Conference Center

Hours of Operation: 8:00 a.m. to 5:00 p.m. Monday – Friday (except holidays)

Features/Benefits

The NEMA Conference Center provides four meeting rooms with integrated audio/visual systems, wireless internet, and teleconferencing capability.

Included in each room:
- 90" Flat Screen Displays
- Dedicated PC
- Laptop Connections
- VGA & HDMI
- 4.5MM Audio
- Ceiling microphones
- Ceiling speakers
- Wireless Lavaliere (upon request)
- Wireless presenter
- Integrated Phone System
- Wireless Internet
- Flipboard with markers (upon request)

Catering

For catered meetings and events, we invite you to choose from one of four preferred NEMA vendors.

- La Madeleine
- La Prima
- Mindy’s
- Saint Germain

Contact meetings@NEMA.org for additional information, including after-hours options.

Meeting Room Rates

<table>
<thead>
<tr>
<th>Room</th>
<th>Full day</th>
<th>Half day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hubbell Suite</td>
<td>$1,075</td>
<td>$735</td>
</tr>
<tr>
<td>Hubbell 1</td>
<td>$775</td>
<td>$535</td>
</tr>
<tr>
<td>Hubbell 2</td>
<td>$775</td>
<td>$335</td>
</tr>
<tr>
<td>Legrand Suite</td>
<td>$850</td>
<td>$625</td>
</tr>
<tr>
<td>Legrand 1</td>
<td>$550</td>
<td>$325</td>
</tr>
<tr>
<td>Legrand 2</td>
<td>$550</td>
<td>$325</td>
</tr>
</tbody>
</table>

*See diagrams for seating capacity.

Additional Information

A full day is more than 4 hours and a half day is 4 hours or fewer.

Please note minimum 72-hour advance notice is required for staffing.

After hours HVAC 6:00 p.m. will incur a $65 per hour charge.
Meeting Room Table Configurations:

### Potential Configurations

<table>
<thead>
<tr>
<th></th>
<th>Hubbell 1</th>
<th>Hubbell 2</th>
<th>Hubbell Combined</th>
<th>Legrand 1</th>
<th>Legrand 2</th>
<th>Legrand Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs around tables</td>
<td>20</td>
<td>12</td>
<td>36</td>
<td>12</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Perimeter Seating</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>10</td>
<td>12</td>
<td>22</td>
</tr>
</tbody>
</table>

**Set A**

National Electrical Manufacturers Association  
1300 N. 17th Street, Suite 900, Rosslyn, VA 22209  
meetings@nema.org | (703) 841-5920  
www.NEMA.org