

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	\$2.00	\$3.00
Table	each	\$13.00	\$16.00
Table Linen (Not provided for exhibits)	each	\$10.00	\$12.00
Table with skirt & linen (not provided for exhibits)	each	\$44.00	\$55.00
Stage Section	per section	\$40.00	\$50.00
Water Cooler (Cooler & first 5 gallon water bottle)	per use	\$40.00	\$45.00
Additional Water Bottle	per bottle	\$12.00	\$12.00
Portable Telescopic Risers	per section	\$600.00	\$750.00
Rope & Stanchion	per pole	\$18.00	\$22.50
Dance Floor	per section	\$8.00	\$10.00
6' Aluminum Picnic Tables (limited quantity)	each per use	\$44.00	\$55.00
Coat Rack	each per event	\$36.00	\$45.00
Waste Compactor Service	per service	\$400.00	\$400.00
Re-Key Meeting Room	per core	\$50.00	\$50.00
Additional Room Keys (5 keys per room at no charge)	per key	\$15.00	\$15.00
General Labor (excluding holidays)	per hour	\$40.00	\$50.00
Easels	per event	\$12.00	\$15.00
Portable Outdoor Heater/Cooler	per event	\$75.00	\$125.00
Barricade	per section	\$30.00	\$30.00

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	\$88.00	\$110.00
Electrical Outlet (120 Volts, 15 Amps)	per outlet	\$104.00	\$130.00
Electrical Outlet (120 Volts, 20 Amps)	per outlet	\$112.00	\$140.00
Internet Connection (Single wire/ One Public IP Address)	each	\$600.00	\$795.00
Premium Internet Service (Single wire/ One Public IP Address)	each	\$900.00	\$1195.00
Digital Phone Line - Local/Long Distance	per line	\$200.00	\$250.00
Analog Phone Line - Local/Long Distance	per line	\$52.00	\$65.00
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	\$50.00	\$50.00
Exhibit Hall Patch	per area, per day	\$100.00	\$100.00
Standard Electrical Labor (6am - 12am excluding holidays)	per hour	\$65.00	\$65.00
Standard Technical Labor (6am - 12am excluding holidays)	per hour	\$150.00	\$150.00

Facility Services

HVAC (non-event hours)	per meeting room per hour	\$100.00	\$100.00
HVAC (non-event hours)	per hall per hour	\$200.00	\$200.00
Light Removal	per meeting room per bulb	\$50.00	\$50.00
Light Removal	per exhibit hall per bulb	\$100.00	\$100.00

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	\$10.00
* Special Event Rates will be as posted.	