



Schwab Executive Services
 680 Serra Street
 Stanford, CA 94305
 Michelle Radisich
 P: (650) 723-0283
 schwabdining@stanford.edu

EVENT ORDER: SES123583-1
Event Date: 03/20/2019 - 03/22/2019
Event Name: NBER Conference
Site: Schwab Executive Services

Contact	Role	Address	Email Address	Telephone
Rob Shannon	Primary Contact		rshannon@nber.org	

Day/Date	Start/ End Time	Location	Function	Est	Gte	Set
Wednesday, March 20, 2019	12:00 PM-1:00 PM	The Stanford Investors Common	Lunch - Buffet	55	55	55
Wednesday, March 20, 2019	1:00 PM-3:30 PM	The Stanford Investors Common	Presentation	60	60	60
Wednesday, March 20, 2019	3:30 PM-4:00 PM	The Stanford Investors Common	PM Break Service	55	55	55
Wednesday, March 20, 2019	4:00 PM-5:30 PM	The Stanford Investors Common	Presentation	60	60	60
Thursday, March 21, 2019	8:15 AM-8:45 AM	The Stanford Investors Common	Continental Breakfast	55	55	55
Thursday, March 21, 2019	8:45 AM-10:30 AM	The Stanford Investors Common	Presentation	60	60	60
Thursday, March 21, 2019	10:30 AM-11:00 AM	The Stanford Investors Common	AM Break Service	55	55	55
Thursday, March 21, 2019	11:00 AM-12:30 PM	The Stanford Investors Common	Presentation	60	60	60
Thursday, March 21, 2019	12:30 PM-1:30 PM	The Stanford Investors Common	Lunch Buffet	55	55	60
Thursday, March 21, 2019	1:30 PM-3:30 PM	The Stanford Investors Common	Presentation	60	60	60
Thursday, March 21, 2019	3:30 PM-4:00 PM	The Stanford Investors Common	PM Break Service	55	55	55
Thursday, March 21, 2019	4:00 PM-5:00 PM	The Stanford Investors Common	Presentation	60	60	60

PS

Day/Date	Start/ End Time	Location	Function	Est	Gte	Set
Friday, March 22, 2019	8:30 AM-9:00 AM	Mid Vidalakis Dining Room	Continental Breakfast	90	90	90
Friday, March 22, 2019	9:00 AM-10:40 AM	The Stanford Investors Common	Presentation	110	110	110
Friday, March 22, 2019	10:40 AM-11:10 AM	The Stanford Investors Common	AM Break Service	90	90	90
Friday, March 22, 2019	11:10 AM-12:40 PM	The Stanford Investors Common	Presentation	110	110	110
Friday, March 22, 2019	12:40 PM-1:40 PM	Mid Vidalakis Dining Room	Lunch - Buffet	105	105	105
Friday, March 22, 2019	1:40 PM-3:05 PM	The Stanford Investors Common	Presentation	110	110	110
Friday, March 22, 2019	3:05 PM-3:30 PM	The Stanford Investors Common	PM Break Service	105	105	105
Friday, March 22, 2019	3:30 PM-5:00 PM	The Stanford Investors Common	Presentation	110	110	110

Food and Non-Alcoholic Beverages	Qty	Price	Total
<u>03/20/2019, 12:00 PM/The Stanford Investors Common/ Lunch - Buffet</u> Lunch - Salad & Sandwich Buffet Salad Choice Seasonal Green Salad with a Selection of Vinaigrette Traditional Caesar Salad Toasted Crostini Sandwich Choices Grilled Chicken, Brie Cheese, Baby Greens, Peppers and Pesto Aioli on French Baguette Roasted Beef Tenderloin, Jalapeno Cream Cheese, Caramelized Onion, Avocado, and Havarti Cheese on Toasted Ciabatta Bread Mediterranean Soft Lavosh Roll with Grilled Eggplant, Zucchini, Spinach and Pecan Cream Cheese Accompanied with Fresh Baked Cookies Lemonade, Numi Iced Tea and Chilled Water Fresh Brewed Organic Starbucks Coffee (Regular & Decaf) & Premium Numi Teas	55	\$37.00	\$2,035.00
<u>03/20/2019, 3:30 PM/The Stanford Investors Common/ PM Break Service</u> Break - A La Carte Beverage Selections Coffee Service Replenishment	55	\$4.95	\$272.25
<u>03/21/2019, 8:15 AM/The Stanford Investors Common/ Continental Breakfast</u> Breakfast - Continental Buffet Service	55	\$19.00	\$1,045.00

PS

Freshly Squeezed Orange and Grapefruit Juice Sliced Seasonal Fruit Fresh Baked Sweet Pastries and Muffins Bagels and Flavored Cream Cheese Fresh Brewed Organic Starbucks Coffee (Regular & Decaf) & Premium Numi Teas			
<u>03/21/2019, 10:30 AM/The Stanford Investors Common/ AM Break Service</u> Break - A La Carte Beverage Selections Coffee Service Replenishment	1 55	\$0.00 \$4.95	\$0.00 \$272.25
<u>03/21/2019, 12:30 PM/The Stanford Investors Common/ Lunch Buffet</u> Lunch - Buffet Buffet Service Seasonal Greens with a Selection of Vinaigrette Radicchio & Avocado Salad with Sweet Tomatoes & Choice of Dressings Braised Chicken Fricassee Steamed Organic Local Vegetables Creamy Yukon Gold Mashed Potatoes Fresh Fruit Platter Raspberry Dessert Bars Fresh Brewed Organic Starbucks Coffee (Regular & Decaf) & Premium Numi Teas Lemonade & Numi Iced Tea	55	\$46.50	\$2,557.50
<u>03/21/2019, 3:30 PM/The Stanford Investors Common/ PM Break Service</u> Break - A La Carte Beverage Selections Coffee Service Replenishment	55 55	 \$4.95	 \$272.25
<u>03/22/2019, 8:30 AM/Mid Vidalakis Dining Room/ Continental Breakfast</u> Breakfast - Continental Buffet Service Freshly Squeezed Orange and Grapefruit Juice Sliced Seasonal Fruit Fresh Baked Sweet Pastries and Muffins Bagels and Flavored Cream Cheese Fresh Brewed Organic Starbucks Coffee (Regular & Decaf) & Premium Numi Teas	90	\$19.00	\$1,710.00
<u>03/22/2019, 10:40 AM/The Stanford Investors Common/ AM Break Service</u> Break - A La Carte Beverage Selections Coffee Service Replenishment	90 90	 \$4.95	 \$445.50
<u>03/22/2019, 12:40 PM/Mid Vidalakis Dining Room/ Lunch - Buffet</u> Lunch - Buffet Buffet Service Seasonal Greens with a Selection of Vinaigrette Iceberg Lettuce with Toasted Coconut and Sesame Vinaigrette Kung Pao Chicken Stir Fried Vegetables with Garlic Chili Sauce	105	\$46.50	\$4,882.50

Steamed Jasmine Rice Fresh Fruit Platter Lemon Squares Lemonade & Numi Iced Tea Fresh Brewed Organic Starbucks Coffee (Regular & Decaf) & Premium Numi Teas			
<u>03/22/2019, 3:05 PM/The Stanford Investors Common/ PM Break Service</u> Break - A La Carte Beverage Selections	105		
Coffee Service Replenishment	105	\$4.95	\$519.75

Set-up and Service	Qty	Price	Total
<u>03/20/2019, 12:00 PM/The Stanford Investors Common/ Lunch - Buffet</u> Setup and Service SET UP Schwab to Set-up the Venue with (6) Rounds of 10 to Accommodate the Final Count, (1) Buffet , (1) Coffee and Water Station, (1) Break Station and (1) Registration Table.	60		
LINEN *No Linens Requested; Schwab's Round Tables to be Set with Standard Chilewich Tabletops and Aloe Plant. (1) 8' Black Drape - Registration at \$23.95	1	\$23.95	\$23.95
FLORALS *Schwab to use Standard Live Aloe Plant.			
AGENDA *Lunch Service.			
<u>03/20/2019, 1:00 PM/The Stanford Investors Common/ Presentation</u> Setup and Service SET UP *In Addition to the Round Tables, Schwab to Order (15) Seminar Tables and Black Drapes from Event Services Seminar Tables, Seminar Linens to Accommodate 60 Guests.	60		
AV *Client will Manage All In-House AV; All Requests for AV Support and or Additional Equipment the Client will work with GSB Event Operations Directly to make arrangements.			
LABOR *Labor Charges Apply to Set-up Round Tables and Seminar Seating Style Seating for 60 Guests at \$70/hr per Server.	1	\$140.00	\$140.00
<u>03/20/2019, 3:30 PM/The Stanford Investors Common/ PM Break Service</u> Setup and Service SET UP *Refresh Coffee and Water	55		
<u>03/21/2019, 8:15 AM/The Stanford Investors Common/ Continental Breakfast</u> Setup and Service SET UP *Same as 3.20.19	60		
<u>03/21/2019, 10:30 AM/The Stanford Investors Common/ AM Break Service</u> Setup and Service	60		

SET UP *Refresh Water and Coffee			
<u>03/21/2019, 12:30 PM/The Stanford Investors Common/ Lunch Buffet Setup and Service</u> SET UP *Same as 3.20.19	60		
<u>03/21/2019, 3:30 PM/The Stanford Investors Common/ PM Break Service Setup and Service</u> SET UP *Refresh Coffee and Water	60		
<u>03/22/2019, 8:30 AM/Mid Vidalakis Dining Room/ Continental Breakfast Setup and Service</u> SET UP *Set-up Continental Breakfast Buffet Service in Mid Vidalakis. AGENDA *Guests will move to the Stanford Investors Common following Breakfast.	90		
<u>03/22/2019, 9:00 AM/The Stanford Investors Common/ Presentation Setup and Service</u> SET UP *Schwab to Set-up The Stanford Investors Common with a U-Shaped Table using Rented Event Services Seminar Tables and Black Drapes with Seating for 30 Guests; There will be an additional 80 Chairs set-up on both sides and the back of the U-Shaped Table. RENTALS *Schwab to Rent (8) Seminar Tables and Black Drapes form Event Services - Client will pay with Credit Card. LABOR *Labor Charges Apply for Strike from Previous Set-up, Revised Set-up for the 22nd and Re-set of Event Space at \$70/hr per Server.	110		
<u>03/22/2019, 10:40 AM/The Stanford Investors Common/ AM Break Service Setup and Service</u> SET UP **Refresh Water and Coffee	1	\$840.00	\$840.00
<u>03/22/2019, 10:40 AM/The Stanford Investors Common/ AM Break Service Setup and Service</u> SET UP **Refresh Water and Coffee	110		
<u>03/22/2019, 12:40 PM/Mid Vidalakis Dining Room/ Lunch - Buffet Setup and Service</u> SET UP *Set-up Lunch Buffet Service in Mid Vidalakis. AGENDA *Guests to Move to the Stanford Investors Common Following Lunch Service.	110		
<u>03/22/2019, 3:05 PM/The Stanford Investors Common/ PM Break Service Setup and Service</u> SET UP *Refresh Coffee and Water	110		

CHARGES			
	Charges	Service Charge (20 %)	Total
Food and Non-Alcoholic Beverages	\$14,012.00	\$2,446.00	\$16,458.00
Set-up and Service	\$1,003.95	\$0.00	\$1,003.95
Totals	\$15,015.95	\$2,446.00	\$17,461.95
		Payments Received	\$0.00
		Balance Due	\$17,461.95

Payment Arrangements:

Billing Notes:

ACCOUNT NUMBER TO BE CHARGED (PTAE) :

ON DATE OF EVENT, PLEASE CALL (650) 723-0283 WITH ANY QUESTIONS OR CONCERNS.

GUARANTEED COUNTS - A signed catering contract with an event minimum guarantee must be received 15 days prior to the event. Final Counts are required in writing 5 business days prior to the event. If the final count is not received by the 5 day cutoff, the minimum guarantee indicated to SCHWAB DINING will be used to determine the final guarantee. The final guarantee must be equal to or greater than the Minimum guarantee. Any increase greater than 30% from the minimum guarantee will be subject to a 25% fee above the regular menu price.

This count will determine the amount of food prepared and in most cases cannot be subject to change after this time period. SCHWAB DINING will do it's best to accommodate changes but will not make any guarantees. Any additional guests accommodated after the 5-day cutoff will incur an additional 25% fee above the regular menu price. Invoicing is based on the guaranteed number or the actual count served at the function, whichever is greater.

CANCELLATIONS - Any cancellations made within 15 days prior to the event are subject to 75% of the total estimated food and beverage charges.

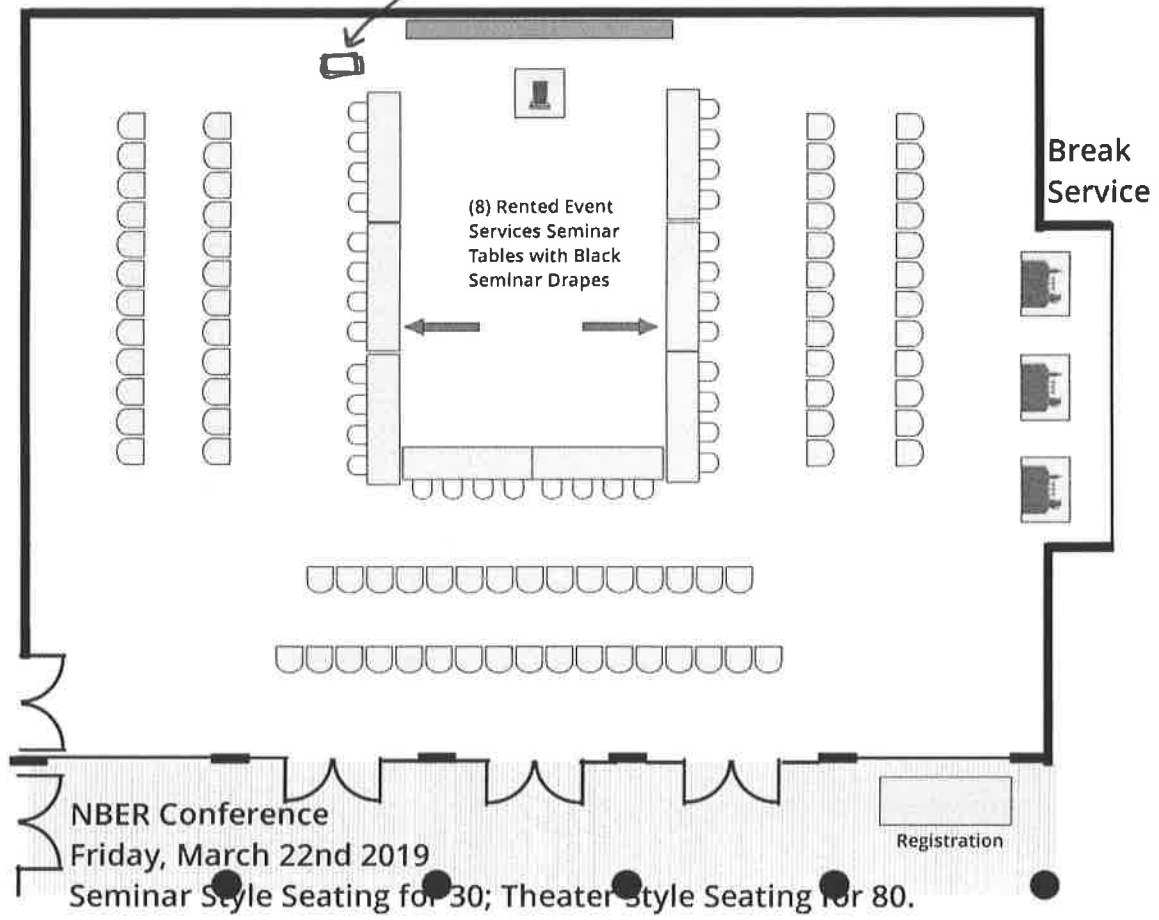
FINAL INVOICING - This is not your final invoice. Your final invoice will include your room rental and come from the Schwab Residential Center. Please call (650) 725-6880 with questions about your final invoice.

REQUIRED: Please provide the business purpose of this event ACADEMIC MEETING

Client Signature: 
Company:

Date: 3.15.19
Event Date: Wednesday, March 20, 2019

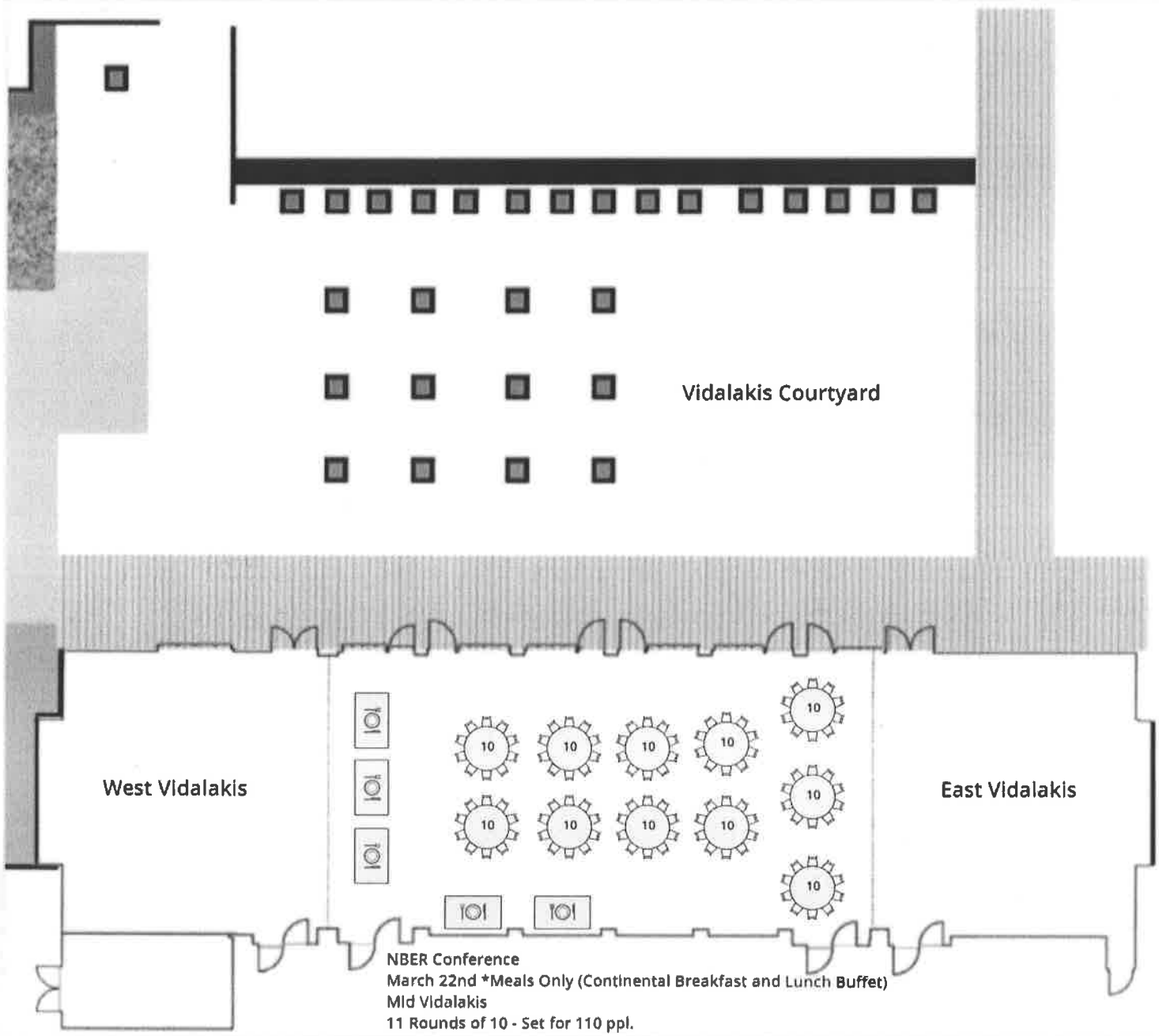
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NBER Conference
Friday, March 22nd 2019
Seminar Style Seating for 30; Theater Style Seating for 80.

5 Feet

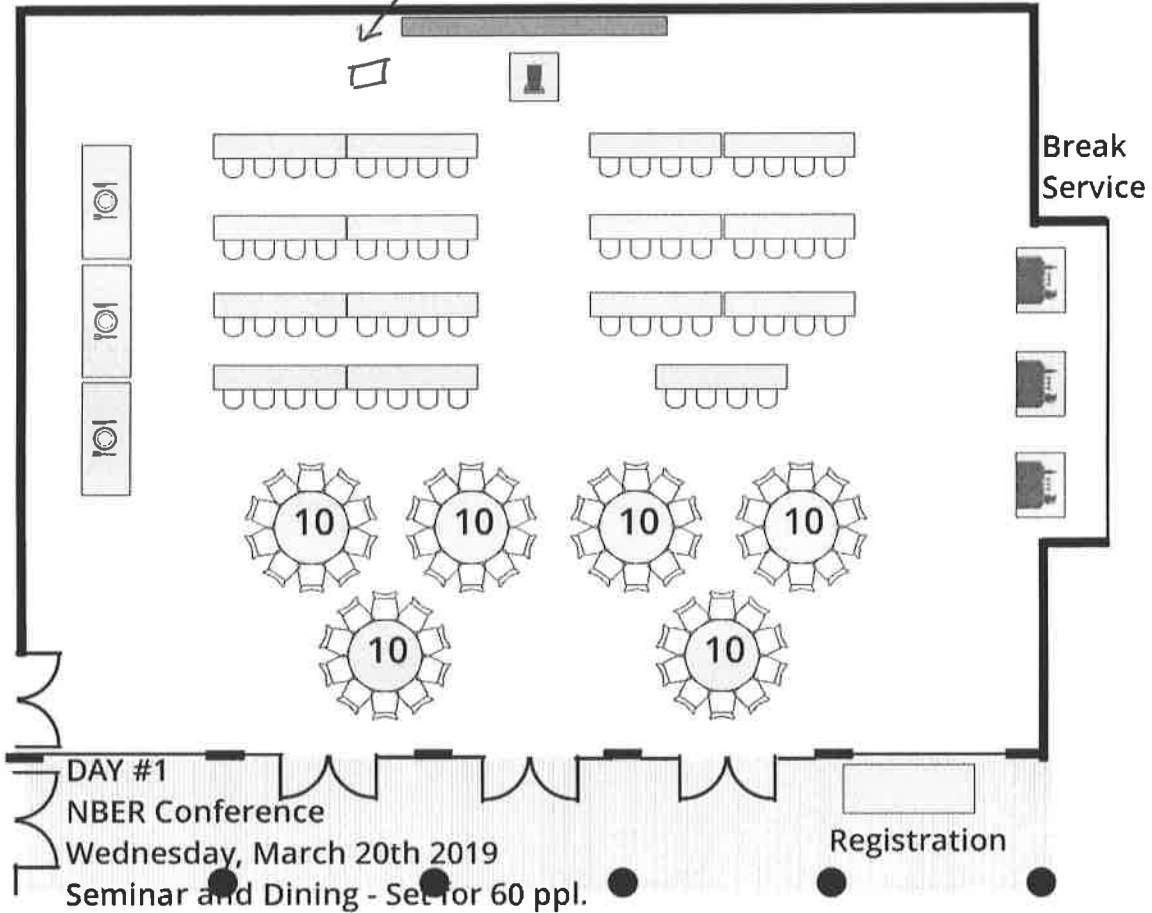
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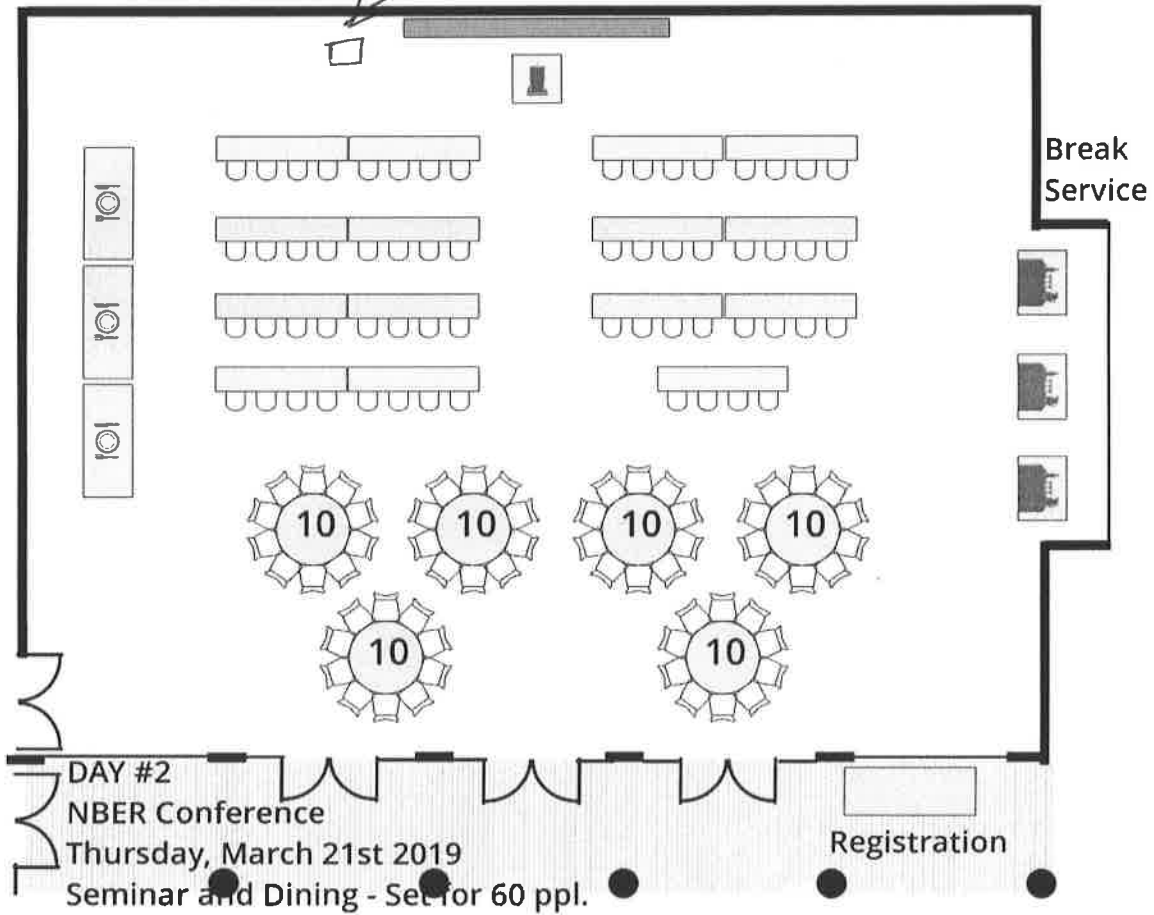
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