

# event tech

our work is the presentation of our capabilities.  
edward gibbon

# E EVENTS



EMBASSY SUITES®

Charlotte - Concord/Golf Resort & Spa  
[embassysuitesconcord.com](http://embassysuitesconcord.com)



all pricing is listed per meeting room, per day, unless noted. a 22% taxable service charge and sales tax will be added to all prices. service charge is to cover installation and dismantle. add \$50.00 for any floor order the day of event, subject to availability. additional fees apply for all technical assistance.

## packages

technical assistance, if required, is additional @ \$50 hr (2 hr minimum)

### client's lcd display package | \$150

- your lcd projector
- projection cart/stand
- house or tripod screen
- as required for package | cables, power-strips, ext cords, power
- basic set-up assistance

### lcd display package | \$400

- 2000 lms lcd projector
- projection cart/stand and remote
- house or tripod screen
- as required for package | cables, power-strips, ext cords, power
- basic set-up assistance

### ballroom 6500 lms lcd display package | \$800

requires tech @ \$50 hr (4 hr minimum)

### microphone/podium package | \$125

- standing or tabletop podium
- wired podium microphone
- house sound system patch with mixer, as required
- as required for package | cables, power-strips, ext cords, power

### small meeting package | \$100

- registration skirted/draped table & 2 chairs
- 1 standing or table podium and 1 draped exhibit/materials table
- 1 display easel and 1 flip chart easel w/post-it pad & 2 markers

### dvd/vhs & monitor package | \$200

- dvd player or vhs player
- 32" flat panel lcd monitor
- cart/stand and remote
- as required for package | cables, power-strips, ext cords, power

### overhead projection | \$150

- overhead projector
- projection cart/stand
- house or tripod screen
- as required for package | cables, power-strips, ext cords, power

### wireless microphone package | \$225

- standing or tabletop podium
- wireless handheld or lavalier microphone
- house sound system patch with mixer, as required
- as required for package | cables, power-strips, ext cords, power

### breakout package | \$75

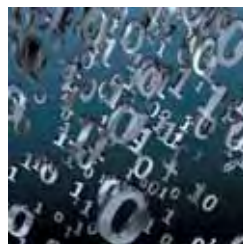
- 1 standing or table podium and 1 draped exhibit/materials table
- 1 display easel and 1 flip chart easel w/post-it pad & 2 markers

### lighting packages

requires tech @ \$50 hr (4 hr minimum)

2 instrument podium wash	\$200
4 instrument stage wash	\$400
8 instrument image package	\$550

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## audio

no company or client is permitted to patch any audio equipment into the house sound system

### patches

house system patch	\$75
laptop sound patch	\$75
outside company patch	\$175
house background music	\$50

### mixers

4 channel mixer	\$50
12/14 channel mixer	\$100
16/24 channel mixer	\$200
32 channel mixer	
requires tech @ \$50 hr (4 hr minimum)	\$275

### player/recorder

cd recorder	\$100
cd player	\$50
cd-r purchase	\$5 each

## communications

### telephone

direct dial line <small>one time set-up</small>	\$200
dial 9 line <small>one time set-up</small>	\$100
sprint direct connect phone	
radio service only	\$25 per day
teleconference system with dial 9 line	\$250

### microphones/podiums

all microphones require a house system patch

wired microphone on stand	\$50
wired podium microphone	\$50
pzm microphone	\$75
wireless handheld or lavalier (UHF) microphone	\$125
clearcom headset/beltpack	\$25
clearcom base station	\$50
podium table or standing	\$25

### speakers

powered stage monitor	\$100
bose L1 sound system	\$300
4-speaker sound system	\$400
pc-speakers	\$25

### internet

hsia connection, per room	\$200
each addl, same room, hubs req.	\$50
hub, wired – 4 or 8 port	\$25
hub, wired – 24 port	\$50
hub, wireless – 20 port	\$50
network technician <small>2 hr min.</small>	\$50 per hr

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## projection

### lcd projector

lcd projector 2000-lms	\$300
lcd projector 3000-lms	\$400
lcd projector 5500-lms	\$600
lcd projector 6500-lms	\$700
requires tech @ \$50 hr (4 hr minimum)	



### monitors

32" lcd monitor	\$200
37" lcd monitor	\$300
42" lcd/plasma monitor	\$400
50" lcd/plasma monitor	\$500

### switchers/distribution

multimedia switcher/scaler	\$100
multimedia distribution amp	\$100
multi- input switch/scaler	\$250
requires tech @ \$50 hr (4 hr minimum)	



### scan converter

requires tech @ \$50 hr (4 hr minimum)	
scan converter	\$250
25' vga-rgb ext cable	\$25
50' vga-rgb ext cable	\$40
100' vga-rgb ext cable	\$75

## screens & drape

### screens

in-room	\$75
tripod 6'x6' or 8'x8'	\$75

### drape

adjustable panel - 9'-16' high	
per 10 ft section (black)	\$100



### players/recorders

dvd or vhs Player	\$50
dvd recorder	\$100
blu-ray dvd player	\$100
dvd-r/vhs tapes purchase	\$5 each

### cameras

dvd camcorder	\$250
mini dvd handcam	\$150
digital camera	\$75
tripod	\$50

### projectors

overhead 4000-lms	\$50
document presenter	\$100
acetate sheets purchase (25)	\$20
acetate marker purchase	\$2 each

### cable tv

cable service patch	\$50
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### fast fold screens

dressed	
9' x 12'	\$225
10' x 10'	\$225
10.5' x 14'	\$300
12' x 16'	\$400

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## electrical & lighting

wall and floor outlets are not part of the rental space, and will be charged accordingly

### lighting

followspot ultra arc	
<small>requires tech @ \$50 hr (4 hr minimum)</small>	\$150
source 4 / par or leko	\$35
dimmer board/control	\$75
12" box truss (10' section)	\$75
¼ ton motor	\$75
½ ton motor	\$125
rgb led pin spot uplight	\$40
rgb led megabar uplight	\$50

### power accessories

extension cord	\$5
power strip	\$10
2-gang box 30 amp	\$50
spider box 60 amp	\$200

## technicians & rigging

based on a 4 hour minimum, per technician, 6am-6pm mon-fri, excluding setup or teardown, over 8 hours, 6pm-6am, holidays, sat or sun are 2 times the listed rate

### technicians

electrical technician	\$50 per hr
network technician	\$50 per hr
audio visual technician	\$50 per hr
expo/event attendant <small>4 hr min.</small>	\$25 per hr

an event attendant is required to monitor all outside audio visual companies

### power

outlet 120v service	
nearby floor or wall	\$50
outlet 208v service	
single phase 30 amp	\$75
electrical service - 60 amp	\$100
electrical service - 100 amp	\$200
electrical service - 200 amp	\$300
band electrical set-up	\$300
electrical technician <small>4 hr min.</small>	\$50 per hr

### lighting packages

<small>tech required</small>	
2 instrument podium wash	\$200
4 instrument stage wash	\$400
8 instrument image package	\$550

### rigging

4 hour minimum, all rigging in the resort requires a rigger and an assistant, and must be coordinated through A&V Company

rigger	\$65 per hr
asst rigger	\$50 per hr

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## services & accessories

### meeting needs

laser pointer	\$25
wireless mouse/presenter	\$40
perfect cue light	
requires tech @ \$50 hr (4 hr minimum)	\$75
speaker lecture timer	\$75
display easel	\$15
flip chart easel	
w/post-it pad & 2 markers	\$50
post-it pad purchase	\$20 each
flip chart marker purchase	\$2 each
4x6 whiteboard/corkboard	\$50
dry eraser marker purchase	\$2 each
vip boardroom set	\$10
blotter, writing pad, coaster	
and bottled water throughout	
meeting, per person	

### office needs

laptop computer	\$400
b/w laser printer	\$100
color laser printer	\$200
fax machine or scanner	\$75
paper reams purchase each	\$5
mask/packing tape purchase each	\$4
floor tape purchase each	\$15
writing pads	
letter/legal purchase each	\$2
stick pens purchase (50)	\$25
envelopes purchase (50)	\$10
note cards purchase (50)	\$2

### business center

b/w copies & received faxes	
up to 20 pages are complimentary	
expo/event attendant 4 hr min.	\$25 per hr
light typing	\$10 page
desktop computer usage fee	\$5 15 minutes
per day	\$25
cd-r/dvd-r/vhs tapes purchase	\$5 each
acetate sheets purchase (25)	\$20
acetate marker purchase	\$2 each
b/w copy/print >20pg+	25¢ page
b/w copy dbl side >10pg+	40¢ page
color copy/print	\$1 page
b/w acetate copy/print	\$2 page
color acetate copy/print	\$3 page
fax, domestic – sent	\$1 page
fax, international – sent	\$3 page
fax – received >20pg+	\$3 per fax
printed place cards	\$2 each

### drayage

box receipt & delivery	\$10 each
storage arrival prior to 72 hours out	\$5 ea. per day
pallet/pkg 250 lb+ receipt & delivery	\$100 each
storage arrival prior to 72 hours out	\$50 ea. per day

### banners

one time charges	
interior banners	\$10 each
exterior or lobby banners	\$25 each
atrium/multi story banners	\$250 each



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## equipment set-ups

### exhibit

exhibit booths	\$100 each
10x10 or 8x8 with pipe & drape, Skirted/draped table and 2 chair (8 ft backwall & 3 ft sidewall)	

### furniture

couch	\$75
armchair/bar stool	\$15
living room	\$100
Couch, 2 arm chairs, coffee table	

### tables

registration set	\$25 each
Skirted/draped table and 2 chair	
exhibit table skirted/draped	\$25
addl. exhibit table	\$15 each

### lift

scissor lift	4 hours of use	
requires attendant @ \$25 hr (4 hr min)		\$150
additional hour		\$50

### risers

6x8 riser pieces (48 sq ft)	\$1 sq ft
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### common sizes

18x8 (144 sq ft)	30x8 (240 sq ft)
16x12 (192 sq ft)	32x12 (384 sq ft)
18x16 (288 sq ft)	30x16 (480 sq ft)

### dance floor

4x4 pieces (16 sq ft)	\$1 sq ft
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### common sizes

12x12 (144 sq ft)	16x16 (256 sq ft)
20x20 (400 sq ft)	24x24 (576 sq ft)
32x32 (1024 sq ft)	

### piano

upright piano	\$500
baby grand piano	\$1000

### specialty

white padded chairs	\$5
white tuxedo striped skirt	\$10 each

## outsides services

we have an extensive inventory of equipment to meet the majority of needs, in the event we need additional equipment or services we have partnered with a&v company for consultations on larger or more specific production needs.

in the event you have chosen someone else to provide services, the hotel will charge electrical and technology patch fees, as required, for equipment brought in or provided by any outside sources. in addition, the hotel reserves the right to charge up to **50%** of assessed value for services and equipment rentals brought in or provided by any outside sources.