



New Client Info Form

Date: 10/17/18

COMPANY INFORMATION:

Company Name: Four Season Silicon Valley Website: _____

Type of Company:

- ☐ Conference Planner
- ☐ Event Production
- ☐ Food Production or Demo
- ☐ Education
- ☐ Event Facility
- ☐ Caterer
- ☐ Restaurant
- ☐ Corporate Cafeteria
- ☐ Organization: Hotel.

LOCATION

Please provide venue name, address and specific meeting room or check in procedure:

2050 UNIVERSITY AVE
EAST PALO ALTO CA
94303

Are there parking options? yes.

STAFFING NEEDS

Select the positions you are likely to need at some point:

- ☐ Concierge/Information Clerk
- ☐ Registration Cashiers/Customer Service
- ☐ Materials Production
- ☐ Room/Line Monitors
- ☐ Event Help
- ☐ Other: LOOKS

Uniform or Attire:

What dress code would best be suited to the event or assignment?

Will be provided. Please wear black pants.

What dress code would best be suited to the event or assignment?

CONTACTS

Primary Contact (we will email timesheets to this contact before each job)

Printed Name: Ripple Brewal Position: Director of People's Culture

Phone: 650-470-2853 Cell: 650-450-7441 Fax: _____

Address: WSO University Ave City: E. Palo Alto Zip: 94303

Email: _____

Invoice Contact

We email invoices to save paper, but if you prefer another method please indicate:

☒ Email is perfect ☐ Prefer fax ☐ Prefer postal mail

☐ same as above info

Printed Name: Sam Davis Position: Director of Finance

Phone: 650-470-2802 Cell: _____ Fax: _____

Address: _____ City: _____ Zip: _____

Email: _____

Other Contacts

If there are others in your office who may place orders on this account please indicate:

1) Printed Name: _____ Position: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

20. **Entire Agreement:** This Agreement contains the entire understanding and agreement of the parties, and all prior oral representations, promises, statements and understandings are merged into this Agreement. No waiver of any term, provision or condition of this Agreement, whether by conduct or otherwise, in any one or more instances, shall be deemed to be, or shall constitute, a waiver of any other provision hereof, whether or not similar, nor shall such waiver constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the party making the waiver.

21. **Assignment and Subcontracting:** Acrobat shall not have the right to assign this Agreement without CLIENT's prior written consent. Similarly, Acrobat shall not subcontract any of the Services provided pursuant to this Agreement without CLIENT's prior written approval. CLIENT may withhold its consent in its sole and absolute discretion. Any such subcontractor must comply with the obligations, terms and conditions imposed upon Acrobat by this Agreement. CLIENT may assign this Agreement to a successor in interest.

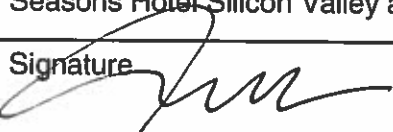
22. **Counterparts:** This Agreement may be executed in any number of identical counterparts, each of which shall be deemed to be an original for all purposes, but all of which shall constitute one and the same agreement.

23. **Cancellation of Event:** There will be a 50% cancellation fee of estimated hours for the Event if cancelled within 36 hours of the scheduled start time. The parties agree that the minimum hours for the Event are 5. For Saturday, Sunday and Monday jobs all cancellations or order changes need to be received by Friday morning at 9 a.m. PST to avoid fees.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement below to express the parties' agreement to its terms. The provisions of this Agreement will inure to the benefit of and be binding on the parties and their respective representatives, successors, and assigns.

CLIENT: DTRS Palo Alto, LLC owner of Four Seasons Hotel Silicon Valley at East Palo Alto

Signature



Printed Name

Arrian Riedel

Title

GM

Date

10/18/18

STAFFING FIRM: ACROBAT OUTSOURCING

Signature

Printed Name

Title

Date

Agreement Provided By: Heather Dailey