

# MOBILE CONVENTION CENTER EVENT BILLING ESTIMATE

Attendance: \_\_\_\_\_

NAME OF EVENT:

LICENSEE: \_\_\_\_\_ PHONE: \_\_\_\_\_ EWO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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 CASHIER			13.00	0.00
10 X 10 BOOTH		45.00		0.00	TICKET SELLER			13.00	0.00
10 X 20 BOOTH		65.00		0.00	TICKET TAKER			14.00	0.00
10 X 30 BOOTH		80.00		0.00	SECURITY/OVERNIGHT			14.00	0.00
COAT RACK		10.00		0.00	EVENT STAFF			14.00	0.00
FLAG POLE		0.00		0.00	EVENT STAFF SUPERVISOR			15.00	0.00
LECTURN, STANDING or TABLETOP		15.00		0.00	HOUSEKEEPING			14.00	0.00
BOOTH SIGN		7.00		0.00	SET-UP LABOR			14.00	0.00
TELEPHONE LINE		110.00		0.00	FORKLIFT OPERATOR			25.00	0.00
WASTE BASKET		2.00		0.00	FIRST-AID/EMT			21.50	0.00
FORKLIFT		200.00		0.00	POLICE			25.50	0.00
PALLET TRUCK		25.00		0.00	POLICE SUPERVISOR			31.50	0.00
ELEVATED WORK PLATFORM		100.00		0.00	FIREMAN			25.50	0.00
SCAFFOLD PLATFORM/PER SEC		50.00		0.00	RECEPTIONIST			13.00	0.00
GENIE LIFT		200.00		0.00	TAPE REMOVAL			18.00	0.00
PLANTS		25.00		0.00	IATSE				0.00
MARKLIFT		200.00		0.00	Security Full Time			20.00	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					
Registration Desk		50.00		0.00	TOTAL EQUIPMENT & SUPPLIES COST				0.00
Pipe and Drape 3' or 8'		2.00		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 SAVOR.

2) Audiovisual will be billed through Projection