



## Popular Audiovisual Packages

### Tripod Screen Package—\$150

Includes skirted tripod screen for room size, projection stand, projection stand skirt, flipchart stand, flipchart paper & markers, all cabling, power cords, and 15-minutes of technical support.

### LCD & Tripod Screen Package—\$450

Includes 3000 lumen LCD projector, projection stand, projection stand skirt, skirted tripod screen for room size, all cabling, power cords, and daily assistance.

### LCD & Fast-Fold Screen Package—\$750

Includes 6000 lumen LCD projector, projection stand, projection stand skirt, fast-fold screen with full dress kit appropriate for room size, all cabling, power cords, and daily assistance.

### 40" LCD Display Monitor Package—\$400

Includes Sony 40" video/data display monitor, rolling stand or skirted display cart, VGA computer-to-monitor extension cable, all cabling, power cords, and daily assistance (add \$50 for DVD/VHS player).

### Television & VCR/DVD Package—\$250

Includes LCD flat screen monitor, a VHS or DVD player, skirted rolling stand, all cabling, power cords, and daily assistance.

### Basic Lighting Package—\$250

Includes two 19 degree source four ellipsoidal lights or two par light fixtures, dimmer control, all cabling, power cords, and daily assistance.

### Basic Sound Package—\$300

Includes a wired SM-58 microphone with stand, two powered speakers with stands, 4-channel mixer, all cabling, power cords, and daily assistance.

### Décor Package—\$300

Includes two lights for projecting logos & patterns; or two led colored lighting fixtures, all electrical cabling, and daily assistance. (custom gobos add \$150 each)

\*\* Package prices are based on rental of entire package. Additional items may be added to any package for the price listed on page two. All package prices are subject to a 22% service charge and applicable taxes. Additional labor fees apply for more involved sets and for in-room equipment technicians.

**Visual Aids Electronics** is proud to be the in-house audiovisual partner in major hotels, resorts, convention and conference centers nationwide. Our experienced convention services department travels with a variety of national conventions, trade shows, and high-level corporate events providing audiovisual rental and staging services. Our Conference Systems division (CS) offers push-to-talk microphones, wired & wireless computerized voting systems, and simultaneous interpretation services. VAE is uniquely qualified to equip and service your next event—either at the Hilton Richmond Hotel & Spa or at any other venue throughout the United States and in Canada.



Hotel Office: 12042 West Broad Street  
Richmond, Virginia 23233  
T 804.592.2245 F 804.525.6098  
Please visit our website at: [www.vaecorp.com](http://www.vaecorp.com)  
Prices effective December 1, 2009



### Audio Equipment

Podium/lectern microphone.....	\$40
Wired microphone on table top or floor stand.....	\$45
UHF wireless hand or lav mic with receiver .....	\$150
4-channel audio mixer .....	\$50
6-channel audio mixer .....	\$75
16-channel audio mixer.....	\$150
Portable powered speaker with stand.....	\$100
CD player.....	\$70
Digital audio recorder.....	\$125
Push-to-talk microphone .....	\$75

**Audio Patch Fees:** Applied per room/ per day for all client-supplied or outside AV contractor's audio equipment (microphones, mixers, etc.) patch fees are \$75 per day for any breakout room, \$75 for any section(s) of the ballroom, and \$75 per day for the entire ballroom. additional equipment rental and labor fees may apply.

### Video Equipment

Boardroom LCD projector (3000 lumens).....	\$300
Ballroom LCD projector (6000 lumens).....	\$600
Short or long-throw LCD lens.....	\$150
40" flat screen LCD monitor .....	\$350

(High resolution video, data/graphics switching, multiple camera & live image projection packages are available. Please call for a customized quotation for your event.)

### Screens

All tripod screens .....	\$65
6 x 8 fast-fold screen with dress kit.....	\$150
7.5 x 10 fast-fold screen with dress kit.....	\$175
9 x 12 fast-fold screen with dress kit.....	\$200

### Computer/Office Equipment

Laptop and PC rental .....	\$200
17" Flat screen LCD monitor .....	\$150
20" Flat screen LCD monitor .....	\$175
Fax / copy / scan / printer machine .....	\$150
Wired internet access.....	\$150
Additional internet connections.....	\$50

\*\* All prices listed are per room/per day and do not include technician labor, 22% service charge and applicable taxes. This guide covers most commonly requested equipment, but does not include our entire inventory or services available. Please contact VAE at the hotel for a customized quote designed for your specific event.

### Meeting Room Accessories

Standard flipchart with 4 color markers .....	\$45
Post-it flipchart with 4 color markers .....	\$65
A-frame display easel .....	\$12
AV cart.....	\$35
Power strip .....	\$15
4' x 6' whiteboard with 4 color markers.....	\$100
Wireless laser pointer .....	\$35
Wireless r/f remote computer mouse .....	\$40
Speaker timer .....	\$75
Perfect cue light .....	\$100
Pipe and drape/black.....	\$15

(drape is priced per running foot. other colors available)  
one week advance notice. higher rates apply.)

### Labor—hourly setup/removal rates

Mon—Fri	7:00am — 5:00 pm.....	\$60/hr
Mon—Fri	5:00pm — 11:59 pm .....	\$75/hr
Mon—Fri	12:00am — 7:00 am .....	\$100/hr
Sat—Sun	7:00am — 11:59 pm .....	\$75/hr
Sat—Sun	12:00am — 7:00 am.....	\$100/hr
Holidays	all hours. ....	\$100/hr

In-room equipment technicians require a 5-hour minimum charge. Rates start at \$75 per hour. Overtime rates apply after 8 hours worked based on 1.5 x the applicable rate. Day rates available.

Technical assistance for client-supplied AV is available at the rate of \$75 per occurrence. Any groups or clients bringing their own AV equipment are responsible for the set-up, operation, and security of these devices. Technical assistance cannot be guaranteed nor will VAE assume responsibility or incur any liability for equipment malfunction or failure when attempting to troubleshoot any equipment provided by outside sources.

Clients selecting an outside AV or production company or using their own equipment are subject to our AV & Production Services policies and guidelines. A copy of this document will be sent to you and requires a signed acknowledgement page be returned within 10 days of the event to VAE or Convention/Catering Services Manager.