



Event Services
340 Bonair Siding Road
Stanford, CA 94305

Voice: (650) 723-2285
Fax: (650) 723-9315
eventservices@stanford.edu

To: Rob Shannon
National Bureau of Economic Research
1050 Massachusetts Ave
Cambridge, MA 02138
Phone: (617) 588-0384 Ext:
Fax:
Email: rshannon@nber.org

From: Darin Evans
Attached: Job for #911124 NBER Education Program Meeting

Job Start: APR 10 19
Job End: APR 12 19
Our Job #: 191736-1

Status: Tentative Order
Job Total: \$ 7,441.94
Terms: Upon Receipt
Cover Pages: 2

THIS IS AN ESTIMATE OF THE REQUESTED SERVICE.

These prices are based on information supplied to date. You will be billed actual costs which may vary from this estimate. Any changes or deviations from this estimate may result in a change in the actual costs which become the sole responsibility of the group, organization, or persons named above.

CONTINGENCY:

There is a 10% contingency fee factored into your estimate to cover additions to equipment/labor needs. Should any of the contingency fee not be utilized the proper dollar amount will be reflected at time of billing.

CONFIRM THIS JOB:

Please respond by email to eventservices@stanford.edu to accept this job. You may also sign and fax back this cover sheet to accept: (650) 723-9315.

CANCELLATIONS:

While we understand that partial or full cancellations are a part of the nature of events, last-minute job cancellations can be costly. By contacting us early (more than 24 hours in advance), you may be able to avoid cancellation charges. Examples of such charges are preparatory work performed, commitments to vendors or contractual staffing minimums. Early notice may allow us to cancel or redirect some of these resources. To cancel a job, you must use the Event Services Change Request form (http://eventservices.stanford.edu/requests/els_change.cfm) and indicate that you would like to cancel the job in Step 2.

TIMELY AND LAST-MINUTE REQUESTS AND CHANGES:

If we have to bring on additional staff or supplement our equipment or labor with outside vendors, these may be more expensive than our normal services. The likelihood of this is higher for requests or changes made less than four business days before your event.

LOST OR DAMAGED EQUIPMENT AND DEPOSITS:

You are responsible for the equipment you rent from Event Services. Please ensure the equipment is used properly and held securely. You will incur a charge for the full replacement cost for equipment lost, damaged, or otherwise altered.

LINEN AND RENTAL HANGERS:

Please note that our linens and stage skirts are not to be used for food and drink. Permanently damaged or lost linens will result in additional replacement charges for the damaged or lost linens. Garment racks are supplied with hangers. Any missing hangers after the event will be charged at \$1.75 per hanger.

MISSED REST BREAK CHARGE:

Please note if a technician is scheduled on a job for 4 or more hours, the technician(s) must take a ½ hour rest break. Typically, technician(s) take an off-site 30 minute meal break. If a technician cannot take a meal break, it would be appreciated if a meal could be provided. Nevertheless, a \$78.75 missed break charge per technician will be included in the final costs due to the missed break. A missed break charge is a fee that occurs when a technician has not had sufficient time during a job for a "rest" period per California State Law and the Bargaining Unit contract.



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Job provided on APR 19 For:
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 Conference Dept.
 1050 Massachusetts Ave
 Cambridge, MA 02138

Phone: (617) 588-0384 Ext:
 Cell: Fax:
 Email: rshannon@nber.org

Work Order #: 911124
 PTA: 1124948-1-FZAHF
 Quote By: Darin Evans
 Our Job #: ALL - 191736-1
 Job Status: Tentative Order
 Purchase Order: 1124948-1-FZAHF

Ship Via:
 Return Via:

Invoice To: National Bureau of Economic Research
 Conference Dept
 1050 Massachusetts Ave
 Cambridge, MA 02138

Job Site: Stauffer Aud
 Room:
 Address: Herbert Hoover Memorial Building
 434 Galvez Mall

Terms: Upon Receipt

Contact: () -
 Cell: () -

Deliver By
 Set-up By Wed APR 10 19 4:00PM
 Start Time Thu APR 11 19 11:45AM
 End Time Fri APR 12 19 3:00PM
 Pick-up After Fri APR 12 19 3:30PM

Description: #911124 NBER Education Program Meeting

EQUIPMENT

QTY	Description	Duration	Unit Price	Extended
Video				
1	Projection Screen Built into Room	2.00 Day(s)		0.00
1	LCD Projector In Room	2.00 Day(s)		0.00
			<i>Subtotal:</i>	
			Total:	\$ 0.00
Audio				
1	Sound System Built In to Room	2.00 Day(s)		0.00
2	Wireless Hand Held (Included in Room)	2.00 Day(s)		0.00
2	Wireless Lavalier Mic (Included in Room)	2.00 Day(s)		0.00
1	Lectern Mic (included in room)	2.00 Day(s)		0.00
			<i>Subtotal:</i>	
			Total:	\$ 0.00
AV Furnishings				
1	Lectern Included in Room	2.00 Day(s)		0.00
			<i>Subtotal:</i>	
			Total:	\$ 0.00
Computer Equipment				
1	Mac Book Pro	2.00 Day(s)	165.00	330.00
1	Wireless Remote for Presentation	2.00 Day(s)	28.25	56.50
			Total:	\$ 386.50
Services				
1	Moving Services	2.00 Day(s)		0.00
			<i>Subtotal:</i>	
			Total:	\$ 0.00
Event Crew Equipment				
92	Natural Wood Padded Folding Chair	2.00 Day(s)	3.35	616.40
7	8 foot x 30 inch Banquet Table	2.00 Day(s)	9.00	126.00
9	60 inch Round Table	2.00 Day(s)	11.00	198.00
8	8 foot x 18 inch Seminar Table	2.00 Day(s)	12.75	204.00
9	9 foot Off-white Market Umbrella	2.00 Day(s)	31.00	558.00
4	11 foot Off-white Market Umbrella	2.00 Day(s)	41.00	328.00

For a full list of policies, please see our website: <https://lbre.stanford.edu/event-services/guides>

Date: _____ Date: 4.1.19

Event Services _____ National Bureau of Economic Research

Signature: _____ Signature: *RS*

Name & Title: _____ Name & Title: ROB SHANNON

ASSISTANT DIRECTOR, CONFERENCES

RS



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 Conference Dept.
 1050 Massachusetts Ave
 Cambridge, MA 02138

Phone: (617) 588-0384
 Cell:
 Email: rshannon@nber.org
 Ext:
 Fax:

Work Order #: 911124
 PTA: 1124948-1-FZAHF

Description: #911124 NBER Education Program Meeting

EQUIPMENT

QTY	Description	Duration	Unit Price	Extended
Total:				\$ 2,030.40
<i>Equipment Subtotal:</i>				2,416.90
Equipment Total:				\$ 2,416.90
Contingency Fee				\$ 676.54

LABOR

Date	Time	QTY	Personnel/Task	Duration	Unit Price	Extended
APR 10 19						
11:59AM		3	Event Crew - Base-Set-up	3.00 Hours	\$54.00	486.00
APR 11 19						
8:00AM	11:00AM	2	AV Technician - Base-Set-up	3.00 Hours	\$78.75	472.50
11:00AM	6:00PM	1	AV Technician - Base-Audio Tech	7.00 Hours	\$78.75	551.25
11:00AM	6:00PM	1	AV Technician - Base-Presentation	7.00 Hours	\$78.75	551.25
APR 12 19						
6:30AM	3:00PM	1	AV Technician - Base-Audio Tech	9.00 Hours	\$78.75	708.75
6:30AM	3:00PM	1	AV Technician - Base-Presentation	9.00 Hours	\$78.75	708.75
3:30PM	5:00PM	2	AV Technician - Premium-Strike	2.00 Hours	\$96.00	384.00
APR 13 19						
11:59AM		3	Event Crew - Base-Pick-up	3.00 Hours	\$54.00	486.00
Labor Total:						\$ 4,348.50

Job Grand Total: \$ 7,441.94
PAID TO DATE: \$ 0.00
BALANCE: \$ 7,441.94



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General Notes: 3/19 PTA approved Susan Taylor

AV NOTES

Utilize all in room equipment

lectern w/wired mic
2 lavs
2 handhelds

screen/projector
client laptop @ lectern
w/l mouse

EVENT CREW NOTES

STAUFFER
U shape table for 24 Stauffer grey chairs
set theater style left and right for 60 additional chairs

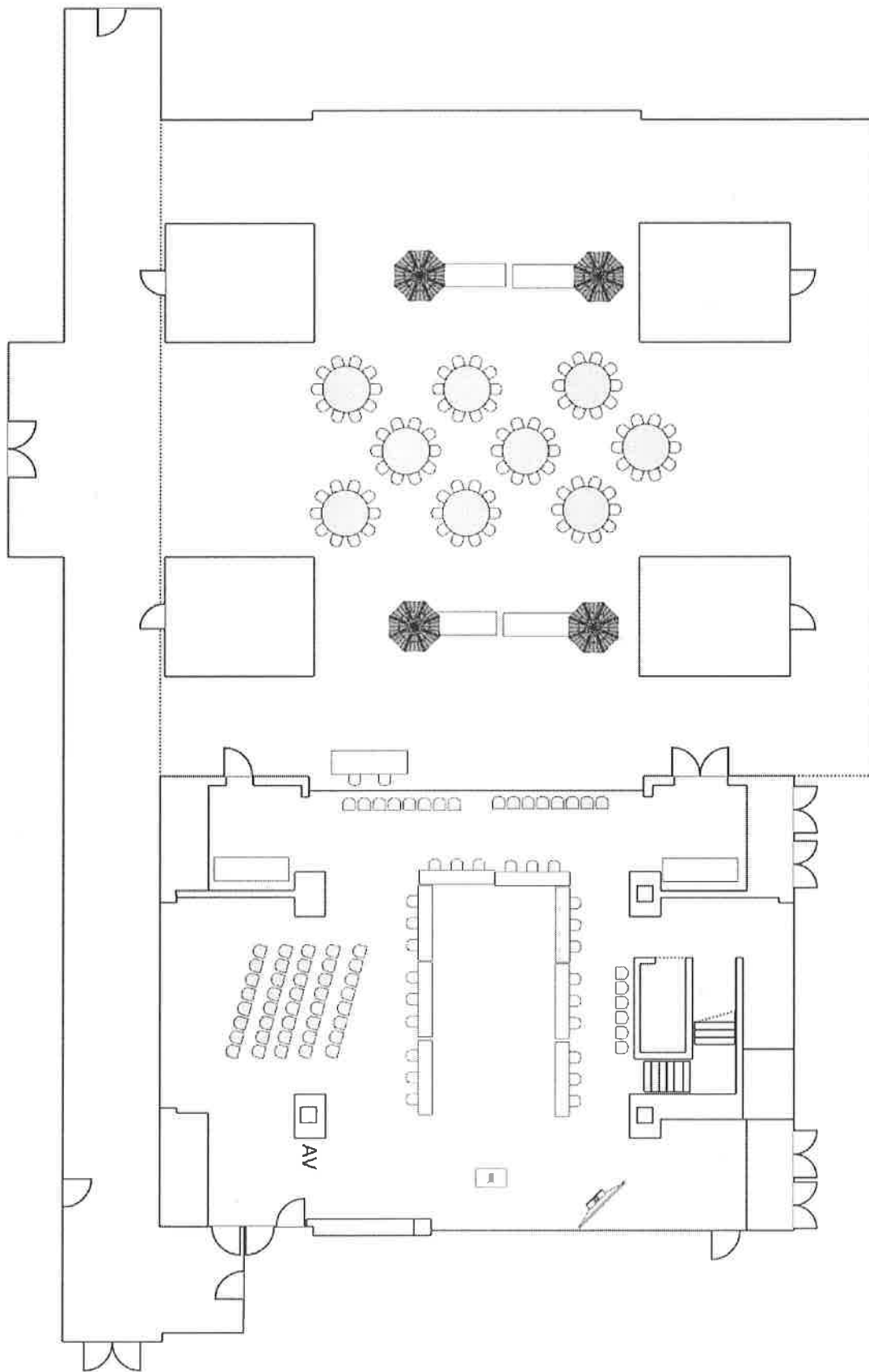
2 @ 8' banquets for food, 1 in each entrance alcove.

COURTYARD

9 60" rounds
10 chairs per round
9 @ 9' umbrellas IN tables

4 @ 8' for food
11' umbrellas to cover food tables

1 @ 8' w/2 chairs for registration



10 Feet

AM