



CASPER EVENTS CENTER
Exhibit "A" – Reimbursable Costs
Conventions and Trade Shows
Revision Date: July 2013

The rental fee for use of the Events Center arena and second floor meeting rooms includes set-up and tear down and maintenance of basic meeting requirements. Unusual or excessive set-up or clean-up may require additional charges to lessee. All reimbursable expenses will be charged to the show promoter, (not individual exhibitors). Lessee agrees to pay all expenses incurred by the Events Center even if the Lessee cancels the event.

EQUIPMENT

Staging (4'x8')	\$10.00 per section per show
Electrical Service Charges.....	\$235.00 per day
9'x12' Projection Screen	\$50.00 per show
Multi-Media LCD Projector.....	\$75.00 per day
Sound System (arena)	\$150.00 per show, plus operator
Microphone - Wireless	\$50.00 per day
Theater Equipment Package	\$450.00, includes drapery hanging
Baldwin Grand Piano	\$100.00 per show, plus tuning
Table Skirting	\$5.00 each, per show
Table Cloths	\$5.00 each, per show
Tables.....	\$10.00 each, per show
Padded Folding Chairs	\$2.00 each, per show
Big Screen (20' x 20').....	\$200.00 per show, includes standard installation
Television	\$25.00 per show
VCR or DVD.....	\$20.00 per show
Sofa; Love Seat; Chair and Ottoman.....	\$35.00 per unit
Coffee Table.....	\$10.00 per unit
End Table and Lamp	\$20.00 per pair
Floor Lamp.....	\$15.00 per unit
Trees	\$15.00 per unit
Flip Charts with markers	\$10.00 each
White Board with markers.....	\$5.00 each
Extra Booth Power Charge - any power consumption	See Exhibitor Services Fee Schedule over 110 volts, 5 amps per booth (20 amp max.)
Forklift Service (includes operator).....	\$50.00 per hour, 1 hour min. or \$250 per 8 hr/day
30' Genie Lift	\$50 for 4 hours; \$100 per 8 hr/day
Oxygen and Masks	\$30.00
Xerox Copies – 8 ½ x 11	\$.10 each Black & White, \$.25 each Color
Xerox Copies – All Other Sizes	\$.25 each Black & White, \$.50 each Color
Show/Exhibitor Passes	20¢ per pass
Phone/Fax Line - Restricted credit card/collect.....	\$50.00 installation fee, as available
Phone/Fax Line - Unrestricted Line	\$175.00 installation fee, as available
Wireless Internet Access	\$35.00/device - must order 3 business days before event;
.....	\$50.00/device if ordered after 3 business day deadline
Wireless Internet Access	\$200 flat fee - must order 3 business days before event
10' x 10' Trade Show Booth/Space	\$35.00 per booth/per show
Vehicle/Trailer Electrical Hookups	\$25.00 per day, per unit

Each booth/space includes exhibit pipe and drape, 1-8' table and 2 chairs.

Additional booth equipment will be made available to vendors through the Events Center's Exhibitor Services Department

EQUIPMENT AVAILABLE AT NO CHARGE

Podiums (4)
Easels (18)
Carts and Dollies
Table Lecterns (3)
United States and Wyoming Flags (1 each)
Music Stands (20)
Meeting Room Screen, 6'x6' (3), 5'x5' (1)

() indicates the number available

PUBLIC SERVICE PERSONNEL

Event Supervisor.....	\$25.00 per hour
Security Worker	\$13.50 per hour
Security Chief.....	\$21.00 per hour
Stagehand.....	\$20.00 per hour
Stagehand Supervisor	\$26.00 per hour
Rigger.....	\$28.00 per hour
Electrician.....	\$29.00 per hour
AV Technician	\$24.00 per hour
Houseman.....	\$22.00 per hour
Usher.....	\$12.00 per hour
Head Usher	\$16.00 per hour
Ticket Seller Supervisor	\$18.00 per hour
Ticket Seller	\$13.00 per hour
Police.....	\$60.00 per hour
First Aid	\$19.00 per hour
First Aid Supervisor.....	\$25.00 per hour
Maintenance Worker.....	\$17.00 per hour
Maintenance Supervisor	\$22.00 per hour
Piano Tuner.....	Prevailing Rate
Runner with Vehicle	\$125/up to 8 hrs; \$170.00/8-12 hrs; \$200/over 12 hrs.
.....	Plus \$50 Fuel Charge

NOTE: All hourly labor rates will be calculated at 1-1/2 times on any official City holiday. Stagehands receive a minimum of 4 hours pay and 1-1/2 times the hourly rate over 8 hours.

OUTSIDE GROUNDS RENTAL

There will be a 15¢ per square foot rental fee for any outside exhibitor space, plus equipment charges.

SALES TAX AND FACILITY SERVICE FEE

There will be a \$2.00 per ticket issued parking fee. The parking fee applies to all Arena events. If the Events Center does not sell tickets, there will be a \$1.00 charge per turnstile per day, \$385.00 minimum. This cost shall be levied as an additional charge above and beyond rent.

Sales Tax of 5% will be charged against ticket sales and other product sales. Complimentary tickets are taxable at the face value of the ticket pursuant to Wyoming Department of Revenue W.S. 39-15-103(a)(i)(H) regulations.

BOX OFFICE

Whenever the Events Center's Box Office sells tickets, it is agreed that all sales proceeds shall be deposited in a Casper bank by the Casper Events Center until settlement.

Lessee shall be charged for any postage for tickets and/or posters for non Box Office locations.

Box Office fee is four percent (4%) of all tickets distributed. A minimum fee of \$250.00, plus 5¢ per ticket printed, will be charged if the Casper Events Center produces and sells tickets for the event.

A merchant discount fee of four percent (4%) will be charged for all credit card purchases as an expense to lessee.

COPYRIGHT LICENSE FEES

Promoters must have own License Agreement with ASCAP, BMI, and SESAC and are responsible for all fee payments. Please contact the Casper Events Center Box Office with any questions or concerns.

ADVERTISING PLACEMENT

The Casper Events Center can place all advertising using contract rates for a fee of fifteen percent (15%) of the net advertising budget and a marketing services fee. An additional deposit equal to the cash amount of the advertising placed on your behalf is required. There is a charge of \$150.00 for poster distribution (100 posters) unless a marketing services package is agreed upon (which includes poster distribution)

GROUP SALES

As an extra service, the Casper Events Center can provide group sales solicitation for a fee of ten percent (10%) of the gross group ticket sales, plus postage and printing costs incurred.

SIGNATURE, LESSEE