

Event Conference Services

Rental Equipment Pricing

Effective October 1, 2017

Item	Price per Day	Item	Price per Day
Tables		Sound/Electronic Equipment (additional labor/delivery may apply)	
4' rectangular table (4-6 people)	\$ 9.75	Sound system (small 2 speakers), 1 mic on stand, no mixer	\$ 275.00
6' rectangular table (6-8 people or 3 panelists)	\$ 11.00	Sound system (large 4 speakers), 1 mic on stand, 1 mixer	\$ 375.00
8' rectangular table (8-10 people or 4 panelists)	\$ 11.50	Sound system (special concerts, etc.)	Call Event support
30" round table (2 people)	\$ 10.00	Microphone (hand held, corded)	\$ 20.00
36" round table (4 people)	\$ 10.25	Microphone (hand held, wireless)	\$ 80.00
48" round table (6 people)	\$ 11.00	Extension cord (all sizes)	\$ 5.50
60" round table (8-10 people)	\$ 11.75	Power strip	\$ 5.50
60" HALF round table	\$ 15.50	Miscellaneous	
72" round table (10-12 people)	\$ 18.50	Tent Package (will require a quote)	Call Event support
Tall Cocktail	\$ 13.00	Port A John (will require a quote)	Call Event support
6' x 18" classroom table (seats 3 participants)	\$ 10.50	Fencing or Barricades (will require a quote)	Call Event support
8' x 18" classroom table (seats 4 participants)	\$ 11.00	Stage, Riser or Riser covers (will require a quote)	Call Event support
Coffee Table (Wooden)	\$ 30.00	Stage skirting for risers or stages (will require a quote)	Call Event support
Bar Top 6'	\$ 32.00	Pipe/Drape(per foot)	\$ 9.50
Bar Top 8'	\$ 38.00	Pedestal Fan	\$ 90.00
Tablecloths		Coat Rack (40 count - w/40 wire hangers)	\$ 36.00
90 x 108 tablecloth (4' table floor length)	\$ 20.50	Wooden Coat Hangers (each)	\$ 0.75
90 x 132 tablecloth (6' table floor length)	\$ 22.00	Velvet rope 8' (requires stanchions)	\$ 10.25
90 x 156 tablecloth (8' table floor length)	\$ 25.00	Stanchion (metal holders for velvet rope)	\$ 14.25
96" round tablecloth (36" floor length)	\$ 18.25	Tension Stanchion	\$ 23.00
108" round tablecloth	\$ 19.00	Easel (folding black)	\$ 8.50
48" table (floor length); 60" table (3/4-to-the-floor length)		Easel (chrome)	\$ 19.00
72" table (lap length); tall cocktail table (3/4-to-the-floor length)		Easel (brass)	\$ 25.50
120" round tablecloth	\$ 21.50	Sandwich board	\$ 21.00
60" table (floor length); 72" table (3/4-to-the-floor length)		Whiteboard with markers (4'x6')	\$ 75.00
tall cocktail table (floor length)		Whiteboard with markers (4'x8')	\$ 85.00
132" round tablecloth (72" table floor length)	\$ 23.50	Flip chart with pad/markers	\$ 72.00
Napkin(20"X20") Plain/Striped	\$ 1.25	Sign Standards	\$ 6.00
Disposable RED rectangular tablecloth (for 6' or 8' table)	\$ 5.50	Flagpole (single) with base & 1 flag (metal or wood)	\$ 16.00
Disposable RED round tablecloth (for 30" or 72" table)	\$ 5.50	Flagpole (multi) with base, up to 12 flags (wood only)	\$ 100.00
Chairs		Ceremonial Banner (1 banner) Setup cost additional	\$ 30.00
Folding chairs (brown, tan - plastic or metal)	\$ 1.75	Ceremonial Banner (2 banner) Setup cost additional	\$ 60.00
Folding chairs (black or white Samsonite)	\$ 3.25	Ceremonial Banner (3 banners) Setup cost additional	\$ 90.00
Garden chairs (natural wood with padded seat)	\$ 5.50	Ceremonial Banner (4 banners) Setup cost additional	\$ 120.00
Chavari ballroom chairs (gold, black, silver, fruitwood)	\$ 9.25	Ceremonial Banner (5 banners) Setup cost additional	\$ 150.00
Chavari ballroom stools (gold, black, fruitwood)	\$ 15.50	Ceremonial Banner (7 banners) Setup cost additional	\$ 210.00
Black Sled Chair (conference)	\$ 8.00	Pop up banner Set up cost additional	\$ 30.00
Barstools	\$ 11.00	Delivery (for outside preferred vendors) and Labor Fees	
Cushion Side Chair	\$ 30.00	Delivery Fee (Daily 5:00AM-11:00PM with 2 hour window)	\$ 50.00
Podiums, lecturns & water tables		Delivery Fee (Daily 11:00PM to 5:00AM, holidays)	\$ 250.00
Podium (plain)	\$ 50.00	Delivery Fee - Time Specific/Firm Time	\$ 100.00
Podium (twin black w/seal)	\$ 60.00	Green Fee (5% of tent square footage - cap at \$500)	Call Event support
Podium (ceremonial black or oak)	\$ 70.00	Labor (setup/breakdown of equipment)	\$56.75/hour
Tabletop lecturn (regular or tall)	\$ 20.00	Replacement of Rental Equipment	Actual
Water table (black or oak)	\$ 16.50	Expediting fee for requests of less than 10 days notice	\$ 150.00
		Change fee with less than 48 hours notice	\$ 50.00
		Cancellation fee with less than 48 hours notice	\$ 50.00

All fees reflect cost per item, per day.
Rental fees do not include set up or required custodial labor.