

SERVICE ORDER FORMS

EQUIPMENT - PRICING SHEET

EQUIPMENT	PRICE
CHAIRS	
Exhibit Hall Chairs	\$1.50 each/day
Padded Meeting Room Chair	\$1.50 each/day
Padded Ballroom Chair	\$1.50 each/day
Bleachers -4 sections, each section seats 270 ppl, 50w x 27D	\$450 a section
*For more details regarding bleachers, contact Event Manager	
MEETING ROOM RISERS	
6'x8' section 16" or 24" high carpet/hard deck	\$24.00/section/day
PERFORMANCE STAGING	
4'x8' section 36"-56" high (*Largest capacity 40x60)	\$36.00/section
Handicap Lift	NO CHARGE
TABLES & SKIRTING	
All tables have plastic laminate tops	
18"x6' (Classroom) - Bare	\$7.00/day
18"x6' (Classroom) – Dressed	\$11.00/day
18"x8' (Classroom) – Bare	\$7.00/day
18"x8' (Classroom) – Dressed	\$11.00/day
30"x6' – Bare	\$7.00/day
30"x6' – Dressed	\$11.00/day
30"x8' – Bare	\$6.00/day
30"x8' – Dressed	\$11.00/day
60" or 72" Round	\$7.00/day
Cocktail (36") or Highboy Tables (36") – Bare	\$7.00/day
Cocktail (36") or Highboy Tables (36") – Dressed	\$11.00/day
MISCELLANEOUS	
Flag with Pole	No Charge
Podium/Lectern (standing pedestal)	\$32.00/each/day
Podium (table top)	\$18.00/each/day
Tensa Barrier 10'	\$14.00/each/day
Coat Rack (70 hangers)	\$25.00/each/day
Box Office Rental	\$400.00/initial fee
Box Office Per-Day	\$50.00/per-day

EQUIPMENT	PRICE
Bike Barricade-8ft sections (each section)	\$17/day/each section
Dance Floor – 4'x4' sections	\$12.00/section
Pipe & Drape – 50' or less (Black)	\$18.00 p/linear feet
Pipe & Drape – 51' and above (Black)	\$9.00 p/linear feet

TERMS AND CONDITIONS:

1. Certain items on this list may be provided free of charge as part of the base rental.
2. Prices subject to change.
3. All equipment is to be set up by the Center's personnel, and remains the property of the Center.

SERVICES - PRICING SHEET

SERVICES	PRICE
HOUSEKEEPING & JANITORIAL SERVICES	
Labor (4 hour minimum)	\$18.00/hour
Compactor – first pull: 1 per Exhibit Hall and Ballroom (trade show)	\$550.00
Compactor – additional pulls	\$400.00 each
Balloon Removal	\$50.00 each balloon
EVENT & SECURITY SERVICES	
Security Officer Unarmed (4 hour minimum)	\$25.00/hour (Holiday pay is Time ½)
Emergency Medical Technician (8 hour minimum) – Exclusive 2 person minimum	\$48.00/ hour
Ambulance Service (4 hour minimum) – Exclusive	Call for quote
Hand Held Metal Detectors	\$75.00/day
Coat Check Attendant (4 hour minimum)	\$18.00/hour
Streets and Traffic Management - Exclusive	Arranged through IPD
Parking Management - Exclusive	Call for quote
Valet Parking Services – Exclusive	Call for quote
Armed/Uniformed Police – Exclusive	Arranged through IPD
Ticket Taker (4 hour minimum)	\$20.00 hour
Box Office Personnel (4 hour minimum)	\$25.00 hour
Radio Rental (4 radio minimum)	\$15.00/each/day
ENGINEERING SERVICES	
Air-Conditioning – Exhibit Hall A or B for move-in and move-out	\$1,200.00/day/hall
Air-Conditioning – Full Exhibit Hall (A & B)for move in and move out	\$2,000/day
Air-Conditioning – Meeting Rooms only for move-in and move-out	50% of room rental rate
Restore Locks	\$75.00 per door

UTILITIES - PRICING SHEET

UTILITIES	ADVANCE	ON SITE
ELECTRICAL		
120 volts/1 phase / 60Hz		
20 Amp Outlet	\$110.00	\$130.00
208-230 volts/3 phase/60Hz		
30 Amp Outlet	\$300.00	\$325.00
100 Amp Outlet	\$600.00	\$625.00
200 Amp Outlet Call for quote	\$1,200.00	\$1,400.00
400 Amp Outlet Call for quote	\$2,000.00	\$2,500.00
Licensed Electrician (4 hour minimum)	\$110.00/hour \$145.00/hour evening/weekends/holidays	
ELECTRICAL EQUIPMENT		
15' Extension Cord \$15.00	\$16.24	
25' Extension Cord	\$27.06	
50' Extension Cord	\$54.13	
Power Strip	\$16.24	
UTILITIES		
Portable Water Fill/Empty		
0-500 gallons	Up to \$175.00	
500+ gallons	Call for quote	
Compressed Air	Call for quote	