

COMMERCE PLACE CONFERENCE CENTRE





A GREAT VENUE FOR BUSINESS MEETINGS

The Commerce Place Conference Centre offers quality atmosphere and desirable meeting rooms which is designed for convenience and productivity. The facility has various gathering spaces in a modernized setting that creates a successful conference event and meetings.

GENERAL INFORMATION

The full self-service Conference Centre is designed to give you the capacity to run and set up your own meeting the way that suits you best. Being located on the 2nd floor of Commerce Place with the closest entrance situated on Jasper Avenue, the Conference Centre has 3 separate rooms which differ in size. Two of the rooms can be converted into one larger room by moving away the folding wall panel. All rooms have state-of-the-art audio-visual equipment, access to Internet, as well as video and conferencing capabilities.

The facility is available to all Commerce Place office tenants.

ROOMS CHART

Tenants can expect flexibility and choice when choosing their Conference Room. From single room bookings with four different seating styles, to combined rooms which can accommodate over 130 individuals, this centre allows you the option to plan your event with confidence.

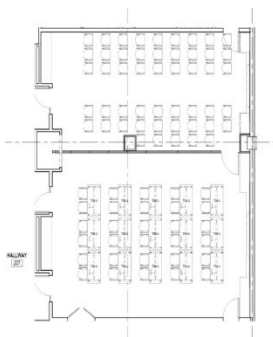


Conference Room	Room Dimensions L x W	Lecture Style	Open Style	Boardroom Style	Panelist Style
Room A	37'4" x 18'1"	20 seats	49 seats	16 seats	39 seats
Room B	37'4" x 25'1"	30 seats	90 seats	28 seats	70 seats
Room A&B Combined	37'4" x 43'2"	50 seats	139 seats	44 seats	109 seats
Boardroom	13'11" x 16'2"	n/a	n/a	12 seats	n/a

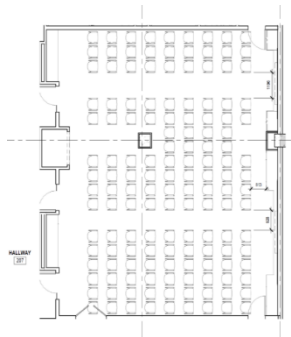
SEATING STYLE OPTIONS

There are four different seating styles available depending on the conference size and room of your choice. The four seating styles are:

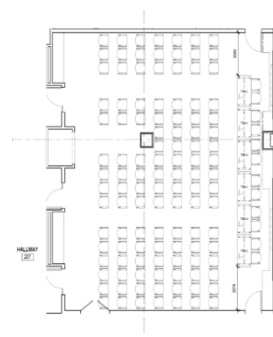
Lecture Layout



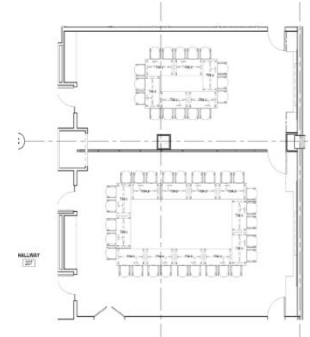
Open Layout



Panelist Layout



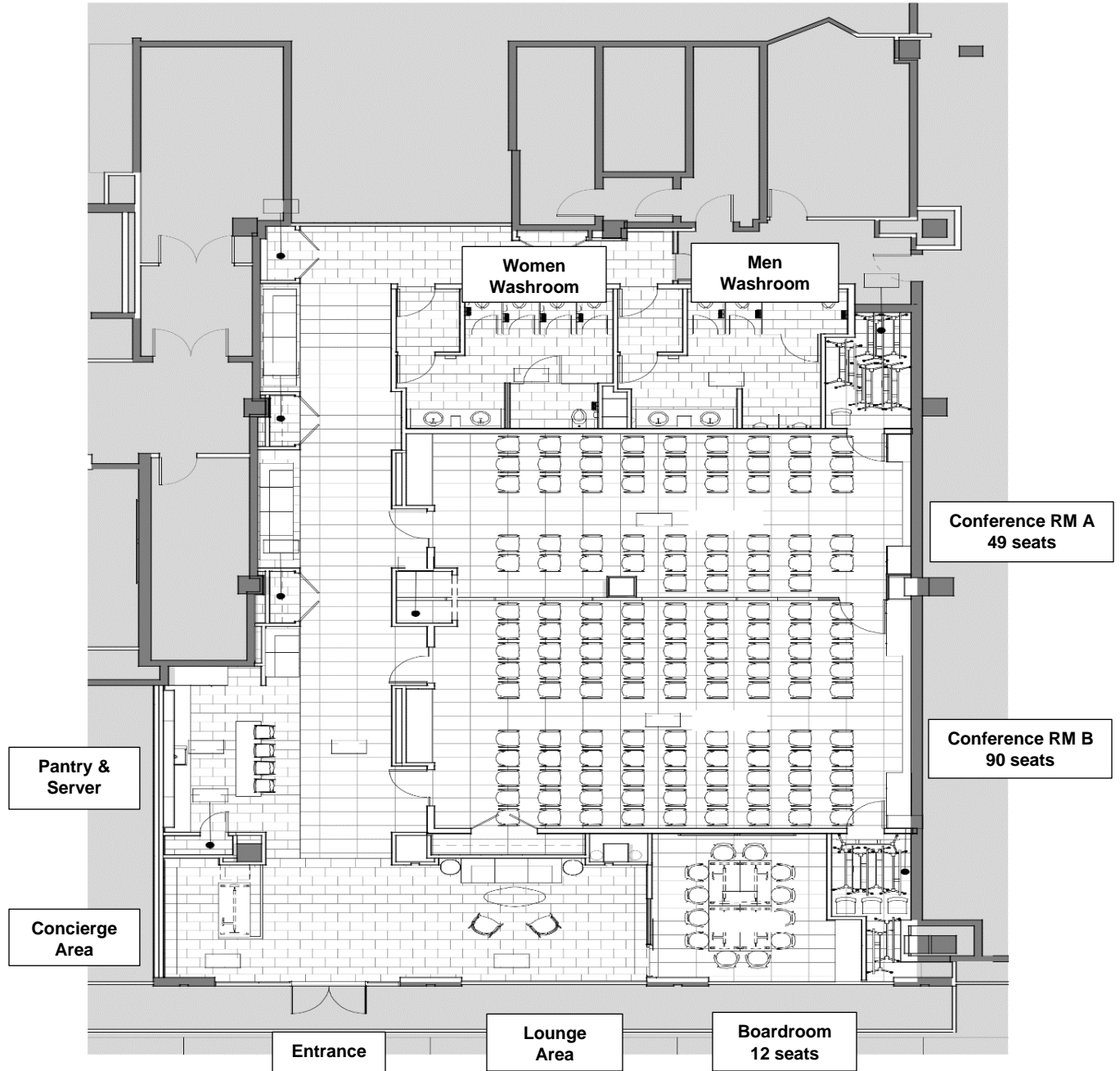
Boardroom Layout





FLOORPLAN

Hosting a successful business event requires a good handle on all the moving parts. To ensure a smooth process, you will find the floorplan below to give you the visual display needed when booking your conference room.



ROOM FEATURES

The features of the facility include the following features and audio-visual equipment.

- High Speed Internet
- Tables & Chairs
- Pantry & Server Section
- Water Cups
- Filtered Water from sink
- Refrigerator
- Dishwasher
- Kegerator
- Men/Women Washroom

Room A & B	Boardroom
7" Touch panel Control System for source, volume, and presentation control	65" Interactive Flat Panel Display with on-board PC computer and wireless presentation system
Motorized Projection Screen	HD Wide Angle Conference Camera & Microphone
High-lumens Ceiling Laser Projectors	Wireless Keyboard & Mouse
Pan-Tilt-Zoom (PTZ) Conference Cameras	
Wireless Keyboard & Mouse	
HDMI Cable and Wall Input	
Wireless Microphone System	
Ceiling Voice tracking Conference Microphones	
Portable Podium	
Whiteboard	

BOOKING AND RESERVATIONS

Tenants: Commerce Place office tenants have priority use of the Conference Centre. Conference rooms can be booked up to three months in advance or with at least 72 hours' notice (3-days). There is no booking fee for Commerce Place office tenants. However, the booking allocation will be on a fair usage basis as well as on square footage the tenant occupies.

The Conference Centre is available Monday to Friday, 8:00AM to 4:00PM.

For more information please contact Tenant Services, QuadReal Office at 780.477.4400.



HOW TO BOOK

Tenants: Commerce Place office tenants can request a booking by:



QuadReal+ App is designed for you to have access to important information about Commerce Place and allows the freedom to view live availability of the Conference Centre meeting rooms.

While utilising QuadReal+, you have the option to submit your meeting request directly from the App.

Please follow the link which will direct you to the QuadReal+ App:

<https://www.quadrealplus.com/>



An alternative booking option is to utilize QuadReal Connect. Log on to your QuadReal Connect account and submit a work request indicating all details such as date, time, duration, anticipated number of attendees and the primary contact for the booking.

Please use the following contact details to submit a request:

TELEPHONE: 1-877-977-2262

E-MAIL: service@quadrealconnect.com

Follow the below link which will direct you to the QuadReal Connect portal:

<https://www.quadrealconnect.com/>

As soon as the request is submitted either via QuadReal+ or QuadReal Connect, our office will send a notification advising your booking is confirmed or unapproved.

Once your booking is confirmed, you will receive a Booking Form for your completion to ensure all necessary information is provided.

For extra enquiries or assistance, please contact our Tenant Services.

Commerce Place Conference Centre
780.477.4400
ecpreception@quadreal.com
Suite 240, 10155 – 102 Street



CATERING

You will find catering at Commerce Place to be an easy task. For your successful breakfast meetings and business luncheons, our retailers provide anything from informal coffee and doughnuts, sandwiches, and pop, to hot hors d'oeuvres and meals.

See individual stores and restaurants for menus and details.

CATERING COMPANY	PHONE NUMBER	WEBSITE	MENU
Sunterra Food Market	780-426-3791	www.sunterramarket.com	Menu
Edo Japan	780-425-9704	www.edojapan.com	Menu
Lux Steakhouse & Bar	780-424-0400	www.centuryhospitality.com	Menu
McDonald's	780-414-8541	www.mcdonalds.com	Menu
Starbucks	780-401-1053	www.starbucks.ca	Menu
Subway	780-497-7295	www.subway.ca	Menu
Sweet Lollapalooza Confections	780-436-3190	www.sweetlollapalooza.com	Menu
The Chopped Leaf	780-757-5323	www.choppedleaf.ca	Menu
Tim Hortons	780-426-3800	www.timhortons.ca	Menu
Sushi-Ya	780-423-0081		
Indian Spice Kitchen	780-752-8886		
Lorenzo's	780-425-3748		
Canton Wok	780-426-1759		
Winston's	780-420-6571		



RULES AND REGULATIONS

At Commerce Place Conference Centre, QuadReal Property Group strives to provide you with the best possible service available. The below Rules and Regulations are standards set in place to keep the Conference Centre facility at its finest. Please read through the below information:

1. The tenant will be using the Commerce Place Conference Centre for standard business purpose and work-related events only.
2. The Conference Centre is a smoke-free environment.
3. All equipment and articles belonging to the Tenant must be removed from the Conference Centre upon completion of your meeting.
4. The facility business hours range from 8am to 4pm, Monday to Friday. Prior arrangements must be made with the Conference Centre Coordinator for alternative hours required.
5. Special instructions for caterer's must be communicated with the Conference Centre Coordinator (i.e.: early arrival times) at least 48 hours in advance.
6. Please note the Pantry & Server section is considered a communal space.
7. To avoid damage to wall finishes, the tenant cannot use tape or affix signage anywhere within the Conference Centre facility.
8. No cooking to be completed on site.
9. Alcohol will be allowed with prior permission from the Conference Centre Coordinator.
10. There must be proof of a liquor licence provided before the meeting and a copy handed to the Conference Centre Coordinator.
11. If an event planner is involved, they must check-in with the Conference Centre Coordinator at least 14 days prior to making decisions regarding usage of the Conference Centre space.
12. Outside Food and Service Providers must be arranged by the meeting host.
13. For catering and/or deliveries' pick up/drop-offs, please note that the loading dock temporary parking will be made available for 45 minutes maximum.
14. All cancellations must be done 48 hours prior to your event to avoid the late cancellation fee of 100.00 or in the event of a no-show on the booking date.

GENERAL TERMS AND CONDITIONS

1. Use of the facilities are limited to the hours of operation specified and no extensions after 4:00PM will be authorized due to setup requirements for bookings the following day.
2. QuadReal Property Group will not be held responsible for any items remaining in the Conference Centre after the closing time indicated on the Conference Centre reservation form. Disposal of any remaining items will take place immediately following the booking agreement completion time and a fee of \$100.00 will be charged for removal of such.
3. Equipment is not to be removed from the Conference Centre. An inventory check will be conducted immediately following the completion of the Conference Centre booking. Equipment missing from the meeting room shall be charged to the User.
4. Renter will indemnify and save QuadReal Property Group harmless from all losses, claims, actions, damages, liabilities and expenses in connection with loss of life, personal injury, damage to property or any other loss or injury, or any occurrence in, on, or at the Conference Centre, or the occupancy or use by the Renter of the rental meeting room, or any part of it, or occasioned wholly or in part by any act or omission of the Renter or by anyone permitted to be in the Conference Centre, or the Building by the Renter.
5. QuadReal Property Group assumes no responsibility or liability for users of the facilities, lost articles or any outside equipment being used in the facility.
6. If you intend to serve alcohol, the Alberta Government requires that you obtain a special event license, which must always be visibly posted during the function. Renters are responsible to ensure that alcoholic beverages are not removed from the Conference Centre. You are required to hire a security guard for all functions serving alcohol in the Conference Centre.
7. Meetings that occur on weekends or statutory holidays will be subject to a mandatory clean-up charge.
8. Make delivery arrangements directly to the Conference Centre at time of scheduled meeting. DO NOT have deliveries made to the Loading Dock. Tenants are responsible for arranging and coordinating their individual catering needs. QuadReal Property Group is not responsible for lost goods.
9. Violation of the Conference Room policies may result in cancellation of booking privileges.
10. All data and work documents should be deleted and cleared from the Boardroom Interactive display system once meeting has ended to ensure the safety and security of your documents.