

# Meetings & Conferences

## General Information

Clients appreciate the flexibility provided by our tastefully appointed, configurable space and how many services and special touches, which might cost extra elsewhere, are included. With a commitment to local, seasonal ingredients and sustainability, our chefs prepare regionally inspired dishes in our on-site kitchen and bakery. Plus, our diverse and attentive team has been supporting the needs of meetings, conferences, conventions, trainings, company meetings, product launches, certification exams, and other events for more than 30 years.

Your vision and goals are as important to us as they are to you, and together, we can create a memorable experience.

## Features & Capabilities

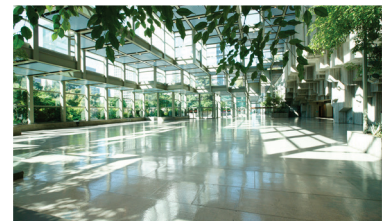
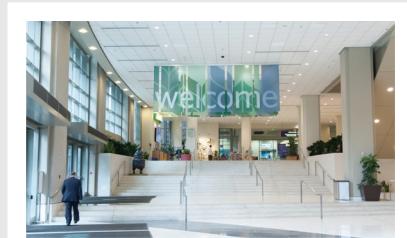
- Flexible/configurable event space
- Exceptional, regionally inspired catering
- Advanced production support from experienced service partners
- Nearby parking and public transportation
- Digital wayfinding and meeting room signage
- Complimentary WiFi in public/common areas
- 20 covered bays at 2 loading docks

## Versatile Event Space

- Up to 70 individual meeting rooms
- Up to 4 individual ballrooms totaling 45,000 sq. ft.
- 6 fixed-set conference rooms with upgraded furnishings

## Included with Rental

- Room set style of your choice
  - Theater, classroom, conference, at rounds
  - Presentation risers, lecterns, head tables
- Adjacent registration space
- Fully carpeted meeting rooms
- Adjustable lighting and climate controls
- In rooms with house sound, the first wired microphone is complimentary with use of in-house audiovisual provider
- (2) 20-amp electrical outlets per meeting space
- Overnight room conversions
- Essential level of access/transportation control staff
- Emergency medical services when provided per internal guidelines
- On-site support staff, including building electricians, engineers, house sound technicians, set-up crews and custodians



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### Safety First

- GBAC STAR™ Facility Accredited
- Modified catering and banquet services which exceed local, state and government guidelines and requirements
- Clear communication throughout logistics planning to ensure a safe and comfortable event

### Expert In-House Service Partners

- Catering – Exclusive
- Voice/Data/Network – Exclusive
- Temporary Electrical – Exclusive
- Emergency Medical Services – Exclusive
- Audiovisual – Preferred

### Budgeting for Additional Expenses

- ☐ Catering services
- ☐ Audiovisual equipment or sound system usage fees
- ☐ Supplemental power for audiovisual equipment, registration, tabletop displays, etc.
- ☐ Wired or wireless internet access, or other data and network requirements
- ☐ Validated parking
- ☐ Event or sponsor signage
- ☐ Labor fees for event-related staff positions (i.e. door monitors, coat check, ticket takers)
- ☐ Daytime room conversions and/or one-time fee for large exhibit hall or ballroom sets
- ☐ Operable wall transitions to a new configuration
- ☐ Room re-keying for additional security



## our commitment

To provide the highest level of service to make your next event a safe and unforgettable experience.