

LABOR, SERVICES, FEES AND EQUIPMENT

HVAC	
HVAC for non-show hours	Consult with your Event Manager
LIGHTING	
Ballroom Spotlights (focusing fee)	\$75.00 per room
Uplighting (floor spotlights)	\$35.00 each
Chandeliers	\$250.00 each
Non-Show Hour Lighting	Consult with your Event Manager
Removal of Exhibit Hall Lighting	\$150.00 per bulb/per hall
AUDIO / VIDEO CONNECTIONS (Television Not Included)	
Audio Patch Fee - (Breakout room)	\$100.00
Audio Patch Fee (Entire Ballroom)	\$250.00
Audio Patch Fee (Exhibit Hall)	\$250.00
Cable Connection - Meeting Rooms	\$75.00 per connection
Cable Connection - Exhibit Halls/Ballroom	\$150.00 per connection
TV Broadcast Fee - 1st Channel	\$1,250.00
TV Broadcast Fee - Additional Channels	\$650.00
FACILITY EQUIPMENT (Subject to availability)	
Pipe & Drape (Black):	
14' high, 8'-10' sections (VELOUR)	\$10.00 per ft.
14' high, 8'-10' sections	\$7.50 per ft.
8' high, 8'-10' sections	\$5.00 per ft.
3' high, 8'-10' sections	\$3.50 per ft.
Chairs:	
Padded, Meeting Room	\$3.00 each
Padded, Folding	\$2.00 each
Tables:	
8'x30", 6'x30", 8'x18", 6'x18"	\$10.00 each
72" Rounds, 36" Cocktail Rounds	\$10.00 each
Tablecloths:	
Linen (Non-Banquet) - White	\$6.00 each
Linen (Non-Banquet) - Black/ Colors	\$8.00 each
Skirt - Teal or Black	\$6.00 each
Lectern / Podium:	
Standard	\$35.00 each
Multimedia	\$50.00 each
Staging & Flooring:	
Riser 6'x8' Section (24", 36", 42")	\$30.00 each
Stage 4'x8' Section (48", 60", 72")	\$35.00 each
Stage 4'x8' Section (6", 12", 18")	\$35.00 each
Dance Floor	\$7.00 per 4'x4' section
Crowd Control:	
Stanchions	\$10.00 each
Barricades (steel)	\$12.00 each
Miscellaneous:	
Piano (6' Baby Grand - Includes 1 Tuning)	\$395.00 each
Additional Tuning	\$110.00 per tuning
Upright Piano (Includes 1 Tuning)	\$175.00 each
Easels	\$10.00 each
Pad & Pen	\$1.00 each
Coat Racks (with hangers)	\$25.00 each
Coat Check Tickets	\$0.06 per ticket
Wheelchair Ramp	\$210.00 each
Wheelchair Lift	\$75.00 each
Safe	
Large (combination dial)	\$150.00 each
Small (key lock)	\$75.00 each
Trash Drop Off Bin	\$650.00 each - 30 yd container
Grease Barrel	\$35.00 each
ABC Fire Extinguisher (15 lbs.)	\$25.00 each
(\$75 if discharged or not returned)	
Class K Fire Extinguisher	\$50.00 each
(\$150 if discharged or \$250 if not returned)	
Re-Key High Security	\$50.00 per cylinder
** Keys/ Badges Not Returned	\$20.00 each
** An additional \$50 per cylinder charge will apply if all keys are not returned.	
Carpet Tape/Visqueen (Plastic Floor Covering)	\$160.00 per roll (roll = 3' x 500')
Roof Paper (Floor Covering)	\$25.00 per roll (roll = 3' x 144')
Bleachers	
Seats Approx. 270 ppl. (46'L x 20'W x 11'H)	\$750 each - 3-day rate
BOX OFFICE	
Daily Fee	\$ 195.00 Each event day
Ticket Printing	\$ 0.06 per ticket
CC Charges - Visa, Mastercard, AMEX	3.50% total credit card sales
Effective Immediately. (Rates are subject to change without notice)	
Updated 12/14/17	Effective 1-1-18

MECHANICAL EQUIPMENT (Subject to availability)		
Boom Lift *	\$125.00 per hour	
	\$325.00 per day **	
	\$900.00 per week **	
Scissor Lift *	\$75.00 per hour	
	\$250.00 per day **	
	\$750.00 per week **	
Forklift (weight 5000 lbs.) *	\$50.00 per hour	
rental includes 1 propane tank, any add'l tanks needed will be billed at \$45/ tank	\$225.00 per day **	
	\$600.00 per week **	
EVENT STAFF (All personnel subject to availability)		
Rates below are for labor on regular time and overtime. Consult your Event Manager to confirm current rates pertaining to the time of your event.		
Event Staff cancellations may be made up to 48 hours prior to scheduled service, excluding weekends and holidays. Any cancellations made inside of 48 hours will result in a minimum charge of four (4) hours per staff member cancellation.		
Cancellations made during shifts will result in a minimum of a four (4) hour charge. If cancellation is made after the four (4) hour minimum has been met, then the charge will be equal to the total hours worked, rounded up to the next full hour.		
	Regular Time,	Holiday Rates
Position	Per Hour	Per Hour
Event Staff Supervisor	\$19.95	\$30.00
Event Staff	\$18.50	\$27.75
Event Staff - Overnight (11PM - 7am)	\$22.75	\$34.15
Usher, Door Guard, Badge Checker	\$18.50	\$27.75
Coat Check Attendant	\$18.50	\$27.75
Ticket Taker Supervisor	\$19.95	\$30.00
Ticket Taker	\$18.50	\$27.75
Ticket Seller Supervisor	\$19.95	\$30.00
Ticket Seller	\$18.50	\$27.75
Police Officer - First Line Supervisor ***	\$40.00	\$60.00
Police Officer Second Line Supervisor***	\$43.00	\$64.50
Police Officer ***	\$38.00	\$57.00
EMT ***	\$38.00	\$57.00
Fire Marshal ***	\$38.00	\$57.00
Housekeeping / Setup Staff Supervisor	\$19.95	\$30.00
Housekeeping / Setup Staff	\$18.50	\$27.75
Forklift Operator *	\$33.75	\$50.00
Maintenance Worker Supervisor	\$36.75	\$55.15
Maintenance Worker	\$33.75	\$50.00
Scissor/ Boom Lift Operator *	\$33.75	\$50.65
Electrician	\$42.75	\$64.15

- All staffing is subject to a four (4) hour minimum call
 - Event staff are subject to a minimum 15-minute pre-event orientation and 15 minute shift overlap.
 - Time-and-1-half or Double-time for event staff may apply (ie. overnight security, etc.)
 - Time-and-1-half will be charged for **ALL Classifications** on:

New Year's Day	MLK Jr. Holiday	Thanksgiving Day	Christmas Eve
Memorial Day	Independence Day	Christmas Day	New Year's Eve
Labor Day	Easter Sunday		
 - Time-and-one-half will also be charged for **Police, EMT and Fire Marshal** on these **additional holidays**.

Good Friday	Veterans Day	Thanksgiving Friday
Washington's Birthday	Easter Sunday	
 - 3-10 Police Officers require a minimum of (1) First Line Supervisor
 - 11+ Police Officers require a minimum of (1) Second Line Supervisor
- All equipment items subject to a 5.3% Virginia Sales Tax

* Rental of a forklift, scissor lift or boom lift is not included in this hourly rate
 ** Per man, per hour; with 1 hour minimum
 *** If Police, EMT or Fire Marshal personnel are required to remain on assignment longer than originally scheduled, then they must be paid for a full hour for any portion of an hour worked beyond 15 minutes.




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