



Royal Sonesta Boston

BEO #: 22,549

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BEO for: NBER Summer Institute Week 1

Printed: 6/25/2019

Event Date: Wednesday, July 10, 2019

Folio #: 0704NBERW1

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 8:00 AM - 10:00 AM	Grand Ballroom B - W	Continental Breakfast	Buffet	147	320	200	
Wed, 7/10/2019 8:00 AM - 12:00 PM	Grand Ballroom A - W	IFM Meeting with ME	Existing	230		290	350
Wed, 7/10/2019 9:30 AM - 11:30 AM	Grand Ballroom B - W	AM Break	Buffet	320	320	200	
Wed, 7/10/2019 1:00 PM - 5:30 PM	Grand Ballroom A - W	MEFM Meeting	Existing				350
Wed, 7/10/2019 2:00 PM - 4:00 PM	Grand Ballroom B - W	PM Break	Buffet	325	320	320	

Menu Requirements

Event: 8:00 AM to 10:00 AM Room: Grand Ballroom B - West To

- 25 Assorted Bagels and Bakeries by the Dozen, Plain and Chive Cream Cheese, Fruit Preserves and Butter (More Low Fat Bakeries) @ \$48.00 /dozen
- 10 Gallons Freshly Brewed Coffee @ \$85.98 /gallon
- 7 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 /gallon
- 7 Gallons Hot Water @ \$85.98 /Gallon
- 1 Gallon Freshly brewed Iced Tea with lemon @ \$29.95 /gallon
- 130 Whole Fresh Fruit Assortment - Heavy on bananas @ \$4.00 /person
- 10 Bowls of Low-fat plain yogurt with honey on the side @ \$15.00 /each
- 150 Steel Cut Oatmeal @ \$6.00 /person
- Brown Sugar, Raisins and Skim Milk
- Break times:
8:00AM
8:30AM

Event: 9:30 AM to 11:30 AM Room: Grand Ballroom B - West To

- Replate any remaining breakfast bakeries/bagels/fruit
- 8 Gallons Freshly Brewed Coffee @ \$85.98 /gallon
- 5 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 /gallon
- 5 Gallons Hot Water @ \$85.98 /Gallon

Beverage Requirements

Setup Requirements

Event: 8:00 AM to 10:00 AM Room: Grand Ballroom B - West To

- Rounds of 10 for the guarantee
- Double sided decorated food display set along the windows
- Banquets choice of linen
- (4) Copies of each to be delivered by 7:00AM
- USA Today, Financial Times, Wall Street Journal

Event: 8:00 AM to 12:00 PM Room: Grand Ballroom A - West To

- Skinny U-Shape for 30
- Water and candy, clients to provide
- pads and pens
- 4' Table for AV
- Theater style around the perimeter
- 6' Table for materials
- Floor podium with cabaret table - Audience Right

Technology Requirements

Event: 8:00 AM to 12:00 PM Room: Grand Ballroom A - West To

- Client to provide LCD/Laptop
- Please Refer to KVL Estimate

All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.

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 62519
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BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Menu Requirements

Break times:

9:30AM

10:45AM

Event: 2:00 PM to 4:00 PM Room: Grand Ballroom B - West To

- 8 Gallons Freshly Brewed Coffee @ \$85.98 / gallon
- 5 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon
- 5 Gallons Hot Water @ \$85.98 /Gallon
- 1 Gallons Freshly brewed Iced Tea with Lemon @ \$29.95 /gallon

Break Times:

2:00PM

2:35PM

Miscellaneous

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 8:00 AM - 10:00 AM	Riverfront - East Tower	Continental Breakfast	Rounds of 10	80	220	300	
Wed, 7/10/2019 8:00 AM - 5:00 PM	West Tower Lobby - L1	Registration	Registration	4			
Wed, 7/10/2019 10:00 AM - 12:00 PM	Riverfront - East Tower	AM Break	Rounds of 10	70	220	280	
Wed, 7/10/2019 2:00 PM - 4:00 PM	Riverfront - East Tower	Break	Rounds of 10	140	140	110	

<h3 style="text-align: center;">Menu Requirements</h3> <p>Event: 8:00 AM to 10:00 AM Room: Riverfront - East Tower, Lev</p> <ul style="list-style-type: none"> 2 Gallons Freshly Brewed Coffee @ \$85.98 / gallon 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon 1 Gallons Hot Water @ \$85.98 /Gallon 6 Dozen Assorted Bagels and Bakeries, Plain and Chive Cream Cheese, Fruit preserves and butter (More Low fat bakeries) @ \$48.00 /dozen 30 Whole Fresh Fruit Assortment - Heavy on bananas @ \$4.00 /person 5 Bowls of plain low-fat yogurt with honey on the side @ \$15.00 /each 30 Steel Cut Oatmeal @ \$6.00 /person Brown Sugar, Raisins and Skim Milk /person 1 Gallons Freshly brewed Iced Tea with Lemon @ \$29.95 /gallon <p>Break Times: 8:00AM 8:30AM</p> <p>Event: 10:00 AM to 12:00 PM Room: Riverfront - East Tower, Lev</p> <p>Replate any remaining bakeries, bagels and whole fruit</p> <ul style="list-style-type: none"> 2 Gallons Freshly Brewed Coffee @ \$85.98 / gallon 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 / gallon 1 Gallons Hot Water @ \$85.98 /Gallon 	<h3 style="text-align: center;">Beverage Requirements</h3> <h4 style="text-align: center;">Setup Requirements</h4> <p>Event: 8:00 AM to 10:00 AM Room: Riverfront - East Tower, Lev</p> <p>Rounds of 10 Banquets choice of linen Decorated coffee break set along the windows (4) Copies of each newspaper delivered by 7:00AM USA Today, Financial Times, Wall Street Journal</p> <p>Event: 8:00 AM to 5:00 PM Room: West Tower Lobby - Level 1</p> <p>(3) 6' Registration Tables L-Shape, (4) chairs, water, candy (2) wastebaskets</p> <h4 style="text-align: center;">Technology Requirements</h4> <p>Event: 8:00 AM to 10:00 AM Room: Riverfront - East Tower, Lev</p> <p>1 Corkboard(s) - \$200.00/Flat Rate for Summer Institute</p> <p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>
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BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Menu Requirements

Break Times:

10:00AM

10:10AM

10:45AM

11:15AM

Event: 2:00 PM to 4:00 PM Room: Riverfront - East Tower, Lev

- 3 Gallons Freshly Brewed Coffee @ \$85.98 /gallon
- 1 Gallons Freshly Brewed Decaffeinated Coffee @ \$85.98 /gallon
- 1 Gallons Hot Water @ \$85.98 /gallon
- 1 Gallons Freshly brewed Iced Tea with Lemon @ \$29.95 /gallon

Break times:

3:00PM

Miscellaneous

200 @ 7:30 AM
100 @ 8:00 AM

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Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 8:00 AM - 5:30 PM	Longfellow BC - West	EFFE Meeting	U-Shape	114		414	95

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p> <p><i>[Handwritten scribbles]</i></p> <p><i>B'FAST IN DANTE FOR 80 PP</i></p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 5:30 PM Room: Longfellow BC - West Towe</p> <p>Skinny U Shape for 24</p> <p>Water & candy, client to provide pads and pens</p> <p>Cabaret table for AV</p> <p>Theater style around the room</p> <p>Floor podium with cabaret table - Audience Left</p> <p>Technology Requirements</p> <p>Event: 8:00 AM to 5:30 PM Room: Longfellow BC - West Towe</p> <p>Please Refer to KVL Estimate</p> <p>Client to provide LCD/Laptop</p> <p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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Royal Sonesta Boston

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Event Date: Wednesday, July 10, 2019

Folio #: 0704NBERW1

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 8:00 AM - 5:30 PM	Charles Suites - East Tower	Risk Meeting	U-Shape	140		140	

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 5:30 PM Room: Charles Suites - East Tower</p> <p>Skinny U Shape for 24</p> <p>Water & candy, client to provide pads and pens</p> <p>Cabaret table for AV</p> <p>Theater style around the room</p> <p>Floor podium with cabaret table - Audience Left</p> <p>Technology Requirements</p> <p>Event: 8:00 AM to 5:30 PM Room: Charles Suites - East Tower</p> <p>Please Refer to KVL Estimate</p> <p>Client to provide LCD/Laptop</p> <p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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Folio #: 0704NBERW1

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Ms. Brett Maranjian	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019	8:00 AM - 12:00 PM	Parkview - East Tower	EFCE Meeting	U-Shape	60	60	70

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p> <p><i>THIS GROUP (EFCE) MEETS IN UN: BC TODAY</i></p> <hr/> <p><i>COFFEE BREAKS OUTSIDE UN/BC 10:00 AM - 60 PP 11:15 AM - 50 PP</i></p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 12:00 PM Room: Parkview - East Tower, Level Skinny U Shape for 30 Theater for 46 around the u-shape Water & candy, client to provide pads and pens Cabaret table for AV Floor podium with cabaret table - Audience Left</p> <p>Technology Requirements</p> <p>Event: 8:00 AM to 12:00 PM Room: Parkview - East Tower, Level Please Refer to KVL Estimate Client to provide LCD/Laptop</p> <p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 8:00 AM - 5:30 PM	Skyline ABC - West Tc	DAE Meeting	Existing	110		110	\$0.00

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 5:30 PM Room: Skyline ABC - West Tower, I Theater style for 120pp with aisle in the middle, facing the window Classroom set for 12pp in the front row Water & candy, client to provide pads and pens Cabaret table for AV Floor podium with cabaret table - middle</p> <p>Technology Requirements</p> <p>Event: 8:00 AM to 5:30 PM Room: Skyline ABC - West Tower, I Please Refer to KVL Estimate Client to provide LCD/Laptop</p> <p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 8:00 AM - 12:00 PM	University BC - East T	MEFM Meeting	U-Shape	-00	-80	190	

Menu Requirements	Beverage Requirements
<p>Miscellaneous</p> <p><i>THIS GROUP MEETS IN PARKVIEW TODAY. A.M. ONLY</i></p>	<p>Setup Requirements</p> <p>Event: 8:00 AM to 12:00 PM Room: University BC - East Tower, Skinny U Shape for 24 Water & candy, client to provide pads and pens Cabaret table for AV Theater style around the room Floor podium with cabaret table - Audience Left</p> <p>Technology Requirements</p> <p>Event: 8:00 AM to 12:00 PM Room: University BC - East Tower, Please Refer to KVL Estimate Client to provide LCD/Laptop</p> <p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 12:30 PM - 1:30 PM	Dante's Restaurant+Patio	Lunch	Rounds of 10	90	80	90	

Menu Requirements

Serve: 12:30 PM to 1:30 PM Room: Dante's Restaurant+Patio-V

Lunch Buffet

- Roasted Garlic Caesar salad with parmesan cheese and croutons
- Cherry tomato and mozzarella with baby arugula, reduced balsamic and olive oil
- Penne pasta with baby spinach, plum tomatoes and garlic butter sauce
- Pan Seared Chicken Breast with Marsala wine sauce and sautéed mushrooms
- Roasted Tuscan vegetables
- Ciabatta Rolls
- Tiramisu
- PJ's coffee, decaffeinated coffee, Mighty Leaf assorted tea
- Freshly brewed iced tea with lemon

@ \$36.24 Per Person

Miscellaneous

Beverage Requirements

Setup Requirements

Event: 12:30 PM to 1:30 PM Room: Dante's Restaurant+Patio-V

- Existing set up for the guarantee
- (2) Double sided decorated food displays
- Banquets choice of linen
- Lunch Times:
- 12:30PM

Technology Requirements

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BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Pantal
Wed, 7/10/2019 12:00 PM - 1:30 PM	Riverfront - East Tower	Lunch	Rounds of 10	80	200	220	200/210

Menu Requirements

Serve: 12:00 PM to 1:30 PM Room: Riverfront - East Tower, Lev

Lunch Buffet

- Roasted Garlic Caesar salad with parmesan cheese and croutons
- Cherry tomato and mozzarella with baby arugula, reduced balsamic and olive oil
- Penne pasta with baby spinach, plum tomatoes and garlic butter sauce
- Pan Seared Chicken Breast with Marsala wine sauce and sautéed mushrooms
- Roasted Tuscan vegetables
- Ciabatta Rolls
- Tiramisu
- PJ's coffee, decaffeinated coffee, Mighty Leaf assorted tea
- Freshly brewed iced tea with lemon

@ \$36.24 Per Person

Miscellaneous

Beverage Requirements

Setup Requirements

- Event: 12:00 PM to 1:30 PM Room: Riverfront - East Tower, Lev
- Rounds for the guarantee
- (2) Double sided decorated food displays
- Banquets choice of linen
- Please give Rob 3 Reserved signs
- Lunch Times: 12:00PM

Technology Requirements

All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.

Final Count is required by 12:00 Noon, 72 business hours in advance of the date of the event. If the count is not received by then, we will use the attendance estimate as the guarantee figure. A 15% Gratuity is added to all functions for payment to the hourly paid wait staff and service employees engaged in the service of the event. A taxable administrative fee of 9% is added to all function and event orders to defer overhead costs. This administrative fee is not a Tip, Gratuity or Service Charge and is not distributed to employees. Massachusetts Meal Tax, currently at 7% is also applied to the food and beverage subtotal and the 9% administrative fee. All other prices subject to applicable taxes. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

 6-25-19
 Organization Authorized Signature Date

 Hotel Representative Signature Date



Royal Sonesta Boston

BEO #: 22,553

Page 1 of 1

BEO for: NBER Summer Institute Week 1

Printed: 6/25/2019

Event Date: Wednesday, July 10, 2019

Folio #: 0704NBERW1

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 12:30 PM - 1:30 PM	Grand Ballroom B - W	Lunch	Rounds of 10	100	280	300	

Menu Requirements	Beverage Requirements
<p>Serve: 12:30 PM to 1:30 PM Room: Grand Ballroom B - West To</p> <p>Lunch Buffet</p> <p>Roasted Garlic Caesar salad with parmesan cheese and croutons Cherry tomato and mozzarella with baby arugula, reduced balsamic and olive oil Penne pasta with baby spinach, plum tomatoes and garlic butter sauce Pan Seared Chicken Breast with Marsala wine sauce and sautéed mushrooms Roasted Tuscan vegetables Ciabatta Rolls Tiramisu PJ's coffee, decaffeinated coffee, Mighty Leaf assorted tea Freshly brewed iced tea with lemon</p> <p>@ \$36.24 Per Person</p>	<p>Setup Requirements</p> <p>Event: 12:30 PM to 1:30 PM Room: Grand Ballroom B - West To</p> <p>Rounds for the guarantee (2) Double sided decorated food displays Banquets choice of linen Please give Rob 3 Reserved signs Lunch Times: 12:30PM</p>
Miscellaneous	Technology Requirements
	<p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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 3-26-19
 Organization Authorized Signature Date

 Hotel Representative Signature Date
 BEO #: 22,553
 Page 1 of 1
 Printed: 6/25/2019



Royal Sonesta Boston

BEO #: 23,019

Page 1 of 1

BEO for: NBER Summer Institute Week 1

Printed: 6/25/2019

Event Date: Wednesday, July 10, 2019

Folio #: 0704NBERW1

Account: National Bureau of Economic Research - NBER	Cat/CS Mgr: Jessica Duffy
Contact: Mr. Carl Beck	Billing: To Master
On-Site: Mr. Rob Shannon	Market Seg: Association
BEO Name: NBER Summer Institute Week 1	PM #: 0
Banq/Soc: Banquet	Exemption: Food & Bev Exempt

Date & Time	Room	Function	Setup	EXP	GTD	SET	Rental
Wed, 7/10/2019 12:00 PM - 2:00 PM	West Tower Lobby - L1	Lunch - Boxed	Existing	25	25		

Menu Requirements	Beverage Requirements
<p>Serve: 12:00 PM to 2:00 PM Room: West Tower Lobby - Level 1</p> <p>BOXED LUNCHES</p> <ul style="list-style-type: none"> Cape Cod Kettle Cooked Potato Chips Whole Fresh Fruit Gemelli Pasta Salad, Red Pepper Pesto Chicken Caesar Wrap, Shredded Parmesan Cheese — Hummus, Falafel, Tomato, Pickled Red Cabbage Tzatziki, Herb Wrap Chocolate Chip Cookie <p>@ \$40.00 Per Person</p>	<p>Setup Requirements</p> <p>Event: 12:00 PM to 2:00 PM Room: West Tower Lobby - Level 1</p> <ul style="list-style-type: none"> Set at West Tower Lobby Registration Desk Infront of Dante
Miscellaneous	Technology Requirements
<p><i>ADD BOTTLED WATER</i></p> <p><i>4 - VEG</i></p> <p><i>21 - NOT VEG</i></p>	<p>All rates are subject to a 7% state tax and 23% service charge. Some setups will incur a setup/breakdown labor charge. Prices are subject to change without notice.</p>

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Organization Authorized Signature  Date 6/26/19

Hotel Representative Signature _____ Date _____
 BEO #: 23,019
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