



SUPPLIES & EQUIPMENT CHARGES

All items are provided on an availability basis.
 Additional items may be secured through our vendors at their prices.

Misc. Supplies & Equipment

Item	Price
American & Ohio State Flag	Complimentary
Audio Patch Fee	\$50 per room
Billboard Event Advertising	\$250 per week
Black & White Copies	10¢ per page
Color Copies	50¢ per page
Dance Floor	
40' x 40'	\$400
24' x 24'	\$250
16' x 16'	\$125
Easels	\$15
Executive Classroom Package (Includes water service, pad, & pen)	Complimentary
Extension Cords	\$25 each
Facility Custom Signage	\$10 per sign
Flipcharts with Pads & Markers	\$25 *Extra flipchart pad \$10
Hydraulic Lift	\$200 per day/+\$25 per hour for labor
Lock & Recore	\$50
Outside Telephone Line	\$125
Piano	\$200
Podium	Complimentary
Portable Coat Rack	Complimentary
Power Strips	\$25 each
Private SSID Line	\$250
Public Wi-Fi	Complimentary
Registration Counter Signs (3 x 3)	\$75 (please allow two weeks per order)
Risers come in 4' x 8' sections and vary in height from 8", 16", and 24" The first (4) risers are included complimentary with contract	Each additional riser is \$50
Roll of Gaffers Tape	\$20
Stanchions	\$10 each
Water Coolers	\$25
Water Cooler Refills	\$15

*Supplies based on availability

Audio-Visual Equipment

Item	Price
One Lectern with a hard-wired microphone per room is provided free of charge.	Each additional lectern and hard-wired microphone is \$25

*All other audio-visual equipment will be provided by our in-house a/v company at their prevailing rates.

Tables, Chairs and Coverings

Tables, Chairs, Linens and Skirting other than those outlined in your contract are provided at the following rates:

Item	Price
Table only	\$10
Spandex	\$10
Table with spandex	\$20
Chairs (when being used with tabletop displays)	\$3