



Personnel & Equipment Rate Sheet

(as of January 2025)

Tables & Chairs

Banquet Chair	\$4 each
Banquet Chair - Rolling	\$6 each
Executive Chair	\$14 each
Stool	\$6 each
Rectangular Table (6' or 8')	\$12 each
Rectangular Table (6')	\$40 each
<i>*covered and/or skirted</i>	
Round Table (6')	\$12 each
Seminar Table (5') - Rolling	\$11 each
Seminar Table (6')	\$12 each
Cocktail Table	\$12 each
Cocktail Table	\$17 each
<i>*covered</i>	
Table Cover	\$7 each
<i>*rectangular plastic</i>	
Table Cover	\$8 each
<i>*round plastic</i>	
Table Cover	\$17 each
<i>*60"x132" rectangular linen</i>	
Table Cover	\$25 each
<i>*90"x132" rectangular linen</i>	
Table Cover	\$16 each
<i>*90" drop round linen</i>	
Table Cover	\$21 each
<i>*120" drop round linen</i>	
Table Cover	\$25 each
<i>*132" drop round linen</i>	

Other Equipment

Stage - 14"h	\$27 per section
<i>*4'x8' section</i>	
Stage - 32"h	\$50 per section
<i>*4'x8' section</i>	

Services & Fees

Banner Hanging Fee	\$60 per man hour
<i>*one hour minimum</i>	
Drayage Moving Fee	\$60 per man hour
<i>*one hour minimum</i>	
Client Scissor Lift Use	\$55 per hour
<i>*one hour minimum</i>	
<i>*driver must be certified</i>	
Client Fork Lift Use	\$55 per hour
<i>*one hour minimum</i>	
<i>*driver must be certified</i>	
Setup/Teardown Labor	\$42 per man hour
<i>*for Exhibitor tables/chairs</i>	
Room Changeover	\$42 per man hour
<i>*one hour minimum</i>	
Excessive Cleanup	\$42 per man hour
<i>*one hour minimum</i>	
Audio Visual Technician	\$65 per man hour
<i>*one hour minimum</i>	
Music Playlist Creation	\$50 per playlist
Security Officer	\$52 per man hour
<i>*three hour minimum, subject to change</i>	
Fire Watch Officer	\$48 per man hour
<i>*three hour minimum, subject to change</i>	

Other Equipment Continued

Dance Floor *3'x3' section	\$12 per section
Podium - Standing	\$32 each
Podium - Tabletop	\$22 each
Easel	\$17 each
Flipchart	\$27 each
Dry Erase Board *4'x3' or 8'x3'	\$47 each
Tape for Floor Marking	\$10 per roll
Coat Rack	\$12 each
Conference Phone	\$47 flat fee
Flag - US or NC	\$12 flat fee
Pipe and Drape *4'hx10'w	\$12 per section
Pipe and Drape *8'hx10'w	\$15 per section
Pipe and Drape *16'hx10'w	\$22 per section
Stanchion	\$12 each
Powerstrip	\$12 each
Extension Cord	\$12 each

Audio Visual, Sound, & Lighting

Projection Screens:	
5'x5'	\$32 per screen
8'x8'	\$82 per screen
5.75'x10'	\$102 per screen
10'x10'	\$102 per screen
9'x12'	\$142 per screen
11.25'x20'	\$202 per screen
Built In Screens	\$60 each
LCD Projector	\$132 per projector
Laptop	\$85 each
AV Cart or Table	\$22 each
Microphone - Handheld	\$82 per unit
Microphone - Lavalier	\$82 per unit
Sound Board	\$57 per unit
Audio for Video Connection	\$12 flat fee
Colored Up Lighting	\$15 each

Services & Fees Continued

Onsite Electrician	\$75 per hour
Pallet Removal Fee	\$30 per stack
Dumpster Haul	\$150 per haul
Parking Fee Attendee *for shows charging public admission	\$1 per
Lost Key Fee	\$100 flat fee
Additional Time in Building *other than time listed in contract	\$100 per hour
Copy Service - Black/White	\$0.35 each
Copy Service - Color	\$0.45 each

Utilities

Electric Hookup (110v, 20a) *for Lessee use only	\$62.50 per drop
Wall Outlet	\$25 per outlet
Exhibitor Hookups (Various Sizes) -ask for pricing	
Compressed Air Hookup (Various) -ask for pricing	
Phone Line Hookup	\$220 per line
Hard Wired Internet Hookup	\$250 per line
WiFi Connection connection	\$10 per

Digital Screens

Use of Lobby/Main Entrance Screens -ask for pricing	
Design Services/Assistance -\$38/per hour, one hour minimum	