



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. (Classroom tables are not skirted.) Tables available for banquet, hollow square, u-shape, and conference set.
- **Chair Provision:** Within inventory limits for theater, classroom, banquet, hollow square, u-shape, and conference sets.
- **Riser Provision:** Two sections per meeting room and/or combo room. (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. (Classroom tables are not skirted.) Tables available for banquet, hollow square, u-shape, and conference set.
- **Chair Provision:** Within inventory limits for theater, classroom, banquet, hollow square, u-shape, and conference sets.
- **Staging/Riser Provision:** Eight sections per ballroom used in full or divided as follows:
 - Mile High 12, Mile High 23, Mile High 34
 - Four Seasons 1, Four Seasons 23, Four Seasons 4
- **Lectern Provision:** One.
- **Microphone Provision:** Three (does not include wireless mics).
- **Housekeeping:** Daily housekeeping and refresh.

C. Exhibit Hall Set:

Refer to Addendum #1 to the License Agreement for contractual information on equipment allocation 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. (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.**

