

Event Services



Our work is the presentation of our capabilities.
Edward Gibbon

forward >



EMBASSY SUITES®

Charlotte - Concord/Golf Resort & Spa

Event Services

exhibit/trade show services

outsides services

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 \$750 per day for services and equipment rentals brought in or provided by any outside AV Company or Exhibit Company.

booths

exhibit booth	\$75
10x10 or 8x8 with pipe & drape, skirted/draped table, 2 chairs, waste basket and booth id sign.	
exhibit booth with power	\$150
10x10 or 8x8 with pipe & drape, skirted/draped table, 2 chairs, waste basket, booth id sign and 120v 20 amp outlet.	
Clean up fee for outside exhibit companies	
\$500	

furniture

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

tables

registration set	\$25 ea
skirted/draped table and 2 chairs	
exhibit table	\$25
skirted/draped	
addl. exhibit table	\$15 ea

attendants

\$25 addl. per hour over 4 hours	
production attendant	\$150
exhibit attendant	\$150
All attendants require a minimum of 48 hours notice	

drayage – incoming /outgoing

package <50 lb	\$10 ea
package >100 lb <250 lb	\$25 ea
package/pallet >250 lb+	\$200 ea
forklift & operator, as req	\$100 per item

drayage – storage

arrival/departure 72 hours prior/after event	
package <50 lb	\$5 ea
package >100 lb <250 lb	\$10 ea
package/pallet >250 lb+	\$50 ea

fork lift

4 hours of use	\$300
Addl. hours	\$100

Certified fork lift operator is required
\$25 per hour

packages

small meeting package | \$150

- 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

breakout package | \$135

- 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



Prices are per person, unless noted. A 23% taxable service charge and sales tax will be added to all prices. All menus and prices are subject to change..

all pricing is per room, per day, unless noted

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equipment set-ups

risers

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

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

common sizes

12x12 (144 sq ft) 16x16 (256 sq ft)

20x20 (400 sq ft) 24x24 (576 sq ft)

32x32 (1024 sq ft)



meeting services & accessories

office needs

- ☼ paper reams \$5 ea
- ☼ mask/packing tape \$4 ea
- ☼ pads letter/legal \$2 ea
- ☼ stick pens (50) \$25
- ☼ envelopes (50) \$10
- ☼ note cards (50) \$2



banners

one time charges

- interior banners \$10 ea
- exterior or lobby banner \$25 ea
- atrium/multi story banner \$250 ea
- all banner specs must be confirmed with catering manager**

copies/faxes

- b/w copies & received faxes up to 20 pgs are complimentary
- b/w copy >20pg+ 25¢ pg
- b/w copy **dbl side** >10pg+ 40¢ pg
- color copy \$1 pg
- fax, domestic – sent \$1 pg
- fax, international – sent \$3 pg
- fax, received >20pg+ \$3 fax
- printed place cards \$2 ea
- poster printing 24"x36" \$25

business center

- light typing \$10 pg
- computer use, **per 15 min** \$5
- day use \$25

☼ purchase items

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