

## Equipment & Services Rental List

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Event Name: \_\_\_\_\_ Event Room: \_\_\_\_\_  
 Set Up Date/Time: \_\_\_\_\_ Strike Date/Time: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Forms Must be Received at least 15 Days Prior to Move-In**

**ITEMS INCLUDED IN YOUR BOOTH- At no additional cost**  
 Please indicate if you require these items:

\_\_\_\_\_ (1) 8'X30" draped and skirted exhibit table  
 \_\_\_\_\_ (2) exhibit chairs  
 \_\_\_\_\_ (1) wastebasket

**ADDITIONAL FURNITURE**

Qty	Tables	ADVANCE PER DAY	ONSITE PER DAY
	<b>Draped and skirted-Black</b>		
	8'x30"x30"	\$30.00/table	\$40.00
	5'x30"x30"	\$27.00/table	\$37.00
	Cocktail Rounds	\$20.00	\$30.00
	<b>Booth-Black Drape</b>		
	8'x8'	\$60.00	\$70.00
	8'x10'	\$70.00	\$80.00
	10'x10'	\$75.00	\$85.00
	<b>Easels</b>		
	Each	\$10.00	\$15.00
	<b>Risers</b>		
	6'x8'	\$30.00	\$40.00
	<b>Seating</b>		
	Counter Stool	\$45.00	\$60.00/per day
	Folded Chair	\$1.50	\$2.50-per day
		<b>Total-Furniture \$</b> _____	

**ELECTRICAL SERVICE**

(All services are provided exclusively by The Conference & Event Center Niagara Falls)

Qty	Description	ADVANCED PER DAY/PER OUTLET	ONSITE PER DAY/PER OUTLET
	120-Volt Single-Phase Service (0-500 Watts)	\$65.00	\$85.00 per outlet
	120-Volt Single-Phase Service (501-1000 Watts)	\$72.50	\$102.00
	120-Volt Single-Phase Service (1001-1500 Watts)	\$80.00	\$110.00
	120-Volt Single-Phase Service (1501-2000 Watts)	\$87.50	\$117.50
	208-Volt Single-Phase Service (20 Amps)	\$130.00	\$160.00
	208-Volt Single-Phase Service (30 Amps)	\$145.00	\$175.00
	208-Volt Single-Phase Service (60 Amps)	\$210.00	\$240.00
	208-Volt Single-Phase Service (100 Amps)	\$308.00	\$338.00
	Extension Cords	\$10.00	\$15.00
	Power strip	\$15.00	\$20.00
		<b>Total-Electrical \$</b> _____	

**LABOR**

# of Hours	Description	Onsite per hour
	Labor-Straight time Per person/per hour (2 hour min.)	\$38.00
Special requirements 24-hour Service Required: YES ( ) NO ( )		
Will you require work in booth beyond normal connections: YES ( ) NO ( )		
		<b>Total-Labor \$</b> _____

## Equipment & Services Rental List

### AUDIO VISUAL EQUIPMENT

Out of inventory equipment, to be provided by and outside source. Prices may vary.

All Pricing is based on a Per Day Basis – Please contact the Events Department to see if we offer any AV Packages

Qty	Days Used	Description	Advanced (Per Day)	Onsite (Per Day)
<b>LCD Projectors</b>				
		3000 Lumen	\$350.00	\$400.00
		6000 Lumen	\$550.00	\$600.00
<b>Portable Screens</b>				
		Tripod Screen 6' x 6'	\$35.00	\$45.00
		Tripod Screen 8'X10'	\$75.00	\$125.00
		Large Screen 9'X12'	\$100.00	\$150.00
		42" Portable Plasma Screen	\$300.00	\$400.00
<b>Audio Visual</b>				
		Wired Microphone	\$25.00	\$35.00
		Wireless Microphone	\$100.00	\$110.00
		Mixer	\$30.00	\$40.00
		DELL Laptop	\$350.00	\$450.00
		DVD Player	\$85.00	\$100.00
		Projection Cart w/Drape	\$30.00	\$40.00
		Flip Chart with Markers	\$30.00	\$40.00

**Total-A.V \$**

### TELECOMMUNICATIONS & BUSINESS SERVICES ORDER FORM

Qty	Description	Advanced	Onsite
	Telephone Connection – local	\$100.00 one day	\$125.00
	Telephone Connection – local	\$150.00 run of show	\$175.00
	Polycom Conference Phone	\$150.00	\$200.00
	High Speed Internet (Wired Connection)	\$175.00 one day	\$200.00
	High Speed Internet (Wired Connection)	\$250.00 run of show	\$275.00
<b>Qty</b>	<b>Business Services</b>		
	Copies – Single/Double Sided Page (Black & White)	\$0.15	\$0.15
	Copies – Single/Double Sided Page (Color)	\$0.25	\$0.25
	Facsimile – Inbound	\$1.00 per page	\$1.00 per page
	Facsimile – Outbound	\$2.00 per page	\$2.00 per page

**Total-Communications \$**

### STAFFING REQUESTS

Qty	Description	Onsite
	Security-4 hour min (per hour, per officer)	\$30.00
	T-Shirt Security-4 hour min (per hour, per officer)	\$18.00
	EMT-4 hour min (per hour, per EMT)	\$40.00
	Ticker Seller (per hour, per staff)	\$15.00
	Ticket Taker (per hour, per staff)	\$12.00
	Usher (per hour, per staff)	\$12.00
	Door Guard (per hour, per staff)	\$12.00
	Caddy Service	\$30.00
	General Operations Employee (per hour, per staff)	\$15.00
	Electrician (per hour)	
	Straight time (M-F 8am-4pm)	\$50.00
	Premium time (M-F 4pm-7am/Saturday)	\$75.00
	Double time (Sundays/Holidays)	\$100.00
	Production Crew-Sound, Lighting, AV-Will be quoted on request	

**Total-Staff Request \$**



<b>TOTALS</b>	
Fork Lift-\$225.00	\$ _____
Arial Lift-\$325.00	\$ _____
Dumpster Fee - Add \$240.00	\$ _____
Total Furniture	\$ _____
Total Electrical	\$ _____
Total Labor	\$ _____
Total A.V	\$ _____
Total Communications	\$ _____
Total Staff Request	\$ _____
<b>Subtotal (Please Add All the Totals Together)</b>	\$ _____
<b>Sales Tax (8%)</b>	\$ _____
<b>Overall Total</b>	<b>\$ _____</b>

EVENT-- OPS-- ACCT

**Event Services**

**101 Old Falls Street**  
**Niagara Falls, NY 14303**  
**Or Fax: (716) 278-0008**

**Please Return Form along with Payment to the above Address.**  
**Visit our Website for our**  
**Credit Card Authorization Form**

***If you have any questions please call***  
***716-278-2100 and ask for the Event Service Department***

