



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## 2016 Equipment & Services Price List

All equipment and services are subject to availability. Contact your Event Coordinator for more information.

### Included With Room Rental

Please note that these items are not automatically put in room, but must be ordered through your Event Coordinator. Included at no charge: Tables and chairs for one room setup, lectern with microphone or standard corded microphone, one easel, one dry erase board, riser (16" or 24" high) with skirting, head table with skirting, water service for head table, and one daily cleaning.

### Early/Late Building Access

Daily business hours for Monona Terrace Community and Convention Center are 6:30 am - midnight. Please contact your Event Coordinator to arrange extended event hours.

### Audiovisual Services & Equipment

Monona Terrace is the exclusive provider of audiovisual equipment and services. All prices include initial setup and testing of equipment. Tax will be added. An AV technician is required when the Lecture Hall is used for presentations with projection equipment or multiple microphones. AV technician costs are listed on page 4.

### Rooftop

Due to the unique nature of outdoor events, special audiovisual equipment is required when using Olin Terrace or the William T. Evjue Rooftop Garden.

### Parking

Reserved parking is available for your event. Please contact your Event Coordinator for more information.

Internet & Computers	Per Day	Per Event
<i>Internet access is provided through redundant Gigabit Ethernet connections. Please contact your Event Coordinator if you require IPv6 access or for pricing information on usage in excess of 100 Mbps.</i>		
<b>Wired Internet Connection</b> - Recommended for presenters	\$ 130.00	\$ 195.00
<b>Wireless Internet Connection</b>	No Charge	
<ul style="list-style-type: none"> <li>Individual Basic: speed up to 128 Kbs (Suitable for checking e-mail without attachments)</li> <li>Individual Premium or Group Rate (Speed up to 10 Mbs)</li> </ul>	\$ 10.00 each per connection	\$ 15.00 each per connection
<b>Static IP Address Assignment</b>		\$ 250.00
<b>24-Port Network Switch</b>	\$ <del>250.00</del> 195.00	
<b>Laptop or workstation</b>	\$ 200.00	\$ 325.00
<b>Flat-panel Computer Monitor</b>	17" 20" 24"	\$ 35.00 \$ 50.00 \$ 75.00
<b>Internet Kiosk</b>	\$ 850.00	\$ 1,200.00
<ul style="list-style-type: none"> <li>Includes up to 6 workstations at single location, black &amp; white printer, and Internet connection</li> </ul>		
<b>Presentation Server</b>		\$ 500.00
<ul style="list-style-type: none"> <li>Provides the ability to load all speaker presentations in advance; accessible from any room</li> <li>Includes one Internet connection and labor to configure server (Additional charges for Internet connection, computer &amp; labor for session rooms and speaker ready room)</li> </ul>		

Video & Projection Equipment		Per Day (unless otherwise noted)
<b>HD Video Pro Package</b> Two 7,000-lumens video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, Internet access, laptop, PerfectCue™, Blu-ray player and AV technician for 3 hours		\$2,400.00
<b>HD Video Pro Package—Exhibit Hall</b> Two 15,000-lumens HD video projectors, two <del>10.5' x 14'</del> 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, Internet access, laptop, PerfectCue™, Blu-ray player and AV technician for 3 hours		\$4,900.00 <del>2,400.00</del>
<b>Video Projector</b> (Includes 5' x 7' screen at no charge)		
• Small Room HD Widescreen Projector—3,800 lumens, 1280x800 resolution, for use with 5x7, 6x8 or 9x12 screen		\$ 195.00
• Midsize Room HD Widescreen Projector—7,000 lumens, 1920x1080 resolution, for use with 9x12 or 9x16 screen		\$ 395.00
• Large Room HD Projector—15,000 lumens, <del>1024x768</del> 2048 x 1080 resolution, for use with 9x16 or 10x14 rear-projection screen		<del>\$495.00</del> Call for Details
• Lecture Hall HD Projector—up to 2048x1080 resolution Includes 3 hours tech time		\$ 595.00
Polycom® Videoconference Unit—web (Third-party connection fees may apply)		\$ 600.00
<b>Camera with Operator</b> (3-hr minimum includes ½ hour setup & ½ hour teardown)		\$ 190.00 per hr
<del>Seamless Video Production Switcher</del>		<del>\$ 210.00</del>
HD Seamless Video Production Switcher		\$ 300.00
<b>Screen</b>	4' x 4' \$ 15.00	9' x 12' or 10' x 10' \$ 75.00
	5' x 7' \$ 20.00	9' x 16' (Ideal for HD projection) \$ 150.00
	6' x 8' \$ 25.00	<del>10.5' x 14'</del> <del>\$ 135.00</del>
		Dress Kit for 9' x '16' or 10.5' x 14' Screen \$ 100.00
<b>TV Screen</b>		
	32" LCD TV on 52" cart \$ 80.00	60" Plasma Screen on Stand \$ 275.00
	48 42" Plasma Screen on Stand \$ 175.00	65" Ultra Bright Monitor \$ 295.00 <del>350.00</del>
DVD Player or Audio CD Player		\$ 20.00
Blu-ray Player (CD or DVD)		\$ 40.00

Audio & Presenters' Equipment		Per Day (unless otherwise noted)
48 42" Presenter's Confidence Monitor		\$ 175.00
Standard Hand-held or Tabletop Microphone		\$ 15.00
Wireless Microphone – Hand-held or Lavalier		\$ 70.00
Standing or Special Needs Lectern with Microphone		\$ 30.00
Tabletop Lectern with Microphone		\$ 25.00
Speaker Timer		\$ 25.00
SpeakerTimerPro		\$ 75.00
PerfectCue™		\$ 75.00
Laser Pointer – alone or with Wireless Mouse		\$ 20.00
Clear-Com Headset Package (up to 6 stations)		\$ 95.00 <del>75.00</del> wired \$ 195.00 wireless
<b>Mixer</b>		
• 4-Channel		\$ 30.00
• 6-Channel		\$ 75.00
• 16-Channel		\$ 100.00
24-Channel Professional Sound System (Includes sound board operator)		\$550 <del>450.00</del> / 3 hrs \$ 60.00 / ea addl hr
Auxiliary Speaker		\$ 65.00
Press Box		\$ 25.00

<b>Special Use Equipment</b>	<b>Per Day (unless otherwise noted)</b>
<b>Convention Pipe and Drape</b>	
• 3' High – Burgundy	\$ 3.00 / linear foot
• 8' High – Burgundy, Black or White	\$ 3.50 / linear foot
• 16' High – Burgundy, Black or White	\$ 6.00 / linear foot
Rope & Stanchion with 6' Rope	\$ 15.00
Poster Board - 91" x 44.75" (48 available) (may also be mounted vertically – legs are 34" high)	\$ 55.00 / event
<b>Dance Floor</b>	
• 12' x 12'	\$ 85.00
• 18' x 18'	\$ 190.00
• 21' x 21'	\$ 230.00
• 24' x 24'	\$ 270.00
• 30' x 30'	\$ 420.00
5'7" Yamaha Baby Grand Piano	\$ 275.00 (includes tuning)
Piano Lift Fee (to riser or stage)	\$ 100.00
Electric Piano	\$ 75.00
<b>Stage Equipment</b>	
• Stage (3'-4' high) includes stairs, ADA ramp, skirts	\$ 40.00 ea 4' x 8' section
• Rooftop Outdoor Stage (3'-4' high) includes stairs, ramp, skirts	\$ 40.00 ea 4' x 8' section
• Risers (16" or 24" high) includes stairs, ADA ramp, skirts	\$ 25.00 ea 4' x 8' section
• 3-Tier Choral Risers (up to 4 sections)	\$ 45.00 ea 6' section
<b>Utility Items &amp; Power</b>	
• 20-amp Electrical Circuit	\$ 60.00 (\$65.00 / event)
• Power to Seating—placed at table for laptop or small electronic device	\$ 2.50 per outlet
• Forklift and Operator (1-hour minimum)	\$ 75.00 per hour
• Platform Scissors Lift and Operator (1-hour minimum)	\$ 100.00 per hour
<b>Lighting</b>	
• Lighting Fixture (includes hanging & focus)	\$ 20.00
• Color Blast LED Light	\$ 25.00
• Pin Spot	\$ 15.00
• Stock image gobo	\$ 35.00
• Custom image gobo – steel pattern, simple design, single color	\$ 120.00 (one-time charge)

<b>Tables &amp; Chairs</b>	<b>Per Day (unless otherwise noted)</b>
<b>Table Without Skirt</b>	
• Round – 48", 66", 72"	\$ 10.00
• 2' x 4'	\$ 10.00
• 6' x 18"	\$ 10.00
• 8' x 18"	\$ 10.00
• 8' x 30"	\$ 10.00
• 42" high cocktail table with 30" diameter top	\$ 10.00
<b>Skirted Table</b>	
• Clip-on skirt and linen	\$ 40.00 per table
• Clip-on skirt only	\$ 30.00 per table
• Linen only	\$ 15.00 per table
<b>Chair</b>	
• Upholstered Banquet Chair	\$ 2.00
• Plastic Rooftop Chair	\$ 1.00
• Upholstered Barrel Chair	\$ 15.00

<b>Meeting Equipment &amp; Business Services</b>	<b>Per Day (unless otherwise noted)</b>
<b>Private Business Center</b> <ul style="list-style-type: none"> <li>• 3 Computers with Microsoft® Office &amp; high-speed internet access</li> <li>• High-speed color laser printer &amp; one ream paper</li> <li>• High-speed copier</li> <li>• Telephone: Free local calls, long distance charges billed after event</li> </ul>	\$ <del>375</del> 350.00  \$ 10.00 ea addl ream \$ .10 / copy
<b>High-speed Laser Printer</b> (includes 1 ream paper) <ul style="list-style-type: none"> <li>• Black &amp; White</li> <li>• Color</li> </ul>	\$ 10.00 ea addl ream \$ 95.00 / day \$ 160.00 / event \$ 150.00 / day \$ 275.00 / event
<b>Fax</b> <ul style="list-style-type: none"> <li>• Local</li> <li>• Long Distance</li> <li>• International</li> </ul>	\$ 1.00 / page \$ 3.00 / 1 <sup>st</sup> page 1.00 / ea addl page \$ 5.00 / page
<b>Laser Copies/Printing</b> <ul style="list-style-type: none"> <li>• Black &amp; White</li> <li>• Color</li> </ul>	\$ .10 / side \$ .75 / side
Note Pad (5" x 8")	\$ .75 ea
Pen	\$ 1.00 ea
Note Pad, Pen and Mint Set	\$ 2.00 ea
Easel Tripod	\$ 10.00
Dry Erase Board with markers	\$ 30.00
Flip Chart with 3M Post-It® Paper & Markers	\$ 35.00
• Additional Marker Set	\$ 10.00
• Additional Paper Pad	\$ 15.00
Coat Rack	\$ 20.00

<b>Telephones</b>	<b>Per Day</b>	<b>Per Event</b>
Analogue Telephone Line (use with credit card swipe & modem)	\$ 100.00	\$ 150.00
<a href="#">Digital Multi-line speaker phone</a>	<del>\$ 130.00</del>	<del>\$ 195.00</del>
Teleconferencing Unit	\$ 150.00	\$ 225.00

<b>Labor (Holiday rates available)</b>	<b>Per Hour</b>	<b>Overtime/Hour</b>
<b>3-hour Minimum</b> <ul style="list-style-type: none"> <li>• General Labor</li> <li>• Guest Services Attendant</li> <li>• Maintenance or AV Technician</li> </ul>	\$ <del>45</del> 43.00 \$ 24.00 \$ 60.00	\$ <del>67.50</del> 64.50 \$ 36.00 \$ 90.00
<b>4-hour Minimum</b> <ul style="list-style-type: none"> <li>• Stagehand</li> </ul>	\$ 50.50	\$ 75.75
<b>Security</b> <ul style="list-style-type: none"> <li>• Security Staff (3-hour minimum)</li> <li>• Overnight Security (4-hour minimum)</li> <li>• Off-duty Police Officer (3-hour minimum)</li> </ul>	\$ 24.00 \$ 34.50 N/A	\$ 36.00 N/A \$ 67.00
<i>All security services must be arranged through Monona Terrace. Please contact your Event Coordinator for more information.</i>		

**Sale of Merchandise or Novelties**

Except for items that are sold from an exhibit booth as part of a trade/consumer show, Monona Terrace will charge a 20% commission plus sales tax for any merchandise being sold by our guests. A 30% commission plus sales tax will be charged for any merchandise being sold by Monona Terrace staff on behalf of our guests.