Flat Rate Changeover Explanation

Flat Rate Meeting Room Changeover: The labor to changeover a meeting room from a "standard set" to a "standard set" (see attached Standard Set Policy) is a flat rate of $250* **per meeting room** (regardless of the size of an individual room). A Meeting Room is classified *individually* as the: 100's; 200's; 300's; 400's; 500's; 600's; 700's; Mile High 1a,b,c,d,e,f; Mile High 2a,b,c; Mile High 3a,b,c; and Mile High 4a,b,c,d,e,f.

*Additional labor *may* apply when "quick turns" are scheduled and determined by Operations.

Standard Set Policy: In accordance with the License Agreement, Addendum 1 language, a standard set is outlined in the attached Standard Set Policy. A standard set will now *also* include: hollow square, U-shape, and conference sets. As long as the room changeover is a standard set, comprehensive of the equipment for an initial room set, the EM will *not* need to apply any other labor to provision setting equipment.

Examples:

To changeover meeting room 102 from a standard theater set to a hollow square is $250.

To changeover meeting room 102 from a standard theater set to a standard classroom set is $250.

To changeover 102-104 as a combination theater set to 102 and 104 set individually as a classroom set is $250+$250=$500.

To changeover 102 from a standard theater set to a classroom set that has an 8'x18'x16" riser plus a total of 4 mics (2 at each head table), the EM would charge a flat rate changeover of $250 plus labor to provision the following equipment that is not included in our standard set policy: 1 extra riser ($30), 1 extra head table ($20), and 2 mics ($100).

To changeover 102-104 from a standard theater set to a 102-104 display/exhibits set is $250+$250=$500 for two room changeovers PLUS the cost of provisioning labor for each table at $20 per table.

On site, if a client needs to strike the back half of a classroom set and add theater seating, the EM would solicit the Building Services Supervisor for an estimate of the labor to accommodate this labor request.

Flat Rate Ballroom Changeover:

Mile High Ballroom: The labor to changeover the *entire* Mile High Ballroom from a standard set to a standard set is a flat rate of **$3,000. Proportionate to a full section changeover, the cost would be reduced proportionately. A full section Mile High Ballroom is classified as: Mile High 1; Mile High 2; Mile High 3; and Mile High 4.

Cost Breakdown:
To changeover Mile High 1 from a standard set to a standard set is $750;
To changeover Mile High 12 from a standard set to a standard set is $1500;
To changeover Mile High 23 from a standard set to a standard set is $1500;
To changeover Mile High 34 from a standard set to a standard set is $1500;
To changeover Mile High 4 from a standard set to a standard set is $750;
To changeover Mile High 123 from a standard set to a standard set is $2,250;
To changeover Mile High 234 from a standard set to a standard set is $2,250.

**Additional labor *may* apply when "quick turns" are scheduled and determined by Operations.

Four Seasons Ballroom: The labor to changeover the *entire* Four Seasons Ballroom from a standard set to a standard set is a flat rate of ***$2,100. Proportionate to a full section changeover, the cost would be reduced proportionately. A full section Four Seasons Ballroom is classified as: Four Seasons Ballroom 1, Four Seasons Ballroom 2-3, and Four Seasons Ballroom 4.

Cost Breakdown:
To changeover Four Seasons 1 from a standard set to a standard set is $525;
To changeover Four Seasons 12 from a standard set to a standard set is $1050;
To changeover Four Seasons 23 from a standard set to a standard set is $1050;
To changeover Four Seasons 34 from a standard set to a standard set is $1050;
To changeover Four Seasons 4 from a standard set to a standard set is $525;
To changeover Four Seasons 123 from a standard set to a standard set is $1575;
To changeover Four Seasons 234 from a standard set to a standard set is $1575.

***Additional labor *may* apply when "quick turns" are scheduled and determined by Operations.

Standard Set Policy
Contractual Initial Room Set Policy*

A. <u>One-Time Initial Meeting Room Standard Set Includes:</u>

- **Table Provision:** Three with black skirting. (Note: Classroom tables are not skirted.) Tables for hollowsquare, u-shape, and conference set.
- **Chair Provision:** Within the limits of inventory for theater, classroom, banquet, hollowsquare, u-shape, and conference sets.
- **Riser Provision:** Two sections per meeting room and/or combo room.
- **Lectern Provision:** One.
- **Microphone Provision:** Two (does not include wireless mics).
- **Housekeeping:** Daily housekeeping and refresh.

B. <u>One-Time Initial Ballroom Standard Set Includes:</u>

- **Table Provision:** Three with black skirting. (Note: Classroom tables are not skirted.) Tables for hollowsquare, u-shape, and conference set.
- **Chair Provision:** Within the limits of inventory for theater, classroom, banquet, hollowsquare, u-shape, and conference sets.
- **Staging/Riser Provision:** Eight sections per ballroom used as a full, one-half, two-thirds, three-fourths or also divided as follows: Mile High 12, Mile High 23, Mile High 34, Four Seasons 1, Four Seasons 23, and Four Seasons 4.
- **Lectern Provision:** One.
- **Microphone Provision:** Three (does not include wireless mics).
- **Housekeeping:** Daily housekeeping and refresh.

C. <u>Exhibit Hall Set:</u>

- Refer to Addendum #1 to the License Agreement for contractual information on the allocation of equipment at the exhibit hall level.

D. <u>One-Time Initial Theatre Standard Set Includes (Does not apply to a Theatre Stand-Alone Agreement):</u>

- **Table Provision:** Three with black skirting. (Note: Classroom tables are not skirted).
- **Lectern Provision:** One.
- **Microphone Provision:** Three (does not include wireless mics).
- **Sound:** Use of house sound system (does not include line array system).
- **Light:** General wash of light.
- **Rooms:** Access to the Green Room, three Star Dressing Rooms and five Multi-Purpose Rooms.
- **Housekeeping:** Daily housekeeping and refresh.

***Ask your Event Manager for a current copy of the Equipment Inventory List and Tenant Services Labor Rates. All equipment available only within the limits of inventory.**