Breakfast
Fri, 24/04/2026	07:00 - 11:00	Package Room Breakfast	City Café Restaurant	Existing Setup	30	30	Room and Breakfast

**Service Charge**

For all private food and beverage event bookings, a discretionary 10% service charge will be added to all food and beverage items. A final bill will be presented to you on departure detailing the food and beverage charges and a signature will be required to confirm the service charge.

**Final Details**

Full details of the event will be finalized on the Function Sheet at least 1 week prior to arrival and on finalization will be available to the client for signing. The signed Function Sheet will then become a part of this contract.

Function guaranteed numbers and final menu and wine choices are required 5 working days prior to the 1<sup>st</sup> arrival date of your event. All dietary requirements are also needed at this time, should the request for dietary meals increase on the day or without prior notification, an additional charge will apply and be charged to the main account. Please be advised that if menus are not received by this date, it will be Chef's choice.

**Deliveries**

Deliveries for your event may be delivered to the hotel a maximum of 48 hours prior to your arrival. All deliveries must be labelled with the Hotel's delivery label for us to accept your packages. Any items left at the hotel after your event will be disposed of 48 hours after your event has closed unless a collection date has been provided.

**AV**

AV rental and advice is available via the Hotel however if you wish to provide your own AV facilities during your event, we do allow this. In order to use an external AV supplier of your choosing, please note that we will require the following information at least 7 days prior to your arrival:

- Company name and contact details
- A copy of the AV supplier’s public liability insurance
- A copy of the AV supplier’s risk assessments
- A detailed list of all AV to be brought in to the hotel
- A signed copy Hilton Worldwide Contractors on Site Safety Document
- A completed and signed copy of Hilton Worldwide H&S Checklist and Safety Rules Form

AV supplier deliveries must be arranged with your Event Manager prior to arrival as restrictions may apply.

Please note that any unloading or loading in to or out of the Hotel premises must not take place anywhere other than via the Hotel Loading Bay.

**Attrition for VIP guests:**

- Mayor Cara Spencer
- County Executive Sam Page
- Kevin O’Malley, former U.S. Ambassador to Ireland

They will receive complimentary as below:

- Two complimentary upgrades to Executive bedroom
- 1 complimentary upgrade to Deluxe room

**NOTE: Revise name to: World Trade Center St. Louis, 120 S. Central, Suite 200, St. Louis, MO 63105**

**Event Planner Bonus Programme**

The designated “Event Planner” eligible to receive the Event Planner Bonus for this Event is ~~Timothy Nowak~~ **Please see above revision.**

The Event Planner’s HHonors Account Number is \_\_\_\_\_

Eligible revenue for the Event Planner Bonus Programme will include room hire, day delegate rates, accommodation, food, beverage, and equipment hire.

For this Event, the Event Planner will earn one and one-half HHonors bonus points for every eligible one U.S. Dollar spent up to a maximum award of 100,000 points.

**Commissions**

The designated “Planner” eligible to receive a commission payment for this Event is Chi Chi LLC.

Planner’s IATA, TIDS, HBAA (or similar bodies) Number:

Commission on the **tax-exclusive rate** will be paid on:

Bedrooms, 10% commission.

**The commission invoice is to be made out to: DoubleTree by Hilton, London - Tower of London, 7 Pepys Street, London, EC3N 4AF**

The above mentioned quotes for bedrooms, delegate packages, meeting room hire and F&B (as applicable) are valid only for the dates and quantities mentioned. Any changes to your program (dates, pattern, volumes, etc.) may incur a price revision.

**Breakdown of Total Anticipated Revenue**

Summary Of Total Anticipated Revenue for this Event	
Accommodation - £269 x 30 rooms x 4 nights	£32,280.00 incl. VAT
<b>Total Anticipated Revenue, excluding national and local taxes</b>	£13,450.00
<b>Current combined national and local taxes</b>	£18,830.00
<b>Total Anticipated Revenue, including national and local taxes</b>	£32,280.00

*\* Does not include gratuities, labour surcharge, applicable national or local taxes or any other fees outside of food and beverage product sales*

**NOTE NEW PROVISIONS:** WTC would like to be able to decrease the number of rooms (perhaps within a certain range) up until the full cancellation date, January 22, 2026. If the current agreement does not allow for that flexibility, we would request that appropriate language be added to allow for such flexibility. **- that’s fine NOTE: Per email from Gabriela Muraru, 12/18/25. Please see email at end. Exhibit A**

WTC understands that it could request an increase in rooms with the understanding that a new rate may apply for the new rooms only, up until January 22. If the current agreement does not allow for that flexibility, we would request that appropriate language be added to allow for such flexibility. **-please bare in mind that you can increase or decrease the number of bedrooms, however, we cannot guarantee that the rate will remain the same as if the number change, we would need to check the rates again. NOTE: Per email from Gabriela Muraru, 12/18/25 Please see email at end. Exhibit A**

**Full Cancellation Damages** (see Cancellation and Performance Policies in the attached Standard Terms and Conditions)

- Cancellation charges are payable whether or not the Hotel is able to find alternative business in respect of the cancelled event/bedrooms.
- Cancellation fees are charged on inclusive VAT rates.

Date of Hotel's Receipt of Cancellation Notice	Percentage of Total Anticipated Revenue Owed	Amount of Cancellation Damages Owed, plus applicable national and local taxes
Cancellation 91 days prior to arrival	0%	<b>£ 0.00</b>
Cancellation within 90 days of arrival	100%	£32,280.00

**Payment Breakdown (see Terms of Payment)**

You do currently have credit facilities with Hilton Worldwide or us. An invoice will be sent to you after your event has taken place and will be payable as per the Standard Terms and Conditions (see Terms of Payment).

**Account Receivable Number:**

You do not currently have credit facilities with Hilton Worldwide. Deposit payments are required as per the Standard Terms and Conditions (see Terms of Payment).

- **100% payable on signature on January 22, 2026**

Please note we also require a credit card on file as guarantee to cover any extras from the event/group and will reserve the right to charge this credit card for any agreed unpaid balance after the event.

**Payment Instructions**

Payments can be made either by

- Payment link (which will be provided by your hotel contact upon request)
- Bank Transfer to the following details:

Sort Code:	██████
Account Number:	██████████
Beneficiary Account Name:	Carolia Tower Hotel Limited / DoubleTree by Hilton Tower of London
Bank / Branch Name:	Royal Bank of Scotland Plc
Address of Bank:	Glasgow City Branch, 5 <sup>th</sup> Floor, Bath Street, Glasgow, G2 4RS
SWIFT CODE:	RBOSGB21426
IBAN Number:	GB13RBOS83070616805303

Please send your remittance advice direct to [gabriela.muraru@hilton.com](mailto:gabriela.muraru@hilton.com) and [lontl.events@hilton.com](mailto:lontl.events@hilton.com) stating the invoices being paid and date of payment to our account. **KINDLY QUOTE THE BOOKING NAME AND ARRIVAL DATE ON ALL CORRESPONDENCE.**

**Entire Agreement:** This Event Agreement, together with the Standard Terms and Conditions (attached hereto and incorporated herein by reference), appendices, addenda and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. If this Event Agreement or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion. Once both you and we sign this Event Agreement, all provisions reserved on your behalf will be confirmed and therefore subject to the terms of this Event Agreement.

The undersigned expressly agree and warrant that they are authorised to sign and enter into this Event Agreement on behalf of the party for which they sign.

**ACCEPTED AND AGREED TO:**

**World Trade Center**

**Carolia Tower Hotel Limited currently trading as DoubleTree by Hilton, London – Tower of London by Hilton UK Manage Limited**

By:

By:

Signature Tim Nowak \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Timothy Nowak

Name: Gabriela Muraru

Title: Executive Director

Title: DoubleTree by Hilton London - Tower of London

Dated: 12/19/2025 | 2:36 PM CST

Dated: \_\_\_\_\_

## EXHIBIT A

**From:** Kelly Toal <ktoal@chichillc.com>  
**Sent:** Thursday, December 18, 2025 9:34 AM  
**To:** Gentles, Karen <KGentles@worldtradecenter-stl.com>  
**Cc:** Nowak, Tim <TNowak@worldtradecenter-stl.com>  
**Subject:** [External Email] RE: Proposed Revised Doubletree Hilton London Contract  
EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Hi, from hotel...

Please see the answers below:

New due date for 100% payment to be January 22, 2026-yes, we can move the deadline date for January 22,2026

WTC would like to be able to decrease the number of rooms (perhaps within a certain range) up until the full cancellation date, January 22, 2026. If the current agreement does not allow for that flexibility, we would request that appropriate language be added to allow for such flexibility.-that's fine

WTC understands that it could request an increase in rooms with the understanding that a new rate may apply for the new rooms only, up until January 22. If the current agreement does not allow for that flexibility, we would request that appropriate language be added to allow for such flexibility.-please bare in mind that you can increase or decrease the number of bedrooms, however, we cannot guarantee that the rate will remain the same as if the number change, we would need to check the rates again.

We also request clarification as to the applicability of Section 13.1.2 of the general terms and conditions. WTC is selling tickets and advertising the trade mission with which these rooms are associated. If the current agreement does not allow for flexibility for that purpose, we would request that appropriate language be added or deleted to allow for such flexibility.- we can remove the clause

Please let me know your thoughts and if everything is in order for the client, I will update the contract accordingly.

Beginning **May 7, 2025** ALL travelers flying without a passport will need **REAL ID**

Thanks!

Kelly Toal

Travel Manager

Chi-Chi, LLC | Garavanian Travel



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212 N Kingshighway Blvd  
#1029  
Saint Louis, MO 63108  
[www.chichillc.com](http://www.chichillc.com)



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**For Travel Emergencies** call 314-678-0500 and follow prompts to page agent on call



**From:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>  
**Sent:** Tuesday, December 16, 2025 11:10 AM  
**To:** Kelly Toal <[ktoal@chichillc.com](mailto:ktoal@chichillc.com)>  
**Cc:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>  
**Subject:** Proposed Revised Doubletree Hilton London Contract  
**Importance:** High

Hi, Kelly,

Please find below the proposed revised contract to send to Gabriela.

Thank you for sending.

Karen

**Karen Gentles**  
Executive Assistant  
World Trade Center St. Louis  
120 S. Central, Suite 200  
St. Louis, MO 63105  
314-277-3276 – mobile  
[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)  
[www.WorldTradeCenter-STL.com](http://www.WorldTradeCenter-STL.com)  
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Hello, Gabriela,

Thank you for your email of December 10, 2025, outlining that the contract is due December 22, 2025.

Our legal counsel has reviewed and we your consideration of a few edits and clarifications below:

1. Request a new table to mirror the 2023 contract (please see attached and below:

<b>Full Cancellation Damages</b> (see Cancellation and Performance Policies in the attached Standard Terms and Conditions) <b>Date of Hotel's Receipt of Cancellation Notice</b>	<b>Percentage of Total Anticipated Revenue Owed</b>	<b>Amount of Cancellation Damages Owed, plus applicable national and local taxes</b>
Cancellation 91 or more days prior to arrival	0%	£ 0.00
Cancellation within 90 days of arrival	100% =	£ ##

- 1.a. New due date for 100% payment to be January 22, 2026

2. WTC would like to be able to decrease the number of rooms (perhaps within a certain range) up until the full cancellation date, January 22, 2026. If the current agreement does not allow for that flexibility, we would request that appropriate language be added to allow for such flexibility.
3. WTC understands that it could request an increase in rooms with the understanding that a new rate may apply for the new rooms only, up until January 22. If the current agreement does not allow for that flexibility, we would request that appropriate language be added to allow for such flexibility.
4. We also request clarification as to the applicability of Section 13.1.2 of the general terms and conditions. WTC is selling tickets and advertising the trade mission with which these rooms are associated. If the current agreement does not allow for flexibility for that purpose, we would request that appropriate language be added or deleted to allow for such flexibility.

Best regards,  
 Karen Gentles  
 World Trade Center St. Louis

## STANDARD TERMS AND CONDITIONS

### DEFINITIONS USED IN THIS CONFERENCE AND EVENT AGREEMENT

**Arrival Date** means the first date that you will arrive at the Hotel for the Event, as specified in the Event Agreement.

**Client, You, you or your** means the person or legal entity responsible for commissioning and payment of the Event, as specified in the Event Agreement.

**Event** means the booking using an area of our event space, public space, bedrooms, facilities and/or food and beverage ("F&B"), specific details of which are set forth in the Event Agreement.

**Event Agreement** means the portion of this agreement that sets out the details of the Event (as produced by our appropriate C&E sales system, e.g. GEM, Delphi, C&B Database).

**Event Agreement Issue Date** means the date that this agreement is sent by us to you, as set forth in the Event Agreement.

**Event Planner** means the person designated in the Event Agreement who is the event planner, meeting planner, travel agent, or professional conference organiser that performs services that result in you booking business at the Hotel and who is eligible to receive the Event Planner Bonus as set forth in the Event Agreement.

**Hilton Worldwide** means Hilton Worldwide, Inc.

**Hotel, we, our or us** means the entity who owns the Hotel where the Event will take place, as set forth in the Event Agreement.

**Planner** means the meeting planner, travel agent, professional conference organiser or other agency as designated in the Event Agreement that performs services that result in you booking business at our Hotel, and who is eligible to be rewarded by us with the commission payment as set forth in the Event Agreement.

**Schedule of Events** means an appendix to the Event Agreement that sets out additional specific details of an Event.

**Standard Terms and Conditions** mean the following terms and conditions that supplement the Event Agreement.

### ALL RATES ARE QUOTED IN POUNDS STERLING.

#### A - TOTAL NUMBER OF BEDROOM NIGHTS RESERVED

Bedroom accommodation allocations, room types, rates and release dates (where appropriate) are set out in the Event Agreement.

All bedroom rates are quoted inclusive of English breakfast and inclusive of applicable national and local taxes, unless stated otherwise in the Event Agreement.

Currently, national and local taxes on bedroom rates are at 20%. Please note that bedroom rates of tax are subject to change and you will be responsible for payment of taxes applicable at the time of your Event (as well as any bedroom rate increases resulting from tax increases).

#### B – DELEGATE PACKAGES

All delegate packages that include bedroom accommodations are quoted inclusive of English breakfast and inclusive of applicable national and local taxes, unless stated otherwise in the Event Agreement.

Currently, national and local taxes on delegate packages are 20%. Please note that delegate packages rate of tax are subject to change and you will be responsible for payment of taxes applicable at the time of your Event (as well as any rate increases resulting from tax increases).

#### C – FUNCTION DETAILS

This Event is based on the meeting room hire schedule and function details of the Event as set forth in the Event Agreement.

All F&B rates and meeting room rates are quoted inclusive of applicable national and local taxes, unless stated otherwise in the Event Agreement.

Currently, national and local taxes on F&B rates and meeting room rates are 20%. Please note that F&B rates and meeting room rates of tax are subject to change and you will be responsible for payment of taxes applicable at the time of your Event (as well as any rate increases resulting from tax increases).

#### 1. OPTION DATE

1.1. You are requested to review, sign and return this agreement to us within 7 days of the Event Agreement Issue Date, unless a different option date is stated in the Event Agreement. Please note that it is your responsibility to notify us if you need to extend your option. We reserve the right to release your *tentatively* reserved bedrooms and facilities, or to review our rates, if we do not receive your signed agreement by the applicable due date. No cancellation fee shall apply in such circumstances. If other enquiries are received for the same dates of your proposed Event, we may contact you earlier for confirmation, at our sole discretion.

#### 2. RESERVATION METHOD (APPLICABLE FOR BEDROOM ONLY)

2.1. All the bedrooms provided for in your Room Block will be reserved on a *definite* basis for you upon signing and returning this agreement to us.

Reservations may be made either directly by your attendees via the Internet using the **Personalized Online Group (POG) Web Page** or via a **rooming list**. If you intend to use a rooming list, please contact your designated event manager and request an Excel template to create your rooming list.

2.2. Hilton Worldwide offers direct download into many hotel reservation systems using RAPIID! (Reservation Automated Processing Input and Delivery). Please contact your designated event manager to determine if RAPIID! is available for your Event.

2.3. At least 14 days prior to your Arrival Date, you shall provide to us either (i) individual reservations by means of a POG, or (ii) a rooming list detailing names of attendees for each bedroom type and date of arrival and departure.

2.4. We reserve the right to charge an administrative charge for rooming lists that are received after the date noted above. If you fail to provide such rooming lists to us by such date, you may continue to hold the bedrooms by making advanced payment in full of the Total Anticipated Bedroom Revenue. If you fail to either provide such rooming lists or make advanced payment in full of the Total Anticipated Bedroom Revenue by such date, we will be entitled (but not obliged) to release all or any such unconfirmed rooms in our sole discretion. Rooms released in this way shall be covered by the Performance/Reduction in Numbers clause below.

2.5. Your advance payments and deposits will be refunded by us to you within 30 days after completion of your Event if bedrooms you paid for in advance were later paid for by your attendees.

2.6. Hilton Worldwide's online **Guest List Manager (GLM)** allows groups to view and manage guest lists as well as view room count summaries for their room block. Please contact your designated event manager to determine if your Event is eligible for GLM.

2.7. If you request that we provide you and/or your representative(s) with access to guest reservation information pertaining to your attendees who have reserved rooms at our Hotel as part of your Room Block, then you certify that you have already obtained, or will obtain, consent from each of your attendees for our Hotel or Hilton Worldwide to provide to you and/or your representative(s) such attendee's reservation information, and you further agree to reimburse us and Hilton Worldwide for any costs, damages, fees or expenses of any kind arising from any claim(s) by an attendee relating to our or Hilton Worldwide's disclosure of any attendee's reservation information to you and/or your representative(s).

#### 3. DEPOSITS / CONFIRMATIONS / Early check out Fee

3.1. In order to confirm a bedroom assignment for your attendees (if applicable), we will require them to provide a first and last night's deposit, refundable up to 14 calendar days in advance of Arrival Date, after which due date the deposit is non-refundable. A major credit card that we accept can be used by your attendees to establish prepayment. We will advise your attendees which major credits are currently being accepted by our Hotel. All credit cards used to prepay will be charged immediately.

3.2. In the event that an attendee who has requested a room within your Room Block checks out prior to the attendee's reserved check-out date, we will charge an early check-out fee of the guests remaining nights stay. Attendees wishing to avoid an early check-out fee should advise us at or before check-in of any change in planned length of stay. We will inform attendees of the early check-out charge upon check-in and we request that you also inform your attendees of the charge.

3.3. Check-in time is 15:00; check-out time is 12:00. Early check-in and late check-out are subject to availability and approval by our Front Desk. We will charge an early check-in fee and a late check-out fee for anyone wishing to check in early or check out late. Attendees wishing to avoid a late check-out fee should advise us at check-in of any need for an extended check-out time.

#### 4. TERMS OF PAYMENT

4.1. If you have established sufficient credit facilities with Hilton Worldwide or us, you agree to pay an initial deposit (if applicable) as set out in the Event Agreement no later than 1 day after your receipt of this final signed agreement from us. Payment of the remaining balance will be due within thirty (30) days after receipt of the final bill.

4.2. If no credit facilities are agreed with Hilton Worldwide or us, then the following shall apply:

4.2.1. If the Event is taking place within 30 days of the Event Agreement Issue Date, full pre-payment of the Total Anticipated Revenue plus applicable national and local taxes is payable upon confirmation.

4.2.2. If the Event is taking place more than 30 days following the Event Agreement Issue Date, a deposit of 50% of the Total Anticipated Revenue plus applicable national and local taxes will be payable upon confirmation, with the full remaining balance plus applicable national and local taxes being due and payable no later than 30 days prior to the Arrival Date.

4.2.3. If there are increases in the number of delegates after the agreement is signed by both parties, then full pre-payment of such additional charges plus applicable national and local taxes must be paid prior to the Arrival Date.

4.2.4. No later than 14 days prior to the Arrival Date, you will provide us with a valid credit card that we may charge for all estimated master account charges, as well as any F&B or other services not expressly set out in the Event Agreement but made available on request by or on behalf of you during the Event.

4.2.5. We may apply different payment terms as set out in the Event Agreement, in which case the different payment terms as set out in the Event Agreement shall take precedence over any conflicting payment terms contained in this clause.

4.3. If you prefer, all charges can be paid by a major credit card that we accept. Please contact us for a then-current list of those major credits that our Hotel accepts as of the Event Dates. Currently, Hilton Worldwide accepts MasterCard, Visa, Diners Club, American Express and JCB International.

4.4. As a condition for us to accept your credit card as an approved form of payment for your master account charges, you agree to abide by the dispute resolution procedures described in this agreement below, which require that any disputes that you may wish to raise with respect to any master account charges must first be addressed directly by you and the Hotel, in which case the parties agree to work in good faith to resolve any such disputed invoices in a timely manner. For the avoidance of doubt, you agree that you will not avail yourself of your credit card issuer's procedures for receiving a temporary credit for disputed charges arising from your credit card transactions with us (commonly referred to as a "chargeback").

4.5. We reserve the right to check your credit status at any time before the commencement of the Event, and we reserve the right to increase the amount of deposits and/or pre-payments should there be a negative change in your financial status. You expressly consent to our conducting any such credit checks.

4.6. Accounts 30 days past due will be charged interest at a rate of 4% above the Barclays base rate (or any local base rate equivalent) per month or the maximum rate allowable under applicable law or regulation (whichever is lower). If any charges are disputed in good faith, then you agree to pay us all undisputed amounts within 30 days of invoice date. The parties will then agree to work in good faith to resolve the disputed invoiced charges in a timely manner, and you agree to pay the remainder immediately upon resolution of the dispute.

#### 5. ADDITIONAL SPEND

5.1. You shall pay us for any F&B and other services not expressly set out in the Event Agreement or the Schedule of Events (if applicable) but made available on request by or on behalf of you during the Event. On or before the Arrival Date, you will confirm to us in writing the names of those persons who you have authorised to sanction additional spend at the Event over and above the contracted amounts. All our records for additional spend (meeting room rental, audio/visual equipment, flipcharts, F&B functions and other incidentals) will be presented to one of your authorised signatures to be checked and signed on a daily basis.

#### 6. EVENT PLANNER BONUS PROGRAMME

6.1. The individual designated in the Event Agreement as the Event Planner is eligible to earn an Event Planner Bonus for a qualifying event. Only the Event Planner who is specifically named in the Event Agreement will be eligible for this Event Planner Bonus, unless we receive confirmation in writing signed by you or the Planner (as applicable) before the Event that some other person is to receive the Event Planner Bonus.

6.2. The applicable Event Planner Bonus for your Event is specified in the Event Agreement. Full details and rules regarding the Event Planner Bonus Programme are available by visiting [www.hilton.com](http://www.hilton.com). Hilton HHonors membership, earning of points and redemption of points are subject to HHonors Terms and Conditions. The Event Planner Bonus will only be issued after our receipt of full payment for the Event and in accordance with the Event Planner Bonus Programme rules. For the avoidance of doubt, no Event Planner Bonus will be awarded to the Event Planner based on cancellation damages or no-show charges.

6.3. Before the Event Planner Bonus can be issued, an acknowledgment form signed by an authorised representative of the Event Planner's employer must be submitted to us, with such form merely confirming that the employer is aware of the courtesy being provided to the Event Planner, and that the issuance of the courtesy does not violate the employer's policies as of the date of issuance of the Event Planner Bonus. We can provide an acknowledgement form acceptable to us.

6.4. You (and the Planner if the Planner is signing this Event Agreement on your behalf) agree to take full responsibility for determining whether disclosure of the Event Planner Bonus is required and for making such disclosure if it is required. Further, you (and the Planner if the Planner is signing this Event Agreement on your behalf) agree to reimburse us for any fees, costs, liabilities or expenses that we incur should any person claim that disclosure was insufficient.

#### 7. COMMISSION (APPLICABLE TO AGENTS ONLY)

7.1. Unless specifically mentioned otherwise in the Event Agreement, we will only pay commission to those agencies who are certified members of IATA, TIDS or HBAA (or similar bodies). Commission will be paid on the bedroom rate (exclusive of any rebates, housing company fees or other subsidy) for each bedroom actually occupied and paid for by you or your attendees that was

reserved as part of your established Room Block at the special group rates as specified in the Event Agreement.

7.2. The applicable commission that the Planner is eligible to receive for your Event is specified in the Event Agreement. Commission will be paid only to the designated Planner, unless before the commencement of the Event, we receive notice in writing signed by you and the designated Planner that the commission is to be paid to some other person or entity.

7.3. Unless specifically mentioned otherwise in the Event Agreement, commission will be paid in a single payment but only after we receive full payment for the Event as well as a valid commission invoice. For the avoidance of doubt, we have no obligation to take any action to collect funds to be paid as commissions.

7.4. You (and the Planner if the Planner is signing this Event Agreement on your behalf) agree to take full responsibility for determining whether disclosure of the commission is required and for making such disclosure if it is required. You (and the Planner if the Planner is signing this Event Agreement on your behalf) further agree to reimburse us for any fees, costs, liabilities or expenses that we incur should any person claim disclosure was insufficient.

7.5. If no travel agent/meeting planner/professional conference organiser is specifically identified in the Event Agreement, then you acknowledge that all terms and conditions with regard to the Event have been negotiated directly between you and us. If following the final execution of this agreement you elect to retain the services of a travel agent/meeting planner/professional conference organiser in order to provide services to you in support of your Event, then you acknowledge and agree that any such retention will be solely at your election and all compensation owed to such travel agent/meeting planner/professional conference organiser shall be paid solely by you.

7.6. For the avoidance of doubt, you agree that the commission agreed to in the Event Agreement is for the benefit of the Event set out in the Event Agreement only and cannot be used by you to create a binding precedent for future events at our Hotel or at any other hotel operating within the Hilton Worldwide portfolio of hotels.

#### 8. OUTSIDE FOOD AND BEVERAGE

8.1. You may not bring any outside food or drink into our Hotel for use during your functions/meetings, unless agreed by us in writing and in advance of the Event.

#### 9. DELIVERIES

9.1. Arrangements for delivery of packages should be made through your designated event manager. Receiving, handling and shipping charges may apply. No packages will be accepted by us that require us to pay shipping costs. Deliveries will only be accepted within 48 hours prior to your Arrival Date, unless otherwise agreed by us in advance. All deliveries must be correctly labelled as per our guidelines. To the fullest extent permitted by applicable law, we shall not be responsible for any damage to or loss of your packages.

#### 10. CANCELLATION AND PERFORMANCE POLICIES

10.1. The rates and concessions offered by us in the Event Agreement are based in part upon the total revenue anticipated by us from your agreement to use and pay for the bedrooms, meeting rooms and functions as listed in the Event Agreement. You guarantee that your Event will provide the Total Anticipated Revenue. You agree and understand that in the event of a full cancellation or lack of performance by you, we will have lost the opportunity to offer your unused facilities to others either individually or as part of another block and we will incur additional costs in attempting to resell inventory that was already sold to you.

10.2. As our actual damages would be difficult to determine, you agree to pay to us reasonable liquidated damages, plus applicable national and local taxes, for full cancellation or lack of performance as described in the following clauses. The parties agree that the liquidated damages clauses provided for in this agreement are a reasonable effort by the parties to agree in advance on the damages that we will suffer due to full cancellation or lack of performance.

#### 10.3. Full Cancellation

10.3.1. Should you cancel your Event for any reason, including changing your meeting/function site to another hotel, then at the same time that you deliver your notice of cancellation to us, you also agree to pay us the applicable full cancellation damages, plus applicable national and local taxes. The full cancellation damages represent a percentage of the Total Anticipated Revenue for your Event, and the applicable payment is determined by based on the date that we receive your notice of cancellation. The schedule of full cancellation damages applicable for your Event is set forth in the Event Agreement.

10.3.2. All notices of cancellation must be in writing and will take effect from the date of our receipt of both your notice and the applicable cancellation damages. We may, in our sole discretion, consider your notice of cancellation to be invalid and thus may not release accommodations held until payment of the applicable cancellation damages is received; therefore delay in payment may result in higher cancellation damages being owed.

10.3.3. Should you wish to confirm the accurate calculation of the applicable cancellation damages payment, you may contact us and request that we prepare a statement detailing the applicable cancellation damages payment, plus applicable national and local taxes. We will

subtract any advance payments and deposits previously paid by you to us.

10.3.4. In addition to the full cancellation damages due under this clause, you must reimburse us for any expenditure incurred by us in respect of any cancelled booking, including (but not limited to) any costs, charges or penalties as a result of having to make consequential cancellation of our own arrangements with third parties in relation to your cancelled Event.

**10.4. Performance/Reduction In Numbers**

10.4.1. Prior to your Event, we may review the number of requests for bedroom assignments that have been made by your attendees in order to compare your obligations herein with your actual likely performance. Should it appear in advance of your Event that the actual number of attendees will fall below the attendance we expect based upon your reserved Room Block, we reserve the right to assign alternate meeting/function space commensurate with your reduced space needs as indicated by your attendees' requests for bedroom assignments.

10.4.2. At least 3 business days prior to the Arrival Date, you must notify us of your final number of attendees that will be attending your Event functions.

10.4.3. If the Event is held, but we do not realize the Total Anticipated Revenue from your Event, whether due to reduction in size of your meeting, drop in attendance, change in F&B functions or otherwise, you agree to pay to us reasonable liquidated damages, plus applicable national and local taxes, for your lack of performance. The performance damages applicable to your Event are set forth in the Event Agreement.

10.4.4. We will deduct all collected non-refundable individual deposits, all collected early departure fees, and all advance payments and deposits previously paid by you to us from the amount you owe us as performance damages.

**11. CONDUCT OF EVENT**

11.1. To the fullest extent permitted by applicable laws, you assume full responsibility for the conduct of all persons in attendance at your Event and liability for loss and/or any damage done to any part of our Hotel premises during the time of your Event caused by your employees and temporary workers, agents, contractors, sub-contractors, as well as by attendees of the Event.

11.2. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. You also agree that your Event will not create any unreasonable disturbance to other guests or meetings, such as excessive noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any activity that generates offensive smells. We reserve the right to end your Event functions immediately if you do not comply with our reasonable request to reduce or eliminate any such disturbance, in which case you will remain responsible for payment of all contracted charges related to your Event and no refunds will be issued to you by us.

**12. COMPLIANCE WITH LAWS**

12.1. You agree to comply with all applicable laws and regulations, including without limitation, health and safety codes, anti-terrorism, anti-corruption, anti-money laundering laws and regulations, and fire regulations. You agree to cooperate with us and any relevant government authority to ensure compliance with such laws and regulations. In case of doubt with respect to fire regulations, we may require that you obtain at your expense a certificate of compliance from the local fire authorities.

12.2. Given that Hilton Worldwide is headquartered in the United States of America, hotels operating under the Hilton Worldwide portfolio of brands are legally restricted from conducting business with any persons or entities that are designated on the U.S. Department of the Treasury's Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals and Other Blocked Persons (including terrorists and narcotics traffickers) (the "OFAC List"), since such hotels and Hilton Worldwide could be determined to have derived income, directly or indirectly, from any such prohibited business activities. The OFAC List can be found by visiting <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>. Accordingly, you represent and warrant that you are currently not on the OFAC List, nor on any similar restricted party listings, including those maintained by other governments pursuant to applicable United Nations, regional or national trade or financial sanctions. If you are added to any such restricted party list prior to your Arrival Date, then you must notify us immediately.

**13. CANCELLATION FOR CAUSE**

13.1. In addition to any other legal rights and remedies available to us under applicable laws, we may cancel your Event and this agreement without liability under any of the following circumstances:

13.1.1. If we become aware of any deterioration in your financial situation such that we reasonably consider that you may not be in a position to fulfil your express obligations under the terms of this agreement.

13.1.2. If you, or any of your employees, agents, sub-contractors or officers, commit any illegal act, or act in such a way as is likely to adversely affect the reputation of the Hotel or Hilton Worldwide.

13.1.3. For other reasons if we reasonably believe it is necessary to do so in order for us to comply with our obligations under applicable laws or

regulations, including (but not limited to) if you are added to any restricted party listings as described in the preceding clause.

13.2. In the event that we cancel your Event for cause as provided for under this clause, then we will be entitled to the Event cancellation damages as provided in the agreement.

**14. INDEMNIFICATION**

14.1. To the fullest extent permitted by law, you shall at all times be liable for, indemnify, defend and hold harmless the Hotel and Hilton Worldwide (together with their respective owners, managers, partners, subsidiaries, affiliates, officers, directors, employees, servants and agents) (collectively, the "Hotel Indemnified Parties") from and against any and all claims, liability, losses or damages to persons or property, governmental charges or fines, penalties, costs, legal costs, professional and other expenses of any nature whatsoever (collectively, "Claim(s)") incurred or suffered by the Hotel Indemnified Parties, arising out of or in any way connected with your Event including, but not limited to, Claims arising out of the negligence or willful misconduct of your employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify the Hotel Indemnified Parties for that portion of any Claim arising out of the sole negligence or willful misconduct of the Hotel Indemnified Parties.

**15. INSURANCE**

15.1. You will obtain and keep in force the appropriate insurance reasonably commensurate with all activities arising from or connected to your Event, including, but not limited to, insurance affording coverage for public liability and property damage. Upon request, you agree to provide us with a certificate or proof of such insurance.

15.2. Please note that obtaining and maintaining appropriate insurance protects you by providing coverage to you by paying the Hotel for damages that occur during your Event and which you would otherwise be required to pay under the indemnification clause. For informational purposes only, single event insurance (sometimes called "private event insurance" or "special event insurance") may be available for purchase at reasonable rates, including from reputable online insurance providers. When purchasing single event insurance, you should select public liability and property damage coverage.

15.3. You may, at your option, purchase insurance to cover your personal property, including decorations, special objects and other property. We have no insurance for, and to the fullest extent permitted by applicable law, we shall not be responsible for, any damage to or loss of your property. You accept the responsibility to insure the mentioned property.

**16. LIMIT OF LIABILITY**

16.1. Nothing in this agreement is intended nor shall it be construed as an attempt by any party to exclude or limit its liability for any liability which cannot be excluded or limited under applicable law, including without limitation its liability for death or personal injury caused by its negligence or for its fraud or misrepresentation.

16.2. Notwithstanding any other term of this agreement, our aggregate liability arising out of or related to this agreement, whether for breach of contract, warranty or undertaking or under any indemnity, in tort, for negligence or otherwise shall not at any time exceed the Total Anticipated Revenue as set out in the Event Agreement.

**17. OUTSIDE CONTRACTORS**

17.1. Should you elect to utilise outside contractors or subcontractors on our Hotel premises during your Event, you must notify us of your intention to use such providers at least 14 calendar days before your Arrival Date.

17.2. Your outside contractors must adhere to our reasonable rules (including but not limited to health and safety regulations and rules). We reserve the right, at our sole discretion, to require any outside contractor to be removed from our Hotel premises should the outside contractor fail to abide by our rules or applicable laws and regulations.

17.3. In our sole discretion, we may require that your outside contractors (i) sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and (ii) provide proof of insurance in amounts acceptable to us (amounts and types of insurance to be determined in our sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on our Hotel premises.

17.4. We reserve the right to charge additional fees based on your specific needs, including but not limited to, labour surcharge for audio/visual and electrical requirements, banner hanging, sign making, and electrical power. Should you require any rigging services for your Event, all such services must be arranged through the in-house audio/visual provider of the Hotel and you will be responsible for all associated costs.

**18. SECURITY**

18.1. If required, in our sole discretion, in order to maintain adequate security measures in light of the size and/or nature of your Event, you will provide, at your expense, security personnel supplied by a reputable licensed security agency doing business in the jurisdiction in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons and shall comply with local laws applicable to such security personnel.

18.2. In our sole discretion, we may require that your security agency (i) sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for security agencies, and (ii) provide proof of insurance in amounts acceptable to us before the security personnel will be allowed to provide services on our Hotel premises.

**19. PROMOTIONAL CONSIDERATIONS**

19.1. We have the right to review and approve any advertisements or promotional materials in connection with your Event that specifically reference the name of the Hotel or a name or logo owned by a subsidiary of Hilton Worldwide, including, but not limited to: Hilton, Hilton Hotels & Resorts, Conrad Hotels & Resorts, Waldorf Astoria Hotels & Resorts, Embassy Suites, DoubleTree by Hilton, Hilton Garden Inn, Hampton Inn, Hampton Inn & Suites, Home2 Suites by Hilton, Homewood Suites by Hilton, and Hilton Grand Vacations. You agree that we may share your Event and Planner information with our third party providers who offer support services to groups holding meetings/functions at our Hotel, including audio/visual services, decorators, florists, and others.

**20. IMPOSSIBILITY**

20.1. Impossibility: If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the United Kingdom; government regulation in effect 60 days or less before the Event dates that would prevent the Event from taking place as contracted; terrorist attacks in the city in which Hotel is located; civil disorder within a 5-mile radius of the Hotel; or curtailment of transportation either in the city in which Hotel is located or in the countries/states of origin of the attendees that prevents at least 40% of the attendees from arriving for the first peak night of the Event) any of which make it illegal or impossible or commercially impracticable to perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party.

20.2. If the Event is terminated due to a valid Impossibility/force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (i.e., food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labour costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

**21. GOVERNING LAW AND DISPUTE RESOLUTION**

21.1. The parties agree to use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to this agreement by presenting the dispute to senior representatives of each party for their discussion and possible resolution in the order set forth herein; *provided, however*, a dispute relating to infringement of intellectual property rights shall not be subject to this provision. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. If within a period of thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the respective senior representatives are unable to agree upon a resolution of such dispute, then either party may give notice to the other party of its intention to pursue arbitration.

21.2. Arbitration of disputes arising out of or in connection with this agreement shall be resolved in the jurisdiction in which the Hotel is located under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. The arbitration shall be conducted in English and this agreement will be governed by and interpreted pursuant to the laws of the jurisdiction in which the Hotel is located.

**22. COLLECTION / LEGAL FEES**

22.1. The parties agree that in the event that any dispute arises in any way relating to or arising out of this agreement, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its legal fees and costs, plus pre and post judgment interest.

22.2. If we retain the services of a collection agency or legal representative to assist in the collection of any amounts due to us under this agreement, you will pay all expenses incurred by us in such collection efforts.

**23. SUCCESSORS AND ASSIGNS**

23.1. The commitments made by you will be binding on your successors and assigns. In the event that you assign, sell, convey, pledge or otherwise dispose of all or substantially all of your assets (collectively referred to as an "assignment"), by operation of law or otherwise, this agreement and the obligations herein must also be assigned to and assumed by the successor organisation, subject to our approval. In the event such an assignment is contemplated, and at least 30 days in advance of the planned close of the assignment transaction, you agree to notify us of the entities involved. We will thereafter have 20 days in which to notify you whether such intended assignment is approved.

23.2. Further, the facilities contracted in the Event Agreement, including the bedrooms and meeting rooms, are for your exclusive use. You acknowledge and agree that this agreement does not otherwise permit you to sell or re-sell any of our facilities in any way.

**24. MISCELLANEOUS**

24.1. The parties agree that for purposes of this agreement and any amendment or modification thereto, or for any other notice or communication between the parties, signatures sent or received by email with a scanned document with signature attached or by facsimile transmission will be considered as enforceable and valid as an original signature by the party signing.

24.2. The effective date of communications between the parties will be determined as follows: (1) Communications sent by courier will be effective as of the date of receipt as evidenced by the courier company; (2) Communications sent by first class mail (or local equivalent), recorded delivery or registered post shall be effective as of 9:30 a.m. on the second clear day after the date of posting; (3) Communications sent via facsimile will be considered effective as of the date and time on the facsimile confirmation sheet retained by the sender; and (4) Communications sent by email will be effective as of the date sent.

24.3. Any provision in this agreement that is held to be illegal or unenforceable in any jurisdiction shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions of this agreement, and any such illegal or unenforceable provision shall be deemed to be restated to reflect as nearly as possible to the original intentions of the parties in accordance with applicable law. The failure by a party to enforce any term or condition of this agreement does not waive that party's right to enforce that or any other term or condition at any time.

Today's Date: 3/23/2026

Date Needed By: 3/26/26 (Minimum 10 business days)

Payable To: Carolia Tower Hotel Limited / DoubleTree by Hilton Tower of London

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual  
\* (Required for services performed by an outside individual prior to payment)

Address: Please see attached Payment Instructions for Bank Wire Transfer in British Pounds Sterlin

Requested By: Karen Gentles

Amount: \$£2,152.00 Account No. XXXXXXXXXX

Purpose: Addendum to contract for two (2) extra hotel rooms for London Trade Mission 4-20-26 to 4-24-26. Please see attached pro forma invoice. This is in accordance with the addendum contract.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £2,152.00

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £2,152.00

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

Mail

Return to requester

P.O. # PO26-2395A (required all orders 1000.00)

+) Approval Tim Nowak

Date Approved 3/24/2026 | 10:36 AM CDT

**DO NOT WRITE BELOW LINE**

**PLEASE NOTE: Pay in British Pounds Sterlin. See Bank Wire Instructions attached.**

APIDMP26-054

Vendor # 2693 Session ID \_\_\_\_\_  
Treon Ramsey By \_\_\_\_\_ Date 3/24/2026 | 3:28 PM CDT  
Received JR By \_\_\_\_\_ Date 3/30/2026 | 8:13 AM CDT  
Entered \_\_\_\_\_ By DP \_\_\_\_\_  
Invoice # WIRE032426CARO \_\_\_\_\_



To: Chi chi LLC

From: DoubleTree by Hilton, London - Tower of London

Date: 17/03/2026

Date of Arrival: 21.04.2026

Reference: GM:

Date	Description	Rate (inc VAT)	Quantity	Total Ex Vat	Total inc VAT
20/04/2026	Guestroom (Single Occupancy)	£269	29		£7,801.00
20/04/2026	Guestroom (Double Occupancy)	£279	2		£558.00
21/04/2026	Guestroom (Single Occupancy)	£269	28		£7,532.00
21/04/2026	Guestroom (Double Occupancy)	£279	2		£558.00
22/04/2026	Guestroom (Single Occupancy)	£269	28		£7,532.00
22/04/2026	Guestroom (Double Occupancy)	£279	2		£558.00
23/04/2026	Guestroom (Single Occupancy)	£269	28		£7,532.00
23/04/2026	Guestroom (Double Occupancy)	£279.00	2		£558.00

£27,190.83

Total (Inc VAT):

£32,629.00

VAT @ 20%

£5,438.17

**100% payment on signature**

**Payment -£2,152.00**

**PLEASE NOTE: This invoice is an addendum which adds two (2) hotel rooms per night. Please pay in British Pounds Sterling**

Account Name: Carolia Tower Hotel Limited/ Doubletree by Hilton Tower of London  
 Bank: Royal Bank of Scotland  
 Sort Code:   
 Account Number:   
 Swift No: RBOSGB21426  
 IBAN No: GB13RBOS83070616805303  
 Address: Bath Street, Glasgow, G2 4RS

Please forward your Remittance Advice to:

Credit Control Department, DoubleTree by Hilton, London - Tower of London, 7 Pepys Street, London, EC3N 3AF

E-mail: [lonl.events@hilton.com](mailto:lonl.events@hilton.com) Fax: +44 (0)20 7709 1001

THIS IS NOT A VAT INVOICE

### Payment Instructions

- Please send your remittance advice direct to [gabriela.muraru@hilton.com](mailto:gabriela.muraru@hilton.com) and [lontl.events@hilton.com](mailto:lontl.events@hilton.com) stating the invoice being paid and date of payment to our account. Kindly quote the Booking Name and Arrival Date on all Correspondence.
- Bank Transfer to the following details:

Sort Code:	██████
Account Number:	██████████
Beneficiary Account Name:	Carolia Tower Hotel Limited / DoubleTree by Hilton Tower of London
Bank / Branch Name:	Royal Bank of Scotland Plc
Address of Bank:	Glasgow City Branch, 5th Floor, Bath Street, Glasgow, G2 4RS
SWIFT CODE:	RBOSGB21426
IBAN Number:	GB13RBOS83070616805303



**AGREEMENT ADDENDUM**

<b>Client Name:</b>	World Trade Center ("Client" or "you" or "your")	<b>Hotel Owner Name:</b>	currently trading as DoubleTree by Hilton London - Tower of London (collectively, "Hotel" or "we" or "our" or "us")
<b>Client Mailing Address:</b>	World Trade Center	<b>Hotel Address:</b>	7 Pepys Street London EC3N 4AF
<b>Client Contact Name:</b>	Timothy Nowak	<b>Hotel Contact Name:</b>	Gabriela Muraru
<b>Title:</b>		<b>Title:</b>	DoubleTree by Hilton London - Tower of London
<b>E-mail address:</b>	tnowak@worldtradecenter-stl.com	<b>E-mail address:</b>	gabriela.muraru@hilton.com
<b>Phone:</b>	+971564200854	<b>Phone:</b>	
<b>Name of "Event":</b>	World Trade Center / ChiChiLLC/LaisureGroup	<b>Hotel Agreement N°:</b>	254113347
<b>Event Dates:</b>	Monday, 20 April 2026 - Friday, 24 April 2026	<b>Arrival Date:</b>	Monday, 20 April 2026
<b>Company registration N°(SIRET/IATA/VAT):</b>		<b>Purchase Order N° (if applicable):</b>	

The following items are an addendum to the pre-signed contract dated 12/03/2026 and are covered by the terms and conditions that were signed on 12/03/2026.

The parties acknowledge and agree that the below Terms & Conditions are incorporated herein by reference and to the extent of any inconsistencies between the original contract signed on 12/03/2026 and any other provision of this contract, this Addendum shall prevail.

**Additional Guestroom Details:**

Date	Occupancy	Room Type	Number of Guestrooms / night	Rate per room per night	Total
22/04/2026	Single	Queen Deluxe Room	2	£269.00	£2.152.00
<b>Additional Guestroom Total (incl. VAT)</b>					<b>£2.152.00</b>

The "event" as described in the earlier signed agreement and annexed terms and conditions shall include all of the above booking details confirmed on this event agreement which forms part of the agreement between us. The details listed here shall form part of the event agreement and the terms and conditions of this agreement.

You are requested to review this event agreement addendum and to sign both and return to the Hotel.

**Entire Agreement:** This Event Agreement Addendum, together with the previously signed Event Agreement and Standard Terms and Conditions (attached hereto and incorporated herein by reference), appendices and exhibits attached hereto (if any), upon signature by both parties below, constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by the parties. If this Event Agreement Addendum or any attachments thereto are returned signed but with changes, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion. Once both you and we sign this Event Agreement Addendum, all provisions reserved on your behalf will be confirmed and therefore subject to the terms of this Event Agreement.

The undersigned expressly agree and warrant that they are authorised to sign and enter into this Event Agreement Addendum on behalf of the party for which they sign.

ACCEPTED AND AGREED TO:

By:

currently trading as  
DoubleTree by Hilton London - Tower of London

By:

By:

Name: Timothy Nowak  
Title:

Name: Gabriela Muraru  
Title: DoubleTree by Hilton London - Tower of London

Dated:

Dated:

REQUEST FOR CHECK, WIRE OR ACH DISBURSEMENT OF FUNDS

Today's Date: 5/12/2026

Date Needed By: 5/19/26 (Minimum 10 business days)

Payable To: Carolina Tower Hotel Limited / DoubleTree by Hilton Tower of London

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: Please see attached Payment Instructions for Bank Wire Transfer in British Pounds Sterling

Requested By: Karen Gentles

Amount: \$£54.00 Account No. [REDACTED]

Purpose: Final payment to Doubletree b Hilton Tower of London London UK for hotel for London Trade Mission 4-20-26 to 4-24-26. Please see attached proforma invoice. Please pay in British Pounds Sterling.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £54.00

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £54.00

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # PO26-2395A (required all orders 1000.00+)

Mail

Approval

Return to requester

Date Approved

DO NOT WRITE BELOW LINE

NOTE: Please pay via Wire Transfer in British Pounds Sterling. See attached bank wire instructions.

Vendor # Session ID

Treon Ramsey Received By Date

Dawn Purk Entered By Date

Invoice #



To: World Trade Center

From: DoubleTree by Hilton, London - Tower of London

Date: 30/04/2026

Date of Arrival: 20/04/2026

Date	Description	Rate (inc VAT)	Quantity	Total Ex Vat	Total inc VAT
20/04/2026	Guestroom (Single Occupancy)	£269.00	28	£6,276.67	£7,532.00
20/04/2026	Guestroom (Double Occupancy)	£279.00	3	£697.50	£837.00
20/04/2026	Prosecco	£50.00	3	£125.00	£150.00
21/04/2026	Guestroom (Single Occupancy)	£269.00	27	£6,052.50	£7,263.00
21/04/2026	Guestroom (Double Occupancy)	£279.00	3	£697.50	£837.00
22/04/2026	Guestroom (Single Occupancy)	£269.00	27	£6,052.50	£7,263.00
22/04/2026	Guestroom (Double Occupancy)	£279.00	3	£697.50	£837.00
23/04/2026	Guestroom (Single Occupancy)	£269.00	27	£6,052.50	£7,263.00
23/04/2026	Guestroom (Double Occupancy)	£279.00	3	£697.50	£837.00

Total (Ex VAT): £27,349.17  
 Total (Inc VAT): £32,819.00  
 VAT @ 20% £5,469.83

**Received Amount £32,765.00**  
**Remaining Amount £54.00**

Account Name: Carolia Tower Hotel Limited/ Doubletree by Hilton Tower of London  
 Bank: Royal Bank of Scotland  
 Sort Code: [REDACTED]  
 Account Number: [REDACTED]  
 Swift No: RBOSGB21426  
 IBAN No: GB13RBOS83070616805303  
 Address: Bath Street, Glasgow, G2 4RS

Please forward your Remittance Advice to:  
 Credit Control Department, DoubleTree by Hilton, London - Tower of London, 7 Pepys Street, London, EC3N 3AF  
 E-mail: lontl.events@hilton.com Fax: +44 (0)20 7709 1001

THIS IS NOT A VAT INVOICE

## Payment Instructions

- Please send your remittance advice direct to [gabriela.muraru@hilton.com](mailto:gabriela.muraru@hilton.com) and [lontl.events@hilton.com](mailto:lontl.events@hilton.com) stating the invoice being paid and date of payment to our account. Kindly quote the Booking Name and Arrival Date on all Correspondence.
- Bank Transfer to the following details:

Sort Code:	██████
Account Number:	██████████
Beneficiary Account Name:	Carolia Tower Hotel Limited / DoubleTree by Hilton Tower of London
Bank / Branch Name:	Royal Bank of Scotland Plc
Address of Bank:	Glasgow City Branch, 5th Floor, Bath Street, Glasgow, G2 4RS
SWIFT CODE:	RBOSGB21426
IBAN Number:	GB13RBOS83070616805303

Today's Date: 3/10/2026

Date Needed By: 3-18-26 (Minimum 10 business days)

Payable To: BCS Travel B.V.

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual  
\* (Required for services performed by an outside individual prior to payment)

Address: Radarweg 29, 1043NX Amsterdam, Netherlands

Requested By: Karen Gnetles - Gnetles

Amount: \$2,545.00 Account No. [REDACTED]

Purpose: Prepayment for bus transportation, London Trade Mission, 4-20-26 to 4-24-26. See attached Invoice 13699 that indicates at the end of the invoice "Payment Requirements: We ask you kindly to make a prepayment of 2545,00 \$ (30%)." NOTE: Payment to be made in US Dollars via wire transfer. See attached for wire transfer instructions.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 2,545.00  
TOTAL PAGE 2: \$ 0.00  
GRAND TOTAL: \$ 2,545.00

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # 26-2402 (required all orders 1000.00+)

Mail

Approval: Tim Nowak

Return to requester

Date Approved: 3/10/2026 | 12:56 PM CDT

DO NOT WRITE BELOW LINE

NOTE: Please pay via wire transfer in US DOLLARS. See attached instructions.

Vendor # 2859 Session ID APITDR26-010  
Treon Ramsey Received By Date 3/10/2026 | 3:36 PM CDT  
Dawn Purk Entered By JR Date 3/13/2026 | 11:36 AM CDT  
Invoice # WIRE031026BCS DP

**BCS Bank Details:**

Details for international bank transfers:

Account Holder: BCS Travel B.V.

Bank Name: ING Bank N.V.

IBAN (international bank account number): NL76 INGB 0007 4486 40

BIC (Bank Identifier Code): INGBNL2AXXX

Bank Address: ING House, Amstelveenseweg 500, 1081 KL Amsterdam, Netherlands



Internet      www.bcs-bus.com  
 E-mail        sales@bcs-bus.com  
 Phone         +31207008860  
  
 Date            04.03.2026

**NOTE: SEE PREPAYMENT  
 INSTRUCTIONS BELOW,  
 HIGHLIGHTED.**

BCS Travel B.V. Radarweg 29, 1043NX Amsterdam, Netherlands

World Trade Center St. Louis  
 120 S. Central, Suite 200  
 St. Louis, MO 63105

United States of America

**Invoice No. 13699**

Pos description	VAT	Sum
Day Charter	0%	8 484.48
Service Details		
Dates: 20-24 of April 2026		
Service: Day Charter / 5 days		
Route: As provided by the client		
Passengers: 40-45 (57 seats coach)		
Pick up: 12:30 PM / Heathrow Airport (LHR), Hounslow, United Kingdom / BA 220		
Drop off: 01:00 PM / Heathrow Airport (LHR), Hounslow, United Kingdom		

**Comfort, Safety & Support Included**

- A driver you can trust - polite, professional, and experienced in handling group travel across Europe
- A modern, fully equipped bus for maximum comfort: reclining seats, air conditioning, a microphone for guiding, and GPS navigation, WC, USB ports.

Hotspot for the day into the vehicle

No power outlets.

- Peace of mind: our support team is available 24/7 during your entire service

Quotation for 5 days of service, modern coach bus, 1500 km included, max. 600 km/day, and up to 12 service hours per day.

The price includes:

- Fuel

**EUR Bank Details**

[Redacted]

**USD Bank Details**

[Redacted]

**Contact Details**

Web: www.bcs-bus.com  
 Phone: +31 207008860  
 E-mail: sales@bcs-bus.com

**Company Registration**

VAT ID Nr.: NL856563523B01  
 Register KvK Nr.: 66460085  
 TAX Nr.: NL856563523B01

Invoice 13699

Pos description	VAT	Sum
- 12 service hours per day		
- Road tolls		
- Taxes		
- Possible parking		
- Tips for the driver, 50 € per day		
- Driver's meals, 20 € per meal		
	<b>Subtotal:</b>	<b>8 484.48</b>
	Sum to be taxed with 0%:	8 484.48
	Tax 0%:	0.00
	<b>Total (USD):</b>	<b>8 484.48</b>
	Received:	0.00
	<b>To be paid (USD):</b>	<b>8 484.48</b>

The foreign share of transportation services is taxable in accordance with Value Added Tax Act 1968, Article 6c (1,2).

**Payment Requirements:** We ask you kindly to make a prepayment of 2545,00 \$ (30%) until March 6, 2026. Remaining amount of 5939,48 \$ we require until April 6, 2026.

**Luggage Allowance:** Each person is allowed a maximum of one suitcase weighing up to 50 pounds (23 kg) and one piece of hand luggage.

**Cancellation Policy:** If you need to cancel your reservation, the following fees will apply:  
 Reservations cancelled more than 29 days prior to departure will incur a 10% fee of the total price.  
 Reservations cancelled within 29 days prior to departure will incur a 25% fee of the total price.  
 Reservations cancelled within 10 days prior to departure will incur a 50% fee of the total price.  
 Reservations cancelled within 48 hours prior to departure will incur a 100% fee of the total price.

**Contact Information:** For any inquiries or changes during the service, please reach out to our hotline +31 20 700 88 66

### Signature Line

Tim Nowak \_\_\_\_\_  
 Executive Director  
 World Trade Center St. Louis  
 Date \_\_\_\_\_

Veronika \_\_\_\_\_  
 Sales Manager  
 BCS Travel B.V.  
 Date \_\_\_\_\_

EUR Bank Details

[Redacted]

USD Bank Details

[Redacted]

Contact Details

Web: www.bcs-bus.com  
 Phone: +31 207008860  
 E-mail: sales@bcs-bus.com

Company Registration

VAT ID Nr.: NL856563523B01  
 Register KvK Nr.: 66460085  
 TAX Nr.: NL856563523B01

Today's Date: 4/14/2026

Date Needed By: 4-16-26 (Minimum 10 business days)

Payable To: BCS Travel B.V.

Social Security Number\*: (type here)- (type here)-

Last 4 digits of SSN required for reimbursement to an individual

\* (Required for services performed by an outside individual prior to payment)

Address: Radarweg 29, 1043NX Amsterdam, Netherlands

Requested By: Karen Gnetles

Amount: \$5,954.53

Account No. [REDACTED]

Purpose: Payment for bus transportation, London Trade Mission 4-20-26 to 4-24-26. See attached Invoice 13699. This is the balance due for this invoice. The first payment was a 25% payment. NOTE: Payment to be made in US Dollars via wire transfer. See attached for wire transfer instructions.

Amount: \$

Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 5,954.53

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ 5,954.53

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # 26-2402 (required all orders 1000.00+)

Mail

Approval Tim Nowak

Return to requester

Date Approved 4/14/2026 | 2:35 PM CDT

DO NOT WRITE BELOW LINE

NOTE: Please pay with wire transfer in US Dollars. See attached banking instructions.

Vendor # 2859 Session ID APIDMP26-065  
Treon Ramsey Received By Date 4/14/2026 | 3:20 PM CDT  
Dawn Purk Entered By Date 4/16/2026 | 9:39 AM CDT  
Invoice # WIRE041426BCS DP

**BCS Bank Details:**

Details for international bank transfers:

Account Holder: BCS Travel B.V.

Bank Name: ING Bank N.V.

IBAN (international bank account number): NL76 INGB 0007 4486 40

BIC (Bank Identifier Code): INGBNL2AXXX

Bank Address: ING House, Amstelveenseweg 500, 1081 KL Amsterdam, Netherlands



Internet      www.bcs-bus.com  
 E-mail        sales@bcs-bus.com  
 Phone         +31207008860  
  
 Date            04.03.2026

BCS Travel B.V. Radarweg 29, 1043NX Amsterdam, Netherlands

World Trade Center St. Louis  
 120 S. Central, Suite 200  
 St. Louis, MO 63105

United States of America

**NOTE: To be paid in US Dollars  
 via Bank Wire. Please See  
 attached Bank Instructions.**

**Invoice No. 13699**

Pos description	VAT	Sum
Day Charter	0%	8 484.48
Service Details		
Dates: 20-24 of April 2026		
Service: Day Charter / 5 days		
Route: As provided by the client		
Passengers: 40-45 (57 seats coach)		
Pick up: 12:30 PM / Heathrow Airport (LHR), Hounslow, United Kingdom / BA 220		
Drop off: 01:00 PM / Heathrow Airport (LHR), Hounslow, United Kingdom		

**Comfort, Safety & Support Included**

- A driver you can trust - polite, professional, and experienced in handling group travel across Europe
- A modern, fully equipped bus for maximum comfort: reclining seats, air conditioning, a microphone for guiding, and GPS navigation, WC, USB ports.

Hotspot for the day into the vehicle

No power outlets.

- Peace of mind: our support team is available 24/7 during your entire service

Quotation for 5 days of service, modern coach bus, 1500 km included, max. 600 km/day, and up to 12 service hours per day.

The price includes:

- Fuel

**EUR Bank Details**

[Redacted EUR Bank Details]

**USD Bank Details**

[Redacted USD Bank Details]

**Contact Details**

Web: www.bcs-bus.com  
 Phone: +31 207008860  
 E-mail: sales@bcs-bus.com

**Company Registration**

VAT ID Nr.: NL856563523B01  
 Register KvK Nr.: 66460085  
 TAX Nr.: NL856563523B01

Invoice 13699

Pos description	VAT	Sum
- 12 service hours per day		
- Road tolls		
- Taxes		
- Possible parking		
- Tips for the driver, 50 € per day		
- Driver's meals, 20 € per meal		
	<b>Subtotal:</b>	<b>8 484.48</b>
	Sum to be taxed with 0%:	8 484.48
	Tax 0%:	0.00
	<b>Total (USD):</b>	<b>8 484.48</b>
	Received:	2 529.95
	<b>To be paid (USD):</b>	<b>5 954.53</b>

The foreign share of transportation services is taxable in accordance with Value Added Tax Act 1968, Article 6c (1,2).

**Payment Requirements:** We ask you kindly to make a prepayment of 2545,00 \$ (30%) until March 6, 2026. Remaining amount of 5939,48 \$ we require until April 6, 2026.

**Luggage Allowance:** Each person is allowed a maximum of one suitcase weighing up to 50 pounds (23 kg) and one piece of hand luggage.

**Cancellation Policy:** If you need to cancel your reservation, the following fees will apply:  
 Reservations cancelled more than 29 days prior to departure will incur a 10% fee of the total price.  
 Reservations cancelled within 29 days prior to departure will incur a 25% fee of the total price.  
 Reservations cancelled within 10 days prior to departure will incur a 50% fee of the total price.  
 Reservations cancelled within 48 hours prior to departure will incur a 100% fee of the total price.

**Contact Information:** For any inquiries or changes during the service, please reach out to our hotline +31 20 700 88 66

**NOTE: To be paid via  
 BankWire. Please see  
 attached Banking  
 Instructions.**

## EUR Bank Details

[REDACTED]

## USD Bank Details

[REDACTED]

## Contact Details

Web: [www.bcs-bus.com](http://www.bcs-bus.com)  
 Phone: +31 207008860  
 E-mail: [sales@bcs-bus.com](mailto:sales@bcs-bus.com)

## Company Registration

VAT ID Nr.: NL856563523B01  
 Register KvK Nr.: 66460085  
 TAX Nr.: NL856563523B01

Today's Date: 4/14/2026

Date Needed By: 4-16-26 (Minimum 10 business days)

Payable To: BCS Travel B.V.

Social Security Number\*: (type here)- (type here)-

Last 4 digits of SSN required for reimbursement to an individual

\* (Required for services performed by an outside individual prior to payment)

Address: Radarweg 29, 1043NX Amsterdam, Netherlands

Requested By: Karen Gnetles

Amount: \$3,374.12

Account No. [REDACTED]

Purpose: Third Payment for bus transportation, London Trade Mission 4-20-26 to 4-24-26. See attached Invoice 14004. This is the third payment and includes the added services and added hours. NOTE: Payment to be made in US Dollars via wire transfer. See attached for wire transfer instructions.

Amount: \$

Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 3,374.12

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ 3,374.12

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

26-2402

When check is ready:

P.O. # 26-2402-A1 (required all orders 1000.00+)

PO26-2401 = \$360.00

Mail

Approval Tim Nowak

PO26-2402-A1 = \$3014.12

Return to requester

Date Approved 4/15/2026 | 8:29 AM CDT

DO NOT WRITE BELOW LINE

NOTE: To be paid by Bank Wire in US Dollars. See attached bank instructions.

Vendor # 2859

Session ID APIDMP26-065

Treon Ramsey

Session ID

Date

4/15/2026 | 9:49 AM CDT

Received

Dawn Purk

JR

By Date

4/16/2026 | 3:21 PM CDT

Entered

By

DP

Invoice # WIRE041526BCS

**BCS Bank Details:**

Details for international bank transfers:

Account Holder: BCS Travel B.V.

Bank Name: ING Bank N.V.

IBAN (international bank account number): NL76 INGB 0007 4486 40

BIC (Bank Identifier Code): INGBNL2AXXX

Bank Address: ING House, Amstelveenseweg 500, 1081 KL Amsterdam, Netherlands



Internet      www.bcs-bus.com  
 E-mail        sales@bcs-bus.com  
 Phone         +31207008860  
  
 Date            14.04.2026

BCS Travel B.V. Radarweg 29, 1043NX Amsterdam, Netherlands

World Trade Center St. Louis  
 120 S. Central, Suite 200  
 St. Louis, MO 63105

United States of America

## Invoice No. 14004

Pos description	VAT	Sum
Hourly Rental Date: 23rd of April 2026 Service: Hourly Rental / 2.5 hours Passengers: 16 seats minibus Pick up: 14:30 / NIAB Park Farm and the Sophi Taylor Building, Park Farm, Villa Rd, Impington, Histon, Cambridge CB24 9NZ, United Kingdom Destination 1: Bicycle Therapeutics Ltd, Great Abington, Cambridge CB21 6GS, United Kingdom Pick up: 16:30 / Bicycle Therapeutics Ltd, Great Abington, Cambridge CB21 6GS, United Kingdom Drop off: Scudamore's Mill Lane Punting Station, Mill Ln, Cambridge CB2 1RS, United Kingdom  Additional hours we charge with 140,00 € and additional km with 2,50 € incl. taxes.	0%	1 049.99
Hourly Rental Date: 24th of April 2026 Service: Hourly Rental / 2 hours Passengers: 20 seats minibus Pick up: 08:30 / DoubleTree by Hilton London - Tower of London, 7 Pepys St, London EC3N 4AF, United Kingdom Destination 1: Palace of Westminster, London SW1A 0AA, United Kingdom Pick up: 10:00 / Palace of Westminster, London SW1A 0AA, United Kingdom Pick up: The Royal Society, 6-9 Carlton House Terrace, London SW1Y 5AG, United Kingdom  Additional hours we charge with 140,00 € and additional km with 2,50 € incl. taxes.	0%	1 049.99
Additional Service 21st April - 320 EUR	0%	1 191.56

EUR Bank Details

[Redacted Bank Details]

USD Bank Details

[Redacted Bank Details]

Contact Details

Web: www.bcs-bus.com  
 Phone: +31 207008860  
 E-mail: sales@bcs-bus.com

Company Registration

VAT ID Nr.: NL856563523B01  
 Register KvK Nr.: 66460085  
 TAX Nr.: NL856563523B01

## Invoice 14004

Pos description	VAT	Sum
23rd April - Additional hours till 23:00PM requires 2 drivers to cover this duty plus 4 hours additional - Cost of 690 EUR)		
Water 35 bottles	0%	82.58
	<b>Subtotal:</b>	<b>3 374.12</b>
	Sum to be taxed with 0%:	3 374.12
	Tax 0%:	0.00
	<b>Total (USD):</b>	<b>3 374.12</b>
	Received:	0.00
	<b>To be paid (USD):</b>	<b>3 374.12</b>

The foreign share of transportation services is taxable in accordance with Value Added Tax Act 1968, Article 6c (1,2).

**Payment Requirements:** We ask you kindly to make a payment until April 15, 2026.

To confirm and secure the service, full payment is required 14 days before the scheduled pick-up date. Any bank transfer fees incurred will be the responsibility of the client. Please note that only full payment guarantees the provision of the service.

**Luggage Allowance:** Each person is allowed a maximum of one suitcase weighing up to 50 pounds (23 kg) and one piece of hand luggage.

**Cancellation Policy:** If you need to cancel your reservation, the following fees will apply:  
 Reservations cancelled more than 29 days prior to departure will incur a 10% fee of the total price.  
 Reservations cancelled within 29 days prior to departure will incur a 25% fee of the total price.  
 Reservations cancelled within 10 days prior to departure will incur a 50% fee of the total price.  
 Reservations cancelled within 48 hours prior to departure will incur a 100% fee of the total price.

**Contact Information:** For any inquiries or changes during the service, please reach out to our hotline +31 20 700 88 66

## EUR Bank Details

[REDACTED]

## USD Bank Details

[REDACTED]

## Contact Details

Web: [www.bcs-bus.com](http://www.bcs-bus.com)  
 Phone: +31 207008860  
 E-mail: [sales@bcs-bus.com](mailto:sales@bcs-bus.com)

## Company Registration

VAT ID Nr.: NL856563523B01  
 Register KvK Nr.: 66460085  
 TAX Nr.: NL856563523B01

Today's Date: 3/16/2026

Date Needed By: 3-19-26 (Minimum 10 business days)

Payable To: The In & Out Naval and Military Club

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: No. 4 St. James's Square, London, SW1Y 4JU

Requested By: Karen Gentles

Amount: \$ £1,538.40 Account No. [REDACTED]

Purpose: Prepayment to The In & Out Naval and Military Club, London Trade Mission, Opening Dinner, 4-20-26. See attached pro forma invoice #11454. NOTE: PLEASE PAY IN BRITISH POUNDS STERLING

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £1,538.40

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £1,538.40

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # PO26-2404 (required all orders 1000.00+)

Mail

Approval Tim Nowak /17/2026 | 4:06 PM CDT

Return to requester

Date Approved

DO NOT WRITE BELOW LINE

NOTE: Please pay by wire transfer in British Pounds Sterling for £1,538.40.

Bank Information:

- Bank: C Hoare & Co
Account Name: In and Out Ltd

[REDACTED]

- IBAN: GB92 HOAB 1598 0095 8383 10
BIC: HOABGB2L

Vendor # 2485 Session ID APIDMP26-054
Treon Ramsey Date 3/17/2026 | 4:31 PM CDT
Received By JR
Dawn Purk Date 3/25/2026 | 2:23 PM CDT
Entered By DP
Invoice # WIRE031726THEI

BANK INFORMATION IS TO THE LEFT AND ALSO ATTACHED.

Please include Event Number #11454 on payment reference.

**Would you kindly include your event number (11454) in your payment reference.**

- Bank: **C Hoare & Co**
- Account Name: **In and Out Ltd**
- Sort Code: [REDACTED]
- Account Number: [REDACTED]
- IBAN: GB92 HOAB 1598 0095 8383 10
- BIC: HOABGB2L



## Deposit Invoice

Thank you for your provisional booking. In order to confirm this booking, the below amount must be paid in full. Your booking will not be treated as confirmed until this has been received.

**Event Name** Private Dinner  
**Member Name:** Tim Nowak, EC01258

**Invoice No:** 11454  
**Date:** 12/03/2026  
**Event No:** 11454  
**Event Dates:** 20/04/2026  
**Payment Due:** 5 days from invoice date

+44207827575 **NOTE: Would you kindly include your event number (11454) in your payment reference.**

Event Date	Description	No's	Unit Price	Debit	VAT	Balance
20/04/2026	Deposit Charge	1	£1,282.00	£1,282.0	256.4	£1,538.40
<b>TOTAL</b>						<b>£1,538.40</b>

TOTAL	
SubTotal	£1,282.00
<b>TOTAL CHARGES</b>	<b>£1,538.40</b>
Less Payments	£0.00
Less Deposits	£0.00
<b>Total Balance Due</b>	<b>£1,538.40</b>

Please note that we accept payment by any of the following methods:  
 Sterling cheque, Credit or Debit Cards and Direct Debit All amounts in Sterling  
 Bank Details: C Hoare & Co, [REDACTED]  
 VAT Registration No: 239 1842 50  
 To pay by Card Please phone our accounts department on: 0207 827 5760

**NOTE: Please include event number #11454 in payment reference.**

4 St. James's Square, London, LND SW1Y 4JU Phone #: +44207827575  
 In and Out limited: Registered in England No:2800634

REQUEST FOR CHECK, WIRE OR ACH DISBURSEMENT OF FUNDS

Today's Date: 4/22/2026

Date Needed By: 4-30-26 (Minimum 10 business days)

Payable To: The In & Out Naval and Military Club

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: No. 4 St. James's Square, London, SW1Y 4JU

Requested By: Karen Gentles

Amount: \$ 4,595.70 Account No. [REDACTED]

Purpose: Final Payment to The In & Out Naval and Military Club, London Trade Mission, Opening Dinner, 4-20-26. See attached Invoice #331744. NOTE: PLEASE PAY IN BRITISH STERLING POUNDS AND PLEASE PAY WITH BANK WIRE TRANSFER. SEE ATTACHED INSTRUCTIONS..

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 4,595.70

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ 4,595.70

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

Mail

Return to requester

P.O. # PO26-2404 (required all orders 1000.00+)

Approval

Date Approved

DO NOT WRITE BELOW LINE

NOTE: See attached memo as to why the total amount to be paid exceeds the PO by \$237.20

NOTE: Please pay in British Pounds. Please pay with bank wire. See attached instructions.

Vendor # Session ID

Treon Ramsey Received By Date

Dawn Purk Entered By Date

Invoice #

**Would you kindly include your event number (11454) in your payment reference.**

- Bank: **C Hoare & Co**
- Account Name: **In and Out Ltd**
- Sort Code: [REDACTED]
- Account Number: [REDACTED]
- IBAN: GB92 HOAB 1598 0095 8383 10
- BIC: HOABGB2L

# INTER-OFFICE MEMO

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TO: Accounting Department – STL Partnership

DATE: April 22, 2026

FROM: Karen Gentles, WTC

RE: PO26-2404 – Final amount of Invoice exceeds the PO by \$237.20

---

Please accept the attached Invoice #331744, for £4,595.70 British Pounds as the final payment for PO26-2404. This final amount exceeds the PO by \$237.20. It does so because the PO was for an estimated amount as it is not possible to be exact for a contract related to a dinner event. Usually, there are additional expenses. That is the case here as well.

Thank you.

Sincerely,

Karen Gentles



The In and Out, Naval and Military  
Club  
4 St. James's Square  
London, LND SW1Y 4JU  
Phone #: +44207827575

# INVOICE

Event NO: 11454, 11454-1  
Invoice NO: 331744  
Function: STL – LHR Inaugural Flight Delegation  
Opening Dinner  
Date: 20/04/2026

## BILL TO

Tim Nowak , EC01258

## CONTACTS

Nowak, Tim

tnowak@worldtradecenter-stl.com

Item Name	Function #	Item Category	Quantity	Unit Price	Total
<b>Rooms Booked</b>					
Canning Bar	(11454-1)	BQT Room Hire	1	£200.00	£200.00
King Harald V. Room	(11454)	BQT Room Hire	1	£1,350.00	£1,080.00
<b>Total Rooms Booked</b>					£1,280.00
<b>Beverage</b>					
Borgo Prosecco	(11454-1)	Wine	6	£31.83	£190.98
Roi De Vignes	(11454)	Wine	8	£23.75	£190.00
Cab Merlot Fleurs	(11454)	Wine	10	£24.96	£249.60
<b>Total Beverage</b>					£630.58
<b>Catering</b>					
Finger Food	(11454-1)	Food - Catering	15	£6.50	£97.50
3 Course Dinner	(11454)	Food - Catering	36	£70.00	£2,520.00
<b>Total Catering</b>					£2,617.50
<b>Miscellaneous</b>					
Service Charge	(11454)	BQT Service Charge	1	£560.00	£560.00
Name Cards	(11454)	BQT Misc Sales	36	£2.00	£72.00
Candelabra	(11454)	BQT Misc Sales	3	£15.00	£45.00
<b>Total Miscellaneous</b>					£677.00
<b>TOTAL</b>					£5,205.08

TOTAL		
<p><b>Thank You!</b></p> <p>* E C 0 1 2 5 8 *</p>	Sub total	£5,475.08
	Total Tax	£929.02
	Less Discount	£270.00
	<b>Total Charges</b>	<b>£6,134.10</b>
	Less Payments	£0.00
	Less Deposits	£1,538.40
	<b>Total Balance Due</b>	<b>£4,595.70</b>

4 St. James's Square, London, LND SW1Y 4JU Phone #: +44207827575

In and Out Limited: Registered in England No. 2800634

Please note that we accept payment by any of the following methods:

Sterling cheque, Credit or Debit Cards and Direct Debit

Bank Details: C Hoare & Co, [REDACTED]

VAT Registration No.: 239 1842 50

All amounts in Sterling

Printed On 21/04/2026 at 03:58:59 PM

Printed by : Robinson, Tracy

Nowak Tim EC01258

Today's Date: 4/27/2026

Date Needed By: 4/30/26 (Minimum 10 business days)

Payable To: BritishAmerican Business

Social Security Number\*: (type here)- (type here)-

Last 4 digits of SSN required for reimbursement to an individual

\* (Required for services performed by an outside individual prior to payment)

Address: Chancery House 53-64 Chancery Lane, London , UK WC2A 1QS

Requested By: Karen Gentles

Amount: \$ £6,000

Account No. [REDACTED]

Purpose: To pay for curated roundtable of UK head quartered companies exploring/evaluating US expansion opportunities held in London for the London Trade Mission. Please pay by Bank Wire in British Pounds. See attached Invoice #15236.

Amount: \$

Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £6,000

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £6,000

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # PO#26-2401 (required all orders 1000.00+)

Mail

Approval Tim Nowak

Return to requester

Date Approved 4/28/2026 | 1:54 PM CDT

DO NOT WRITE BELOW LINE

NOTE: Please pay by Bank Wire. See attached Bank Wire Instructions. Also Below. To be paid in British Pounds Sterling.

Vendor # 2480 Session ID APIDMP26-071  
Treon Ramsey Date 4/28/2026 | 5:56 PM CDT  
Received JR By Date  
Dawn Purk Date 4/30/2026 | 12:05 PM CDT  
Entered By DP  
Invoice # \$233.21 CODED OUT DUE TO PO BEING SHORT

PLEASE REMIT TO OUR HSBC BANK ACCOUNT: Sort Code: [REDACTED] Account no. [REDACTED]

IBAN: GB47 HBUK 4004 0162 6159 40

SWIFT/BIC: HBUKGB4B

Remittance advice to: ukaccounts@babinc.org

# INTER-OFFICE MEMO

---

TO: Accounting Department – STL Partnership

DATE: April 27, 2026

FROM: Karen Gentles, WTC

RE: BusinessAmerican Business Invoice #15236\_dated March 3, 2026\_curated roundtable of UK Headquartered companies\_London Trade Mission\_Late Invoice

---

The attached invoice #15236, dated March 3, 2026 is late as this invoice was just received today from the BritishAmerican Business, via email. Please see attached email.

Thank you.

Sincerely,

Karen Gentles

**From:** Tim Horan <[thoran@babinc.org](mailto:thoran@babinc.org)>

**Sent:** Thursday, April 23, 2026 2:26 PM

**To:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>; Maggie Kost <[maggie@greaterstlinc.com](mailto:maggie@greaterstlinc.com)>

**Cc:** Rachel Hayes <[rhayes@babinc.org](mailto:rhayes@babinc.org)>; ukaccounts <[ukaccounts@babinc.org](mailto:ukaccounts@babinc.org)>

**Subject:** [External Email] I hope the event was a success - so sorry I couldn't be there.

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Tim and Maggie,

I'm so sorry I wasn't able to join either of the events with you this week – I was really looking forward to meeting in person.

As I'm sure Alice mentioned, I had back to back four year old birthday parties over the weekend and obviously came down with a bug that I certainly didn't want to pass on to our great friends from St Louis. But I was incredibly sorry not to be there.

I really hope your time in London has been successful.

Maggie I can see you are going to be at SelectUSA. I'll be there as well, so hope we might have a chance to catch up there?

As part of your sponsorship of the event you now are members of BAB and have access to our programming and communications channels, so would be great to spend 10 minutes walking you through that and how other similar organisations to your own use this. I'll submit a meeting request through the ShoApp, but happy to just stop by your booth if easier.

**And just on the sponsorship, I am attaching the invoice as previously discussed.** Please do let me know if there is anything additional you require from us.

Again, so sorry to have missed you, but thank you for your partnership and hope to see you in National Harbour in a week or so.

Kind regards,

Tim.

**BritishAmericanBusiness** 

American Chamber of Commerce  
UK

British Chambers of Commerce  
(USA Affiliate)



**Tim Horan**

**Associate Director, Strategic Partnerships &  
Engagement**

[thoran@babinc.org](mailto:thoran@babinc.org)

T: +44 20 7290 9880

M: +44 74977 86681

Chancery House, 53-64 Chancery Lane, London WC2A  
1QS

[www.babinc.org](http://www.babinc.org)



**British American Business Inc. of New York and London**

Chancery House

53-64 Chancery Lane

LONDON

WC2A 1QS

TEL. +44 (0) 20 7290 9886 Registered Office: 52 Vanderbilt Avenue 20th Floor New York NY 10017  
USA

Email : [ukaccounts@babinc.org](mailto:ukaccounts@babinc.org) Registered as a Branch in England and Wales - Number FC022630  
BR005624

**VAT Reg No:** 761012962

**PLEASE REMIT TO OUR HSBC BANK ACCOUNT:**

Sort Code: [REDACTED] Account no. [REDACTED]

IBAN: GB47 HBUK 4004 0162 6159 40

SWIFT/BIC: HBUKGB4B

Remittance advice to: [ukaccounts@babinc.org](mailto:ukaccounts@babinc.org)

British American Business Inc. of New York and London  
 Chancery House  
 53-64 Chancery Lane  
 LONDON  
 WC2A 1QS



TEL. +44 (0) 20 7290 9886  
 Email : ukaccounts@babinc.org  
**VAT Reg No:** 761012962

Registered Office: 52 Vanderbilt Avenue 20th Floor New York NY 10017 USA  
 Registered as a Branch in England and Wales - Number FC022630 BR005624

**INVOICE** **Page 1**

World Trade Center St Louis  
 120 South Central Ave  
 Suite 200  
 St Louis  
 MO63105

<b>Invoice No</b>	15236
<b>Invoice Date</b>	04 Mar 2026
<b>Order No</b>	
<b>Account Ref</b>	A26010GB

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	Event Co-sponsorship  For the attention of Tim Nowak, Executive Director, WTC St Louis				
		5,000.00	5,000.00	20.00	1,000.00

**PLEASE REMIT TO OUR HSBC BANK ACCOUNT:**  
[REDACTED]  
**IBAN:** GB47 HBUK 4004 0162 6159 40  
**SWIFT/BIC:** HBUKGB4B  
**Remittance advice to:** ukaccounts@babinc.org  
**MEMBERSHIP TERMS & CONDITIONS ATTACHED**

<b>Total Net Amount</b>	£	5,000.00
<b>Total VAT Amount</b>	£	1,000.00
<b>Invoice Total</b>	£	6,000.00

**PAYMENT TERMS:** 30 days

Today's Date: 4/16/2026

Date Needed By: 4/20/26 Next check run (Minimum 10 business days)

Payable To: Chelsea Football Club

Social Security Number\*: (type here)- (type here)-

Last 4 digits of SSN required for reimbursement to an individual

\* (Required for services performed by an outside individual prior to payment)

Address: Stamford Bridge, Fulham Road, London UK SW6 1HS

Requested By: Karen Gentles

Amount: \$£5,556.80

Account No. [REDACTED]

Purpose: Proforma Invoice No WOR737471 for stadium tour and corporate dinner and 2 Chelsea Shirts to be presented to Ma or S\_encer and CE\_a\_e b\_ Jason Gannon CEO Chelsea Football Club), on Tues., Apr. 21, 2026. NOTE: Please pay by bank wire in British Pounds. See attachd bank instructions. See attached Invoice.

Amount: \$

Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £5,556.80

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £5,556.80

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. #26-2411 (required all orders 1000.00+)

Mail

Approval Tim Nowak

Return to requester

Date Approved 4/17/2026 | 8:18 AM CDT

DO NOT WRITE BELOW LINE

NOTE: Please Pay by Bank Wire In British Pounds. See Bank Instructions Attached.

Vendor # 2534

Session ID APIDMP26-068

Treon Ramsy

Received

By JR Date 4/17/2026 | 8:44 AM CDT

Dawn Purk

Entered

By DP Date 4/22/2026 | 10:31 AM CDT

Invoice # WIRE041726CHEL - PO WAS \$110.65 SHORT. THIS HAS BEEN HARD CODE

If paying by Bank Transfer, please quote BEO number: WOR737471

# Chelsea Football Club



## Schedule 3 - Billing and Payment

### Billing Information / Proforma Invoice

Method of Payment (Please circle):	Direct Debit, Credit Card, BACS	Invoice No: WOR737471
---------------------------------------	---------------------------------	-----------------------

Deposit Amount Required (100%) - Inc VAT: <b>£5,556.80</b>	Deposit by: <b>Tuesday 21 April 2026</b>
--	--

### Billing Address for Invoice Payment - Please ensure this is the correct Billing Address for Invoices

World Trade Center St. Louis  Tim Nowak  120 South Central Ave., St. Louis, 63105	<i>If the billing address is incorrect, please complete the account application form</i>
---	--

Client PO/Reference No.: St. Louis - British Airways Inaugural Flight	Event Start Date: <b>Tuesday 21 April 2026</b>
---	--

### Payment to:

Account Details	Branch Address
A/C Name: <b>Chelsea FC Holdings Limited Non Match Day Hospitality</b>	Barclays Bank
A/C Number: <span style="background-color: black; color: black;">XXXXXXXXXX</span>	Pall Mall Corporate Banking Centre
Sort Code: <span style="background-color: black; color: black;">XXXXXX</span>	Pall Mall Corporate Group
Swift Code: <b>BARCGB22</b>	50 Pall Mall
IBAN No: <b>GB02 BARC 2065 8270 5719 70</b>	London SW1A 1QA.
VAT Registration No: <b>726 0650 49</b>	

### Breakdown of Pricing

Item	Function	Room	Setup	Units	Unit Price	Total Price
<b>21 April 2026</b>						
2 x Chelsea Shirts	Corporate Dinner	Directors Lounge	Existing	2	£90.00	£180.00
stadium tour	Corporate Dinner	Directors Lounge	Existing	40	£12.00	£480.00
Account Bar - minimum spend	Corporate Dinner	Directors Lounge	Drinks Reception	1	£800.00	£800.00
Dinner		Directors Lounge		40	£102.42	£4,096.80
						£5,556.80
<b>Total</b>						<b>£5,556.80</b>

### Remittance Advice

Client Purchase Order/ Ref	BEO number	Event Start Date
St. Louis - British Airways Inaugural Flight	WOR737471	Tuesday 21 April 2026

If paying by Direct Debit (DD), please complete the attached mandate. Subsequently, you will be notified in advance of the collection date with amount. Landis 000056

# Chelsea Football Club



If paying by card, please contact the CFC Finance team on [sales.ledger@chelseafc.com](mailto:sales.ledger@chelseafc.com) quoting BEO No. and the amount, a secure link will be sent to you to make payment.

If paying by Bank Transfer, please quote BEO number: [WOR737471](#)

Booking queries, please contact the events team on [events@chelseafc.com](mailto:events@chelseafc.com)

Payment queries, please contact the finance team on [sales.ledger@chelseafc.com](mailto:sales.ledger@chelseafc.com)

Account Details Branch Address

A/C Name: **Chelsea FC Holdings Limited Non**

**Match Day Hospitality**

Barclays Bank

A/C Number: [REDACTED]

Sort Code: [REDACTED]

Swift Code: **BARCGB22** 50 Pall Mall

IBAN No: **GB02 BARC 2065 8270 5719 70** London SW1A 1QA.

VAT Registration No: **726 0650 49**

**If paying by Bank Transfer, please quote BEO number: WOR737471**

**VENDOR INFORMATION FORM**

Company Name: Chelsea Football Club

Company Address:

PO Box: \_\_\_\_\_ Street Address: Stamford Bridge, Fulham Road  
City: London State: UK Zip Code: SW6 1HS

Remit To Address:

PO Box: \_\_\_\_\_ Street Address: Stamford Bridge, Fulham Road  
City: London State: UK Zip Code: SW6 1 HS

Email Address: monika.kowalska@ChelseaFC.com

Phone Number: +44 20 7386 9373

Fax Number: \_\_\_\_\_

Contact Person: Monika Kowalska

Taxpayer Identification Number\* (SSN or Employer identification number): UK firm - N/A

**VENDOR CLASSIFICATIONS (please refer to enclosed page 3 for definitions)**

CHECK ALL THAT APPLY:

- |  |   |
|--|---|
| <input type="checkbox"/> MBE: Minority Owned, "Black Americans"              | <input type="checkbox"/> Immigrant-Owned Business     |
| <input type="checkbox"/> MBE: Minority Owned, "Hispanic Americans"           | <input type="checkbox"/> Labor-Surplus-Area Business  |
| <input type="checkbox"/> MBE: Minority Owned, "Native Americans"             | <input type="checkbox"/> Veteran-Owned Business       |
| <input type="checkbox"/> MBE: Minority Owned, "Asian-Pacific Americans"      | <input checked="" type="checkbox"/> None of the above |
| <input type="checkbox"/> MBE: Minority Owned, "Subcontinent Asian Americans" | <input type="checkbox"/> Declines Response            |
| <input type="checkbox"/> WBE: Women Business Enterprise                      |   |

Form completed by:

Karen Gentles 4-15-26  
Name Date

**\*NOTE: PLEASE COMPLETE THE ENCLOSED W-9**



**CREDIT CARD RECEIPT**

KAREN GENTLES  
UNITED KINGDOM

Room Number SKAGE  
Arrival Date 10/04/2026 00:00:00  
Departure Date 10/06/2026 00:00:00  
Adult/Child  
Room Rate  
Rate Plan  
AL:  
Honors #

\*\*\*\* INFORMATION BILL \*\*\*\*

VAT # GB 256 409 494

Confirmation Number:

Folio No/Che 1768875 A

DT BY HILTON TOWER OF LONDON 08/04/2026 4:55 PM

**credit card receipt**

DATE	DESCRIPTION	ID	REF NO	GUEST CHARGES	CREDIT	BALANCE
08/04/2026	Advance Deposit	NAZAM	10661659		-£380.00	

**NOTE: this is US dollars = \$505.55**

BALANCE -£380.00

**FUND 910    ORG 4000    SUB 50300    R 419-23**

TAX SUMMARY

Taxable Amount (excl VAT) £0.00  
Zero Rated Amount £0.00  
Non Taxable Amount £0.00  
Total Amount Payable £0.00

**PO#** \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

**DATE RECEIVED** \_\_\_\_\_

**APPROVAL** \_\_\_\_\_

-----DO NOT WRITE BELOW LINE-----

**VENDOR** Treon Ramsey                      **SESSION ID** \_\_\_\_\_  
Date

**RECEIVED** Dawn Purk                      **BY** \_\_\_\_\_  
Date

**ENTERED** \_\_\_\_\_ **BY** \_\_\_\_\_

Guest Signature \_\_\_\_\_

**INV#** \_\_\_\_\_

**DoubleTree by Hilton London - Tower of London**  
7 Pepys Street London UK EC3N 4AF  
+44(0)2077091000 +44(0)2077091001  
DoubleTree.com / 00800 2222 8733

Carolia Tower Limited currently trading as DoubleTree by Hilton London Tower of London.  
Registered Office: 14 Chester Terrace, London, NW1 4ND, United Kingdom

**From:** LONTL SavageGarden <LONTL\_SavageGarden@hilton.com>  
**Sent:** Wednesday, April 8, 2026 11:03 AM  
**To:** Gentles, Karen <KGentles@worldtradecenter-stl.com>  
**Subject:** [External Email] Re: Folloing Up\_Form of Payment\_Addendum two additional rooms

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Hi Karen,

Thank you for your payment - please find your receipt attached.

We are now awaiting your pre-orders. Please let us know if you need any assistance.

We look forward to hearing from you.

**Warm Regards,**

**Savage Garden Team**

**T:** +44 (0) 2077091022 **SG:** +44 (0) 2077091144

**E:** [lontl\\_savagegarden@hilton.com](mailto:lontl_savagegarden@hilton.com)



**DoubleTree by Hilton London - Tower of London**

7 Pepys Street | London | EC3N 4AF

[www.savagegarden.co.uk](http://www.savagegarden.co.uk)

[www.doubletreetoweroflondon.com](http://www.doubletreetoweroflondon.com)



**Click here for 3D tour of Savage Garden and Wildside:** [Doubletree By Hilton Tower of London \(Savage Garden\)](#)

---

**From:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Sent:** 08 April 2026 16:13

**To:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Subject:** RE: Folloing Up\_Form of Payment\_Addendum two additional rooms

Hello, Savage Garden Team,

Thank you for the new payment portal! I just paid the £380.

Best regards!

Karen

**Karen Gentles**

Executive Assistant

World Trade Center St. Louis

120 S. Central, Suite 200

St. Louis, MO 63105

314-277-3276 – mobile

[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)

[www.WorldTradeCenter-STL.com](http://www.WorldTradeCenter-STL.com)

Follow us on [Facebook](#) | [Twitter](#) | [Linked In](#)



**From:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Sent:** Wednesday, April 8, 2026 10:08 AM

**To:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Cc:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Subject:** [External Email] Re: Folloing Up\_Form of Payment\_Addendum two additional rooms

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Hi Karen,

Thank you for confirming

Please follow new payment link: [£380 \(25 guests x £15pp\)](#)

**Warm Regards,**

**Savage Garden Team**

**T:** +44 (0) 2077091022 **SG:** +44 (0) 2077091144

**E:** [lontl\\_savagegarden@hilton.com](mailto:lontl_savagegarden@hilton.com)



**DoubleTree by Hilton London - Tower of London**

7 Pepys Street | London | EC3N 4AF

[www.savagegarden.co.uk](http://www.savagegarden.co.uk)

[www.doubletreetoweroflondon.com](http://www.doubletreetoweroflondon.com)



**Click here for 3D tour of Savage Garden and Wildside:** [Doubletree By Hilton Tower of London \(Savage Garden\)](#)

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**From:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Sent:** 08 April 2026 16:05

**To:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Cc:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Subject:** RE: Folloing Up\_Form of Payment\_Addendum two additional rooms

Hello, Savage Garden Team,

May I ask you to revise the payment portal to £380. I thought I could revise the amount, but the portal does not offer that option. Thank you for making this adjustment! And I will then make payment.

Best regards,

Karen

**Karen Gentles**

Executive Assistant

World Trade Center St. Louis

120 S. Central, Suite 200

St. Louis, MO 63105

314-277-3276 – mobile

[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)

[www.WorldTradeCenter-STL.com](http://www.WorldTradeCenter-STL.com)

Follow us on [Facebook](#) | [Twitter](#) | [Linked In](#)



**From:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Sent:** Wednesday, April 8, 2026 7:35 AM

**To:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Cc:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Subject:** [External Email] Re: Folloing Up\_Form of Payment\_Addendum two additional rooms

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Hi Karen,

Thank you for letting us know. We look forward to receiving your prompt payment.

Please also note that pre-orders are now due. Attached, you will find our most up-to-date menus and pre-order sheets.

If you need any assistance, please don't hesitate to reach out - we're happy to help.

We look forward to hearing from you.

**Warm Regards,**

**Savage Garden Team**

**T:** +44 (0) 2077091022 **SG:** +44 (0) 2077091144

**E:** [lontl\\_savagegarden@hilton.com](mailto:lontl_savagegarden@hilton.com)



**DoubleTree by Hilton London - Tower of London**

7 Pepys Street | London | EC3N 4AF

[www.savagegarden.co.uk](http://www.savagegarden.co.uk)

[www.doubletreetoweroflondon.com](http://www.doubletreetoweroflondon.com)



**Click here for 3D tour of Savage Garden and Wildside:** [Doubletree By Hilton Tower of London \(Savage Garden\)](#)

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**From:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Sent:** 08 April 2026 02:02

**To:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Cc:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Subject:** RE: Folloing Up\_Form of Payment\_Addendum two additional rooms

Hello, Savage Garden Team,

Thank you for your email today. My apologies for the delay in my reply .... this day just flew by and am now replying to your request.

I will pay via credit card tomorrow, Wed., April 8, to secure this reservation.

I thank you for your patience to get our details finalized here.

Thank You, again, and Best Regards,

Karen

**Karen Gentles**

Executive Assistant

World Trade Center St. Louis

120 S. Central, Suite 200

St. Louis, MO 63105

314-277-3276 – mobile

[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)

[www.WorldTradeCenter-STL.com](http://www.WorldTradeCenter-STL.com)

Follow us on [Facebook](#) | [Twitter](#) | [Linked In](#)



**From:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Sent:** Tuesday, April 7, 2026 4:31 AM

**To:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Subject:** [External Email] Re: Folloing Up\_Form of Payment\_Addendum two additional rooms

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Hi Karen,

Thank you for your confirmation.

A provisional booking has been made for 35 guests on 22nd April at 8:00pm.

Please follow the link to complete payment: [£525 \(35 guests x £15pp\)](#)

Kindly note that we are unable to hold provisional bookings, and it will be released if payment is not received.

We look forward to hearing from you.

**Warm Regards,**

**Savage Garden Team**

**T:** +44 (0) 2077091022 **SG:** +44 (0) 2077091144

**E:** [lontl\\_savagegarden@hilton.com](mailto:lontl_savagegarden@hilton.com)



**DoubleTree by Hilton London - Tower of London**

7 Pepys Street | London | EC3N 4AF

[www.savagegarden.co.uk](http://www.savagegarden.co.uk)

[www.doubletreetoweroflondon.com](http://www.doubletreetoweroflondon.com)



**Click here for 3D tour of Savage Garden and Wildside:** [Doubletree By Hilton Tower of London \(Savage Garden\)](#)

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**From:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Sent:** 03 April 2026 16:07

**To:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Subject:** RE: Folloing Up\_Form of Payment\_Addendum two additional rooms

Hi, to all at Savage Garden!

Hope all is well with you! Thank you for your patience regarding our reply.

We are delighted with your reduced minimum spend of £15 per person! Thank you for this courtesy!

We would like to like to take advantage of the semi-private space for Wed., April 22, 2026 at 8:00pm to 10:00pm.

May we ask for a “hold” on this space until Tuesday, April 7<sup>th</sup>? We are still wrapping up other details and ask if you might extend our final reservation to Tuesday, April 7, 2026.

Thanking you in advance.

Best Wishes to all!

Karen

**Karen Gentles**

Executive Assistant

World Trade Center St. Louis

120 S. Central, Suite 200

St. Louis, MO 63105

314-277-3276 – mobile

[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)

[www.WorldTradeCenter-STL.com](http://www.WorldTradeCenter-STL.com)

Follow us on [Facebook](#) | [Twitter](#) | [Linked In](#)



**From:** LONTL SavageGarden <[LONTL\\_SavageGarden@hilton.com](mailto:LONTL_SavageGarden@hilton.com)>

**Sent:** Wednesday, April 1, 2026 9:09 AM

**To:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Subject:** [External Email] Re: Folloing Up\_Form of Payment\_Addendum two additional rooms

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

Good Afternoon,

I hope you're well.

I just wanted to follow up to see if you'd still like to book with us.

We'd be happy to offer a reduced minimum spend of £15 per person for 3 hours, or £25 per person for the full evening.

Please let us know if you'd like to go ahead, or if you have any questions.

We look forward to hearing from you.

**Warm Regards,**

**Savage Garden Team**

**T:** +44 (0) 2077091022 **SG:** +44 (0) 2077091144

**E:** [lontl\\_savagegarden@hilton.com](mailto:lontl_savagegarden@hilton.com)



**DoubleTree by Hilton London - Tower of London**

7 Pepys Street | London | EC3N 4AF

[www.savagegarden.co.uk](http://www.savagegarden.co.uk)

DOUBLETREE HILTON TOWER

7, PEPYS STREET

LONDON

MID: \*\*\*8758

TID: \*\*\*7315

AID: A0000000031010

CHASE VISA

VISA

■ ■ ■ ■  
ICC PAN.SEQ 1

SALE

CARDHOLDER COPY

PLEASE KEEP THIS RECEIPT  
FOR YOUR RECORDS

AMOUNT £826.56

Verified by Signature

THANK YOU

22:26:25 22/04/26

AUTH CODE: 01737D

REQUEST FOR CHECK, WIRE OR ACH DISBURSEMENT OF FUNDS

Today's Date: 5/1/2026

Date Needed By: 4-7-26 (Minimum 10 business days)

Payable To: Downing Cambridge Conferences LTD / Downing College

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: Cambridge CB2 1DQ Cambridge UK

Requested By: Karen Gentles

Amount: \$3,659.60 Account No. [Redacted]

Purpose: Dinner event for London Trade Mission and other invited AgTech guests from Cambridge, 4-23-26. Please see attached Invoice # D9886, 4-23-26. PLEASE PAY IN BRITISH POUNDS. SEE ATTACHED BANKING INSTRUCTIONS.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 3,659.60

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ 3,659.60

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

PO Coding to right. required all orders 1000.00+

Mail

Approval

Please code as follows in US Dollars:

Return to requester

Date Approved

PO26-2409 = \$3,815.00
PO26-2409A1 = \$1,163.46

NOTE: Please pay in British Pounds.

DO NOT WRITE BELOW LINE

See Bank Instructions Attached.

Vendor # Session ID

Treon Ramsey Date

Received By

Dawn Purk Date

Entered By

Invoice #

<b>Downing College Bank Account Details</b>	
Barclays Bank	
Cambridge, St Andrews Street Branch	
Sort Code:	
Account Number:	
Account Name:	Downing College
Swift Code (for payments originating from overseas only):	BARCGB22
Iban (for payments originating from overseas only):	GB21 BARC 2017 6830 3226 36
<b>Reference to be quoted on payment:</b>	
For Queries please contact:	Kay Martin: 44 1223 334858 krm27@cam.ac.uk



**DOWNING COLLEGE CAMBRIDGE**  
**CONFERENCE SERVICES OFFICE**

Downing College, Cambridge, CB2 1 DQ | Tel: 01223 334860 | conference@dow.cam.ac.uk  
 Registered Charity Number 1137455

**Invoice**

Tim Nowak  
 World Trade Center St. Louis  
 120 S. Central  
 St. Louis  
 Missouri, USA  
 63105

**Event Title World Trade Center St Louis London Trade Mission**

**Event Dates: 23-Apr-2026- 23-Apr-2026**

Invoice Number	Date	Account No	PO Number
D9886	23/04/2026	WTC01	

Date	Quantity	Details	Price per Unit £	VAT £	NET Amount £
23/04/2026	1	Grace Howard Room Hire (Drinks & Gala	490.00	0.00	490.00
23/04/2026	47	Gala Dinner Menu x 45 CONTRACT MINIMUM	53.00	0.00	2,491.00
23/04/2026	4	Prosecco Spumante Lunetta brut NV	30.00	24.00	120.00
23/04/2026	5	Mirror Lake, Sauvignon Blanc	26.00	26.00	130.00
23/04/2026	8	Côtes du Rhône Domaine Chantepierre	26.50	42.40	212.00
23/04/2026	2	Elderflower Water Sparkling	4.50	1.80	9.00
23/04/2026	27	Still & Sparkling Mineral Water	3.50	18.90	94.50

**PAYMENT DUE WITHIN 30 DAYS OF INVOICE DATE**

**Vat Reg No: GB 905 135 158**

This account may be paid to our bank: Barclays, St Andrew's Street, Cambridge.

Account No: [REDACTED]

Total	£3,546.50
20% VAT	£113.10
Invoice Total	£3,659.60
Payment Due	£3,659.60



**10 UNION ST**

LONDON BRIDGE

c/o Graysons Restaurants Limited  
The Lighthouse  
368 Gray's Inn Road  
London  
WC1X 8BB

**Phone:** +44 (0) 20 7772 6381

**Email:** events@10unionstreet.co.uk

## 10 Union Street

## DEPOSIT INVOICE

Tim Nowak  
World Trade Center  
285 Fulton Street,  
New York  
Missouri  
10007

Event :	Meeting	Vat No:	GB 206 9296 92
Company :	World Trade Center	Date :	17/04/2026
Invoice No :	US4110	Booking Ref :	15,511
Account No :	WOR016	Event Dates :	22/04/2026 To 22/04/2026

Date	Reference	Net	Vat	Gross
22/04/2026	Deposit Request @ 25.00	25.00	5.00	30.00

**Totals:** 25.00 5.00 30.00

**Balance Due:** £30.00

VAT Analysis	Code	Rate	Description	Net	VAT	Gross
	1	20.00	VAT	25.00	5.00	30.00
				<b>25.00</b>	<b>5.00</b>	<b>30.00</b>

Barclays Bank PL  
Leicestershire, United Kingdom  
Account Name: Graysons Restaurants Limited  
Sort Code: [REDACTED]  
Account No: [REDACTED]  
IBAN: GB90BARC20000023457613  
BIC: BUKBGB22

### Payment Instructions:

When making a bank transfer please quote WOR016, US15,511. For cheque payments please enclose copy invoice.

Today's Date: 4/16/2026

Date Needed By: 4/20/26 (Minimum 10 business days)

Payable To: Union 10 c/o Graysons Restaurants Limited The Lighthouse Please pay in British Pounds Sterling.

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: 368 Gray's Inn Road, London WC1X 8BB

Requested By: Karen Gentles

Amount: \$ £2,412 Account No. [REDACTED]

Purpose: Deposit Invoice for a working lunch event at Union 10 on April 22 2026 for the London Trade Mission and resented b
BioSTL UK De t. of Business & Trade, and Health Innovation Network. See attached Deposit Invoice. This is a bank wire to be paid in
British Pounds Sterling.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £2,412
TOTAL PAGE 2: \$ 0.00
GRAND TOTAL: \$ £2,412

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. #26-2410 (required all orders 1000.00+)

Mail

Approval Tim Nwaka

Return to requester

Date Approved

DO NOT WRITE BELOW LINE

NOTE: Please pay by Bank Wire
in British Pounds Sterling.
See Bank Instructions next page.

Vendor # 2830 Session ID APIDMP26-068
Treon Ramsey
Received By Date 4/17/2026 | 8:45 AM CDT
Dawn Purk Entered By Date 4/21/2026 | 3:33 PM CDT
Invoice # WIRE04172610UN DP

Barclays Bank PL

Leicestershire, United Kingdom

Account Name: Graysons Restaurants Limited

Sort Code: [REDACTED]

Account No: [REDACTED]

IBAN: GB90BARC20000023457613

BIC: BUKBGB22

**Payment Instructions:**

**When making a bank transfer please quote WOR016, US15,511.**



# 10 UNION ST

LONDON BRIDGE

c/o Graysons Restaurants Limited  
 The Lighthouse  
 368 Gray's Inn Road  
 London  
 WC1X 8BB

Phone: +44 (0) 20 7772 6381  
 Email: events@10unionstreet.co.uk

**10 Union Street**

## DEPOSIT INVOICE

Tim Nowak  
 World Trade Center  
 120 S. Central, Ste 200  
 St Louis, MO 63105

Event :	Meeting	Vat No:	GB 206 9296 92
Company :	World Trade Center	Date :	15/04/2026
Invoice No :	US4091	Booking Ref :	15,511
Account No :	WOR016	Event Dates :	22/04/2026 To 22/04/2026

Date	Reference	Net	Vat	Gross
22/04/2026	Deposit Request - 100% @ 2010.00	2,010.00	402.00	2,412.00

**Totals:** 2,010.00 402.00 2,412.00

**Balance Due:** £2,412.00

VAT Analysis	Code	Rate	Description	Net	VAT	Gross
	1	20.00	VAT	2,010.00	402.00	2,412.00
				2,010.00	402.00	2,412.00

Barclays Bank PL  
 Leicestershire, United Kingdom  
 Account Name: Graysons Restaurants Limited  
 Sort Code: [REDACTED]  
 Account No: [REDACTED]  
 IBAN: GB90BARC20000023457613  
 BIC: BUKBGB22

**Payment Instructions:**

When making a bank transfer please quote WOR016, US15,511. For cheque payments please enclose copy invoice.

**VENDOR INFORMATION FORM**

Company Name: 10 Union c/o Graysons Restaurants Limited The Lighthouse

Company Address:

PO Box: \_\_\_\_\_ Street Address: 368 Gray's Inn Road  
City: London State: UK Zip Code: WC1X 8BB

Remit To Address:

PO Box: \_\_\_\_\_ Street Address: 368 Gray's Inn Road  
City: London State: UK Zip Code: WC1X 8BB

Email Address: Dshavula@rcog.org.uk

Phone Number: +44 20 7772 6344

Fax Number: \_\_\_\_\_

Contact Person: Daria Shavula, Sales & Events Coordinator

Taxpayer Identification Number\* (SSN or Employer identification number): UK company N/A

**VENDOR CLASSIFICATIONS (please refer to enclosed page 3 for definitions)**

CHECK ALL THAT APPLY:

- |  |   |
|--|---|
| <input type="checkbox"/> MBE: Minority Owned, "Black Americans"              | <input type="checkbox"/> Immigrant-Owned Business     |
| <input type="checkbox"/> MBE: Minority Owned, "Hispanic Americans"           | <input type="checkbox"/> Labor-Surplus-Area Business  |
| <input type="checkbox"/> MBE: Minority Owned, "Native Americans"             | <input type="checkbox"/> Veteran-Owned Business       |
| <input type="checkbox"/> MBE: Minority Owned, "Asian-Pacific Americans"      | <input checked="" type="checkbox"/> None of the above |
| <input type="checkbox"/> MBE: Minority Owned, "Subcontinent Asian Americans" | <input type="checkbox"/> Declines Response            |
| <input type="checkbox"/> WBE: Women Business Enterprise                      |   |

Form completed by:

Karen Gentles 4-16-26  
Name Date

**\*NOTE: PLEASE COMPLETE THE ENCLOSED W-9**



**CREDIT CARD RECEIPT**

Granta Place, Mill Lane, Cambridge, CB2 1RS - Telephone: 01223 359750 - [www.scudamores.com](http://www.scudamores.com)

Dear Tim,

Thank you for your booking placed on 16 April 2026. If there are any problems with the details below, please contact us as soon as possible.

**Contact Details:**

Tim Nowack  
World Trade Center St Louis  
World Trade Center St. Louis  
St. Louis  
Missouri

**Event Details:**

Booking Reference: **885784**  
 Booking Date: Thursday 23 April 2026  
 Arrival Time: 17:00  
 Booking Time: 17:15  
 From our Punting Station at: Location: Mill Lane, Cambridge. CB2 1RS  
 Directions: [www.scudamores.com/punting-mill-lane](http://www.scudamores.com/punting-mill-lane)

JR

FUND 910 ORG 4000 SUB 50300 R R419-23  
 POP \_\_\_\_\_ (RED FOR \$1,000.00 AND OVER)  
 DATE RECEIVED \_\_\_\_\_  
 APPROVAL Tim Nowack  
 \_\_\_\_\_  
 569 DO NOT WRITE BELOW LINE APIDMP26-XX  
 VENDOR \_\_\_\_\_ SESSION ID \_\_\_\_\_  
 BY Date 4/17/2026 | 8:47 AM CBT  
 ENTERED BY 4/17/2026 | 11:40 AM CBT  
 INV AUTOUSBK-XX

In order to provide you with our excellent experience, please ensure you arrive at the correct departure location to avoid any delays to your booking.

DP

**Notes:**

**45 minutes Private Chauffeured Tour along the College Backs.**  
 Please note your starting point is the location specified above.

Dawn Purk  
Date

**CREDIT CARD RECEIPT**

Payment received with thanks.

**Products:**

Description	Qty	Price	Line Total
Private Punt Tour for Up to 4 People (45 min)	1	154.00	154.00
Private Punt Tour for Up to 12 People (45 min)	3	236.00	708.00
Snacks / Refreshments	7	55.00	385.00

Status: Paid

**NOTE: Payment is US Dollars = \$1,681.95**

**Total Cost: £1247.00**

**Outstanding balance: £0.00**

**Important Notice:** Late arrivals may not be permitted to undertake the activities booked and no refunds or compensation will be payable in such circumstances.

**Payment:**

To pay by credit/debit card, please call the Bookings team on 01223 359750.

To pay by bank transfer, please use the following details:

**Scudamores Punting Company Ltd.**

Registered Office: Granta Place, Mill lane, Cambridge, CB2 1RS Registered in England No: 2787361  
 Directors: J.D. Macnaghten, R.I. Ingersent Company Secretary: A.H.Macnaghten  
 VAT Reg No. 711 3252 83



Granta Place, Mill Lane, Cambridge, CB2 1RS - Telephone: 01223 359750 - [www.scudamores.com](http://www.scudamores.com)

Account Name: Scudamores Punting Company Limited

Barclays Bank: 9-11 St Andrews Street, Cambridge, CB2 3AA

Swift/BIC: BUKBGB22

IBAN: GB95BUKB20171900211397

Please note: If you are making a payment from overseas, please pay **£6** extra to allow for bank charges.  
Please quote booking reference **885784** or your invoice number when making payment. Thank you.  
Your booking is subject to the Terms & Conditions available at [www.scudamores.com/terms](http://www.scudamores.com/terms).

Yours sincerely,  
Jack Hallam  
The Bookings Team

Date: 16 April 2026

**Scudamores Punting Company Ltd.**

Registered Office: Granta Place, Mill lane, Cambridge, CB2 1RS Registered in England No: 2787361  
Directors: J.D. Macnaghten, R.I. Ingersent Company Secretary: A.H.Macnaghten  
VAT Reg No. 711 3252 83

\*\*\* CARDHOLDER COPY \*\*\*

Scudamores Punting  
Company Ltd

-----  
CHASE VISA  
[REDACTED]

SALE  
ICC

Please debit my  
account

Amount: £30.00  
TOTAL: £30.00

SIGNATURE VERIFIED

Please keep receipt  
for your records

PTID: 30787752  
MID: XXXXX03033  
TID: XXXXX1260  
Date: 23/04/2026  
Time: 17:39:04  
Authcode: 07383D  
AID: A0000000031010  
App Seq: 01  
-----

## Participation Agreement

### 3 Ticket questions

#### Statement of Work

**Fee for Service: \$3,460.00**

#### Client Objective(s):

**Host a Business Reception in April 2026 for approximately 200+ participants, hosted by World Trade Center St. Louis in collaboration with other St. Louis partners. The event is part of a wider trade and investment promotion, outreach and lead generation in celebration of the British Airways Inaugural Flight between London and St. Louis.**

#### Terms:

##### Single Location Promotion

**The Single Location Promotion (SLP) is offered to a U.S. Economic Development Organization (EDO) representing a state, city, town, or region to promote individual jurisdictions as a destination for foreign direct investment. Tailor-made events are organized by overseas U.S. and Foreign Commercial Service (US&FCS) Posts, in conjunction with SelectUSA Washington, D.C., such as seminars, presentations, government-to-government or government-to-business meetings, receptions, and other events that enable the U.S. location to promote itself to potential foreign investors in a specific market.**

**As part of the single location promotion package, SelectUSA agrees to:**

- **manage overall event logistics, including the planning the event agenda and advising on a suitable venue.**
- **secure a U.S. Government speaker to take part in the event**
- **coordinate event RSVPs in collaboration with World Trade Center St. Louis**

## **Participation Agreement**

**Standard procedure for a single location promotion dictates a draft of a written agreement and the subsequent charge of a fee (calculated on an hourly basis of staff input), even if the conference venue is external. The pricing for the fee that SelectUSA charges for providing these services is \$30/hour.**

**You agree to:**

**- Pay for the service and any direct costs**

**\*Direct costs can include venue rental, catering, promotional materials, etc.**

**- Understand that work on this service will begin only after payment and any requested materials are received**

**- Provide a list of guests with contact emails to be invited to the event by an agreed date**

**- Arrange the delivery of any promotional literature to be disseminated during the promotion via a service with package tracking capabilities**

**- Respond promptly to e-mail and other inquiries and provide relevant industry leads for event invitation dissemination (if applicable)**

**- Review the promotional event agenda/draft meeting schedule and company profiles as soon as you receive them and provide us with timely feedback**

**- Agree to meet with investors that have expressed an interest in your location**

**- Ask questions and express concerns at any point**

**- Inform the US&FCS when your investment objectives are achieved; and collaborate with your assigned Specialist who will request that you review and respond to a narrative describing the completed work and any resulting success.**

**You also certify the following:**

## **Participation Agreement**

**I certify that I am a representative of, or my organization is, a U.S.-based government or public-private entity that provides economic development services for a U.S. state, region, county, or city. State and local chambers of commerce and utility companies that provide economic development services are also qualified to participate.**

**a) I certify that I have provided to US&FCS all information of which I am aware that could adversely affect the ability of US&FCS to provide the service or could raise an appearance issue for US&FCS;**

**b) I undertake to update the information provided in (a), and to bring to the attention of US&FCS additional relevant information after the date of this PA until the service has been provided; and**

**c) I acknowledge that US&FCS may determine, on the basis of information provided under (a) or (b) or that it otherwise receives, not to provide or not to complete the provision of the service.**

**I understand that this certification is a requirement to receive the requested service and that an intentionally false certification may result in termination of the service and/or denial of future services.**

**Information provided to US&FCS is intended solely for internal use and US&FCS will protect business confidential information to the full extent permitted by law and U.S. Government policy. In addition, U.S. law generally prohibits U.S. government employees from disclosing trade secrets.**

### **Cancellation:**

**Either US&FCS or the Company/Participant may cancel this agreement by providing written notice to the other party. Cancellation shall be effective upon receipt of such notice. Upon cancellation, the Company/Participant will remain liable to the US&FCS for any cost incurred by US&FCS prior to cancellation, including work already performed, and any reasonable charges resulting from cancellation.**

### **Legal Disclaimer:**

**US&FCS makes every reasonable effort to ensure the accuracy and completeness of the information that it provides to Company/Participant. US&FCS provides this information as an**

## Participation Agreement

**additional resource for Company/Participant to use in the exercise of its business judgment. US&FCS is not liable for the consequences of any business decisions made by Company/Participant.**

### Quality Assurance:

**As a valued client, your satisfaction is of the utmost importance and we strive to meet your expectations and address your concerns.**

**If you have any comments or questions regarding this service or event, please contact the assigned primary contact person.**

**Upon payment, you are accepting this Service Participation Agreement, and verifying that your company's product or service meets the US&FCS's service eligibility criteria as referenced above.**

---

## 4 Identification

All required fields are marked with \*

### Country \*

Location of the company

State (U.S. only) \*

### NOTICE OF PHOTOGRAPHING, FILMING, RECORDING, OR OTHERWISE CAPTURING LIKENESS AND PROFILE OF PARTICIPANT \*

The U.S. Department of Commerce ("Commerce") hereby notices that names, images, likenesses, portraits, or voices ("Likenesses") may be photographed, filmed, recorded, or otherwise captured during the **World Trade Center St. Louis BA Flight Launch Reception**. By participating, you grant to Commerce the irrevocable, lifetime, royalty free, non-exclusive, worldwide right to use your Likeness in all forms, in all manners, and in all media now existing or to be created in the future, and without compensation, as part of these activities.

By participating, you also grant to Commerce the irrevocable right to use biographical information provided to us about you and your organization ("Profile") in all forms, in all manners, and in all media now existing or to be created in the future, as part of the above-referenced activities. You also waive any right to inspect or approve your Likeness or Profile in the finished, including written, copy

## Participation Agreement

that may be created and appear in connection therewith. No claim may be made based on any usage of any video, photographs, or works derived there from, including but not limited to claims for invasion of privacy or publicity or for libel. Should Commerce use said Likeness or Profile, you absolve Commerce from any liability resulting from any use thereof.

By participating, you further warrant that you are of full age of majority, that you have every right to consent, that you have read this Notice and that you are fully familiar with and understand the contents thereof. You agree that this Notice shall be binding on you, your legal representatives, heirs, and assigns.

I agree.

Select all options

**From:** Gus FranklynBute <[Gus.FranklynBute@trade.gov](mailto:Gus.FranklynBute@trade.gov)>

**Sent:** Monday, January 12, 2026 5:49 AM

**To:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Cc:** Stephen Brown <[Stephen.Brown@trade.gov](mailto:Stephen.Brown@trade.gov)>; Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>; Sheehan, Stella <[SSheehan@worldtradecenter-stl.com](mailto:SSheehan@worldtradecenter-stl.com)>

**Subject:** [External Email] World Trade Center St. Louis BA Inaugural Flight Event - U.S. Embassy London, 22 April, 2026

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

**Dear Tim:**

Thank you again for the opportunity to support World Trade Center St. Louis and partners for the reception in honor of the inaugural British Airways flight London – St. Louis

in April 2026. We have prepared the Participation Agreement (PA) for SLP Reception with the cost of \$3,460.00. Please review the agreement and let me know if you have any questions. The PA detail are available through this link:

<https://events.trade.gov/en/TradeGov/SelectUSAUKWorldTradeCenterStLouisSLP-USEmbassyLon/form.php>.

A signature is not required. However, if you need this to be changed to add a signature before payment.

We are looking forward to making your event a great success.

Best always

Gus

---

**Gus Franklyn-Bute**

**Senior Regional Investment Advisor**

**SelectUSA** | U.S. Commercial Service

U.S. Department of Commerce | International Trade Administration

Embassy of the United States of America

33 Nine Elms Lane | London | SW11 7US

Tel: +44 20 7891 3419

[Gus.FranklynBute@trade.gov](mailto:Gus.FranklynBute@trade.gov)

---



[www.trade.gov/selectusa](http://www.trade.gov/selectusa) | **SelectUSA requests your *feedback!***

✕  **Apply for *Investment Summit***

**From:** Gus FranklynBute <[Gus.FranklynBute@trade.gov](mailto:Gus.FranklynBute@trade.gov)>

**Sent:** Thursday, January 8, 2026 7:16 AM

**To:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Cc:** Sheehan, Stella <[SSheehan@worldtradecenter-stl.com](mailto:SSheehan@worldtradecenter-stl.com)>; Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>; Stephen Brown <[Stephen.Brown@trade.gov](mailto:Stephen.Brown@trade.gov)>

**Subject:** [External Email] Inaugural Flight - SelectUSA SLP Event Participation Agreement (PA)

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

**Good morning Tim:**

I am working on the Participation Agreement (PA)/contract and wanted to get the go ahead to move forward based on the fee of \$3,460.00. This is exclusive all costs for food, beverages and related charges.

Since 2023, we have moved to a new payment platform with InEvent. If you have not used our services with the new system I will send instructions on how to view the contract and pay online.

Look forward to hearing.

Gus

**Gus Franklyn-Bute**, Senior Regional Investment Advisor

Phone: + 44 (0) 20 7891 3452

Email: [Gus.FranklynBute@trade.gov](mailto:Gus.FranklynBute@trade.gov)

SelectUSA (Invest in the U.S.).

# PURCHASE ORDER

Number: 26-2396

Date: 1-14-26

St. Louis Economic Development Partnership  
 120 S. Central Avenue, Suite 200  
 St. Louis, MO 63105  
 (314) 615-7663 – (314) 615-7666 Fax

Promised Delivery Date: \_\_\_\_\_

**VENDOR INFORMATION**

Name U. S. Department of Commerce  
 Address 33 Nine Elms Lane  
 City London State UK Zip Code SW11 7US  
 Telephone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Email Address gus.franklynbute@trade.gov  
 Contact Person Gus Franklynbute

REMIT TO ADDRESS  Same as Vendor Info

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**DELIVERY INFORMATION**

Name World Trade Center St. Louis  
 Address 120 S. Central., Ste. 200  
 City St. Louis State MO Zip Code 63105  
 Contact Tim Nowak Telephone Number \_\_\_\_\_  
 Email Address tnowak@worldtradecenter-stl.com  
 Payment/deposit required?  Yes  No  
 Other Instructions Full payment required in advance

VIF18 on File:  Yes  No

Line No.	FUND/ORG/SUB ACCOUNT/PROG	Description	Qty.	Unit Price	Extended Price
1.	<u>910-4000-50300-R419-99</u>	<u>Logistical/Promotional/Administrative</u>			<u>\$ 0.00</u>
2.		<u>Support for Embassy Reception 4-22-26</u>	<u>1</u>	<u>\$ 3,460.00</u>	<u>\$ 3,460.00</u>
3.		<u>for Inaugural Flight/London Trade Mission</u>			<u>\$ 0.00</u>
4.	Additional Information: <u>Full payment required in advance in order to proceed with event support</u>				
Total supporting information.					TOTAL <u>\$ 3,460.00</u>

VP Approval Tim Nowak Date 1/26/2026 | 11:18 AM CST  
 CEO Approval Rodney Crim Date 1/22/2026 | 8:04 AM CST  
 Dawn Purk Date 1/26/2026 | 11:18 AM CST  
 Vendor Number 2384 Session ID ENCDMP26-023  
 Accountant Approval Treon Ramsey Date 1/22/2026 | 8:04 AM CST  
 CFO Approval Josh Ayers Date 1/20/2026 | 10:26 AM CST

**From:** Gus FranklynBute <[Gus.FranklynBute@trade.gov](mailto:Gus.FranklynBute@trade.gov)>

**Sent:** Thursday, January 8, 2026 7:16 AM

**To:** Nowak, Tim <[TNowak@worldtradecenter-stl.com](mailto:TNowak@worldtradecenter-stl.com)>

**Cc:** Sheehan, Stella <[SSheehan@worldtradecenter-stl.com](mailto:SSheehan@worldtradecenter-stl.com)>; Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>; Stephen Brown <[Stephen.Brown@trade.gov](mailto:Stephen.Brown@trade.gov)>

**Subject:** [External Email] Inaugural Flight - SelectUSA SLP Event Participation Agreement (PA)

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

**Good morning Tim:**

I am working on the Participation Agreement (PA)/contract and wanted to get the go ahead to move forward based on the fee of \$3,460.00. This is exclusive all costs for food, beverages and related charges.

Since 2023, we have moved to a new payment platform with InEvent. If you have not used our services with the new system I will send instructions on how to view the contract and pay online.

Look forward to hearing.

Gus

**Gus Franklyn-Bute**, Senior Regional Investment Advisor

Phone: + 44 (0) 20 7891 3452

Email: [Gus.FranklynBute@trade.gov](mailto:Gus.FranklynBute@trade.gov)

SelectUSA (Invest in the U.S.).

From: **SelectUSA UK World Trade Center St. Louis & British Airways Launch flight Reception | London 22 April 2026** <uscommercialservice-noreply@trade.gov>  
Sent: Thursday, January 22, 2026 4:07 AM  
To: Gentles, Karen <KGentles@worldtradecenter-stl.com>  
Subject: [External Email] **Your Payment Receipt for SelectUSA UK World Trade Center St. Louis & British Airways Launch flight Reception | London, 22 April, 2026**

EXTERNAL EMAIL: Please exercise caution when opening links or attachments

## CREDIT CARD RECEIPT

### World Trade Center St. Louis BA Launch Flight Reception

April 22, 2026  
U.S. Embassy London



WORLD TRADE CENTER  
ST. LOUIS



Hi Tim,

We are pleased to confirm that we have received your payment for **SelectUSA UK World Trade Center St. Louis & British Airways Launch flight Reception | London, 22 April, 2026.**

This message contains your payment receipt, registration details and important event information. Please retain a copy of your registration for future reference.

We'll be in touch soon with your access details for the event. If you have questions, please reply to this message or contact your local [U.S. Commercial Service office](#).

Sincerely,  
The SelectUSA UK World Trade Center St. Louis & British Airways Launch  
flight Reception | London, 22 April, 2026 Team  
U.S. Commercial Service

Payment Receipt

Event Number: entityID

Your payment has been confirmed

Here is your purchase receipt

Payment type

Credit card (Pay.gov)

Purchase identifier

HRNZ9MKF7

Purchase date

01/21/2026 4:49 PM

Event

SelectUSA UK World Trade Center St. Louis & British Airways Launch flight Reception | London, 22 April, 2026

Project code

6L1H123

Your tickets



SelectUSA UK World Trade Center St. Louis BA Inaugural Flight Reception | London, 22 April 2026

Qty: 1

**NOTE: The program code on the PO is in error. Please see attached email to make a correction to the Program Code to R419-23**

**credit card receipt**

**Coding: 910-4000-50300-R419-23**

FUND ORG SUB R  
PO# **PO26-2396** (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED

APPROVAL *Tim Nowak*

DO NOT WRITE BELOW LINE  
569 apidmp26-xx

VENDOR Treon Ramsey SESSION ID Date 1/29/2026 | 3:42 P

RECEIVED BY

Dawn Purk *JR* Date 2/2/2026 | 11

ENTERED BY

INV# autousbk-xx *DP*

**Subtotal US\$ 3,460.00**

**Discount - US\$ 0.00**

**Total US\$ 3,460.00**

You can manage your purchase by clicking on the button below

[Manage my purchase](#)

**From:** Ramsey, Treon <[TRamsey@stlpartnership.com](mailto:TRamsey@stlpartnership.com)>

**Sent:** Tuesday, January 27, 2026 8:53 AM

**To:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>; Purk, Dawn <[DPurk@stlpartnership.com](mailto:DPurk@stlpartnership.com)>

**Subject:** RE: Error PO26-2396 US Department of Commerce

Good morning Karen,

Your email below is the only support needed to update the program code.

Thanks,

Treon

**From:** Gentles, Karen <[KGentles@worldtradecenter-stl.com](mailto:KGentles@worldtradecenter-stl.com)>

**Sent:** Monday, January 26, 2026 7:38 PM

**To:** Ramsey, Treon <[TRamsey@stlpartnership.com](mailto:TRamsey@stlpartnership.com)>; Purk, Dawn <[DPurk@stlpartnership.com](mailto:DPurk@stlpartnership.com)>

**Subject:** Error PO26-2396 US Department of Commerce

Treon / Dawn,

I indicated the wrong program code on PO26-2396, copy attached. **It should be R419-23.**

I cannot recall how to request a change to a PO to make this correction to the right program code. Would you provide instructions?

My apologies in advance for the inconvenience.

Thank you,

Karen

**Karen Gentles**

Executive Assistant

World Trade Center St. Louis

120 S. Central, Suite 200

St. Louis, MO 63105

314-277-3276 – mobile

[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)

[www.WorldTradeCenter-STL.com](http://www.WorldTradeCenter-STL.com)

Follow us on [Facebook](#) | [Twitter](#) | [Linked In](#)

SelectUSA UK World Trade Center St. Louis & British Airways Launch  
flight Reception | London, 22 April, 2026

Date: 04/22/2026

Time: 5:30 PM

Overview

World Trade Center St. Louis

Single Location Promotions reception in partnership with

St. Louis County Port Authority,

St. Louis Economic Development Partnership,

St. Louis Lambert and International Airport,

Explore St. Louis, and Greater St. Louis, Inc.

Please read the following information carefully

When your fee payment has been confirmed, a Trade Specialist for the U.S. Commercial Service may call you prior to the event to ensure that the event touches on your interests.

Registration Information

First Name

Tim

Last name

Nowak

Email address

[kgentles@worldtradecenter-stl.com](mailto:kgentles@worldtradecenter-stl.com)

Title

Executive Director

Company
World Trade Center St. Louis
Mobile Phone
+1 3142773276
Filters
(empty)
Country
United States
State (U.S. only)
MO
NOTICE OF PHOTOGRAPHING, FILMING, RECORDING, OR OTHERWISE CAPTURING LIKENESS AND PROFILE OF PARTICIPANT
I agree.

Participant has read and agreed to abide by the Terms of Participation and the Product Standards which form a part of this agreement, and acknowledges that information provided by Company/Participant to the Department of Commerce in connection with this event or service may be made available to the public.

Submission of business or personal information is voluntary.

Our IRS Tax ID number for the U.S. Department of Commerce is 91-2014781.

#### Terms of Participation

In order to make the most of your experience and ensure that the U.S. Commercial Service (CS) meets your expectations, please accept the terms of participation included with this document. We will protect business confidential information to the extent provided under Federal

law. As a valued client, your satisfaction is of the utmost importance to us and we want to make sure we are meeting your expectations and addressing any of your concerns. If you have any comments or questions regarding this service or event, please contact your local Trade Specialist.

#### Information Collection

This information collection is authorized by law (15 U.S.C. 1501 et seq. 15 U.S.C. 171 et seq.) Although you are not required to respond, no agreement may be concluded for Company's/Participant's participation in a U.S. Department of Commerce-scheduled promotional event/service unless a completed Participation Agreement form has been received. Public reported burden for this collection of information is estimated to be 20 minutes per response, including the time for reviewing instructions, and completing and reviewing the collection of information. Notwithstanding any other provision of law, no person is required to respond, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th St. and Constitution Avenue, N.W., Washington, DC 20230.

#### Cancellation

Either the Department of Commerce or the Company/Participant may cancel this agreement by providing written notice to the other party. Cancellation shall be effective upon receipt of such notice. Upon cancellation, the Company/participant will remain liable to the Department of Commerce for any cost incurred prior to cancellation and any reasonable charges resulting from the cancellation (e.g., costs for terminating related contracts for services). If the Company/participant

prepaid for the services, the Department of Commerce will refund any excess amounts.

#### Legal Disclaimer

The Department of Commerce makes every effort to ensure the accuracy and completeness of the information provided to Company/Participant. The information is not legal advice, but provides insight into the market or company from which Company/Participant utilizes its own business judgment in conducting such relations or transactions. In utilizing the provided information Company/Participant is responsible for complying with all applicable laws and regulations of the United States and foreign countries and does not hold the Department of Commerce liable for any business decisions made.

#### ITA Event Standards

##### Objective

To help your company navigate the increasingly complex international marketplace, the ITA Events offered by the U.S. Commercial Service help companies to achieve their business goals through the sharing of local market and export business process knowledge.

##### Price

The service is priced according to the expected work to bring the ITA Event to you.

##### Delivery Date and Time

ITA Events are delivered on specific dates and times that allow for the most U.S. companies to participate.

#### U.S. Commercial Service Responsibilities

The U.S. Commercial Service assures that:

- Trade Specialists will serve as your points-of-contact; and,
- All requirements identified in the scope of work are met.

## Participant Responsibilities

As an ITA Event participant, you are responsible for:

- Ensuring that all representations in registration materials are accurate.
- Reviewing and responding as appropriate to all communications from the Commercial Service regarding the ITA Event in a timely manner.
- Working with the Commercial Service in advance to prepare for the use of Video and Audio technologies and planning to arrive early and prepare as requested for the ITA Event.

As a valued client, your satisfaction is of the utmost importance to us and we want to make sure we are meeting your expectations and addressing any of your concerns. If you have any comments or questions regarding this service or event please contact your local Trade Specialist. The U.S. Commercial Service looks forward to serving you and your company.

For support please reply to this email message or [contact your local U.S. Commercial Service office](#).



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

Review Event [Terms of Participation](#)

Do you wish to stop receiving our emails? [Click here to unsubscribe](#)

# World Trade Center St. Louis BA Launch Flight Reception

April 22, 2026  
U.S. Embassy London



WORLD TRADE CENTER  
ST. LOUIS



INTERNATIONAL  
TRADE  
ADMINISTRATION



## Registration Confirmation

Hi Tim,

We are delighted to confirm your registration for SelectUSA UK World Trade Center St. Louis & British Airways Launch flight Reception | London, 22 April, 2026.

The event will take place from:  
04/22/2026 5:30 PM to 04/22/2026 7:30 PM.

Please review and complete your profile information by clicking on this link: [My account](#).

Additional event information can be found on the event [Website](#).

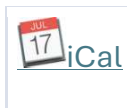
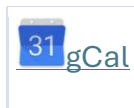
We'll be in touch soon with your access details for the event. If you have questions, please reply to this message or contact your local [U.S. Commercial Service office](#).

Sincerely,

The SelectUSA UK World Trade Center St. Louis & British Airways Launch  
flight Reception | London, 22 April, 2026 Team

**U.S. Commercial Service**

Add the event to your calendar



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

Review Event [Terms of Participation](#)

REQUEST FOR CHECK, WIRE OR ACH DISBURSEMENT OF FUNDS

Today's Date: 5/5/2026

Date Needed By: May 8, 2026 or next date available (Minimum 10 business days)

Payable To: American Embassy Employees Association

Social Security Number\*: (type here)- (type here)- Last 4 digits of SSN required for reimbursement to an individual
\* (Required for services performed by an outside individual prior to payment)

Address: 33 Nine Elms Lane, London SW11 7US UK

Requested By: Karen Gentles

Amount: \$ £6,963.92 Account No. [REDACTED]

Purpose: London Embassy reception beverages and staffing for 200+ guests. Please see attached Invoice #H2282. Please pay via bank wire transfer in British Pounds. See attached bank instructions.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £6,963.92

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £6,963.92

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # PO#26-2407 (required all orders 1000.00+)

Mail

Approval

Return to requester

Date Approved

DO NOT WRITE BELOW LINE

NOTE: Please pay in British Pounds. Use attached banking instructions. See attached invoice.

Vendor # Session ID

Treon Ramsey Received By Date

Dawn Purk Entered By Date

Invoice #

## American Embassy Employees Association - AEEA

AEEA Box 19, 33 Nine Elms Lane  
London  
LO  
SW11 7US  
+44 2078913722  
londonaeea@outlook.com  
VAT Registration No.: 123456789

## VAT Invoice

INVOICE TO  
Tim Nowak  
Exec Director  
World Trade centre St Louis  
120 S. Central Ste200  
St Louis MO 63105

INVOICE H2282  
DATE 22/04/2026  
TERMS Net 15  
DUE DATE 07/05/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	HS001	Staffing Supervisor 6	2	213.00	426.00
	HS001	Staffing-bar 5.08	1	137.16	137.16
	HS001	Staffing Tray service 5.08	6	137.16	822.96
	HS001	Staffing-bar 6	1	162.00	162.00
	HS001	Staffing tray 6	2	162.00	324.00
	HD079	Peach sage and Honey- with Buffalo	80	9.50	760.00
	HD079	Rhubarb Collins w Tanqueray	80	9.50	760.00
	HD079	CORKAGE	71	7.50	532.50
	HD079	CORKAGE	71	7.50	532.50
	Premium Spirits & Mixer	Premium Spirits & Mixer	35	7.90	276.50
	HD076	Guinness	14	6.50	91.00
	MONDO Draught	MONDO Draught	27	6.50	175.50
	HD073	Heineken 0.0	6	5.00	30.00
	HD028	RELATIONSIP	23	5.80	133.40
	Jug of Juice	Jug of Juice	8	18.00	144.00
	Glass Bottled Mineral Water Sparkling	Glass Bottled Mineral Water Sparkling/STILL	20	5.50	110.00
	HD008	The federalist cabernet Sauvignon	9	33.00	297.00
	Dark Horse Sauvignon Blanc	Hanna Point Sauvignon Blanc	16	49.40	790.40
	Domaine Ste Michele Washington	Domaine Ste Michele Washington	18	25.50	459.00
SUBTOTAL					6,963.92
VAT TOTAL					0.00

Metrobank account number: [REDACTED]  
Sort Code [REDACTED]  
BIC MYMBGB2L  
IBAN:GB72MYMB23058011656196  
Please Quote Invoice Number

Landis 000107

TOTAL 6,963.92

BALANCE DUE **£6,963.92**

**VAT SUMMARY**

	<b>RATE</b>	<b>VAT</b>	<b>NET</b>
	VAT @ 0%	0.00	6,963.92

Metrobank account number: [REDACTED]  
Sort Code [REDACTED]  
BIC MYMBGB2L  
IBAN:GB72MYMB23058011656196  
Please Quote Invoice Number  
Page 2 of 2

Landis 000108



One Southampton Row  
London WC1B 5HA  
T: 0345 08 08 500  
[metrobankonline.co.uk](https://www.metrobankonline.co.uk)

18<sup>th</sup> October 2023

To Whom It May Concern,

I can confirm the below account details belongs to **Metro Bank**.

Account name: **AMERICAN EMBASSY EMPLOYEES**

Account number: [REDACTED]

Sort Code: [REDACTED]

Bic: **MYMBGB2L**

IBAN: **GB72MYMB23058011656196**

Beneficiary address:

**BOX 19 US EMBASSY 33 NINE ELMS LANE  
LONDON  
SW11 7US**

Kind Regards,

**Leo Leontiadis**

Customer Service Representative



33 Nine Elms Ln US Embassy  
London  
SW11 7US

Email: [leo.leontiadis2@metrobank.plc.uk](mailto:leo.leontiadis2@metrobank.plc.uk)



Today's Date: 4/28/2026

Date Needed By: 4/30/26 or 5/4/26 (Minimum 10 business days)

Payable To: Thyme Food Service Ltd

Social Security Number\*: (type here)- (type here)-

Last 4 digits of SSN required for reimbursement to an individual

\* (Required for services performed by an outside individual prior to payment)

Address: 57 Stroud Green Road, N4 3EG, London, UK

Requested By: Karen Gentles

Amount: \$£2,395

Account No. [REDACTED]

Purpose: Food and Food Service wait staff for the London Embassy Reception, 4-22,26, London Trade Mission. Please see attached Invoice #1553. Please pay in British Pounds Sterling and by Bank Wire. See attached Bank Instructions. Use the Global IBAN Instructions that is highlighted on the attached.

Amount: \$

Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ £2,395.00

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ £2,395.00

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

P.O. # PO26-2413

(required all orders 1000.00+)

Mail

Approval

Tim Nowak

Return to requester

Date Approved

4/28/2026 | 1:54 PM CDT

DO NOT WRITE BELOW LINE

NOTE: Please pay via bank wire in British Pounds. See bank wire information attached.

Vendor # 2863

Session ID APIDMP26-071

Treon Ramsey

Received

Dawn Purk

Entered

By JR

By

4/28/2026 | 5:57 PM CDT

4/30/2026 | 12:09 PM CDT

Invoice # 75.40 HAS BEEN CODED OUT. PO SHORT

# INVOICE

**FROM**

Thyme Food Service  
trading as 'The Elm Caterers'  
33 Nine Elms Lane  
SW11 7US

**BILL TO**

Tim Nowak  
Executive Director  
World Trade Center St. Louis  
120 S. Central, Ste. 200  
St. Louis, MO 63105

**INVOICE #**

1553

**INVOICE DATE**

23/04/2026

**DUE DATE**

30/04/2026

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Food Cost	920.00	920.00
1	Staff Cost 3 Kitchen Staff £25.00 per hour 13 hours each	975.00	975.00
1	Staff Cost 4 Waiting Staff £25.00 per Hour 5 Hours Each	500.00	500.00
<b>Total</b>			<b>£2,395.00</b>

**PAYMENT**

Thyme food service  
sort code: [REDACTED]  
account number: [REDACTED]

# Revolut Business

# Account Confirmation

Generated on the 23 April 2026  
Information as of 23 April 2026 (UTC)

## THYME FOOD SERVICE LTD

Registration number 16663783  
Registered address 57 Stroud Green Road, N4 3EG, London  
Operating address 57 Stroud Green Road, N4 3EG, London  
Account opened 21 August 2025

**NOTE: Use the Global IBAN account details below.**

## Main · GBP

Please make your transfer in GBP. Using a different currency may send the funds to the company's other account.

Recipient THYME FOOD SERVICE LTD  
Recipient address 57 Stroud Green Road, N4 3EG, London, United Kingdom  
Account number [REDACTED]  
Sort code [REDACTED]  
Bank Revolut Ltd  
Bank address 30 South Colonnade, E14 5HX, London, United Kingdom  
Created on 21 August 2025

- These account details can receive transfers via **CHAPS**, **BACS**, and **Faster Payments**, the typical methods for transfers within the UK
- This account can accept transfers in GBP only
- This account supports GBP Direct Debits
- Transfers may take up to **2 business days** to arrive

## Global · IBAN account details · For transfers outside the UK

Recipient THYME FOOD SERVICE LTD  
Recipient address 57 Stroud Green Road, N4 3EG, London, United Kingdom  
IBAN GB15 REVO 0099 6984 7426 76  
BIC REVOGB21  
Intermediary BIC CHASGB2L  
Bank Revolut Ltd  
Bank address 30 South Colonnade, E14 5HX, London, United Kingdom  
Created on 21 August 2025

- These account details can receive international transfers via **SWIFT**. This IBAN can also be used for **SEPA** transfers, but funds could arrive to another account of the company
- Transfers may take **3-5 business days** to arrive
- Your bank may charge you for international payments
- Your bank may ask for the **Intermediary BIC** for SWIFT transfers



Report lost or stolen card  
+44 20 3322 8352  
Get help directly in app  
Scan the QR code

Revolut Ltd is registered in England and Wales (No. 08804411). Registered address: 30 South Colonnade, London E14 5HX, United Kingdom. Authorised by the Financial Conduct Authority to offer e-money and payment services under the Electronic Money Regulations 2011 (FRN: 900562), and is registered with the Financial Conduct Authority to offer services under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.



Daley Design  
9192 Hale Drive  
St. Louis, MO 63123  
314-580-6152  
maureen@daley-design.com

World Trade Center St. Louis  
Attn: Stella Sheehan  
120 South Central Ave  
Suite 1200  
St. Louis, MO 63105

Invoice # 0004309  
Issue Date 04/02/2026

---

Description	Amount
<b>Graphic Design</b> Creative Direction & Concept Development Confluence St. Louis London Logo / Markup Concept 3 hours @ \$150/hr	\$450.00
<b>Graphic Design</b> Confluence St. Louis London - Napkins - Designs \$150	\$150.00
<b>Graphic Design</b> Confluence St. Louis London - Drink Stirrers	\$225.00
<b>Graphic Design</b> Confluence St. Louis London - Step & Repeat Banner	\$425.00
<b>Graphic Design</b> Confluence St. Louis London - Step & Repeat Sized Photo Banner (London / St. Louis)	\$425.00
<b>Graphic Design</b> Confluence St. Louis London - Podium Banner	\$600.00
<b>Graphic Design</b> Confluence St. Louis Arch	\$350.00

---

Invoice Total \$2,625.00

Amount Due \$2,625.00

Due Date 04/02/2026

FUND \_\_\_\_\_ ORG \_\_\_\_\_ SUB \_\_\_\_\_ R \_\_\_\_\_

PO# PO26-2408 (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED \_\_\_\_\_

APPROVAL *Tim Nowak*

DO NOT WRITE BELOW LINE

2622 APIDMP26-062

VENDOR Treon Ramsey *JR* SESSION ID

Date 4/13/2026 | 8:45 AM CDT

RECEIVED Dawn Purk BY

Date 4/13/2026 | 11:25 AM CDT

ENTERED \_\_\_\_\_ BY

INV# 0004309 *DP*



Daley Design  
9192 Hale Drive  
St. Louis, MO 63123  
314-580-6152  
maureen@daley-design.com

World Trade Center St. Louis  
Attn: Stella Sheehan  
120 South Central Ave  
Suite 1200  
St. Louis, MO 63105

Invoice # 0004312  
Issue Date 04/07/2026

Description	Amount
Graphic Design Inaugural London Flight - 24 page brochure design & print management	\$2,000.00
Graphic Design Bios - 35 pages	\$350.00
Invoice Total	\$2,350.00
<b>Amount Due</b>	<b>\$2,350.00</b>
<b>Due Date</b>	<b>04/07/2026</b>

FUND \_\_\_\_\_ ORG \_\_\_\_\_ SUB \_\_\_\_\_ R \_\_\_\_\_

PO# PO26-2408 (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED \_\_\_\_\_

APPROVAL Tim Nowak

DO NOT WRITE BELOW LINE

2622 APIDMP26-062

VENDOR Treon Ramsey SESSION ID \_\_\_\_\_  
Date 4/13/2026 | 8:45 AM CDT

RECEIVED JR BY \_\_\_\_\_  
Date 4/13/2026 | 11:25 AM CDT

ENTERED DP BY \_\_\_\_\_

INV# 0004312



Daley Design  
9192 Hale Drive  
St. Louis, MO 63123  
314-580-6152  
maureen@daley-design.com

World Trade Center St. Louis  
Attn: Stella Sheehan  
120 South Central Ave  
Suite 1200  
St. Louis, MO 63105

Invoice # 0004240  
Issue Date 12/01/2025

Description	Amount
Graphic Design London Flyer & Social Graphics	\$375.00

Invoice Total \$375.00  
Amount Due \$375.00

Due Date 12/01/2025

FUND 910 ORG 4000 SUB 50300 R 419-99

PO# (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED

APPROVAL *Tim Nowak*

DO NOT WRITE BELOW LINE

VENDOR 2622 SESSION ID APIDMP26-017

Treon Ramsey Date 12/8/2025 | 7:43 AM CST

RECEIVED BY JR Date 12/9/2025 | 6:01 AM CST

ENTERED BY DP

INV# 0004240

**GENE-DEL PRINTING**  
 9019 Manchester  
 St, Louis, MO 63144 US  
 +16362488720

# Invoice



**BILL TO**  
 World Trade Center  
 120 S. Central Ave., Ste. 1200  
 St. Louis, MO 63105

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
192003	04/16/2026	\$563.00	05/16/2026	Net 30	

DATE	DESCRIPTION	AMOUNT
04/16/2026	Mission Brochure NEW, 100 @ \$5.44	544.00
	Courier	19.00

**Reprint due to edits.**

Help make the post office more efficient by allowing us to email invoices to you.  
 Let us know if you want to join in the fun!  
 Email us: keith@genedel.com with your preferred invoice email address.

SUBTOTAL 563.00  
 TAX 0.00  
 TOTAL 563.00  
**BALANCE DUE \$563.00**

-----  
 If your invoice contains postage, we are unable to accept credit card payments due to the processing fee.

**FUND 910 ORG 4000 SUB 50600 R 419-23**

PO# (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED

APPROVAL *Tim Nowak*

## Ways to pay



**View and pay**

-----DO NOT WRITE BELOW LINE-----  
 2041 APIDMP26-069  
 VENDOR Treon Ramsey SESSION ID  
 RECEIVED BY Date 4/28/2026 | 8:07 AM CDT  
 Dawn Purk *JR* Date 4/28/2026 | 9:03 AM CDT  
 ENTERED BY *DP*  
 INV# 192003

**GENE-DEL PRINTING**  
 9019 Manchester  
 St, Louis, MO 63144 US  
 +16362488720

# Invoice



**BILL TO**  
 World Trade Center  
 120 S. Central Ave., Ste. 1200  
 St. Louis, MO 63105

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
192002	04/16/2026	\$544.00	05/16/2026	Net 30	

DATE	DESCRIPTION	AMOUNT
04/16/2026	Mission Brochure, 100 @ \$5.44	544.00

Help make the post office more efficient by allowing us to email invoices to you.  
 Let us know if you want to join in the fun!  
 Email us: keith@genedel.com with your preferred invoice email address.

SUBTOTAL	544.00
TAX	0.00
TOTAL	544.00
<b>BALANCE DUE</b>	<b>\$544.00</b>

-----  
 If your invoice contains postage, we are unable to accept credit card payments due to the processing fee.

## Ways to pay



[View and pay](#)

**FUND** 910    **ORG** 4000    **SUB** 50700    **R** 419-23

**PO#** \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

**DATE RECEIVED** \_\_\_\_\_ *Tim Nbwak*

**APPROVAL** \_\_\_\_\_

-----  
**DO NOT WRITE BELOW LINE**

<b>VENDOR</b>	2041	<b>SESSION ID</b>	APIDMP26-069
Treon Ramsey		Date	4/28/2026   8:07 AM CD
<b>RECEIVED</b>		<b>BY</b>	
Dawn Purk	<i>JR</i>	Date	4/28/2026   9:03 AM CD
<b>ENTERED</b>		<b>BY</b>	
<b>INV#</b>	192002		<i>DP</i>



# Invoice

Customer Number	11827
Invoice Number	972337
Invoice Date	4/12/2026
Invoice Period	4/6/2026-4/12/2026
Invoice Amount	\$32.87

Crossroads Courier  
2008 Altom Ct.  
St. Louis, MO 63146

Attn: Accounts Payable  
STL Partnership  
120 S Central Ave Suite 200  
Clayton MO 63105

REMIT TO:  
Crossroads Courier  
2008 Altom Ct.  
St Louis, MO 63146

If paying by credit card, please add 3-1/2 percent to invoice total.

*Please send all ACH remittance information or questions to Accounting@Crossroadscourier.com*

Please detach here and return this portion with your remittance check



**PAYMENT IS DUE ON 5/3/2026**

Crossroads Courier  
2008 Altom Ct.  
St. Louis, MO 63146

Customer Number	11827	Invoice Date	4/12/2026
Invoice Number	972337	Invoice Amount	\$32.87

*All past due balances subject to 5% Late Fee. If paying by Credit Card please add 3.5% to Invoice Total.*

## Summary - 18 Digit Code

Description	Total Price
9052010R21099	\$13.53
9104000	\$19.34
<b>Totals</b>	<b>\$32.87</b>



# Order Summary

# CREDIT CARD RECEIPT

Order placed January 27, 2026 Order # 114-9553938-4377001

<b>Ship to</b> World Trade Center St Louis 120 S CENTRAL AVE STE 200 SAINT LOUIS, MO 63105-1737 United States	<b>Payment method</b> Visa <span style="background-color: black; color: black;">XXXXXXXXXX</span> <a href="#">View related transactions</a>	<b>Order Summary</b>
		Item(s) Subtotal: \$265.20
		Shipping & Handling: \$24.95
		Total before tax: \$290.15
		Estimated tax to be collected: \$0.00
		<b>Grand Total: \$290.15</b>

## Delivered February 2



Mastercraft Collection Spirit of St. Louis Airplane Plane Model Scale: 1/32

Sold by: Airplane Models

Supplied by: Other

Return or replace items: Eligible through March 6, 2026

\$265.20

FUND 910    ORG 4000    SUB 55900    R 419-23

PO# \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED \_\_\_\_\_

APPROVAL \_\_\_\_\_

*Tim Nwaka*

569

DO NOT WRITE BELOW LINE

XXX

VENDOR

Treon Ramsey

SESSION ID

Date 2/10/2026 | 9:27 AM CST

RECEIVED

Dawn Purk

*JR*

BY

Date 2/10/2026 | 10:19 AM CST

ENTERED

AUTOUSBK-XX

BY

*DP*

INV#

# CREDIT CARD RECEIPT

**PURPOSE: Gift that will be presented at the US Embassy event in London for London Trade Mission.**

ta Privacy Disclosure Your Ads Privacy Choices  
i, Inc. or its affiliates

Today's Date: 4/30/2026

Date Needed By: 5-7-26 (Minimum 10 business days)

Payable To: Tim Nowak

Social Security Number\*: [REDACTED] Last 4 digits of SSN required for reimbursement to an individual  
\* (Required for services performed by an outside individual prior to payment)

Address: [REDACTED]

Requested By: Karen Gentles

Amount: \$210.80 Account No. [REDACTED]

Purpose: Reimburse for purchase of Lindbergh model airplane gift to British Airways presented during London Embassy Reception, London Trade Mission on 4-22-26.

Amount: \$ Account No. - - -

Purpose:

Amount: \$(click here to type) Account No. (FUND) - (ORG) - (SUB ACCOUNT) - (PROG CODE)

Purpose: (click here to type)

TOTAL PAGE 1: \$ 210.80

TOTAL PAGE 2: \$ 0.00

GRAND TOTAL: \$ 210.80

Original receipts, invoices, or order form must be attached to support each request or they will be returned.

When check is ready:

Mail

Return to requester

P.O. # (required all orders 1000.00+)

Approval Rodney Crim  
Roaney Crim

Date Approved 4/30/2026 | 11:00 AM CDT

DO NOT WRITE BELOW LINE

Vendor # 555 Session ID APIDMP26-071  
Treon Ramsey  
Received \_\_\_\_\_ Date 5/4/2026 | 8:26 AM CDT  
Dawn Purk JR By \_\_\_\_\_  
Entered \_\_\_\_\_ Date 5/4/2026 | 12:03 PM CDT  
Invoice # 0430263340 DP



Shop by category

Search for anything

All Categories

Search

Advanced



Printer friendly page



Order information

Buyer j7ack  
 Seller hcythrif  
 Placed on Apr 2, 2026  
 Payment method PayPal  
 Paid on Apr 2, 2026

Shipping address

Tim Nowak  
 [Redacted]

Order total

1 item \$180.00  
 Shipping \$22.25  
 Tax\* \$8.55

**Order total \$210.80**

\*We're required by law to collect sales tax and applicable fees for certain tax authorities.  
[Learn more](#)

Items bought from hcythrif

Order number: 25-14430-13293

Quantity	Item name	Shipping service	Item price
1	Ryan Spirit Of St. Louis Charles Lindbergh Desk Display Model AV Airplane (389574624388)	USPS Ground Advantage	\$180.00

\$210.80  
 Apr 2 at 8:28 PM  
 \$180.00  
 \$22.25  
 \$8.55  
 \$210.80  
 sales tax and  
 authorities.



Ryan Spirit Of St. Louis Charles Lindbergh Desk Display Model AV \$180.00



CREDIT CARD RECEIPT - FOREIGN TRANSACTION FEES.

04/0 04/0 7121 FRGN TRANS FEE-HEYORCA	\$16.99	....
7 6 SUBSCRIPTION ST		
04/0 04/0 2089 FRGN TRANS FEE-Hilton Lo	\$15.16	_____
9 8 Hotels		68
04/1 04/0 0255 FRGN TRANS FEE- PUNTING COM	\$50.45	_____
0 9 SCUDAMORES CA		69

**TOTAL FEES FOR THIS PERIOD \$82.60**

FUND 910 ORG 4000 SUB 50300 R [REDACTED] = \$65.61

PO# (REQUIRED FOR \$1,000.00 AND OVER) [REDACTED] = \$8.49

DATE RECEIVED [REDACTED] = \$8.50

APPROVAL *Tim Nowak*

APPROVAL

DO NOT WRITE BELOW LINE

569 XXXXX

VENDOR Treon Ramsey SESSION ID Date 4/16/2026 | 11:25 AM CDT

RECEIVED Dawn Purk JR BY Date 4/16/2026 | 3:30 PM CDT

ENTERED XXXXXX DP

INV#

CREDIT CARD RECEIPT FOREIGN TRANSACTION FEES.

London Cash Tips paid by Tim Nowak

**Total \$230.00**

\$100 – Punt Drivers

\$50 – Bus Driver

\$50 – Bus Driver

\$30 – Porter at hotel to help load bags on last day

# PIERS MACDONALD PHOTOGRAPHY Ltd

Date 13/05/2026

Invoice No PM5027

Invoice to	Deliver to
<b>World Trade Center St, Louis 120 South Central Avenue, Suite 200 St Louis, MO 63105</b>	<b>Piers Macdonald 295 Haydons Road Wimbledon London SW19 8TX United Kingdom</b>

Description	Dates	Total (£)
Half day photography, edit and online image supply:  Launch event for STL-LHR at U.S Embassy London	22/04/2026	£475
	<b>TOTAL (£)</b>	<b>£475</b>

Terms: Errors and omissions excluded, this invoice must be settled within thirty (30) days. Failure to do so may result in interest being charged daily, as specified by the Late Payment of Commercial Debt (Interest) Act 1998. An additional **recovery fee of £80** may also be charged, in accordance with European Directive 2000/35/EC. Images supplied © Piers Macdonald. Licensed for all Press, PR, electronic & internal uses.

Bank Details	
Bank:	Barclays
Account Number:	██████████
Sort Code:	██████

# CREDIT CARD RECEIPT

**ST. LOUIS TROPHY & ENGRA Co.**  
 8223 OLIVE BOULEVARD  
 SAINT LOUIS, MO 631322703  
 314 991 2250  
 STLOUISTROPHY.NET

Cashier: KENNY L.  
 Transaction 100029

**Total \$50.00**

CREDIT CARD SALE \$50.00

Retain this copy for statement validation

14-Apr-2026 2:00:48P  
 \$50.00 | Method: EMV  
 VISA CREDIT  
 TIMOTHY NOWAK  
 Reference ID: 610400509902  
 Auth ID: 414100  
 MID: \*\*\*\*\*0249  
 AID: A0000000031010  
 SIGNATURE

Online: <https://clover.com/p/79HJ3ZDYKCFE>

Clover ID: NN3ZQH4GWC254  
 Payment Z9HJ3ZDYKCFE

Clover Privacy Policy  
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Customer Order N  
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 QUAN  
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**FUND 910**    **ORG 4000**    **SUB 50300**    **R 419-23**

PO# \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVE \_\_\_\_\_

APPROVAL Tim Nowak

DO NOT WRITE BELOW LINE

**569**

VENDOR Treon Ramsey    SESSION ID APIDMP26-XX  
 RECEIVED \_\_\_\_\_ Date 4/27/2026 | 3:34 PM CD  
Dawn Purk    JR Date \_\_\_\_\_  
 ENTERED \_\_\_\_\_

INV# AUTOUSBK-XX    DP \_\_\_\_\_

4/28/2026 | 9:10 AM CDT



## CREDIT CARD RECEIPT

**From:** The Wine Savant <[sales@thewinesavant.com](mailto:sales@thewinesavant.com)>  
**Sent:** Thursday, April 9, 2026 11:34 AM  
**To:** Sheehan, Stella <[SSheehan@worldtradecenter-stl.com](mailto:SSheehan@worldtradecenter-stl.com)>  
**Subject:** [External Email] Order #32798 confirmed

[The Wine Savant](#)

Order #32798

Thank you for your purchase!

We're getting your order ready to be shipped. We will notify you when it has been sent.



**Wine Suitcase for Airplanes 12 Bottle, With Wine Carrier Cases Bags, Black Luggage Carrier with TSA Approved Lock and Removable Inserts to Carry Wine Liquor Alcohol During Travel, Gift For Wine Lovers × 1** **\$199.95**

Subtotal	\$199.95
Shipping	\$25.00
Taxes	\$0.00

Total **\$224.95 USD**

FUND 910    ORG 4000    SUB 55100    R 419-23

PO# \_\_\_\_\_ (REQUIRED FOR \$1,000.00 AND OVER)

DATE RECEIVED \_\_\_\_\_

APPROVAL *Tim Mwak* \_\_\_\_\_

DO NOT WRITE BELOW LINE

VENDOR 569    SESSION ID XXXX

Treon Ramsey    Date 4/16/2026 | 12:55 PM CDT

RECEIVED *JR*    BY \_\_\_\_\_

Dawn Purk    Date 4/16/2026 | 3:38 PM CDT

ENTERED    BY \_\_\_\_\_

INVT XXXXX    *DP* \_\_\_\_\_

## CREDIT CARD RECEIPT

Customer information



Shipping address

Stella Sheehan  
World Trade Center St. Louis  
120 South Central Avenue  
Suite 200  
St. Louis MO 63105  
United States

Billing address

Stella Sheehan  
St. Louis Economic Development  
Partnership  
120 South Central Avenue  
Suite 200  
St. Louis MO 63105  
United States

Payment

 ending with 

Shipping method

Express

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If you have any questions, reply to this email or contact us at  
[sales@thewinesavant.com](mailto:sales@thewinesavant.com)

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