



## NC A&T ALUMNI – FOUNDATION EVENT CENTER

# Equipment List

Pricing excluding delivery and set up fees unless otherwise noted. Please call for pricing and availability for extensive A&V and computer requirements. Cancellations require a 72 hours notice.

Prices subject to change.

### Room included Amenities upon Request (at no cost)

- ✦ 800 banquet chairs
- ✦ (80) 72" round tables
- ✦ One 30' x 96' table and one chair for registration in lobby
- ✦ Eight 30' x 96' tables for head table and food tables in ballroom
- ✦ House lighting – dimmed or brightened
- ✦ One time set and breakdown

### Excluded Amenities for additional cost

- ✦ 28" round, 41" high cocktail tables - \$15.00 - each
- ✦ Tall cocktail tables (30' or 36" wide, 42" tall) - \$20.00 - each
- ✦ 8' banquet tables - \$7.50 - each
- ✦ 6' banquet tables - \$7.50 - each
- ✦ 6' Rectangle tables - \$7.50 - each
- ✦ 4' banquet table - \$7.50 - each
- ✦ Cake tables - \$7.50 - each
- ✦ Lectern - \$60.00 - each
- ✦ Bar Stools - \$25.00 - each
- ✦ Pipe & Drape per foot \$10.00
- ✦ Stage w/skirting (8' x 6') - per deck - \$75.00
- ✦ Staging ( 4' x 4' ) – per deck
- ✦ Tent (20' x 20') **call for pricing**
- ✦ Tent (10' x 10' in-house) **call for pricing**
- ✦ Portable bar ( 4 feet tall ) - \$110.00 each including delivery & pickup

## Video conference call /conference call available upon request

### Audio / Visual Equipment

- ✦ House PA system \$50.00
- ✦ Audio mixer - \$100.00
- ✦ iPod and CD-compatible basic sound system – guests provide own iPod/CDs \$50.00
- ✦ CD player, Mp3 player jack \$25.00
- ✦ Spider pod - \$50.00
- ✦ DVD player - \$25.00
- ✦ Video Camera - \$300.00 each
- ✦ Video Switcher - \$200.00 each
- ✦ Wired microphone with stand \$25.00 each
- ✦ DVD player - \$25.00
- ✦ Wireless lavalier or handheld microphone with stand \$60.00 each
- ✦ Wireless presentation remote \$ 30.00 each
- ✦ Power distro - \$50.00
- ✦ Plasma signage in lobby - \$50.00 each
- ✦ Internet - \$100.00
- ✦ Surge protector - \$15.00 - each

### Projectors & Screens

- ✦ Projector (VGA, S-Video, Component – 5000 lumens)
- ✦ Projector (VGA, S-Video, Component – 4500 lumens)
- ✦ Portable Projector (VGA, S-Video, Component – 2500 lumens)
- ✦ 14'-foot x 12-foot front projection screen
- ✦ 10'-foot x 7'-foot front/rear projection screen

### Lighting Packages & Equipment

- ✦ Wall Wash package (Variety of colors available) – First 5 (non-custom color) lights
- ✦ Additional Wash Lights
- ✦ Mirrored disco ball
- ✦ Dance Floor Lighting(includes Haze machine)
- ✦ High-end Concert Lighting package (includes Haze machine and 2 wizard lights)
- ✦ Backlight Wash package

- ✦ Other Amenities
- ✦ Tripod Easel (four available in-house)
- ✦ Hardback flipchart pad & marker
- ✦ Pad w/Markers
- ✦ Pens
- ✦ Credit card outlet - one data port available
- ✦ Fax & long distance
- ✦ Copier services – (color)
- ✦ Copier services - ( black & white)

### Tablecloths & Center pieces

Square mirror

Number sign holder

Plain white candles

Glass bowls w/pedal stones

Silk flower and fresh flowers are available upon request

Tablecloths	Dimension	Price per item
Round	120	Varies base on color
Color Rectangle table	52 x 114	Varies base on color
White Rectangle	52 x 114	Varies base on color
Square or round Color	85 x 85	Varies base on color
Square or round White	85 x 85	Varies base on color
Square table white	60 x 60	Varies base on color
Square table color	60 x 60	Varies base on color
Napkins		Varies base on color

Head table

Throw cover – available – Royal blue, white and black

Box style table skirts w/clips