Conference Center

Hours of Operation: 8 a.m. to 5 p.m. Monday – Friday. *Closed evenings, weekends, and 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
- 3.5MM audio
- Tabletop delegate microphones
- Ceiling speakers
- Lavaliere (upon request)
- Wireless presenter
- Integrated phone system
- Wireless Internet
- Flipboard with markers (upon request)

### Catering

*All beverages are included in the room rate*

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

- Saint Germain
- Mindy’s
- La Prima
- Italian Store

Contact meetings@NEMA.org for pricing and ordering information.

### 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>$2,000.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Hubbell 1</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Hubbell 2</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Legrand Suite</td>
<td>$1,750.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Legrand 1</td>
<td>$1,500.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Legrand 2</td>
<td>$1,500.00</td>
<td>$1,000.00</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 less.

Please note that a 72-hour advance notice is required for staffing.
Meeting Room Table Configurations:

<table>
<thead>
<tr>
<th>Capacity</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>16</td>
<td>36</td>
<td>12</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Gallery seating</td>
<td>10</td>
<td>10</td>
<td>20</td>
<td>10</td>
<td>12</td>
<td>22</td>
</tr>
</tbody>
</table>