



The Electrical Association of Philadelphia

Meeting Request Form

Please complete the following information to submit your request to rent meeting space at the EAP office. We request at least one week notice but will do our best to accommodate last minute requests.

Company Information

Organization Name: _____

Member Company: _____

Contact Person: _____ # of Guests: _____

Phone: _____ Email: _____

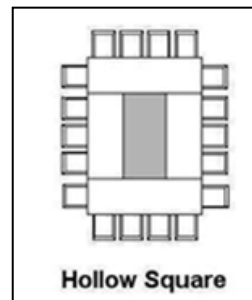
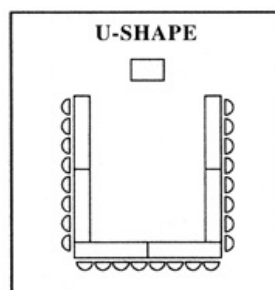
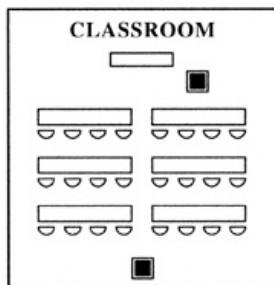
Meeting Space Selection – EAP meeting space is available Monday – Friday from 7:30 am – 4:00 pm; hours may be extended with advanced notice. Space will be provided on a first-come, first-served basis.

Large Meetings – Training Room (up to 24 attendees)

Our Training Room is connected to our kitchen for ease of access to food and beverage. Please select your room requests below. Included in the room fee is wifi, ample free parking and coffee/tea.

Duration: ☐ Half Day: \$100/half day (1-4 hours) ☐ Full Day: \$150/day (4-8 hours)

Room Set Options: ☐ Classroom (18 max, 3 to a table) ☐ U-Shape (20 max) ☐ Hollow Square (24 max)



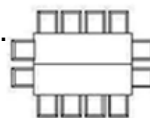
Audio Visual: ☐ Projector & Screen ☐ Whiteboard ☐ Flip Chart ☐ Conference Phone (with four wireless mics)
☐ EAP Conference Phone Line (additional charges will apply - .03 cents/minute per caller)

Small Meetings – Board Room (up to 10 attendees)

Our Board Room is perfect for small team or company meetings.. Please select your room requests below. Included in the room fee is wifi, ample free parking and coffee/tea.

Duration: ☐ Half Day: \$50/half day (1-4 hours) ☐ Full Day: \$75/day (4-8 hours)

Room Set Options: The fixed room set is conference style.



Audio Visual: ☐ Conference Phone (with four wireless mics) ☐ Flip Chart
☐ EAP Conference Phone Line (additional charges will apply - .03 cents/minute per caller)

Questions? Contact Mair at EAP: mair@eap.org or (610) 825-1600 x12



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Food & Beverage

All food and beverage (aside from coffee and tea provided by EAP) must be arranged by the group. For convenience, we have put together a list of local restaurants.

Delivery:

- [Fat Daddy's Deli](#) - (610) 941-3278
- [Lenny's Deli](#) - (610) 825-4569
- [Piatto Grill Catering](#) - (610) 825-1300
- [Rocco's Brick Oven Pizzeria](#) - (610) 277-3111

In the Area for Pick Up:

- Dunkin Donuts – (610) 832-0969
439 West Germantown Pike
- [Starbucks](#) - (610) 941-4263
413 West Germantown Pike
- [Whole Foods Market](#) – (610) 832-0010
500 West Germantown Pike
- [Panera Bread](#) - (484) 530-5070
48 Ridge Pike

Location and Directions - The Electrical Association of Philadelphia, 527 Plymouth Road, Suite 408 (Door H), Plymouth Meeting, PA 19462 - (610) 825-1600

From Center City Philadelphia

Take I-76 West (Schuylkill Expressway) to Exit 331B – I-476 North. Follow I-476 North to the Germantown Pike-West/Plymouth Road Exit (#20), heading towards I-276 West/Pennsylvania Turnpike West. After exiting, stay left and follow the sign for Plymouth Road. At the stop sign where the ramp ends, turn left onto Plymouth Road. Travel approximately 8/10th of a mile, and turn left into Plymouth Woods Office Park. Follow the main access road for approximately 2/10th of a mile. The Electrical Association of Philadelphia is located in Building 527, at the end of the complex, your second left. Enter through Door H, near the mailboxes.

From Points South

Take the I-95 North to I-476 North. Follow I-476 North to the Germantown Pike-West/Plymouth Road Exit (#20), heading towards I-276 West/Pennsylvania Turnpike West. After exiting, stay to the left and follow the sign to Plymouth Road. At the stop sign where the ramp ends, turn left onto Plymouth Road. Travel approximately 8/10th of a mile, and turn left into Plymouth Woods Office Park. Follow the main access road for approximately 2/10th of a mile. The Electrical Association of Philadelphia is located in Building 527, at the end of the complex, your second left. Enter through Door H, near the mailboxes.

From New York and North/Central New Jersey

Take the New Jersey Turnpike South to Exit 6 – The Pennsylvania Turnpike. Follow the Pennsylvania Turnpike West to Exit 333 – Norristown. Keep left at the fork in the ramp, following signs for Plymouth Road. Turn left at the light onto Plymouth Road. Travel approximately 1/2 mile, and turn left into Plymouth Woods Office Park. Follow the main access road for approximately 2/10th of a mile. The Electrical Association of Philadelphia is located in Building 527, at the end of the complex, your second left. Enter through Door H, near the mailboxes.

From Harrisburg and Points West

Take the Pennsylvania Turnpike East to Exit 333 – Norristown. Keep left at the fork in the ramp, following signs for Plymouth Road. Turn left at the light onto Plymouth Road. Travel approximately 1/2 mile, and turn left into Plymouth Woods Office Park. Follow the main access road for approximately 2/10th of a mile. The Electrical Association of Philadelphia is located in Building 527, at the end of the complex, your second left. Enter through Door H, near the mailboxes.

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