

ANCILLARY CHARGES



ROOM KEYS <i>(All rooms except Grand River Ballroom)</i>	
Keys/Cards (4) per room	\$25.00 per room
Additional Keys/Cards	\$10.00 each
Non-returned keys (FEE)	\$10.00 Each

RISERS/STAGING/BLEACHER SEATING <i>(Including equipment delivery, one set up and removal)</i>	
Risers per 4'x8' section Exhibit Hall (16" or 24" height)	\$60 per riser
Risers per 4'x8' section in meeting rooms (additional quantites)	\$60 per riser
Staging per 4'x8' section (32" 36", 48" height)	\$60 per riser
Elevated Seating (each 15'x30' section with 70 Chairs)	\$500 per section
STANDARD QUANTITY OF RISERS PER MEETING ROOM: <ul style="list-style-type: none"> Under 1,500 sq. ft. - none included 1,501 to 7,600 sq. ft. - 6 risers 7,601 to 21,600 sq. ft. - 12 risers 	A standard quantity of risers is included with all meeting room rentals in rooms over 1,500 sq. ft. See below for those standard quantities. Risers over the standard quantity will be charged at the rate of \$60.00 per 4' x 8' section, per event.

OTHER EQUIPMENT	
Chairs (non-padded) in Exhibit Halls/Concourse	\$6 per event
Chrome Chairs in Exhibit Halls/Concourse	\$12 per event
8' long table, round tables in Exhibit Halls/Concourse (not for exhibits)	\$18 per event
Lectern in Exhibit Halls/Concourse	\$75 per event
Wired Mircophone	\$35 per day
VOIP Phone Line	\$300
DANCE FLOOR - No charge for up to 28' x 28' dance floor when used for banquet events in carpeted rooms. When used in exhibit halls or for non-banquet events or if additional dance floor sections are needed (based on availability), they will be charged at the rate of \$10.00 per section. If dance floor must be rented by Owner from an outside source, the charge will be that rental cost plus \$5.00 per section	

ROOM CHANGE OVER	
NO fee will be charged for changeovers in meeting rooms or the Grand River Ballroom to accommodate fully catered meal functions. (To qualify minimum catering guarantee must be half the listed capacity of the room). Reset charges will apply for rooms resetting back to meeting set up. (Check with the event manager for restrictions and minimum time required for set up change).	
Exhibit Halls (ABCD)	\$3,000 per wall
Hall E (per section) - 3 total	\$1,000
Grand Riverview Ballroom A or B (per section)	\$1,500
Grand Riverview Ballroom A and B (combined)	\$3,000
Meeting Rooms	
Up to 999 sq. ft.	\$100
1,000 to 2,499 sq. ft.	\$200
2,500 to 4,999 sq. ft.	\$400
5,000 to 8,000 sq. ft.	\$600

PARTITION WALLS Raised and lowered for move in/move out at no charge (Adjusted once for move in/move out for no charge)	
Lift Wall (exhibit wall) one or more panels	\$300.00 per move
Partition Wall-Halls B and C	\$400.00 per move
Partition Wall-Hall A (west end)	\$400.00 per move
Hall A (whole wall)	\$800.00 per move
Partition wall (meeting rooms)	\$60.00 per move