



Audio-Visual & Electrical Equipment List



The prices listed below are the rental rates for each day of use for each unit used. An audio-visual technician is provided for set-up of hotel owned equipment and our technician will ensure that the equipment rented is working to your complete satisfaction. An hourly fee will apply if you wish to have the technician remain in your meeting room throughout your meeting.

- An AV tech is required if there are three or more sources of media, or three or more microphones required.
- Please note that all prices do not include applicable service charges and tax.
- All floor orders are subject to a \$50 service fee.

Video Players / Recorders / Monitors

ITEM	COST
Television / DVD Combo [25"].....	<input type="checkbox"/> \$95.00
Television [25"]	<input type="checkbox"/> \$55.00
Plasma Television/DVD/VCR Combo [50"]	<input type="checkbox"/> \$165.00
Plasma Television [50"]	<input type="checkbox"/> \$115.00
DVD Player	<input type="checkbox"/> \$50.00

Projectors

ITEM	COST
LCD Data Projector [3,000 Lumens]	<input type="checkbox"/> \$195.00
35mm Kodak Slide Projector	<input type="checkbox"/> \$55.00
Overhead Projector	<input type="checkbox"/> \$50.00

Screens

ITEM	COST
8 x 8 Size	<input type="checkbox"/> \$45.00
9 x 12 Size	<input type="checkbox"/> \$95.00
9 x 12 Screen and Dress Kit.....	<input type="checkbox"/> \$165.00

Electrical

ITEM	COST
300 Amp / 40 Double Duplex Receptacles	<input type="checkbox"/> \$150.00
60 Amp / 20 Double Duplex Receptacles	<input type="checkbox"/> \$125.00
60 Amp / 8 Double Duplex Receptacles	<input type="checkbox"/> \$100.00
Power Strips	<input type="checkbox"/> \$15.00
Extension Cords	<input type="checkbox"/> \$10.00
Standard 120 Volt AC	<input type="checkbox"/> \$12.00

Meeting Support

ITEM	COST
Flipchart Easel (with markers and pad).....	<input type="checkbox"/> \$25.00
Additional Flipchart Pads.....	<input type="checkbox"/> \$20.00
Easel Stand	<input type="checkbox"/> \$15.00
Whiteboard (with dry erase markers and erasers).....	<input type="checkbox"/> \$25.00
Audio Visual Table (with power)	<input type="checkbox"/> \$20.00
Audio Visual Rolling Cart (with power)	<input type="checkbox"/> \$20.00
Laser Pointer	<input type="checkbox"/> \$35.00
Overhead Transparencies (each)	<input type="checkbox"/> \$.25
Color Copies	1st page 25¢ / Additional pages 10¢
AV Technician (Hourly Rate).....	7:00am to 10:00pm \$35.00/hr; After Hours \$65.00/hr

Sound Equipment

ITEM	COST
Wireless Lavalier Microphone (lapel microphone).....	<input type="checkbox"/>\$80.00
Wired Handheld Microphone	<input type="checkbox"/>\$25.00
Wireless Handheld Microphone	<input type="checkbox"/>\$80.00
Portable Sound System.....	<input type="checkbox"/>\$145.00
Panel Microphone (Tabletop)	<input type="checkbox"/>\$25.00
Patch fee (for connecting to house sound system).....	<input type="checkbox"/>\$40.00
Audio Mixers: 4-Channel	<input type="checkbox"/>\$25.00
12-Channel.....	<input type="checkbox"/>\$45.00

**Podium available on a complimentary basis. Ask your catering manager for any special request items.*

Telephone Services

ITEM	COST
Telephone Hookup (basic phone and local line)	<input type="checkbox"/>\$65.00
Conference Speakerphone (with local line)	<input type="checkbox"/>\$95.00
Additional Outside Local Lines.....	<input type="checkbox"/>\$15.00
High-Speed Wireless Internet.....	<input type="checkbox"/>\$45.00

**Internet teleconferencing and static IP address available upon request.*

Hook up charges do not include long distance fees.

Exhibit Information

ITEM	COST
Tabletop Exhibit w/Skirting (includes basic electric & extension cord)	<input type="checkbox"/> 6 ft...\$23.00
	<input type="checkbox"/> 8 ft...\$25.00
Tabletop Exhibit w/Skirting (no electric)	<input type="checkbox"/> 6 ft...\$13.00
	<input type="checkbox"/> 8 ft...\$15.00
Exhibit Booths (includes pipe & drape, one skirted/clothed table, 2 chairs, wastebasket and basic electric)	
Sizes: 8 x 10 Booth	<input type="checkbox"/>\$55.00
10 x 10 Booth.....	<input type="checkbox"/>\$65.00
20 x 10 Booth.....	<input type="checkbox"/>\$95.00
	<input type="checkbox"/> No Skirt/No Cloth.....\$45.00
	<input type="checkbox"/> No Skirt/No Cloth.....\$55.00
	<input type="checkbox"/> No Skirt/No Cloth.....\$85.00
20 Foot High Pipe & Drape (includes installation and removal) / Cost Per 10 Foot Panel.....	<input type="checkbox"/>\$150.00
Banner Installation & Removal From Ceiling.....	<input type="checkbox"/>\$50.00
Banner Installation & Removal From Pipe & Drape	<input type="checkbox"/>\$35.00

Speciality Event Items

ITEM	COST
Dance Floor: Small / 15 x 15.....	<input type="checkbox"/>\$95.00
Medium / 21 x 21	<input type="checkbox"/>\$175.00
Large / 27 x 27	<input type="checkbox"/>\$250.00
Staging / Riser (4' W x 8' L / 18' H or 24' H) - Cost Per Section	<input type="checkbox"/>\$20.00
Piano	<input type="checkbox"/>\$75.00

**Lighting Needs Upon Request*

Shipping & Receiving

The Hotel will receive two boxes per event at no charge. There is a \$10.00 charge per box for each additional box received and a \$25.00 charge per pallet. Boxes and pallets can be accepted to more than three working days prior to your meeting. A storage fee of \$5.00 per box and \$10.00 per pallet will be applied to any materials shipped earlier than three days prior to the event. The Holiday Inn University Plaza Hotel and the Sloan Convention Center of the City of Bowling Green are not responsible for any items, including, but not limited to, audio visual equipment left in any meeting rooms.

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Another exceptional hotel by John Q. Hammons Hotels, Inc.