

Memorandum

To: Williams Tower Tenants

From: Property Management

Date: **January 27, 2010**

RE: AVAILABLE CONFERENCE CENTERS ON LEVEL 62

Hines

Williams Tower has four conference rooms available for tenant use. You may wish to keep the conference center in mind as a backup to your regular facilities when you have the need for an additional or larger meeting area.

Beacon Room: Seats up to 75 people (auditorium seating only).

Flexible setup options with round or rectangular tables.

Includes a projector, glass dry-erase boards, and speakers.

Pricing: \$200.00 (4-8 hrs.) \$100.00 (less than 4 hrs.)

(Beacon Room is referenced as Dining Room B on property website)

Tower Room: Seats approximately 20-25 people.

Setup options allow for your choice of a conference table or classroom style seating.

Includes a projector with speakers and a glass dry-erase board.

Pricing: \$100.00 (4-8 hrs.) \$75.00 (less than 4 hrs.)

(Tower Room is referenced as Dining Room C on property website)

WaterWall Room: Seats 12 people, features great views of downtown.

Includes Polycom, flat screen TV, and DVD player with large conference table. Laptop may be connected to screen, but should be verified prior to ensure it is feasible for your meeting.

Pricing: \$50.00 (4-8 hrs.) \$25.00 (less than 4 hrs.)

(WaterWall Room is referenced as Dining Room A on property website)

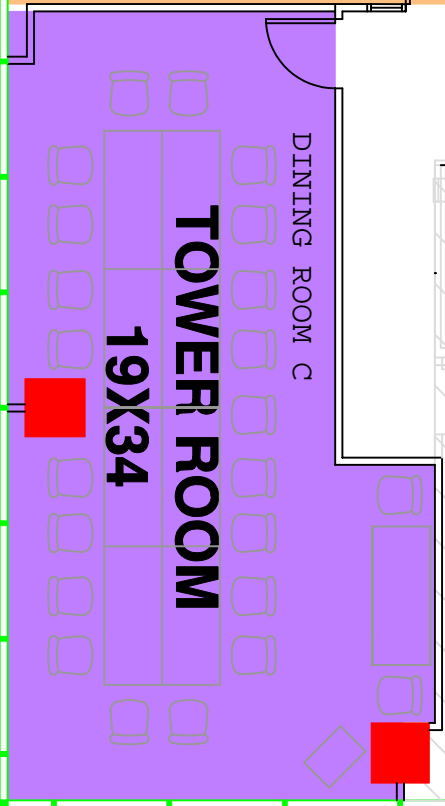
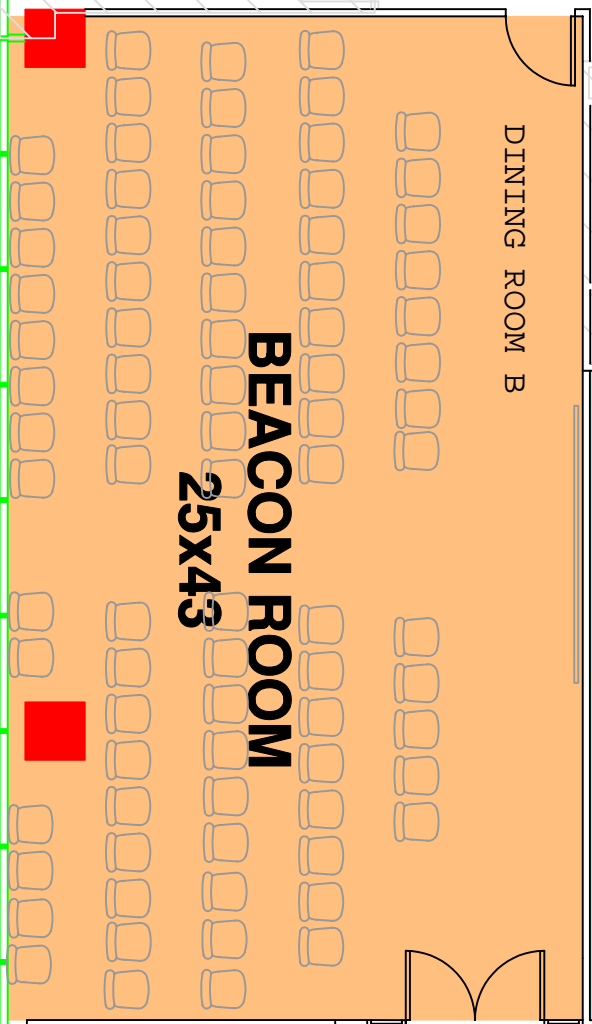
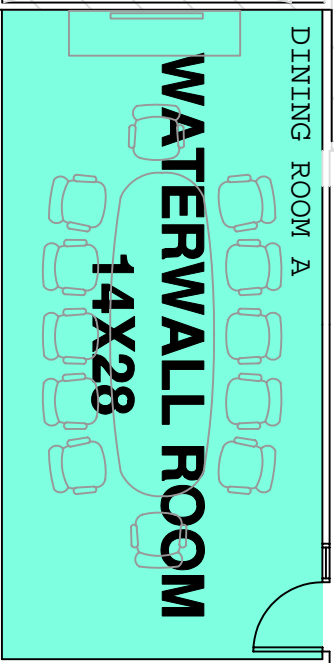
Post Oak Room: Seats 8 people, features great views of Galleria-area.

Includes a conference table, dry-erase board, and projector. This room comes with use of a neighboring guest office with a computer and printer.

Pricing: \$50.00 (4-8 hrs.) \$25.00 (less than 4 hrs.)

Attached are diagrams and amenities concerning use of these areas. To check availability or make a reservation, please visit Resource Scheduling, located under the "Tenant Services" tab on our website, www.williamstower.com, or contact the management office at 713-850-8841.

↑
TO
ELEVATOR
LOBBY
AND
RESTROOMS

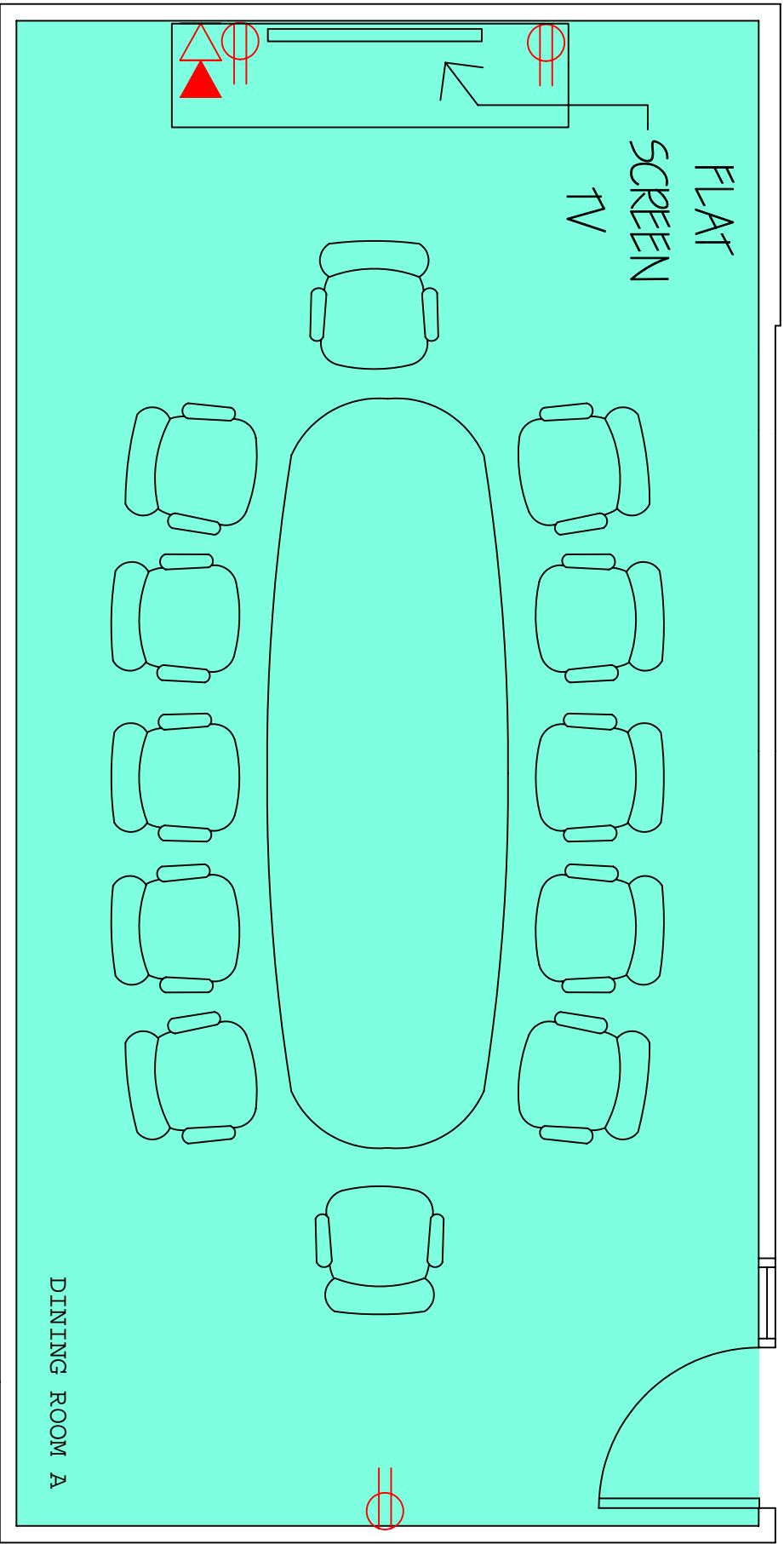


SCALE: 1 2 3 4 5 10




CONFERENCE FACILITY – OVERALL LAYOUT


W I L L I A M S T O W E R – L E V E L 6 2






ELECTRICAL LEGEND

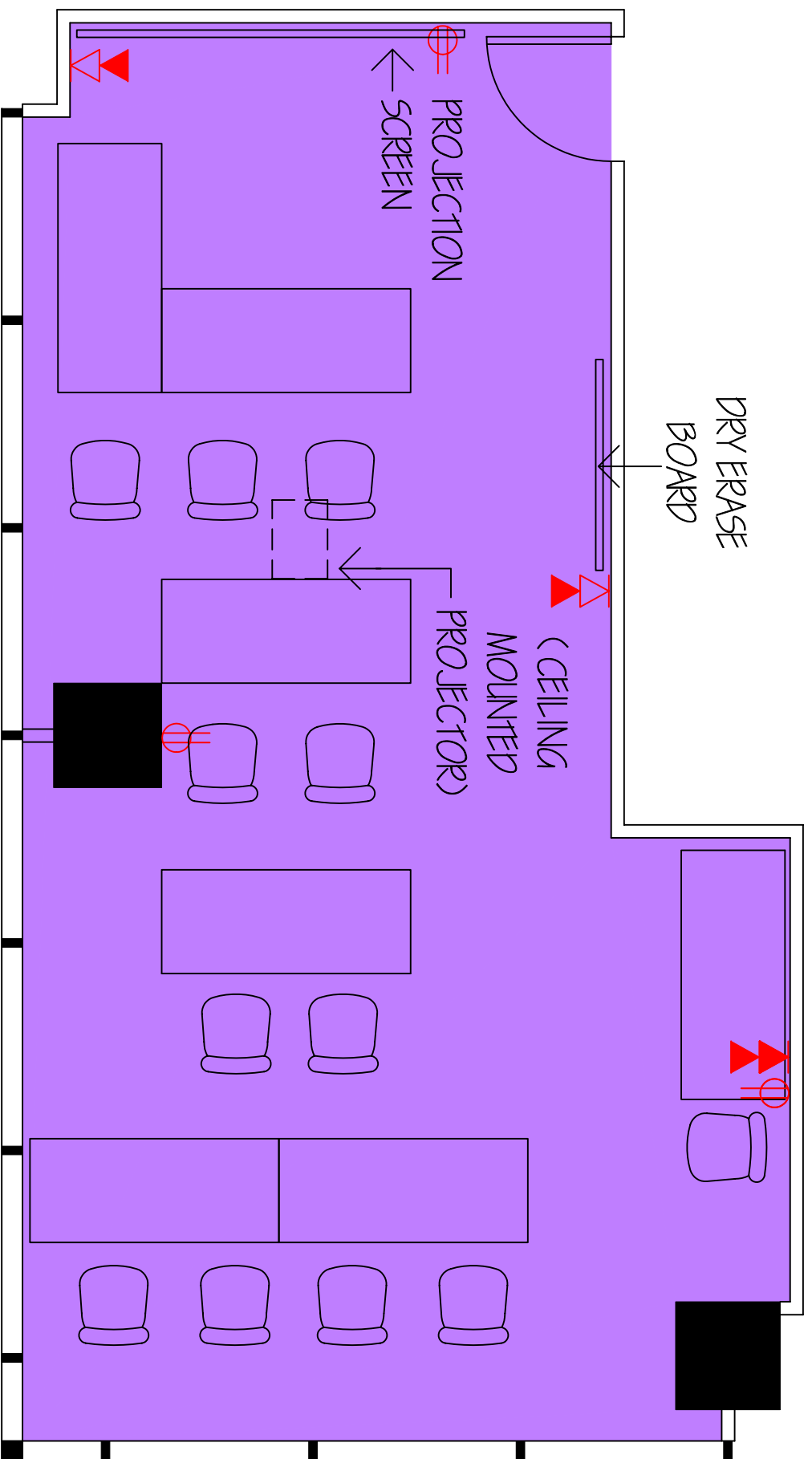
-  DATA/COMMUNICATIONS OUTLETS
-  ELECTRICAL OUTLETS
-  FLOOR OUTLETS

SCALE:  10

 NORTH

WATERWALL ROOM—CONFERENCE TABLE (SEATS 12)

W I L L I A M S T O W E R C O N F E R E N C E F A C I L I T Y - L E V E L 6 2



ELECTRICAL LEGEND

- DATA/COMMUNICATIONS OUTLETS
- ELECTRICAL OUTLETS
- FLOOR OUTLETS

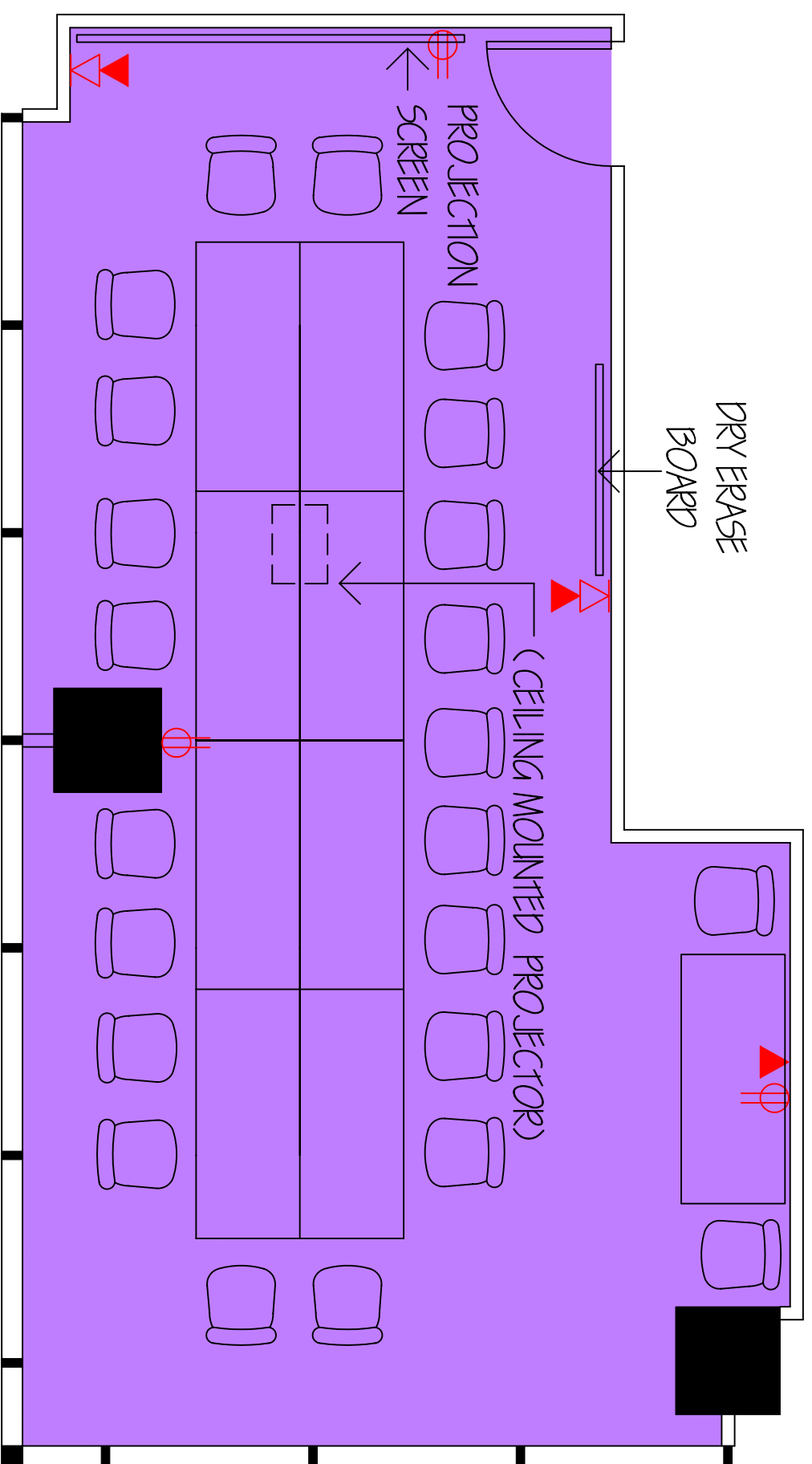
SCALE:

1 2 3 4 10



TOWER ROOM - CLASSROOM LAYOUT (11 SEATS)

W I L L I A M S T O W E R C O N F E R E N C E F A C I L I T Y - L E V E L 6 2



ELECTRICAL LEGEND

- DATA/COMMUNICATIONS OUTLETS
- ELECTRICAL OUTLETS
- FLOOR OUTLETS

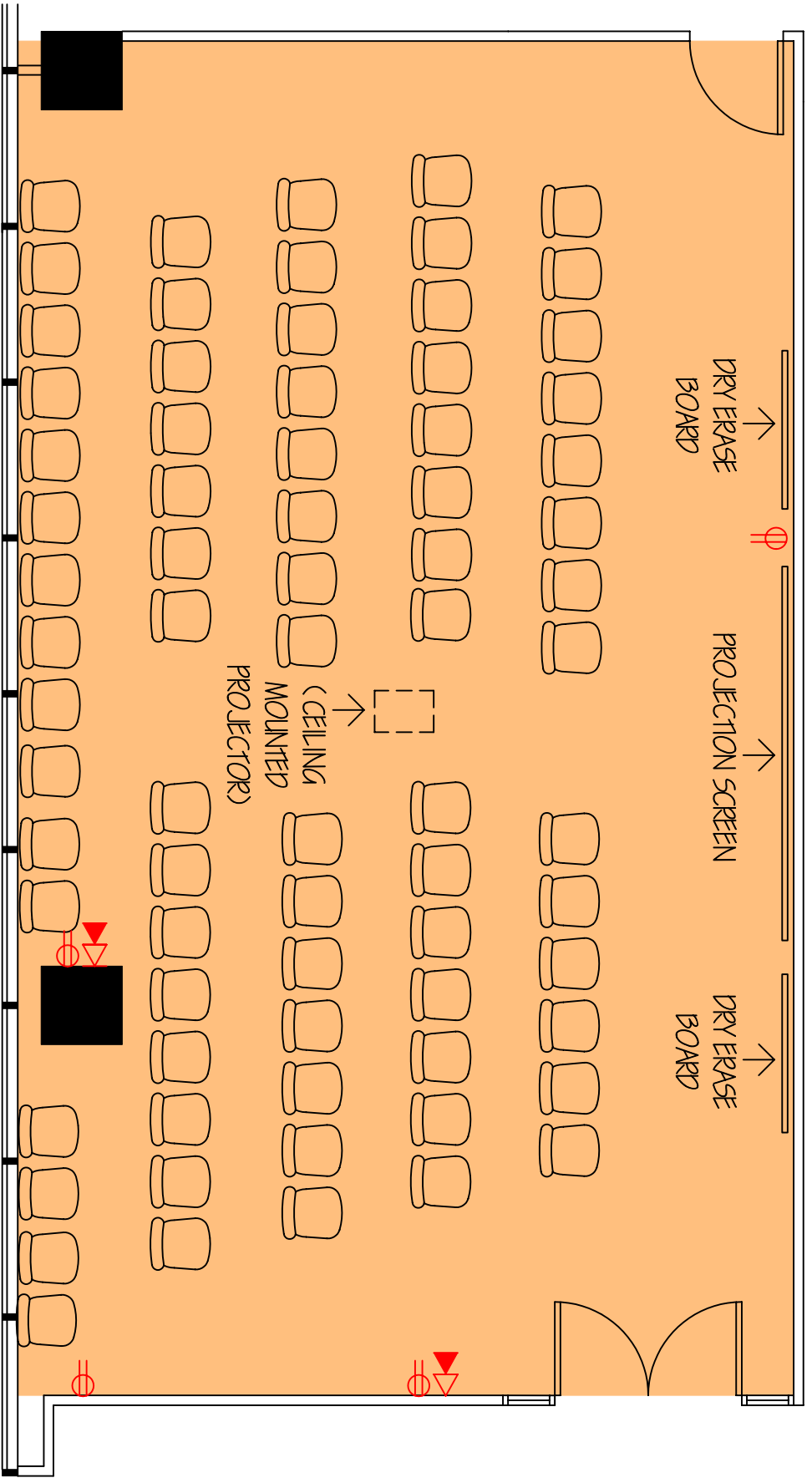
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TOWER ROOM-BANQUET LAYOUT (21 SEATS)

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ELECTRICAL LEGEND	
	DATA/COMMUNICATIONS OUTLETS
	ELECTRICAL OUTLETS
	FLOOR OUTLETS



BEACON ROOM – AUDITORIUM SEATING (75 SEATS)

W I L L I A M S T O W E R C O N F E R E N C E F A C I L I T Y – L E V E L 6 2