

INCLUDED IN THE ROOM SET-UP

- One room set-up (rounds, theatre, classroom, boardroom, u-shape)
- One floor plan for each set-up for more than 50 people (if required)
- Ice water, with noon refresh, on boardroom, u-shape, hollow square and head table set-ups; charges apply for classroom and round-table set-ups
- Water station or water cooler, or both
- Pads and pens on boardroom, u-shape, hollow square and head table set-ups; charges apply for classroom and round-table set-ups
- Monitor listing of the Event throughout the Calgary TELUS Convention Centre
- One registration table– which may be set-up in the pre-function area (additional tables must be pre-approved and are at a charge)
- Local phone at registration table or conference office
- Four - 16”/24” - 6’ x 8’ staging units (does not include carpeted stage)
- One 15-amp electrical circuit
- One Podium (microphone is at an additional charge)

ROOM SET-UP EQUIPMENT AND SERVICES

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Dance Floor, Portable	\$2.25/sq. ft.	Unavailable
Risers, 16” or 24” high	\$45.00	
Risers, 16” or 24” high with carpet	\$65.00	
Risers, 32” high with handrails	\$70.00	
Risers, 40” high with handrails	\$70.00	
Risers, 48” high with handrails	\$70.00	
Display Table, 6’ or 8’ skirted – Limited quantities available	\$45.00	\$65.00
Coat Rack, Portable	\$50.00	
Concert Barrier	\$50.00/section	
Stanchion (7” set/2 posts) – Limited quantities available	\$30.00	
Room Dividers (Folding) – Limited quantities available	\$25.00	
Ice water on classroom and round tables (includes noon refresh only – charges apply for additional water refresh)	\$2.25 per person/day	
Whiteboard 4’ x 8’ (includes markers and eraser)	\$40.00/day	
Whiteboard/Corkboard 3’ x 4’ (includes markers and eraser)	\$25.00/day	
Whiteboard/Corkboard 4’ x 6’ (includes markers and eraser)	\$30.00/day	
Notepad and Pen	\$2.00 per person/day	
Event Services Labour (Minimum 1 hour)	\$40.00/hour	\$60.00/hour

Notes:

- Change to the seating style within a session rental charge, will incur labour charges.
- Changes made to the preset room less than 48 hours prior to the event will incur labour charges.
- All risers are 6’ x 8’ panels and have limited quantities.

Overtime = 1.5 regular labour rates and Statutory Holidays = 2.5 regular labour rates.

5% Goods & Service Tax (GST) applies to all services and rentals. Prices subject to change without notice.
Delivery of services or equipment cannot be guaranteed if ordered less than fourteen (14) days or on-site.

BANNER HANGING, MECHANICAL LIFT

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Banner/Sign Installation in Excess of 3 small banners or ½ hour set-up time (Min. 1 Hour)	\$100.00/hour	\$150.00/hour
Mechanical Lift and Operator	\$100.00/hour	\$150.00/hour
Maintenance Department Labour (Minimum 1 hour)	\$50.00/hour	\$60.00/hour
Rigging – Floor Plan Approval	\$125.00	\$200.00
Rigging Points (Exhibition Hall CDE and Macleod Hall only – Per Point)	\$55.00/point	

COAT CHECK

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Coat Check, Cash - Attendees pay charge per coat. Convenor pays labour charges should labour costs not be recovered	\$3.00/coat	
Coat Check, Host – Attendees do not pay. Convenor pays labour charges		
Coat Check Attendant Labour (Minimum 3 hours)	\$35.00/hour	Unavailable

ELECTRICAL

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
15 Amp Single Phase – 120 Volt	\$85.00	\$ 105.00
20 Amp Single Phase – 120 Volt	\$135.00	\$165.00
20 Amp Single Phase – 208 Volt	\$225.00	\$275.00
20 Amp 3 Phase – 208 Volt	\$350.00	\$450.00
30 Amp Single Phase – 120 Volt	\$250.00	\$350.00
30 Amp Single Phase – 208 Volt	\$325.00	\$375.00
30 Amp 3 Phase – 208 Volt	\$425.00	\$525.00
50 Amp Single Phase – 208 Volt (Stove Plug)	\$375.00	\$475.00
60 Amp 3 Phase – 208 Volt	\$525.00	\$625.00
100 Amp 3 Phase – 208 Volt	\$650.00	\$825.00
200 Amp 3 Phase – 208 Volt	\$800.00	\$1,100.00
400 Amp 3 Phase – 208 Volt	\$1,350.00	1,700.00
Show Management Rate (1 x 15 Amp Single Phase – 120 Volt to each booth)	\$80.00	Unavailable
Show Management Rate (1 x 15 Amp Single Phase – 120 Volt to each exhibitor as per list provided by Show Management)	\$85.00	Unavailable
Extension Cord (5m), charges apply if not returned	\$15.00	\$20.00
Power Bar, charges apply if not returned	\$15.00	\$20.00
Electrician Labour (Minimum 1 Hour) Weekday 07:00-17:00hrs	\$90.00/hour	\$112.50/hour
Electrician Labour (Minimum 3 Hours) Weekday 17:00-07:00hrs & Sat/Sun	\$158.00/hour	To be quoted

Notes:

- Electrical charges and Electrician labour charges apply for computer set-ups over 50 people

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INTERNET, ISDN LINES AND CABLE TV

DESCRIPTION	DAILY RATE	WEEKLY RATE
Shared High Speed Internet Connection with 1 IP Address	\$150.00	\$300.00
E-10 Internet Connection (Dedicated Port) with 1 IP Address -10MB Ethernet connection w/ NAT&DHCP	\$250.00	\$500.00
Additional IP Addresses for Shared or E10 Internet Connection. Each device connected to the internet is subject to the additional IP Addresses charge. Hub required to make additional connections	\$25.00	\$50.00
Hub Rental		\$75.00
Computer Station Rental – includes one wireless internet connection, includes 24" monitor, Windows 7, Office 2010 and Internet Explorer 9	\$400.00	\$500.00
ISDN Line – Used primarily for video conferencing occasionally for internet (Minimum of 14 days notice required)	\$300.00	\$350.00
Cable TV, Standard resolution	\$150.00	\$200.00
IT Technician (Minimum 1 Hour)	\$90.00/hour	\$135.00/hour
IT Technician Labour Charge for Relocation of Installed Wired Services		\$90.00/hour
Wireless Internet Connections	Per Connection	Per Connection
1 – 9 Wireless Internet Connections (per device connected)	\$25.00	\$30.00
10 – 49 Wireless Internet Connections (per device connected)	\$15.00	\$20.00
50 – 99 Wireless Internet Connections (per device connected)	\$10.00	\$15.00
100 – 499 Wireless Internet Connections (per device connected)	\$7.00	\$10.00
500 – 999 Wireless Internet Connections (per device connected)	\$5.00	\$6.00
1,000+ Wireless Internet Connections (per device connected)	\$3.00	\$4.00
3,000+ Wireless Internet Connections (per device connected)		Price to be quoted

Notes:

- **Orders received with less than 14 days notice are subject to a \$90.00 surcharge per item ordered**
- ISDN Line Long Distance Charges – Long distance for the ISDN will be billed two weeks following the last day of the month in which your event occurred.
- Limited quantities available for ISDN Lines, hub and computer rentals
- No active network devices (i.e. routers, proxy servers or wireless access points or routers, bridges, etc. are permitted without prior approval from CTCC)
- Casual wireless internet via credit card based portal also available on site for low speed internet connectivity.

SECURITY

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Security Officer – Level 1, Fire Watch (Minimum 4 hours)	\$30.00/hour	Unavailable
Security Officer – Level 2 (Minimum 4 hours)	\$40.00/hour	Unavailable
Security Officer – Level 3 (Minimum 4 hours)	\$50.00/hour	Unavailable
Pay-Duty Police Officer – For concerts or special events (minimum 4 hours). Rates to be quoted. Number of officers required will be determined by the CTCC in consultation with Calgary Police Services	Price to be quoted	Unavailable
Lock core changes are available for additional security at a charge (Price is per door per core)	\$15.00/core	\$30.00/core
Unreturned keys will be charged	\$75.00/key	

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TELEPHONE

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Telephone Line – Local or 800 calling only. (Long distance available on request) Line is an analog, must dial “9” to make outgoing calls. Incoming calls go directly to local assigned.	\$75.00/day	\$150.00/day
Polycom, Includes telephone line – Limited quantities available	\$200.00/day	\$275.00/day
Voicemail Access	\$75.00/event	\$125.00/event
Relocation Charge of Telephone Lines Already Installed		\$90.00/hour

MISCELLANEOUS

DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
SOCAN and Re:Sound licence is required when music is being performed or played in a public facility and the Client is responsible for paying the cost for the licence.	To be quoted	
One pop-up display booth may be set up in the pre-function area. Additional booths are charged \$185.00 per booth/day, subject to space availability. Electrical services not included.	\$185.00/day	
Hosts/Hostesses (Minimum 4 hours)	\$40.00/hour	Unavailable

Notes:

- Web Link from the CTCC website Event Calendar to client’s website is available through your Event Manager
- Business Service Centre provides a wide range of business services including photocopying, faxing, computer station and stationary items. Prices available on request.

AUDIO VISUAL SERVICES

- FMAV is our preferred in-house supplier.
- Podium microphone and additional audio visual needs are available for rent thru FMAV. Please call 403.261.8591 for pricing.
- Charges apply when an outside supplier is contracted – please discuss with the Event Manager or Catering Manager
- Sufficient time must be booked for audio visual supplier move-in and move-out

TRADE SHOWS

- St. George Show Services is our preferred tradeshow supplier.
- Pipe and drape, carpeting and additional show services needs available for rent thru St. George Show Services. Please call 403.261.8517 for pricing.
- Sufficient time must be booked for all show decorators and for exhibitor move-in and move-out
- All Material Handling is provided exclusively by the Authority and St. George Show Services and must be arranged through St. George Show Services
- All trade shows will be charged a housekeeping cleaning fee per day if the Authority determines that additional clean-up is required above normal requirements

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