



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

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

## 2021 Equipment & Services Price List

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

### Items Included in Room Rental

*Please note: These items are not automatically set in room. If any are needed, please request the items from your Event Coordinator.*

No additional charge for: 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

Parking passes may be ordered for your event. Please contact your Event Coordinator for more information.

Internet & Computers	Per Day	Per Event
<i>Internet access is provided through redundant 10-gigabit Ethernet connections. Please contact your Event Coordinator if you require IPv6 access or for pricing information on usage in excess of 1 gigabit.</i>		
<b>Wired Internet Connection</b> - Recommended for presenters	\$130.00	\$195.00
<b>Wireless Internet Connection</b>	No Charge	
<b>Individual Basic:</b> speed up to 1.5 Mbps Suitable for checking e-mail without attachments <b>Individual Premium or Group Rate per device</b> Speed up to 10 Mbps		
<b>Custom Service Set Identifier (SSID)</b>		\$250.00
<b>Custom SSID with Landing Page Redirect</b>		\$375.00
<b>8-Port Network Switch</b>	\$30.00	
<b>Laptop or Workstation</b>	\$200.00	\$325.00

Video & Projection Equipment	Per Day (unless otherwise noted)
<b>HD Video Pro Package</b> (includes AV technician for 3 hours) Two 8,000-lumens video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, internet access, laptop, PerfectCue™, and Blu-ray player	\$2,100.00
<b>HD Video Pro Package—Exhibit Hall</b> (includes AV technician for 3 hours) Two 15,000-lumens HD video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, Internet access, laptop, PerfectCue™, and Blu-ray player	\$4,200.00
<b>Video Projector</b>	
<b>Small Room HD Widescreen Projector</b> (Includes 5' x 7' screen at no charge) 4,000 lumens, 1920 x 1080 resolution, for use with 5' x 7', 6' x 8', or 9' x 12' screen	\$195.00
<b>Midsize Room HD Widescreen Projector</b> 8,000 lumens, 1920 x 1080 resolution, for use with 9' x 12' or 9' x 16' screen	\$395.00
<b>Large Room HD Projector</b> 15,000 lumens, 2048 x 1080 resolution, for use with 9' x 16' or 13-½' x 24' rear-projection screen	Call for price
<b>Lecture Hall HD Projector</b> up to 2048 x 1080 resolution, includes 3 hours tech time	\$595.00
<b>1 Camera with Operator</b> (3-hr minimum includes ½ hour setup & ½ hour teardown)	\$150.00 / hr.
<b>2 Cameras with Producer</b> (3-hr minimum includes ½ hour setup & ½ hour teardown)	\$300.00 / hr.
<b>Digital Video Recording</b>	\$55.00/session
<b>HD Seamless Video Production Switcher</b> (1 to 2 Outputs)	\$300.00
<b>HD Seamless Video Production Switcher</b> (1 to 4 Outputs)	\$800.00
<b>Screen:</b> 5' x 7'	\$20.00
6' x 8'	\$25.00
9' x 12'	\$75.00
9' x 16' (Ideal for HD projection. Includes dress kit)	\$185.00
13-1/2' x 24'	\$495.00
<b>LCD Screen:</b> 24" Monitor	\$55.00
48" TV Screen on Stand	\$175.00
60" TV Screen on Stand or 65" Ultra Bright Monitor	\$195.00
80" TV Screen on Stand	\$275.00
<b>Playback Pro Software with Laptop</b>	\$300.00

Audio & Presenters' Equipment	
<b>48" Presenter's Confidence Monitor</b>	\$175.00
<b>Standard Hand-held or Tabletop Microphone</b>	\$15.00
<b>Wireless Microphone</b> – hand-held or lavalier	\$70.00
<b>Standing or Special Needs Lectern with Microphone</b>	\$30.00
<b>Tabletop Lectern with Microphone</b>	\$25.00
<b>Speaker Timer</b>	\$25.00
<b>SpeakerTimerPro</b>	\$45.00
<b>PerfectCue™</b>	\$85.00
<b>Presidential Teleprompter</b> (requires AV Technician - see Page 4 for rates)	\$375.00
<b>Wireless Mouse and/or Laser Pointer</b>	\$20.00/day \$35.00/ev.
<b>Clear-Com Headset Package:</b> wired, up to 6 stations	\$175.00
Wireless, up to 4 stations	\$275.00
<b>Mixer:</b> 4-Channel	\$40.00
6-Channel	\$65.00
16-Channel	\$100.00
32-Channel Digital	\$350.00
<b>Professional Band Sound System:</b> Includes 4-line array, 2-subwoofers, sound board, 2 operators, 2 monitors, 16-channel mixer, and wired microphones	\$975.00 / 3 hrs. \$130.00 ea. addl. hr.
<b>Auxiliary Speaker</b>	\$65.00
<b>Press Box</b>	\$25.00

<b>Special Use Equipment</b>	<b>Per Day (unless otherwise noted)</b>
<b>Convention Pipe and Drape</b> 3' High – Burgundy 8' High – Burgundy, Black or White 16' High – Burgundy, Black or White Professional Truss 12' x 12' x 10' ¼- or ½-Ton Chain Motor	\$3.00 / linear foot \$3.50 / linear foot \$6.00 / linear foot \$65.00 \$150.00
<b>Rope &amp; Stanchion with 6' Rope</b>	\$15.00
<b>Poster Board - 91" x 44.75" (48 available)</b> May also be mounted vertically – legs are 34" high	\$55.00 / event
<b>Dance Floor</b> 12' x 12' 16' x 16' 20' x 20' 24' x 24' 28' x 28' 32' x 32'	\$85.00 \$155.00 \$210.00 \$270.00 \$370.00 \$420.00
<b>5'7" Yamaha Baby Grand Piano (includes tuning)</b> Piano Lift Fee to riser or stage	\$275.00 \$100.00
<b>Electric Piano</b>	\$75.00
<b>Stage Equipment</b> Stage (3'-4' high, 4' x 8' sections) includes stairs, ADA ramp, skirts Rooftop Outdoor Stage (3'-4' high) includes stairs, ramp, skirts Risers (16" or 24" high) includes stairs, ADA ramp, skirts 3-Tier Choral Risers (up to four 6' sections)	\$40.00 / section \$40.00 / section \$25.00 / section \$50.00 / section
<b>Outdoor Tent - White, 10' x 10' includes weights</b> Tent Wall (10' wide) solid or mesh	\$200.00 \$10.00 ea.
<b>Utility Items &amp; Power</b> 20-amp Electrical Circuit Power to Seating - placed at table for laptop or small electronic device Forklift and Operator (1-hour minimum) Platform Scissors Lift and Operator (1-hour minimum) Level 4 Ceiling Banner Hanging	\$65.00 (\$70.00/event) \$2.50 per person / day \$75.00 per hour \$125.00 per hour \$65.00
<b>Lighting</b> Lighting Fixture (includes hanging & focus) Color Blast LED Light Lighting Console Pin Spot Stock Image Gobo Custom Image Gobo - steel pattern, simple design, single color	\$20.00 \$25.00 \$125.00 \$20.00 \$40.00 \$160.00 (per design)

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

<b>Meeting Equipment &amp; Business Services</b>	<b>Per Day (unless otherwise noted)</b>
<b>Private Business Center</b> 3 Computers with Microsoft® Office & high-speed internet access High-speed color laser printer & 1 ream of paper Telephone: Local and long distance calls included High-speed copier	\$425.00  \$ .10 / copy
<b>High-speed Laser Printer &amp; 1 ream of paper</b> Black & White Color	\$95.00 (\$160.00/event) \$150.00 (\$275.00/event)
<b>Additional ream of paper</b>	\$10.00
<b>Fax</b> Local Long Distance  International	\$1.00 / page \$3.00 / 1st page (\$1.00 ea. addl. page) \$5.00 / page
<b>Laser Copies/Printing</b> Black & White Color	\$ .10 / side \$ .75 / side
<b>Note Pad (5" x 8")</b>	\$2.75 ea.
<b>Pen</b>	\$1.50 ea.
<b>Note Pad, Pen and Mint Set</b>	\$ 4.25 ea.
<b>Easel Tripod</b>	\$10.00
<b>Dry Erase Board with markers</b>	\$30.00
<b>Flip Chart with 3M Post-It® Paper &amp; Markers</b> Additional Marker Set Additional Paper Pad	\$35.00 \$10.00 \$15.00
<b>Coat Rack</b>	\$20.00

<b>Telephones</b>	<b>Per Day</b>	<b>Per Event</b>
<b>Analogue Telephone Line</b> (use with credit card swipe & modem)	\$100.00	\$150.00
<b>Teleconferencing Unit</b>	\$150.00	\$225.00

<b>Labor (Holiday rates available)</b>	<b>Per Hour</b>	<b>Overtime/ Hour</b>
<b>3-hour Minimum</b> General Labor Guest Services Attendant Maintenance, IT, or AV Technician	\$45.00 \$28.00 \$67.00	\$67.50 \$42.00 \$100.50
<b>4-hour Minimum</b> Stagehand	\$50.50	\$75.75
<b>Security</b> Security Staff (3-hour minimum) Overnight Security ( 4-hour minimum) Off-duty Police Officer (3-hour minimum)  <i>All security services must be arranged through Monona Terrace. Please contact your Event Coordinator for more information.</i>	\$30.00 \$45.00 N/A	\$45.00 N/A \$83.00

<b>Sale of Merchandise or Novelties</b>
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.