



## Conference Center Information Sheet

One South Dearborn's Conference Center is located on the 7<sup>th</sup> floor and is available to building tenants 24 hours a day, seven days a week.

The Conference Center is a 950 square foot meeting room that includes access to the kitchenette in the adjoining tenant lounge. The meeting room can be arranged to suit a variety of needs and can seat up to 60. Traditional setups can be found on the following pages. Complimentary WiFi is available for use in the Conference Center.

The Conference Center supplies 60 chairs and enough tables to seat 30. Tenants are welcome to coordinate with an outside vendor if additional tables or chairs are needed to accommodate an event. Also included upon request are:

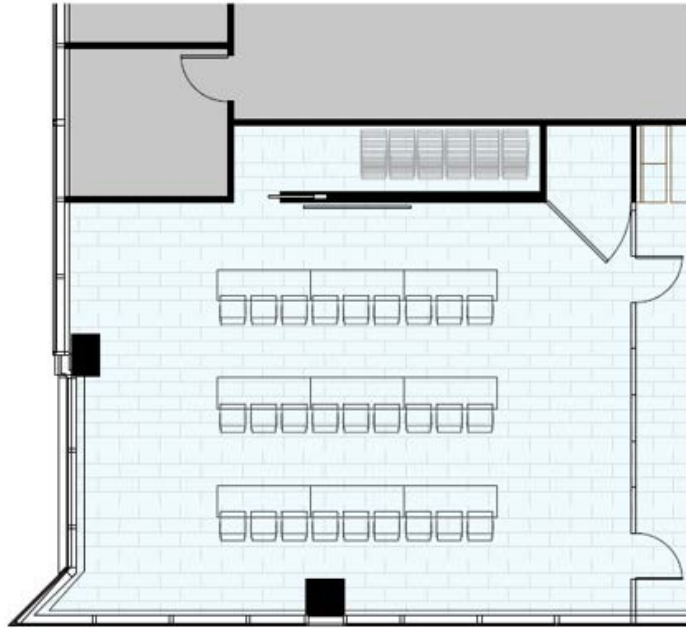
- DVD/TV
- 80" LED Monitor with sound bar
- Podium
- Flip Chart

Tenants may have food and refreshments catered by a vendor of their choice. Liquor Liability insurance (if applicable) and Certificate of Insurance must be provided prior to the event for any outside vendor. Tenants are responsible for registering visitors/vendors in the iVisitor system.

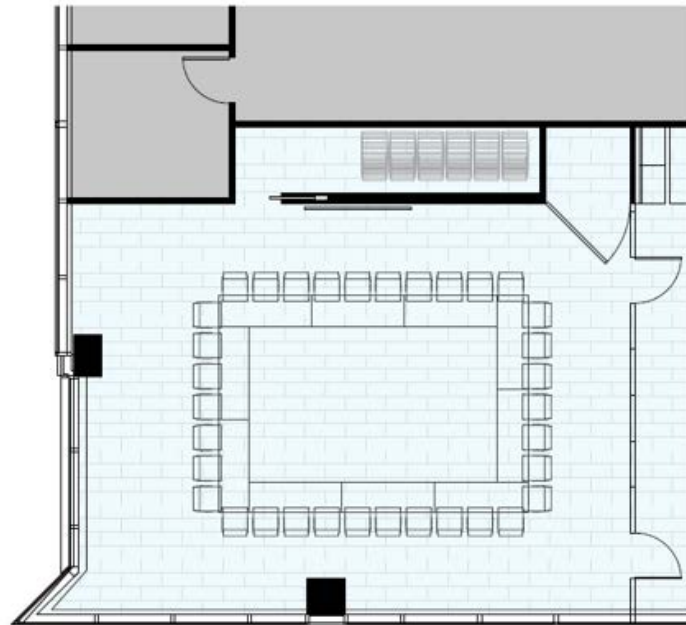
The Conference Center rental rate is \$50/hour or \$400/day. We ask that all reservations please be made 48 hours in advance. Requests for Monday rentals must be received by 12pm the previous Friday. To avoid being charged your full rental rate, we do require 24 hour advance notice for any cancellations.

Please remember that the Conference Center is located on a working business floor with other tenants. Noise must be kept to an appropriate business level at all times. The room will be cleaned at the end of each day; however it is the tenant's responsibility to pick up after their rental. The tenant is responsible for any lost or damaged Conference Center equipment. Our Staff Assistant will be available to help with technology setup for rentals taking place during normal business hours.

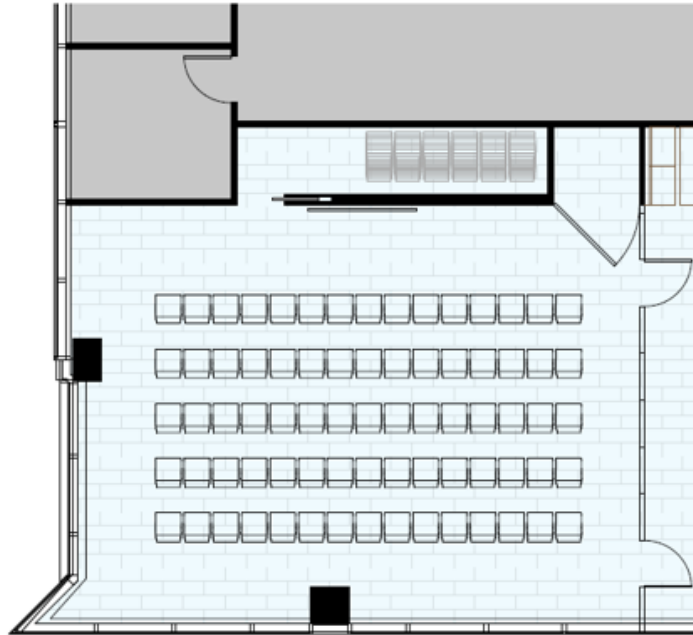
## Classroom Setup



## Round Table Setup



## Seminar Setup



\* keep in mind this auditorium set up is for showing similar layout, only 60 chairs are provided (5 rows of 12)

Please contact our Property Management Office at [OSD@hines.com](mailto:OSD@hines.com) or by phone at 312-386-8300 for additional information or to book a reservation. Tours are also available upon request.