

**The Resource Center @ AIA St. Louis (TRC)**  
**Frequently Asked Questions**  
**December 20, 2017**

**1. Where is the TRC?**

The TRC is located on the ground floor at 911 Washington Avenue, St. Louis, MO 63101, adjacent to the AIA St. Louis office.

**2. What is the cost of membership in TRC?**

Membership is priced at \$500 per line. Manufacturers, vendors or sales representatives may purchase as many lines as desired, but each line membership is priced at \$500.00. We will allow a line list of other lines carried by the sales representative in the display.

**3. What is included in a line membership (priced at \$500)?**

Member lines will each have shelf space. Membership, however, is more than the shelf space. Member lines of TRC will receive marketing support from the staff of the TRC through lunch and learns, social media promotion, product demonstrations, products of the week or month feature and listing on the TRC website by CSI Division.

**4. When will the TRC Open?**

AIA St. Louis is in the process of reaching out to the design and construction industry and soliciting line memberships in the Center. When we secure 150 line memberships, we will complete construction documents for the space along with construction; tentatively Q42018.

**5. I have multiple lines but cannot afford to purchase a membership for each line. How should I handle this?**

Through our focus groups, we have determined that each member line will be priced at \$500 each, ensuring parity for each line membership. We suggest that each representative determine which lines would best benefit from this exposure. Membership lines are for one year and at the end of each year, perhaps you evaluate which membership benefits your lines.

**6. What will be the hours of the Center?**

At the time of opening, the staff person will keep "normal" business hours. As we operate, we will learn which hours attract the most traffic and adjust staff coverage accordingly. Members of TRC and members of AIA St. Louis will have access to the Center from 7 am – 7 pm (before and after normal hours) via key pad entry security system. The Lammert Building has a staff security desk on the first floor, just a few feet from the Resource Center entry door to provide security for the space.

**7. What is the parking arrangement?**

M-F from 8 am-4 pm, parking is available on street meters or on nearby parking surface lots, and there is usually abundant parking, unless a large convention is in town and we will not schedule events during those days. Outside of the daytime hours, parking is available on a first come, first served basis on the lot adjacent to the west side of our building.

**8. AIA St. Louis offers sponsorship opportunities via Design Awards, Chapter meetings and Workshop series? Does line membership in TRC include AIASTL sponsorships?**

It does not. Member line membership in TRC is separate from other sponsorship opportunities and is a separate membership from Professional Affiliate membership in the Chapter.

**9. May line members use the TRC for meetings and drop in visits?**

Yes, TRC will have casual seating areas as well as a private conference room that can be reserved for your meetings, and can be used on a drop in basis if not reserved.

**10. Will I know the other line members of TRC?**

Yes, we plan of hosting regular gathering of line members to network, provide leads to each other and promote fellowship between the design and construction community.

**11. My company wishes to donate products to TRC? How will this be handled?**

AIA St. Louis has been impressed by the generosity of the products' community. In order for parity, we have decided to allow our architectural firm to make determination on finishes and product needs and then AIA St. Louis will purchase its needs. The only exceptions might be that of furniture that can be loaned for a specific period of time, and then rotated out with other furniture lines, or special lighting fixtures.

**12. How many architects, designers and contractors will use the TRC?**

We do not know the answer to that question, but we have done surveys and held informal conversations with our members and member firms. We know that many firms are reducing their libraries and are looking favorably on the TRC. We will also offer our AIASTL members reserved file drawers as they are working on projects to keep their work at the Center. The Board of Directors represent many firms and they have indicated that they will encourage their staff to use the Center. We know that many members live and/or practice in Illinois and we believe that our flexible access hours will allow members to use the Center as they travel to and from work through the central corridor and projects through the region.

**13. I wish to join. What do I do next?**

Please complete a Letter of Intent, indicating CSI Division and return it to AIA St. Louis, either view US mail or email. No payment is required at this time. We will apprise you each week of our progress in securing the 150 line membership we need to move forward with this project.