

Meeting Planner Guide



Best Western
UNIVERSITY INN

1516 W Pullman Road
Moscow, Idaho 83843
208/882-0550 800/715-5818
www.uinnmoscow.com

Lodging

The University Inn features 173 guest rooms with five beautiful suites. All of our guest rooms feature *wireless Internet service, in-room coffee makers, microwaves, refrigerators, cable television, irons/ironing boards, lodge-net movies/games, and complimentary local telephone calls.* Parking is complimentary.

Deluxe Continental breakfast is included each day Monday-Friday 6:00 a.m.-9:00 a.m.

Reservations

Reservations may be made via our toll free direct number 800-325-8765 or at www.uinnmoscow.com.



Internet Service

Our hotel and conference center offers complimentary wireless high-speed Internet service throughout the hotel and conference center. Please be aware that wireless network cards are required to access this service. For guests' convenience, wireless network cards are available for guests.

Hardwired Internet access ports are also available in seven of our convention center rooms (*Idaho, Washington, Palouse, Empire, University, Silver and Gold*). Several guestrooms are equipped with hardwired ports as well.

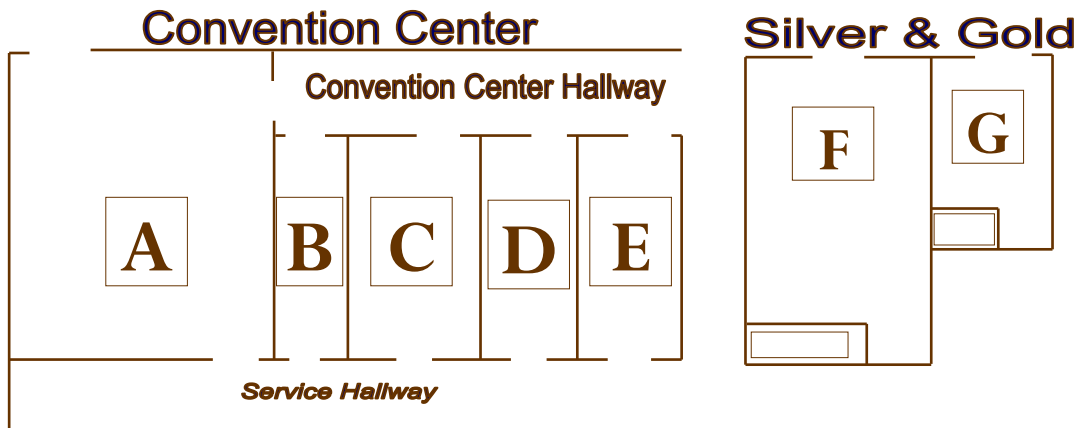
Business Center

Our 24-hour business center offers our guests access to the internet as well as several common office programs such as Word, WordPerfect, Excel and PowerPoint to make last minute changes to presentations, documents, etc.

Meeting Facilities

We offer 11,000 square feet of meeting space, which includes eleven meeting rooms, five of which can be combined to accommodate meeting and meal requirements. Please see enclosed convention and meeting facilities diagram for meeting room layouts, dimensions and room capacities.

Meeting fees are negotiated based on space requirements and food and beverage purchases.



Room		Dimensions	Sq. Ft.	Classroom (w/ tables)	Theatre (chairs only)	Dining (rnds of 8 / 10)
University	(A)	54 X 54	2,916	120	300	184 / 230
Empire	(B)	15 X 40	600	20	60	32 / 40
Palouse	(C)	30 X 40	1,200	50	110	88 / 110
Washington	(D)	20 X 40	800	30	70	56 / 70
Idaho	(E)	20 X 40	800	30	70	56 / 70

Room		Dimensions	Sq. Ft.	Classroom (w/ tables)	Theatre (chairs only)	Dining (rnds of 8 / 10)
Silver	(F)	35 X 67	2,345	90	200	144 / 180
Gold	(G)	23 X 40	920	40	80	56 / 70

Room	Dimensions	Sq. Ft.	Classroom (w/ tables)	Theatre (chairs only)	Dining (rnds of 8 / 10)
Centennial	30 X 32	960	25	40	60
Appaloosa	12 x 21	252	--	--	20 (Conference)
Latah	18 x 25	450	25	40	24 / 30
Regents	12 x 21	252	--	--	16 (Conference)

Catering Services

The University Inn offers full catering services; from the planning stages through the execution of a successful event, our catering staff will be there to apply their experience to help you plan delicious meals, decide the most efficient room setup and achieve a successful event.

Our Executive Chef, Gerard Bengle, is very skilled in creating unique and creative menu options. He has recently returned to our hotel from the Space Needle in Seattle where he was the executive chef.

Please see our menu set. These are suggestions only and may be altered to accommodate the group's preferences and budget. We will provide for special dietary requests, i.e. vegetarian, diabetic meals, etc.

Complete audiovisual services are available through our catering office. If we do not have a required item, we work directly with the University of Idaho and Washington State University media centers to provide for your meeting needs.

Restaurants/Lounge

Two restaurants are located within the hotel. The Pantry is our family dining restaurant (room service available 6:00 am to 10:00 pm) and the Broiler Room is our fine dining restaurant specializing in steaks and seafood open for lunch, dinner and Sunday Brunch. The Quiet Bar is open daily for lunch and for cocktails throughout the evening.



On-Site Recreation

Our Four Seasons Recreation Center includes an indoor swimming pool, sauna, hot tub and fitness room. Our beautifully landscaped outdoor courtyard is located adjacent to the recreation center.

Moscow-Pullman Area Recreation Opportunities

Recreation / Activities

- WAC and Pac-10 Men's & Women's Athletic Events
- Walking/Biking/Cross-Country Skiing on the Palouse Trail System
39 miles of paved trails between Pullman, Moscow and Troy
- Hamilton-Lowe Aquatic & Recreation Center
- Ice Skating at the Rotary Ice Pavilion
- Zeppoz – bowling and entertainment center
- Palouse Discovery Science Center
- Climbing Wall in the University of Idaho's Recreation Center
- University of Idaho Arboretum
- 63 acres of all-season trails
- Golf at either University of Idaho's Golf Course or Palouse Ridge Golf Course at Washington State University (anticipated opening Fall 2008)
– Both are 18 hole PGA championship courses
- Hiking: Steptoe & Kamiak Buttes, Moscow Mountain, Elk River Falls, Hobo Cedar Grove Botanical Area
- Charter fishing and hunting trips
- Jet Boating through Hells Canyon



Historic Sites / Culture

- Appaloosa Horse Museum
- McConnell Mansion
- St. Boniface Catholic Church
- Nez Perce National Park

Shopping

- The Palouse Mall - over 60 shops and services
- Eastside Marketplace—theater & unique shops
- Downtown Moscow - Variety of shops from antiques to Northwest specialties
- Moscow's Farmers' Market – *Saturdays May through October*

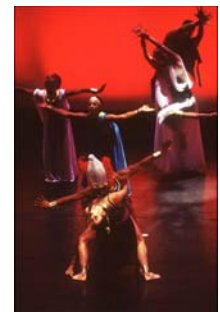
Arts & Entertainment

- Idaho Repertory Theater – *Performances in June & July*
- Prichard Art Gallery—showing works by international artists



Culinary & Wine Tours

- MaryJanesFarm—Nationally renowned organic farm
- Ferdinand's Creamery
- Camas Winery Tour & Tasting
- Merry Cellars Winery



LOCATION & TRANSPORTATION



Moscow is accessible via Idaho's Highway 95 and Highway 8 arriving from Eastern Washington.

Complimentary transportation is available from the Pullman/Moscow Airport.

See below listings for ground and airport information.

Airports

Pullman-Moscow Airport 509.338.3223

Served by Horizon Airlines with convenient daily flights to Boise and Seattle. Horizon Air offers connecting flights with Northwest and Alaska. Please contact individual carriers for flight information. Rental cars are available at the terminal.

Lewiston-Nez Perce County Regional Airport 208.746.7962

Located in Lewiston, Idaho, 30-minutes south of Moscow-Pullman. Served by Horizon with connecting flights to Spokane, Boise, Seattle and Portland; and Delta with connecting flights to Salt Lake City. Rental cars are available at the terminal.

Spokane International Airport 509.455.6455

Located 90-minutes northwest of Moscow-Pullman. Served by Alaska, America West, Delta/Skywest, Frontier, Horizon, Southwest, Northwest and United. Please contact individual carriers for flight information. Rental cars are available at the terminal.

Ground Transportation

To and From Lewiston –

Valley Transit 208.743.2545

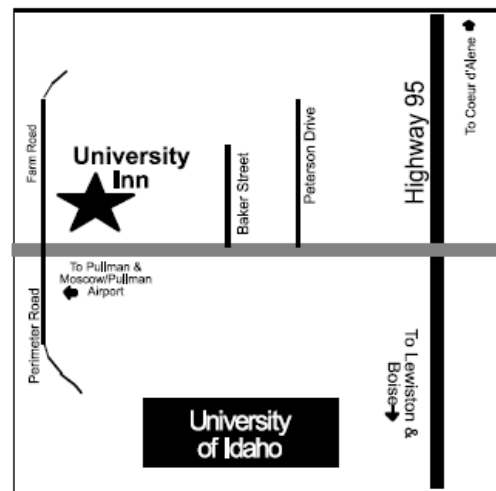
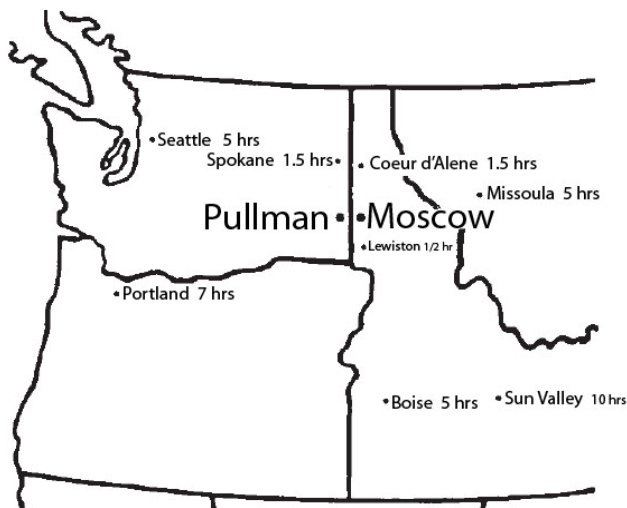
Transportation to and from the Lewiston airport. [Office Hours: 8AM-5PM] Call directly for reservations.

To and From Spokane and Lewiston -

Wheatland Express

509.334.2200 • 800.334-2207

Serves the communities with scheduled routes between Moscow/Pullman and Spokane Airport. Charters are available for groups of any size to Lewiston and Spokane. Call for reservations.



Successful Events Held at the University Inn

**Contact information is available upon request.*

Idaho Society of Professional Land Surveyors
Food Safety Farm to Table Conference
Idaho Department of Lands Annual Meeting
North Idaho Operators Section Meeting
Eddie Bauer
Idaho Library Association Annual Meeting
Tauck World Discovery Tours
Idaho State Fire School
Washington State Crop Improvement Association
Idaho Recreation and Parks Association
Idaho Association of Counties Annual Conference
Idaho Asphalt Conference
Leadership Idaho Agriculture
Idaho Association of Clerks and Commissioners Annual Conference
Cooper Ornithological Society
Inland Empire Forest Engineering Conference
International Order of Job's Daughters, Idaho Chapter
Idaho Academy of Science
Idaho State PEO Convention
American College Theatre Festival