

Hotel Specifications for NER Conventions

All meeting and banquet space SHALL be attached to a hotel with rooms sufficient for the number of attendees, estimated to be 175 to 225 people. Most rooms will be double occupancy.

All Audio-Visual equipment will be provided by the NER. The NER will be responsible for the setup, operation, and tear down with no access required to facility resources other than 120 VAC power.

Registration Area

An attendee's registration area is needed. This space may be in a large foyer area or registration desk designed into the facility space. Space requirements are:

- If registration is to be located in a foyer area, space must be provided for 3 large rectangular tables placed end to end and 4 chairs.
- One large rectangular table and two chairs will be needed for a representative of the area Convention & Visitors Bureau volunteers for material related to area attractions.
- One large rectangular table will be required for future convention promotional materials.
- All tables are to be covered and skirted by the facility.

Clinic Rooms

[Local Convention Committee to specify number of rooms needed]

Clinic rooms are needed for the duration of the convention with "theater seating" for 50-75 people each. Each room will have a projection screen at the front provided by the NER. The facility SHALL provide two rectangular tables set end to end at the front of the room with table clothes and skirting, four chairs, and a small table for a laptop and projector placed in the middle of the room.

The Clinic rooms SHALL be in the vicinity of the Contest and Raffle rooms.

The Clinic rooms SHALL be lockable.

A key for these rooms SHALL be provided to individuals designated by the NER Convention Committee.

Make & Take and Non-Rail Activity Rooms

[Local Convention Committee to specify number of rooms needed]

"Classroom" seating for 25 people will be needed for the duration of the convention for hands-on workshops. All tables are to have covers and skirting unless otherwise specified. This room MAY be in another area of the facility away from the Clinic, Contest and Raffle rooms.

Contest Room

The Contest and Model display room will be needed for the duration of the convention. This room is separate from the banquet room but could be adjoining allowing a door to be opened during the banquet so attendees may view the models during the banquet.

The Contest and Model room SHALL have space for 25 large rectangular tables, each with covers and skirts, and 5 chairs and be in the vicinity of the Clinic and Raffle rooms.

The Contest and Model display room SHALL be lockable.

A key for this room SHALL be provided to individuals designated by the NER Convention Committee.

Raffle Room

The Raffle room will be needed for the duration of the convention. The room SHALL have space for 10 large rectangular tables and three chairs.

It SHALL be in the vicinity of the Clinic and Contest rooms.

The Raffle room **SHALL** be lockable.

A key for this room **SHALL** be provided to individuals designated by the NER Convention Committee.

Saturday Banquet

The NER requires a room for up to 225 people for the convention banquet. A cash bar **SHALL** be available in the banquet room from one hour prior to the banquet through the end of the banquet. Attendees will be on their own for all other meals. It will be determined if the banquet is station, buffet or sit down based on discussions with the facility.

Gathering Space

A large room will be needed large enough to hold 8 round tables with seating for 8 at each table. This room will ideally be located near the Clinic and Contest rooms. The NER also desires that this room be large enough to hold up to 20 vendors and a minimum of 25 rectangular tables for these vendors to display their products.

All tables **SHALL** be covered.

All rectangular vendor tables **SHALL** also be skirted.

The Gathering Space room **SHALL** be lockable.

A key for this room **SHALL** be provided to individuals designated by the NER Convention Committee.

Hospitality Room

The NER would like a Hospitality Room which is separate from facility service areas so the convention committee may have coffee and baked goods provided by the NER with no additional fees or support from hotel staff. The hospitality room **SHOULD** have a TV, conference table with seating for a minimum of 8 people, a refrigerator with freezer for ice, and additional counter space for baked goods and beverages. A couch and other casual seating for relaxing are a bonus.

Storage Room

A room suitable for the storage of Audio-Visual equipment and registration materials will be needed for the duration of the convention. The room **SHALL** have space for 2 large rectangular tables and 4 chairs.

This room **SHALL** be located in the vicinity of the Clinic, Contest and Raffle rooms.

The Storage room **SHALL** be lockable.

A key for this room **SHALL** be provided to individuals designated by the NER Convention Committee.