

## Agreement between Sheraton Palo Alto Hotel and National Bureau of Economic Research

Customer	Property
National Bureau of Economic Research Rob Shannon Assistant Director of Conferences 1050 Massachusetts Ave Cambridge, MA, 02138 United States  Phone: 617-588-0384 Fax : None Email : rshannon@nber.org	Sheraton Palo Alto Hotel  Monica Mendoza, CMP Sales Manager 625 El Camino Real Palo Alto, CA, 94301 United States  Phone: 650-328-2800 Fax : 650-462-2937 Email : mmendoza@pahotel.com

RE: NBER February 2020

This Agreement between National Bureau of Economic Research ("Customer") and Sheraton Palo Alto Hotel ("Hotel") is effective as of the date it is signed by Hotel ("Agreement Date").

**Event Dates:** 06-Feb-2020 to 09-Feb-2020

**Guest Rooms:** This Agreement applies to the following block of guest rooms (the "Room Block"):

	Thu, Feb 6, 2020	Fri, Feb 7, 2020	Sat, Feb 8, 2020	Total
Run of House	55	60	15	130
Attendees Room Block Total	55	60	15	130

**Total Guest Room Night Commitment:** Customer's total guest room night commitment is 130.

**Rates:** Hotel will provide the confirmed guest room rates below for the Room Block (the "Rates"):

### Attendees Room Block

Rooms	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	\$269.00	\$269.00	\$269.00	\$269.00

Occupancy tax is 15.5% and a California tourism tax of 0.195% will be charged per room night. A Convention and Visitors Bureau Tourism fee of \$0.84 will be charged per room night. These taxes are not included in the room rate and are subject to change without notice.

### GROUP SERVICES COORDINATOR

Angelica Walker, our Group Services Coordinator, will be contacting you in the near future to finalize the details of your guest room block. Angelica can be reach at (650) 328-2800 x 7013 or by email [awalker@pahotel.com](mailto:awalker@pahotel.com)

### RESERVATION METHOD - Rooming List

It is our understanding that a rooming list will be submitted. Please include arrival date, departure date, names of the individuals to share rooms, VIP's and any special requests (i.e., handicapped, smoking rooms, etc.).

Please note that if the individual fails to check-in prior to 12:01 a.m. the following day of their arrival date, we will release the hold on the room and it will be available for general sale.

### CUT OFF DATE

**A reservation cut-off date of Wednesday, January 8, 2020 has been established for your group.** On or before this date, a rooming list will need to be provided in order for the hotel to enter the names into the system.

BILLING

It is understood that room and tax for some guests specified on the rooming list will be billed to the National Bureau of Economic Research. A credit card or cash deposit will be requested upon check-in for incidental charges.

PARKING

We offer valet parking for \$25.00 per day, or self-parking for \$20.00 per day. Please note that our parking fees are subject to change

GUEST ROOM INTERNET

Guestroom Internet is complimentary for the duration of the program dates above

REWARDS PROGRAM – QUALIFIED FOR REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and National Bureau of Economic Research has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below:

The Rewarding Events program is only available to qualified Marriott Rewards Program members. Rewarding Events **is not** available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity ("SOE") booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or non-U.S. SOE.

In addition, Rewarding Events is available only if National Bureau of Economic Research's own policies permit the Member identified below to receive Rewarding Events points or airline miles for the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at [marriottrewards.com](http://marriottrewards.com), and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The Member identified below to receive either Points or airline miles may not be changed without such Member's prior written consent. By inserting the airline mileage account information, the Member elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

GROUP MUST CHECK **ONE** OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) certifies that she/he is qualified to participate in the Rewarding Events program for the Event.

Member Name ROB SHANNON

Marriott Rewards Program Member Number 204342257

\*If airline miles are desired instead of Rewarding Events Points, please also provide:

Frequent flier airline miles account number \_\_\_\_\_

Airline Name \_\_\_\_\_

OR

\_\_\_\_\_ The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not qualified to receive Rewarding Events Points or airline miles, and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

CANCELLATION POLICY

Upon receipt of your signed contract, the overnight accommodations, meeting arrangements, and food and beverage functions as outlined will be reserved for your group. Cancellation will result in revenue loss to the Sheraton Palo Alto Hotel, and a cancellation fee will be charged. This will consist of a percentage of the anticipated revenue for guest rooms, function space, and food and beverage at the time of cancellation. Please review the following charges that will apply:

Cancellation	Percentage	Fee
90+ days prior to arrival	25% of anticipated revenue	\$6,994.00
61-90 days prior to arrival	50% of anticipated revenue	\$13,988.00
31-60 days prior to arrival	75% of anticipated revenue	\$20,982.00
0-30 days prior to arrival	100% of anticipated revenue	\$27,976.00

Adjustments to the cancellation fee will be made if any reserved space and/or guest rooms are actually resold.

GUEST ROOM ATTRITION POLICY

Thirty or more days prior to the group's arrival date, a maximum of 20% of the contractual room block may be released without penalty. Less than thirty days prior to the group's arrival, guest rooms released will be assessed a cancellation fee. This fee will equal the number of rooms released, multiplied by the single room rate. Adjustments to the attrition fee will be made if the rooms are resold.

NO SHOW OR FAILURE TO SHOW POLICY

If a guest should fail to show, on the reserved arrival date, a charge of one night room and tax will be charged to the individual's credit card or to the contracted account assigned.

If the decision is made by the meeting planner to continue to hold the room and the guest continues to no-show, he/she will be charged for each room night held.

PACKAGE STORAGE/MOVEMENT OF MATERIALS

Due to our limited storage facilities, meeting materials should be scheduled to be delivered to the Hotel no sooner than seventy-two (72) hours prior to your arrival date. Each box must include on the shipping label the group name, event date, guest name, and the Hotel Catering Manager.

Charges for movement of materials in excess of 50 lbs will be \$4 per piece per day, regardless of size or at the rate of \$100 per pallet. The pallet charge will be in effect for pallets that arrive at the Hotel as a pallet and are moved to the location in the same condition. A single large box or wooded crate will be considered a pallet. The \$100 per pallet per day movement charges include moving the pallet from one location to another and, upon the guest's request, to off load items from the pallet. Unpacking of crates will require special arrangement with the Catering Manager. Charges will also apply to any affiliate groups.

FORCE MAJEURE

Notwithstanding anything else in this agreement, no default, delay or failure to perform on the part of either party shall be considered a breach of this Agreement, if such default, delay or failure to perform is shown to be due entirely to causes beyond reasonable control of the party charged with a default, including, but not limited to, causes such strikes, lockouts, or other labor disputes, riots, civil disturbances, actions, or inaction of governmental authorities or suppliers, epidemics, war, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy, nuclear disasters, and default of a common carrier.

ACCEPTANCE

All of the arrangements outlined above have been reserved on a tentative basis. **However, should the above agreement be acceptable to you and/or your associates please sign this agreement and fax it to our office at 650.462.2937 by November 13, 2019.** This signed agreement will confirm these arrangements on a definite basis. If the agreement is not received by this decision date, all guestrooms and/or meeting space will be released. A final copy of this agreement will be sent to you by the authorized hotel representative upon signature.

Once again, thank you for selecting the Sheraton Palo Alto Hotel. We look forward to being of service to you and your guests!



Signature of Authorized  
Company Representative

\_\_\_\_\_

Monica Mendoza, CMP  
Sales Manager

10.31.19

Date

\_\_\_\_\_

Date

Addendum between **Sheraton Palo Alto Hotel** and **National Bureau of Economic Research**

<b>Customer</b>	<b>Property</b>
National Bureau of Economic Research	Sheraton Palo Alto Hotel
Rob Shannon Assistant Director of Conferences	Monica Mendoza, CMP Sales Manager
1050 Massachusetts Ave Cambridge, MA, 02138 United States	625 El Camino Real Palo Alto, CA, 94301 United States
Phone: 617-588-0384	Phone: 650-328-2800
Fax : None	Fax : 650-462-2937
Email : rshannon@nber.org	Email : mmendoza@pahotel.com

RE: NBER March 2020

This Agreement between National Bureau of Economic Research ("**Customer**") and Sheraton Palo Alto Hotel ("**Hotel**") agrees to amend the Sales Agreement that was originally signed on August 21, 2019. Below are the revised dates for the NBER March 2020 program. All other terms remain the same:

**Event Dates:** 03-Mar-2020 to 07-Mar-2020

**Guest Rooms:** This Agreement applies to the following block of guest rooms (the "**Room Block**"):

	Tue, Mar 3, 2020	Wed, Mar 4, 2020	Thu, Mar 5, 2020	Fri, Mar 6, 2020	Total
Run of House	5	25	44	15	89
<b>Attendees Room Block Total</b>	<b>5</b>	<b>25</b>	<b>44</b>	<b>15</b>	<b>89</b>

**Total Guest Room Night Commitment:** Customer's total guest room night commitment is 89.

CUT OFF DATE

**A reservation cut-off date of Wednesday, February 5, 2020 has been established for your group.** On or before this date, a rooming list will need to be provided in order for the hotel to enter the names into the system.

CANCELLATION POLICY

Upon receipt of your signed contract, the overnight accommodations, meeting arrangements, and food and beverage functions as outlined will be reserved for your group. Cancellation will result in revenue loss to the Sheraton Palo Alto Hotel, and a cancellation fee will be charged. This will consist of a percentage of the anticipated revenue for guest rooms, function space, and food and beverage at the time of cancellation. Please review the following charges that will apply:

Cancellation	Percentage	Fee
90+ days prior to arrival	25% of anticipated revenue	\$3,681.00
61-90 days prior to arrival	50% of anticipated revenue	\$7,362.00
31-60 days prior to arrival	75% of anticipated revenue	\$14,724.00
0-30 days prior to arrival	100% of anticipated revenue	\$29,448.00

Adjustments to the cancellation fee will be made if any reserved space and/or guest rooms are actually resold.

GUEST ROOM ATTRITION POLICY

Thirty or more days prior to the group's arrival date, a maximum of 20% of the contractual room block may be released without penalty. Less than thirty days prior to the group's arrival, guest rooms released will be assessed a cancellation fee. This fee will equal the number of rooms released, multiplied by the single room rate. Adjustments to the attrition fee will be made if the rooms are resold.

ACCEPTANCE

All of the arrangements outlined above have been reserved on a tentative basis. **However, should the above agreement be acceptable to you and/or your associates please sign this agreement and fax it to our office at 650.462.2937 by November 1, 2019.** This signed agreement will confirm these arrangements on a definite basis. If the agreement is not received by this decision date, all guestrooms and/or meeting space will be released. A final copy of this agreement will be sent to you by the authorized hotel representative upon signature.

Once again, thank you for selecting the Sheraton Palo Alto Hotel. We look forward to being of service to you and your guests!



Signature of Authorized  
Company Representative

---

Monica Mendoza, CMP  
Sales Manager

10.31.19

Date

---

Date