

Stanford Graduate School of Business Venue Usage Contract

Group/Dept/Club	Reservation: 316481
Rob Shannon NBER 1050 Mass Avenue Cambridge, MA 02138	Event Name: NBER Digitization Conference and Student Tutorial Status: Tentative Phone: 617-588-0384 Email Address: rshannon@nber.org Event Type: Event Estimated Attendance: 0

Bookings / Details	Quantity	Price	Amount
<i>We are pleased you will be holding your event at The Stanford Investors Common - here at the GSB Residences.</i>			

Wednesday, March 20, 2019

7:00 AM - 7:00 PM NBER Student Tutorial (Tentative) The Stanford Investors Common

Reserved: 3:00 AM - 11:00 PM

See Attached for 50

Room Charge:	1	\$1,300.00	\$1,300.00
Event Planning Services:			
8:00 AM - 10:00 PM Miscellaneous Charge			
Event Management Fee	1	\$3,500.00	\$3,500.00

Scope of Work:

Event Services

- Rentals
- Changes

Signage

- Booking
- Delivery / pick up
- Placement Coordination

Venue Bookings

- Coordination of room configuration
- Room diagrams
- Deliveries
- Janitorial services
- Room reset
- Lock and unlock
- HVAC

Integration Management

- Vendor, catering, and venue coordination

Dedicated Event Manager

- Pre-event coordination and management
 - Client meetings
 - Site visits
 - Vendor pre-con walkthroughs
 - Teleconferences
 - Vendor booking and management

GSB Residences Reservation: 316481 Tentative
 Bookings / Details Quantity Price Amount

- Event load-in
- Day-of on-site management
- Post event / wrap-up

Additional Services

Increased support can be requested at a later date. The event management fee will increase according to the additional needs.

Thursday, March 21, 2019

7:00 AM - 7:00 PM NBER Student Tutorial (Tentative) The Stanford Investors Common

Reserved: 3:00 AM - 11:00 PM

See Attached for 50

Room Charge: 1 \$1,300.00 \$1,300.00

Friday, March 22, 2019

7:00 AM - 7:00 PM NBER Digitization Conference - Meals (Tentative) Schwab - Vidalakis Mid

Reserved: 3:00 AM - 11:00 PM

See Attached for 110

Room Charge: 1 \$950.00 \$950.00

7:00 AM - 7:00 PM NBER Digitization Conference - Plenary Room (Tentative) The Stanford Investors Common

Reserved: 3:00 AM - 11:00 PM

See Attached for 110

Room Charge: 1 \$1,300.00 \$1,300.00

Subtotal \$8,350.00
 Grand Total \$8,350.00

Audio/Visual:

The GSB does not provide in-room event A/V support. All audio/visual needs must be provided through Stanford Event Services. The GSB will place all work requests on your behalf and any additional fees for audio/visual needs will be charged to your PTA. The use of any outside vendor must be approved in advance by the GSB Facilities and Hospitality department.

Cancellations:

Any cancellations made within 15 days of your event are subject to 100% of the room charge, as well as any equipment rental cancellation fees.

Catering:

Only GSB-approved caterers - Café Bon Appétit, Coupa Café and Schwab Dining - may cater at the Knight Management Center. Catering charges are paid directly to the caterer and are not included with your usage fees. Your caterer is responsible for cleaning up after all food and beverage at your event including removal of all trash, recycling and compost.

- Schwab Dining is the only caterer permitted at the Vidalakis Dinning Hall.
- Either Schwab Dining or Café Bon Appétit may cater at The Stanford Investors Common.
- Outside caterers may not cater at the Knight Management Center or the GSB Residences.
- Complete catering details can be found: <http://www.gsb.stanford.edu/stanford-university-community/plan-event/catering-services>.

· All alcohol served at your event must be purchased through and served by:

Knight Management Center - Café Bon Appétit.

Vidalakis Dinning Hall - Schwab Dining.

The Stanford Investors Common - either Schwab Dining or Café Bon Appétit.

Furniture movement:

GSB Day Porters will manage the room set up for each of the booked spaces as per the requested room set. Note: Under no circumstance may any GSB furniture or equipment be removed by the client, guest of the client or any third-party vendor/agent from any room or space to which it is assigned.

Hours/Restrictions:

- Events may not continue past 11:00 pm weekdays (Sunday-Thursday) and 12am weekends (Friday and Saturday).

Bookings / Details

Quantity Price Amount

- Subject to prior approval, set up and strike may occur before and after business hours.

Load-in/Load-out:

Any deliveries/load-in times must be scheduled in advance to ensure there is adequate room in the loading dock area. Once trucks have been unloaded they will need to be moved and parked in a pre-designated location.

Fire Lane:

- There are designated load and unload zones.
- Vendor trucks may not park even temporarily in the designated fire lanes.

Outdoor Areas:

- Nothing may be tied, taped, strapped or affixed in any manner to any permanent GSB fixtures including light poles, walls, wooden pergolas, etc.
- Confetti and/or glitter are not permitted.
- All outdoors lights are on solar sensors and have no manual override. They begin to turn on just after dusk.

Room Condition:

Signs, displays, posters, banners, etc. may not be hung, taped or affixed in any manner to any of the walls, windows, ceilings or surrounding structures. Confetti and/or glitter are not permitted. Any damages caused by the client, guests of the client or third party vendors or agents employed by the client will be billed for costs of repair or necessary replacement.

Room Set-up Fee:

Any non-standard set-up arrangements for an event space will be assessed a fee of \$125.00 per room at the GSB and at The Stanford Investors Common.

Smoking:

Smoking is only permissible outside in designated smoking areas. Designated smoking area map provided upon request.

Usage Fee inclusions:

- Fees include the use of the room, the furniture inventory within that room and the in-house A/V system but does not include a tech or technical services.
- Should you require any special services (additional furniture, audio/visual equipment or assistance, catering), these items will be billed by the department providing the services in addition to, and separately from, the usage fee.

Vehicles:

Cars, golf carts and trucks are never permitted to drive onto the Knight Management Center or GSB Residences pedestrian areas.

Terms, Conditions and Pricing are subject to change without prior notice. Please indicate your acceptance of this contract by signing and emailing it back to GSB_EventOperations@stanford.edu within three business days.

Your reservation is not confirmed until we receive the signed contract. We look forward to being of service to you. If you have any questions or concerns, please contact GSB Event Operations at: 650.725.3215 or via email: GSB_EventOperations@stanford.edu.

I have read and understand the above terms and conditions and agree to act within their parameters.

Agreement Acknowledged by:  _____

Date: 11.1.18