



Audio Visual, Equipment, Services & Labor

AV & EQUIPMENT RENTAL RATES SHEET

EVENT MARKETING, IT SERVICES & LABOR RATES SHEET

Attachment A- Event Marketing Order

Attachment B- IT Services Agreement



MCCCC AUDIO VISUAL & EQUIPMENT RENTAL RATES

AV prices subject to a 10% installation fee. Exempt for MS Sales Tax. All charges must be invoiced by MCCCC

AUDIO VISUAL		Miscellaneous:	
Computer Equipment:		Portable Ticket Booth	\$40.00 each per day
XGA Computer Projector (3000-4000 Lumens)	\$275.00 per day	A/V Cart, Extension Cord/ Powerstrip	\$15.00 each
XGA Computer Projector (Extra Bright)	\$475.00 per day	Laser Pointer	\$20.00 each
50" Plasma Screen w/ Pole Stand	\$400.00 per day	Flip Chart w/ Pad & Pen	\$30.00 each
42" Plasma Screen w/ Pole Stand	\$325.00 per day	35 mm Slide, Kodak (zoom lens, tray, 25' extension & spare lamp)	\$50.00 each
20" Computer Monitor- Flat Panel	\$80.00 per day	Overhead Projector (for acetate sheets)	\$50.00 each
Laptop Computer w/ PowerPoint	\$120.00 per day	Grand Piano ***	\$250.00 per day
Wireless Computer mouse	\$20.00 per day	Piano (upright or grand/outside rental)	Market
Seamless Computer/Video Switcher	\$300.00 per day	Piano Tuning	Market
DA Cable	\$100.00	Clip Light	\$15.00 each
DI Cable	\$100.00	LCD Package (8' screen front, projector & cart)	\$250.00 each
Video Equipment:		Easels	\$10.00 each
6' Video Projector, DVD Player, Screen & Mixer	\$300.00 per day	White Board w/ Markers	\$20.00 each
10' Video Projector, DVD Player, Screen & Mixer	\$450.00 per day	ELECTRICAL EQUIPMENT	
32" LCD Monitor	\$100.00 per day	30 amp Outdoor Electric RV Hookups	\$75.00 per night
37" LCD Monitor	\$150.00 per day	20 amp 120 Volt 1 Phase Disconnect +++	\$80.00 per show
Elmo Document Presenter	\$200.00 per day	30 amp 208 Volt 3 Phase Disconnect +++	\$125.00 per show
1/2" VHS Player/Recorder	\$50.00 per day	60 amp 208 Volt 3 Phase Disconnect +++	\$200.00 per show
Video Taping Meeting on Request	Market	100 amp 208 Volt 3 Phase Disconnect +++	\$450.00 per show
IMAG Video Package	\$50.00 per day	200 amp 208 Volt 3 Phase Disconnect +++	\$650.00 per show
Projection Screens:		110 Hookup (inside vendors/exhibitors)	\$60.00 each
Tripod 6'x 6'	\$50.00 each	110 Hookup (registration & meeting rooms)	\$60.00 per day
Tripod 8'x 8'	\$70.00 each	Duplex Plug-in	\$20.00 each per show
Fastfold 6'x 8' (Front)	\$90.00 each	MECHANICAL EQUIPMENT	
Fastfold 6'x 8' (Rear)	\$100.00 each	Forklift (certification required)	\$250.00 per day
Fastfold 7 1/2'x 10' ; 10'x 10' (Front)	\$100.00 each	Forklift (outside rental) (certification required)	Market
Fastfold 7 1/2'x 10' ; 10'x 10' (Rear)	\$120.00 each	19' Sissor Lift (certification required)	\$150.00 per day
Fastfold 9'x 12' ; 12'x 12' (Front)	\$130.00 each	40' Sissor Lift (certification required)	\$250.00 per day
Fastfold 10 1/2' x 14' (Front)	\$150.00 each	Golf Cart (4 seats)	\$75.00 per day
Fastfold 10 1/2' x 14' (Rear)	\$160.00 each	Golf Cart (6 seats)	\$100.00 per day
Fastfold 12'x 16' (Front)	\$200.00 each	FACILITY EQUIPMENT	
Fastfold 12'x 16' (Rear)	\$250.00 each	Pipe & Drape and Curtains:	
Screen Draping Kit	\$90.00 each	16' Black Velour Pipe & Drape *	\$8.00 per foot
Sound & Lighting:		16' Black Polyester Pipe & Drape *	\$6.00 per foot
Professional PA System	\$200.00 each	8' Green Polyester Pipe & Drape*	\$3.00 per foot
Small PA System	\$120.00 each	3' Green Polyester Pipe & Drape*	\$2.50 per foot
Microphone (for podiums) **	\$50.00	16' Curtains	\$6.00 per foot
Wireless Lavalier Microphone **	\$100.00	8' Curtains	\$3.00 per foot
Wireless Hand-held Microphone **	\$100.00	3' Curtains	\$2.50 per foot
Mixer/Sound Board # 4 Channel **	\$50.00	Tables, Chairs & Linens:	
Mixer/Sound Board # Multi-Channel **	\$100.00	Tables (Non- Exhibit set-up)	included in rental
CD Player w/ Music	\$40.00	Chairs (Non- Exhibit set-up)	included in rental
Light Board *	\$100.00	Linens	ARAMARK
Headsets (first 6)	\$125.00	8' Table (for Exhibit Booth)	\$6.00 each per day
Additional Headset	\$25.00 each	Chair (for Exhibit Booth)	\$1.50 each per day
Radio	Complimentary	Lectern/ Podium:	
Additional Radios	\$20.00 each per show	Standing Podium **	\$50.00 each
Light Trees	\$100.00 each	Table Top Podium **	\$25.00 each
Follow Spotlights	\$125.00 first day	Staging & Flooring:	
Follow Spotlights (each additional day)	\$75.00	Staging & Stairs 12'x 24' (9 pieces complimentary)	included in rental
Super Trouper Spotlight	\$165.00 first day	Additional Staging 4'x 8' Sections (labor included)	\$30.00 per section
Super Trouper Spotlight (each additional day)	\$100.00	Off Site Staging 4'x 8' Sections (labor included)	\$65.00 per section
Simple Stage Wash	No Charge	Portable Dance Floor (installed)	\$.50 per sq. ft.
Special Effects Lighting	Market	BUSINESS SERVICES	
LED Floor Lights	\$25.00 per light	Fax (pricing: 1st pages/additional pages)	\$2.00/\$1.00
		Copies	\$.20 per copy
		Typing Service (pricing: 1st hour/additional hour)	\$25.00/\$18.00

* Price good for 3 days

** After 2 days full price, subsequent days at 1/2 price

*** Not available for all meeting rooms. Moving fee may apply.

+++ Outdoor festival vendors

MCCCC EVENT MARKETING, IT SERVICES & LABOR RATES

A convenience fee of 3% (\$3.00 minimum) will be charged on all credit card payments

EVENT MARKETING		IT SERVICES	
Hwy. 90 Digital Marquee:			ADVANCE RATE
Rates apply to marquee messages in addition to complimentary day of show message included with rental. Client must provide camera-ready art. Dimensions: 304 pixels x 160 pixels JPG or AVI			STANDARD RATE
Weekly	\$125.00 per week	Shared Internet Services:	
Monthly	\$350.00 per mo.	PLATINUM Internet Service	
Convention Digital Board:		PLATINUM PLAN: DEDICATED WIRED ROUTERS ALLOWED, SHARED CONNECTION SPEEDS OF 10 MBPS & UP. Includes 2 Static Public IP Addresses REQUIRED FOR: Web Casting, HD Streaming, Routers (wired or wireless)	
Rates apply to digital messages in addition to complimentary day of show message included with rental. Client must provide camera ready art. Dimensions: 640 pixels x 360 pixels JPG or AVI		GOLD Internet Service	
Weekly	\$125.00 per week	GOLD PLAN: NO WIRED OR WIRELESS ROUTERS, NO WIRED OR WIRELESS ROUTERS, SHARED CONNECTION SPEEDS UP TO 3 MBPS. Includes 1 Static Public IP Addresses	
Monthly	\$350.00 per mo.	RECOMMENDED FOR: Wired Cyber Café, Social Media Feeds, MM Downloads	
Homepage Website Banner:		SILVER Internet Service	
Includes featured banner onmscoastcoliseum.com and detailed webpage on both mscostcoliseum.com and mscoastconventioncenter.com. Client must provide text for web pages and camera ready art: Homepage banner dimensions: 730x415 JPG Event page image dimensions: 330x330 JPG		SILVER PLAN: NO WIRED OR WIRELESS ROUTERS, SHARED CONNECTION SPEEDS UP TO 1.54 MBPS. Supports 1 device only. RECOMMENDED FOR: Email, Surfing the Internet	
Two (2) Weeks	\$125.00	Additional Devices for Platinum Plan	\$150.00
Four (4) Weeks	\$200.00	Additional Public IP Address (all plans)	\$200.00
Additional Weeks	\$50.00 per week	Dedicated Internet Services- Routers Supported:	
E-Blast:		Dedicated 1.5 Mbps	
Includes an e-blast to announce the on-sale, pre-sale or discount code for an event. Client must provide URL links to ticketing site. Client must provide camera ready art Dimensions: 570 pixels x 500 pixels JPG		Dedicated 3 Mbps	
First (1st) Sent Message	\$250.00	Dedicated 10 Mbps	
Supporting Message	\$75.00 each	Dedicated 20 Public Static IP Address	
Graphic Design:		Internet Equipment & Labor:	
Rates apply to design in addition to complimentary day of show message included with rental		Switch Rental - up to 8 ports	
Design Fee	\$25.00 per hour	Switch Rental - up to 24 ports	
Social Media Promotion:		Patch Cable (up to 50') - Cat5e	
Boost your event on our social media pages with targeting delivery.		Labor/ Floor Work	
MCCCC Social Media Promotion	25% S.M. Budget	Voice Services:	
**Event Marketing Orders must be Completed (attachment A)		Single Line	
LABOR		Wireless Internet Connection:	
All rates are "per person/ per hour" & require a 4 hour minimum per person Event staff may be subject to overtime & holiday pay rates.		Secured WiFi Connection - 3 Mb	
Security:		Unsecured Wireless Connection	
Uniformed Security Guard (unarmed)	\$25.00	Distance fee of \$500 Internet/ \$100 Telephone for each line ran outside venue	
Uniformed Security Guard (armed)	\$35.00	**IT Service Orders must be Completed (attachment B)	
Parking Lot Security	\$23.00	I.A.T.S.E. LOCAL 674 LABOR	
T-Shirt Security	\$23.00	All rates are "per person/ per hour" & require a 4 hour minimum per person Event staff may be subject to overtime & holiday pay rates.	
Overnight Security	\$25.00	Camera Operator	
Security Supervisor (3-10 guards require (1) supervisor)	\$25.00	Deck hand	
Equipment Operator:		Electrician	
Golf Cart Operator	\$25.00	Fly System Ground Safety	
Switchboard Operator	\$18.00	Fly System Operator	
Miscellaneous:		Flying Rigger	
First Aid (EMT)	\$25.00	Follow Spot Operator	
Fire Marshall (Arena)	\$25.00	Forklift Operator	
Casual Labor	\$18.00	Helper 1	
Ticket Takers/ Sellers/ Ushers	\$18.00	Helper 2	
Box Office Supervisor (required for ticket sellers/ takers)	\$25.00	Journey Man Stage Hand	
Exhibit Hall Cleaning Service	\$25.00	Light Board Operator	
Banner Hanging- Inside Banner	\$15.00 per banner	Rigger- Ground (minimum of 1 down)	
Banner Hanging- Outside Banner	\$100.00 per banner	Rigger- Up (minimum of 2 up)	
PARKING		Steward (required minimum of 10)	
Consumer Shows (added to ticket price)	\$2.00 per person	Technical Director	
All Other Events	\$5.00 per car	Technicians- Sound & Light	
		Truck Loader	
		Truss Spot	
		Video Switcher	
		Wardrobe	



ATTACHMENT A

EVENT MARKETING ORDER

SEND COMPLETE ORDERS TO:

MS COAST COLISEUM ATTN: KENDRA SIMPSON
 2350 BEACH BOULEVARD | BILOXI, MS, 39531
 P: (228) 594-3700 F: (228) 594-3812 E: KSIMPSON@MSCOASTCOLISEUM.COM
 WWW.MSCOASTCONVENTIONCENTER.COM | WWW.MSCOASTCOLISEUM.COM

EVENT NAME:	EVENT ID:
MARKETING REPRESENTATIVE:	SHOW DATE: TO
EMAIL ADDRESS:	PHONE:
ADDITIONAL MARKETING CHARGES WILL BE ADDED TO MASTER ACCOUNT FOR SETTLEMENT.	

SELECT MARKETING PACKAGE

HWY 90 DIGITAL MARQUEE	BEGIN DATE: _____ END DATE: _____ Rates apply to marquee messages in addition to complimentary day of show message included with rental. Client must provide camera-ready art. 304 pixels x 160 pixels JPG or AVI. <input type="checkbox"/> \$100 per week <input type="checkbox"/> \$350 per month \$
CONVENTIO N DIGITAL BOARD	BEGIN DATE: _____ END DATE: _____ Rates apply to digital messages in addition to complimentary day of show message included with rental. Client must provide camera ready art. 640 pixels x 360 pixels JPG or AVI. <input type="checkbox"/> \$100 per week <input type="checkbox"/> \$350 per month \$
HOME PAGE WEBSITE BANNER	BEGIN DATE: _____ END DATE: _____ Includes featured banner on www.mscoastcoliseum.com and detailed webpage on both www.mscoastcoliseum.com www.mscoastconventioncenter.com. Client must provide wording for web pages and camera ready art in the following dimensions: Homepage banner: 730 pixels x 415 pixels JPG Event page image: 330 pixels x 330 pixels JPG <input type="checkbox"/> \$125 2 Weeks <input type="checkbox"/> \$200 4 Weeks + \$50 each additional week + \$50 each addition week \$
E-BLAST	<input type="checkbox"/> 1st Message \$250 SEND DATE: _____ <input type="checkbox"/> Supporting Message \$75 SEND DATE: _____ Includes an e-blast to announce the on-sale, pre-sale or discount code for an event. Camera-ready art should measure 540 pixels x 500 pixels JPG. Client must provide URL links to ticketing site. \$
GRAPHIC DESIGN FEE	BEGIN DATE/TIME: _____ END DATE/TIME: _____ Rates apply to design in addition to complimentary day of show message included with rental. \$25 per hour \$
SOCIAL MEDIA	BEGIN DATE/TIME: _____ END DATE/TIME: _____ Boost your event on our social media pages with targeted delivery. 25% of social media promotion budget \$
TOTAL ADDITIONAL MARKETING \$ _____	



ATTACHMENT B

SEND COMPLETE ORDERS ALONG WITH PAYMENT & FLOOR PLAN TO:

MS COAST COLISEUM ATTN: IT SERVICES
 2350 BEACH BOULEVARD | BILOXI, MS, 39531
 P: (228) 594-3700 F: (228) 594-3812 E: AJONES@MSCOASTCOLISEUM.COM
 WWW.MSCOASTCONVENTIONCENTER.COM | WWW.MSCOASTCOLISEUM.COM

IT SERVICES AGREEMENT

EXHIBITOR NAME:		BOOTH #:	
SHOW:		SHOW DATE: TO / / /	
BILLING COMPANY NAME:		BILLING COMPANY CONTACT:	
BILLING COMPANY ADDRESS:			
CITY:		STATE:	ZIP:
PHONE: () -	CELL: () -	E-MAIL:	
CREDIT CARD NUMBER: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER		EXPIRATION DATE:	CVV: BILLING ZIP CODE:
NAME AS IT APPEARS ON CREDIT CARD:		CARD HOLDER SIGNATURE:	

I authorize Mississippi Coast Coliseum and Convention Center to charge the credit card listed above. A convenience fee of 3% (\$3 minimum) will be charged on all credit card payments. The fee will be in addition to the payment amount. Card-holder agrees that MS Coast Coliseum & Convention Center will bill the subscriber's credit card. This payment authorization is for the goods/services described above and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form. In expectation of utilizing the technology infrastructure at the Mississippi Coast Coliseum & Convention Center I have read and agree to Appendix A.

*****ORDERS RECEIVED 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN RECEIVE ADVANCE RATE*****

PLATINUM PLAN
DEDICATED WIRED ROUTERS ALLOWED
 SHARED CONNECTION SPEEDS OF 10 MBPS & UP
Includes 2 Static Public IP Addresses
REQUIRED FOR:
 ✓ Web Casting
 ✓ HD Streaming
 ✓ Routers (wired or wireless)

GOLD PLAN
NO WIRED OR WIRELESS ROUTERS
 SHARED CONNECTION SPEEDS UP TO 3 MBPS
Includes 1 Static Public IP Addresses
RECOMMENDED FOR:
 ✓ Wired Cyber Café
 ✓ Social Media Feeds
 ✓ Multi-Media Downloads

SILVER PLAN
NO WIRED OR WIRELESS ROUTERS
 SHARED CONNECTION SPEEDS UP TO 1.54 MBPS
Supports 1 device only
RECOMMENDED FOR:
 ✓ Email
 ✓ Surfing the Internet

	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
Shared Internet Services				
1. Platinum Internet Service (See description)		\$995	\$1,274	
2. Additional Devices for Platinum Service		\$150	\$222	
3. Additional Public IP Address (All Plans)		\$200	\$400	
4. Gold Internet Service with 1 Static IP		\$595	\$795	
5. Silver Internet Service		\$395	\$574	
Dedicated Internet Services – Routers Supported				
1. Dedicated 1.5 Mbps		\$1495	\$2244	
2. Dedicated 3 Mbps		\$1895	\$2244	
3. Dedicated 10Mbps		\$2450	\$3450	
4. Dedicated 20 Public Static IP Address		\$995	\$1,433	
Internet Equipment & Labor				
1. Switch Rental – up to 8 ports		\$100	\$150	
2. Switch Rental – up to 24 ports		\$185	\$270	
3. Patch Cable (up to 50') – Cat5e		\$50	\$74	
4. Labor / Floor Work – Fee Per Hour		\$125	\$125	
Voice services				
Single line		\$350	\$375	
Wireless Internet Connection				
Secured WiFi connection - 3Mb				
Unsecured wireless connection Per day, per devices		\$20	\$20	
Distance Fee of \$500 Internet / \$100 Telephone for each line ran outside the venue				

SUBTOTAL
TOTAL



COMPANY NAME: _____
 BOOTH #: _____
 SHOW: _____

APPENDIX A - NETWORK SECURITY POLICY

The Mississippi Coast Coliseum Commission (MCCC) requires that all devices directly or indirectly accessing MCCC's network(s) have the latest virus scan software, operating systems security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely affects MCCC's network and/or has the potential to cause service interruptions to Customer(s) can, at the sole discretion of MCCC and with or without prior notice, lead to disconnection of the Customer's equipment from the network(s). The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

MCCC has implemented filtering policies on all Internet routers. These filters may block inbound and outbound traffic for certain ports. In the event these ports are required, please contact convention staff for availability with specificity of what TCP and UDP ports are requested.

Each Customer's business is important to MCCC and with advanced and timely notification of a Customer's needs, we are confident that we can provide network services that perform as expected for all clients.

- **Please inform all show and site personnel about the importance of MCCC's Network Security compliance issues**
- **Services are activated after the MCCC is in receipt of this signed declaration of compliance with our network security requirements (Appendix A)**

OPERATING SYSTEM: _____

TOTAL # OF DEVICES CONNECTING TO MCCC NETWORK: _____

ANTI VIRUS SOFTWARE: _____

SECURITY UPDATES LAST PERFORMED ON: _____

RENTED DEVICES? _____

RENTAL COMPANY NAME: _____

RENTAL COMPANY CONTACT: _____

CONTACT NUMBER: _____

With execution of this document, the Customer hereby attests that Customer provided equipment, which will be connected to MCCC's network, has been properly protected, contains anti-virus software, and has the latest patches and security updates installed. The customer(s) also accepts responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact the MCCC network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Mississippi Coast Coliseum & Convention to provide requested service(s) and is subject to change without notice.

 PRINTED NAME

 TITLE

 SIGNATURE

 DATE



COMPANY NAME: _____
 BOOTH #: _____
 SHOW: _____

APPENDIX B - FLOOR PLAN

MCCC PROVIDES ALL VOICE AND DATA COMMUNICATIONS CABLING WITHIN BOOTHS

Prior to the show move in day, please submit a floor plan of your booth(s). If you do not have a floor plan, please use the grid below.

X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at High Pointe's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For MCCC to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for MCCC to accurately install your services.

Size = Booth dimensions (example 10x10) **Scale** = 1 Box is equal to _____ feet