

Arthur R. Outlaw Mobile Convention Center

General Ancillary Charges

Services/Description/Equipment	Hour/Qty/Estimated Cost
Aisle Cleaning – Aisle cleaning services may be provided by the center when the center is not the decorator.	For all exhibit events including those taking place in the ballroom or public areas. Services can be provided for \$13/hr/per diem.
Police Detail and Traffic Control – All public ticketed events require police detail. The Center has authority in determining the amount of police coverage required.	Current rate of \$24.00 per Guard per hour with a 4-hour minimum.
Dance Floor – A parquet dance floor can be built for any event.	3 x 3 panels are currently \$4.00 per panel.
Electrical – The Center's Electrical Department takes care of event power for all clients and exhibitors. Basic room rental includes standard house lighting and HVAC during event hours.	Exhibitors can access an order form for specific booth power requirements. Additional electrical needs may be ordered through the Event Coordinator for the event.
Event Security – Event Security is required for events at prevailing rates by Center. Center will exercise final authority on security staffing.	Current rate of \$13.00 per Guard per hour with a 4 hour minimum
Executive Room Set – Includes note pads with pens.	Current rate is \$3.00 per set.
Exhibit Table Set-Up (other than Exhibit Hall) – One (1) 8'x24" table clothed and skirted in Center's standard linen, two (2) chairs, (1) small waste basket, and exhibitor sign.	Current flat rate of \$45.00 per exhibit. (Utilities not included))
Fire Detail – If required, Fire Guard will be provided through the City of Mobile Fire Department. The Fire Marshall has final authority in determining coverage.	Current rate of \$24.00 per Guard per hour with a 4 hour minimum.
First Aid – The Center offers the services of an emergency medical technician (EMT) for any show.	Current rate of \$20.00 per Medical Personnel per hour with a 4 hour minimum.
Insurance – All Licensees and their sub-contractors are required to provide a Certificate of Insurance for all event and set-up days.	May be purchased through the Center's MVP program at the current rate of .55 cents per person. For groups less than 200 a flat fee of \$100.00 would apply.
Keys - If requested, the Center will provide keys to any rented room.	A charge of \$20.00 per key will be charged for any keys not returned.
Patch Fees – If Licensee uses any out-side audio visual provider the Center will charge a patch fee for the use of Center's house sound system. Audiovisual – The Center's preferred in-house provider is Projection Presentation Technology.	Groups may bring in outside audio visual suppliers but shall incur patch fees for the use of Center's house sound system and any electrical needs for the outside audio visual equipment.
Room Reset – A one-time per day, room set to Licensee's specification is included in the room rental.	Room resets during the same contracted day, shall incur a labor fee based on the complexity of the room change and the required completion time.
Shipping - The Center does not have a formal shipping and receiving department. All shipments for exhibits must be coordinated and shipped by the exhibitor.	Shipping of materials for Meetings can only be arranged through prior communication with the Event Manager.
Staging – (1) 6' x 8' riser is provided upon request with the rental of each section of the ballroom.	Additional risers are currently \$20.00 per panel. Performance Staging is also available at the current rate of \$25.00 per 4' x 8' section.
Utilities – Telecommunications, Electrical, Water/Drainage or Compressed Air etc. All utility services are provided exclusively by the Center.	Utility Order forms are available through the Event Manager or online at www.savtcc.com

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Food and Beverage – The Center provides all food and beverage services and products on an exclusive in-house basis through our onsite concessionaire SAVOR.	Your event or sales manager may put you in contact with a food and beverage salesperson
Bulk Trash Removal – Licensee is responsible for the costs associated with the removal of bulk trash and other materials.	The cost associated with this service is \$12.00 per man hour and a \$400.00 dumpster fee.
Box Office – The Center provides an exclusive in-house box office for ticket sales to public events.	Box Office personnel has a rate of \$12.00/hr. and a secure, portable box office can be rented for \$50.00
Equipment Rental – The Center will make its best effort to accommodate the needs of all events, however, equipment is available as inventory permits.	Rental rates for equipment not included in your space rental will be provided by your event coordinator.
Linens – Tablecloths will be provided for all food tables. Any tables needing linens can be provided by the Center.	The current cost for a tablecloth is \$5.00 and the cost of a clothed and skirted table is \$15.00.

The above charges are for planning purposes only. Additional charges may apply based on Licensee's specific event requirements. All listed prices are current and are subject to change. Prices can be guaranteed six (6) month prior to the event start date. Licensee may request an Estimated Event Expense Report from their Event Manager.