

ROOM RENTAL INFORMATION

Meeting Room	Capacity	Rate
Conference Room	16	\$200 (4 hours)
Classroom	50	\$300 (4 hours)
Dining Room	104	\$400 (4 hours)
797 Mining Truck (Available 7am-10am)	62	\$100 per hour

Evening Events (<i>Between the hours of 5 p.m. – 7 p.m.</i>)	Rate
2-Hour Evening Event (<i>Monday-Friday</i>)	\$1,000
2-Hour Evening Event (<i>Saturday</i>)	\$2,000

Information

- Available 8 am - 4 pm or 9 am - 5 pm, Monday through Saturday. Additional hourly rates of \$100 per hour are available and must be made in advance. Attendees remaining in rooms past the scheduled end time will result in charges of \$100 per hour.

Equipment

- Rooms include video projectors with VGA and HDMI for laptop connectivity, projection screen and teleconferencing.
- Easels and flip chart stands are available upon request (paper not included).

Catering

- All catering or refreshment needs must be coordinated with Eurest. You are responsible for Eurest charges. Catering requests must be completed 48 hours in advance.
- Outside food and beverage are not permitted. Catering information is found at <https://caterpillar-ab.catertrax.com>

General Information

- Meeting rooms have sound proof wall panels making the hanging of posters, signs and decorations prohibited.
- Balloons are not permitted in any Caterpillar facility.

Cancellation Policy

- If a reservation is canceled within 15 days of the scheduled event, and we cannot reschedule another event to replace it, the cancellation will result in a charge equal to 20% of the total room rental reservation.

Caterpillar Visitors Center Exhibit Galleries

- A self-guided tour of the Caterpillar Visitors Center is included with your room rental. Attendees may tour beginning at 10 am, with the last entry at 4 pm to ensure guest have enough time to tour before closing. Exhibit galleries will close at 5 pm and guests are not permitted in the area after that time. The Cat® Merchandise Center opens at 9:30 am and closes at 5:30 pm.
- The Caterpillar Visitors Center is fully accessible with ramps and an elevator.

For more information or to reserve a meeting room, please email CaterpillarVisitorsCenter@cat.com or call (309) 494-7333.

