

Audio Visual Equipment and More

Equipment not requested in advance may not be available and could delay the start of your meeting.

ITEM	PER DAY FEE
Overhead Projector w/6' or 8' screen	\$30.00
10½'x14' Screen (Sports Centre only)	50.00
6' or 8' Screen	N/C
Flipchart Stand no paper	10.00
Flipchart Stand w/paper	20.00
Flipchart Stand-post it paper	35.00
Whiteboard w/dry erase markers, eraser	10.00
Table Lectern	N/C
Standing Floor Podium	N/C
DVD Player	30.00
VCR	30.00
DVD or VCR w/27" Monitor	75.00
27" Monitor only	50.00
LCD Computer Projector	250.00
Laser Pointer	25.00
Handheld Microphone w/cord	20.00
Cordless Lapel Microphone	40.00
Cordless Handheld Microphone	40.00
Microphone Stand, floor or tabletop	3.00
Mixer	\$30.00
Connection of client's mics to Cragun's PA system per mic	20.00
Portable Sound System	
amp w/2 speakers	150.00
amp w/4 speakers	250.00

ITEM	PER DAY FEE
CD Player	30.00
16 Channel Sound Board	75.00
Speaker Phone (polycom) plus phone line install and long distance	40.00
American Flag	N/C
Minnesota Flag	N/C
Piano (not available in 371 mtg room)	100.00
Extension Cord or Multi Plugs-any size	N/C
Backdrop – per foot	8.00
Chair – outside rental cost – ea. per day	2.50
Banquet Tables – outside rental cost – each per day (Rounds, 8' Tables)	10.00
Executive chairs – ea.	1.50
N/C in LS, PB, Pioneer or Dutch Meeting Rooms	
AV Technician per hour/3 hr min.....	45.00

SPECIAL SERVICES

Direct Access Outside Phone Line – \$150 for the duration of your conference
 – long distance charges extra
Wireless Internet available in all meeting rooms – N/C
Hard wired Internet Line – only available in Dutch, Pioneer, Lakeshore, Paul Bunyan –
 \$150.00 per line setup

SUPPLIES AND SERVICES

Item	Cost Per
Masking Tape	\$2.50
5/8 Cragun's Notepads & Pencils	0.50
8½ x11 Legal Pad	2.50
5x7 Legal Pads	1.50
Stick-on Name Badge	10
Pin-on Name Badge	2.00
Customized pin-on name badges – Consult your Coordinator/1 month advance notice	
Pens (advance notice required)	50
Copies	15

Item	Cost Per
Transportation – minimum charge	\$40.00
Each person over 5 – ea.	10.00
Fax – incoming per page	1.00
Max. charge for incoming -\$5.00	
Fax – outgoing per page	2.00
Max. charge for outgoing -\$10.00	
Dance Floor	
24x36 - \$800.00, 24x24 - 500.00	
20x20 - \$350.00, 16x16 - 250.00	
Luggage Handling – per person	5.00
Room Delivery – per person – min.....	3.00
Labor Rate – per man-hour	35.00

Rates subject to change without notice. Rates subject to service charge and MN sales tax