



Personnel & Equipment Rate Sheet

(as of July 1, 2022)

Tables & Chairs

Banquet Chair	\$3.00 each
Executive Chair	\$12.00 each
Stool	\$5.00 each
6' Rectangular Table	\$10.00 each
6' Rectangular Table *covered and/or skirted	\$30.00 each
6' Round Table	\$10.00 each
6' Seminar Table	\$10.00 each
8' Rectangular Table	\$12.00 each
Cocktail Table	\$12.00 each
Cocktail Table *covered	\$15.00 each
Table Cover *rectangular plastic	\$5.00 each
Table Cover *round plastic	\$6.00 each
Table Cover *60"x132" rectangular linen	\$10.50 each
Table Cover *90"x132" rectangular linen	\$19.00 each
Table Cover *90" drop round linen	\$11.50 each
Table Cover *120" drop round linen	\$18.00 each
Table Cover *132" drop round linen	\$20.00 each

Other Equipment

Stage - 14'h *4'x8' section	\$23.00 per section
Stage - 32'h *4'x8' section	\$48.00 per section

Services & Fees

Banner Hanging Fee *one hour minimum	\$58.00 per man-hour
Scissor Lift Use *one hour minimum	\$38.00 per hour
Fork Lift Use *one hour minimum	\$38.00 per hour
Pallet Jack Use	\$28.00 flat fee
Room Changeover *one hour minimum	\$32.00 per man hour
Excessive Cleanup *one hour minimum	\$32.00 per man hour
Audio Visual Technician *one hour minimum	\$38.00 per man hour
Security Officer *three hour minimum	\$35.00 per man hour
Fire Watch Officer	\$35.00 per man hour
Pallet Removal Fee	\$30.00 per stack
Dumpster Haul	\$350.00 per haul
Parking Fee	\$1.00 per Attendee
Lost Key Service	\$75.00 per key

Other Equipment Continued

Dance Floor	\$5.00 per section
*3x3 section	
Podium - Standing	\$28.00 each
Podium - Tabletop	\$18.00 each
Easel	\$13.00 each
Flipchart	\$23.00 each
Dry Erase Board	\$43.00 each
*4'x3' or 8'x3'	
Tape for Floor Marking	\$5.00 per roll
Coat Rack	\$7.00 each
Conference Phone	\$38.00 flat fee
Flag - US and/or NC	\$7.00 flat fee
Ficus Tree	\$6.00 each
Pipe and Drape - 4', 8', 16'	\$20.00 per 10' section
*for backdrop purposes only	
Stanchion	\$7.00 each
Powerstrip	\$6.00 each
*w/extension cord	

Audio Visual, Sound, & Lighting

Projection Screens:	
5'x5'	\$28.00 per screen
8'x8'	\$73.00 per screen
5.75'x10'	\$93.00 per screen
10'x10'	\$93.00 per screen
9'x12'	\$103.00 per screen
LCD Projector	\$100.00 per projector
Laptop	\$78.00 each
AV Cart or Table	\$18.00 each
Microphone - Wired	\$28.00 per unit
Microphone - Wireless	\$68.00 per unit
Sound Board	\$53.00 per unit
Audio for Video Connection	\$10.00 per hookup
Spot Light	\$28.00 each
Light Bar	\$53.00 flat fee
Colored Up Lighting	\$13.00 each

Exhibitor Items

Exhibitor Chair	\$0.85 each
6' Exhibitor Table	\$3.00 each
8' Exhibitor Table	\$5.00 each
Labor	\$35.00 per man hour
*for setup/teardown of Exhibitor tables/chairs	

Services & Fees Continued

Ice Service	\$200.00 flat fee
Candy Service	\$22.00 per 50 people
Pad/Pen Package	\$30.00 per 100 people
Extra Time in Building	\$100.00 per hour
*other than time listed in contract	

Copy Service	\$0.35 per b/w copy
	\$0.45 per color copy

Exhibitor Utilities

Phone Line Hookup	\$196.00 per line
Hard Wired Internet Hookup	\$196.00 per line
WiFi Connection	\$10.00

Electric Hookup:

**special rate(s) will be offered to Show Producers/Meeting Planners ONLY when handling Exhibitor booth electricity*

120volt, 30amp (single phase)	\$100.00 per hookup
208volt, 20amp (single phase)	\$140.00 per hookup
208volt, 30amp (single phase)	\$190.00 per hookup
208volt, 50amp (single phase)	\$250.00 per hookup
208volt, 20amp (three phase)	\$215.00 per hookup
208volt, 30amp (three phase)	\$274.00 per hookup
208volt, 50amp (three phase)	\$400.00 per hookup
208volt, 100amp (three phase)	\$800.00 per hookup
480volt, 20amp (three phase)	\$300.00 per hookup
480volt, 30amp (three phase)	\$310.00 per hookup
480volt, 45amp (three phase)	\$320.00 per hookup
480volt, 60amp (three phase)	\$375.00 per hookup

Compressed Air:

1/2" (first connection)	\$205.00 per connection
1/2" (additional)	\$155.00 per connection
3/4" (first connection)	\$265.00 per connection
3/4" (additional)	\$255.00 per connection
1" (first connection)	\$305.00 per connection
1" (additional)	\$253.00 per connection