



Equipment List

Pricing excluding delivery and set up fees unless otherwise noted. Please call for pricing and availability for extensive A&V and computer requirements. Cancellations require a 72 hours notice.

Prices subject to change.

Room included Amenities upon Request (at no cost)

- 800 banquet chairs
- (80) 72" round tables
- One 30' x 96' table and one chair for registration in lobby
- Eight 30' x 96' tables for head table and food tables in ballroom
- House lighting – dimmed or brightened
- One time set and breakdown

Excluded Amenities for additional cost

- 28" round, 41" high cocktail tables - \$15.00 - each
- Tall cocktail tables (30' or 36" wide, 42" tall) - \$20.00 - each
- 8' banquet tables - \$7.50 - each
- 6' banquet tables - \$7.50 - each
- 6' Rectangle tables - \$7.50 - each
- 4' banquet table - \$7.50 - each
- Cake tables - \$7.50 - each
- Lectern - \$60.00 - each
- Bar Stools - \$25.00 - each
- Pipe & Drape per foot \$10.00
- Stage w/skirting (8' x 6') - per deck - \$75.00
- Staging (4' x 4') – per deck
- Tent (20' x 20') **call for pricing**
- Tent (10' x 10' in-house) **call for pricing**
- Portable bar (4 feet tall) - \$110.00 each including delivery & pickup

Video conference call /conference call available upon request.

Audio / Visual Equipment

- House PA system \$50.00
- Audio mixer - \$100.00
- iPod and CD-compatible basic sound system – guests provide own iPod/CDs \$50.00
- CD player, Mp3 player jack \$25.00
- Spider pod - \$50.00
- DVD player - \$25.00
- Video Camera - \$300.00 each
- Video Switcher - \$200.00 each
- Wired microphone with stand \$25.00 each
- DVD player - \$25.00
- Wireless lavalier or handheld microphone with stand \$60.00 each
- Wireless presentation remote \$ 30.00 each
- Power distro - \$50.00
- Plasma signage in lobby - \$50.00 each
- Internet - \$100.00
- Surge protector - \$15.00 - each

Projectors & Screens

- Projector (VGA, S-Video, Component – 5000 lumens)
- Projector (VGA, S-Video, Component – 4500 lumens)
- Portable Projector (VGA, S-Video, Component – 2500 lumens)
- 14'-foot x 12-foot front projection screen
- 10'-foot x 7'-foot front/rear projection screen

Lighting Packages & Equipment

- Wall Wash package (Variety of colors available) – First 5 (non-custom color) lights
- Additional Wash Lights
- Mirrored disco ball
- Dance Floor Lighting(includes Haze machine)
- High-end Concert Lighting package (includes Haze machine and 2 wizard lights)
- Backlight Wash package

- Other Amenities
- Tripod Easel (four available in-house)
- Hardback flipchart pad & marker
- Pad w/Markers
- Pens
- Credit card outlet - one data port available
- Fax & long distance
- Copier services – (color)
- Copier services - (black & white)

Tablecloths & Center pieces

Square mirror

Number sign holder

Plain white candles

Glass bowls w/pedal stones

Silk flower and fresh flowers are available upon request_

Tablecloths	Dimension	Price per item
Round	120	Varies base on color
Color Rectangle table	52 x 114	Varies base on color
White Rectangle	52 x 114	Varies base on color
Square or round Color	85 x 85	Varies base on color
Square or round White	85 x 85	Varies base on color
Square table white	60 x 60	Varies base on color
Square table color	60 x 60	Varies base on color
Napkins		Varies base on color

Head table

Throw cover – available – Royal blue, white and black
Box style table skirts w/clips