



## 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**  
**Contractual Initial Room Set Policy**  
**(\*Within the Limits of Inventory)**

**Note: Provisioning and/or labor will be assessed if any of this equipment is added on-site to an initial set.**

**A. One-Time Initial Meeting Room Standard Set Includes:**

- ❖ **Table Provision:** Three with black skirting. (Note: Classroom tables are not skirted.) Tables for banquet, 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. (Note: Combining rooms is considered ONE meeting room.)
- ❖ **Lectern Provision:** One.
- ❖ **Microphone Provision:** Two (does not include wireless mics).
- ❖ **Housekeeping:** Daily housekeeping and refresh.

**B. One-Time Initial Ballroom Standard Set Includes:**

- ❖ **Table Provision:** Three with black skirting. (Note: Classroom tables are not skirted.) Tables for banquet, 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.



**Standard Set  
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**C. Exhibit Hall Set:**

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

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

- ❖ **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.**