

LABOR, SERVICES, FEES AND EQUIPMENT

HVAC	
Exhibit Hall	
Air Conditioning for non-show hours	\$75.00 per hour/per hall
Heating for non-show hours	\$75.00 per hour/per hall
LIGHTING	
Ballroom Spotlights (focusing fee)	\$75.00 per room
Uplighting (floor spotlights)	\$25.00 each
Full Exhibit Hall Lighting (Non-Show Hours)	\$50.00 per hour/per hall
Removal of Exhibit Hall Lighting	\$150.00 per bulb/per hall

AUDIO / VIDEO CONNECTIONS (Television Not Included)	
Audio Patch Fee (Playback)	\$75.00 per connection
Audio Patch Fee (Recording)	\$150.00 per connection
Cable Connection - Meeting Rooms	\$25.00 per connection
Cable Connection - Exhibit Halls/Ballroom	\$150.00 per connection
TV Broadcast Fee - 1st Channel	\$1,250.00
TV Broadcast Fee - Additional Channels	\$650.00

FACILITY EQUIPMENT (Subject to availability)	
Pipe & Drape (Black):	
14' high, 8'-10' sections	\$7.50 per ft.
8' high, 8'-10' sections	\$5.00 per ft.
3' high, 8'-10' sections	\$3.50 per ft.
Chairs:	
Padded, Meeting Room	\$3.00 each
Padded, Folding	\$2.00 each
Tables:	
8'x30", 6'x30", 8'x18", 6'x18"	\$10.00 each
60" Rounds, 36" Cocktail Rounds	\$10.00 each
Tablecloths:	
Linen (Non-Banquet) - White	\$6.00 each
Skirt	\$6.00 each
Lectern / Podium:	
Standard	\$35.00 each
Multimedia	\$50.00 each
Staging & Flooring:	
Stage 4'x8' Section (48", 60", 72")	\$30.00 each
Riser 6'x8' Section (24", 36", 42")	\$25.00 each
Stage 4'x8' Section (6", 12", 18")	\$30.00 each
Dance Floor	\$6.00 per 4'x4' section
Crowd Control:	
Stanchions	\$10.00 each
Barricades (steel)	\$10.00 each
Barricades (concert)	\$57.50 each
Miscellaneous:	
Piano (6' Baby Grand - Includes 1 Tuning)	\$360.00 each
Additional Tuning	\$110.00 per tuning
Easels	\$10.00 each
Flipchart with Markers	\$25.00 each
Coat Racks (with hangers)	\$25.00 each
Wheelchair Ramp	\$150.00 each
Wheelchair Lift	\$75.00 each
Safe	
Large (combination dial)	\$250.00 each
Small (key lock)	\$150.00 each
Trash Drop Off Bin	\$500.00 each - 30 yd container
ABC Fire Extinguisher (15 lbs.)	\$25.00 each
(\$75 if discharged or not returned)	
** Re-Key High Security	\$50.00 per cylinder
** Keys Not Returned	\$20.00 each
** An additional \$100 per cylinder charge will apply if all keys are not returned.	

BOX OFFICE	
Daily Fee	\$185.00 each event day
Ticket Printing	\$0.05 per ticket
Credit Card Charges	3.50% total credit card sales
Visa, Mastercard, American Express	

Effective March 1, 2009. (Rates are subject to change without notice)

Updated - 3-1-09

MECHANICAL EQUIPMENT (Subject to availability)	
Boom Lift *	\$125.00 per hour
	\$300.00 per day **
	\$900.00 per week **
Scissor Lift *	\$75.00 per hour
	\$250.00 per day **
	\$750.00 per week **
Forklift (weight 5000 lbs.) *	\$50.00 per hour
	\$200.00 per day **
	\$600.00 per week **

EVENT STAFF (All personnel subject to availability)
Rates below are for labor on regular time and overtime. Consult your Event Manager to confirm current rates pertaining to the time of your event.

Event Staff cancellations may be made up to 48 hours prior to scheduled service, excluding weekends and holidays. Any cancellations made inside of 48 hours will result in a minimum charge of four (4) hours per staff member cancellation.

Cancellations made during shifts will result in a minimum of a four (4) hour charge. If cancellation is made after the four (4) hour minimum has been met, then the charge will be equal to the total hours worked, rounded up to the next full hour.

Position	Regular Time, Per Hour	Overtime, Per Hour
Event Staff Supervisor	\$16.50	\$24.75
Usher, Door Guard, Badge Checker	\$14.00	\$21.00
Coat Check Attendant	\$14.00	\$21.00
Ticket Taker Supervisor	\$16.50	\$24.75
Ticket Taker	\$14.00	\$21.00
Ticket Seller Supervisor	\$16.50	\$24.75
Ticket Seller	\$14.00	\$21.00
Security Guard Supervisor	\$19.00	\$28.50
Security Guard	\$16.50	\$24.75
Security - Overnight (11pm-7am)	\$22.00	\$33.00
Police Officer - First Line Supervisor ***	\$36.00	\$54.00
Police Officer Second Line Supervisor***	\$39.00	\$58.50
Police Officer ***	\$34.00	\$51.00
EMT ***	\$32.00	\$48.00
Fire Marshal ***	\$32.00	\$48.00
Housekeeping / Setup Staff Supervisor	\$18.00	\$27.00
Housekeeping / Setup Staff	\$15.50	\$23.25
Forklift Operator *	\$29.00	\$43.50
Maintenance Worker Supervisor	\$36.00	\$54.00
Maintenance Worker	\$33.00	\$49.50
Scissor Lift Operator *	\$33.00	\$49.50
Boom Lift Operator *	\$33.00	\$49.50
Electrician	\$42.00	\$63.00
Mid-Day Room Charge**	\$18.00	\$27.00
Clean Up / Strike Charge**	\$18.00	\$27.00

- All staffing is subject to a four (4) hour minimum call
- Event staff are subject to a minimum 15-minute pre-event orientation and 15 minute shift overlap.
- Time-and-1-half or Double-time for event staff may apply (ie. overnight security, etc.)
- Time-and-1-half will be charged for **ALL Classifications** on:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
- Time-and-one-half will also be charged for **Police, EMT and Fire Marshal** on these **additional holidays**.

MLK Jr. Holiday	Easter Sunday
Washington's Birthday	Thanksgiving Friday
Good Friday	

* Rental of a forklift, scissor lift or boom lift is not included in this hourly rate

** Per man, per hour; with 1 hour minimum

*** If Police, EMT or Fire Marshal personnel are required to remain on assignment longer than originally scheduled, then they must be paid for a full hour for any portion of an hour worked beyond 15 minutes.

