

VBC
VON BRAUN
CENTER
Huntsville, Alabama



Convention & Special Event Planner Guide

www.vonbrauncenter.com

GENERAL INFORMATION



Located in the heart of historic downtown and just a short drive from the Huntsville International Airport, the Von Braun Center is convenient to area hotels, restaurants and attractions.

With over 170,000 square feet of multi-purpose meeting space, the VBC features a team of experienced professionals and many in-house services including Food & Beverage, Exhibitor Services, and Audio Visual making this a "one-stop shop" for all your event needs.

In order to help with your planning and budgeting, please note the following:

- Once your event is contracted, an Event Coordinator is assigned to your event and will help with catering, room/set-up, and technical requirements.
- The Von Braun Center requires a Certificate of Liability Insurance naming the Von Braun Center as additionally insured for \$1,000,000 two weeks prior to your event.

Insurance may be obtained through the VBC at the applicable rate for most events.

- The minimum requirement for security is one officer throughout the course of your event. Based upon the type of event, additional security may be required and will be determined by your Event Coordinator.
- A technician is required when utilizing VBC audio visual equipment. Your Event Coordinator can assist in providing a cost estimate based upon the requirements of your event.
- Rental rates include lighting, heating and/or air conditioning and water as installed. All labor, supplies and equipment are considered additional expenses and will be charged at rates as outlined in the Equipment, Services & Audio Visual price sheets.
- Theatre capacity is based on 10 square feet per person. Banquet capacity is based on 15 square feet per person with 5' round

tables. Rectangular tables will figure 12 square feet per person. Classroom capacity is based on 20 square feet per person. Special risers or staging needs may alter capacities.

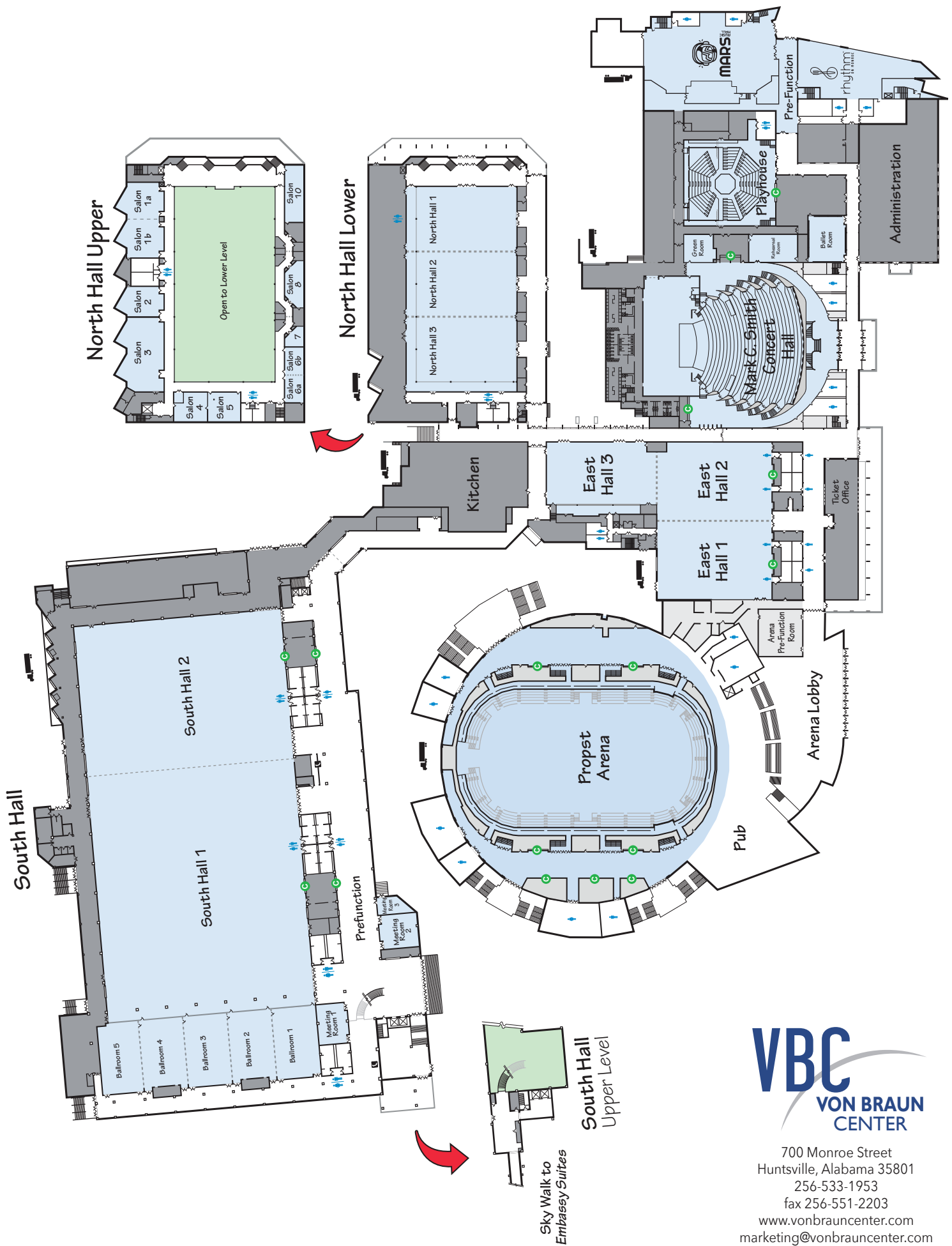
- Room rental rates for rehearsals and move-in/ move-out dates are calculated at 60% of normal rental rates.
- All prices are subject to change without notice.
- Please refer to the current VBC Catering Guide for rules & regulations of all catered events.

All current rental rates are posted to the website including meeting room rental, equipment, services, audio visual and catering at **www.vonbrauncenter.com**



MEETING ROOM CAPACITIES

SOUTH HALL						
ROOM	DIMENSIONS	SQUARE FOOTAGE	BOOTHS (10'X10')	THEATER	BANQUET	CLASSROOM
Total South Hall	210' x 480'	100,800	600	9,500	6,700	5,040
South Hall 1	210' x 240'	50,400	304	5,500	3,360	2,520
South Hall 2	210' x 150'	31,500	200	2,500	2,100	1,575
Multi-purpose/Meeting Hall	210' x 90'	18,900	96	1,500	1,000	750
Lobby/Prefunction		20,000				
EAST HALL						
ROOM	DIMENSIONS	SQUARE FOOTAGE	BOOTHS (10'X8')	THEATER	BANQUET	CLASSROOM
Total East Hall		24,880	160	2,150	1,365	1,200
East Hall 1	79' x 116'	9,164	60	750	500	550
East Hall 2	79' x 116'	9,164	60	750	500	550
East Hall 3	63' x 104'	6,552	40	650	365	330
NORTH HALL						
ROOM	DIMENSIONS	SQUARE FOOTAGE	BOOTHS (10'X8')	THEATER	BANQUET	CLASSROOM
Total North Hall	112' x 207'	23,184	133	2,175	1,200	1,500
North Hall 1	112' x 66'	7,392	36	725	400	460
North Hall 2	112' x 66'	7,392	36	725	400	460
North Hall 3	112' x 75'	8,400	45	725	400	460
MEETING ROOMS						
ROOM	DIMENSIONS	SQUARE FOOTAGE		THEATER	BANQUET	CLASSROOM
Ballroom 1	75' x 45'	3,330		315	205	150
Ballroom 2	75' x 45'	3,330		315	205	150
Ballroom 3	75' x 45'	3,330		315	205	150
Ballroom 4	75' x 45'	3,330		315	205	150
Ballroom 5	75' x 40'	2,960		280	185	140
Meeting Room 1	30' x 40'	1,200		120	80	60
Meeting Room 2	34' x 40'	1,360		135	90	65
Meeting Room 3	20' x 18'	360		20	10	10
Salon 1	38' x 75'	2,850		285	190	140
Salon 1A	38' x 36'	1,368		135	90	65
Salon 1B	38' x 39'	1,482		145	95	70
Salon 2	38' x 30'	1,140		110	75	55
Salon 3	38' x 72'	2,736		270	180	135
Salon 4	30' x 35'	1,050		85	55	40
Salon 5	30' x 33'	990		95	65	50
Salon 6	19' x 56'	1,064		105	70	50
Salon 6A	19' x 28'	532		50	35	25
Salon 6B	19' x 28'	532		50	35	25
Salon 8	19' x 38'	722		45	24	30
Salon 9	20' x 15'	300		n/a	8	n/a
Salon 10	20' x 56'	1,120		105	70	50
Arena Pre-Function	42' x 45'	1,890		180	120	85
Ballet Room	36' x 47'	1,692		160	110	80



VBC
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CENTER

700 Monroe Street
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RHYTHM ON MONROE

Rhythm on Monroe is a NEW unique restaurant and rooftop bar open daily at 4 pm and 11 am on Saturday and Sunday for brunch. Whether you are looking for dinner and drinks before a show or an evening cocktail overlooking Downtown Huntsville's unique cityscape, Rhythm on Monroe satisfies all needs.

SERVING locally-sourced ingredients, Rhythm on Monroe's menu provides

delicious urban fare with unique offerings of classic cuisine. The culinary team brings their traveled talents to the table each night while providing from scratch cooking paired with handmade cocktails, craft brews and a curated wine list.

ENJOY all that is offered with window views or on the rooftop near one of the fire-pit over-looking downtown. No matter where you join us, you will enjoy delightful service with locally sourced fare.

HOURS OF OPERATIONS:

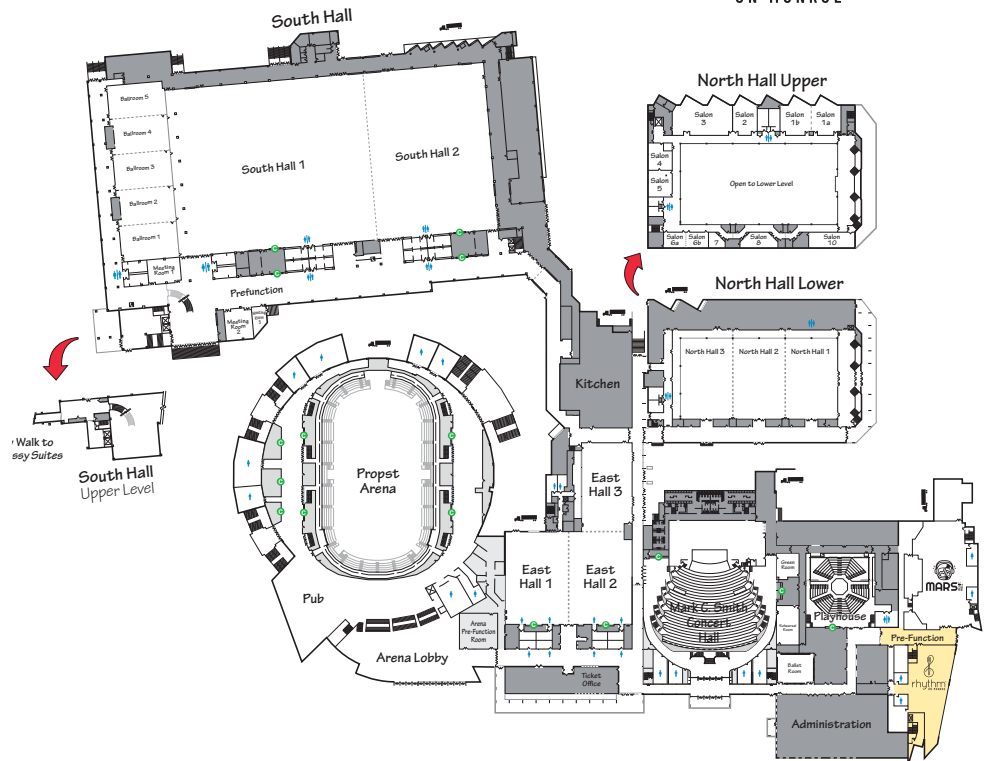
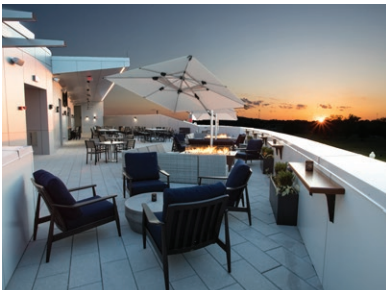
Monday – Thursday: 4:00 pm – 10:00 pm

Friday: 4:00 pm – 11:00 pm

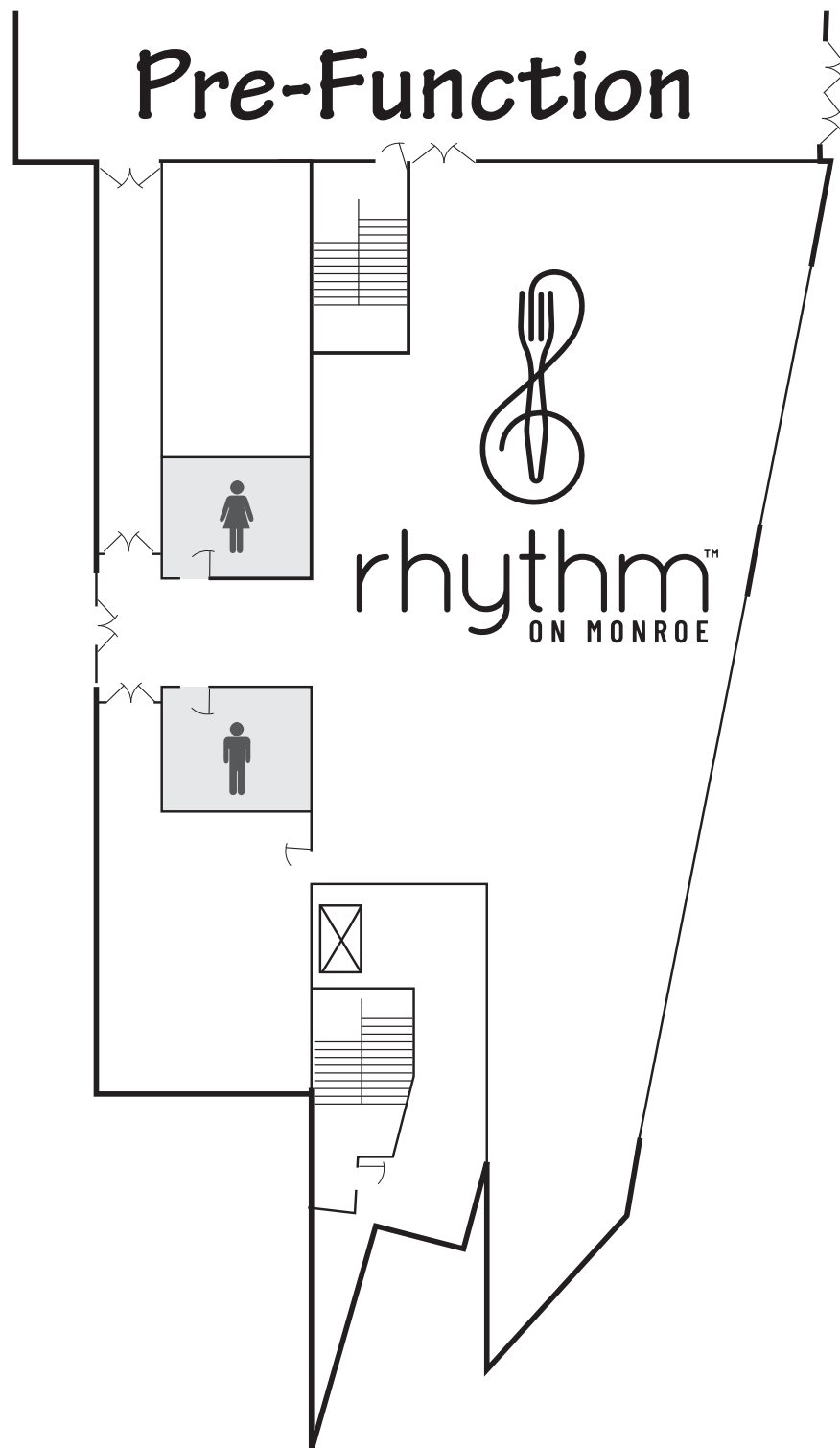
Saturday: 11:00 am – 11:00 pm

Sunday: 11:00 am – 10:00 pm

WEBSITE: rhythmonmonroe.com



Rhythm on Monroe



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EAST HALL

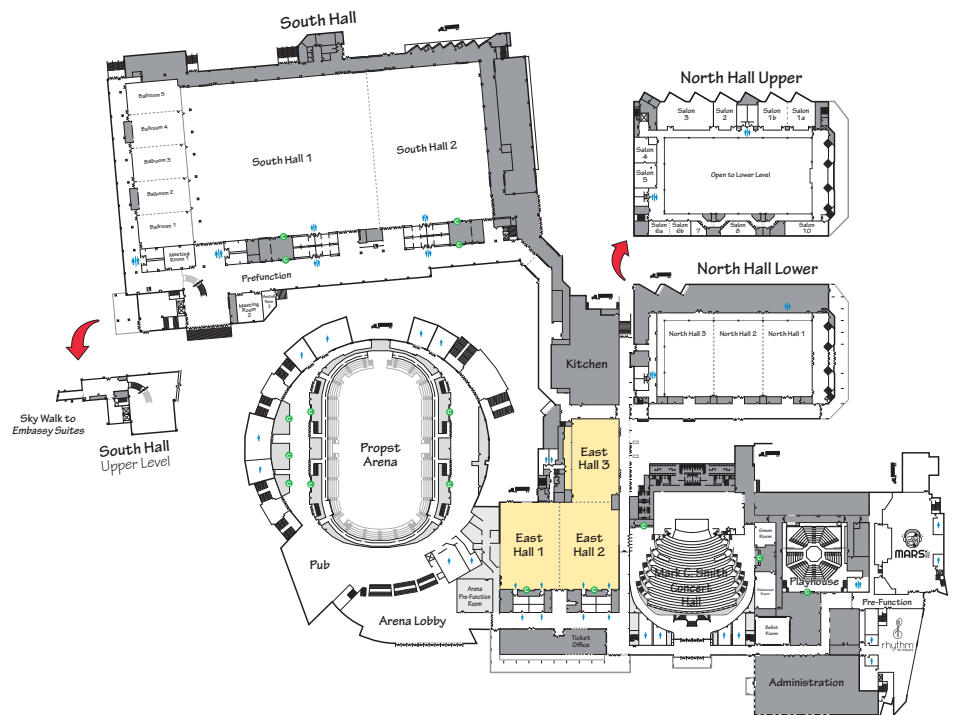
The **East Hall** is a 24,000 square foot banquet, meeting and exhibit hall which can be divided into three separate areas complete with carpet, wall coverings and acoustical ceiling panels. The East Hall is suited for banquets, receptions, conventions, and trade and consumer shows. Located in the center of the Von Braun Center, the East Hall is convenient to all parking areas and other meeting rooms within the facility.

- **RENTAL RATES** include lighting, heating and/or air conditioning and water as installed. All labor, supplies and equipment are considered additional expenses and will be charged at rates as outlined in the EQUIPMENT, SERVICES & STAFFING, AND AUDIOVISUAL sheets.

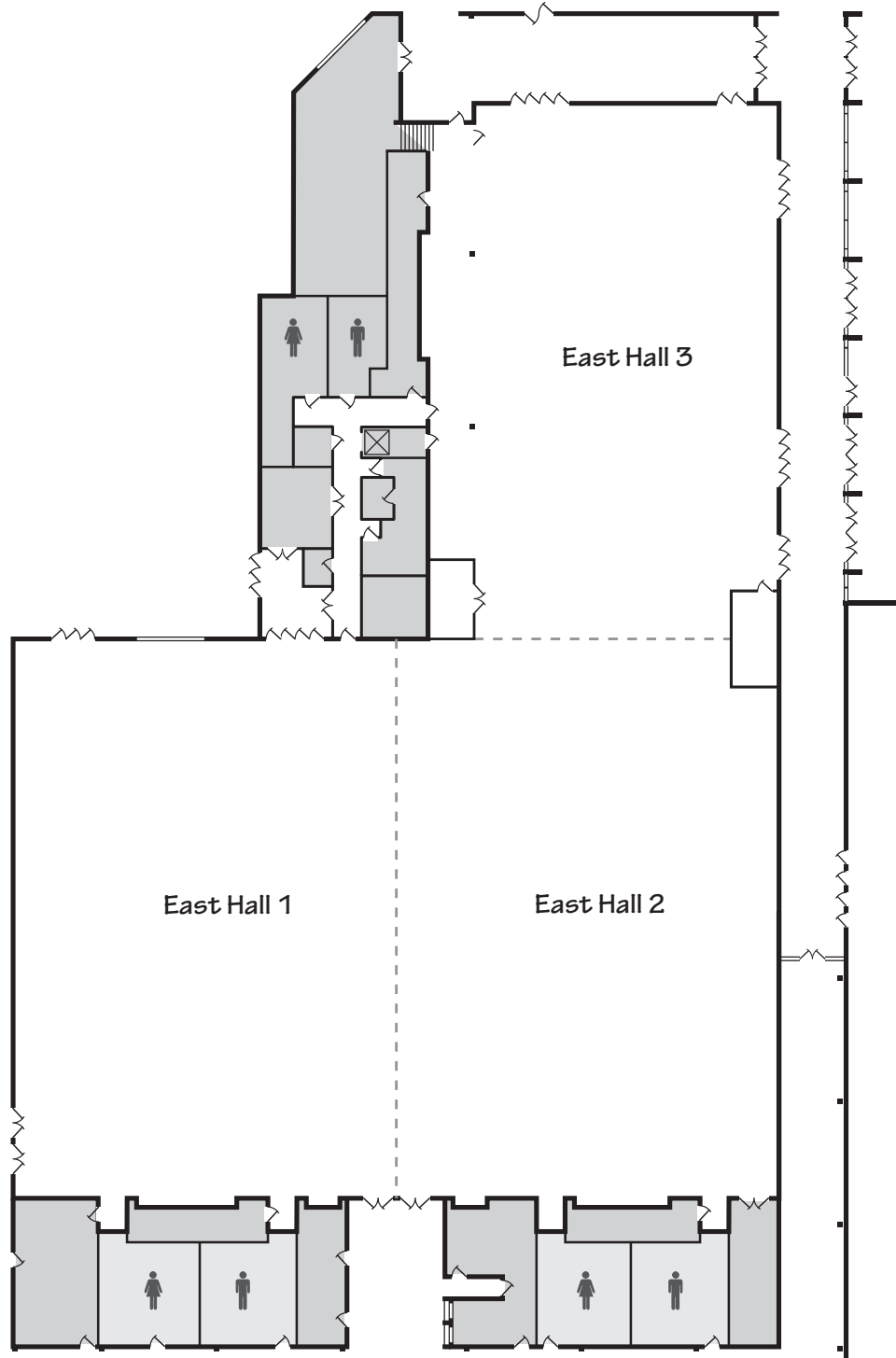
- **MOVE-IN / MOVE-OUT** and rehearsal dates are calculated at sixty percent (60%) of the normal daily rental rates.
- **INSURANCE** can be obtained by the VBC at the applicable rate.

		CAPACITIES					
	DIMENSIONS	SQ. FT.	THEATER	BANQUET	CLASSROOM	BOOTHS 10' X 8'	DAILY RATE
Total East Hall		24,900	3,000	1,365	1,200	160	\$2,520
Ceiling 15' - 19'							
East Hall 1	79' x 116'	9,164	1,000	500	550	60	\$915
East Hall 2	79' x 116'	9,164	1,000	500	550	60	\$915
East Hall 3	62' x 106'	6,572	600	365	465	40	\$865

*Utilities available - Power; water; air, phone, cable & internet



East Hall Floor Plan



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NORTH HALL

The **NORTH HALL** is a 23,000 square foot banquet and convention facility which can be divided into three separate areas. Complete with carpet, chandeliers and beautiful oak trim, the North Hall provides an elegant setting for food functions and meetings.

Overlooking the North Hall main floor, accessible from a perimeter balcony, are ten meeting rooms ranging in size from 500 square feet to 2,800 square feet. Running the entire length of the three halls is the North Hall Gallery. The Gallery measures 227' x 18' and is an excellent reception, pre-function or registration area.



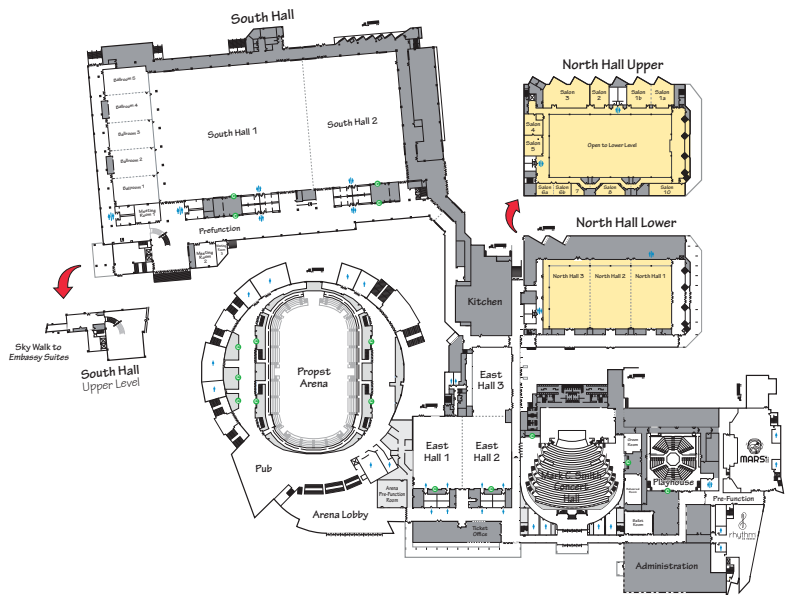
- **RENTAL RATES** include lighting, heating and/or air conditioning and water as installed. All labor, supplies and equipment are considered additional expenses and will be charged at rates as outlined in the Equipment, services & staffing, and AUDIOVISUAL sheets.

- **MOVE-IN / MOVE-OUT** and rehearsal dates are calculated at sixty percent (60%) of the normal daily rental rates.
- **INSURANCE** can be obtained by the VBC at the applicable rate.

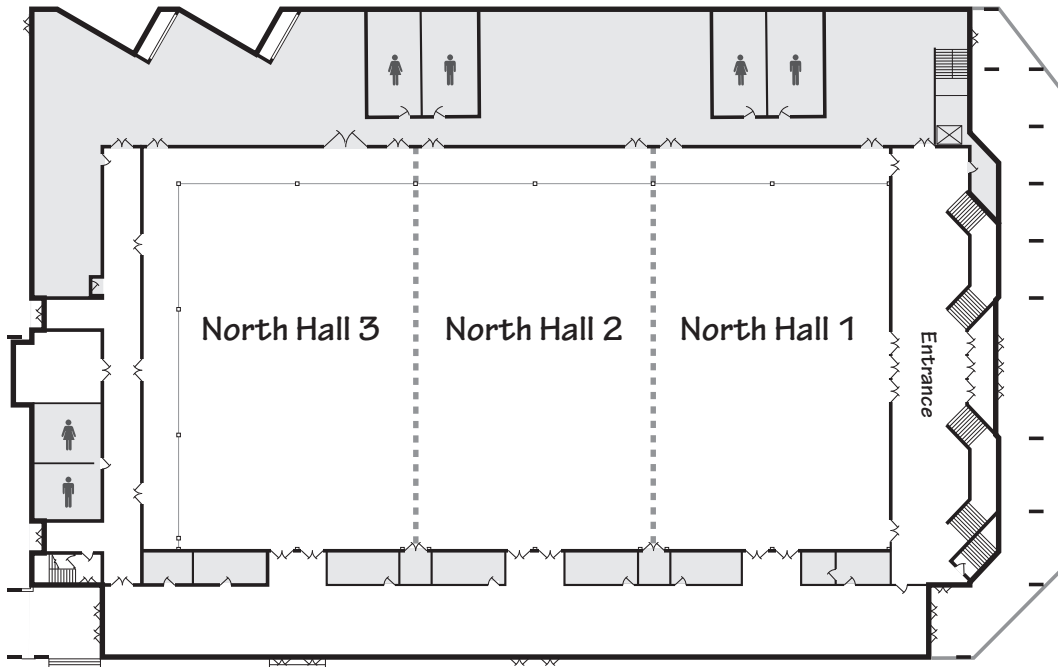
CAPACITIES							
	DIMENSIONS	SQ. FT.	THEATER	BANQUET	CLASSROOM	BOOTHS	DAILY RATE 10' X 8'
Total North Hall Ceiling 19' - 24'	112' x 207'	23,184	2,300	1,200	1,500	133	\$2,720
North Hall 1	112' x 66'	7,392	725	400	460	36	\$995
North Hall 2	112' x 66'	7,392	725	400	460	36	\$995
North Hall 3	112' x 75'	8,400	725	400	460	45	\$995

Total North Hall Salons							\$2,205
Salon 1	38' x 75'	2,850	285	190	140		\$440
Salon 1A	38' x 36'	1,368	135	90	65		\$270
Salon 1B	38' x 39'	1,482	145	95	70		\$270
Salon 2	38' x 30'	1,140	110	75	55		\$270
Salon 3	38' x 72'	2,736	270	180	135		\$440
Salon 4	30' x 35'	1,050	85	55	40		\$195
Salon 5	30' x 33'	990	95	65	50		\$195
Salon 6	19' x 56'	1,064	105	70	50		\$270
Salon 6A	19' x 28'	532	50	35	25		\$135
Salon 6B	19' x 28'	532	50	35	25		\$135
Salon 8	19' x 38'	722	45	24	30		\$135
Salon 9	20' x 15'	300		8			\$84
Salon 10	20' x 56'	1,120	105	70	50		\$270

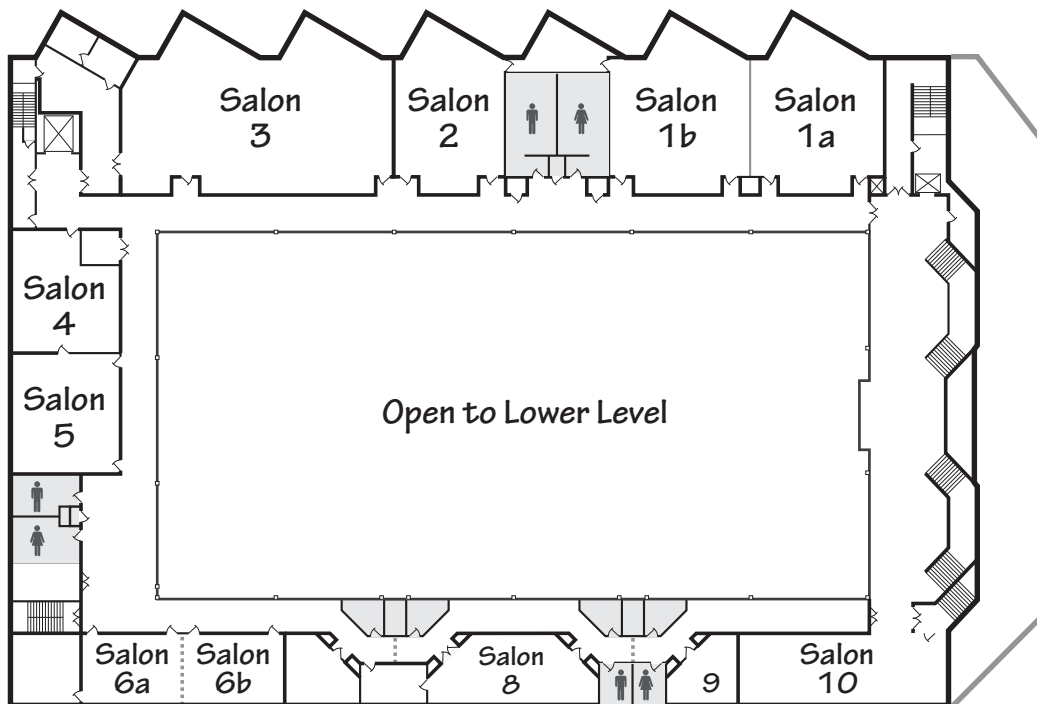
*Utilities available - Power; phone, cable & internet



North Hall Floor Plan



FIRST FLOOR



SECOND FLOOR



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SOUTH HALL

The **South Exhibit Hall** has 35' ceilings and a 350 pound per square foot load capacity making it the perfect location for large trade and consumer shows, conventions and banquets.

The South Ballroom overlooking Big Spring International Park is complete with beautiful chandeliers and carpet providing an elegant setting for banquet and social functions.

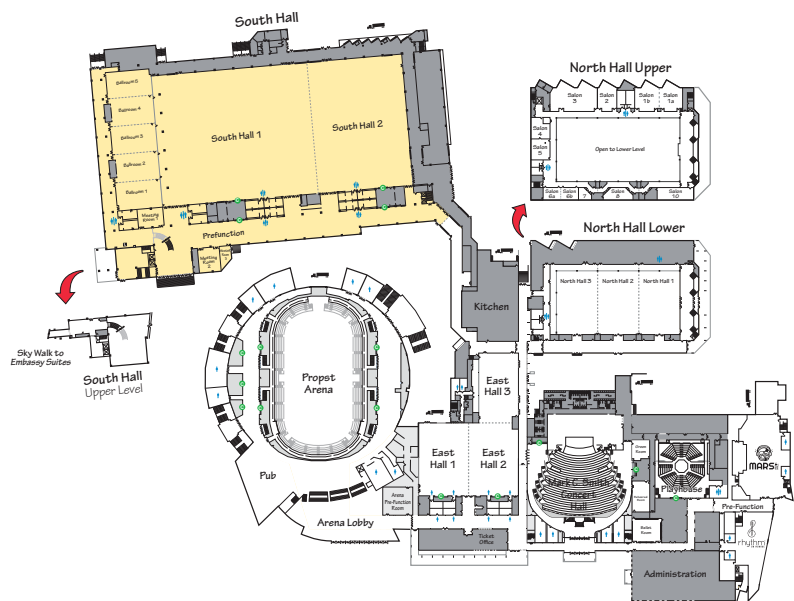


- **RENTAL RATES** include lighting, heating and/or air conditioning and water as installed. All labor, supplies and equipment are considered additional expenses and will be charged at rates as outlined in the EQUIPMENT, SERVICES & STAFFING, and AUDIOVISUAL sheets.

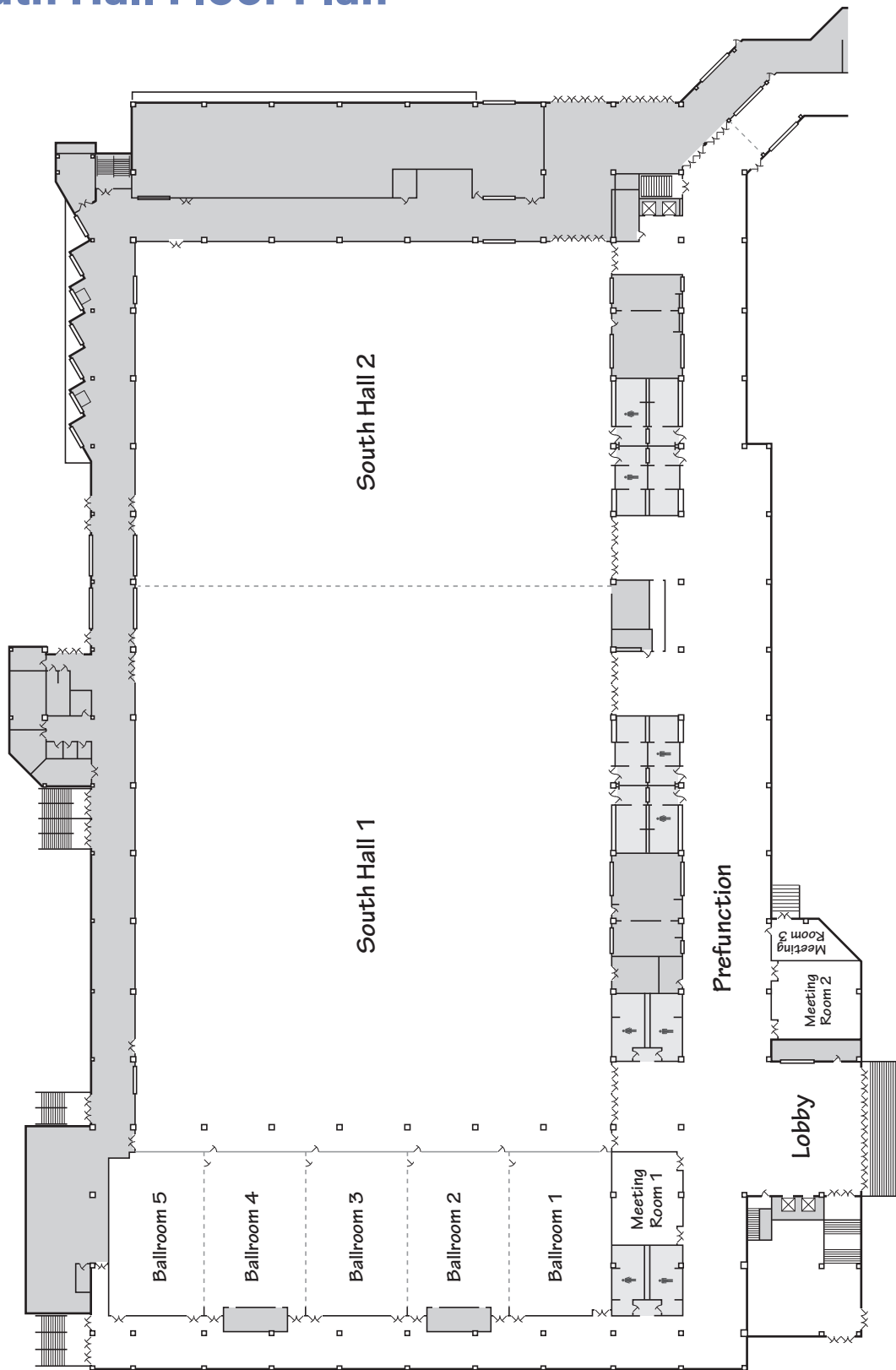
- **MOVE-IN / MOVE-OUT** and rehearsal dates are calculated at sixty percent (60%) of the normal daily rental rates.
- **INSURANCE** can be obtained by the VBC at the applicable rate.

	EXHIBIT SPACE						DAILY RATE
	DIMENSIONS	SQ. FT.	THEATER	BANQUET	CLASSROOM	BOOTHS 10' X 10'	
Total South Hall (includes all space)	210' x 480'	100,800	10,080	6,700	5,040	600	\$8,400
South Exhibit Hall Ceiling 35'	210' x 390'	81,900	8,000	5,000	4,000	500	\$6,825
South Hall 1	210' x 240'	50,400	5,000	3,360	2,520	300	\$4,450
South Hall 2	210' x 150'	31,500	3,150	2,100	1,575	200	\$2,780
South Ballroom Ceiling 18'-22'	220' x 74'	16,280	1,500	1,000	750	75	\$2,650
Ballroom 1	45' x 74'	3,330	315	205	150	15	\$600
Ballroom 2	45' x 74'	3,330	315	205	150	15	\$600
Ballroom 3	45' x 74'	3,330	315	205	150	15	\$600
Ballroom 4	45' x 74'	3,330	315	205	150	15	\$600
Ballroom 5	40' x 74'	3,330	280	185	140	15	\$600
Meeting Room 1	30' x 40'	1,200	120	80	60		\$245
Meeting Room 2	34' x 40'	1,360	135	90	65		\$245
Meeting Room 3	20' x 18'	360	30				\$160
Lobby		4,200					\$330
Ballroom Pre-function		6,432					\$550
Exhibit Pre-function		10,400					\$1,100

*Utilities available - Power; water; air, phone, cable & internet



South Hall Floor Plan



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SERVICES & STAFFING



SERVICE	RATES
Electrical Usage (Arena only)	\$525/day
Electrical Usage (Concert Hall only)	\$315/day
Electrical Service	
120v, 20 amp	\$32 per drop per day
120v, 30 amp	\$37 per drop per day
208v, 30-59 amp	\$80 per drop per day
208v, 60-99 amp	\$160 per drop per day
208v, 100-200 amp	\$260 per drop per day
Other Electrical Services	rates available upon request
Sign Printing	rates available upon request
Water Hookup	\$84/day
One-time Pump Out Drain	\$110/day
Constant Drain	\$84/day
Compressed Air Hookup	\$84/day
Telephone Extensions	
Local	\$136 each/event
Long Distance	\$194 each/event
Polycom Conference Phone	\$278 each/day
Cable	\$105 each/event
Internet	
RJ45 Drop/Hard Line	\$450 each/event
Additional Devices	\$130 each/event
Wireless Network Setup	
up to 35 attendees	\$25 per access (24 hrs)
up to 36-250 attendees	\$750
up to 251-499 attendees	\$1,500
up to 500-999 attendees	\$2,500
1,000 and above attendees	\$3,500
*includes one SSID and password, each additional SSID	\$99
Catering Services	refer to VBC Catering Guide
Tenant Insurance	rates available upon request
Arena Cleaning	\$100/ thousand attendance
Excessive Cleanup Fee	\$250 minimum
Same Day Change-over Fee	\$250 plus casual labor

STAFFING (ALL STAFFING AT 3 HOUR MINIMUM)	RATES
Armed Security Officer	\$30/hour
Uniformed Supervisor	\$20/hour
Security Officer (Required for all events)	\$18/hour
T-shirt Security	\$18/hour
T-Shirt Security Supervisor	\$20/hour
Huntsville Police Officer	\$40/hour
Ushers	\$16/hour
Ticket Takers	\$16/hour
Doorguards	\$16/hour
Overnight Security	\$21/hour
Medical Attendant	\$35/hour
Ticket Sellers	\$16/hour
Host Coat Check	\$16/hour
Casual Labor	\$16/hour

CONTINUED ON OTHER SIDE

Production Technician	\$30/hour (4 hour minimum applies)
Stage, Sound or Lighting Technician (Concert & Theatrical Production Only)	\$30/hour
Arena Video Operator	\$30/hour
Spotlight Operator	\$90/show
Searcher	\$20/hour
Search Supervisor	\$22/hour

BOX OFFICE / TICKETING SERVICES	RATES
Arena	\$700/event*
Concert Hall	\$400/event*
Playhouse	\$400/event*
South Hall, East Hall, North Hall	\$400/event*
*or 3% of gross ticket sales, whichever is greater	
Event Ticket Set Up	
Arena	\$500/event
Concert Hall	\$400/event
Playhouse	\$300/event
South Hall, East Hall, North Hall	\$300/event
Credit Card Fee	4% of total credit card sales
(Mastercard, Visa, Discover, American Express)	
Advertising Agency Services	15%

All tickets sold at the VBC are on the Ticketmaster computerized ticketing system.

PARKING	RATES
Platinum Parking - Clinton Avenue Parking Lot	\$10/space
South Hall Covered Garage	\$10/space
Monroe Street Parking Lot	\$10/space
Reserved Lessee Parking (subject to availability)	\$15/space
Special Parking Needs (subject to availability)	
Trailer without Vehicle	\$10/day
Trailer with Vehicle	\$15/day
Small Box Truck	\$10/day
Large Box Truck	\$15/day

EQUIPMENT



EQUIPMENT	RENTAL RATES
Tables (select from 8' or 6' rectangular, 4' or 5' round, or 6'x18" classroom)	\$12/day
Draped or Skirted Tables	\$17/day
Cocktail Tables	\$12/day
Exhibit Booth / Divider Curtains 16' tall	\$10/foot
Exhibit Booth / Divider Curtains 12' tall	\$5/foot
Exhibit Booth / Divider Curtains 8' tall	\$3/foot
Exhibit Booth / Divider Curtains 3' tall	\$2.50/foot
Chairs (1-500)	\$0.95 each
Chairs (+500)	\$0.75 each
Bleacher Seating (includes chairs)	\$4.00 seat/event
Staging	\$1.00/sq ft day
Wenger Hard Deck Staging	\$1.50/sq ft day
Stage Ramp	\$50/day
Handicap Ramp	\$200/day
Wooden Dance Floor	\$1.50/sq ft
Plastic Dance Floor (White, Black or Wood Grain)	\$1.25/sq ft
Marley Dance Floor	\$250 + tape
Podium	\$21/day
Flip Chart	\$20/day
Easel	\$5/day
Dry Erase Board with markers	\$20/day
Carpet (select from black or red aisle carpet), includes tape and casual labor	\$3.50/linear ft
Portable Safe	\$30/day
In-House Two-Way Radio	\$25/day
Fire Extinguisher	\$25/day
Pianos (rates include one tuning)	
Baldwin Uprights	\$200/day
5' Baby Grand	\$250/day
7' Grand	\$300/day
Steinway 9' Grand (Concert Hall)	\$400/day
Piano Tuning	\$105 per piano
Fog Machine	\$105/day
Forklift includes driver	\$450/day
Scissor Lift	\$300/half day
Driver	\$30 plus driver/hour
Rope & Stanchion (per 8' section)	\$30/hour
Photocopies	\$7.50 each/day
Washer / Dryer Set	\$0.25 each
Per day	\$26/day
Per week	\$80/week
Basketball Floor includes timers	\$1,800/event
Stage Barricade	\$500/event
Ticket Drop Box	\$10/day
Coat Rack	\$20/day
Coat Check (Set-up)	\$50 + Casual Labor/hour
Premium Furniture Rental	Rates available upon request
Exhibitor Services & Equipment	Rates available upon request



EQUIPMENT	RENTAL RATES
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LCD PROJECTORS

LCD Projector (2.5K)	\$220 each/day
LCD Projector (4K)	\$380 each/day
LCD Projector (5.2K)	\$550 each/day
LCD Projector (7K)	\$880 each/day
LCD Projector (10K)	\$1,100 each/day
LCD Projector (15K)	\$1,650 each/day
Projection Lens - Special Long Throw and Front Projection Lens	\$110 each/day

MONITORS & DISPLAYS

Flat Screen Data Monitor - 17"	\$105 each/day
LCD Flatscreen - 32"	\$135 each/day
LCD Flatscreen - 47"	\$175 each/day
LCD Flatscreen - 60"	\$275 each/day
LCD Flatscreen - 70"	\$375 each/day

SCREENS & DRESSKITS

Screen - Fastfold 6x8	\$50 each/day
Screen - Fastfold 9x12	\$110 each/day
Dresskit - Fastfold 9x12	\$110 each/day
Screen - 10.5x14	\$160 each/day
Dresskit - 10.5x14	\$160 each/day
Larger Screen Sizes Available Upon Request	

VIDEO PROJECTION PACKAGES

Package 1 - Single Screen Package	\$1,490 each/day
(1) LCD Projector (5.2K); (1) Screen 10.5x14; (1) Dresskit 10.5x14; switcher; video tech	
Package 2 - Dual Screen Package	\$2,370 each/day
(2) LCD Projector (5.2K); (2) Screen 10.5x14; (2) Dresskit 10.5x14; switcher; video tech	

SOUND SYSTEMS

Playhouse	
Facility Rental includes 2 mics, 1 monitor, mixer and sound system	Included
Concert Hall	
Basic PA, 1 microphone and monitor	\$210/day
Tracks, CD Player, 2 mics, 2 monitors	\$420/day
Show patch feeding house system	\$420/day
Full System, 2 CD Players, 4 mics, 6 monitors	\$840/day
Arena	
Basic PA, 1 microphone, monitor, mixer	\$210/day
Tracks, CD Player, 2 mics, 2 monitors, mixer	\$420/day
Show patch feeding house system	\$420/day
Full System, 2 CD Players, 4 mics, 6 monitors, mixer	\$1,260/day
Small Portable Sound System	
1 microphone, CD player/MP3, 1 speaker	\$135/day
Large Portable Sound System	
2 Microphones, CD player/MP3, 2 speakers, 2 subs, monitor, mixer	\$390/day

CONTINUED ON OTHER SIDE

All equipment listed above is subject to availability.

*Production Technician required with audiovisual equipment.

COMPONENTS

Patch outside vendor to house	\$105 each/day
Small Mixer	\$80 each/day
Monitor System	\$130 each/day
Wired Microphone	\$16 each/day
Wireless Microphone	\$80 each/day
Any Mic Rental Includes House System	
Intercom belt pack and headset	\$15 each/day
Sound Interface (DI Box)	\$10 each/day

LIGHTING

	per fixture
Theatrical Focal or Wash	\$20 each/day
LED Accent or Wash	\$35 each/day
Gobos	
Custom Metal Gobo	\$105 each
Gobo Duplicate (metal)	\$30 each
Custom Glass Gobo	Rates Available Upon Request
Followspots	
Arena - 2KW Xenon	\$130 each/day
Concert Hall - 2KW Xenon	\$130 each/day
North Hall - 400W HTI	\$105 each/day
Playhouse - 400W HTI	\$105 each/day

MISCELLANEOUS

Black Curtains	\$5 ft/event
White Taffeta Drape	\$10 per foot/event
Color Taffeta Drape	\$15 per foot/event
Mirror Ball	\$45 each/day
A/V Cart	\$15 each/day

ARENA LED SYSTEM

HD Main Screen, Ribbon and Concourse	\$840 each day
Scoreboard included with Sporting Events	(plus operator labor)
Graphic Integration Setup	\$210/event
Pro Graphic Services	\$75/hour

LABOR

Arena Video Operator	\$90/event show
Production Technician	\$30/hour (4 hour minimum applies)
Video Technician	\$385/day
Stage, Sound or Lighting Technician (Concert & Theatrical Production Only)	\$30/hour
Spotlight Operator	\$90/show
Rigger	Rates Available Upon Request
Stage Manager	\$35/hour

All equipment listed above is subject to availability.

**Production Technician required with audiovisual equipment.*

PROPST ARENA VIDEO PRODUCTION REQUIREMENTS & SPECIFICATIONS



OUTPUT

- **MAIN BOARDS** (1 each East and West):
22' by 12' LED screens, 352 pixels tall by 640 pixels wide. High Definition 16:9 ratio.
- **FASCIA BOARDS** (1 each East and West):
4' by 99' LED screens, 64 pixels tall by 1536 pixels wide. These boards can be segmented in any combination up to 8 64x192 panels or windows.
- **CONCOURSE MONITORS:** (17 including 4 in private suites)
47" LCD flat panels may optionally play Arena media, a second input, or Comcast cable channels.
- **SOUND OUTPUT:**
In room sound is distributed array in 80 speakers plus subs around the roof hub. Concourse LCD monitors and pendant speakers also play the sound outputs.

INPUT REQUIREMENTS

- **PICTURES, PHOTOS or SLIDES:**
 - .PNG and .JPG files are acceptable.
 - Graphics must be created using an RGB color space.
 - Graphics must be in the pixel size of the target window.
 - Powerpoint slides can be converted complete with pictures and captions
No transitions are to be used in the Powerpoint setup
Set the page setup to 16:9
- **VIDEOS:**
 - Must be created in an RGB color space using 16:9
 - Pixel resolution must match the intended screen.
 - Any HD format is acceptable (16:9)
Must be saved as an AVI file
No compression
59.94 frames per second
Sound MUST be interleaved (frame by frame)
- **OTHER:**
 - BlueRay discs are an acceptable feed.
 - Your HD camera, PC or Laptop (WXGA resolution) are also acceptable feeds.
 - Two VBC-owned pan-tilt-zoom high definition cameras are mounted on the east and west ends of the Propst Arena near the main boards. These can serve as screen input or picture in picture.
 - All content including cameras may be recorded to our BlueRay HDD Recorder.

VIDEO SERVICE

RATES

SCREEN RENTAL	\$840 per day, all screens, monitors and PTZ cameras
GRAPHICS PRO SERVICES:	
Integration Service	\$210 per event for setup of NEW graphics or script
\$75 per hour for creation, conversion, programming	
EVENT OPERATION SERVICES	
Video Operator	\$30 per hour, typical setup, event and strike 5 hours
<i>We will estimate pricing based on your individual needs.</i>	

All equipment listed above is subject to availability.