

RATE SHEET

EXHIBIT BOOTH EQUIPMENT

		EVENT RATE
Pipe and Drape	Per 8'x10' Booth	\$40.00
	Per Run/Foot	\$3.75
Tables	4', 7' or 8'	\$15.00
Table Skirting		\$15.00
Table Covers		\$15.00
Chairs		\$3.50
Waste Baskets	Small	\$8.00
Electrical	Per 8'x10' Booth	\$50.00—110V
(Day of Show additions, add \$20 to rates)		\$90.00—208 Single Phase
	Master Electrician Cost Separate	\$105.00—208 Triple Phase
		\$50.00—South Lot, per Night

NOTE: Exhibitors and clients are strongly encouraged to bring surge protectors for electrical equipment. Without this protection, the Augusta Civic Center cannot be responsible for damaged equipment.

AUDIO-VISUAL AND PRODUCTION EQUIPMENT

Stage Sections	4'x8'	\$20.00 per Section
Upright Microphone for Announcements	\$95.00 (Auditorium)	\$55.00 Meeting Rooms
Sound System with Mixer/Speakers/Podium	\$250.00 (Auditorium)	\$95.00 Meeting Rooms
Table Mic		\$20.00
Cordless Mic (Lapel or Handheld)		\$75.00
Podium		\$40.00
Fork Lift	With Certified Operator	\$75.00 per Hour
Genie Lift	With Certified Operator	\$75.00 per Hour
Tensa Barriers	Per 8' Section	\$15.00
Projector	LCD	\$185.00
OWL Conference Camera		\$150.00
Screen		\$95.00
Flipchart with Pad & Markers		\$35.00
Easel		\$25.00
Phone Line (4 Available)	Local Calls, 800, Collect Only	\$50.00 per Line
Photocopies		\$.20 per Copy
Wireless Internet Service	ACC_PUBLIC, no password	Complimentary
Hardwire Internet Service		\$70.00 per Line

EVENT STAFFING (PER HOUR)

Electrician, AV Technician	Per Staff Person	Third Party Vendor, invoice price
Ticket Taker/Usher	Per Staff Person	\$35.00 per hour
Security	ACC Event Staff Per Staff Person	\$35.00 per Hour (4 Hour Minimum)
	Police/EMT/Fire Per Officer	\$90.00 per Hour (4 Hour Minimum)

Note: ACC Security Event Staff is required for all events that take place on weekends and holidays or after 5pm on weekdays, or any event that includes a bar. The Augusta Civic Center determines the number of Security Staff needed per event. The Augusta Civic Center reserves the right to require Security at any event it deems necessary. All Security charges are the responsibility of the Lessee (client).

(Over)

Custodian \$60.00 per Hour per Staff Person
Note: Custodian charges priced per event if necessary. The Augusta Civic Center reserves the right to charge Custodian fees for excessive cleaning or damages incurred by the Lessee or its agents, volunteers, staff, vendors or event attendees.

AUDITORIUM EVENT SERVICES

Box Office (Minimum Charge \$1000, Maximum Charge \$4000)		4.5% of tickets sold at ACC box office
Credit Card Charges		3% of tickets sold at ACC box office
BMI Fee		.003 of gross ticket sales
Merchandise Sales	House Sells	75%/25% (85%/15% on CDs)
	Tour Sells	80%/20% (90%/10% on CDs)
Venue Fee	Major Event	\$3.00 per attendee added to ticket cost
(Note: A major event is any event with ticket sales through Ticketmaster.)	All Other Auditorium Events	\$.60 per attendee
Coat Room	Self Service	\$300.00 per room
Miscellaneous Staff Services		\$60.00 per hour per person
Refuse Disposal		\$150.00 flat fee

CATERING POLICIES

All food, beverage and snack selections must be received ten (10) days prior to the event. Guaranteed counts must also be received at this time. Final counts are due five (5) days before the event date and may not be lowered after they are given. Any additions or changes made after the final counts are given will be subject to an additional base meal charge of \$3.00 per person. Changes to the counts will NOT be permitted on the event date.

MAINTENANCE POLICIES

All preliminary room setup requirements must be received ten (10) days prior to the event. Final setups must be received five (5) business days before the event date. Any additions or changes made after the final room setup requirements are given are subject to a minimum custodial fee of \$60.00. If the changes require one (1) hour or more, the fee will be \$60.00 per staff person per hour to accommodate the setup changes.

In order for the Augusta Civic Center to appropriately serve your needs, it is necessary for us to enforce the above policies. Product orders and staffing schedules must be completed in a timely manner in order to properly service your event, and we appreciate your cooperation and understanding.

I HAVE REVIEWED THIS RATE SHEET AS PART OF MY LEASE AGREEMENT AND ACKNOWLEDGE ALL FEES.

LESSEE _____

DATE _____

Rates and Policies Effective July 1, 2023