venue rentals @ AD EX
who we are

The Architecture and Design Exchange (AD EX) is home to AIA Dallas, the professional organization for architects in North Texas supporting professional development, education, advocacy, and programing; and the Architecture and Design Foundation, a non-profit organization presenting public programs on the importance of architecture through exhibitions, walking tours, scholarships, and more. AD EX is quickly becoming the central space in the city for spurring discussions about walkability, mobility, historic preservation, affordable housing, economic development, and other civic challenges related to architecture and urban design that impact the city.

Located in Republic Center at the corner of St. Paul and Pacific, across from Pacific Plaza Park, we offer an ideal location for a number of different social, corporate and nonprofit events, design-related gatherings, ceremonies, and receptions.

“...

My professional networking group has always been impressed by many facets of the AIA for our meetings - the interior design, the technology services but most importantly the service each and every time by Rebecca and her team. All top shelf.

Vince Regan, CMT
Chartered Market Technician Association
DFW

..."
what we offer

The ideal environment for events in the heart of Downtown Dallas day and night. The flexibility and customization that all of our rental spaces offer is unmatched. You will find elegant architectural finishes and furnishings, dramatic lighting, and a location that never fails to impress and inspire. Our venue has been used for:
• Meetings/ Conferences
• Educational Seminars
• Training Classes
• Corporate Retreats
• Juror Deliberations
• Film Screenings
• Panel Discussions
• Celebrations and Cocktail Parties

We have all of your AV needs covered:
• Microphones
• Plasma Screens
• Ceiling-Mounted Projectors and Screens
• Laptops
• Conference Phone
• Video Conferencing Capabilities
• Wifi

Our seasoned staff is here to help coordinate with you and answer any questions that may arise. We will provide coffee & water services, unless otherwise noted.

A tailored Parking Package can be negotiated — Contact us for more details.

event contact

Venue Rental Liaison
Rebecca Guillen
Phone: 214.880.1514
Email: rguillen@aiadallas.org

Interested? Set-up an appointment for a tour and we will show you what is possible.

“

Our company held our annual State of the Firm at AD EX. We selected AD EX because it provided a spacious area, centrally located, and within walking distance of our office space.

The Lobby and Conference room are bright and open, and the view into Dallas is great! They had the traveling exhibit from UTA School of Architecture in the lobby area, where we were able to view all the fabulous pieces of artwork. To add to our experience, the customer service from their staff was excellent. They were very welcoming and accommodating. The park once completed will be an added plus to the area.

Melva Cleveland
Office Manager at HOEFER WYSOCKI
Lecture Room

Lecture Room (Large)
Classroom Seating (Tables & Chairs)   ~40 people
Auditorium Seating (Chairs Only)    ~85 people
Additional Configurations Available

Level 1 Usable sf (Rentable)  949 sq ft

Seating Capacities:

Our lecture room is the perfect setting for your event or program. On the first floor, the layout can be adjusted in numerous different ways to accommodate the size of your group whether you require classroom or auditorium style seating. The lecture room is ideally suited for charrettes, trade shows, product launches, educational seminars, corporate retreats, and much more. There is access to the kitchen area directly outside of the lecture room.

Includes:
• Chairs
• Rectangular tables
• Podium
• Plasma
• Projector & screen
• Tack wall

* Dressed cocktail tables available for additional cost

Floor plan available upon request
**Classroom**

**Level I Usable sf (Rentable)**  391 sq ft

**Seating Capacities:**

Classroom (Small)
- Classroom Seating (Tables & Chairs)  16 people
- Auditorium Seating (Chairs Only)  ~20 people

Additional Configuration Available

The classroom is reserved for smaller, more intimate settings. The space is equally as flexible as the lecture room to accommodate the needs of your event or program and can be arranged to suit classroom seating and auditorium seating. Ideally suited for meetings, client presentations, juror deliberations, training classes, and even film screens, as well as much more. There is access to the kitchen area directly outside of the classroom.

Includes:
- Chairs
- Rectangular tables
- Podium
- Portable Plasma
- White Board

* Dressed cocktail tables available for additional cost

*Floor plan available upon request*
Combined

Level I Usable sf (Rentable)  1,340 sq ft

Seating Capacities:
Rooms Combined (Small & Large)
Classroom Seating (Tables & Chairs)  80 people
Auditorium Seating (Chairs Only)  ~115 people
Additional Configurations Available

Do you have a large gathering for your next big event? We’ve got you covered. The wall that separates the classroom and the lecture room can be easily removed to accommodate any large conferences, film screenings, receptions, award ceremonies, retreats, and much more. The room can be rearranged to suit classroom seating, auditorium seating, and even a sit-down dinner.

Or, you can even keep the rooms separate and use the classroom for breakout sessions

Includes:
• Chairs
• Rectangular tables
• Podium
• Plasma(s)
• Projector & screen
• Podiums (2)

* Dressed cocktail tables available for additional cost

Floor plan available upon request
Level 1

Level 1 Usable sf (Rentable)  4,314 sq ft

Level 1 Main Space (Exhibit / Event Space):
Auditorium Seating (Chairs Only)  ~140 people

Party Event
With Standing Cocktail Tables  200–250 people
Sit-Down Party (eg. Wedding, Holiday Party, etc.)  120–200 people
Additional Configurations Available

When you’ve got big plans for large receptions and events, you can even reserve the entire first level and impress all of your guests. Flexible and adaptable, we are able to work with you to accommodate your vision.

Ideally suited for large events such as conferences, sit-down parties, cocktail parties, and much more. Let us discuss what is possible.

Floor plan available upon request
Boardroom

Level 2 Usable sf (Rentable)       620 sq ft

Boardroom
Conference Table Setup
Additional Configurations Available

30 people (20 seated at table)

Our boardroom, located on the second floor, always impresses with state-of-the-art technology and unique architectural finishes. Equally as flexible as the downstairs lecture room and classroom, the adjustable tables allow you to evolve with your environment and cater to your group, both big and small. The board room has been used to host committee meetings, board meetings, charrettes, and juror deliberations. Some of the juror deliberations we have hosted in the boardroom include: AIA Dallas Design Awards, AIA Arkansas Built Design Awards, and KROB Delineation Competition. There is access to the small kitchen area, serving countertop, and member lounge directly outside of the boardroom.

Includes:
• Chairs
• Tables
• Plasma
• Cork board
• White board

* Elevator Access Available

Floor plan available upon request
<table>
<thead>
<tr>
<th>SPACE / DURATION</th>
<th>DAILY RATE (8HRS)</th>
<th>1/2 DAY RATE (4HRS)</th>
<th>MIN. RATE (2 HRS)</th>
<th>HOURLY RATE START 3RD HOUR</th>
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</thead>
<tbody>
<tr>
<td>Board Room (minimum 2 hours – after 2 hours rate drops)</td>
<td>$650</td>
<td>$350</td>
<td>$200</td>
<td>$75</td>
</tr>
<tr>
<td>Lecture Room (minimum 2 hours – after 2 hours rate drops)</td>
<td>$1,250</td>
<td>$650</td>
<td>$350</td>
<td>$150</td>
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<tr>
<td>Lecture Room - Weekends (4 hr. minimum)</td>
<td>$1,680</td>
<td>$840</td>
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<tr>
<td>Classroom (minimum 2 hours – after 2 hours rate drops)</td>
<td>$850</td>
<td>$450</td>
<td>$250</td>
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<tr>
<td>Classroom - Weekends (4 hr. minimum)</td>
<td>$1,280</td>
<td>$640</td>
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<tr>
<td>Lecture Room + Classroom (minimum 2 hours – after 2 hours rate drops)</td>
<td>$2,050</td>
<td>$1,050</td>
<td>$550</td>
<td>$250</td>
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<tr>
<td>Lecture Room + Classroom / 4 hrs - Weekends (4 hr. minimum)</td>
<td>$2,800</td>
<td>$1,400</td>
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<tr>
<td>Facility (downstairs only) (8 hr. minimum)*</td>
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<tr>
<td>Facility - Weekends (downstairs only) (8 hr. minimum)*</td>
<td>$5,600</td>
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</table>

*Coffee & water services are NOT included

**Parking Packages** are available, please contact our Venue Rental Liaison, Rebecca Guillen, at rguillen@aiadallas.org

AIA Dallas Allied Members and Non-Profit agencies will receive a special discounted rate.
Where should I park?
We have created a map with directions for valet parking at Republic Center and for taking the DART to the AD EX. However, we also have more information regarding additional surrounding parking garages. We can also work with you to create a Parking Package that works for your event.

Who is responsible for set-up and breakdown?
The renter is responsible for both set-up and breakdown.

Can we advertise on your website?
For more information regarding advertising, please contact Managing Director of AD EX, Katie Hitt, at khitt@dallasadex.org.

What is included in the rental?
Laptop if needed, projector or plasma, white board, cork board (boardroom), and coffee, tea, & filtered water service.

Do you have a list of local, or preferred, caterers that will deliver to the AD EX?
Yes, please contact the Venue Rental Liaison, Rebecca Guillen, at rguillen@aiadallas.org, for more details.

Would it be possible to include guided walking tours of downtown?
For more information regarding guided walking tours, please reach out to info@dallasadex.org.

Can vendors that sponsor the event have space to showcase their products?
Yes, if the renter allows, but only during their event.

What exhibitions will be on display during my rental?
For more information regarding exhibitions, please reach out to info@dallasadex.org.

Didn’t find your question? Please reach out to the Venue Rental Liaison, Rebecca Guillen, at rguillen@aiadallas.org.

We enjoyed having our Builders with Heart breakfast seminar at AIA Dallas. The space is beautiful and functional. We appreciate AIA’s generosity and hope to have more events there in the future.

Amy George
Vice President of Strategic Partnerships, American Heart Association – Dallas Division

Photography courtesy of Craig Blackmon, FAIA; Eddie Fortuna, Assoc. AIA; and Shaun Menary