

MOBILE CONVENTION CENTER EVENT BILLING ESTIMATE

Attendance: _____

NAME OF EVENT:

LICENSEE:	PHONE:	EWO:
ADDRESS:	CITY:	STATE:
DATE(S) OF EVENT(S):	SPACE:	
DATE PREPARED:	EVENT COORDINATOR:	

NOTE: This is an estimate of charges based on current knowledge of plans. The final bill will include all charges based on the actual event usage. This estimate is prepared as a convenience for Convention Center clients to assist them in estimating the supporting services costs associated with producing an event.

SIGNATURE OF APPROVAL:

EQUIPMENT RENTAL AND SUPPLIES	QTY	UNIT PRICE DAY	NO. DAYS	TOTAL	OTHER EXPENSE	QTY	UNIT PRICE DAY	NO. DAYS	TOTAL
CHAIR, EXHIBITORS		2.50		0.00	ELECTRIC				TBD
TABLE CLOTH		5.00		0.00	ROOM CHANGE OVER/LABOR HR		13.00		0.00
TABLE, 72" ROUND		5.00		0.00	LOST KEY CHARGE		25.00		0.00
TABLE, 18"X72"		5.00		0.00	BULK-TRASH REMOVAL/HOUR		12.00		0.00
TABLE, 24"X72"		5.00		0.00	OPEN BIN TRASH HAULING		400.00		0.00
TABLE, 30"X72"		5.00		0.00	BANNER HANGING		20.00		0.00
TABLE, 24" X 96"		5.00		0.00	COAT & LUGGAGE CHECK				0.00
TABLE, 30"X96"		5.00		0.00	PARKING		5.00		0.00
TABLE, 36" CRESCENT		5.00		0.00	INSURANCE (Minimum \$100.00)		0.55		0.00
TABLE, 72" HALF ROUND		5.00		0.00	OTHER				0.00
TABLE, 72" QUARTER ROUND		5.00		0.00	OTHER				0.00
TABLE, CLOTHED and SKIRTED		15.00		0.00	OTHER				0.00
4'X8' SKIRTED STAGE SECTION		15.00		0.00	OTHER				0.00
6'X8' SKIRTED RISER SECTION		15.00		0.00	OTHER				0.00
4'X6' CORK BOARD		10.00		0.00	TOTAL OTHER EXPENSES				0.00
EASEL		8.00		0.00	PERSONNEL	QTY	HRS	RATE	TOTAL
DANCE FLOOR, 3'X3'/PER PIECE		4.00		0.00	BOX OFFICE MANAGER			12.00	0.00
10 X 10 BOOTH		45.00		0.00	BOX OFFICE CASHIER			12.00	0.00
10 X 20 BOOTH		65.00		0.00	TICKET SELLER			12.00	0.00
20 X 20 BOOTH		85.00		0.00	TICKET TAKER			13.00	0.00
COAT RACK		10.00		0.00	SECURITY/OVERNIGHT			13.00	0.00
FLAG POLE		0.00		0.00	EVENT STAFF			13.00	0.00
LECTURN, STANDING or TABLETOP		15.00		0.00	EVENT STAFF SUPERVISOR			14.00	0.00
BOOTH SIGN		7.00		0.00	HOUSEKEEPING			13.00	0.00
TELEPHONE LINE		110.00		0.00	SET-UP LABOR			12.00	0.00
WASTE BASKET		2.00		0.00	FORKLIFT OPERATOR			25.00	0.00
FORKLIFT		200.00		0.00	FIRST-AID/EMT			20.00	0.00
PALLET TRUCK		25.00		0.00	POLICE			24.00	0.00
ELEVATED WORK PLATFORM		100.00		0.00	POLICE SUPERVISOR			30.00	0.00
SCAFFOLD PLATFORM/PER SEC		50.00		0.00	FIREMAN			24.00	0.00
GENIE LIFT		200.00		0.00	RECEPTIONIST			12.00	0.00
PLANTS		25.00		0.00	TAPE REMOVAL			18.00	0.00
MARKLIFT		200.00		0.00	IATSE				0.00
PIANO RENTAL		200.00		0.00	OTHER				0.00
RISER SEATING, PER FRAME		125.00		0.00	OTHER				0.00
PAD and PEN		3.00		0.00	OTHER				0.00
COMMUNICATION RADIO		25.00		0.00	TOTAL PERSONNEL				0.00
COPIES		0.10		0.00					
OTHER				0.00	TOTAL EQUIPMENT & SUPPLIES COST				0.00
OTHER				0.00	TOTAL OTHER EXPENSES				0.00
OTHER				0.00	TOTAL PERSONNEL				0.00
OTHER				0.00					
TOTAL EQUIP RENTAL & SUPPLIES				0.00	GRAND TOTAL				0.00

COMMENTS: 1) Food and beverage will be billed through ARAMARK.
2) Audiovisual will be billed through Projection