



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4049

## CONVENTION and MEETING SERVICES

Imagine a 250,000 square-foot, multi-level convention center surrounded by curving, geometric forms that converge with the breathtaking beauty of the natural environment. Spectacular glass vistas that accent flexible meeting and exhibition spaces. Dedicated staff that ensure that every detail is covered - from concept to execution. And all of it in the epicenter of one of the Midwest's most vibrant and inspiring communities.

**Imagine your next conference or convention at the Monona Terrace. And imagine your success.**

### Event Coordinator

Your dedicated Event Coordinator will be your personal point of contact for all details and logistics. Once space agreements are finalized with your Sales Manager, your Event Coordinator will work closely with you in developing event orders and room diagrams for your event. Right up until the event—and every minute during your event—our staff will be available to ensure every detail is attended to.

### AV Services

Monona Terrace is the exclusive provider of all audiovisual services and is poised to handle everything from a simple lecture with a lectern and microphone to the most complex and engaging set-ups.

### Tables, Chairs and Portable Staging

Monona Terrace has sufficient equipment to support the usual needs of events and room capacities. Should equipment requirements exceed or differ from our inventory, an outside vendor rental will be required.

### Security

Monona Terrace maintains security for monitoring the building perimeters, parking areas and pedestrian traffic in interior public space. If you would like to order security personnel for an event-related task, please contact your event coordinator.

### Staffing Assistance

We can assist you with ordering special event-related personnel. Badge checkers, security guards or coat check staff—we can help. For registration staff, please contact the Greater Madison Convention & Visitors Bureau 608.255.2537 or 800.373.6376

### Coat/Luggage Check

A staffed coat check station can be made available to securely hold the belongings of your attendees for the duration of your event.

### Shipping

For events without a convention service contractor, we can accept shipments no earlier than two days prior to your event. We cannot, however, accept freight shipments for events with a convention service contractor. Freight should be consigned through your service contractor or exhibitor's shipping company. Deliveries may be received at Monona Terrace no earlier than the first move-in day listed on your contract. The service contractor or show management must be present to accept freight deliveries.

You must arrange outgoing shipments with the carrier of your choice.

### Parking

The Monona Terrace parking ramp has approximately 400 spaces for general event use during normal business hours Monday through Friday. An additional 200 spaces are available on evenings and weekends. For current rates, please consult with your Event Coordinator.

### Promotional Materials

The Monona Terrace and the Greater Madison Convention and Visitors Bureau has current promotional photographs and materials available for your use. Contact the Director of Marketing & Events for more information.

### Official Welcome Letter

The Greater Madison Convention and Visitors Bureau can arrange for an appropriate official welcome letter from the City of Madison, Dane County, the State of Wisconsin or any combination of these entities.

### Wireless Internet Access

All visitors have access to the Monona Terrace wireless network with 99.99% reliability. A 128k connection is available free of charge and a 10MB connection can be paid via Visa, MasterCard, American Express or Discover. We can also set up discounted group rates in advance of your event.

### Gift Shop

The gift Shop, located inside Monona Terrace, offers a wide selection of Frank Lloyd Wright and Monona Terrace specialty items suitable for guest gifts. We offer a volume discount on most merchandise. The order is required 21 days before your event to ensure delivery. Please call your Event Coordinator for more details.



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## EXHIBITIONS and TRADESHOWS

If you're looking for the ideal venue for people to share information, why not do it in a place where people can also find inspiration. With over 37,000 square feet of exhibition space, Monona Terrace offers the ideal setting to create memorable connections and establish mutually beneficial relationships. You'll find world-class amenities and services - all designed to turn an ordinary trade show or exhibit into an extraordinary event.

### Exhibitor Guidelines

Below are some general guidelines for exhibits. Please contact your Event Coordinator for a complete list.

Exhibit booths and other structures must not have a roof, ceiling or other enclosure that would prevent the sprinkler system from protecting the booth area. All decorative materials must be made from a nonflammable material or treated and maintained in flame-retardant condition. Aisles and exits must be kept clean, clear of obstructions, maintaining an aisle width of at least 10 feet at all times.

The floor load capacity on the exhibit hall floor is 250 pounds per square inch.

Literature must be limited to a one-day supply. Reserve supplies must be kept in closed containers and stored in a neat and orderly manner in an approved location. Empty cardboard boxes cannot be stored in or behind the booth area.

Electric installations must be in conformance with the Uniform Building Code. All extension cords must have grounded plugs.

Any candles that are lit within the facility must have all sides of the flame enclosed by a non-flammable cover, i.e. glass or metal.

Forklifts are not allowed in the Ballroom and Hall of Ideas. Electric power is limited for exhibits in these areas.

Hazardous materials, flammable/combustible liquids and compressed flammable gases are prohibited inside the building. Hazardous materials are any substances or materials which have been determined by any state, federal or local government authority to be capable of posing risk or injury to health, safety or property. Hazardous materials include but are not limited to, pesticides, acids, alkalis, poisons, corrosives, toxins, pool chemicals and aerosols. Only empty containers can be used for display.

Exhibitors must have prior written approval by the Event Coordinator before affixing any signage or decorations on ceilings, floors, walls, painted surfaces, fabric or lecterns. Glitter, decals, gum, confetti and stickers may not be distributed or affixed inside the facility or near the exterior. Helium balloons are allowed only when they are securely anchored to exhibits. Helium balloons may not be given away or sold. A balloon removal fee will be assessed according to Rates and Fees Schedule.

### Utilities & Equipment

All utilities will be provided by Monona Terrace

Electric installations are to be completed by qualified Monona Terrace electricians. Your Event Coordinator can provide you with a Utility Service Order form for you to provide to your exhibitors.

### Food and Beverage Sampling

An exhibitor may dispense or serve a free sample of a food product, non-alcoholic beverage, or other type of product provided the product is one that is made or sold in the regular course of business by the exhibitor. In the event an exhibitor wishes to dispense alcoholic beverages, special conditions apply and arrangements must be made in advance with Monona Catering. Exhibitors authorized to offer sample food and beverage product must sign a hold-harmless agreement. For more information, visit the catering section of this web site.

### Vehicle Displays

Obtain authorization from your Event Coordinator to drive vehicles onto the exhibit hall floors during move-in and move-out. Unless vehicles are an integral part of the display, they must be removed after unloading or loading. You are responsible for any floor damage caused by spillage of fuels, oils or similar substances. Displayed motorized vehicles must comply with the rules and regulations outlined by Monona Terrace and the Fire Marshal.

### Move-In / Move-Out

Move-in and move-out procedures and logistics will be arranged for each event with your Event Coordinator. Additional charges may be incurred if your move-in begins before or your move-out extends past the contracted event time. Any outside contracted services must adhere to event contract times.

### Shipping

We cannot accept freight shipment for events with a convention service contractor. Freight should be consigned through your service contractor or exhibitor's shipping company. Deliveries may be received at Monona Terrace no earlier than the first move-in day listed on your contract. The service contractor or show management must be present to accept freight deliveries.

Outgoing shipments must be arranged by you with the carrier of your choice.

### Loading Docks

Your service contractor is responsible for cleaning the loading dock areas of all excessive trash, debris, pallets, skids and equipment related to your event. Failure to do so may result in additional charges for the costs of cleaning the dock area.

### Storage

Monona Terrace has limited storage capabilities. Your service contractor can assist you and individual exhibitors with bulk crate storage. Movement of crates is the responsibility of your service contractor.

### Service Contractors

You are welcome to work with the service contractor of your choice.



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## EQUIPMENT/TECHNOLOGY and SERVICES

Monona Terrace is equipped with the kind of technology that even its revolutionary visionary - Frank Lloyd Wright - could scarcely have imagined. A dedicated infrastructure of optical fiber cables combined with Gigabit bandwidth, Internet 2 and satellite access make it easy for presenters to share what they know with thousands of others. What's more, Monona Terrace offers the related technologies needed to deliver messages around the globe.

In addition to state-of-the-art technology, Monona Terrace offers a full range of equipment and services to make any event memorable. For a list of our current equipment and services, please contact your Event Coordinator.

### Telecommunications

Special underground facilities to the telephone company's point of presence have been built into the servicing facilities. Category 5 copper with single - and multimode optical fibers and broadband cables run throughout the building. Internet access provided through redundant Gigabit Ethernet connections. Monona Terrace is among just a handful of convention centers in the U.S. offering Internet 2 access. And excellent wireless Internet access is available everywhere in the building and rooftop gardens.

### Lighting

The Exhibition Hall features white metal halide lighting plus adjustable incandescent lighting. Meeting rooms feature adjustable incandescent lighting. Individual controls are located in each section. Need to add drama to your event with theatrical lighting? Our in-house specialists will show you how.

### Sound

Public address system capabilities are available throughout the facility. A variety of mixers and a 24-channel professional sound system with a sound board operator can help make any event sound as beautiful as the architecture that surrounds it.

### Video

An internal RF system distributes cable channels and user channels for informational display at TV kiosks throughout the facility. A separate system allows for video display in overflow rooms and for connection to satellite uplink trucks. Satellite downlinks can be provided to any room. We offer a variety of video projectors to accommodate computers with up to SXGA resolution and an assortment of screen sizes to fit any of our meeting spaces.

### Staging/Platforms

The Lecture Hall features a speaker's platform/stage. Portable stages and risers are also available.

### Equipment

In-house inventory includes microphones, portable sound and lighting, projection equipment, video cameras, LCD and plasma screens, DVDs, tables, chairs, skirting, dance floors, lecterns, pianos, ADA ramps and much, much more.



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## 2017 Equipment & Services Price List

All equipment and services are subject to availability. Contact your Event Coordinator for more information.

### Included With Room Rental

*Please note: these items are not automatically put in room, but must be ordered from your Event Coordinator.*

Included at no charge: Tables and chairs for one room setup, lectern with microphone or standard corded microphone, one easel, one dry erase board, riser (16" or 24" high) with skirting, head table with skirting, water service for head table, and one daily cleaning.

### Early/Late Building Access

Daily business hours for Monona Terrace Community and Convention Center are 6:30 am - midnight. Please contact your Event Coordinator to arrange extended event hours.

### Audiovisual Services & Equipment

Monona Terrace is the exclusive provider of audiovisual equipment and services. All prices include initial setup and testing of equipment. Tax will be added. An AV technician is required when the Lecture Hall is used for presentations with projection equipment or multiple microphones. AV technician costs are listed on page 4.

### Rooftop

Due to the unique nature of outdoor events, special audiovisual equipment is required when using Olin Terrace or the William T. Evjue Rooftop Garden.

### Parking

Reserved parking is available for your event. Please contact your Event Coordinator for more information.

Internet & Computers	Per Day	Per Event
<i>Internet access is provided through redundant gigabit Ethernet connections. Please contact your Event Coordinator if you require IPv6 access or for pricing information on usage in excess of 100 Mbps.</i>		
<b>Wired Internet Connection</b> - Recommended for presenters	\$	\$
<b>Wireless Internet Connection</b>	No Charge	
<ul style="list-style-type: none"> <li>Individual Basic: speed up to 512 Kbs (Suitable for checking e-mail without attachments)</li> <li>Individual Premium or Group Rate (Speed up to 10 Mbs)</li> </ul>	\$ each per connection	\$ each per connection
<b>Static IP Address Assignment</b>		\$
<b>24-Port Network Switch</b>	\$	
<b>Laptop or workstation</b>	\$	\$
<b>24" Flat-panel Computer Monitor</b>	\$	
<b>Internet Kiosk</b> Includes up to 6 workstations at single location, black & white printer, and Internet connection	\$	\$
<b>Presentation Server</b> Provides the ability to load all speaker presentations in advance Accessible from any room Includes one Internet connection and labor to configure server <i>(Additional charges for Internet connection, computer &amp; labor for session rooms and speaker ready room)</i>		\$

Video & Projection Equipment		Per Day (unless otherwise noted)
<b>HD Video Pro Package</b> Two 7,000-lumens video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, Internet access, laptop, PerfectCue™, Blu-ray player and AV technician for 3 hours		\$
<b>HD Video Pro Package—Exhibit Hall</b> Two 15,000-lumens HD video projectors, two 9' x 16' screens, camera with operator for 3 hours, seamless HD video production switcher, Internet access, laptop, PerfectCue™, Blu-ray player and AV technician for 3 hours		\$
<b>Video Projector</b> (Includes 5' x 7' screen at no charge) <ul style="list-style-type: none"> <li>• Small Room HD Widescreen Projector 3,800 lumens, 1280x800 resolution, for use with 5x7, 6x8 or 9x12 screen</li> <li>• Midsize Room HD Widescreen Projector 7,000 lumens, 1920x1080 resolution, for use with 9x12 or 9x16 screen</li> <li>• Large Room HD Projector 15,000 lumens, 2048x1080 resolution, for use with 9x16 or 13 ½ x 24 rear-projection screen</li> <li>• Lecture Hall HD Projector up to 2048x1080 resolution, includes 3 hours tech time</li> </ul>		\$ \$ Call for pricing \$
<b>Polycom® Videoconference Unit—web</b> Third-party connection fees may apply		\$
<b>1 Camera with Operator</b>	3-hr minimum includes ½ hour setup &	\$ /hr
<b>2 Cameras with Producer</b>	½ hour teardown	\$ /hr
<b>Video Recording</b> (per session)		\$
<b>HD Seamless Video Production Switcher</b>		\$
<b>Screen</b>	4' x 4' \$ 5' x 7' \$ 6' x 8' \$	9' x 12' \$ 9' x 16' (Ideal for HD projection) \$ Dress Kit for 9' x 16' Screen \$ 13 ½ x 24' Screen \$
<b>TV Screen</b>	32" LCD TV on 52" cart \$ 48" LCD Screen on Stand \$	80" LCD Screen on Stand \$ 65" Ultra Bright Monitor \$
<b>DVD Player or Audio CD Player</b>		\$
<b>Blu-ray Player – CD or DVD</b>		\$

Audio & Presenters' Equipment		Per Day (unless otherwise noted)
<b>48" Presenter's Confidence Monitor</b>		\$
<b>Standard Hand-held or Tabletop Microphone</b>		\$
<b>Wireless Microphone – hand-held or lavaliers</b>		\$
<b>Standing or Special Needs Lectern with Microphone</b>		\$
<b>Tabletop Lectern with Microphone</b>		\$
<b>Speaker Timer</b>		\$
<b>SpeakerTimerPro</b>		\$
<b>PerfectCue™</b>		\$
<b>Laser Pointer – alone or with Wireless Mouse</b>		\$
<b>Clear-Com Headset Package</b>	\$ wired (up to 6 stations)      \$ wireless (up to 4 stations)	
<b>Mixer</b>	• 4-Channel • 6-Channel • 16-Channel • 32-Channel	\$ \$ \$ \$
<b>Professional Band Sound System</b> Includes sound board operator		\$ / 3 hrs \$ / ea addl hr
<b>Auxiliary Speaker</b>		\$
<b>Press Box</b>		\$

<b>Special Use Equipment</b>	<b>Per Day (unless otherwise noted)</b>
<b>Convention Pipe and Drape</b> <ul style="list-style-type: none"> <li>• 3' High – Burgundy</li> <li>• 8' High – Burgundy, Black or White</li> <li>• 16' High – Burgundy, Black or White</li> </ul>	\$ / linear foot \$ / linear foot \$ / linear foot
<b>Rope &amp; Stanchion with 6' Rope</b>	\$
<b>Poster Board - 91" x 44.75" (48 available)</b> May also be mounted vertically – legs are 34" high	\$ / event
<b>Dance Floor</b> <ul style="list-style-type: none"> <li>• 12' x 12'</li> <li>• 18' x 18'</li> <li>• 21' x 21'</li> <li>• 24' x 24'</li> <li>• 30' x 30'</li> </ul>	\$ \$ \$ \$ \$
<b>5'7" Yamaha Baby Grand Piano</b>	\$ (includes tuning)
<b>Piano Lift Fee (to riser or stage)</b>	\$
<b>Electric Piano</b>	\$
<b>Stage Equipment</b> <ul style="list-style-type: none"> <li>• Stage (3'-4' high) includes stairs, ADA ramp, skirts</li> <li>• Rooftop Outdoor Stage (3'-4' high) includes stairs, ramp, skirts</li> <li>• Risers (16" or 24" high) includes stairs, ADA ramp, skirts</li> <li>• 3-Tier Choral Risers (up to 4 sections)</li> </ul>	\$ ea 4' x 8' section \$ ea 4' x 8' section \$ ea 4' x 8' section \$ ea 6' section
<b>Utility Items &amp; Power</b> <ul style="list-style-type: none"> <li>• 20-amp Electrical Circuit</li> <li>• Power to Seating—placed at table for laptop or small electronic device</li> <li>• Forklift and Operator (1-hour minimum)</li> <li>• Platform Scissors Lift and Operator (1-hour minimum)</li> </ul>	\$ (\$ / event) \$ per outlet \$ per hour \$ per hour
<b>Lighting</b> <ul style="list-style-type: none"> <li>• Lighting Fixture (includes hanging &amp; focus)</li> <li>• Color Blast LED Light</li> <li>• Pin Spot</li> <li>• Stock image gobo</li> <li>• Custom image gobo – steel pattern, simple design, single color</li> </ul>	\$ \$ \$ \$ \$ (one-time charge)

<b>Tables &amp; Chairs</b>	<b>Per Day (unless otherwise noted)</b>
<b>Table Without Skirt</b> <ul style="list-style-type: none"> <li>• Round – 48", 66", 72"</li> <li>• 2' x 4'</li> <li>• 6' x 18"</li> <li>• 8' x 18"</li> <li>• 8' x 30"</li> <li>• 42" high cocktail table with 30" diameter top</li> </ul>	\$ \$ \$ \$ \$ \$
<b>Skirted Table</b> <ul style="list-style-type: none"> <li>• Clip-on skirt and linen</li> <li>• Clip-on skirt only</li> <li>• Linen only</li> </ul>	\$ per table \$ per table \$ per table
<b>Chair</b> <ul style="list-style-type: none"> <li>• Upholstered Banquet Chair</li> <li>• Plastic Rooftop Chair</li> <li>• Upholstered Barrel Chair</li> </ul>	\$ \$ \$

<b>Meeting Equipment &amp; Business Services</b>	<b>Per Day (unless otherwise noted)</b>
<b>Private Business Center</b> <ul style="list-style-type: none"> <li>• 3 Computers with Microsoft® Office &amp; high-speed internet access</li> <li>• High-speed color laser printer &amp; one ream paper</li> <li>• High-speed copier</li> <li>• Telephone: Free local calls, long distance charges billed after event</li> </ul>	\$ \$ ea addl ream \$ / copy
<b>High-speed Laser Printer</b> (includes 1 ream paper) <ul style="list-style-type: none"> <li>• Black &amp; White</li> <li>• Color</li> </ul>	\$ ea addl ream \$ / day \$ / event \$ / day \$ / event
<b>Fax</b> <ul style="list-style-type: none"> <li>• Local</li> <li>• Long Distance</li> <li>• International</li> </ul>	\$ / page \$ / 1 <sup>st</sup> page / ea addl page \$ / page
<b>Laser Copies/Printing</b> <ul style="list-style-type: none"> <li>• Black &amp; White</li> <li>• Color</li> </ul>	\$ / side \$ / side
<b>Note Pad (5" x 8")</b>	\$ ea
<b>Pen</b>	\$ ea
<b>Note Pad, Pen and Mint Set</b>	\$ ea
<b>Easel Tripod</b>	\$
<b>Dry Erase Board with markers</b>	\$
<b>Flip Chart with 3M Post-It® Paper &amp; Markers</b> <ul style="list-style-type: none"> <li>• Additional Marker Set</li> <li>• Additional Paper Pad</li> </ul>	\$ \$ \$
<b>Coat Rack</b>	\$

<b>Telephones</b>	<b>Per Day</b>	<b>Per Event</b>
<b>Analogue Telephone Line</b> (use with credit card swipe & modem)	\$	\$
<b>Teleconferencing Unit</b>	\$	\$

<b>Labor (Holiday rates available)</b>	<b>Per Hour</b>	<b>Overtime/Hour</b>
<b>3-hour Minimum</b> <ul style="list-style-type: none"> <li>• General Labor</li> <li>• Guest Services Attendant</li> <li>• Maintenance or AV Technician</li> </ul>	\$ \$ \$	\$ \$ \$
<b>4-hour Minimum</b> <ul style="list-style-type: none"> <li>• Stagehand</li> </ul>	\$	\$
<b>Security</b> <ul style="list-style-type: none"> <li>• Security Staff (3-hour minimum)</li> <li>• Overnight Security (4-hour minimum)</li> <li>• Off-duty Police Officer (3-hour minimum)</li> </ul>	\$ \$ N/A	\$ N/A \$
<i>All security services must be arranged through Monona Terrace. Please contact your Event Coordinator for more information.</i>		

**Sale of Merchandise or Novelties**

Except for items that are sold from an exhibit booth as part of a trade/consumer show, Monona Terrace will charge a 20% commission plus sales tax for any merchandise being sold by our guests. A 30% commission plus sales tax will be charged for any merchandise being sold by Monona Terrace staff on behalf of our guests.