



willowsLODGE



AUDIO VISUAL EQUIPMENT RENTAL GUIDE

willowslodge.com

POPULAR PACKAGES

Flipchart Package

Includes Easel, Pad & Pens	\$55.00
Self-Adhesive Pad	\$70.00

Projection Support Package

Includes Room Appropriate Tripod Screen, Skirted Stand, AC Cable and Power Strip.	\$150.00
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Fast Fold Screen Support Package

Includes Fast-fold screen, Skirted stand, AC Cable and Power Strip.	
6' x 8' Frame Screen	\$300.00*
6' x 10'8" Frame Screen (16:9 aspect ratio)	\$350.00*
Black Velour Side Drape (per foot, 10' panels)	\$180.00*

VIDEO/DATA PACKAGES

Meeting Room Projection Package	\$450.00
Includes 3000+ Lumen Projector (VGA or HDMI), room Drop Down screens or 6' Skirted Tripod Screen	

Ballroom Projection Package	\$650.00
Includes 5000 Lumen Projector (VGA or HDMI), Room Drop Down Screens or 6' Skirted Tripod Screen	

Gilman Room Dual In-House Display Package	\$400.00
Includes (2) Corner Set Built-in Flat Panel Monitors, HDMI Distribution Amplifier and Cables	

Flat Screen Package	\$350.00
Includes 48" LED Flat Panel Monitor, Pole Stand, VGA or HDMI Cable	

AUDIO PACKAGES

Wired Microphone Package	\$125.00
Includes wired microphone, and mixer	

Wireless Microphone Package	\$225.00*
Includes Handheld/Lavaliere Microphone, Computer Audio Patch and Mixer	

Reception Package	\$400.00*
Includes (2) Speakers, Stands, Wireless Microphone And Mixer	

Add Wireless Microphone	\$160.00
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Add (1) Speaker to the above packages	\$100.00 ea
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AUDIO EQUIPMENT

4-Channel Audio Mixer	\$60.00
Wireless Handheld / Lavalier Microphone	\$160.00
Wired Microphone (Lectern, Table, or Standing)	\$60.00
Computer Audio Patch	\$75.00

CONFERENCE AIDS

Conference Telephone	\$180.00
In-House Flat Panel Monitor Usage Fee	\$150.00
PC Laptop Computer	\$250.00
VGA Cable	\$25.00
Color Laser Printer	\$350.00
Wireless Presenter	\$80.00
Extension Cord or Power Strip	\$15.00
Sign Easel	\$20.00
2' x 3' Small Whiteboard	\$55.00
3' x 4' Large Whiteboard	\$150.00

LABOR RATES (SET-UP/REMOVAL)

AVMS will charge labor to set, test and remove in quarter hour increments for all equipment rented. Specialized operators such as video engineers, audio engineers, and projectionist will be quoted on an individual basis with a five hour minimum. The following rates will apply:

Set/Test/Remove	\$75.00
Holidays	\$180.00
Operator	\$90.00

All equipment sets will be subject to a service charge equal to 23% of the equipment rental total. A variety of audio visual products are available for your event. When guests require assistance setting their own equipment, AVMS will charge labor at published rates with a two hour minimum. Service charges are applied for the availability of audio visual staff and are calculated on the sub total of all audio visual charges.

*Requires more than two hours to complete will be billed at the published rate with a two-hour minimum.

All cancellations within 24 hours of event are subject to full charges.

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AUDIO VISUAL SERVICES PROVIDED BY



AVMS believes in protecting the environment by minimizing the ecological impact of operations wherever possible through conservation of fuel, natural resources and reduction of waste. All facilities use recycled and post-consumer paper products, practice responsible technology recycling and strive to meet or exceed the environmental policies of our hotel partners.