



December 5, 2018

### CONFERENCE SPACE AND GUESTROOM BLOCK AGREEMENT

Account Name: National Bureau of Economic Research  
 Contact: Carl Beck  
 Title: Director of Conferences  
 Address: 1050 Massachusetts Avenue  
 Cambridge, MA 02138  
 Telephone Number: (617) 588 0380  
 E-Mail: cbeck@nber.org  
 Booking Name: Economics of Artificial Intelligence  
 Dates: September 25, 2019 to September 27, 2019  
 Sales Manager: Liliane Wong  
 Telephone: 416-324-5870  
 Email: Liliane.Wong@ihg.com  
 Fax: 416-324-5904

I would like to thank you for selecting the InterContinental-Yorkville for your event. Please review the following contract and return a signed copy to my attention by Friday, December 10, 2018.

As of December 5, 2018, the following outlines the understanding of the terms and conditions for the Sales Agreement between National Bureau of Economic Research (the "Group") and InterContinental Hotels Group (Canada), Inc. as manager and authorized agent of HPT TRS IHG-2, Inc., owner of the InterContinental Toronto Yorkville, 220 Bloor Street West, Toronto, Ontario M5S 1T8 Canada (the "Hotel").

The Hotel agrees to hold the guest rooms and the space outlined in the Agreement on a tentative basis until December 10, 2018. If the Hotel and the Group do not have a fully executed contract on December 10, 2018, the Hotel reserves the right to release the rooms and space for sale to the public. If a request is received more than forty-eight (48) hours in advance of this date by another party, the Hotel will notify the Group and the Group will have forty-eight (48) hours from the time of notification by the Hotel to confirm by signature of this Agreement or release the rooms/space.

**Room Block:**

**Upon receipt of signed contract, the following room block will be reserved for Client:**

	Wed09/25	Thur09/26
Guestrooms	30	30
Deluxe Rooms	10	10

Total Room Block: 80

The Hotel and the Group agree that the above room block shall be reserved for the Group at the guest room rates agreed to by the parties in this Agreement subject to the terms and conditions of this Agreement. Should your guestroom block change from this contract, the Hotel reserves the right to renegotiate rates, meeting space and rental. An addendum to the contract will be issued if your room block increases by 10 room nights over and above the contracted block.

**Guest Room Rates:**

The Hotel is pleased to confirm the following guest room rates:

Room	Single Rate	Double Rate
Guestrooms	\$399.00	\$399.00

Group rates will be offered 3 days prior and 3 days after the meeting dates as indicated in this Agreement, subject to rate and space availability of the contracted room type at the time of reservation request.

All room rates and other amounts due under this Agreement are quoted in CANADIAN FUNDS, unless otherwise specified. Rates are net, non-commissionable. In addition to room rate, charges will include a 4% M.A.T. (Municipal Accommodation Tax) and all applicable taxes and other charges to the extent applicable. Please note the current tax of 13% H.S.T (Harmonized Sales Tax) and 4% M.A.T. (Municipal Accommodation Tax)

\* Taxes are subject to change without notice

**Porterage / Baggage Handling:**

Porterage fee of \$6.50 (round trip in and out) for any group of 10 guest rooms or more will be charged to the master account. This fee is a mandatory charge as per hotel's union agreement.

**Concessions:**

Providing a minimum of 85% of the total guestroom block is consumed then InterContinental Toronto Yorkville will provide the following:

- Two (2) VIP upgrade Studio Suite and welcome amenity at the group rate from September 25 – 27, 2019
- 10% discount off in-house Audio Visual equipment (& waived a/v patch fee when PSAV it asked to bid on requirements)
- Complimentary standard wireless internet in all guestrooms (\*available to all IHG rewards members)
- Complimentary standard wireless internet in all meeting room(s)
- Complimentary upgrade to deluxe guestroom category subject to availability
- IHG Business Rewards - Extended IHG Business Rewards:

Member Number: \_\_\_\_\_ Name: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Please register your IHG member number if you're not a member by visiting [www.ihgrewards.com](http://www.ihgrewards.com)

- \*IHG Rewards: [www.ihgrewards.com](http://www.ihgrewards.com)

\*Please note, should your guest's not be an existing IHG Rewards Member, the enrolment process will be completed by the front desk agent upon arrival to ensure complimentary internet is received)

IHG Rewards is the largest rewards membership worldwide. With almost 4,000 hotels in 100 countries to choose from, your frequent travelers can earn points/rewards wherever they travel. Points are transferrable to other rewards programs\*. Upgrade to the "Ambassador Program" and enjoy some unique privileges including complimentary stays at Intercontinental Hotels worldwide. \*Visit the link above for details about this exciting program.

**Non-Commissionable**

These rates are confirmed on a net non-commissionable basis and have been based upon the arrival and departure pattern indicated above. Any changes will require rate re-negotiation.

**Reservation Procedure and Release of Rooms:**

Reservations will be finalized by a rooming list/housing bureau that must be submitted no later than 5:00 PM on the cut-off date of Monday, August 26, 2019 and must show the arrival and departure date and payment method of each guest.

**Reservation Due Date:**

Hotel has established a reservation due date of Monday, August 26, 2019 for guestroom accommodations. Should the Client require additional rooms above the block and/or after the cutoff date outlined in this Agreement, Hotel shall attempt to accommodate such a request, however it cannot guarantee room type availability and the Group Rate.

After the reservations cutoff date, Hotel shall release all room nights that have not been reserved. The Hotel shall not hold any rooms after the cutoff date outlined above unless rooms are guaranteed in writing by the Group Organizer and confirmed by the Hotel.

**Room Block Performance:**

Based on the confirmed guestroom block and room rates offered on pages 1 and 2, the client is responsible for 80 room nights; however, the client is permitted to release rooms without penalty as follows:

Upon receipt of signed contract to Monday, August 26, 2019 15% (12 rooms nights)

Should client decide not to release the allowable attrition before due date, Monday, August 26, 2019, Client will be fully responsible for the contracted block.

All attrition due for guest rooms or food and beverage is charged as liquidated damages, not as a penalty.

**Space Block Review:**

The Group and the Hotel agree to review the space commitment on or before the following dates:

- Monday, August 26, 2019

On these dates, the parties will evaluate the space commitments based on research of the Group's current pick-up to date and other relevant factors. If necessary, and subject to availability, the Hotel and the Group shall mutually agree to any adjustments to the meeting space. All space commitments will be finalized on the date set forth in the above. The Hotel shall confirm in writing any changes to the Agreement that result from the review by the Group and the Hotel of the space commitments agreed to and outlined in the Schedule of Events, outlined in this Agreement. Any adjustments to the room block will result in a proportionate adjustment in the Group's meeting and function space block.

**Meeting Room and Function Space Requirements:**

Based on your requirements, Hotel has reserved appropriate function and/or meeting space outlined in the Schedule of Events at the rates indicated.

**Schedule of Events:**

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
9/25/2019	6:00 PM	11:00 PM	Dinner	Signatures Restaurant	Existing	60	
9/26/2019	8:00 AM	9:00 AM	Breakfast	Marble Foyer	Buffet Style	100	
9/26/2019	8:00 AM	5:00 PM	Meeting	Willard	U-Shape for 30 & Theatre Style for 90	120	800.00
9/26/2019	8:00 AM	11:00 PM	Meal Room	Barclay	Rounds	100	600.00
9/26/2019	10:00 AM	10:30 AM	AM Break	Willard Foyer	Buffet Style	100	
9/26/2019	12:00 PM	1:00 PM	Lunch	Marble Foyer	Buffet Style	100	
9/26/2019	3:00 PM	3:30 PM	PM Break	Willard Foyer	Buffet Style	100	
9/27/2019	8:00 AM	9:00 AM	Breakfast	Marble Foyer	Buffet Style	100	
9/27/2019	10:00 AM	10:30 AM	AM Break	Willard Foyer	Buffet Style	100	
9/27/2019	8:00 AM	5:00 PM	Meeting	Willard	U-Shape for 30 & Theatre Style for 90	120	800.00
9/27/2019	8:00 AM	1:00 PM	Meal Room	Barclay	Rounds	100	600.00
9/27/2019	12:00 PM	1:00 PM	Lunch	Marble Foyer	Buffet Style	100	
9/27/2019	3:00 PM	3:30 PM	PM Break	Willard Foyer	Buffet Style	100	

Appropriate function space will be assigned to suit the specific requirements of your meeting. Due to the possibility of changes in the number of people, number of guestrooms, format, and dates, the Hotel must reserve the right to assign all meeting and public spaces.

The Hotel must receive the final written program by Monday, August 26, 2019. Should additional meeting space be required that is not included in the program outlined above, the Hotel will make every effort to accommodate such requests. Approval must be received from Hotel before any meeting room names may be assigned or published by Group.

After the Hotel has assigned space to the Group, the Hotel shall not reassign any function space committed to the Group without the Group's prior written consent. Function space will continue to be held for the Group until meeting specifications are received from the Group by the Hotel marked final, which indicates that any space committed will not be utilized. At such time, any such space not to be utilized may be released.

**Meeting Room**

After this Agreement is returned to and signed by the Hotel, your file will be turned over to the Hotel's Conference Services department. All changes and additions that substantively affect the conditions of this Agreement should be referred to the original Sales Manager. All other matters may be referred to the Hotel's Conference Services Staff.

Please check with Conference Services before printing room names. Should any of your functions require additional space or set-up/tear-down time to accommodate extensive audio visual equipment, a large head table or for displays, please inform us prior to signing this Agreement if not already detailed in the meeting space schedule.

**Food and Beverage Services:**

Current function and banquet taxes and fees are as follows:

Food Charges & Non-Alcoholic Beverages	13% (HST) Harmonized Sales Tax
Alcoholic Beverages	13% (HST) Harmonized Sales Tax
Room Rental	13% (HST) Harmonized Sales Tax
Food & Beverage Service Charge*	16% Service Charge and 2% administration fee
Room Rental Service Charge*	18% Administration fee

\* Subject to change without notice

Please note that all food and beverage needs in meeting rooms will be handled by our Conference Services Manager prior to your event. All prices for food and beverage will be confirmed by six months prior to the event date based upon receipt of the final Program of Events. Program details (i.e. menu and audio visual selections, etc.) must be received at least 30 days prior to your first event.

All Food and Beverage arrangements must be made through the Hotel. Licensing restrictions require that only Hotel-purchased food and beverage can be served on Hotel property. It is expressly forbidden that any foods be prepared or cooked in any guest room or hospitality suite at any time. The Hotel must approve in writing, at all times, any externally catered functions planned to be held on its premises, and reserves the right to withhold approval. The Hotel will require that beverages be dispensed only by the Hotel servers and bartenders when alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license). In accordance with the provincial law, it is the Hotel's policy to request proper identification (photo i.d.) of any person of questionable age and the Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the provincial mandated age limit are present at a function and attempt to receive service of alcoholic beverages. Additionally, Hotel reserves the right to refuse alcoholic beverage service to any person who, in the Hotel's sole judgment, appears intoxicated.

Confirmation of the guaranteed number of attendees to be served on all meal functions must be received no later than 72 business hours prior to the function. Any increase in guarantees will be accepted up to 24 hours prior to the function. The Hotel will bill for the guaranteed or actual number of attendees, whichever is greater, plus any applicable attrition charges and miscellaneous charges (i.e., room rental, labor fees, ice carvings, corkage, etc.).

Please assign a designated group representative to your event. This group representative will be required on-site to approve all Banquet related charges at the conclusion of the program at the end of each day. A Hotel representative will present a banquet check to the on-site contact reflecting all related charges from the event for each day of the program, including but not limited to, guaranteeing food and beverage numbers, consumption of food and beverage, and/or changes and modifications to the program not reflected on the banquet event order. Please refer to your Catering or Conference Services Manager if you have any questions.

National Bureau of Economic Research agrees to pay a labor charge of \$150.00 per dinner meal service, which will be applied for group meal functions with an attendance of less than 20.

**Changes to Room Set/Diagram:**

Your Conference Services Manager will prepare a Banquet Event Order (BEO) and Diagram (if needed) for your program, based on the agenda in the Agreement. Upon review and signature of the BEO and Diagram (if needed), the set up requirements will be considered final. Any significant changes to the set up requirements may be assessed a change fee of \$250.00 - \$1,000.00. This set up fee is not a penalty, but a fee to cover the costs of labor and materials involved to implement the change.

**Food and Beverage Minimum:**

This provision applies to food and beverage functions only. Reductions in the Group's room block commitment are addressed in the provision entitled Room Block Performance.

The Schedule of Events details all of the events currently scheduled, including those where Food and Beverage is planned to be served. Average checks have been used to calculate anticipated Food and Beverage revenues,

excluding tax and gratuities, for your group. Based upon this summary, we anticipate revenues of \$26,000.00 net. (F&B minimum requirement)- includes a **\$20,000 minimum spend in Banquets and a \$6,000.00 minimum spend in Signatures Restaurant for exclusive use for Dinner.**

Should your revenues appear to be dropping below the minimum revenues listed above; the Hotel will advise you of additional alternatives in food and beverage that will allow you to meet your minimum food and beverage requirements. At the conclusion of your meeting, we will subtract the banquet food and beverage revenue derived from your meeting, from the Minimum Banquet Food and Beverage revenue figure set forth above. Any remaining amount will be posted to your master account, plus applicable services charges and taxes.

Liquidated damages due to the Hotel as a result of cancellation or reduction of the function or functions shall be charged to the Group's Master Account, if one has been established. Otherwise, the Group shall pay liquidated damages due to the Hotel as a result of such cancellation or reduction of the function or functions at the time of such cancellation or reduction.

Transference: Functional space and applicable rentals contracted herein are for the use of the Group. Should meeting space outlined be transferred to another organization, please note that all changes remain the responsibility of the Group unless agreed in advance in writing by the Hotel to assign responsibility to a 3<sup>rd</sup> party. The 3<sup>rd</sup> party must agree to all contracted terms and conditions including credit policies.

**Billing:** Please add parking charge if required

- All guestroom, tax charges, baggage handling, food, beverage and function space related charges including A.V. equipment rental will be placed on a master account and paid by National Bureau of Economic Research. The individual guest shall be responsible for their own incidental charges. Please note that guests are required to guarantee payment of incidental charges with a major credit card or cash deposit upon check-in.
- All guestroom, tax and incidental charges, baggage handling, food, beverage and function space related charges including A.V. equipment rental will be placed on a master account and paid by National Bureau of Economic Research.

Please specify any other charges that will be covered by Master Account: \_\_\_\_\_

**Master Account:**

The Hotel requires full prepayment for all services at the cut-off date (no less than 21 days out) unless credit and direct billing arrangements are established beforehand. Should you request direct billing, our credit manager will require your organization to complete and return our standard credit application by December 10, 2018. The Hotel's standard processing time to complete and return our standard credit application is thirty (30) days after application has been completed and submitted. Should billing be denied or failure to submit your application, Agora Opus 3 will be responsible to provide full prepayment or a credit card authorized for the amount expected to be owed by December 10, 2018. If approved, a Master Account will be prepared for all banquet, rental and exhibition charges, plus incidental charges that you specify. Our credit manager will determine an appropriate credit limit for your account. Should your Group's charges exceed the estimated direct billing amount at anytime, the Hotel will require a second approval to be established or a credit card to be submitted to cover additional services prior to them being rendered. Charges are expected to be paid within 30 days of the statement billing date. Unpaid balances are subject to a late payment fee of 2.5% per month or 34.5% per annum.

**Payment of Master Account:**

If direct billing is approved, direct billed invoices are expected to be paid within 30 days of the statement billing date. Unpaid balances are subject to a late payment fee of 2.5% per month equals to 34.5% per annum.

**All approved direct billing is subject to a processing fee of \$250.00. The processing fee is to cover the cost of the credit references checks, bank fees, credit and collection charges.**

**Payment and Authorization Form:**

Payment will be made via credit card. National Bureau of Economic Research is responsible to provide a credit card authorization form to guarantee for the total amount expected to be owed by the close of the program. A credit card charge form must be completed in order to charge to a credit card. Credit cards are authorized for the estimated balance prior to the function and will be charged upon completion of the event for the full amount due. Credit Card Charge Forms are requested to be completed and returned with the signed contract. If a client wishes to pre-pay, an estimated cost invoice will be prepared for payment prior to the commencement of the function. However, a credit card charge form must be submitted to charge any outstanding balance. If at any time prior to the event, the Hotel checks the Client's credit card and it is not satisfactory, the Hotel may require prepayment for the event.

**Deposit:**

A \$ 30,000.00 deposit is due with the signature of the Agreement to ensure that all space and/or guestrooms outlined in this Agreement are place on hold.

An additional deposit of \$ 30,000.00 deposit is due prior to the contracted cut-off date.

**Cancellation:**

Cancellation refers to the complete deletion of the meeting, not the elimination of portions of the program or to individual room cancellations. Should there be a cancellation of the entire program, the cancellation policy overrides the attrition allowances in the Agreement. Therefore, the parties agree that in the event of a cancellation of the entire program, actual damages will be difficult to ascertain and the following describes the computation of the liquidated damages to be applied in the event of a cancellation:

**Guest Rooms Portion:** Represents the total contracted room block multiplied by the negotiated room rate (80 room nights x \$399.00 plus 13% HST). For the purposes of this Agreement, the value of this portion is \$36,069.60.

**Food and Beverage Portion:** Represents the agreed minimum food and beverage requirement or the guaranteed food and beverage (provided 72 hours out), whichever is greater, plus 13% HST in applicable taxes. For the purposes of this Agreement, the value of this portion is \$29,380.00

**Meeting Room Rental Portion:** Represents the total amount of meeting room rental, plus 13% HST in applicable taxes. For the purposes of this Agreement, the value of this portion is \$3,164.00.

The liquidated damages (total of \$68,613.60) applied due to cancellation will be charged as follows:

**If the cancellation occurs:**

<b>Date of Decision to Cancel</b>	<b>Amount of Liquidated Damages Due</b>
Signature to 6 Months prior to arrival	50% of the total number of guest rooms revenue for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes
3 to 6 Months prior to arrival	65% of the total number of guest rooms revenue for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes
1 to 3 Months prior to arrival	85% of the total number of guest rooms revenue for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes
0 to 30 days prior to arrival	Full payment on total number of guest rooms for the duration of the dates agreed upon, meeting room rental, any estimated banquet revenues, and any applicable taxes.

All cancellation charges are due and payable on receipt of invoice.

**Force Majeure:**

Except as otherwise provided in the Agreement, neither party shall have the right to terminate their obligations under this Agreement. This Agreement is, however, subject to termination for cause without liability to the terminating party, under any of the following conditions:

- A. The parties' performance under this Agreement is subject to acts of God, war, government regulation, terrorist or terrorist-like acts, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or that materially affects a party's ability to perform its obligations under this Agreement. Either party may terminate this Agreement for any one or more of such reasons upon written notice to the other party with three (3) days of such occurrence or receipt of notice of any of the above occurrences.
- B. In the event that either party shall make a voluntary or involuntary assignment for the benefit of the creditors or enter into bankruptcy proceeding prior to the date of the Group's meeting, the other party shall have the right to terminate this Agreement without liability upon written notice to the other.
- C. Cancellation of the contract by Client due to change in management and/or ownership during the time period between the signing of the contract and date(s) of the function, may only occur if the new management company or owner is not able to provide the same or higher quality standards.
- D. The phrase "without liability" wherever used in this Agreement shall be deemed to include a refund by the Hotel of all deposits and prepayments made within thirty (30) days of the notice of termination.

**Insurance:**

The Hotel and the Group shall each obtain and maintain insurance in amounts sufficient to provide coverage for any liabilities that may reasonably arise out of or result from any activities conducted at the Hotel. Evidence of such insurance shall be provided to the other party at the request of such party.

This Agreement will bind both the Hotel and National Bureau of Economic Research and there shall be no right of termination but Hotel reserves the right to cancel if Hotel determines that, through either fraud or misrepresentation, the nature, purpose or basis for your use of the Hotel is other than has been specifically represented to Hotel. By executing below, each party warrants and represents that it is duly authorized and has the requisite approval to bind the entity that it represents. As to all provisions in this Agreement, time is of the essence.

**Indemnification:**

The Hotel agrees to indemnify, defend and hold harmless Client, its parent, affiliates, subsidiaries, officers, directors, shareholders and employees from and against all claims, damages, liabilities, actions, costs and expenses (including attorneys' fees) arising out of this Agreement or any actions or inactions caused by the Hotel in connection with this Agreement unless caused by the negligence, willful misconduct, fraud or breach of this Agreement by the Client.

The Client agrees to indemnify, defend and hold harmless the Hotel, its parent, subsidiaries, affiliates, officers, directors, shareholders and employees from and against all claims, damages, liabilities, actions, costs and expenses (including attorneys' fees) arising out of this Agreement or any actions or inactions caused by the Client in connection with this Agreement unless caused by the negligence, willful misconduct, fraud or breach of this Agreement by the Hotel.

**Acceptance:**

This Agreement shall be governed by the laws of the province where the Hotel is located and any legal action in connection with this Agreement shall be brought and maintained only in the courts of that province shall have jurisdiction to adjudicate any dispute arising under this Agreement and Client consents to the exercise of personal jurisdiction over it by, and venue in, the courts of the province where the Hotel is located. If any provision of the Agreement is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

In the event of litigation arising from or associated with this Agreement, the parties agree that the prevailing party shall recover its attorneys' fees and any costs incurred.



This Agreement is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by both parties' representatives. None of Hotel's representatives have been or are authorized to make any representation that varies from the express terms of this Agreement, though this Agreement may be amended or supplemented in writing.

Client may not assign this Agreement or any of its rights under this Agreement without the Hotel's prior written consent. Client further agrees that any change in its corporate or business ownership structure, whether by merger, acquisition, bankruptcy or otherwise, shall not serve to cancel, modify or in any way reduce its obligations under this Agreement and this Agreement shall remain in full force and effect with respect to Client and any successor entity.

Should all provisions be agreeable, please sign below and return the original to our office. We will return a countersigned copy for your records.

Any addendum, changes and/or modifications to this Agreement will not be effective unless approved and signed off on by the Hotel Director of Sales or Director of Sales and Marketing.

Please note the following due dates:

<u>December 10, 2018</u>	<u>August 26, 2019</u>
Signed Contract	Reservations Cutoff
First Deposit	Second Deposit
	Final Written Program/Functions

The Hotel and National Bureau of Economic Research have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below:

Carl, thank you for selecting the InterContinental Toronto Yorkville as the site for National Bureau of Economic Research meeting in September, 2019.

Sincerely,


Liliane Wong  
Executive Meeting Manager

**On behalf of:**  
**InterContinental Hotels Group (Canada) Inc.,**  
as Manager and authorized agent of HPT TRS IHG-2, Inc.

\_\_\_\_\_  
Liliane Wong  
Executive Meeting Manager  
InterContinental Toronto Yorkville

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

**On behalf of:**  
**National Bureau of Economic Research**

  
\_\_\_\_\_  
(Signature)

CARL BECK  
\_\_\_\_\_  
Name

Director of Conferences  
\_\_\_\_\_  
Title

Date: 12/10/2018

NOTE: Written acceptance constitutes a binding Agreement between us. This document must therefore be signed by a representative authorized to commit such arrangements on behalf of National Bureau of Economic Research.

## APPENDIX A

### Services, General Policies

For

## National Bureau of Economic Research

### **CHECK-IN/CHECK-OUT TIMES:**

Check-in time is 3:00 p.m. Every effort is made to accommodate guests arriving before the check-in time, however, rooms may not be immediately available. Check-out time is 12:00 noon. Requests to retain rooms beyond that hour should be directed to the Front Desk once the delegate is registered. Should it be possible to extend a late check-out, a late departure charge may be applicable.

### **ROOM DELIVERY:**

A charge of \$2.75 will apply per delivery, per room if service is required.

### **CONFERENCE SERVICES AND CATERING DEPARTMENT:**

Upon confirmation of your program, a Conference Services and Catering representative will be assigned to arrange all details pertaining to your Group's program. The representative will be available to assist you in organizing a successful event.

### **SHIPPING OF CONFERENCE MATERIALS:**

- All Shipments: Conference materials must be addressed to the Banquet Manager and each box must be clearly labeled to identify the conference and/or function name, date of event, and the number of boxes in the shipment (i.e. 1 of 3).
- Labour Charges: A \$5.00 per box handling fee will apply for all boxes moved from our loading dock to the Conference room up to 15 boxes. A labour charge of \$40.00 per hour will apply to larger shipments. Please note that each company must provide its own labour to move any and all boxes 60 lbs or heavier. The Hotel is not responsible for assembling any displays or exhibits.
- Storage: Due to the Hotel's limited storage capability, it must restrict complimentary storage to a maximum of 5 - 2'6" x 2'6" boxes for the function, and to no more than two business days prior to the function and no more than two business days following the last day. Any boxes above and beyond this may be subject to a rental fee for a function room to be used as a storage room.

### **INTERNATIONAL SHIPMENTS:**

The services of a customs brokerage firm are strongly recommended for any cross-border shipments. A customs broker can easily eliminate such problems as materials withheld by Canada Customs & Immigration at the border because of improper documentation. If the Hotel is called upon to help clear a shipment through Customs on a client's behalf, a 15% surcharge will apply. Client or Group organizer is responsible for all brokerage fees, custom duties if applicable and any other related expenses.

### **PROMOTIONAL MATERIALS:**

The Hotel does not permit anything to be nailed, posted or otherwise attached to the walls. Only preauthorized signage and promotional material will be allowed in any lobby areas. Communication of the above requirements to the conference delegates and/or exhibitors is the responsibility of the Program Organizer.

### **SECURITY:**

Your organization acknowledges that the Hotel cannot be held responsible for the safe keeping of equipment, supplies, written material or other valuable items left in the function rooms or storage facilities. Accordingly, your

group acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof.

**AUDIO VISUAL:**

Audio visual services are not included in meeting/function room(s); additional cost applies based on the audio visual required. Presentation Services is our in-house audio visual provider. If an alternate audio visual company is preferred, an outside vendor fee of \$500.00 per day may be applicable. Our Conference Services and Catering Department will assist you with your audio visual requirements.

**PARKING CHARGES:**

<b>Valet</b> (unlimited in & out privileges)	<b>Self</b> (no in & out privileges)
\$39.00 / 24 hours \$10.00 / hour \$45.00 maximum per day	\$13.00 daily maximum (7:00am-6:00pm) \$8.00 overnight maximum (6:00pm – 7:00am) \$3.00 per ½ hour

- Upon request, the Hotel can arrange Valet Parking billing to your Master Account.



220 BLOOR ST. WEST, TORONTO, ONTARIO M5S 1T8  
 TELEPHONE: (416) 960-5200 - MAIN  
 FACSIMILE: (416) 324-5895 - ACCOUNTING

BILLING REQUEST FOR CORPORATE \_\_\_\_\_  
 GROUP MTG \_\_\_\_\_ CATERING \_\_\_\_\_  
 DATES TO BE COVERED: \_\_\_\_\_

**DIRECT BILLING APPLICATION**

**FIRM NAME:** National Bureau of Economic Research  
**DATE:** December 10, 2018  
**BILLING ADDRESS:** 1050 Massachusetts Avenue  
 Cambridge, MA 02138 USA  
**CONTACT:** Carl Beck **PHONE:** 617-588-0380 cbeck@nber.org  
**INCORPORATED** YES XX NO \_\_\_\_\_

**BANK REFERENCE:**  
**BANK NAME:** Citizans Bank **PHONE:** 617-994-7026  
**ACCT. NUMBER:** 110783-920-0 **ACCT. EXEC** Jacob Ullucci  
**ADDRESS:** 1 Citizans Drive  
 Riverside, RI 02915 USA  
**CO. CREDIT CARD:** \_\_\_\_\_ **EXP:** \_\_\_\_\_

**HOTEL/BUSINESS REFERENCES**

**NAME** Royal Sonesta Hotel **PHONE:** 617-806-4303  
**ADDRESS:** 40 Edwin Land Blvd., Cambridge, MA 02142 USA  
**DATE LAST USED:** Frequently **CONTACT:** Keith Cabral

**NAME** Hotel Marlowe **PHONE:** 617-395-2574  
**ADDRESS:** 25 Edwin Land Blvd., Cambridge, MA 02142 USA  
**DATE LAST USED:** July 2018 **CONTACT:** Kate Hartwig

**NAME** Sofitel New York **PHONE:** 212-782-3021  
**ADDRESS:** 45 West 44th Street, New York, NY 10036  
**DATE LAST USED:** April 2018 **CONTACT:** Valencia Rainey

**HOTEL USE ONLY**  
 APPROVED \_\_\_\_\_ DECLINED \_\_\_\_\_  
 ACCT. NO. \_\_\_\_\_  
 DATE RECEIVED \_\_\_\_\_  
 DATE VERIFIED \_\_\_\_\_  
 CREDIT LIMIT \_\_\_\_\_  
 VERIFIED BY \_\_\_\_\_

**BANK REFERENCE VERIFICATION**  
 CONTACT: \_\_\_\_\_  
 DATE OPENED: \_\_\_\_\_  
 BALANCE ON ACCOUNT: \_\_\_\_\_  
 COMMENTS: \_\_\_\_\_

**HOTEL/BUSINESS VERIFICATION**

CONTACT: \_\_\_\_\_  
 BALANCE: \_\_\_\_\_  
 PAYMENT: \_\_\_\_\_

CONTACT: \_\_\_\_\_  
 BALANCE: \_\_\_\_\_  
 PAYMENT: \_\_\_\_\_

CONTACT: \_\_\_\_\_  
 BALANCE: \_\_\_\_\_  
 PAYMENT: \_\_\_\_\_

ALL APPROVED DIRECT BILLING IS SUBJECT TO A \$250.00 PROCESSING FEE

**OFFICERS AUTHORIZATION TO SIGN**

NAME (Please print)  
 Carl Beck  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature  
  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The undersigned authorizes the Hotel Inter-Continental Toronto to verify the above information. Please ensure application completed fully. All charges are due net 30 days upon receipt of invoice. Should the account not be paid on a timely basis and it becomes necessary to institute legal proceedings, We agree to pay any collector, court or attorney fee that may become due in relation to the collection of this account.

\_\_\_\_\_  
 Authorized Signature

Director of Conferences  
 \_\_\_\_\_  
 Title

December 10, 2018  
 \_\_\_\_\_  
 Date



PRIVATE AND CONFIDENTIAL
Authorization to Charge Credit Card for Sales & Catering Events

To: \_\_\_\_\_ Issued By:
Co: \_\_\_\_\_ From:
Fax: \_\_\_\_\_ Dept:
Email: \_\_\_\_\_ Phone:
Email:

This form is to be applied to:

Company Name National Bureau of Economic Research
Event Name/Guest Name NBER Artificial Intelligence Conference
Arrival Date: 9/25/2019 Departure Date: 9/27/2019

The credit card provided will cover the above charges for the following:

- To Pay for a Guest Room. Please check below which charges you wish to pay for
All Charges Room & Tax
Other - Please Specify
To Pay for a Sales & Catering Function.
The credit card provided here will be authorized for the estimated balance prior to the function and will be charged upon completion of the event for the full amount due as per your contracted Agreement.
To Pay for a Sales & Catering Deposit

Card Type: Amex XX Visa Mastercard Discover
Card Number 3782 628678 82227
Expiry 02/21

Cardmember Name: Carl Beck

Mailing Address: c/o NBER
1050 Massachusetts Avenue
Cambridge, MA 02138 USA

Request Copy of Invoice by:

Mail Phone: (H)
Fax Phone: (W)
Email Phone: (Cell)

Signature of Cardmember

Thank you