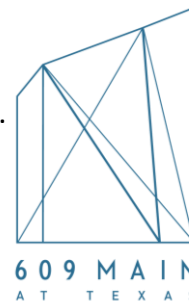


609 MAIN CONFERENCE CENTER



The Conference Center business hours are from **8:00 a.m. – 5:00 p.m.**, Monday through Friday.

- If needed, the event coordinator will be allowed access into the room 30 minutes prior to the scheduled start of the meeting.
- Beverages will be set up 10 minutes prior to the start of the meeting.

Overtime:

- An overtime fee of \$50/hr. will be applied each meeting beginning before 8:00 a.m. and ending after 5:00 p.m.

Note: The pricing below reflects discounts for TENANTS ONLY.

Room Name	Fee	Setup Options	Audio/Visual
Mercury Board Room	\$50/day	Boardroom: Seats up to 14 people	90" LED Monitor Teleconference Videoconference HDMI Laptop Connector
Gemini Board Room	\$60/day	Boardroom: Seats up to 16 people	90" LED Monitor Teleconference Videoconference HDMI Laptop Connector
Apollo A	\$150/day	Training Room – Seats up to 36 people U-Shape – Seats up to 26 people Town Hall - Seats up to 60 people (Capacity up to 90 people)	Projector/ Screen HDMI Laptop Connector Teleconference Wireless Microphones Podium
Apollo B	\$160/day	Training Room – Seats up to 60 people U-Shape – Seats up to 30 people Town Hall- Seats up to 80 people (Capacity up to 180 people)	Projector/ Screen HDMI Laptop Connector Teleconference Wireless Microphones Podium
Apollo A/B Combined	\$200/day	Training Room – Seats up to 108 people U-shape: Seats up to 40 people Town Hall – Seats up to 180 people (Capacity up to 270 people)	Projector / Screen(s) HDMI Laptop Connections Teleconference Wireless Microphones Podium
Entire Facility	\$300/day		

Reservations:

- All reservations are on a first come first serve basis. All reservations must be made at least three days in advance.
- Reservations for use of this facility must be requested through the Conference Center Coordinator at 609MainCC@hines.com.
- Reservations will be confirmed via email.
- Parking: Parking is not included in the conference center pricing. Tenant employees are expected to use their usual parking routine. Daily visitor parking is available at the posted rates and validations are available for purchase.
- Please provide set up instructions (i.e. head count, table set up, chairs, seating style, etc.) to 609MainCC@hines.com at least three days prior to ensure proper set-up and availability of tables and chairs.
- Cancellation must be emailed to the Conference Center Coordinator.
 - *If cancelled with less than two business days' notice of the event, the room fee will be applied.*
- Items cannot be stored in the room the day before or after a meeting, unless approved prior to the event.
- Use of any other Conference Center facilities during your reservation will result in an additional charge.

Amenities:

Beverage Service:

- Coffee: \$1.50/person
- Sodas: \$1.00/can
- Water: \$1.00/bottle
- Fruit Water: \$1.50/person

Catering Service:

- The Conference Center Coordinator must be informed of the catering service you will be using as well as the delivery time at least 48 hours prior to the start of your meeting.
- Catering may not arrive prior to 7:30 a.m. or after 5:00 p.m.

Equipment:

- Projector and screen: No Charge (Training Rooms Only)
- Podium: No Charge (Training Rooms Only)
- Microphones: No Charge (Training Rooms Only)
- A laptop will be provided in each room upon request – please bring presentations on a flash drive.
 - Any outside equipment must be coordinated in advance.
- Complimentary WiFi

Condition of the Room:

- All materials brought into the room must be removed once the meeting is complete.
- Standard cleaning is included in the room charge; however, additional charges will be applied depending on if extra care is needed (stains on carpet, marks on wall, etc.).
- Tape or thumbtacks are not allowed on any wall or table in any of the conference rooms.