



CONTACT: Ken Ellens
KEN ELLENS COMMUNICATIONS
(201) 758-2864 / (201) 758-2865-Fax
KenEllens@aol.com

FACT SHEET

**DOWNTOWN CONFERENCE CENTER
AT PACE UNIVERSITY**
157 William Street
New York, NY 10038
Toll Free: 1-877-DCC-MEET (422-6338)
Fax: 212-346-1182
www.DowntownMeetings.com

LOCATION:

The Downtown Conference Center is conveniently located at 157 William Street, which is on the corner of William and Ann Streets in Lower Manhattan. The entrance to the property is on the ground floor. Easily accessible by subway, bus or automobile, the conference center offers beautiful views of New York's East River and the Brooklyn Bridge along with the Lower Manhattan skyline.

DESCRIPTION:

The Downtown Conference Center is a premier non-residential meeting destination featuring 30 meeting rooms totaling 20,000 square feet of conference space. The technologically advanced meeting rooms feature plasma screens, ceiling mounted LCD projectors, DVD and/or VCR players and a wireless T-1 environment. The 18th floor dining room is highlighted by panoramic views of Lower Manhattan.

OPERATOR: Benchmark Hospitality International, an independent hospitality management company based in The Woodlands (Houston), Texas, operates resorts, conference centers, hotels and condominium resorts both domestically and internationally. For locations of Benchmark Hospitality properties and for additional information, visit Benchmark's Website at www.benchmarkhospitality.com.

**CONFERENCE CENTER
MANAGER:** Tom Murray

DIRECTOR OF SALES: Stephen Weber

GUESTROOMS: The Downtown Conference Center has partnered with local hotels within short walking distance for overnight accommodations. Please consult the sales department for more information.

**CONFERENCE
FACILITIES:** The Downtown Conference Center features 20,000 square feet of function space comprised of 30 purpose-designed conference rooms. All rooms have wireless high-speed internet access and most feature built-in technology command centers including LCD projectors, plasma or drop-down screens, VCR's and DVD players. Each conference room is set with ergonomically-designed 18-hour chairs and most offer natural light and windows that open. Highlights include an 80-seat amphitheater with dual ceiling-mounted LCD projectors and hard-wired T-1 access. The Executive Boardroom offers an exclusive setting on the 22nd floor and includes a private foyer with stunning views of the Brooklyn Bridge.

CONFERENCE SERVICES:

The Downtown Conference Center provides professional Conference Planning Managers dedicated to coordinating and executing all meeting logistics for our guests. A dedicated Conference Concierge is strategically positioned and able to accommodate most business services with high speed copying, fax transmissions, printing services and administrative support. Individual group registration stations are available on floors 12 through 14 for use by conference attendees. These floors also feature computer kiosks available free of charge to conference attendees to access the internet and check personal e-mail.

TECHNOLOGICAL CAPABILITIES:

The Downtown Conference Center offers state-of-the-art audiovisual and information technology capabilities, including Videoconferencing available via IP technology. The property also features a wireless T-1 system that is accessible on every floor. Polycom speakerphones with conference call capabilities are also available throughout the facility. Plasma screens are featured in a number of meeting rooms while most others feature ceiling-mounted LCD projectors with drop-down screens. Most meeting rooms have a technology command center with built-in A/V equipment and remote touch pad controls.

FOOD & BEVERAGE SERVICES:

Each floor of the Downtown Conference Center has its own refreshment kiosk where continental breakfast, morning and afternoon refreshment breaks are served. The continuous break service is based on rotating menus containing a variety of breakfast items and baked goods along with coffee, bottled water, juice and fresh fruit. A hot & cold lunch buffet is served on the 18th Floor Conference Dining Room which features panoramic views of the lower Manhattan skyline. The lunch menus change daily and include hot entrees, vegetables, salad, a sandwich board, desserts and beverages.

TRANSPORTATION:

The Downtown Conference Center is conveniently located near the Fulton Street Subway Station with access to the 4, 5, J, M, Z, A, C, 2 and 3 trains. Ample parking is readily available less than 1 block from our main entrance with a garage located on Ann Street and another on the corner of William and Beekman Streets.

OPENING DATE:

May 2004

DESIGN:

Architecture Richard Rice Architects

Contractor JS Mitchell & Sons

Interior Design Richard Rice Architects

###