



STANDARD INCLUSIONS EQUIPMENT & SERVICE RATES

This information supersedes any versions printed before January 1, 2025.
Policies, rules & regulations, rates, and charges noted herein are subject to change without notice.

EXHIBIT HALL A/B/C

One Hall Rental - (1,000) chairs | Two Hall Rental - (1,500) chairs | Three Hall Rental - (2,000) chairs

(6) Topped and skirted 6' or 8' rectangular tables (banquet or classroom) per exhibit hall for lessee use only (non-exhibitor use)

(1) Podium per exhibit hall

One Hall Rental - (9) 4'x8' Stage pieces | Two Hall Rental - (12) 4'x8' Stage Pieces | Three Hall Rental - (15) 4'x8' Stage Pieces with stairs and skirting

Trash cans dependent on number of halls rented, event type, and estimated attendance

One Hall Rental - (3) 20 AMP electrical plug-ins | Two Hall Rental - (5) 20 AMP electrical plug-ins | Three Hall Rental - (7) 20 Amp electrical plug-ins
All electrical plug-ins for lessee use only (non-exhibitor use)

BALLROOM

60" or 72" banquet rounds with chairs, up to max capacity of room

(4) Topped and skirted 6' or 8' rectangular tables (banquet or classroom) for lessee use only (non-exhibitor use)

(1) Podium

(4) 6'x8' risers with skirting and stairs

(2-6) Trash cans dependent on ballroom rented

(2) 20 AMP electrical plug-ins for lessee use only (non-exhibitor use)

MEETING ROOM

Tables and chairs for theater, classroom, or banquet set up, up to max capacity of room

(2) Topped and skirted 6' or 8' rectangular tables (banquet or classroom) for lessee use only (non-exhibitor use)

(1) Podium

(2) 6'x8' risers with skirting and stairs

(1) Trash can

(1) 20 AMP electrical plug-ins for lessee use only (non-exhibitor use)

THEATER

654 permanent seats; Capability to add 20 chairs in back and 40 chairs in orchestra pit for additional seating

(4) Topped and skirted 6' or 8' rectangular tables (banquet or classroom) for lessee use only (non-exhibitor use)

(1) Podium

(4) 6'x8' risers with skirting and stairs

(4) Trash cans

(2) 20 AMP electrical plug-ins for lessee use only (non-exhibitor use)

EQUIPMENT	COUNT	UNIT	RATE
TABLES			
8' x 30" Banquet Table	300	each, per event	\$9.00
6' x 30" Banquet Table	24	each, per event	\$9.00
4' x 30" Rectangular Table	17	each, per event	\$5.00
6' x 18" Classroom Table	250	each, per event	\$9.00
72" Banquet Round (seats 10)	170	each, per event	\$9.00
60" Banquet Round (seats 8)	400	each, per event	\$9.00
36" Cocktail Round (wood top, metal base)	4	each, per event	\$9.00
25" Cocktail Round (black leather top, chrome base)	13	each, per event	\$6.00
Serpentine Table	12	each, per event	\$9.00
BLEACHERS			
Bleacher Seating - 146 seats per section 19'6" W x 19'4" H x 52' D	9	per section, per event	\$500.00
CHAIRS			
Black Plastic Chair (non-cushioned, non-folding)	2,586	each, per event	\$3.00
Grey Chair (cushioned banquet chair)	1,849	each, per event	\$3.00
DANCE FLOOR			
Wooden Dance Floor (3'x3' sections)	113	per section, per event	\$10.00
TABLE LINEN AND SKIRTING			
Table Skirt (black)	*	per skirt	\$10.00
85x85" Square (black or white) • Used on 60" or 72" banquet rounds • 4 point - Not lap or floor length	*	per linen	\$8.00
120" Round (black or white) • Used on 60" or 72" banquet rounds • Floor length on 60" banquet round, lap length on 72" banquet round	*	per linen	\$18.00
52x114" (black or white) • Used on 6' table as a topper only • Used with table skirt	*	per linen	\$7.00
54x120" (black or white) • Used on 8' table as a topper only • Used with table skirt	*	per linen	\$7.00
90x156" (black or white) • Used on 6' or 8' table • Floor length, no skirt needed	*	per linen	\$18.00
Vendor Tables • Inquire with event manager for vendor type	*	per table	\$30.00
STAGING			
Performance Staging • 4'x8' decks • 3.5' minimum height, 5' maximum height (adjusted at .5' intervals)	60	per stage deck, per event	\$30.00
Riser • 6'x8' decks • 2' height	36	per riser, per event	\$20.00

EQUIPMENT	COUNT	UNIT	RATE
MISCELLANEOUS EQUIPMENT			
Easels	10	each, per event	\$10.00
Flags (U.S. & Ohio)	*	each, per event	\$25.00
Coat Racks	15	each, per event	Complimentary based on inventory
Pipe and Drape	*	per linear foot, per event	\$5.00
Podiums <ul style="list-style-type: none"> Reclaimed wood Light wood 	5 10	each, per event	\$50.00
Stanchions	50	each, per event	\$10.00
LOCKS & KEYS			
Lock Change <ul style="list-style-type: none"> Includes (2) keys 	*	per door	\$75.00
Standard Key <ul style="list-style-type: none"> (2) Complimentary keys Any additional keys subject to charge 	*	per key	\$5.00
Missing Key <ul style="list-style-type: none"> Missing or unreturned key 	*	per key	\$25.00
LIFTS			
Forklift <ul style="list-style-type: none"> Certification of driver must be valid and presented to Event Manager prior to operating If no certification, DCC personnel must operate at an additional charge 	1	each, per event	\$350.00
Scissor Lift <ul style="list-style-type: none"> Certification of driver must be valid and presented to Event Manager prior to operating If no certification, DCC personnel must operate at an additional charge 	1	each, per event	\$350.00
Boom Lift <ul style="list-style-type: none"> Certification of driver must be valid and presented to Event Manager prior to operating If no certification, DCC personnel must operate at an additional charge 	1	each, per event	\$350.00
ROOM CHANGEOVER & AIR WALL PULL			
Room Changeover	*	*	Inquire with Event Manager
Air Wall Pull - During event (Ballroom or Meeting Room)	*	per air wall	\$100.00
Air Wall Pull - During event (Exhibit Hall)	*	per air wall	\$200.00
STAFFING			
Event Labor (ticket taker, usher, merchandise/ticket sales) <ul style="list-style-type: none"> Please Note: The DCC will not provide labor for positions that are expected to handle cash payments 	*	per hour, per person	\$35.00
Electrician	*	per hour, per person	\$75.00
Lift Operator	*	per hour, per person	Inquire with Event Manager
Set-Up Labor	*	per hour, per person	Inquire with Event Manager

ADDITIONAL SERVICES

- Security rates start at \$35/hour per guard and are based on event location, activity, duration, and attendance levels. Security is required for the entirety of the event, including load-in and load-out. Each shift is a minimum of 4 hours per guard, and guards are scheduled at the discretion of the Event Manager.
 - If a higher level of security is requested or required, please contact Officer Jeffrey Brown of the Dayton Police Department, 937-333-1105. Rates for police services are at the discretion of and billed through the DPD. The DCC is not responsible for any services provided by the Dayton Police Department.
- Cleaning rates start at \$35/hour per staff member and are based on event location, activity, duration, and attendance levels. Cleaning is required for the entirety of the event. Each shift is a minimum of 4-hours per staff member, and staff members are scheduled at the discretion of the Event Manager.
 - Should additional cleaning services be needed for exhibits, trade shows, expos, etc., please speak with the Event Manager. The DCC is not responsible for booth, aisle carpet, or show floor cleaning for these event types.
- If liability insurance is requested through the DCC, please contact the Event Manager for applicable premiums, limits, and rates.
- Electric and plumbing are managed by the DCC Facilities team. If electric or plumbing are requested or required, please contact the Event Manager for rates and connection locations.
- Internet services are exclusively provided by HarborLink Network. If internet is required or requested, please contact the Event Manager for ordering.
- Rigging services are exclusively provided by Mills James. If rigging is required or requested, please contact Jamie Sluder, Sales Manager, 513-708-2850.
- Mills James is the preferred provider of audiovisual services at the Dayton Convention Center. Please contact Jamie Sluder, Sales Manager, 513-708-2850, for rates and services. If an A/V provider outside of Mills James is hired, please contact the Event Manager to discuss applicable fees for electric. Rates for audiovisual services are at the discretion of the respective company. The DCC is not responsible for any rates or services provided by these companies.

TERMS & CONDITIONS

- All materials and equipment furnished by the DCC shall remain the property of the DCC and shall be removed only by DCC staff at the close of the event.
- Equipment is available within the limits of the DCC's inventory. Lessee is responsible for the cost of any additional equipment outside of the DCC inventory.
- Equipment or services canceled less than 24 hours prior to the first contracted day will be invoiced at the published rate.
- Initial room sets changed within 48 hours of the first contracted day will be charged at the applicable rate.
- Equipment and service rates are subject to applicable Ohio State sales tax.
- Equipment not returned is subject to the rental rate plus the replacement cost.
- All labor rates - 5 hour minimum (except where noted). Overtime and holiday rates may apply.
- Rates, equipment, and/or services are subject to change without notice.