

Fee-Based Audio Visual Equipment & Services

Equipment		Standard Charge
Video		
Multi-media cart -- (LCD projector, DVD, VHS, computer, overhead projector, speakers)	All combined	\$350
LCD projector	Each	\$200
Overhead projector	Each	\$50
Slide projector	Each	\$50
TV / VCR / DVD player	Each	\$65
Audio / Sound		
Distributive sound system with 1 microphone	Per day	\$175
Handheld wireless microphone	Per additional	\$75
Standard wired microphone	Per additional	\$20
Lapel wireless microphone *	Per additional	\$75
Audio input	Each	\$35
Portable sound system **	Each	\$175
CD player	Each	\$35
Background music	Per event	\$35
Miscellaneous		
Laptop computer	Each	\$100
IP video conferencing	Each	\$250
Phones / phone lines	Each	\$20
Conference speakerphone	Each	\$40
Computer lab (up to 21 stations)	Per day	\$650
AV cart with power	Each	\$25
Extension Cord / Power Strip	Each	\$10
Services		
AV / computer tech services	Per hour	\$50
Video recording services	Per hour	\$75
-- with DVD	Per DVD	\$10
Engineer	Per hour	\$70

* Lapel (lavalier) microphones are only available in rooms 102, 103, 104, and 226.

** The portable sound system is available for rental outside of 102, 103, 104 and 226 only.

Should you need additional equipment or services for your event that we are unable to provide, we will work with you to find vendors in the community to fill your needs.

Equipment & Services Provided with Room Rental

Initial room set-up & break-down *	Unlimited local phone calls
Water service	Table top lecterns, if requested
Chairs and tables	Podiums 26" x 47", if requested
Tablecloths	Stage - up to 8' x 24' (6 pieces), if requested
Projection screens	Dry erase board and pens

* The client selects the initial room set-up. Additional changes will be charged at the rate of \$25 per hour / per Center staff member, with a \$50 minimum.

Other Fee-Based Equipment Available

Equipment		Standard Charge
Flip charts, stands, markers	Each	\$25
Dance floor (15' x 15', 18' x 18', 21' x 21'+)	Each	Starting at \$300
Exhibitor tables (6' x 30") with skirting	Each	\$20
Vendor tables (6' x 30") with skirting	Each	\$150
Reception desk (phone & computer)	Per day	\$100
Copies		
Single side	Per copy	\$.10
Double sided	Per copy	\$.15
Transparencies	Per copy	\$.75
Fax per page	Each	\$1

Other Fee-Based Services Available

Service		Standard Charge
Registration / proctoring services (day of event)	Per hour / staff	\$50
Public safety officer	Per hour / staff	\$50
Decorating Assistance	Per hour / staff	\$50
Hanging fees*	Per banner	\$10
Box handling/storage fee	Per box / day	\$10
Parking lot reservation		
Registration only (three hours)	Per space	\$2
Full-day rental (nine hours)	Per space	\$5

* Only blue paint-safe tape and sticky-tack is allowed for use in the Center.