

VCOM CONFERENCE CENTER @ THE CRC
VCOM II Building
2280 Kraft Drive
Blacksburg, VA 24060

Eligibility for Use:

The Conference Center can be used by anyone except VT entities (e.g., departments, centers, advisory boards, etc.) that must, by policy, use the Inn or the Hotel Roanoke. VCOM use has top priority followed by CRC tenants.

Facilities:

- The VCOM Conference Center @ the CRC is located in the VCOM II Building of the Virginia Tech Corporate Research Center, 2280 Kraft Drive, Suite 1800.
- The VCOM Conference Center consists of four separate rooms that can be joined via removable walls. Room combinations add substantially to the number of people that can be accommodated.
- The Conference Center contains 500 chairs and 154 tables that are 2' x 5'. The Center does not have "rounds" for banquet use. Rounds may be rented locally. Table cloths/skirts are not provided.
- Prices below are per event not to exceed 12 hours. (Taxes not included)

Fees:

<i>ROOM</i>	<i>SIZE</i> <i>(square feet)</i>	<i>BANQUET</i> <i>CAPACITY</i>	<i>SEMINAR</i> <i>CAPACITY</i>	<i>BASE</i> <i>FEE</i>
A	1686	72	70	\$125
B	1859	88	84	\$175
C	1859	88	84	\$175
D	1686	72	70	\$125

- Room combinations are the sum of the fees above.
- CRC tenants are eligible for a 10% discount on the above fees.
- There are no fees for audio/visual or use of the Internet.
- Fees may apply for Client set-up and tear down of standard arrangement.

Sales Tax:

Any equipment or services provided by OWNER are subject to applicable sales tax. Non-profit organizations exempt from federal income taxation under Sections 501(c) (3) or 501(c) (4) of the Internal Revenue Code qualify for a sales and use tax exemption. Please furnish a copy of your

sales and use tax exemption certificate along with your application to avoid having sales tax assessed at the time of invoicing.

Options:

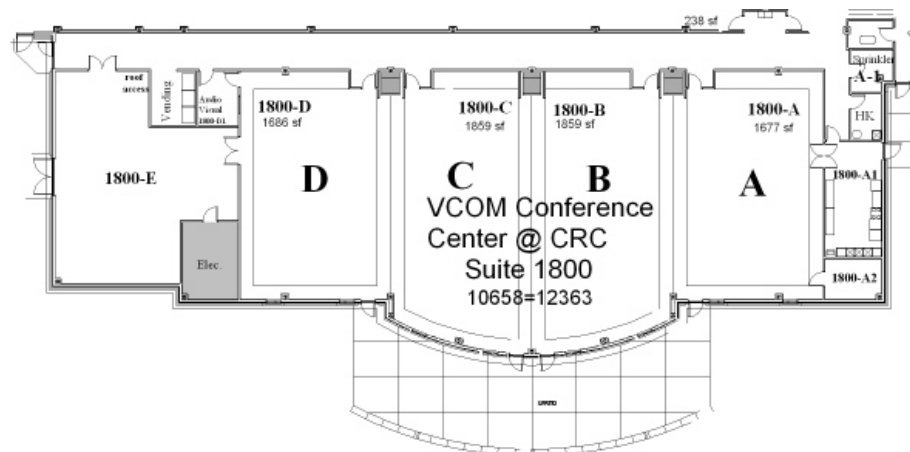
The following options are available on a first-come, first-served basis:

- Outdoor function space.
- Audio/Visual equipment including a LCD projector, VCR, DVD player, screen, podium, and speakerphone. Client is responsible for operation of the equipment. Training can be provided by the CRC.
- High-speed wireless Internet access.
- Large lobby for group registration.
- Adequate parking.
- A catering kitchen. The Wikiteria Market & Cafe is the preferred caterer for the Conference Center.
- On-call staff to deal with emergent problems.

Scheduling:

Conference Center availability and scheduling should be coordinated with the CRC Administrative Office at 961-3600, or ccordiano@vtcrc.com.

Floor plan:



Process:

1. Contact Christie Cordiano at the CRC Administrative Office to determine availability.
2. Complete the Application and Contract Form and return to the CRC Administrative Office along with separate checks payable to the Virginia Tech Corporate Research Center for the following:
 - a) \$150 security deposit
 - b) 25% deposit on room total, non-refundable in case of cancellation
3. The CRC will contact the Client and discuss details relating to the event or any special accommodations.
4. Client pays balance of monies owed to the CRC by check at least 24 hours prior to the event.

Internet Access:

Clients using the Conference Center can directly connect to the Internet in each conference room using the computer located in the podium for that room.

Events requiring wireless use of the Internet will require that computers to be used are preauthorized with Virginia Tech for wireless access. Clients needing access for a specific computer via a guest account need to complete the information at <https://cola.cns.vt.edu> at least three working days prior to the conference. The form will require that you specify a sponsoring organization. That organization is the *VCOM Conference Center @ CRC*. Clients requiring more than 25 wireless guest accounts will be charged an additional \$1 per account over 25 authorized. Guest accounts will not be authorized for a Virginia Tech Client. VT Clients can obtain wireless access authorization through their respective departments.

Building and Conference Center Access:

The building will be locked at the close of business each day. Clients will need to be issued a set of keys to unlock the building and the Conference Center, if being used after hours. Clients will be responsible for ensuring that the building is locked at the end of their event.

Keys will be issued by the CRC Administrative Office upon request and must be returned immediately after the event.

Directions to the Conference Center in VCOM II:

To reach the CRC from Interstate 81 (southbound and northbound):

Take Exit 118 to reach the exit ramps for all three of the exits at this location. There is only one exit ramp serving the exits; missing the ramp means a trip north to Exit 128 or south to Exit 114 to turn around.

Take Exit 118B onto U.S. 460 West. Follow the signs for Blacksburg/Virginia Tech. The U.S. 460 bypass is a limited-access highway from I-81 to Virginia Tech.

Watch signs carefully for routes and directions. Stay on U.S. 460 West, toward Virginia Tech, Bluefield for 2.5 miles to the traffic light at VA 314, (Southgate Drive). Turn right onto Southgate Drive. Drive for .8 miles on Southgate Drive. Turn right onto Tech Center Drive. Drive .9 miles on Tech Center Drive and enter the park. Look to the right and you will see a park directory and a campus map.

Continue on Tech Center Drive passing Pratt Drive on your right and then turning right on Kraft Drive. Drive 0.5 miles on Kraft until you see the entrance to the VCOM II Building on your right, 2280 Kraft Drive.

VCOM CONFERENCE CENTER @ THE CRC TERMS AND CONDITIONS

1. Set-up/Tear Down Responsibilities

The standard configuration of the Conference Center is seminar style. Client is responsible for coordinating with the CRC Administrative Office the:

- removal of the seminar furniture, if necessary,
- set-up of furniture to meet the needs of the Client (e.g., banquet style),
- removal of the Client's furniture, if necessary, after the event
- restoration of the Center to seminar style.

Fees may apply for set-up and tear down of seminar furniture depending on the Client's use of the Center.

If the Client is VCOM, then VCOM is responsible for all aspects of set-up and tear down and no deposit or set-up/tear down fees will be charged. The event must still be coordinated with the CRC Administrative Office.

2. Security Deposit

A \$150 security deposit is required to be paid no less than two weeks prior to the event. Following the event, the deposit will be returned to the Client less deductions, if any, for damage or additional housekeeping required to restoring the facility to its pre-use condition.

3. Room Deposit

To reserve the Center, a deposit on the room(s) in the amount equal to 25% of the total is required to be paid to the CRC no less than two weeks prior to the event.

4. Cancellation

Cancellation of the event, once a signed contract has been executed, will result in forfeiture of the deposit on the room.

5. Alcoholic Beverages

Clients renting the Conference Center are solely responsible for complying with all federal, state, town regulations and/or laws including those governing the use of and/or serving of alcoholic beverages. Client must comply with all current ABC regulations including obtaining a banquet license and providing security, if necessary, in order to consume alcohol on the premises. ABC rules and a copy of necessary forms can be obtained at www.abc.virginia.gov.

6. Insurance

Client agrees to provide a policy of general liability insurance specifically referring to broad form property damage, independent contractor coverage, and personal injury liability with limits of \$1,000,000 with a responsible insurance company. Client agrees to name VE Holdings, as building owner, and Virginia Tech Corporate Research Center, Inc., as building manager, as additional insured there under. Client's insurance will be considered primary of any similar insurance carried by the building owner. Client agrees to deliver to the CRC, at least two weeks prior to the event, copies of certificates of insurance required.

7. Noise

Client agrees to not disturb adjoining properties by creating excessive noise.

