



Conference Center

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

Features/Benefits	Meeting Room Rates		
<p>The NEMA Conference Center provides four meeting rooms with integrated audio/visual systems, wireless internet, and teleconferencing capability.</p> <p>Included in each room:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 90" Flat Screen Displays <input type="checkbox"/> Dedicated PC <input type="checkbox"/> Laptop Connections <input type="checkbox"/> VGA & HDMI <input type="checkbox"/> 4.5MM Audio <input type="checkbox"/> Ceiling microphones <input type="checkbox"/> Ceiling speakers <input type="checkbox"/> Wireless Lavalier (upon request) <input type="checkbox"/> Wireless presenter <input type="checkbox"/> Integrated Phone System <input type="checkbox"/> Wireless Internet <input type="checkbox"/> Flipboard with markers (upon request) <p>Catering</p> <p>For catered meetings and events, we invite you to choose from one of four preferred NEMA vendors.</p> <ul style="list-style-type: none"> • La Madeleine • La Prima • Mindy's • Saint Germain <p>Contact meetings@NEMA.org for additional information, including after-hours options.</p>	<p>Hubbell Suite Full day \$1,000</p> <p>Half day \$700</p> <p>Hubbell 1 Full day \$700</p> <p>Half day \$500</p> <p>Hubbell 2 Full day \$500</p> <p>Half day \$300</p> <p>Legrand Suite Full day \$800</p> <p>Half day \$600</p> <p>Legrand 1 Full day \$500</p> <p>Half day \$300</p> <p>Legrand 2 Full day \$500</p> <p>Half day \$300</p> <p><i>*See diagrams for seating capacity.</i></p> <p>Additional Information</p> <p>A full day is more than 4 hours and a half day is 4 hours or fewer.</p> <p>Please note minimum 72-hour advance notice is required for staffing.</p> <p>After hours HVAC 6:00 p.m. will incur a \$65 per hour charge.</p>		

Meeting Room Table Configurations:

Potential Configurations

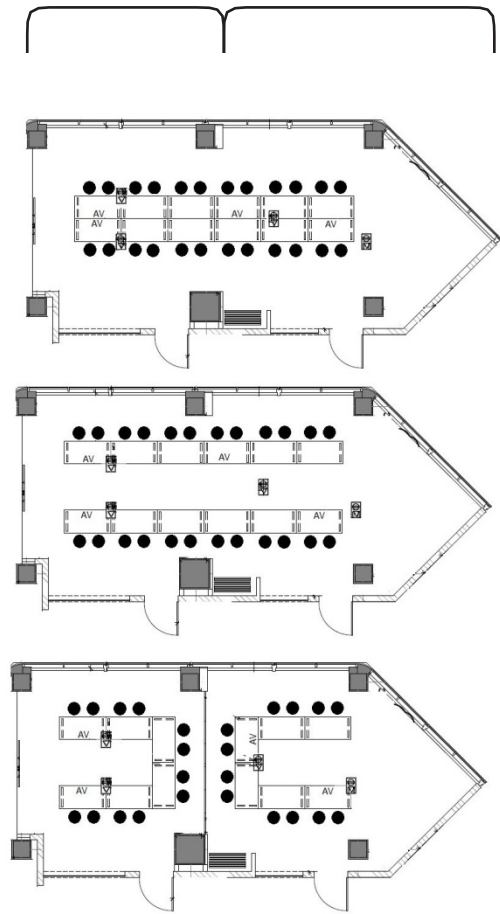
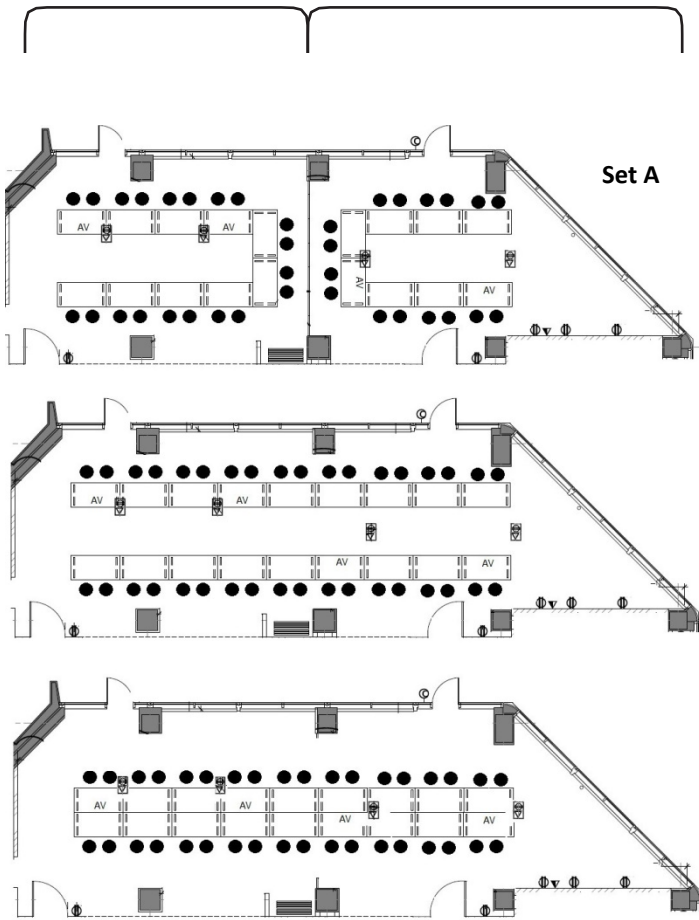
Hubbell 1

Hubbell 2

Potential Configurations

Legrand 1

Legrand 2



Capacity	Hubbell 1	Hubbell 2	Hubbell Combined	Legrand 1	Legrand 2	Legrand Combined
Chairs around tables	20	12	36	12	12	24
Perimeter Seating	10	10	20	10	12	22



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