



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## Equipment and Services List

This is a sample listing of products and services available. Please contact your Event Coordinator for more information. All equipment and services are subject to availability.

**Standard Room Rental:** *Includes the following items at no charge. Please note that these items must be requested through your Event Coordinator:* Tables and chairs for one room set-up, lectern with microphone or standing corded microphone, one easel, one dry erase board, specified size riser (16" or 24" high) with skirting, head table with skirting, water service for head table, and one daily cleaning.

**Audiovisual Services/Equipment:** *Monona Terrace is the exclusive provider of audiovisual equipment and services. All prices include initial setup and testing of equipment. Any additional services or equipment requested will be charged at the prevailing rates. Tax will be added.*

**Lecture Hall:** An A/V technician is required when the Lecture Hall is used for presentations with projection equipment or multiple microphones. There is a technician fee with a three-hour minimum.

**Rooftop:** Due to the unique nature of outdoor events, special audiovisual equipment is required when using Olin Terrace or the William T. Evjue Rooftop Garden.

**Early/Late Building Access:** Regular daily business hours for Monona Terrace Community and Convention Center are 6:30 am - midnight. Please contact your Event Coordinator to arrange extended event hours.

### Telephones

Analogue Telephone Line with single-line phone

(Use with credit card swipe & modem)

Digital Multi-line speaker phone

Teleconferencing Unit

*Polycom* Videoconferencing Unit (web)

### High-Speed Internet Access and Computers

*Internet access provided through redundant DS3's with a combined bandwidth of 145 Mbps. Please contact your Event Coordinator if you require Internet 2 access or for pricing information on usage in excess of 3 Mbps*

**Presentation Server:** Provides client the ability to load all speaker presentations in advance; accessible from any room

LAN/Port Internet Connection

Requires Ethernet card

Wireless Internet Connection

- Individual Basic: speed up to 28 Kbs

Suitable for checking e-mail without attachments.

- Individual Premium: speed up to 768 Kbs

- Group: Minimum 10 users (Daily Rate)

**Internet Kiosk:** Includes up to 6 workstations with hub, black & white printer, and Internet connection

## Audiovisual Equipment

Overhead Projector on 26" Cart

35 mm Slide Projector with Remote on 42" Cart

Video Projector – Eiki 2,000 lumens

All projectors include a 5' x 7' screen at no charge

Video Projector – Eiki 3,500 lumens

Video Projector – Eiki 5,000 lumens

Video Projector – Eiki 6,500 lumens

Video Projector – Eiki XT5 15,000 lumens (Available in Lecture Hall Only - Includes 3 hours technician time)

Camera with Operator

2 Cameras with Operators (3-hour minimum)

**Video Pro Package:** two 6,500-lumen projectors, two 10.5' x 14' screens, camera with operator for 3 hours, *Folsom* switcher and technician

**Video Deluxe Package:** two 5,000-lumen projectors, two 10.5' x 14' screens, camera with operator for 3 hours, video switcher and technician

Folsom Video Switcher

Laser Pointer alone or with Wireless Mouse

24-Port Network Switch/hub

Screen - 4' x 4'

Screen - 5' x 7'

Screen - 6' x 8'

Screen – 9' x 12'

Screen – 10' x 10'

Screen - 10.5' x 14'

Dress Kit for 10' & 10.5' screens

32" LCD TV on 52" cart

32" LCD TV with VCR or DVD on 52" cart

VCR

A/V Cart

42" Plasma Screen on Stand

42" Plasma Screen with VCR or DVD

60" Plasma Screen on Stand

60" Plasma Screen with VCR or DVD

PC workstation - includes monitor & keyboard

Laptop PC

17" Flat Panel Computer Monitor

20" Flat Panel Computer Monitor

CD or DVD Player

CD/DVD Recorder

Blank CDs or DVDs

*ClearCom* Headset Package (up to 6 stations)

Auxiliary Speaker

Cassette Player

Standard Hand-held or Tabletop Microphone

Wireless Hand-held Microphone

Wireless Lavalier Microphone

4-Channel Mixer

6-Channel Mixer

16-Channel Mixer

24-Channel Professional Sound System - Includes sound board operator

Press Box

Hearing Assistance System

### **Tables (*Without Skirts*)**

6' x 18"  
8' x 18"  
8' x 30"  
66" Round  
72" Round  
48" Round  
2' x 4'  
42" Tall cocktail table with 30" diameter top

### **Skirted Tables**

Clip-on skirt and linen  
Clip-on Skirt only  
Linen only

### **Chairs**

Barrel Chair  
Upholstered Banquet Chair  
Plastic Rooftop Chair

### **Convention Pipe and Drape**

3' High – Burgundy  
8' High – Burgundy  
                  Black or White (limited quantities available)  
16' High – Black

### **Special Use Equipment**

Poster Board - 91" x 44.75" (Legs are 34" high) 48 available – may also be mounted vertically  
Lectern (Special Needs)  
Lectern (Standing)  
Lectern (Table top)  
Coat Rack  
Rope & Stanchion with 6' Rope  
Dance Floor 12' x 12'  
Dance Floor 18' x 18'  
Dance Floor 21' x 21'  
Dance Floor 24' x 24'  
Dance Floor 30' x 30'  
5'7" Yamaha Baby Grand Piano (includes tuning)  
Piano Lift Fee (to riser or stage)  
Electric Piano  
Forklift (1 hour minimum)  
Platform Scissors Lift (1 hour minimum)  
Lighting Fixture (includes hanging & focus)  
Stock Gobos  
Custom Gobo – simple design, single color

### **Stage Equipment**

Risers (24" or 16") includes stairs, ramp, skirts  
Stage (3' – 4" high) includes stairs, ramp, skirts  
Rooftop Outdoor Stage (3' – 4' high) includes stairs, ramp, skirts  
3-Tier Choral Risers (up to 4 sections)  
ADA Ramp

### **Misc. Equipment and Services**

Speaker Timer  
High-speed Laser Printer (includes 1 ream paper)  
    Black & White  
    Color  
Fax - Local  
Fax - International  
Fax - Long Distance  
Copies  
Copies/Printing – Black & White Laser  
Copies/Printing – Color Laser  
Note Pad (5"x 8")  
Pens  
Note Pad with Pen and Mint  
Transparencies  
Easel Tripod  
Flip Chart with 3M Post-It® Paper & Markers  
Additional Markers  
Additional Paper  
Dry Erase Board with markers  
20-amp Electrical Circuit

### **Labor Rates**

**(3 hour minimum / Holiday rates available)**

**Overtime**

Maintenance/AV Tech  
General Labor  
Guest Services  
Security  
Overnight Security  
Stagehand (4 hour minimum)  
Off-duty Police Officer  
Overnight Security (4 hour minimum)

### **Private Business Center**

*Includes:*

3 Computer Terminals with high-speed internet access & Microsoft Office software  
    High-speed color laser printer & one ream paper  
    Telephone: Free local calls, long distance charges billed after event  
    High-speed copier  
    Fax machine: Long distance charges billed after event

### **Security**

All security services must be arranged through Monona Terrace.  
Please contact your Event Coordinator for more information.

### **Merchandising/Novelties**

A commission plus sales tax will be paid to Monona Terrace for any merchandise being sold by our guests, not including those items that are sold from an exhibit booth as part of a trade/consumer show.  
A commission plus sales tax will be paid to Monona Terrace for any merchandise being sold by Monona Terrace staff on behalf of our guests.

### **Parking**

Reserved parking is available for your event. Please contact your Event Coordinator for information.