



## 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 \$275\* **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; Blue Bird 1a,b,c, Blue Bird 2a,b,c,d,e,f,g,h, Blue Bird 3a,b,c,d,e,f,g,h, 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 \$275.

To changeover meeting room 102 from a standard theater set to a standard classroom set is \$275.

To changeover 102-104 as a combination theater set to 102 and 104 set individually as a classroom set is  $\$275 + \$275 = \$550$ .

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 \$275 plus labor to provision the following equipment that is not included in our standard set policy: 1 extra riser (\$40), 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  $\$275 + \$275 = \$550$  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:**

**Blue Bird Ballroom:** The labor to changeover the *entire* Blue Bird Ballroom from a standard set to a standard set is a flat rate of \*\*\$5,100. Proportionate to a full section changeover, the cost would be reduced proportionately. A full section of Blue Bird Ballroom is classified as: Blue Bird 1; Blue Bird 2; and Blue Bird 3.

### **Cost Breakdown:**

To changeover Blue Bird 1 from a standard set to a standard set is \$1700;  
To changeover Blue Bird 12 from a standard set to a standard set is \$3400;  
To changeover Blue Bird 23 from a standard set to a standard set is \$3400;  
To changeover Blue Bird 3 from a standard set to a standard set is \$1700.

\*\*Additional labor *may* apply when “quick turns” are scheduled and determined by Operations.

**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 \$2250;  
To changeover Mile High 234 from a standard set to a standard set is \$2250.

\*\*\*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.