

Rental Fees

INCLUSIVE OF RENT

Meetings/General Sessions held within Meeting Rooms and/or the Ballrooms:

- One standard set per room (theater, classroom, conference, hollow square, banquet, u-shape) includes one 6' covered head table with two chairs, one 6' covered registration table with two chairs, one podium, and one microphone.
- Ability to display limited event information on digital display screens located outside of meeting rooms. See your Event Manager for the digital signage policy.
- House lighting, heating or air conditioning during show hours. Levels maintained at a reasonable temperature during move in/out.
- Access to convenience electrical outlets from wall receptacles inside meeting rooms. Any sets that require power distribution will incur a fee.
- One room refresh per day (straighten seating, empty trash cans, light sweeping and clearing trash from tables).
- Four complimentary 20-amp services within your designated registration area.

Exhibit Halls for Trade Shows/Exhibits:

- House lighting, heating or air conditioning during show hours. Levels maintained at a reasonable temperature during move in/out.
- The Center will provide show management with a clean floor. During the event, the operations department will maintain all public and event common areas including, lobbies, hallways, restrooms, meeting rooms and Center-owned trash cans placed within the exhibit floor.
- One trash/recycling compactor.
- Four complimentary 20-amp services within your designated registration area.
- 24 hour building security monitored from a central command area.
- 1,000 complimentary conference chairs for a general session held within an exhibit hall purchased at full rental price.

Rental Fees

NON-INCLUSIVE OF RENT

- Additional building equipment inventory beyond what is provided as part of rent (i.e. tables, chairs, etc.)
- Any inventory requested for an exhibit hall event is subject to a fee.
- Lighting/heating/cooling beyond service included within rent.
- Pre/Post show cleaning. See [page 23](#) for a description of this service.
- Show aisle cleaning and booth cleaning.
- Open top dumpsters and additional compactors required for additional cleaning and bulk trash removal.
- Labor charges for event personnel including operations, housekeeping, security, police, EMT's, fire personnel, IT, engineering, box office, coat check attendants, etc.
- Service providers including Edlen (electrical, plumbing etc.), Mills James (audio-visual) and/or Levy (food and beverage).
- General Service Contractors.
- Meeting room changeovers requested, as determined by the Center. However, clients will not be charged for a meeting changeover if space is being changed to accommodate a meal function.
- Advertising or sponsorship placed on digital signage or other areas outside of contracted space.