

Palo Alto Office Visitors' Guide

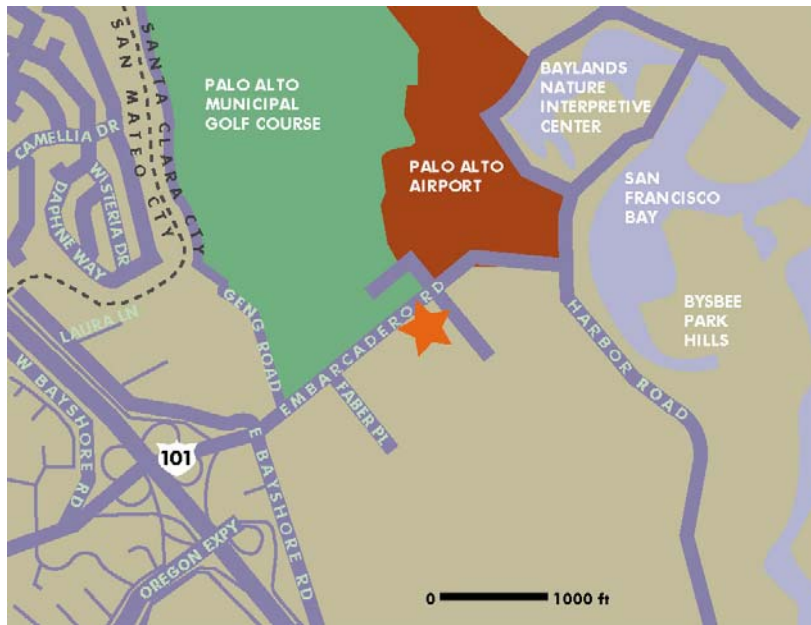
A helpful guide for those planning to visit the Palo Alto Office of Sullivan & Cromwell LLP

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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell LLP
1870 Embarcadero Road
Palo Alto, CA 94303

Tel: 650-461-5600
Fax: 650-461-5700



OFFICE HOURS

The front desk is staffed Monday through Friday, 8:00 a.m. - 6:00 p.m. Access at all other times must be arranged in advance by contacting the Administrative Director at 650-461-5677.



AIRPORT INFORMATION

FAA Website (does not include Oakland International Airport) - <http://www.fly.faa.gov>



DIRECTIONS TO OFFICE

BY AIR:

San Francisco International Airport and San Jose International Airport are both convenient to the Palo Alto office. Oakland International is a third option, though less convenient.

BY LAND:

From San Francisco Airport ("SFO"):

- Exit the airport following signs to "FREEWAYS"
- Take U.S. 101 South (about 19.4 miles)
- From the right hand lane, take the Embarcadero Road/Oregon Expressway exit and take Embarcadero Road going East, crossing back over the freeway
- The office will be on your right (about .6 mile)

From San Jose Airport ("SJC"):

- Exit the airport, following signs to 101 North
- Take 101 North (about 11.8 miles)
- Take the Embarcadero Road/Oregon Expressway exit and follow the signs to Embarcadero Road, East - this is the second ramp
- The office will be on your right (about .6 mile)

From Oakland International Airport ("OAK"):

- Exit the airport on Airport Drive - this merges with 98th Avenue
- Continue on 98th Avenue for about .9 mile
- Take the ramp onto I-880 South towards San Jose and stay on I-880 South for about 14.2 miles
- Take the CA-84 West exit toward Dumbarton Bridge and cross the bridge (about 8.7 miles)
- Have \$5 ready for the bridge toll
- Turn left on University Avenue immediately after coming off the bridge and stay on it for about 2 miles
- Take 101 South towards San Jose
- Take the Embarcadero Road/Oregon Expressway exit and take Embarcadero Road going East, crossing back over the freeway
- The office will be on your right (about .6 mile)

B.A.R.T. (Bay Area Rapid Transit) does not serve the Palo Alto area. If you want to use B.A.R.T. in other parts of the San Francisco Bay Area, information is available at <http://www.bart.gov>.

Caltrain (<http://www.caltrain.org>) stops at University Avenue and California Avenue in Palo Alto. Both stations are equally convenient to the office. The most efficient way to get from the train station to the office is taxi because bus service is limited and time-consuming.

Yellow/Computer Cab: 888-512-1234 Please note that SF-based taxis are authorized to charge 1.5 times the meter reading when driving to destinations south of SFO (about \$110 plus tip). A peninsula-based taxicab company will charge \$45-60 plus tip for a one-way trip to the Stanford area from SFO.

Samtrans: bus information is available at <http://www.samtrans.org>

Transit information: <http://www.transit.511.org>

Traffic, transit information (bus, rail, ferry, shuttles, etc. for the entire Bay Area), trip planner, FasTrack (bridge pass) information: <http://www.511.org>

Car Service: iLimo (650-892-3939) and Victoria Sedan (800-842-1477) offer a reliable alternative to taxi service



BANKING

ATM Cash Machines:

ATM's are located at most banks and many other businesses. Use the VISA ATM Locator website at <http://visaatm.infonow.net> or the MasterCard ATM Locator website at <http://www.mastercard.com>. Most banks also include ATM location information on their websites (e.g., <http://www.citibank.com>). The ATM closest to the Palo Alto office is across the street in the golf course clubhouse.

Bank Opening & Closing Times:

Most banks are open Monday to Friday 9:00 a.m. - 5:00 p.m. and some branches are open limited hours on Saturdays. All banks are closed on Sundays and holidays.

Credit Cards:

Credit cards can be used in most of the city's restaurants, shops, hotels, bars and nightclubs. Cash advances on your Visa and MasterCard can be obtained from most banks.

Currency and Travelers Checks:

Currency and Travelers Checks can be easily exchanged at banks and the local American Express or Travelex office. They can also be used like cash at most businesses.

American Express
250 University Avenue
Palo Alto, CA 94301
Tel. 650-327-3711

Travelex
Stanford Shopping Center C-606
Palo Alto, CA 94304
Tel. 650-321-3309



COURIER SERVICES

Western Messenger Service (800-464-6438) provides courier services for CASH and/or CREDIT CARD BOOKINGS. NO ACCOUNT IS REQUIRED. At the time of booking, please specify that it is a Cash and/or Credit Booking. Payments can be made when the booking is placed or at the Drop-Off Address. If the courier service is for a client or S&C personnel, our Receptionist can make the arrangements (tel. 650-461-5600)



EMERGENCY SERVICES

To contact the police, fire or ambulance services dial **911** free from any public or private telephone. In case of an accident, most major hospitals have 24-hour accident and emergency departments. Please see: **MEDICAL FACILITIES** (below).

Late Night Pharmacy:

Palo Alto has a 24-hour pharmacy:

Walgreen Drug Store
121 East El Camino Real
El Camino at Grant
Mountain View, CA 94040
Tel. 650-961-7555.



ENTERTAINMENT

Time Out - <http://www.timeout.com/travel/sanfrancisco>

Theatre Guide - <http://www.sfvisitor.org> or <http://www.sanfrancisco.com/theater/index.shtml>

LonelyPlanet - <http://www.lonelyplanet.com/destinations/northamerica/sanfrancisco>

Official City Website - <http://www.sfgate.com/eguide> or <http://www.paloaltoonline.com>

Stanford University information - <http://www.stanford.edu>



HOTEL ACCOMMODATIONS

Four Seasons Hotel 2050 University Avenue East Palo Alto, CA 94303	Tel: 650-566-1200 Fax: 650-566-1221
Garden Court Hotel 520 Cowper Street Palo Alto, CA 94301	Tel: 650-322-9000 Fax: 650-324-3609
Hotel De Anza 233 West Santa Clara Street San Jose, CA 95113	Tel: 408-286-1000 Fax: 408-286-0500
Mandarin Oriental 222 Sansome Street San Francisco, CA 94104	Tel: 415-276-9888 Fax: 415-433-0289
Rosewood Sand Hill 2825 Sand Hill Rd. Menlo Park, CA 94025	Tel: 650-561-1500 Fax: 650-561-1501
Sheraton Palo Alto Hotel 625 El Camino Real Palo Alto, CA 94301	Tel: 650-328-2800 Fax: 650-327-7362
Stanford Park Hotel 100 El Camino Real Palo Alto, CA 94301	Tel: 650-322-1234 Fax: 650-322-0975
Westin Palo Alto 675 El Camino Real Palo Alto, CA 94301	Tel: 650-321-4422 Fax: 650-321-5522



MAPS

Popular Bay Area maps: <http://www.sfgate.com/maps> or <http://www.sfgate.com/traveler/guide/maps>

Local area maps of Palo Alto and surrounding areas: <http://www.city.palo-alto.ca.us/maps/bayarea.html>



MEDICAL FACILITIES

Stanford Medical Center
300 Pasteur Drive
Stanford, CA 94305
Tel. 650-723-4000
<http://www.stanfordhospital.com>

- Other than emergency room visits, consultations with physicians or other medical personnel require an appointment. The medical center is open from 8:30 a.m. - 5:00 p.m. Monday - Friday.
- Payment other than insurance: cash, check, credit cards.



TELEPHONE INFORMATION

TO PLACE AN INTERNATIONAL CALL:

Dial 011, then the country code of the country you are calling, then the city code and then the telephone number.

TO PLACE A LONG DISTANCE CALL WITHIN THE U.S.:

Dial 1, the area code and the number.

See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycallingcodes.com/>:

Australia – 61	Italy – 390
Austria – 43	Japan – 81
Belgium – 32	Netherlands – 31
Brazil – 55	New Zealand – 64
France – 33	Norway – 47
Germany – 49	Portugal – 3512
Greece – 30	South Africa – 27
Hong Kong – 852	Spain – 34
India – 91	Sweden – 46
Ireland – 353	Switzerland – 41
Israel – 972	UK – 44

INTERNATIONAL PHONE CARDS:

Pre-paid phone cards can be bought from convenience stores, internet cafes and online. Cards are sold in most denominations (\$5, \$10, \$15, etc.) or in minutes. Cards are pre-charged to the value shown on the card face and callers can place domestic or international calls from most touch tone telephones.

MOBILE PHONES:

If you are visiting from a distant location you may want to check with your service provider regarding service in this area. Should you want to rent a cell phone you may find one of the following sites helpful:

- <http://cellularexpressphonerentals.com/>
- <http://www.phonerentalusa.com/>
- <http://www.acetelecom.com/>



RESTAURANTS

CitySearch - <http://sanfrancisco.citysearch.com/find/section/sanfrancisco/restaurants.html>
http://siliconvalley.citysearch.com/find/section/siliconvalley/restaurants_bars.html

Free online reservations at Bay Area restaurants - Open Table at <http://www.opentable.com/>

Palo Alto Online - <http://www.paloaltoonline.com/restaurants/>

Palo Alto restaurant map - <http://www.research.compaq.com/PA/maps/cities/palo-alto-food.html>

SFGate - San Francisco Chronicle reviews for restaurants in San Francisco, San Mateo and Santa Clara counties: <http://www.sfgate.com/eguide/food/>



SHOPPING

Shop hours vary by location and type of store. Super stores are generally open 7 days a week and from 9:00 a.m. to 9:00 p.m. daily. Smaller stores and the shops along University Avenue in Palo Alto

are generally open from 10:00 a.m. to 6:00 p.m. Monday - Saturday and some are open from noon to 5:00 p.m. on Sundays. Most stores at the Stanford Shopping Center are open Monday to Saturday from 10:00 a.m. to 9:00 p.m. and from 12:00 p.m. to 6:00 p.m. on Sunday. Many of the large supermarkets are open 24 hours daily.



TRANSPORT SERVICES

AIR:

FAA Website (does not include Oakland International Airport) - <http://www.fly.faa.gov>

PARKING:

Long and short term parking is available at all airports. For information, contact:

http://www.flysfo.com/transport/parking/gt_prk_sfo.asp
<http://www.airportparkingreservations.com/airports/sanfrancisco/>
<http://www.sjc.org/travelers/parking.html>
<http://www.flyoakland.com/parking.shtml>

PUBLIC TRANSPORTATION:

B.A.R.T. (Bay Area Rapid Transit) does not serve the Palo Alto area. For information about service in other areas B.A.R.T. information is available at www.bart.gov.

Caltrain (www.caltrain.org) stops at University Avenue and California Avenue in Palo Alto. Both stations are equally convenient to the office. The most efficient way to get from the train station to the office is taxi because bus service is limited and time-consuming. There is a direct shuttle that runs from University Avenue to Harbor Place which is less than one block from our office. The shuttle operates in the morning and afternoon only. For schedule information see www.cityofpaloalto.org/transportation.

Samtrans (bus) information is available at <http://www.samtrans.org>

Transit information is available at <http://www.511.org>

TRAFFIC CONDITIONS:

Traffic information is available at <http://www.traffic.com> or at regular intervals "on the eights" on radio station 740AM.

TAXI and CAR SERVICE:

Yellow/Computer Cab: 888-512-1234. Please note that SF-based taxis are authorized to charge 1.5 times the meter reading when driving to destinations south of SFO (about \$110 plus tip). A peninsula-based taxicab company will charge \$45 - 60 plus tip for a one-way trip to the Stanford area from SFO.

ILimo: 650-892-3939 (contact Rodney) or Victoria Sedan (800-842-1477)



VISA / PASSPORTS & IMMIGRATION

VISAS:

Visa requirements vary by country. You should check with the U.S. Embassy in your country regarding entry requirements. Non-U.S. citizens must have a work permit to work in the U.S. For information: <http://travel.state.gov/visa>

To apply for a visa contact the U.S. Embassy in your country.

LOST or STOLEN PASSPORTS:

If your passport is lost or stolen, it is important that you report this to your embassy immediately.

For FAQ about machine readable passport requirements from Visa Waiver countries (in English, French, Japanese, Spanish and Portuguese):

http://www.customs.ustras.gov/xp/cgov/newsroom/fact_sheets/qa_machine_readable/

The main post office in Palo Alto provides a passport service between the hours of 9:00 a.m. and 3:00 p.m. Monday – Friday (1-650-321-1423). For faster service, the San Francisco Passport Agency, located at 95 Hawthorne Street, is available by appointment from 9:00 a.m. to 4:00 p.m. Monday – Friday (1-877-487-2778 or 1-415-550-2700).

http://travel.state.gov/passport/about/agencies/agencies_900.html



WEATHER

<http://www.weather.com> provides local, national and international weather forecasts. Another resource is the Weather Channel on the television.

