



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.

