



Personnel & Equipment Rate Sheet (as of September 2021)

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 <i>*covered and/or skirted</i>	\$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 <i>*covered</i>	\$15.00 each
Table Cover <i>*rectangular plastic</i>	\$5.00 each
Table Cover <i>*round plastic</i>	\$6.00 each
Table Cover <i>*60"x132" rectangular linen</i>	\$9.50 each
Table Cover <i>*90"x132" rectangular linen</i>	\$18.00 each
Table Cover <i>*90" drop round linen</i>	\$9.50 each
Table Cover <i>*120" drop round linen</i>	\$16.00 each
Table Cover <i>*132" drop round linen</i>	\$18.00 each

Other Equipment

Stage - 14"h <i>*4'x8' section</i>	\$20.00 per section
Stage - 32"h <i>*4'x8' section</i>	\$45.00 per section
Dance Floor <i>*3x3 section</i>	\$2.00 per section
Podium - Standing	\$25.00 each
Podium - Tabletop	\$15.00 each

Services & Fees

Banner Hanging Fee <i>*one hour minimum</i>	\$55.00 per man-hour
Scissor Lift Use <i>*one hour minimum</i>	\$35.00 per hour
Fork Lift Use <i>*one hour minimum</i>	\$35.00 per hour
Pallet Jack Use	\$25.00 flat fee
Room Changeover <i>*one hour minimum</i>	\$28.00 per man hour
Excessive Cleanup <i>*one hour minimum</i>	\$28.00 per man hour
Audio Visual Technician <i>*one hour minimum</i>	\$35.00 per man hour
Security Officer <i>*three hour minimum</i>	\$35.00 per man hour
Fire Watch Officer	\$30.00 per man hour
Pallet Removal Fee	\$25.00 per stack
Dumpster Haul	\$350.00 per haul
Parking Fee	\$1.00 per Attendee
Lost Key Service	\$75.00 per key
Ice Service	\$200.00 flat fee

Other Equipment cont.

Easel	\$10.00 each
Flipchart	\$20.00 each
Dry Erase Board	\$40.00 each
<i>*4'x3' or 8'x3'</i>	
Tape for Floor Marking	\$3.00 per roll
Coat Rack	\$5.00 each
Conference Phone	\$35.00 flat fee
Flag - US and/or NC	\$5.00 flat fee
Ficus Tree	\$6.00 each
Pipe and Drape - 8'	\$8.00 per 10' section
<i>*for backdrop purposes only</i>	
Pipe and Drape - 20'	\$35.00 per 10' section
<i>*for backdrop purposes only</i>	
Stanchion	\$4.00 each
Powerstrip	\$5.00 each
<i>*w/extension cord</i>	
Projection Screens:	
5'x5	\$25.00 per screen
8'x8'	\$70.00 per screen
5.75'x10'	\$90.00 per screen
10'x10'	\$90.00 per screen
9'x12'	\$100.00 per screen
LCD Projectors:	
3200 lumens	\$90.00 per projector
5500 lumens	\$110.00 per projector
Laptop	\$75.00 each
Laser Pointer	\$5.00 per unit
Presentation Remote	\$5.00 per unit
AV Cart or Table	\$15.00 each
Microphones:	
Handheld - Wired	\$25.00 per unit
Handheld - Wireless	\$65.00 per unit
Lavaliere - Wireless	\$65.00 per unit
Sound Board	\$50.00 per unit
Sound Patch	\$50.00 per room
Audio Connection	\$10.00 per unit
Building PA System	\$10.00 flat fee
Lighting:	
Spot Light	\$25.00 each
Light Bar	\$50.00 flat fee
Colored Up Lighting	\$10.00 each

Services & Fees cont.

Candy Service	\$15.00 per 50 people
Pad/Pen Package	\$25.00 per 100 people
Extra Time in Building	\$75.00 per hour
<i>*additional time not listed in contract</i>	
Copy Service	\$0.25 per b/w copy
	\$0.35 per color copy

Utilities

Phone Line Hookup	\$193.00 per line
Hard Wired Internet Hookup	\$193.00 per line

Electric Hookup:

**rates are for Event Producers/Meeting Planners, Exhibitor rates available upon request.*

120volt, 30amp (single phase)	\$37.50 per hookup
208volt, 20amp (single phase)	\$70.00 per hookup
208volt, 30amp (single phase)	\$91.50 per hookup
208volt, 50amp (single phase)	\$124.50 per hookup
208volt, 20amp (three phase)	\$100.00 per hookup
208volt, 30amp (three phase)	\$137.00 per hookup
208volt, 50amp (three phase)	\$200.00 per hookup
208volt, 100amp (three phase)	\$800.00 per hookup
480volt, 20amp (three phase)	\$175.00 per hookup
480volt, 30amp (three phase)	\$275.00 per hookup
480volt, 45amp (three phase)	\$287.50 per hookup
480volt, 60amp (three phase)	\$340.00 per hookup

Compressed Air:

1/2" (first connection)	\$200.00 per connection
1/2" (additional)	\$150.00 per connection
3/4" (first connection)	\$260.00 per connection
3/4" (additional)	\$249.00 per connection
1" (first connection)	\$300.00 per connection
1" (additional)	\$250.00 per connection