

Biennial Mission Summit Proposal
Hartford, Connecticut
BGM EC Item 5h (i) a

March 06, 2017

Ms. Marcucci,

RE: 2019 and 2021 American Baptist Churches Biennial Mission Summit

Thank you for considering Hartford and the Connecticut Convention Center for the 2019 and 2021 American Baptist Churches Biennial Mission Summit. We currently have the following dates available and on hold: June 26-30, 2019 and June 16-20, 2021.

Understanding that flexibility and customization is key to your event, the Connecticut Convention is known for its ability to shape the event space into exactly the setting you are looking for. With the majority of your attendance coming from within the state, our direct access from two (2) major interstates will make it easy for everyone to get here with ease. Not only do we pride ourselves on our customer service, but also our commitment to you and your attendees!

The Connecticut Convention Center is the Northeast's newest, most ideal location for events that demand a dramatic setting. Situated on the edge of the beautiful Connecticut River in the heart of downtown Hartford's exciting riverfront district, Adriaen's Landing; the Connecticut Convention Center is the largest meeting destination between New York and Boston. With unparalleled highway and airport access, we provide a streamlined and memorable experience to groups of all sizes. An award-winning event planning team, in-house catering and spectacular function space combine to create an atmosphere conducive to your success.

Here is a summary of the bid we have prepared for you on the following pages:

June 26-30, 2019

CTCC Rental:	\$121,130.00
Waived rental with a \$100,000.00 minimum food and beverage spend:	-\$ 20,000.00
Discount for anticipated guestroom usage:	-\$ 30,450.00
State subsidy based on 80% room pick-up:	-\$ 15,000.00
Estimated Rebate on 2,784 room nights:	-\$ 55,680.00
Final rental at the CTCC:	\$0.00 with a \$100,00.00 food & beverage minimum*

June 16-20, 2021

CTCC Rental:	\$124,130.00
Waived rental with a \$115,000.00 minimum food and beverage spend:	-\$ 23,000.00
Discount for anticipated guestroom usage:	-\$ 30,450.00
State Subsidy based on 80% room pick-up:	-\$ 15,000.00
Estimated Rebate on 2,784 room nights:	-\$ 55,680.00
Final rental at the CTCC:	\$0.00 with a \$115,000.00 food & beverage minimum*

*exclusive of 22% service fee and 6.35% sales tax

Our staff is waiting to work their magic to help you enjoy a productive and pleasant experience. Few meeting facilities boast the variety of services offered by the Connecticut Convention Center. We invite you to take advantage of our knowledge and expertise.

I appreciate your consideration and look forward to welcoming your group to Hartford, Connecticut. I will follow up with you next week to answer any questions you may have regarding the proposal.

Please take a moment to review the links above for a comprehensive overview of our offerings.

Sincerely,

Dori Kornowski Laack



Dori Kornowski Laack CGMP
National Sales Manager
Connecticut Convention Center
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Email: dlaack@ctconventions.com

PROPOSAL PREPARED FOR: 2019 AMERICAN BAPTIST CHURCHES BIENNIAL MISSION SUMMIT

Event Agenda

Time	Name	Room	Type	Guests	Setup
Wed 06/26/2019					
8:00 AM - 11:59 PM	Exhibits Move In	Exhibit Hall B	Setup	275	Booths
8:00 AM - 11:59 PM	General Session Setup	Exhibit Hall A	Setup	2500	Theater
8:00 AM - 11:59 PM	Registration Setup	Exhibit Hall AB Prefunction	Setup	0	Tables
Thu 06/27/2019					
8:00 AM - 5:00 PM	General Session	Exhibit Hall A	General Session	2500	Theater
8:00 AM - 5:00 PM	Exhibits	Exhibit Hall B	Exhibits	275	Booths
8:00 AM - 5:00 PM	Registration	Exhibit Hall AB Prefunction	Registration	0	Tables
8:00 AM - 5:00 PM	Office	Show Manager Suite A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Show Manager Suite B	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom B	Office	0	Existing
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 13	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 23	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Prayer Wall	Cityside Foyer	Other	0	TBD
8:00 AM - 5:00 PM	Breakout	Meeting Room 21	Breakout	50	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 22	Breakout	50	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 24	Breakout	50	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 25	Breakout	50	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 26	Breakout	50	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 27	Breakout	50	Rounds of 10
Fri 06/28/2019					
8:00 AM - 5:00 PM	General Session	Exhibit Hall A	General Session	2500	Theater
8:00 AM - 5:00 PM	Exhibits	Exhibit Hall B	Exhibits	275	Booths
8:00 AM - 5:00 PM	Registration	Exhibit Hall AB Prefunction	Registration	0	Tables
8:00 AM - 5:00 PM	Office	Show Manager Suite A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Show Manager Suite B	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom B	Office	0	Existing
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 13	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 23	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Prayer Wall	Cityside Foyer	Other	0	TBD
8:00 AM - 5:00 PM	Breakout	Ballroom A	Breakout	250	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Ballroom C	Breakout	250	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 11	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 12	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 14	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 15	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 16	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 17	Breakout	110	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 21	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 22	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 24	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 25	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 26	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 27	Breakout	110	Rounds of 10
12:00 PM - 1:30 PM	Lunch	Ballroom B	Lunch	700	Rounds of 10
Sat 06/29/2019					
8:00 AM - 5:00 PM	General Session	Exhibit Hall A	General Session	2500	Theater
8:00 AM - 5:00 PM	Exhibits	Exhibit Hall B	Exhibits	275	Booths

8:00 AM - 5:00 PM	Registration	Exhibit Hall AB Prefunction	Registration	0	Tables
8:00 AM - 5:00 PM	Office	Show Manager Suite A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Show Manager Suite B	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom B	Office	0	Existing
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 13	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 23	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Prayer Wall	Cityside Foyer	Other	0	TBD
8:00 AM - 5:00 PM	Breakout	Meeting Room 11	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 12	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 14	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 15	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 16	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 17	Breakout	110	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 21	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 22	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 24	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 25	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 26	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 27	Breakout	110	Rounds of 10
12:00 PM - 1:30 PM	Lunch	Ballroom B	Lunch	700	Rounds of 10

Sun 06/30/2019

8:00 AM - 5:00 PM	General Session	Exhibit Hall A	General Session	2500	Theater
8:00 AM - 5:00 PM	Exhibits	Exhibit Hall B	Exhibits	275	Booths
8:00 AM - 5:00 PM	Registration	Exhibit Hall AB Prefunction	Registration	0	Tables
8:00 AM - 5:00 PM	Office	Show Manager Suite A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Show Manager Suite B	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom A	Office	0	Existing
8:00 AM - 5:00 PM	Office	Boardroom B	Office	0	Existing
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 13	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Child Care Room	Meeting Room 23	Other	0	Floor Plan to be Submitted
8:00 AM - 5:00 PM	Prayer Wall	Cityside Foyer	Other	0	TBD
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8:00 AM - 5:00 PM	Breakout	Meeting Room 21	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 22	Breakout	80	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 24	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 25	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 26	Breakout	100	Rounds of 10
8:00 AM - 5:00 PM	Breakout	Meeting Room 27	Breakout	110	Rounds of 10
12:00 PM - 1:30 PM	Lunch	Ballroom B	Lunch	700	Rounds of 10
5:00 PM - 11:59 PM	Move Out	Exhibit Hall B	Move-Out	0	Existing
5:00 PM - 11:59 PM	Move Out	Exhibit Hall A	Move-Out	0	Existing

Rental Charges for 2019:

The combined total rental for your use of the Connecticut Convention Center will be \$121,130.00. Due to your estimated food and beverage requirements, we have waived \$20,000.00 in rental provided a minimum of \$100,000.00 in food and beverage charges (exclusive of taxes and service charges) is met during your event. If the minimum is not met Licensee will be charged the Food & Beverage shortfall and the difference will be subject to sales tax.

Based on your overall room requirements we have given a discount of \$30,450.00 off your rental.

We have also submitted a state subsidy request of \$15,00.00 from the State of Connecticut to further offset your rental costs. This subsidy is based on 80% of your guestrooms consumed. Pending approval of the state subsidy and the actualization of 2,227 room nights, **your rental will be \$66,680.00 with a \$100,000.00 food and beverage minimum (exclusive of taxes and service charges).**

In addition, we have requested a \$20.00 per room rebate from our hotel partners totaling \$55,680.00 (\$20.00 x 2,784 room nights). Should this rebate be used towards rental at the Center, **your final minimum rental will be \$0.00 with a \$100,000.00 food & beverage minimum (exclusive of taxes and service charges).**

Rental Charges for 2021:

The combined total rental for your use of the Connecticut Convention Center will be \$124,130.00. Due to your estimated food and beverage requirements, we have waived \$23,000.00 in rental provided a minimum of \$115,000.00 in food and beverage charges (exclusive of taxes and service charges) is met during your event. If the minimum is not met Licensee will be charged the Food & Beverage shortfall and the difference will be subject to sales tax.

Based on your overall room requirements we have given a discount of \$30,450.00 off your rental.

We have also submitted a state subsidy request of \$15,00.00 from the State of Connecticut to further offset your rental costs. This subsidy is based on 80% of your guestrooms consumed. Pending approval of the state subsidy and the actualization of 2,227 room nights, **your rental will be \$55,680.00 with a \$115,000.00 food and beverage minimum (exclusive of taxes and service charges).**

In addition, we have requested a \$20.00 per room rebate from our hotel partners totaling \$55,680.00 (\$20.00 x 2,784 room nights). Should this rebate be used towards rental at the Center, **your final minimum rental will be \$0.00 with a \$115,000.00 food & beverage minimum (exclusive of taxes and service charges).**

Please note that dates and space will be held for thirty days from date of proposal.

Services Included with Rental

The Connecticut Convention Center offers many benefits and features which you will find convenient and helpful during your event.

- Each event is assigned an Event Manager who will see to every detail of planning your event
- Registration Space
- 110 volt/15 amp electrical service from wall receptacles permanently located inside room (not to be used for exhibits)
- One standard room set (theater, classroom, conference, hollow-square, banquet, u-shape); also includes (1) 6' skirted table with (2) chairs and (1) podium.
- One room refresh per day (straighten seating, empty trash cans, light sweeping, clear trash from tables)
- House lighting, heating or air conditioning during show hours (maintenance levels during move in/out)

Food and Beverage

The Connecticut Convention Center is pleased to offer its full-service, in-house catering department for your food and beverage needs. The Center's Catering Department is the exclusive provider of all food and beverage services within the Center. All catered functions require a 50% deposit based on the estimated number of people attending. This deposit is required 30 days prior to your event with the remaining balance will be collected (3) days prior to the first day of the event. In order for us to provide you with the highest quality service, we require a final guarantee no less than three (3) business days prior to your function. If your expected number of guests exceeds 750, your guarantee will be required (5) business days prior to your event.

Your event will be billed based on this final guarantee or actual number served, whichever is greater. Consumption and final charges are to be paid at the conclusion of the event. All catered functions will have a 22% service charge and a 6.35% sales tax added to the total bill.

Exhibit Space

The Connecticut Convention Center recommends hiring a General Service Contractor for all events on the exhibit hall level. Thirty (30) days prior to the first move-in date, the organization shall submit to the Center, a list of service contractors and companies which will be providing services to the show and its exhibitors. At your request, your Event Manager can provide you with a list of all approved general service contractors.

Estimate of Operational Costs

An Estimate of Operational Costs is \$14,827.32. This cost is not a pricing guarantee, and may be adjusted for changes in labor rates, changes in the requirements to operate an event safely and successfully, and/or to accommodate changes in your event. Your Event Manager will work closely with you to ensure that your costs reflect your needs. Payment of all estimated Operational Costs are due thirty (30) days prior to the start of your event.

Parking

The Connecticut Convention Center has an attached covered parking garage for your guest's convenience. There are two options regarding parking here at the Convention Center:

1. Parking Vouchers

If you would like to cover the cost of parking, we can coordinate with the parking garage management company (LAZ Parking) to provide vouchers, which will be billed to you. Please note, you will only be billed for the vouchers used. All unused vouchers need to be returned to ensure you are not charged for any that are not used.

2. Discount Coupons

If you would like guests to pay for their own parking, then we would provide discount coupons.

The daily rates for both options are as follows:

Up to 5 Hours: \$7.00 per vehicle

5-10 Hours: \$11.00 per vehicle

Over 10 Hours: \$13.00 per vehicle

Insurance

The Connecticut Convention Center requires all groups to provide a Certificate of Insurance for their event. Coverage must coincide with the term and shall be the primary coverage to all other insurance. Such insurance shall cover any damage or injury to any and all persons attending or property connected with the Event when such persons or property are located in the Center. The Certificate of Insurance is required to be turned into the Center no later than ninety (90) days prior to the first day of the event.

Audio/Visual (A/V)

Demers AV is the Center's preferred in-house audio visual provider. You may provide an outside audio visual company however be aware that they are not permitted to patch into the in-house sound system. Please contact your Event Manager to coordinate a meeting with the on-site AV services coordinator to discuss your event requirements.

For a more detailed description of all of the above Rules and Regulations, please download a copy of our Event Planning Guide available online at www.ctconventions.com.

FACT SHEET

MEETINGS & EVENTS

- 140,000 Sq. Ft. of Exhibit Space
- 40,000 Sq. Ft. Ballroom
- 25,000 Sq. Ft. of Meeting Space
- 20,000 Sq. Ft. of Pre-Function Space
- 2 Executive Boardrooms
- 14 Meeting Rooms
- Exterior Concourse for Outdoor Functions
- Events from 10-10,000 Guests
- Social Events & Weddings
- Full Service In-House Catering
- Professional Event Management
- 20 Loading Docks with 2 Drive-In Bays

TECHNOLOGY

- Wi-Fi Throughout the Center
- Rigging for All Lighting, Sound Equipment & Banner Hanging
- Outdoor Marquee/Website
- On-Site Audiovisual
- Business & Convention Services

CATERING & SERVICES (EXCLUSIVE)

- Catering (Including Alcoholic Beverages & Vending Machine Operations)
- Event Staffing (Security, Housekeeping, Fire Marshal, Police Officer & Nurse)
- Rigging Services for all Lighting, Sound Equipment & Banner Hanging
- Utilities & Telecommunications
- Outdoor Marquee/Website
- Ticket/Box Office Services (Ticket Takers & Sellers)
- Connecticut Convention & Sports Bureau





OPERATIONAL COST ESTIMATE

Group/Event Name:	American Baptist Churches USA Biennial	Produced By:	Jaime T. Gonzalez
Event Dates:	June 26 - 30, 2019	Date Produced:	March 6, 2017

Day	Date	Space	Activity	Start Time	End Time	Total Hrs
	06/26/19	Exhibit Hall B	Exhibit Setup	8am	11:59pm	
	06/26/19	Exhibit Hall A	General Session Setup	8am	11:59pm	
	06/27/19	Exhibit Hall B	Exhibitor	8am	5pm	
		Exhibit Hall A	General Session	8am	5pm	
		Meeting Room 13, 21-27	Breakouts	8am	5pm	
		Cirruside Foyer	Prayer Wall	8am	5pm	
	06/28/19	Exhibit Hall A	General Session	8am	5pm	
		Meeting Room 11-17, 21-27	Breakouts	8am	5pm	
		Cirruside Foyer	Prayer Wall	8am	5pm	
		Ballroom A & C	Breakouts	8am	5pm	
		Ballroom B	Lunch	12pm	1:30pm	
	6/29/2019	Exhibit Hall A	General Session	8am	5pm	
		Meeting Room 11-17, 21-27	Breakouts	8am	5pm	
		Cirruside Foyer	Prayer Wall	8am	5pm	
		Ballroom A & C	Breakouts	8am	5pm	
		Ballroom B	Lunch	12pm	1:30pm	
	06/30/19	Exhibit Hall A	General Session	8am	5pm	
		Meeting Room 11-17, 21-27	Breakouts	8am	5pm	
		Cirruside Foyer	Prayer Wall	8am	5pm	
		Ballroom A & C	Breakouts	8am	5pm	
		Ballroom B	Lunch	12pm	1:30pm	
		Exhibit Hall B	Move Out	5pm	11:59pm	
		Exhibit Hall A	Move Out	5pm	11:59pm	

Expected Attendance:	2500 ppl per day	Total MI/MO Hrs:	21.00
		Total Event Hrs:	66.00

Event Staff	Cost	Quantity	Hours	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Coat Check Attendant	\$ 15.00			\$ -	N/A	\$ -	\$ -
Building Engineer	\$ 70.00			\$ -	N/A	\$ -	\$ -
Setup (General Session Set/Strike - Rm Hall A)	\$ 27.00	10	18	\$ 4,860.00	N/A	\$ 308.61	\$ 5,168.61
Environmental Services	\$ 27.00	3	36	\$ 2,916.00	N/A	\$ 185.17	\$ 3,101.17
Logistics/Loading Dock	\$ 27.00	2	23	\$ 1,242.00	N/A	\$ 78.87	\$ 1,320.87
Security	\$ 27.00			\$ -	N/A	\$ -	\$ -
Event Staff	\$ 27.00	2	26	\$ 1,044.00	N/A	\$ 123.44	\$ 2,067.44
Fire Marshal	\$ 90.00			\$ -	N/A	\$ -	\$ -
Medical - Nurse	\$ 55.00	1	26	\$ 1,980.00	N/A	\$ 125.73	\$ 2,105.73
Police - 8 hour min.	\$ 91.25			\$ -	N/A	\$ -	\$ -
Police - OT	\$ 137.00			\$ -	N/A	\$ -	\$ -
Traffic Police - 4 hour min.	\$ 137.00			\$ -	N/A	\$ -	\$ -

Culinary Staff	Cost	Quantity	Hours	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Chef Attendant	\$ 110.00		N/A	\$ -	N/A	\$ -	\$ -
Bartender	\$ 75.00		N/A	\$ -	N/A	\$ -	\$ -
Servers	\$ 27.00		N/A	\$ -	N/A	\$ -	\$ -

Inventory	Cost	Quantity	Hours	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Tables (draped/skirted)	\$ 55.00		N/A	\$ -	N/A	\$ -	\$ -
Chairs	\$ 3.00		N/A	\$ -	N/A	\$ -	\$ -
Exhels	\$ 10.00		N/A	\$ -	N/A	\$ -	\$ -
Stage (6'x6' panel)	\$ 25.00		N/A	\$ -	N/A	\$ -	\$ -
Stage (4'x6' panel)	\$ 35.00		N/A	\$ -	N/A	\$ -	\$ -
Stanchions	\$ 15.00		N/A	\$ -	N/A	\$ -	\$ -
Water Cooler	\$ 150.00		N/A	\$ -	N/A	\$ -	\$ -
Water Cooler - refills	\$ 25.00		N/A	\$ -	N/A	\$ -	\$ -

Services	Cost	Quantity	Days	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Electric - 5 amp	\$ 80.00			\$ -	N/A	\$ -	\$ -
Electric - 10 amp	\$ 90.00			\$ -	N/A	\$ -	\$ -
Electric - 20 amp	\$ 125.00			\$ -	N/A	\$ -	\$ -
Electric - Special	\$ -			\$ -	N/A	\$ -	\$ -
Parking	\$ 13.00			\$ -	N/A	\$ -	\$ -
Dumpster Pull	\$ 550.00			\$ -	N/A	\$ -	\$ -
Water (Fill/Drain)	\$ 250.00			\$ -	N/A	\$ -	\$ -

Telecommunications	Cost	Quantity	Days	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Internet (Wireless)	\$ -			\$ -	N/A	\$ -	\$ -
Internet (Wired)	\$ -			\$ -	N/A	\$ -	\$ -
Telephone	\$ -			\$ -	N/A	\$ -	\$ -
IT Technician	\$ -			\$ -	N/A	\$ -	\$ -

Communications Support	Cost	Quantity	Hours	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Event Promotion - Premium Webcam Lending	\$ 75.00		N/A	\$ -	N/A	\$ -	\$ -
Public Relations - Press Release Creation	\$ 50.00		N/A	\$ -	N/A	\$ -	\$ -

Miscellaneous	Cost	Quantity	Days	Subtotal	22% Svc Chg	6.35% Sales Tax	Total
Pre-Show Vacuuming	\$ 0.05			\$ -	N/A	\$ -	\$ -
Aisle Carpet Vacuuming	\$ 0.05			\$ -	N/A	\$ -	\$ -
Final Hall Clean Up (for Exhibit Hall)	\$ 1,000.00	1	N/A	\$ 1,000.00	N/A	\$ 63.50	\$ 1,063.50

*RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Subtotal	\$ 13,942.00
Service Charge	\$ -
Tax	\$ 885.32
Total Estimated Charges	\$ 14,827.32

Client Signature: _____

Date: _____

