

The Department offers an Incentive Rate to Show Management on equipment and services when complete event requirements or specifications are received thirty-one (31) days or more from the first contracted day. The Standard Rate applies for Show Management orders when complete event requirements or specifications, add-ons or change orders are received thirty (30) days or less from the first contract day.

Complete event requirements include, but are not limited to:

- Event schedule or timeline
- Exhibition timeline and diagram (move-in, show, move-out)
- Approved floor plans (exhibits, meetings, general session)
- Utility and Technical requirements
- Event Security
- Production and/or audio visual schedule
- General Service Contractor production schedule

Department Exclusive Services

Catered and Concession Food & Beverage, Alcohol Service, Security, Paramedic

Utilities: • telephone • electric • compressed air • technical services • water

Rigging Preferred Service Provider

- Freeman Audio Visual - 512-827-3200

Equipment & General Labor

Other equipment rates may apply.

	Unit	Incentive Rate (31 days or more)	Standard Rate (30 days or less)
Chair	each per event	\$1.50	\$3
Table	each per event	\$12	\$16
Table Linen (Not provided for exhibits)	each per use	\$9	\$12
Table with skirt & linen (not provided for exhibits)	each per use	\$40	\$55
Stage Section	per section	\$40	\$50
Water Cooler (Cooler & first 5 gallon water bottle)	per use	\$35	\$45
Additional Water Bottle	per bottle	\$12	\$12
Portable Telescopic Risers	per section	\$600	\$750
Rope & Stanchion	per set	\$35	\$45
Dance Floor (Not to exceed \$1,350 per 75' x 75')	per section	\$8	\$10
6' Aluminum Picnic Tables	each per use	\$40	\$55
Coat Rack	each per event	\$35	\$45
Waste Compactor Service	per service	\$400	\$400
Re-Key Meeting Room	per core	\$50	\$50
Additional Room Keys (5 keys per room at no charge)	per key	\$15	\$15
Lost Key Card	per card	\$50	\$50
Lost Key	per key	\$75	\$75
General Labor (excluding holidays)	per hour	\$40	\$50
Easels	per event	\$10	\$15
Portable Outdoor Heater/Cooler	per event	\$75	\$125
Barricade	per section	\$30	\$30

contd.

Equipment and Services Rate Information continued

Credit will not be given for services ordered and not used. A four (4) hour minimum may be required. Department determines the number and type of personnel required for an event. Overtime fees may apply.

For a complete listing and additional information on utility services and technical services, refer to the order forms.

Utilities & Technology Services

Other equipment rates may apply.

	Unit	Incentive Rate (31 days or more)	Standard Rate (30 days or less)
Standard Electrical Outlet (120 Volt, 0-1000 Watts, 8 Amp)	per outlet	\$75	\$100
Electrical Outlet (120 Volts, 15 Amps)	per outlet	\$85	\$115
Electrical Outlet (120 Volts, 20 Amps)	per outlet	\$90	\$120
Internet Connection (Single wire/ One Public IP Address)	each	\$600	\$795
Premium Internet Service (Single wire/ One Public IP Address)	each	\$900	\$1195
Digital Phone Line - Local/Long Distance	per line	\$200	\$250
Analog Phone Line - Local/Long Distance	per line	\$45	\$65
When using an outside audio contractor, there is a charge for the use of required electrical service and audio patches.			
Meeting Room Patch	per area, per day	\$50	\$50
Exhibit Hall Patch	per area, per day	\$100	\$100
Standard Labor (6am - 12am excluding holidays)	per hour	\$50	\$50
Standard Technical Labor (6am - 12am excluding holidays)	per hour	\$150	\$150

Facility Services

HVAC (non-event hours)	per meeting room per hour	\$100	\$100
HVAC (non-event hours)	per hall per hour	\$200	\$200
Light Removal	per meeting room per bulb	\$50	\$50
Light Removal	per exhibit hall per bulb	\$100	\$100

Palmer Events Center Garage Parking Info

Location:

The Palmer Events Center is located at 900 Barton Springs Rd. Parking is available at the Palmer Parking Garage, adjacent to the facility with two entrances

- Barton Springs Road
- Riverside Drive

Flat Rate upon entry	\$8.00
* Special Event Rates will be as posted.	