

# Event Technology

Event Tech



EMBASSY SUITES®

Charlotte - Concord/Golf Resort & Spa

Our work is the presentation of our capabilities.  
Edward Gibbon

Event Tech

exhibit/trade show services

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 On Event Services 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 \$750 per day for services and equipment rentals brought in or provided by any outside AV Company or Exhibit Company. Production attendant is required to monitor any outside audio visual companies

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 \$125  
10x10 or 8x8 with pipe & drape, skirted/draped table, 2 chairs, waste basket, booth id sign and 120v 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  
event attendant \$150  
production attendant \$150  
exhibit attendant \$150  
event attendant is required to monitor all outside audio visual companies and scissor lift operations  
All attendants require a minimum of 48 hours notice

scissor lift

4 hours of use \$300  
\$100 addl. per hour over 4 hours

internet

ask for dedicated bandwidth pricing  
wireless device code  
**1-10 devices** \$25 ea  
**11-20 devices** \$15 ea  
**21-100 devices** \$10 ea  
**101- devices** \$5 ea  
wired device code \$125 ea  
static ip address \$150 per line

telephone

direct dial \$200  
dial 9 \$100  
teleconference phone \$250  
desk phone \$25

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

power

wall and floor outlets are not part of the rental space and will be charged accordingly  
outlet 120v service \$50  
nearby floor or wall  
outlet 208v service \$75  
single phase 30 amp nema l6-30 electrical service - 60 amp with distribution spider box \$300  
electrical service - 100 amp \$275  
5 wire cam locks  
electrical service - 200 amp \$375  
5 wire cam locks

power accessories

extension cord 25' \$20 ea  
power strip \$20 ea



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

Event Tech

packages

technical assistance, if required, is additional charge



client's dlp display package | \$150

- your dlp projector
- projection table
- house or tripod screen
- basic set-up assistance

dlp display package | \$550

- 3000 lms dpl projector
- projection table
- house or tripod screen
- basic set-up assistance

ballroom 6500 lms dlp display package | \$900

microphone/podium package | \$250

- standing or tabletop podium
- wired podium microphone
- house sound system patch

wireless microphone package | \$300

- standing or tabletop podium
- wireless handheld or lavalier microphone
- house sound system patch

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

dvd/bluray & monitor package | \$325

- dvd/bluray player
- 32" flat panel dlp monitor
- cart/stand and remote

lighting packages

- 2 instrument podium wash \$275
- 4 instrument stage wash \$475
- 8 instrument image package \$625

technicians/rigging

6am-6pm Monday-Friday, excluding setup/teardown. 4 hour minimum.

❖ over 8 hours, 6pm-6am, holidays, Saturday or Sunday are 2 times the listed rate. 4 hour minimum.

❖ All technicians require a minimum of 48 hour notice

technicians

electrical technician	\$75
network technician	\$75
audio visual technician	\$75

rigging

all rigging requires 2 riggers and must be preformed by On Event Services and requires a minimum of one (1) week notice.

rigger	\$75
assist. rigger	\$75

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☼ purchase items



audio & distribution

no company or client is permitted to patch any equipment into the house systems

patches

all audio equipment requires a house sound patch

- outside company patch **\$250**
- house system patch \$75
- 3.5mm sound patch \$75
- laptop sound patch \$75
- house background music \$50
- DirecTV patch \$100

mixers

2 or more audio inputs requires a mixer

- 4 channel mixer \$60
- 12/14 channel mixer \$125
- 16/24 channel mixer \$200

microphones/podiums

- wired microphone \$125
- wireless microphone (handheld or lavalier) \$175
- podium (table or standing) \$50
- digital podium \$125



switchers/distribution

- media switcher/scaler \$100
- multi-input switch/scaler \$250
- distribution amp \$150

speakers

- powered stage monitor \$100
- Bose l1 sound system \$300
- 4-speaker sound system \$600
- pc-speakers \$25

cables (vga/rgb/hdmi)

- 25' Video cable \$25
- 50' Video cable \$50
- 100' Video cable \$100



projection & screens

no company or client is permitted to patch any equipment into the house systems

dlp projector

- 3000-lms \$400
- 5500-lms \$600

screens

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

fast fold screens - dressed

- 4:3 format**
- 9' x 12' \$300
- 10' x 10' \$225
- 10.5' x 14' \$300
- 12' x 16' \$400

monitors

ask for additional size pricing

- 32" monitor \$250
- 42" monitor \$350
- 50" monitor \$500

drape

- adjustable panel, black \$100
- 9'-16' high, per 10 ft section**

**16:9 format**

- 5.6' x 10' \$375
- 6.25' x 12' \$425
- 9' x 16' \$475
- 11.25' x 20' \$525



players/recorders

- dvd/bluray player \$75
- dvd recorder \$100
- ☼ dvd-r \$5 ea

cameras

- digital hd camera \$550
- tripod \$100
- SD card \$75

gobo

- lobby logo \$75 ea

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 purchase items



equipment set-ups

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lighting

follow spot	\$250
led pin spot uplight	\$40
led megabar uplight	\$75
led megabar downlight	\$100

risers

6x8 riser pieces (48 sq ft)	\$1 sq ft
<b>common sizes</b>	
18x8 (144 sq ft)	30x8 (240 sq ft)
16x12 (192 sq ft)	32x12 (384 sq ft)
18x16 (288 sq ft)	30x16 (480 sq ft)

piano

upright piano	\$500
baby grand piano	\$1000

specialty & misc.

white padded chairs	\$5
bubble machine	\$100
patio heater	\$75

dance floor

4x4 pieces (16 sq ft)	\$1 sq ft
<b>common sizes</b>	
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

laptop computer	\$250
b/w laser printer	\$200
color laser printer	\$300
<b>printers do not include paper</b>	
fax machine or scanner	\$75
 paper reams	\$5 ea
 mask/packing tape	\$4 ea
 floor tape	\$25 ea
 pads letter/legal	\$2 ea
 stick pens (50)	\$25
 envelopes (50)	\$10
 note cards (50)	\$2
 dvd-r	\$5 ea
 4g usb flash drive	\$20 ea

meeting needs

laser pointer	\$40
wireless mouse/presenter	\$50
whiteboard/corkboard	\$50
display easel	\$20
flip chart easel	\$65
<b>w/post-it pad &amp; 2 markers</b>	
 post-it pad	\$20 ea
 marker	\$2 ea

copies/faxes

<b>b/w copies &amp; received faxes</b>	
up to 20 pgs are complimentary	
b/w copy >20pg+	25¢ pg
b/w copy <b>dbl side</b> >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

banners

<b>one time charges</b>	
interior banners	\$10 ea
exterior or lobby banner	\$25 ea
atrium/multi story banner	\$250 ea
<b>all banner specs must be confirmed with catering manager</b>	

business center

light typing	\$10 pg
computer use, <b>per 15 min</b>	\$5
day use	\$25



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