Price List Equipment, Labor, Signage and Other Services

**EQUIPMENT**

**KEY RATE**

Re-Keys $75

Lost Keys $200

**EQUIPMENT**

**Chairs:**

* Meeting Rooms/Ballroom N/C
* Exhibit Halls (all chairs) $0.75
* On Risers $4.50 chair
* Exhibit Area – all sizes $2/chair

**Tables:**

* All sizes $10

**Table Linen:**

* For all size tables $4.50

**Skirted Table:**

* 8’x30” or 6’x30” $35
* For table-top exhibits $75

**Risers:**

* Meeting Rooms/Ballroom$22/per section (One complimentary 6’x 8’ section per room set)
* Exhibit Halls $22/per section

**Staging:**

* Meeting Rooms/Ballroom/Exhibit Halls $30/per section

**Stair Units:**

* 1st set of stairs N/C
* Additional stair units $25

**Stage Ramp: $**30/per section

**Bicycle Barricades:** $10/per section

**Stanchions:** $10

**Coat Rack:** $10

**Fire Extinguisher:** $35

**Box Office:** $50

**Turnstile:** $15

**Ticket Box:** $10

**Dance Floor (3’x3’ sections)** $2.50 per sq. ft.

**LABOR**

**Room Change-overs: Changes to the initial room set after it has been set are charged at one-half the daily room rental rate.**

**Guest Services Personnel:**

* Guest Services Attendant      $30/hour/per person (four hour-minimum)
* Guest Services Supervisor $36/hour
* Security Guard Quote Needed
* Booth Attendant $30/hour
* Dock Attendant $30/hour (minimum of one Dock Attendant during all hours of move-

in, event and move-out days)

**Medical Services/Police/Fire** (premium charges for these services may occur if booked within two weeks of the first contracted event day)

* Medical Services $45/hour (one EMT for food function over 500 people. One EMT

for every 1,000 people at event)

* Police Officer $75/hour (required for all events over 1,000 attendees; 4-hour

minimum shift)

* Fire Watch $45/hour

**Other Services/hourly:**

* Event Services Labor $26
* Cleaning Labor $26
* Carpenter $60
* Plumber $100
* Electrician $100
* IT Technician $110
* Network Engineer $245

**GENERAL CLEANING**

**Move-in**

We provide clean exhibit hall floors prior to move-in at no charge. We will maintain public spaces external to the exhibit halls including hallways, corridors, mezzanine areas and all restrooms, at no charge. We will maintain public space and aisles (not exhibit booths) within the exhibit halls, including maintenance of aisle areas, to prevent any delays in the installation of aisle carpet, at the prevailing labor rates.

**Show**

We will maintain all facility restrooms and waste containers therein, hallways, corridors and meeting rooms external to the exhibit halls at no charge. We will set tables and chairs for food service areas and monitor these areas in cooperation with the food and beverage contractor at no charge.  We will clean/sweep aisles, public space and lounges, and will set and maintain facility waste containers for the aisles, food areas, restrooms and public space inside exhibit halls at the prevailing rate.

**Move-out**

We will maintain all of the exhibit halls as move-out progress allows and will clean the exhibit halls after the move-out is completed, at the prevailing rate.  We will clean all meeting rooms at the conclusion of the event at no charge.  The facility reserves the right to charge Lessee for extraordinary cleaning required before, during or after their event. All food shows are subject to this charge.

**Compactor Charge**

We charge $300 per compactor for trash removal. This charge will be assessed to all exhibit shows. If an exhibit show has excessive trash – and we are required to have more than one pickup – we will charge an additional $300 for each pickup.

**ELECTRICAL**

Temporary electrical services are provided exclusively by facility-approved electrical contractors:  Freeman Decorating, GES, JP Display,Modern Expo & Events, Encore, Edlen, and CTS. If your event is not using one of the approved contractors, please contact your event manager or the Event Technology Services Department for ordering information.

**SIGNAGE**

**Additional Signage Prices beyond Contracted Space:**

Columns in south bus turn-out (18 total) $100/each

Snowflakes exterior of Hall E $500/each

Banner mast exterior of Hall E $200/each

Exhibit Hall window cleaning after cling removal $250/per hall

Columns in the corridor $100/each

East Tower $5,000

Windows in East Registration $3,500

Tree columns in east entrance (5 total) $150/each

Ballroom entrance signage $250/each

North Ballroom elevator shaft $500

West Lobby windows $2,500

Escalator Runners (6) $100/each

* The preceding fees do not apply to full facility events.
* Wrapping of existing house signage is negotiable.
* Hanging of banners or signage in public corridors is prohibited.
* Any area or space not covered in this document will be reviewed on an as needed basis.

**SOUND PATCH FEES**

All sound patch fees are coordinated and billed through our in-house AV provider (Encore Global)

**Meeting Rooms** - Daily rate is $80 per room. Any combination of rooms that are joined together as one space is $80.

**Ballrooms** - Daily rate is $80 per room. Any combination is $80 times the amount of rooms.

**Exhibit Halls** - Daily rate is $80 per room. Any combination is $80 times the amount of rooms.

For an exact quote, contact Encore Global at 385-468-2240.

**FOR TELEPHONE, INTERNET AND CABLE TELEVISION SERVICES,  AND TEMPORARY PLUMBING PLEASE SEE SEPARATE PRICE LISTS.**

**MOBILITY AID RENTAL RATES**

Wheelchairs - Standard: $25/day, Deluxe: $30/day

Scooters - Standard: $65/day, Deluxe: $90/day

\* All labor rates are subject to a demand charge increase if order is placed fewer than 2 weeks from first contracted day of the event.  All labor orders are subject to a hour hour minimum call.