

---

## Schedule of Events

The Managing Contracts: Focus on the Invoice training will be held Wednesday, July 13, 2016, at the San Francisco Federal Building in San Francisco, California. The training will be held in the HHS Conference Room, located on the 4<sup>th</sup> floor Annex. The training begins at 8:30 a.m. and ends at 4:30 p.m. Please plan your flights accordingly.

The San Francisco Federal Building is located at:  
90 7<sup>th</sup> Street  
San Francisco, California 94103

Please note: The training will be held at the San Francisco Federal Building in San Francisco, California; a sleeping room block has been established at the Club Quarters Hotel San Francisco in San Francisco, California.



There are several parking lots near the San Francisco Federal Building, all at varying rates.

---

## Club Quarters Hotel San Francisco

424 Clay Street  
San Francisco, California 94111  
Phone: (415) 392-7400

For additional information about the Club Quarters Hotel San Francisco, please visit <http://clubquartershotels.com/san-francisco>.

---

## Sleeping Room Reservations

A block of rooms has been reserved at the Club Quarters Hotel San Francisco in San Francisco, California. The lodging rate at the hotel is the prevailing government rate of \$250 per night plus 16.25 percent sales tax. Reservations need to be made before **Wednesday, May 11, 2016**, to receive the government rate.

Included under the EPA room block is complimentary Internet access in your sleeping room.

To reserve your room, please call hotel reservations at (203) 905-2100 and ask for the “**US Environmental Protection Agency**” room block and refer to group code **EPA016**.

To reserve your room online, please visit <https://gc.synxis.com/clubquartersJuly2016SanFran>.

You are responsible for cancelling your hotel reservation if you cannot attend. The hotel requires a notice of cancellation by 12:00 p.m. Pacific Time, 48 hours before the day of your scheduled arrival. If you fail to provide notice, one night’s lodging and tax will be charged to your credit card.

Check-in begins after 3:00 p.m., and check-out time is at 12:00 p.m.

---

## What to Pack for the San Francisco Area

July temperatures range from 70°F at night to 80°F during the day. Please be advised that the temperatures in the training room do not reflect temperatures outside. Be sure to pack a jacket or sweater to wear while you attend the training.

---

## Dining

The hotel offers the following dining options:

- ❖ Fish and Farm features sustainable seafood and is open daily from 6:30 a.m. to 11:00 p.m.
- ❖ In-room dining from a number of local restaurants delivered directly to your room

---

## Health, Fitness and Recreation

The hotel offers guests access to an on-site fitness center, including cardio and strength training equipment.

---

## Travel Information

The San Francisco area is served by the San Francisco International Airport (SFO). SFO is located approximately 15 miles from downtown San Francisco. Additional information about SFO airport is available at <http://www.sfo.com>. Participants may also want to consider Oakland International Airport (OAK). OAK is located approximately 20 miles from downtown San Francisco. Additional information about OAK airport is available at <http://www.flyoakland.com/>.

San Francisco, California is located in the Pacific Time Zone.

---

## Ground Transportation

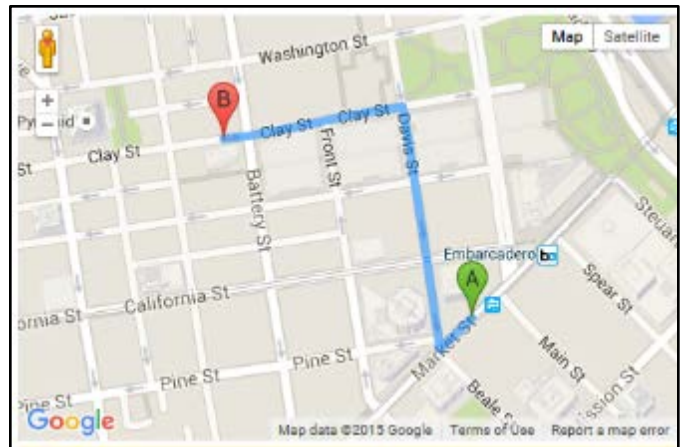
The Bay Area Rapid Transit (BART) train provides access to downtown San Francisco from SFO airport. Trains leave SFO every 15 minutes and the ride is approximately 30 minutes each way. Fares are \$8.25 one-way.

Additional information about the BART is available at <http://www.bart.gov>.

The hotel is located near the Embarcadero BART Stop (approximately 0.3 miles, 10 minutes walking).

Directions from SFO to the hotel using BART:

- ❖ At SFO, follow signs for BART.
- ❖ Board the Yellow Line towards Pittsburg/Bay Point. The Yellow Line is the only train in operation at SFO.
- ❖ Exit at the Embarcadero stop.
- ❖ From the Embarcadero stop, walk southwest on Market Street toward Beale Street
- ❖ Turn right onto Davis Street
- ❖ Turn left onto Clay Street and the Club Quarters will be on your right at 424 Clay Street.



SuperShuttle provides transportation from SFO to Club Quarters. The blue SuperShuttle vans are located outside of baggage claim at each Terminal. Reservations are recommended and can be made by calling (800) 258-3826. One-way fare between SFO and the Club Quarters is \$17. Additional information about SuperShuttle is available at [www.supershuttle.com/](http://www.supershuttle.com/).

Taxi fare between SFO and the hotel is approximately \$45 each way, not including gratuity.

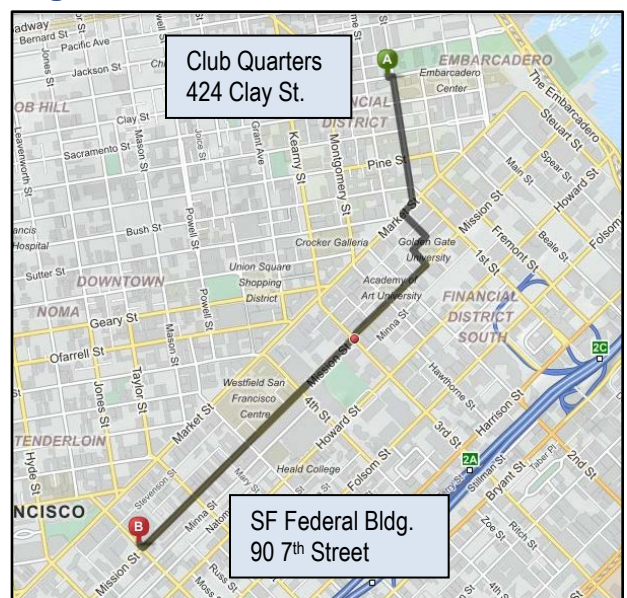
Parking is available at the Embarcadero Garage located at 1 Embarcadero Center, a half block walk to the Club Quarters. The garage is open 24 hours a day, 7 days a week. The cost is \$33 plus tax for 24 hours with no in/our privileges and is paid directly to the parking garage. For in/our privileges, guests must present the garage ticket at the Club Quarters Member Service Desk, where you will be issued a pass. The cost for in/our privileges is \$37 plus tax for 24 hours, paid directly to the hotel.

---

## Walking Directions to San Francisco Federal Building from Club Quarters

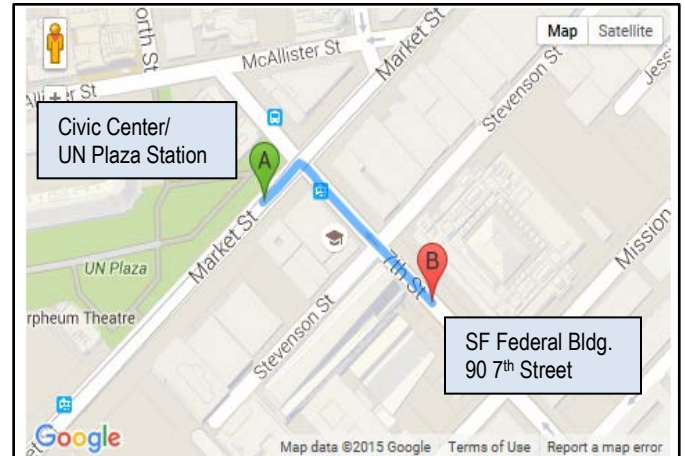
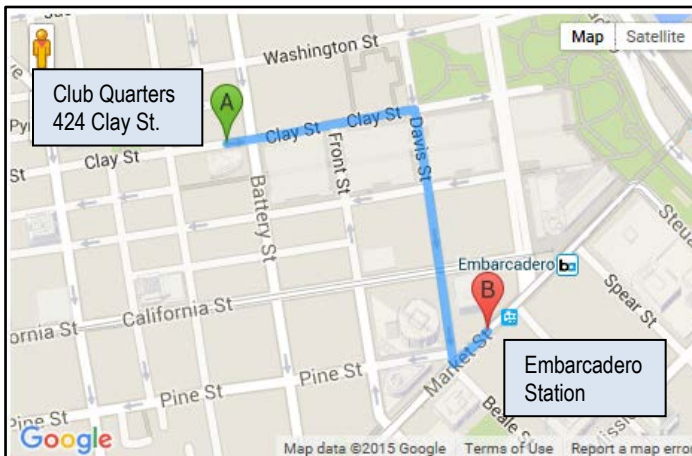
Approximately 1.5 miles, 35 minutes

- ❖ From the hotel, walk east on Clay St. toward Battery St.
- ❖ Turn right onto Battery St.
- ❖ Turn right onto Market St.
- ❖ Turn left onto Ecker Place.
- ❖ Turn right onto Jessie St.
- ❖ Turn right onto Mission St.
- ❖ Turn right onto 7<sup>th</sup> St.
- ❖ The San Francisco Federal Building will be on your left.



## Public Transportation Directions to San Francisco Federal Building from Club Quarters Approximately 1.5 miles, 20 minutes

- ❖ From the hotel, walk east on Clay St. toward Battery St.
- ❖ Turn right onto Davis St.
- ❖ Turn left onto Market St.
- ❖ Enter the BART Embarcadero Station. From the Embarcadero Station, board either the Yellow (toward SFO Airport), Red (toward Millbrae), Green (toward Daly City) or Blue (toward Daly City) trains.
- ❖ Exit at the Civic Center/UN Plaza Station.
- ❖ After exiting the Civic Center/UN Plaza Station, walk northeast on Market Street toward Charles J. Brenham Place.
- ❖ Turn right onto 7<sup>th</sup> St.
- ❖ The San Francisco Federal Building will be on your left.



## Bay Area Rapid Transit (BART) System Map

