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GUEST SERVICES

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CONVENIENCE

The convention complex is linked to four of Indianapolis' luxury downtown hotels via skywalks and connected to four other choice hotels through the Circle Centre mall. Together with other downtown hotels, a grand total of 5,520 rooms are nearby the facility. Stroll through the nearby canal walk and ride the paddle boats. Restaurants, museums, theaters, comedy clubs, and nightclubs offer a wide variety of entertainment to facility guests.

PUBLIC TELEPHONES

Public telephones are located throughout the facility. Telephones equipped with hearing enhancement capabilities are available in a number of locations.

Red telephones (for in-house emergency use only) are located throughout the facility. All are fully accessible. Our security office may be reached 24-hours a day by dialing 3350 from a red telephone. Security personnel will assist in any way possible.

BUSINESS CENTER - IKON OFFICE SOLUTIONS

The Indiana Convention Center & RCA Dome Business Center, in partnership with IKON Office Solutions, is located on the 1st Floor of the Facility in the Capitol Avenue Lobby, directly across from Room 116.

Limited services include:

1. Black and White Copy Services.
2. Color Copy Services.
3. Large Format – Color and Black and White.
4. Document Finishing / Binding.
5. Fax Services.
6. Copier Rental.
7. Facsimile Rental.
8. Basic Office Supplies.
9. Shipping.

GUEST SERVICES

The Indiana Convention Center & RCA Dome Guest Services is located on the first floor of the facility between the 500 Ballroom Reception Room and Meeting Room 116.

Limited services include:

1. Coin-operated copier.
2. Dollar bill (\$5.00 and \$1.00) coin exchanger.
3. U.S. Mail drop box.
4. Automatic Teller Machine (ATM).
5. Vending machines.

ACCESSIBILITY

The Indiana Convention Center & RCA Dome is an ADA compliant facility. Accommodations for persons with disabilities include accessible entrances, Braille signage, telephones, restrooms, designated parking, and wheelchair availability.

HEARING ENHANCEMENT

Hearing enhancement equipment is available by client's request. Contact your Event Coordinator for further information.

WHEELCHAIR AVAILABILITY

Wheelchairs are available on a first-come, first-served basis at the First Aid facilities or security. A driver's license is required as a deposit for the wheelchair. Wheelchairs may not be removed from the facility.

WATER SERVICE

Water stations are provided at no additional cost (including refills) in the following designated lobby areas:

- Maryland Street Lobby.
- Capitol Street Lobby.
- Between Rooms 138-162 and 201-212.
- North Lobby of the Sagamore Ballroom.

Water service at the podium, head tables, and conference-style set is provided at no additional charge (including refills).

Additional water stations within the lobbies and water stations requested inside meeting rooms (including refilling) will incur an

additional charge. Consult your Event Coordinator for further information.

DIGITAL SIGNAGE

Located at key points around the facility, our digital signage displays event-specific time schedules and locations, local weather and upcoming events. Your Event Coordinator will work with you to determine the correct information to display for your event.