

equipment & services rates

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 Exclusive 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	\$2	\$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
6' Aluminum Picnic Tables	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
Retractable Seating (with chairs, Center only- Exhibit Hall 5)	per use	\$2,800	\$3,750
Rope & Stanchion	per set	\$35	\$45
Dance Floor (Not to exceed \$1,350 per 75' x 75')	per section	\$8	\$10
Coat Rack	each per event	\$35	\$45
Plastic	GSF + Labor	15¢	20¢
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 Crew Labor (excluding holidays)	per hour	\$40	\$50

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
Meeting Room Patch	per area, per day	\$50	\$50
Ballroom & Exhibit Hall Patch	per area, per day	\$100	\$100
Standard Electrical 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 ballroom/ per hour	\$100	\$100
HVAC (non- event hours)	per hall per hour	\$200	\$200
Light Removal	per meeting room/ per ballroom/ per bulb	\$50	\$50
Light Removal	per exhibit hall per bulb	\$100	\$100

Business Center Open Upon Request & Approval

Monday - Friday (8am - 5pm)	per day	No Charge	No Charge
Weekends & Holidays	per day	\$300	\$300

Convention Center Garage Parking Fees

2nd Street Location (2nd Street & Brazos Street)	15 minutes - 2 hours	\$5.00
	2 hours - 8 hours	\$10.00
5th Street Location (5th Street & Red River Street)	8 hours - 12 hours	\$15.00
	Daily Max	\$45.00
Variable Rate/ Pay upon Exit (Monday - Friday, 6am - 6pm)	Lost Ticket	\$45.00
	* Additional \$3.00/ hour for every hour > 12 hours not to exceed Daily Max Rate. ** Rate resets after 24 hours.	