

EMBARCADERO CONFERENCE CENTER

Room Rental Rates & Specifications

Crocker Room

	EC Tenant	Non-Tenant
Half Day	\$200	\$300
Full Day	\$400	\$600

Capacity: 8 Boardroom

Dimensions: 18' x 17' **Square Feet:** 306

Hopkins Room

	EC Tenant	Non-Tenant
Half Day	\$300	\$400
Full Day	\$500	\$700

Capacity: 12 Boardroom

Dimensions: 18' x 25' **Square Feet:** 450

Huntington Room

	EC Tenant	Non-Tenant
Half Day	\$200	\$300
Full Day	\$400	\$600

Capacity: 12 Boardroom

Dimensions: 25' x 17' **Square Feet:** 425

Stanford Room

	EC Tenant	Non-Tenant
Half Day	\$500	\$600
Full Day	\$800	\$900

Capacity: 42 Classroom, 72 Theater

Dimensions: 22' x 43' **Square Feet:** 946

Half Day (4 hours)

8:00 AM – 12:00 PM *or* 1:00 PM – 5:00 PM

Full Day (9 hours)

8:00 AM – 5:00 PM

Additional hours depending upon availability will be at a rate of \$150 per hour for Embarcadero Center tenants and \$200 per hour for non-tenants. A four-hour minimum is required for meetings conducted past 6:00 PM. The Conference Center is available only on a Monday through Friday basis.

User shall have access to the specified room/space rented only during the half/full day block of time or specified contracted times. This allocated time shall include User's set-up, decorating, clean-up, and removal of persons, personal belongings, all rental equipment, and display materials.

BOSTON, MA
 NEW YORK, NY
 PRINCETON, NJ
 SAN FRANCISCO, CA
 WASHINGTON, D.C.

EMBARCADERO CONFERENCE CENTER

Client Services

Videoconferencing (PictureTel 970)

\$150 per hour for Embarcadero Center Tenants

\$200 per hour for Non-Tenants

Domestic and International calls may be subject to additional charges for videoconferences. See Conference Center Coordinator for details.

LCD Projector

\$100 fee (includes screen)

Polycom Full Duplex Conference Phone

\$100 fee (includes extension microphones and remote control)

Overhead Projector

\$50 fee (includes screen)

Dry Erase Easel / Flip chart

\$20 fee (includes pens/accessories)

Photocopies

\$.10 per copy

Fax Transmissions

- **Incoming**
First 10 pages complimentary, \$1.00 each additional page
- **Outgoing**
Domestic: \$4 first page, \$1 each additional page
International: \$8 first page, \$3 each additional page

Anderson Audio Visual

415.495.1749

For additional AV needs, please contact Anderson directly.

EMBARCADERO CONFERENCE CENTER**Exclusive Catering List**

BOSTON, MA

NEW YORK, NY

PRINCETON, NJ

SAN FRANCISCO, CA

WASHINGTON, D.C.

Birley Sandwiches
Four Embarcadero Center
415.318.1810

J & V Catering
2045 Jerrold Avenue
415.821.7786

Boudin Bakery
Four Embarcadero Center
415.283.1230 or 415.362.3330

Java City
Four Embarcadero Center
415.986.8688

Catering For Two or More
1040 Bush Street
415.922.3755

Lightening Foods 2
Three Embarcadero Center
415.362.8190

Chevy's Fresh Mex
Two Embarcadero Center
415.391.2323

Park Hyatt Catering
333 Battery Street
415.296.2905

Day Darmet Catering
1068 Revere Avenue
415.671.3944

Pier 23
Pier 23
415.362.5125

Fuzio
One Embarcadero Center
415.392.7995

Tony Roma's
Two Embarcadero Center
415.374.2733

All food and beverage MUST be secured from one or more of the above approved vendors. Boston Properties, Inc. does not allow any outside vendors or self-caterers on site. The above vendors have been carefully selected based on quality, customer service, value, and proximity to the Conference Center.

EMBARCADERO CONFERENCE CENTER

Room Rental Procedures & Regulations

1. Embarcadero Center Tenants may book conference rooms up to six months in advance and for a time period of no more than five consecutive days. Non-tenants may book rooms up to three months in advance and for a time period of no more than five consecutive days.
2. Credit Card guarantee is **REQUIRED** at time of booking all reservations. Any cancellation made less than **seven business days** prior to the reservation or if the group is a “no-show,” the User shall be responsible for the full fee. Prior to seven days a full refund will be given.
3. Payment may be made either by credit card or corporate check. Checks should be made out to Boston Properties, Inc. and be received five business days prior to reservation date. No cash accepted.
4. Dates are available on a first come, first serve basis. There will be no temporary or tentative holds on calendar dates and times.
5. It is required that all food service in the facility be provided by one of the caterers listed on the Boston Properties Exclusive Catering List. Potluck meals are not allowed due to public health codes.
6. The Conference Center is a business environment meant for meeting and training purposes. No amplified music is allowed in the meeting rooms.
7. User shall have access to the specified room/space rented only during the half/full day block of time or specified contracted times. This allocated time shall include User’s set-up, decorating, clean-up and removal of persons, personal belongings, all rental equipment and display materials.
8. Caterers shall have access to the facility within the User’s contracted period of time. Any other arrangements or access is subject to a fee to be determined by Boston Properties, Inc. Notice of such additional time must be booked in advance and is subject to availability.
9. All alcohol service must be contracted through Boston Properties Exclusive Catering List.
10. User shall be responsible for any and all damage caused by any person or persons in attendance. User shall replace any fixtures, equipment, or supplies missing from the facility following the use of the Conference Center.
11. Use of the lobby area must be pre-approved and is only available to groups who utilize the entire facility.
12. Boston Properties, Inc. does not provide storage and is not liable for User’s materials. Any items left in the facility are the responsibility of the User.
13. All local (415) calls are complimentary in the Conference Center. Any out of area calls require the use of a personal, corporate, or pre-paid calling card. Domestic and International calls may be subject to additional charges for videoconferences. See Conference Center Coordinator for details.
14. Nothing may be affixed to walls, floors, curtains, ceiling, or any other surface in the facility with nails, staples, tape or adhesive substances. Post-it easel pads are acceptable and available for a fee.

EMBARCADERO CONFERENCE CENTER

Walking Directions

Go East on Market Street toward Drumm Street.

Turn Left onto Drumm Street.

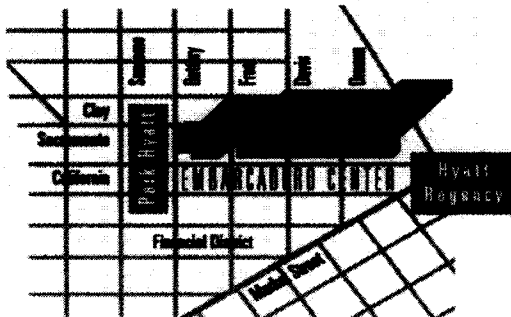
Continue past the Hyatt Regency until you reach Four Embarcadero Center.

Take the escalators up two levels to the Promenade Level.

At the top of the escalator the Conference Center sign is straight in front of you on the right.

Walk toward the sign and the Conference Center Coordinator will buzz open the door.

Lost? Locate an Embarcadero Center security guard to personally escort you to the Conference Center or call 415.772.0650.



KEY

One Embarcadero Center	1EC	Promenade Level
Two Embarcadero Center	2EC	Lobby Level
Three Embarcadero Center	3EC	Street Level
Four Embarcadero Center	4EC	Restrooms
Embarcadero Center West	ECW	Telephones
Old Federal Reserve	OFR	Access for persons with disabilities
Sacramento Alley	SA	
Hyatt Regency	HR	
Park Hyatt	PH	

Embarcadero Conference Center



EMBARCADERO CENTER

Driving Directions

From 101 South

Take the 4th Street exit, which will place you on Bryant heading east. Turn left on Main. Proceed down Main to Market Street. Veer right across Market. Main then becomes Drumm. The Hyatt Regency Hotel is on the right.

EC1 – Continue past the hotel to the intersection of Sacramento & Drumm. Make a left on Sacramento. Go down Sacramento for two blocks to Front Street. Make a right turn on Front. The entrance to Embarcadero Center 1 Parking Garage will be on your immediate left hand side.

EC2 – Continue past the hotel to the intersection of Sacramento & Drumm. Make a left on Sacramento. Go down Sacramento for two blocks to Front Street. Make a right turn on Front. The entrance to Embarcadero Center 2 Parking Garage will be on your right side immediately after the overhead pedestrian bridge.

EC3 – Continue past the hotel. Continue down Drumm past Sacramento Street. Approximately $\frac{3}{4}$ of the way down the block between Sacramento & Clay you may make a left turn into the 3 Embarcadero Center Parking Garage.

EC4 – Continue past the hotel and Four Embarcadero Center. Turn right on Clay Street on to the cobblestones and drive into the Four Embarcadero parking garage.

From the Bay Bridge

Take the first right hand exit, which is Fremont / Main. Head north on Fremont until it ends at Market Street. Continue straight across Market Street and Fremont becomes Front. Continue on Front Street until you reach Sacramento Street.

EC1 – Continue on Front Street across Sacramento Street. The Garage Entrance for Embarcadero Center 1 will be immediately on your left hand side right after you cross Clay Street.

EC2 – Continue on Front Street across Sacramento Street. The Garage Entrance for Embarcadero Center 2 will be on your right hand side immediately after the pedestrian overhead bridge.

EC3 – Continue on Front Street across Sacramento Street to Clay Street. Make a right on Clay. Go Down 1 block to Davis. Make a right turn on Davis. The garage entrance for Embarcadero Center 3 will be immediately on your left hand side on Davis Street.

EC4 – Continue on Front Street across Sacramento Street to Clay Street. Make a right on Clay. Go Down 2 blocks to Drumm Street. Continue on Clay across Drumm Street to the cobblestone road. The entrance to Embarcadero Center 4 will be immediately on your right hand side.

From the Golden Gate Bridge and the Marina

From the Golden Gate Bridge, take the Marina exit. Proceed down Marina Blvd and continue past Safeway. Turn left on Bay Street. Take a right on Columbus. Proceed down Columbus. Columbus turns into Montgomery. Go one block and turn left on Clay Street.

EC1 – Proceed down Clay Street to Battery Street. Make a right on Battery Street. The Garage entrance to Embarcadero Center 1 will be on your left hand side.

EC2 – Proceed down Clay Street to Davis Street. Make a right on Davis Street. The Garage entrance to Embarcadero Center 2 will be on your immediate right hand side.

EC3 – Proceed down Clay Street to Davis Street. Make a right on Davis Street. The Garage entrance to Embarcadero Center 3 will be on your immediate left hand side.

EC4 – Proceed down Clay Street to Drumm Street. Continue on Clay across Drumm Street to the cobblestone road. The entrance to Embarcadero Center 4 will be immediately on your right hand side.

