

# FIRST NATIONAL BANK BUILDING CONFERENCE CENTER

## GENERAL INFORMATION

### LOCATION

Located on first floor (ground level) at the corner of 5th Avenue and Minnesota Street, the Conference Center is conveniently located and accessible on street level and by escalator & elevator service to the First National Bank Building skyway.

### DESCRIPTION

The center is designed with state of the art audio visual equipment, ergonomic seating, wiFi, data cabling, phones and restrooms. A common break out area with comfortable seating allows a place for attendees to catch up on phone messages and access the internet via free wiFi. The sink and large trash container is located in the break out area for catering and convenience. The common break out area is available exclusively to one tenant pending the schedules of the other rooms in the conference center. Additionally a coat room, flip chart easels and copy/fax machine are adjacent to the break out area.

*There are 5 conference rooms in the Conference Center serving a wide range of needs:*

### TRAINING ROOM

Standard set up is the Training Style Seating at no cost, alternative set ups are available for a fee of \$100.00. Please see the Conference Room Reservation form for additional information. This room is equipped with a ceiling hung LCD projector and speakers, electric screen and black out window treatments. The room is also equipped with a wireless/handheld microphone and phone that can be connected to the room's speakers.

### CAPITAL AND EMPIRE BOARD ROOMS

2 Boardroom style rooms are professionally designed with table top phones and high back quality chairs seating 12 around a large oblong board room style conference table. Manually operable screens and portable projector are available for use in each room. Polycom speaker are available upon request.

### SUMMIT AND MISSISSIPPI MEETING ROOMS

2 Meeting rooms comfortably seat 8 at a square conference table. Rooms are equipped with standard business phones with speaker and 3 way conferencing capabilities.

## GENERAL INFORMATION

***In addition to the new Conference Center there is one additional meeting room serving tenants of the First National Bank Building. This room is of an older vintage interior finish and is not equipped with rest rooms or telephones.***

### **SUITE N110**

This space is available when the building's conference rooms are booked and with management's approval. The room can accommodate approximately 90 in a training set up. If only chairs are requested 100 could be accommodated. Optional furniture set ups include but not limited to: conference, panel and small group. Furniture is not consistent style but is functional. Charge of \$100 applies for any furniture set up other than training.

### **RESERVATIONS**

Please complete the Conference Room Reservation Form and either email to [info@fnbbuilding.com](mailto:info@fnbbuilding.com) or fax to 651-222-4158 to check availability. Property Management Staff will respond with a location and confirmation of your reservation and discuss any equipment needs you may have. The FNBB Conference Center is a secured via access card.

To access the Conference Center room you have reserved:

1. Stop by the security guard desk on the skyway level to sign out access card/key for specific room.

**PLEASE NOTE:** Do not prop the doors open to the Conference Center. Plan to greet your guests as this is a secured area and needs to remain locked.

## FNBB CONFERENCE CENTER RULES AND REGULATIONS

It is First National Bank Buildings' goal is to offer a professional, convenient conference center that will enhance our tenants business in the building. Please be patient as we deliver this new amenity and understand how to best serve our tenants. Rules and regulations are subject to change at the discretion of building management.

- Conference Center hours are 6:00 am to 10:00 pm Monday through Friday and 8:00 am to 5:00 pm Saturday and Sunday.
- Conference Center facility is available, by reservation, to First National Bank tenants only.
- Meeting organizer is responsible for setting up equipment. If there are technical difficulties, please call 651-225-3666 & management staff can assist but is not responsible for setting up AV equipment for the meeting.
- Laptops, power supply cables or network cables are not supplied.
- Long distance calling is allowed with a long distance calling card.
- Markers and flip chart paper is not supplied. Flip Chart easels are available upon request on a first come, first serve basis.
- Immediately notify the Management Office if the room is in poor condition or furniture, fixtures or equipment is damaged.
- Training Room set up in a different configuration from "standard" requires a 1 day advanced notice and is subject to a set up charge of \$100.
- Moving the furniture around yourself still constitutes a \$100 set up charge.
- The break out area is for conference center attendees only.
- It is the meeting organizer/facilitator's responsibility to ensure that rooms are left in the same condition as they were found. Should the room be returned in a condition requiring cleaning and organizing the user will be charged a \$75.00 cleaning fee.
  - Wipe all tables clean of crumbs & spills
  - All food related trash should be thrown in the large trash bin in the break out area.
  - Chairs pushed back in place at tables.
  - AV equipment returned to the skyway security desk
- Please notify the Management Office as soon as possible, at 651-225-3666, if clean up of any food or beverages is needed. *(Please take note that a \$75.00 cleaning fee will be charged.)*
- No abrasive adhesives are allowed on any surfaces; No duct tape, masking tape, painters tape, electrical tape, packaging tape, putty, push-pins, thumb tacks, or staples are allowed to hang or fasten anything. **ONLY SELF-ADHESIVE "POST-IT" STYLE POSTER PAPER IS ALLOWED.**
- No posting signs on the Conference Center doors, especially main entrance to Conference Center.

# FNBB CONFERENCE CENTER RULES AND REGULATIONS

## CATERING – FOOD SERVICE

### CATERING

- Food and beverages may be brought into the Conference Center. Local caterers are:
  - Aramark Catering 651-495-2054
  - Amanda's Deli/Pete's Grub 651-222-3883
  - Real Meal Deli 651-493-9704 – [www.realmealdeli.com](http://www.realmealdeli.com)  
(Located on Skyway of FNBB)
  
- It is the full responsibility of the meeting organizer to meet the caterer as well as clean up all food at the end of their conferencing time.