

WORLD TRADE CENTER SAINT LOUIS

CONFERENCE FACILITY POLICY FOR EXTERNAL ORGANIZATIONS

Access and usage is provided on a first-come, first-serve basis with preference given to WORLD TRADE CENTER *Saint Louis* Members, Tenants, and Internationally-oriented programs related to the economic development of the St. Louis Metropolitan area. No room may be reserved more than four (4) months in advance, or scheduled for more than fourteen (14) consecutive days (30 consecutive days for exhibit space).

Users are responsible for completing conference room request forms and confirming their room assignments prior to the event.

Events held during business hours Monday through Friday must not interfere with the business operations of the WORLD TRADE CENTER tenants (i.e. excessive noise, roaming, etc.). Off-hours use must be arranged a minimum of ten (10) business days in advance so that Security can be properly notified to provide access.

Specific room set-up requirements and audio-visual or other equipment needs must be arranged at least two (2) weeks in advance of the event. Changes to room set-up or services that are requested less than one week before the event may be subject to an additional fee. Users may bring in their own equipment, or use outside vendors, but must inform WTC staff of such instances.

When scheduling your meeting, please remember the following: Arrive at your scheduled time; if you need to get in the room before your meeting starts then make this request when reserving the room. **Write all Set-Up information on the request form such as AV-equipment, extra tables, etc., and please DO NOT move any furniture within the rooms.** Users are responsible for seeing that the Conference Facilities are left neat, orderly, and in its original condition or a clean up fee will apply. If there is a need to extend the time on your current meeting, please call us at 615-8141 to check availability, this will avoid any conflict of other meetings and/or set-ups that may be scheduled. The WORLD TRADE CENTER *Saint Louis* is not responsible for the security of any materials and/or equipment left in the Facilities.

Deposit

50% of the estimated room rental fees are due to the World Trade Center Saint Louis upon receipt and confirmation of Conference Room Request.

All remaining charges will be billed directly to the party reserving the space after completion of the event.

Cancellation Policy

Should it be necessary for you to cancel your event, the following schedule will apply:

- * Less than **four weeks** prior to the scheduled event: the customer will be liable for 50% of the estimated total of the event.
- * Less than **two weeks** prior to the scheduled event: the customer will be liable for 75% of the estimated total of the event.
- * Less than **five days** prior to the scheduled event: the customer will be liable for 100% of the estimated total of the event.

The WORLD TRADE CENTER *Saint Louis* reserves the right to withhold access and usage to the Conference Facilities if the proposed usage is not in accordance with the mission and policies of the WORLD TRADE CENTER *Saint Louis*.

I have read the above Policy and current fee schedule and agree to its terms and conditions.

Admin. Contact Name (Please Print)

Exec. Contact Name (Please Print)

Signature

Signature

Organization

Date

Phone #

Fax