

ANCILLARY PRICE LIST

INCLUDED IN THE ROOM SET-UP		
<ul style="list-style-type: none"> One room set-up style per single day's rental period (rounds, theatre, classroom, boardroom, u-shape, hollow square) One-floor plan for each set-up for more than 50 people (if required) Water station – quantity of stations based on the number of guests Note pads, pens and water set on head table set-ups upon request; additional charges apply for other set-up requests Monitor listing of the Event throughout the Calgary TELUS Convention Centre Four - 16"/24" - 6' x 8' staging units (does not include carpeted stage) One 15-amp electrical circuit One Podium (microphone is at an additional charge) 		
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Dance Floor, Portable	\$2.75/sq. ft.	Unavailable
Risers, 16" or 24" high	\$65.00	\$100.00
Risers, 32"/40"/48" high with handrails	\$80.00	\$120.00
Reinforced Risers, 24"/ 32"/40"/48" high with handrails *Please discuss requirements with Event Manager	\$150.00	\$190.00
Display Table, 6' or 8' skirted – Up to 20	\$45.00	\$65.00
Coat Rack, Portable	\$60.00	\$80.00
Concert Barrier	\$50.00	\$65.00
Stanchion (10" set/2 posts) – Limited quantities available	\$30.00	\$50.00
Rolling Room Dividers (Folding) – Limited quantities available	\$50.00	\$75.00
Water set on classroom and round tables, boardroom, U-shape, Hollow Square (includes noon refresh only – charges apply for additional water refresh)	\$4.50 per person/day	\$4.50 per person/day
Portable Magnetic Whiteboard 3'x4' (includes markers and eraser)	\$40.00	\$50.00
Portable Magnetic Whiteboard 4'x6' (includes markers and eraser)	\$50.00	\$60.00
Notepad and Pen	\$3.50 per person/day	\$5.00
Portable Sinks	\$200.00	\$250.00
Mid-Day Room Set-Up Change (less than 4 hours setup window) *CTCC will assess whether the timeline provided is feasible	50% of room rental	Unavailable
Mid-Day Room Set-Up Change (more than 4 hours setup window) *CTCC will assess whether the timeline provided is feasible	25 % of room rental	Unavailable
Notes: <ul style="list-style-type: none"> Changing the seating style within the rental period, will incur labour charges. All risers are 6' x 8' panels and have limited quantities. 		

COAT CHECK		
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Attendee Paid Coat Check - Attendees pay a charge per coat. Accepted forms of payment are debit and credit. The client pays labour charges should labour costs not be recovered by sales. The number of coat check attendants required is determined by CTCC. Coat Check Attendant Labour (Minimum 3 hours)	\$3.00/coat	Unavailable
Host Coat Check - Attendees do not pay. The client pays labour charges. The number of coat check attendants required is determined by CTCC. Coat Check Attendant Labour (Minimum 3 hours)	\$45.00/hour	Unavailable
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
15 Amp Single Phase - 120 Volt	\$105.00	\$130.00
15 Amp Single Phase - 208 Volt	\$120.00	\$150.00
20 Amp Single Phase - 120 Volt	\$170.00	\$205.00
20 Amp Single-Phase - 208 Volt	\$315.00	\$400.00
20 Amp Three-Phase - 208 Volt	\$500.00	\$650.00
30 Amp Single Phase - 120 Volt	\$350.00	\$475.00
30 Amp Single Phase - 208 Volt	\$565.00	\$685.00
30 Amp Three-Phase - 208 Volt	\$500.00	\$625.00
50 Amp Single Phase - 208 Volt (Stove Plug)	\$685.00	\$815.00
50 Amp Three-Phase - 208 Volt	\$720.00	\$850.00
60 Amp Three-Phase - 208 Volt	\$875.00	\$1,050.00
100 Amp Three-Phase - 208 Volt - Feeder cables not included	\$1,125.00	\$1,500.00
200 Amp Three-Phase - 208 Volt - Feeder cables not included	\$1,450.00	\$1,800.00
400 Amp Three-Phase - 208 Volt - Feeder cables not included	\$1,800.00	\$2,250.00
Six Pack (6 x 15 Amp Single Phase - 120 Volt) - Exhibition Hall	\$400.00	\$480.00
Six Pack (6 x 20 Amp Single Phase - 120 Volt) - Exhibition Hall	\$450.00	\$530.00
Six Pack (6 x 15 Amp Single Phase - 120 Volt) - Macleod Hall	By Quote	By Quote
Six Pack (6 x 20 Amp Single Phase - 120 Volt) - Macleod Hall	By Quote	By Quote
Extension Cord (5m), charges apply if not returned	\$20.00	\$25.00
Power Bar, charges apply if not returned	\$20.00	\$25.00
Electrician Labour (Minimum 1 Hour) Weekday 07:00-17:00hrs	\$120.00/hour	\$150.00/hour
Electrician Labour (Minimum 3 Hours) Weekday 17:00-07:00hrs & Sat/Sun	\$180.00/hour	To be quoted
Notes: <ul style="list-style-type: none"> Electrician labour charges apply for power set-ups over 50 people. If uncertain about the power needs for your event, please provide a photo of the power connector and data plate of your equipment to your Event Manager. Availability of Six Pack power in Macleod Hall is subject to approval, based on your setup. Please contact your Event Manager for a quote. 		

TELEPHONE		
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Telephone Line – Within Canada or 800 calling only. (International available upon request) Line is an analog, must dial “9” to make outgoing calls. Incoming calls go directly to local assigned phone number.	\$75.00/day \$175.00/week	\$150.00/day \$300.00/week
Speaker Phone - Polycom, equipment only (doesn't include bridge) – Limited quantities available	\$200.00/day	\$275.00/day
ISDN LINES AND CABLE TV		
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
E-10 Internet Connection (Dedicated Port) with 1 IP Address - 10MBps Ethernet connection w/ NAT&DHCP	\$250.00/day \$500.00/week	\$500.00/day \$700.00/week
E-100 Internet Connection (Dedicated Port) with 1 IP Address - 100MBps Ethernet connection w/ NAT&DHCP	\$500.00/day \$1,500.00/week	\$ 700.00/day \$1,700.00/week
Additional IP Addresses for Shared or E10 Internet Connection. Each device connected to the internet is subject to the additional IP Addresses charge. Hub required to make additional connections	\$50.00/day \$75.00/week	\$100.00/day \$250.00/week
Switch Rental (Additional \$15/per connection)	\$75.00 flat rate plus connection fee	Unavailable
IT Technician (Minimum 1 Hour)	\$110.00/hour	\$110.00/hour
Basic Dry Patch	\$100.00	\$200.00
Custom Dry Patch	\$200.00	\$300.00
Shared High Speed Connection with 1 IP Address – Daily	\$150.00	\$200.00
Shared High Speed Connection with 1 IP Address – Weekly	\$300.00	\$350.00
Wireless Internet Connections	Per Connection	Weekly
1 – 9 Wireless Internet Connections (per device connected)	\$25.00	\$30.00
10 – 49 Wireless Internet Connections (per device connected)	\$15.00	\$20.00
50 – 99 Wireless Internet Connections (per device connected)	\$10.00	\$15.00
100 – 499 Wireless Internet Connections (per device connected)	\$7.00	\$10.00
500 – 999 Wireless Internet Connections (per device connected)	\$5.00	\$6.00
1,000+ Wireless Internet Connections (per device connected)	Price to be quoted	Price to be quoted
Custom Wireless Network Set-up	\$200.00	\$250.00

Notes:

- See signage brochure for additional pricing of digital signage throughout building.
- Long Distance Charges – Long distance will be billed two weeks following the last day of the month in which your event occurred.
- No active network devices (i.e. routers, proxy servers, wireless access points, or bridges, etc.) are permitted without prior approval from CTCC.
- Casual wireless internet via credit card-based portal also available on site for low speed internet connectivity.

SECURITY		
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
Level 1 Security Officer – Facility Fire Watch, Overnight Oversight	\$40.00/hour (minimum 4 hours)	\$60.00/hour
Level 2 Security Officer – Event Accreditation Check, Static, Patrol	\$50.00/hour (minimum 4 hours)	\$75.00/hour
Level 3 Security Officer – Supervisor Enhanced Security, Specialized Event Requirements	\$60.00/hour (minimum 4 hours)	\$90.00/hour
Pay-Duty Police Officer For concerts or special events (minimum 4 hours/person). Rates to be quoted. Number of officers required will be determined by the CTCC in consultation with Calgary Police Services.	Price to be quoted	Unavailable
Medical Rates to be quoted based on level of medical services required (minimum 4 hours/person – 2 persons minimum)	Price to be quoted	Unavailable
Lock core changes are available for additional security at a charge (Price is per door per core)	\$20.00/core	\$35.00/core
More than 2 keys per meeting room	\$50.00 per key	
Unreturned keys/cards*	\$250.00/key (minimum)	
Notes: <ul style="list-style-type: none"> • Level 1 security is required for all pyro tech/hazers/open flame permits. • All security, police, and medical personnel are provided exclusively through the CTCC. Clients are not permitted to contract these services independently, without prior written approval by CTCC. • Additional charges will apply if the client requests more than 2 keys per room. • *CTCC will determine the final cost of unreturned keys. 		

MISCELLANEOUS		
DESCRIPTION	ADVANCE RATE	LESS THAN 14 DAYS RATE
LED Digital Sign Customization Labor	\$110.00	\$110.00
Mobile LED Digital Signs	\$250.00	\$300.00
SOCAN and RE: Sound license is required when music is being performed or played in a public facility and the Client is responsible for paying the cost for the license	To be quoted	
Early move-in/move-out	\$1,500.00	Unavailable
Hosts/Hostesses (Minimum 3 hours)	\$45.00/hour	Unavailable
FOOD AND BEVERAGE		
<ul style="list-style-type: none"> The Calgary Marriott Downtown Hotel is our exclusive in-house food & beverage partner. To view our current menus, please click here. For customized menus, please consult your Event Manager for further details. 		
AUDIO VISUAL SERVICES		
<ul style="list-style-type: none"> Encore is our preferred in-house supplier of audio-visual equipment and our exclusive provider of rigging services. Charges for rigging services, rental of podium/microphone, and additional audio-visual needs are available through Encore. Please call 403.261.8591 for pricing. Charges apply when an outside supplier is contracted – please discuss with the Event Manager. CTCC will determine the sufficient amount of time that must be booked for outside audio-visual supplier move-in and move-out. 		
TRADE SHOWS		
<ul style="list-style-type: none"> Global Convention Services Ltd. is our preferred tradeshow supplier. Pipe and drape, carpeting, and additional show services needs are available for rent through Global Convention Services Ltd. Sufficient time must be booked for all show decorators and for the exhibitors move-in and move-out. All Material Handling is provided exclusively by Global Convention Services Ltd. and must be arranged through Global Convention Services Ltd. All trade shows will be charged as a housekeeping cleaning fee per day if the CTCC determines that additional clean-up is required above normal requirements. Charges apply when an outside supplier is contracted – please discuss with the Event Manager. 		