



CCAM Guest Services Information

COMMONWEALTH CENTER FOR
ADVANCED MANUFACTURING

CCAM Facility Information:

- We are located at 5520 West Quaker Road, Disputanta, VA 23842.
- Our main phone number is (804) 722-3700, and our fax number is (804) 722-9755.
- Our hours of operation are Monday through Friday, from 8:00 a.m. to 5:00 p.m. daily. Please consult our Administration Staff for a listing of CCAM-observed holidays where our facility is closed.
- We are within close proximity of I295 and I95 and approximately 45 minutes from Richmond International Airport.

Meeting Information:

CCAM has three meeting spaces available for your use:

- Our Board Room, 1030 square feet, has seating for twenty with laptop setup, conference call capability and AV screen.
- Our Seminar Room, 1270 square feet, has seating capacity for 32 with AV screen and phone.
- Our Board Room and Seminar Room have a dividing wall that can be opened to make a larger room, 2300 square feet. Current furnishing will seat 52 total using classroom style seating. You may need to rent additional furnishings if we are unable to accommodate your meeting needs with what we have on hand.
- Our Conference Room 132 has seating capacity for eight with speakerphone and AV screen.
- Our Lobby area, 2740 square feet has casual seating for four.

Our dining/service facilities:

- We have a catering room off the café with a sink and closet for use.
- Our café seats 60 persons, and has two microwaves and a refrigerator for your use.
- We can supply coffee, decaf coffee, hot tea, and ice water. We ask that you make all arrangements for food and beverages outside of this and coordinate with our staff on delivery and setup.
- Should you require seating arrangements outside of what provide, we ask that you arrange with caterers and/or rental companies directly and coordinate with our staff on delivery and setup.
- We do ask if you have catering setup prior to your scheduled event and require our setup/administrative services outside of our normal business hours to advise us five business days in advance of your event. Please note in some cases we may ask that you schedule setup and/or delivery to take place the day prior to your event.
- If you require our setup/administrative service during normal business hours we request notice two business days in advance of your event.

Catering Information:

- Our preferred vendor for simple breakfast/lunch service is Panera Bread in Colonial Heights. Should you require their services for catering and delivery, they can be reached at (804) 524-8558. Their catering menu can be found at <http://catering1.panerabread.com/Home.aspx>. Please note that they will deliver to CCAM with a \$50.00 minimum order.
- Another local vendor for basic catering is Prince George Family Barbecue. They are located about a mile from CCAM, and their phone number is (804) 732-3278. They will deliver to CCAM, but for catering only. Their website is <http://www.pgbbq.com/index.html>.

- For a more sophisticated catered event, we have worked with A Sharper Palate Catering Company, based in Richmond. They will provide tables, linens, staff, and can work with you for a truly memorable event. Their number is (804) 553-0495, and their website is www.asharperpalate.com.

Guest Protocol:

A complete list of your attendees is requested prior to your visit. Please include: First Name, Last Name, Company, Title, Nationality, Is Attendee a US Citizen? Please contact Karla Susaeta for a Visitor Data spreadsheet. We require that all guests and visitors check in at our reception desk and fill out our visitor log. We also have safety rules that our guests are required to read and abide by to ensure their safety and security while at CCAM. All CCAM Guests must wear name badges while in our facility.

Business Services:

Our facility has guest wireless service and guest printing service available. Please see our administrative staff for passwords and assistance.

Limited copy service is also available (there may be costs associated with these services, see our Administrative Staff).

Local Lodging:

Hilton Garden Inn Richmond South/Southpark** (9.6 Miles from CCAM)

800 Southpark Boulevard, Colonial Heights, VA 23834

(804) 520-0600

<http://hiltongardeninn3.hilton.com/en/hotels/virginia/hilton-garden-inn-richmond-south-southpark-RICSPGI/index.html>

*** CCAM has arranged a preferred rate of \$99 per night plus tax at the Hilton Garden Inn. You must call the hotel directly to make reservations at this rate.*

Directions to CCAM

1. Head east on Southpark Blvd toward Charles H Dimmock Pkwy
2. Turn right to stay on Southpark Blvd
3. See #3 below

Holiday Inn Petersburg North-Fort Lee (9.1 Miles from CCAM)

401 East Roslyn Road, Colonial Heights, VA 23150

(804) 520-5880

<http://www.holidayinn.com/hotels/us/en/colonial-heights/riccv/hoteldetail>

Directions to CCAM

1. Head southwest on E Roslyn Rd toward Southpark Blvd
2. Continue onto Southpark Blvd
3. See #3 below

Hampton Inn Petersburg-Southpark Mall (9.1 Miles from CCAM)

403 East Roslyn Road, Colonial Heights, VA 23834

(804) 520-7333

<http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml;jsessionid=FJ3RCW4FS3EBMCSGJBMVQCQ?ctyhocn=RICCOHX>

Directions to CCAM

1. Head southwest on E Roslyn Rd toward Southpark Blvd
2. Continue onto Southpark Blvd
3. See #3 below

Directions Continued

3. Slight right to merge onto I-95 S
4. Take exit 47 for State Route 629/Rives Rd
5. Turn left onto VA-629 E/Rives Rd/State Route 629 E;
Continue to follow VA-629 E/State Route 629 E
6. Turn right onto VA-629 E/W Quaker Rd
7. Turn right onto US-460 E/VA-629 E/County Dr
8. Take the 1st left onto VA-629 E/W Quaker Rd; Destination will be on the left

Richmond Lodging:

Omni Richmond Hotel
100 South 12th Street
Richmond, Virginia 23219
Phone: (804) 344-7000, Fax: (804) 648-6704
The Omni Richmond Hotel is 30 miles from CCAM.

The Jefferson Hotel
<http://www.jeffersonhotel.com/>
101 West Franklin St.
Richmond, Virginia 23220
Phone: (888) 918-1895 | (804) 649-4750
Fax: (804) 225-0334
The Jefferson Hotel is 32 miles from CCAM.

Driving Directions from Richmond:

1. Merge onto I-95 S toward Petersburg. (go 23.07 miles)
2. Merge onto US-460 E/County Dr via EXIT 50 toward Norfolk. (go 5.09 miles)
3. Turn left onto W Quaker Rd.
- If you reach Hillside Park Dr you've gone about 0.4 miles too far (go 0.76 miles)
4. 5520 W QUAKER RD is on the left.
- If you reach Hope Ln you've gone about 0.1 miles too far

CCAM Guest Safety Rules:

- CCAM believes that the safety of its guests is one of the most important duties of our staffers.
- Each guest's compliance with the safety rules is essential for his or her own safety.
- All near accidents, accidents, incidents, injuries, or fires must be reported to management immediately, no matter how insignificant they may seem.
- Please do not smoke or use an open flame in any prohibited area, or in any place where it might represent a fire hazard.
- There is a no smoking policy in the CCAM facility. Our only smoking area is outside of our Café. Please see the receptionist or the CCAM staffer you are visiting for an electronic key card to re-enter the building, as the Café's exit doors automatically lock behind you.
- Firearms and/or any type of weapons are prohibited on CCAM property to include the parking lot.
- The use of illegal drugs and /or alcohol on CCAM property is prohibited by the terms of CCAM's Drug and Alcohol Policy.
- Please do not indulge in any form of horseplay, practical joking or other acts which will cause any distraction or disturbances.
- Personal protection equipment is available for all guests. Please ask a staff member for assistance prior to entering a surface lab or the high bay/machine shop floor area.
- There is no eating, drinking, or cooking on our high bay/machine shop floor, surface labs, computer labs, or in our manufacturing labs. It is a violation of OSHA to eat in a manufacturing work place.
- Order and cleanliness are important factors in preventing injuries, accidents, and incidents. Place oily waste, foodstuffs, waste paper, etc. in cans/receptacles provided. Keep aisles, work surfaces, machines and equipment clean and clutter-free.
- Should your hands become soiled with paint, chemicals, or any other materials, be sure to wash them carefully before eating or handling anything that might go into your mouth.
- Do not bypass or disable a safety device or system to include lockouts/tag outs.
- In the event of an emergency evacuation, our assembly site is at the north end of the parking lot.