

SERVICES & EQUIPMENT

SERVICES & EQUIPMENT RATES

STAGING, ACCESSORIES & DANCE FLOOR

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|---|----------------|
| Carpeted Riser | \$50.00/module |
| 6' x 8' modules, 8" height, up to 4 pieces | |
| 6' x 8' modules, 16" or 24" height, up to 20 pieces | |
| <i>Includes installation and as required chair guards, stairs and skirting</i> | |
| Wood Deck Staging, up to 34 pieces | \$75.00/module |
| 4' x 8' modules, 8", 16", 24", 32", 40", 48" heights | |
| <i>Includes installation, and as required chair guards, stairs and skirting</i> | |
| <i>Maximum weight load 3,000 lb</i> | |
| Wheelchair Ramp, 24' x 24", <i>advance notice required</i> | \$450.00 |
| <i>Includes installation and guard rails to carpeted riser or wood deck stage</i> | |
| Backdrop Black Drape, up to 7 pieces | \$50.00/ panel |
| 8' W x 12' H to a max of 12' H | |
| Theatre Stage 12' runway, with 2-step stairs | \$450.00 |
| Dance Floor | |
| 1 – 100 pieces | \$500.00 |
| 101 – 200 pieces | \$750.00 |
| 201 – 289 pieces | \$1050.00 |
| <i>Available in 3' x 3' pieces to a maximum of 51' x 51'</i> | |

HOUSE LIGHTING & SOUND

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| Lecture Theatre Lighting, <i>stage wash</i> | \$175.00 |
| Carson Hall Lighting, <i>DMX patch fee (custom lighting effects)</i> | \$500.00 |
| Patch Fee for In-House Sound System, <i>contact your Event Manager</i> | Varies |

ELECTRICAL SERVICES

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|--------------------------|----------|
| 15-amp double receptacle | \$105.00 |
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Additional power requirements are available.

*Electrical distribution for meeting style setups, audiovisual and production must be arranged with your Event Manager.
Electrical distribution for tradeshow must be arranged through Global Convention Services.*

Convenience electrical services (ex. attendees charging cell phones) are included with the function space rental. Additional charges apply should power distribution and cable management be required. Convenience power is not intended for use by show production.

INTERNET & TELECOMMUNICATIONS

Wired and wireless internet services are available in a range of options to best suit your event needs.

Complimentary – 3 mb/s, *suitable for basic web browsing, email and viewing SD videos*

Premium – 5 mb/s, *suitable for HD videos and heavier usage*

UltraFast – 10 mb/s, *suitable for streaming and webcasting*

Contact Encore Canada for current pricing & package rates.

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| Telephone Line with single line set | \$150.00 |
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LABOUR CHARGES – STATUTORY HOLIDAYS

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|----------------------------|----------------------------------|
| Victoria Conference Centre | \$80.00/ hour/ staff, 4 hour min |
| Fairmont Empress | \$60.00/ hour/ staff, 4 hour min |
| Encore Canada | Please contact Encore Canada |
| Housekeeping | \$60.00/ hour/ staff, 4 hour min |
| Security | \$60.00/ hour/ staff, 4 hour min |

LABOUR CHARGES – ROOM RESETS

Labour charges will be incurred if the setup of a function space will change once or more throughout the day for a meeting or breakout. Labour charges will also be incurred to change the room setup to a catering function only if the room must be reset as meeting/trade show/breakout again during the same 24-hour period.

LEVEL 1

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| Saanich | \$320.00 |
| Saanich 1 | \$240.00 |
| Saanich 2 | \$80.00 |
| Sooke | \$60.00 |
| Oak Bay | \$320.00 |
| Oak Bay 1 | \$160.00 |
| Oak Bay 2 | \$160.00 |
| Esquimalt | \$240.00 |
| Victoria | \$80.00 |

LEVEL 2

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|-----------------|---------------|
| Carson Hall | \$960.00 |
| Salon A, B or C | \$320.00 each |
| Sidney | \$240.00 |
| Metchosin | \$80.00 |
| Langford | \$80.00 |
| Colwood | \$240.00 |
| Colwood 1 | \$120.00 |
| Colwood 2 | \$120.00 |
| View Royal | \$160.00 |

PARKING

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|--------------------|-------------------|
| Parking | \$2.25 per ½ hour |
| Maximum Daily Rate | \$20.00 |

SECURITY

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|---|----------------------------------|
| Security, <i>exclusive service provided by Paladin Security</i> | \$40.00/ hour/ staff, 4 hour min |
| Late Order, <i>request less than 3 business days' notice</i> | \$45.00/ hour/ staff, 4 hour min |

MISCELLANEOUS

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| Artwork Removal | \$40.00 per painting |
| Balloon Retrieval | \$40.00/ hour |
| Banner Hanging | Varies |
| Boardroom Chairs, <i>mid back height</i> | \$15.00/ chair |
| Catering Fee Minimum | Varies |
| Cleaning, <i>extraordinary</i> | \$60.00/ hour, <i>billed post event</i> |
| Coat Check Tags | \$15.00/ package of 100 |
| Digital Signage Programming – TV Monitors, <i>service by Encore Canada</i> | Varies |
| Flags – <i>Canada, USA & Canadian Provincial - additional flag above complimentary offerings</i> | \$20.00 |
| Key Replacement, <i>hard key or keyless fob</i> | \$135.00 |
| Pens and Pads of Paper | \$75.00/ box of 50 |
| Photocopies, <i>black and white, max 500 copies</i> | \$0.15/ each |
| Photocopies, <i>colour, max of 500 copies</i> | \$0.30/ each |
| Piano, <i>upright Samick with bench and tuning – Lecture Theatre only</i> | \$350.00 |
| Recycling Fee, <i>may apply depending on amounts & materials</i> | Varies |
| Recycling Fee - Pallet | \$10.00/ pallet |

MUSIC ROYALTIES. – ENTANDEM: RE:SOUND& SOCAN

The fees are based on maximum room capacity and not on the number of delegates attending the event.

| CAPACITY | WITH DANCING | CAPACITY | WITHOUT DANCING |
|----------------|--------------|----------------|-----------------|
| 1-100 guests | \$62.64 | 1-100 guests | \$31.31 |
| 101-300 guests | \$90.12 | 101-300 guests | \$45.02 |
| 301-500 guests | \$187.91 | 301-500 guests | \$93.86 |
| 500+ guests | \$266.21 | 500+ guests | \$133.11 |

SUPPLIER SERVICES

The Victoria Conference engages a number of suppliers to provide various services at an additional cost. Please contact your Event Manager for more information

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| Audio Visual | Encore Canada, <i>preferred provider</i> |
| Electrical Services | Global Convention Services, <i>exclusive provider</i> |
| Exhibit/ Display Services | Global Convention Services, <i>preferred provider</i> |
| Décor | Please contact your Event Manager for local suppliers |
| Food & Beverage | Fairmont Empress, <i>exclusive provider</i> |
| Host Services | Please contact your Event Manager for local suppliers |
| Internet | Encore Canada, <i>exclusive provider</i> |
| Rigging/ Specialty Lighting | Encore Canada, <i>exclusive provider</i> |
| Security | Paladin Security, <i>exclusive provider</i> |
| Shipping / Materials Handling | Global Convention Services, <i>exclusive provider</i> |
| Customs | Please contact your Event Manager or Global Convention Services |

All prices are subject to applicable taxes: 5% GST and 7% PST
All prices are subject to change without notice.