

# ROOM RENTAL INFORMATION

Meeting Rooms (available Tuesday – Friday)	Capacity	Rate
Conference Room (8am – 4pm)	16	\$300
Classroom (8am – 4pm)	50	\$400
Dining Room (8am – 4pm)	104	\$600
797 Mining Truck (8am – 10am)	62	\$100

## Information

- Contact [CaterpillarVisitorsCenter@cat.com](mailto:CaterpillarVisitorsCenter@cat.com) to reserve space.
- Credit card (Caterpillar BMS code) required in advance to reserve space.
- Doors open at 7:30am.
- All guests must exit the meeting rooms by 4pm.

## 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 of refreshment needs must be coordinated with Eurest. You are responsible for Eurest charges. Catering requests must be completed 48 hours in advance.
- Contact Sarah Carlson at [Sarah.Carlson@compass-usa.com](mailto:Sarah.Carlson@compass-usa.com) for catering requests.
- Outside food and beverage are not permitted.

## General Information

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

## Cancellation

- If a reservation is canceled within 15 days of the scheduled event and we cannot schedule 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

- Access to the Caterpillar Visitors Center exhibit galleries (self-guided) are included with your room rental. Attendees may tour beginning at 10am, with the last entry at 4pm to ensure guests have enough time to tour before closing.
- The Caterpillar Visitors Center closes at 5pm sharp and guests are not permitted in the area after that time.
- The Cat® Merchandise Center opens at 10am and closes at 5pm.
- 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](mailto:CaterpillarVisitorsCenter@cat.com)**

**Check out the meeting rooms with a  
virtual tour at [VisitCaterpillar.com](http://VisitCaterpillar.com)**

