

INNOVATION CENTER

**Convenience
Under One Roof**

OFFICE CLEANING: Individual business offices and work stations may be cleaned daily by the Innovation Center's cleaning service for a monthly fee. For more details contact Gulya Alexander at galexander@niic.net.

TRASH: A dumpster is located in the parking lot near the technology wing of the Innovation Center for client convenience. Clients without office cleaning services are responsible for disposal of their trash.

BIO-HAZARD WASTE: Disposal of hazardous waste materials is available based on client need.

PHP WELLNESS STUDIO: Clients may utilize the Innovation Center's fully equipped fitness center which includes cardio-fitness equipment, weights, lockers and showers.

"Nothing limits achievement like small thinking; nothing expands possibilities like unleashed imagination."

- Arthur Ward

Putting

**business growth,
innovation,**

and **entrepreneurship**

to work for

Northeast Indiana

Northeast Indiana Innovation Center

Shared Services

www.niic.net

For more information

About Northeast Indiana Innovation Center visit

www.niic.net



3201 Stellhorn Road
Fort Wayne, IN 46815
Ph: 260-407-6442
Fax: 260-492-0452
www.niic.net

© March 2006

*Expanding
Possibilities*

Explore

Northeast Indiana Innovation Center's

Service

The Innovation Center provides shared services for clients housed within the Center. Providing these value added services at a fraction of the cost allows growing small businesses to function without high overhead costs. For most of the Innovation Center's clients shared services are a key component of success. Shared services allow clients to focus on developing and growing a business, rather than focusing on trying to keep costs down.

"Having access to the services of the Innovation Center has put us about six months ahead of where we had expected to be with our new business start-up."

Erik Buhr, BBK Group, NIIC Client

CLIENT SERVICES

combining resources

SECURITY ACCESS: The primary entrance will be monitored by the concierge during normal business hours. Clients have 24-hour admission to the Innovation Center and its offices through proximity cards. Proximity cards are required for access to the client specific technology or biomedical wings as well as individual office spaces.

OFFICE FURNITURE: The Innovation Center purchases office furniture for client residents. Executive office furniture and modular work stations are available to suit client's specific rental space.

LAB EQUIPMENT: The Innovation Center provides laboratory equipment depending on company nature and client specific needs. Biomedical clients have access to the shared Critical Equipment Room which contains a reverse osmosis water system and de-ionized water supplies.

COMPUTERS: New clients and employees may purchase computers through the Innovation Center at a discounted rate. For more details please contact Gulya Alexander at galexander@niic.net.

INTERNET: A one-time activation fee for high speed internet access is required for all new clients housed in the Innovation Center. Providing internet after installation at no cost is a part of the Innovation Center's benefits for resident clients.

INTERN ACCESS: Interns from various colleges are frequently housed by the Innovation Center. Clients may utilize interns for short term research and projects at nominal cost.

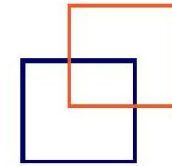
LIBRARY RESOURCES: The Innovation Center's library is equipped with valuable entrepreneurial resources and handbooks. Books may be checked out or used at the client's convenience.

CONFERENCING: Advanced technologically integrated conference rooms are available for client use, with a maximum capacity of 80 guests. Scheduling and special arrangements must be booked with concierge in advance. *For more information please see Conferencing Brochure*

WIRELESS ACCESS HOTSPOTS: Wireless internet hotspots will be implemented in 2006, which will be located throughout the building and conference rooms for meetings and client accessibility.

VIDEO CONFERENCING: The Innovation Center will be implementing video conferencing mid-year of 2006. For more details please contact NIIC (260) 407-6442.

www.niic.net



VALUE-ADDED SUPPORT

services

KITCHEN/HEALTHY START CAFÉ/VENDING: The Innovation Center is equipped with a full size kitchen and break room. Coca-Cola products and snack machines are located near the kitchen for client convenience.

CATERING: NIIC offers catering services for conferences and meetings, using a select group of local caterers in the Ft. Wayne area. Catering is available for breakfast, lunch, dinner, snacks and breaks. The price for catering includes the cost of food, plus 10% surcharge for delivery and set up.

MAILBOX SERVICE: Functional postage service is available for client outgoing mail from the Innovation Center. Daily delivered client mail is distributed into client specific mailboxes.

LOADING DOCK: A full-service dock is available for client company use. Three pallet jacks and dolly are also available for moving equipment and packages.

MIRRO BUSINESS CENTER: Photo and color copies, black and white and color printing, facsimiles, binding and stapling of documents, and case sensitive document destruction are all services of the Mirro Business Center for client benefits.

OFFICE SUPPLIES: Essential daily office supplies may be purchased through the Innovation Center from the concierge.

CONCIERGE SERVICES: Support staff will be available from 8am-5pm weekdays. The staff will be at hand to greet and direct visitors as well as to assist with client guest service needs.

SHIPPING/RECEIVING: All outgoing shipping and receiving services will be directed through the concierge. Concierge will record all sent items and will notify clients when delivery packages arrive.

TELEPHONE SERVICE: All clients and employees have individual access to telephone and voicemail services. All undirected calls to the Innovation Center will be routed through the concierge.

ideas@work

Helping people turn ideas into successful businesses