



Executive Conference Center

425 N. Martingale Road Building, Suite 90

This Conference Facility is available in three set-up configurations:

- Auditorium/Theatre Style – 100-person capacity
- Classroom Style – 60-person capacity
- U-Shape – 30-person capacity

Technology Offered:

- Camera & HDMI laptop connection
- LCD projector
- Corded and wireless microphones
- Speakers
- PolyCom wireless conference phone
- Wireless internet

To connect look for - ***WCC425Conference***

The password is - ***Martingale425!***

The rental rates are as follows:

- Full Business Day: 8:00 AM – 5:00 PM - \$225.00
- Half Business Day - 4 hours or less between 8:00 AM & 5:00 PM - \$150.00
- Daily Set Up/Clean Up Fee \$75.00

* If the room is needed before or after the hours available, additional fees apply.

- Conference Centers must be reserved **48 Hours** in advance.
- Consecutive reservations must be **1 Hour** apart.
- Cancellations must be made **48 hours** in advance to avoid any charges.

Important Phone Numbers

Polycom Wireless Conference Phone	(847) 585-0575
Lincoln Property Company Management Office	(847) 585-5850
Security Desk	(847) 585-5962
Corporate Chefs Catering, Sarah Hernandez-Bravo	(630) 809-4391
Emergency	911

7th Floor Building Conference Room

475 N. Martingale Road Building, Suite 750

This Conference Room has both a training room and a large break out area.

The training room is ONLY available in a Classroom Style configuration to seat 60.

The separate breakout room includes a kitchenette equipped with a full-sized refrigerator/freezer with an ice maker and an open area with ample room for catering, seating, and dining.

Technology Offered:

- AV projector, HDMI laptop connection & drop-down screen
- Wireless internet
To connect look for - ***WCC475Conference***
The password is - ***Martingale475!***
- Polycom wireless conference phone
- Blackout shades in the training room
- Electric powered tables
- Presentation wall with dry erase boards and flip chart

The rental rates are as follows:

- Full Business Day (8:00 AM – 5:00 PM) \$150.00
- Half Business Day 4 hours or less between the hours of (8:00 AM – 5:00 PM) \$75.00
- Daily Set Up/Clean Up Fee \$75.00

* If the room is needed before or after the hours available, additional fees apply.

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