



GENERAL INFORMATION

A Chicago Landmark

The Congress Plaza Hotel & Convention Center was originally designed and built in 1893 to accommodate visitors to the World's Columbian Exposition. We have catered to our nation's Presidents, foreign dignitaries, opera, stage and movie celebrities, and a multitude of conventions, business travelers, and folks who love coming to Chicago with families and friends for the absolute delight of it.

The guestrooms and suites of the Congress Plaza Hotel & Convention Center are truly spacious by today's standards. There are 871 guest accommodations, including 36 deluxe suites, many of which overlook the beautiful waters of Lake Michigan.

Our convenient downtown location is a major attraction. The Art Institute of Chicago, Buckingham Fountain, Orchestra Hall, Sears Tower, Shedd Aquarium, Adler Planetarium, shopping, restaurants and nightlife are all within walking distance. The Congress Plaza Hotel & Convention Center is located across from Grant Park where jazz, blues, gospel bands, outdoor opera and symphonies help make Chicago's lakefront one great promenade of wonderful things to see and do. The Congress Plaza Hotel & Convention Center is a perfect place to start and end your exciting days in beautiful Chicago.

FACT SHEET

Location

- Centrally located on the world famous Michigan Avenue overlooking Grant Park and Buckingham Fountain with a majestic view of Lake Michigan
- Recreation and shopping just steps away. Shop on the "Magnificent Mile" Or stroll in Grant Park on your way to relax on the beaches of Lake Michigan. Take in a show at the Shubert, Auditorium or Goodman Theater, The options are endless.
- Within a mile, experience Navy Pier, Water Tower Place, Sears Tower, Orchestra Hall, Field Museum, Shedd Aquarium and Adler Planetarium. We are in the heart of it all.
- O'Hare and Midway Airports are just 2540 minutes away (Airport Express available)

Accommodations

- The Congress Plaza Hotel has 868 Guestrooms including 29 deluxe suites, many of which overlook Lake Michigan.
- Built in 1893 for the World Columbian Exposition.
- The Gold Room, one of the most grand and historic ball rooms in Chicago.
- The Great Hall, this colossal room is perfect for a reception of 1200 or a Banquet for 550.

Guest Services

- Laundry Services (sent out)
- Express Check In and Check Out
- Safety Deposit Box
- Coffee Maker & Hair Dryer
- Iron & Ironing board in the rooms
- Room Service
- Non-Smoking Rooms
- Flat Screen Color TV with Remote.
- Gift Shop
- Cash Machine
- Hotel Parking
- Internet in Meeting Rooms & Lobby.
- On Sight Fitness Center
- Wi-Fi in all Guest Rooms
- Safety Deposit Box

Event Space

50,000 square feet of meeting and event space. 23 rooms allow us flexibility to easily accommodate your event. Meetings, exhibits or a formal banquet, the Congress Plaza Hotel can satisfy your needs with professional results.

Restaurants and Lounge:

- The Gazebo Restaurant, serving breakfast in a comfortable atmosphere at reasonable prices.
- Rafael's Restaurant serving lunch and dinner, located on the lobby floor, Michigan side of the hotel.
- Tavern Tap, refreshing cocktails and large screen televisions for relaxing as you enjoy the city stroll by.

520 SOUTH MICHIGAN AVE ILLINOIS 60605 PHONE 312-427-3800 FAX 312-427-2919 CONGRESS

WWW.CONGRESSPLAZEHOTEL.COM



TRANSPORTATION & PARKING

Parking

Car parking is located just 1/2 a block from the hotel. Park One Parking, official Hotel Parking (Valet is recommended) has two entrances: 525 South Wabash (One Way from North to South) and 63 East Congress Tel: (312) 663-0979

- Valet Parking: \$44.00
- Self-Parking: \$39.00

(oversized vehicles at additional cost)

Tickets must be validated at the hotel Front Desk or the Bellman's Stand.

Buses

Bus Parking is located at: Bus Park-Loop Auto Park 524 South Wabash Avenue Tel: (312) 922-1499

Please make arrangements before arrival if possible so your bus is assured a spot. 24Hour Rate: \$85.00

Transportation to/from O'Hare international and Midway airports

Airport Express (888) 284-3826

One way from O'Hare \$30.00 each way, \$58.00 round trip

One way from Midway \$25.00 each way, \$48.00 round trip

Call Airport Express for group rates

Chicago transit authority

CTA (312) 8367000 From O'Hare: Take the Blue Line to Jackson & Dearborn and exit train station. Walk south 2 blocks to Congress Parkway, then walk 3 blocks east to Michigan Avenue where you can enter our hotel at the Congress and Michigan entrance.

From Midway: Take the Orange Line to Van Buren & Wabash and exit train station. Walk 1 block to Congress Parkway, and then walk ½ blocks east to Michigan Avenue where you can enter at the Congress and Michigan entrance.

One way to/from airport \$2.50

Taxi cab

(312) 2432537 OR (312) 8294222

One way to/from O'Hare \$35.00-\$40.00

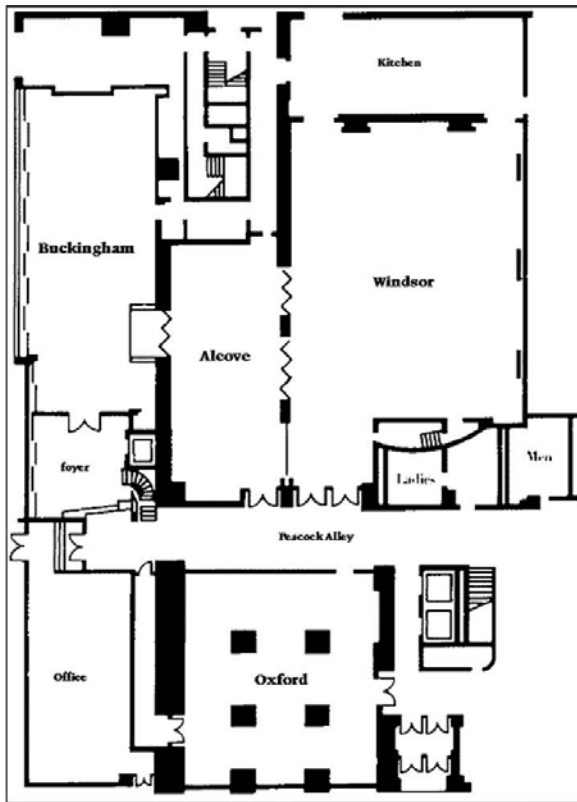
One way to/from Midway \$28.00-\$30.00

All prices are subject to change without prior notice.

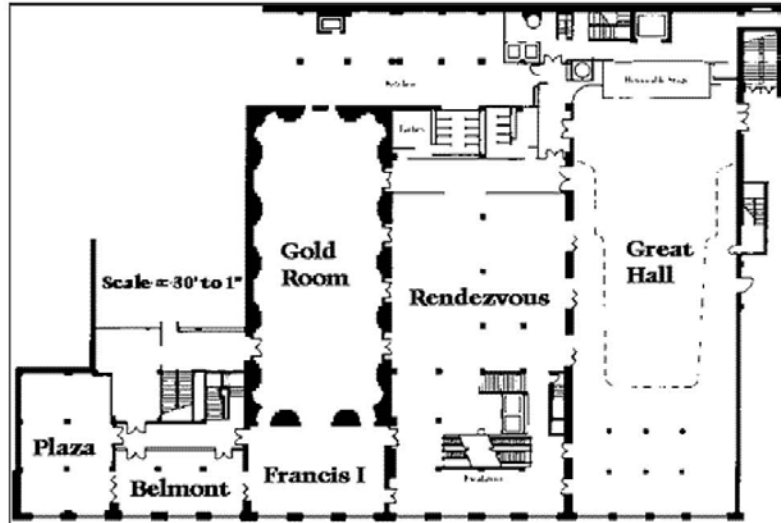


FUNCTION SPACE FLOOR PLANS

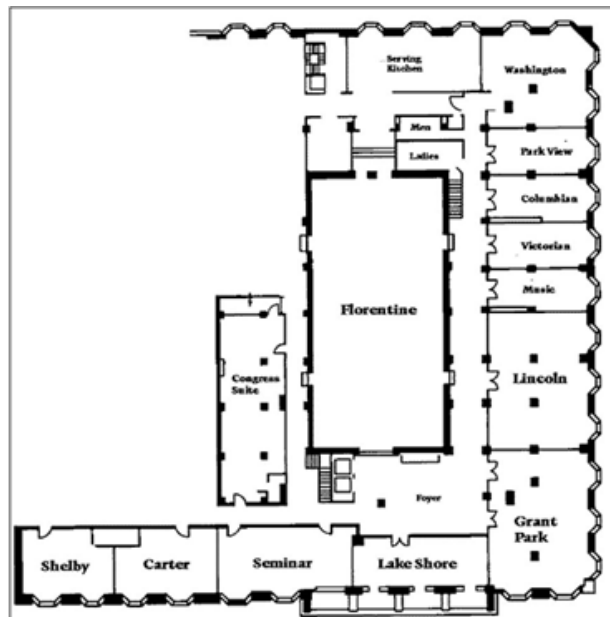
First floor



Second floor



Third floor





Function Space Capacity Chart

Room Name	SETUP							SPECS			AUDIO	
	Reception	Banquet	Theatre	Classroom	Conference	UShape	Booth 10'x8'	Total Sq. Ft.	L x W Dimensions	Ceiling Height	Rheostat	P.A. System
MAIN FLOOR												
Buckingham	130	100	120	70	50	50	10	1944	72' x 27'	8'6"	Yes	Yes
Alcove	80	70	100	40	40	40	6	1425	57' x 25'	10'6"	Yes	Yes
Windsor	300	200	340	150	60	60	20	3200	64' x 50'	10'6"	Yes	Yes
Oxford	100	100	70	46	30		8	1974	47' x 42'	9'	Yes	No
2ND FLOOR, SOUTH TOWER												
Plaza	58	58	58	40	40	40	6	1564	34' x 46'	8'4"		Yes
Belmont*	50	50	50	25	30	30	4	880	44' x 20'	8'5"		Yes
Francis*	80	80	80	45	40	40	6	1242	46' x 27'	8'10"		Yes
Gold	500	290	400	220	80	80	25	4922	46' x 107'	9'Balcony	Yes	Yes
Rendezvous	275							4130	59' x 70'	8'6"	Yes	No
Great Hall	1200	550	860	330	100	100	40	8265	57' x 145'	24'6"	Yes	Yes
3RD FLOOR, NORTH TOWER												
Shelby	30	30	30	30	20	20		560	28' x 20'	10'		
Carter	30	30	30	30	20	20		600	30' x 20'	10'		
Seminar				30				945	21' x 45'	10'	Yes	
Lake Shore	30	20	30	15	20			481	40' x 12'	12'		
Grant Park	50	50	50	30	30	30		1189	29' x 41'	12'		
Lincoln	50	50	50	30	30	30		1247	29' x 43'	10'10"	Yes	
Music°			25	12	20			406	29' x 14'	10'10"		
Victorian°			25	12	20			406	29' x 14'	10'10"		
Columbian°			25	12	20			406	29' x 14'	10'10"		
Park View°			25	12	20			406	29' x 14'	10'10"		
Washington	50	40	50	25	20	20		812	29' x 28'	12'11"	Yes	
Florentine	210	180	300	120	60	60	20	3198	87' x 42'	14'4"	Yes	Yes



Congress Plaza Hotel

Audiovisual Equipment and Pricing

Notes

Items with 1() Asterisks are items that require a technician to set up
Items with 2() Asterisks are items that require a technician to operate

Delivery

With signed contract 72 hours prior to event.....\$00.00
Signed contract within 72 hours Prior to event.....\$65.00

Power Request For Function Rooms

Power strip.....\$35.00
Extension cords (Heavy Duty).....\$25.00each
208 Volt 3 Phase 100 AMP..... \$1,500.00(show)
Dedicated 110 volt 20 AMP Circuit... \$110.00(show)

Audio Equipment (in-house)

14-channel mixer: \$185.00 per day (available only on Great Hall and Windsor Room)

Patching into House Sound System: \$50.00 each per day

Telephone Service

Arrangements must be made in advance

All function rooms are equipped with in-house telephone lines, each assigned a specific extension. Calls can be placed and/or transferred, from one in-house telephone to any other in-house telephone at no charge

For out-going telephone service, the hotel will "un-block" any needed function room telephones - \$50.00 fee

In-house telephones can be relocated within a room-\$50.00 fee

There is a minimum charge of \$1.05 up to 15 minutes, \$10.00 each additional minute for all out-going local calls. Long distance calls are billed at AT&T day rates + \$2.50 access charge + time & charges. Per call charge will be added to your bill.

Can't find what you are looking for?

This is a partial list of Audio – Visual Equipment available for use. If you are looking for equipment not listed here, or if you are unsure about your actual needs, please feel free to contact us. We will be happy to assist you in making the proper selections to insure a successful presentation.

Office equipment, audience response systems, pipe and drape, theme décor, floral design and full event production are also available.

The Meetinghouse Companies are pleased to be the exclusive in house supplier to The Congress Plaza Hotel & Convention Center for Audio – Visual and special event services.

Technical Personnel*

Hourly rate

Monday – Friday 7AM to 3PM.....\$74.00
Monday – Friday 3PM to 7AM.....\$125.00
Saturday-Sunday, holidays.....\$125.00

*Technical setup is charged by the hour Monday – Friday
7AM – 3pm – other times is a 5 hour minimum

*Technician for "tech-ing" a show or technical assistance is a 5 hour minimum Tech Call

*Technician for "tech – ing" a show after 5 hours is a minimum 8 hour Tech Call

*Technicians after a 8 hour block is overtime at regular plus ½ hourly charge "Time and one half"

Wireless internet

Hot spots located in Florentine Room, Great Hall and Windsor Room

For small meeting spaces: \$ 75.00 per day

For large meeting spaces: \$ 150.00 per day



Frequently requested items:

Flipchart & markers.....	\$50.00
Easel.....	\$15.00
Conference phone.....	\$120.00
AV cart.....	\$35.00
Adjustable Projection Stand.....	\$40.00

Data Projection

LCD Data Projectors	
>2,000 Lumens.....	\$350.00
>5,000 Lumens.....	\$850.00
5,000-20,000 Lumens.....	Call

Computer Data Equipment

17"Data Monitor.....	\$70.00
20"Data Monitor.....	\$115.00
42"Plasma Monitor.....	\$375.00
50"Plasma Monitor.....	\$550.00
60"Plasma Monitor.....	Call
65"Plasma Monitor.....	Call
Plasma Monitor Floor Stand.....	\$150.00
Computer VGA Switcher.....	\$60.00
Presentation Multi-format Swisher*	\$350
VGA Extension cable 25'.....	\$25.00

Video Equipment

VHS Player/Recorder.....	\$35.00
DVD Player.....	\$40.00
DVD Player recorder**.....	\$225.00
8"Color Monitor.....	\$70.00
13"Color Monitor.....	\$80.00
27"Color Monitor.....	\$90.00
5-50'BNC (Video) Cable.....	\$35.00

Screens & Drape

6', 7' or 8' Tripod.....	\$45.00
10'Cradle Screen.....	\$65.00
6x8 Fast Fold with trim Kit*.....	\$80.00
7 1/2 x 10' Fast fold with Trim kit*...	\$105.00
9'x12 Fast Fold with Trim Kit*.....	\$125.00
10.5 x 14 Fast Fold with Trim Kit*...	\$225.00

Drape

12'tall black velour (per foot).....	\$20.00
8'tall black velour (per foot).....	\$15.00

*these prices do not reflect labor to set up.

Lighting & special Effects*

Followspot.....	\$175.00
Source four PARnel.....	\$25.00
Source four Ellipsoidals*.....	\$35.00
12 channel dimming system.....	\$80.00
LED Wireless panel*.....	\$80.00
LED palette*.....	\$40.00

All have set up fee

Audio Equipment

Microphones

Shure SM-57.....	\$20.00
Shure SM-58.....	\$20.00
Shure Wireless System (UHF).....	\$150.00
*(4)*Batteries/day are included in wireless rental	

Mixers

Shure M-268 4 channel mixer.....	\$35.00
Shure 4 channel auto mixer.....	\$65.00
Mackie 6 Channel stereo mixer.....	\$75.00
Mackie 6 Channel power mixer.....	\$80.00
Mackie 12 Channel stereo mixer.....	\$85.00
Mackie 16 Channel stereo mixer*....	Call
Yamaha Digital 48 channel mixer*..	Call

Players/Recorders

Stereo Cassette Deck.....	\$40.00
5-disc CD Player.....	\$35.00

Amplifiers/Speakers

Powered Explorer Speaker.....	\$40.00
Powered Anchor speaker.....	\$90.00
McPherson Loudspeaker*.....	\$100.00
Stereo Amplifier (1200 WATTS).....	\$75.00

Audio Cable

4 Channel Snake 40'.....	\$35.00
6 Channel Snake 50'.....	\$40.00
12 Channel Snake 150'-300.....	\$90.00
24 Channel Snake 100'.....	\$95.00

Packages

Computer Audio Package.....	\$45.00
Direct Box, Mini Adapter, XLR Cable	
DVD/VHS Audio Package.....	\$45.00
Direct Box, RCA Adopter, XLR Cable	



SHIPPING GUIDELINES

PLEASE INFORM THE HOTEL, AT LEAST ONE WEEK IN ADVANCE HOW MANY BOXES ARE BEING SHIPPED TO THE HOTEL AND THE APPROXIMATE WEIGHT OF EACH BOX

Inbound Shipping

The shipping label to the hotel should read:

NAME OF CLIENT CONGRESS PLAZA HOTEL 520 SOUTH MICHIGAN AVE. CHICAGO, IL 60605 HOLD FOR (NAME OF GUEST & GROUP, MEETING DATES)

- Shipment must arrive at the Congress Plaza Hotel no more than one (1) week prior to the event.
- A storage fee of \$5.00 per box per day will be charged on all packages stored by the hotel.
- No storage fee will be charged for groups who have reserved storage space in the hotel.

Outbound Shipping

- Each group is responsible for the pickup of its property from the hotel at the conclusion of its event. Carrier to be chosen by group.

- A call tag and shipping label or a bill of lading must accompany each and every shipment. Exhibitors are responsible for the correct preparation of all shipping packages and documents. They should include the following information:

NAME AND ADDRESS OF SHIPPER

THE CO-SIGNEE

NUMBER OF ITEMS

DESCRIPTION AND WEIGHT OF ITEMS

PRE-PAID ACCOUNT NUMBER (S)

NAME AND ADDRESS OF THE COMPANY/PERSON RESPONSIBLE FOR CHARGES

- All shipments must be PREPAID (NO COLLECTION SHIPMENTS)
- The hotel will not be held responsible for materials that have been left behind without correct shipping labels and advance payment arrangement.
- The security will be happy to assist you with all shipping arrangements.

RATES

Receiving Rates

1 – 10 lbs \$5.00
 11 – 20 lbs \$10.00
 21 – 50 lbs \$20.00
 51 lbs or more \$50.00
 Crates and Pallets \$200.00

Shipping Rates

1 – 10 lbs \$7.00
 11 – 20 lbs \$15.00
 21 – 50 lbs \$25.00
 51 lbs or more \$55.00
 Crates and Pallets \$250.00

Service and Freight Elevator Dimensions

North Service Elevator (behind the Sales Offices)

Door opening: Car Size: Maximum weight: 32" w 96" h x 61" w x 64" d 2,500 lbs.

South service Elevator (2 elevators behind the kitchen)

Door opening: Car Size: Maximum weight: 38" w 96" h x 51" w x 57" d 2,500 lbs.

Freight Elevator

Door opening: Car Size: Maximum weight: 91" w 88" h x 101" w x 97" d 5, 000 lbs.



GUIDE TO PLACES OF INTEREST | RESTAURANTS | SHOPPING

	Address	Phone Number	Website	Distance (miles)
Places of Interest				
The Art Institute of Chicago	111 S. Michigan Ave	(312) 443-3600	www.artic.edu	0.4
Millennium Park	201 E. Randolph		www.millenniumpark.org	0.6
Shedd Aquarium	1200 S Lake Shore Dr	(312) 939-2438	www.sheddaquarium.org	0.8
Field Museum	1400 S Lake Shore Dr	(312) 922-9410	www.fieldmuseum.org	0.9
Sears Tower Skydeck	233 S Wacker Dr # 3530	(312) 875-9696	www.theskydeck.com/	1
Chicago Children's Museum	700 E Grand Ave	(312) 464-7690	www.chicagochildrensmuseum.org	1.5
Adler Planetarium	1300 S Lake Shore Dr	(312) 922-7827	www.adlerplanetarium.org	1.6
John Hancock Observatory	875 N Michigan Ave	(312) 751-3681	www.hancockobservatory.com	1.7
Chicago History Museum	1601 N. Clark St	(312) 642-4600	www.chicagohistory.org	1.7
Museum of Contemporary Art	220 E Chicago Ave	(312) 280-2660	www.mcachicago.org	1.9
Wrigley Field	1060 W Addison St	(773) 404-2827	www.chicago.cubs.mlb.com	5.3
Museum of Science & Industry	5700 S Lake Shore Dr	(773) 684-1414	www.msichicago.org	6.1
Restaurants				
Mercat a la Planxa	638 S. Michagan Ave	(312) 765-0524	www.mercatchicago.com	0.2
Osys Japanese Sushi Restaurant	888 S Michigan Ave	(312) 922-1127	www.oysysushi.com	0.3
Edwardo's Natural Pizza Restaurant	521 S Dearborn Ave	(312) 939-3366	www.edwardos.com	0.3
Custom House	500 S Dearborn St	(312) 523-0200	www.customhouse.com	0.3
Artists' Restaurant	412 S Michigan Ave	(312) 939-7855	www.artistscafe.com	0.3
Eleven City Diner	1112 S Wabash Ave	(312) 212-1112	www.elevencitydiner.com	0.4
The Gage Restaurant and Tavern	24 S. Michigan Ave	(312) 372-4243	www.thegagechicago.com	0.4
Park Grill	11 N. Michigan Ave	(312) 521-7275	www.parkgrillchicago.com	0.4
Tavern at The Park	130 E Randolph St	(312)552-0070	www.tavernatthepark.com	0.6
Opera	1301 S Wabash Ave	(312) 461-0161	www.operachicago.com	0.7
Zapatista	1307 S Wabash Ave	(312) 435-1307	www.zapatistacantina.com	0.7
Chicago Firehouse Restaurant	1401 S Michigan Ave	(312) 786-1401	www.chicagofirehouse.com	0.8
Gioco	1312 S Wabash Ave	(312) 939-3870	www.giocoichicago.com	0.9
Fast Food Restaurants				
Subway	612 S Wabash Ave	(312) 427-5507	www.subway.com	0.2
Pizza Hut	612 S Wabash Ave	(312) 322-0011	www.pizzahut.com	0.2
Cafecito	26 E. Congress Pkwy	(312) 922-2233		0.2
Panera Bread	501 S State St	(312) 922-1566	www.panerabread.com	0.3
Chutney Joe's	511 S. State St	(312) 341-9755		0.3
Epic Burger	517 S State St	(312) 913-1373	www.epicburger.com	0.3
Potbelly Sandwich Works	175 W Jackson Blvd	(312) 588-1150	www.potbelly.com	0.5
Arby's Roast Beef Restaurants	20 E Jackson Blvd	(312) 427-2523	www.arbys.com	0.5
Chipotle Mexican Grill	14 E Jackson Blvd	(312) 566-0313	www.chipotle.com	0.5
Panda Express	77 E Adams St	(312) 986-1043	www.pandaexpress.com	0.5
McDonalds Restaurants	500 W Madison St	(312) 906-8077	www.mcdonalds.com	1
Shopping				
Target	1 S State St	(312) 279-2133	www.target.com	0.6
TJ Maxx	11 N State St	(312) 553-0515	www.tjmaxx.com	0.7
Macy's	111 N State St	(312) 578-8629	www.macys.com	0.9
Nine West	175 W Jackson Blvd	(312) 786-0206	www.ninewest.com	1
Nike Town	669 N Michigan Ave	(312) 642-6363	www.niketown.nike.com	1.4
Saks Fifth Ave	700 N Michigan Ave	(312) 944-6500	www.saksfifthavenue.com	1.4
Chicago Place Shopping Center	700 N Michigan Ave	(312) 642-4811	www.chicagoplace.com	1.4
Nordstrom	520 N Michigan Ave	(312) 379-4300	www.nordstrom.com	1.6
Crate & Barrel	646 N Michigan Ave	(312) 787-5900	www.crateandbarrel.com	1.6
Neiman Marcus	737 North Michigan Ave	(312) 642-5900	www.neimanmarcus.com	1.6
Water Tower Place	835 N Michigan Ave	(312) 440-3166	www.shopwatertower.com	1.7
Bloomingdales	900 North Michigan Ave	(312) 440-4460	www.bloomingdales.com	1.9