





# Additional Equipment & Services

## SERVICE WITH A SMILE

Emerging Technology Complex staff members are current in the industry trends and best practices and will provide unsurpassed customer service.

Event Planning Services	\$30 / hour
Dedicated Technical Support	\$30 / hour
Dedicated Event Staff	\$30 / hour

## FOOD FOR THOUGHT

We can provide complete food and beverage service through our partnership with preferred caterers. We can offer a variety of options based on

Appetizers	\$8 + / person
Breakfast - Buffet	\$14 + / person
Breakfast - Continental	\$8 + / person
Coffee Service - Large	\$ 35 / pot
Coffee Service - Small	\$20 / pot
Continuous Beverage Service	\$6 half day / \$8 full day (per person)
Dinner Service	\$20 + / person
Iced Tea Service	\$25 / 3 gallons \$45 / 6 gallons
Lunch - Boxed	\$14 / person
Lunch - Buffet	\$18 + / person
Refreshments - Light	\$3.50 / person
Refreshments - Full	\$4.50 / person
Refreshments - Specialty	\$8 / person
Sodas and Bottled Water	\$1.50 / unit
Water Service	\$15 / 2.2 gallons \$30 / 6 gallons
Bar Service	Ask for details

## ADDITIONAL SERVICES

Don't see something? ASK - We'll be glad to help!

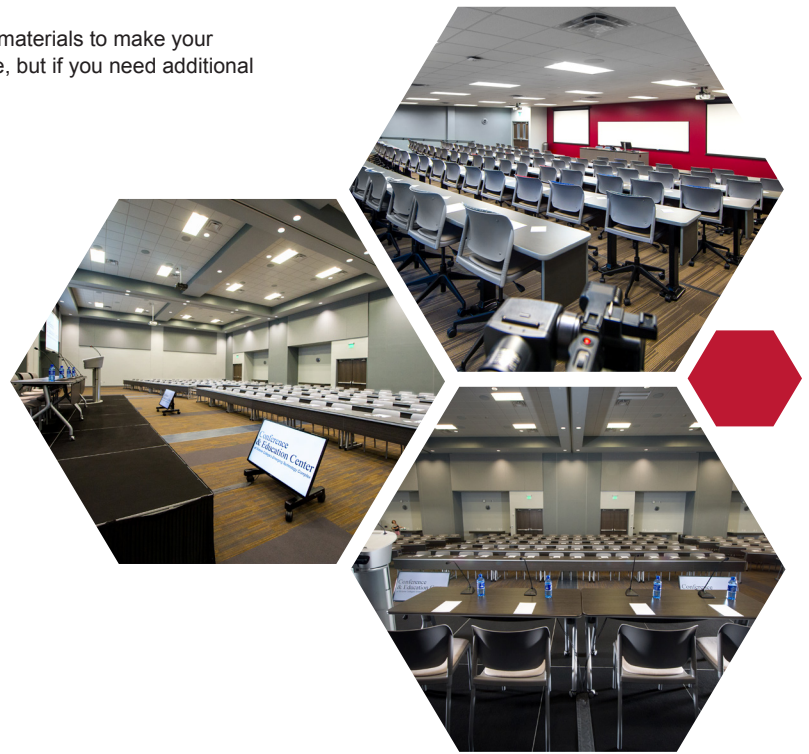
Bar with cooler	\$100
Centerpieces	\$10+
Digital Signage - Advertising & Event Promotion	Ask for details
Dance Floor	\$600+
Easel	\$5
Event Order / Configuration Change	\$100
Flags	Complimentary
Lectern (Executive)	\$20 (\$40)
Materials Storage	\$10 / day
Media Services	Ask for details
Mobile Whiteboard / Flip chart / Markers	\$15
Linen Napkins	\$17.50 / 25
Notepads & Pens	\$2
Customized Participant Name Tags	\$2 / clip-on \$3 / lanyards
Pipe & Drape (8'x8' or 10'x10') - includes booth signage	\$50 / booth \$45 / backdrop
Specialty Lighting	\$250+
Stage Section (4' x 4') - includes black skirting and black backdrop	\$35 / section
Stage Stairs	\$15
Staging Package (includes 8' x 8' stage, black skirting, one set of stairs, a confidence monitor, lectern and microphone, black backdrop)	\$250
Stanchions	\$10 / set
Table Linens	\$6+ / table
Table Tents	\$2
Tent	Ask for details
Transportation Service	Ask for details



## CONNECT & COLLABORATE

The Emerging Technology Complex has the latest in technology and meeting materials to make your time here productive. Much of the technology is standard in the meeting space, but if you need additional equipment, we are here to assist you.

Assistive Listening Device (limited supplies)	Complimentary
Audio Mixer (required for more than 2 mics)	\$100 / setup \$60 / hour operation after first hour
Cable Connections (MAC & PC)	Complimentary
Clicker Remotes	Complimentary
Collaboration Station (monitor and connections for 4 devices)	\$100
Conference Phone	\$25
Confidence Monitor	\$75
Laptop	\$50 / day
Microphone - Panel / Podium, Wireless Hand held or Lapel	\$25 / unit
mp3 Audio Recording with tripod	\$100 / setup \$60 / hour operation after first hour
Music - Mp3, USB/CD Player	\$25 / unit
VHS Player	\$25
Video Camera with tripod	\$100 / setup \$60 / hour operation after first hour
Video Conference	\$400 / setup \$100 / hour operation after 2 hours
Web Cam	\$10 / unit
WiFi Network (dedicated password)	\$50
Wireless Mouse & Keyboard	Complimentary



## ENHANCE YOUR MEETING

Talk with us about how to enhance your next business meeting or retreat. We can facilitate a variety of activities:

- Ice Breakers
- Team Building Exercises
- Break Activities



Emerging  
Technology  
Complex

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