

AUDIO / VISUAL & EVENT SERVICES



**DOWNTOWN
CAMPUS**

Audio / Visual Equipment

Equipment

Video

LCD Projector	Each	\$200
ELMO Projector	Each	\$50

Audio/ Sound

Distributive sound system w/1 mic	Per Day	\$175
Handheld Wireless Microphone	Per Additional	\$75
Standard Wired Microphone	Per Additional	\$20
Lapel Wireless Microphone	Per Additional	\$75
Audio Input	Each	\$35
Portable Sound System	Each	\$175
CD Player	Each	\$35
Background Music	Per Event	\$35

Miscellaneous

Laptop Computer	Each	\$100
Phones/ Phone Lines	Each	\$20
Conference Speakerphone	Each	\$40
AV Cart w/ power	Each	\$25
Extension Cord/ Power Strip	Each	\$10

Audio / Visual Services

Services

A/V & Computer Tech	Per Hour	\$50
Video Recording	Per Hour	\$75
- with DVD	Per DVD	\$10
Engineer	Per Hour	\$70

Equipment & Services Provided with Room Rental

Initial room set-up & break down*	Table top lecterns, if requested
Water Service	Podiums (26"x47"), if requested
Chairs & Tables	Stage (2 pc. 8'x4'), if requested
Tablecloths	Dry erase board & pens
Projection Screens	

* The client selects the initial room set-up. If changes are requested after set-up, additional charges will be charged at the rate of \$25 per hr/per staff member, with a \$50 min.

Other Equipment Available

Equipment

Flip Charts, Stands & Markers	Each	\$25
Dance Floor (15'x15', 18'x18', 21'x21')	Each	Starting at \$300
Exhibitor Tables (6'x30")	Each	\$20
Vendor Tables (6'x30")	Each	\$150
Copies		
Single Sided	Each	\$10
Double Sided	Each	\$15
Fax per page	Each	\$1

Other Services Available

Services

Registration/Proctoring	Per Hour/ Staff	\$50
Public Safety Officer	Per Hour/ Staff	\$50
Decorating Assistance	Per Hour/ Staff	\$50
Hanging Fees*	Per Banner	\$10
Box Handling/Storage Fee	Per Box/ Day	\$10
Parking Vouchers for Garage	Pricing Available on Request	

* Only paint safe tape and sticky tack is allowed for use in the Center.