


APPENDIX G: EQUIPMENT RENTAL, SERVICES & LABOR RATES

HVAC		MECHANICAL EQUIPMENT (Subject to availability)		
Non-Show Hours/Hall (First Hour)	\$75.00	Boom (Genie) Lift *	\$300.00 per day **	
Non-Show Hours/Hall (each additional Hour)	\$50.00		\$900.00 per week **	
LIGHTING		Scissor Lift *	\$250.00 per day **	
Spotlight Rentals	\$100.00 each		\$750.00 per week **	
Non-Show Hours/Hall (First Hour)	\$75.00	Pallet Jack*	\$50.00 per day **	
Non-Show Hours/Hall (each additional Hour)	\$50.00		\$150.00 per week **	
FACILITY EQUIPMENT (Subject to availability)		Forklift (weight 5000 lbs.) *	\$200.00 per day **	
Pipe & Drape (Black):			\$600.00 per week **	
12' high, 8'-10' sections	\$5.00 per ft.	Golf Cart*	\$125.00 per day **	
8' high, 8'-10' sections	\$3.50 per ft.		\$375.00 per week **	
3' high, 8'-10' sections	\$2.00 per ft.			
Chairs:		EVENT STAFF (All personnel subject to availability)		
Padded, Banquet	Included in room rental	The rates below are for labor on regular time and overtime. The rates structure includes all applicable taxes, General Liability Insurance and Workers Compensation Insurance. Consult your Event Manager to confirm current rates pertaining to the time of your event. All prices are subject to change without notice.		
Padded, Meeting Room	Included in room rental	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.		
Standard, Folding	Included in room rental	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.		
Standard, Cocktail Height	Included in room rental	Position	Regular Time	Overtime
Tables:		Per Hour	Per Hour	Per Hour
8' x 30", 5' x 18" (unskirted)	Included in room rental	Event Staff Supervisor	\$30.00	\$52.50
72" Rounds, 32" Square Cocktail	Included in room rental	Usher, Door Guard, Badge Checker	\$20.00	\$30.00
Tablecloths:		Changeover Personnel/Conversion	\$20.00	\$30.00
Linen (Non-Banquet) - White	\$5.00 each	Coat Check Attendant	\$20.00	\$30.00
Skirt - Black (Rectangle ONLY)	\$5.00 each	Ticket Taker Supervisor	\$25.00	\$32.50
Lectern / Podium:		Ticket Taker	\$20.00	\$30.00
Table Top (Wooden)	\$35.00 each	Ticket Seller Supervisor	\$25.00	\$32.50
Table Top (Acrylic)	\$50.00 each	Ticket Seller	\$20.00	\$30.00
Standing (Wooden)	\$40.00 each	Security Guard Supervisor	\$30.00	\$45.00
Staging & Flooring:		Security Guard	\$25.00	\$32.50
Riser 6'x8' Section (12", 24")	\$20.00 each	Security - Overnight (11pm-7am)	\$25.00	\$32.50
Stage 4'x8' Section (36", 42", 48", 54", 60")	\$15.00 each (12'x24' No Charge)	Police Officer - First Line Supervisor ***	\$35.00	\$52.50
Dancefloor (Large - 36' x 36')	\$600.00	Police Officer ***	\$35.00	\$52.50
Dancefloor (Small - 24' x 24')	\$400.00	EMT ***	\$32.00	\$48.00
Crowd Control:		Medical Personnel (RN)	\$55.00	\$82.50
Stanchions (Retractable)	\$10.00 each	Medical Personnel (Athletic Trainer)	\$85.00	\$127.50
Barricades (steel)	\$10.00 each	Fire Marshal ***	\$35.00	\$52.50
Miscellaneous:		Housekeeping / Setup Staff Supervisor	\$30.00	\$45.00
Easels	\$5.00 each	Housekeeping / Setup Staff	\$20.00	\$30.00
Pen and Pads (Board Rooms ONLY)	\$3.00 each	Forklift Operator *	\$30.00	\$45.00
Banner Hanging (with Grommets ONLY)	\$15.00 each	Genie/Scissor Lift Operator *	\$30.00	\$45.00
Coat Racks (with Hangers)	\$25.00 each/per day	Electrician	\$85.00	\$127.50
Valet Parking Services	Contact Event Manager for a quote	Mid-Day Room Charge**	\$18.00	\$27.00
Exhibitor Booth Services	Contact Event Manager	Clean Up / Strike Charge**	\$20.00	\$30.00
Wheelchair Ramp	No Charge			
Flags w/Flag Poles (City, State, Country)	No Charge			
Trash Drop Off Bin	\$450.00 each - 30 yd. container			
Room Keys (two Complimentary)	\$7.50 per key			
Re-Key High Security	\$55.00 per cylinder			
** Keys Not Returned	\$50.00 each			
Visqueen (Plastic Floor Covering)	\$80.00 per roll			
Portable Ticket Booth:				
Daily Fee	\$50.00 each event day			
		<ul style="list-style-type: none"> 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 ½ or Double-time for event staff may apply (i.e., overnight security, etc.) Time and ½ will be charged for ALL Classifications on: New Year's Day, Thanksgiving Day, MLK Jr. Holiday, Christmas Eve, Memorial Day and Christmas Day. Time and ½ will also be charged for Police, EMT and Fire Marshal on these additional holidays: MLK Jr. Holiday, Easter Sunday, Washington's Birthday, Thanksgiving Friday and Good Friday. 3-10 Police Officers require a minimum of (1) First Line Supervisor 		
		<p>* 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.</p>		
<p>Effective July 1, 2012. (Rates are subject to change without notice)</p>				