



Equipment & Service Rates

22 East 5th Street
Dayton, OH 45402
(937) 535.5300

www.daytonconventioncenter.com
effective January 2024



General Information

Facility Complimentary Services

• Air conditioning or heating in all public spaces is provided complimentary during move-in, show, and move-out. Air conditioning or heating in exhibit halls is provided complimentary on leased show days for: show hours for exhibits, session hours for general sessions, rehearsals, poster sessions, and in-hall registration.

Air conditioning and heating is provided complimentary on a leased move day in exhibit halls when used as a general session for rehearsals only.

- Meeting room air conditioning or heating is provided complimentary for rehearsal and session times only.
- Custodial services for restrooms, meeting rooms, food and beverage areas and public areas throughout the event (does not include bulk trash, crates, lumber and packing materials). Cleaning for events with excessive waste may incur additional fees.
- Initial set-up (theater, classroom, conference, banquet or reception style—within the limits of the DCC's inventory) for meeting rooms and exhibit halls used for banquets or sessions (excludes raised seating and any staging).
- Permanent registration and show offices, where available.
- Twenty-four (24) hour building security in public spaces, corridors, and grounds. Dedicated event security may be required for your event and is available for an additional fee.
- Parking for show management during move-in/out and duration of event. See your event manager for confirmation of availability and location.
- Internet in all public spaces.

Exclusive Services

- Catering and Concessions
- Electrical
- Gas
- Internet Access and Networking Services
- Loading Dock Security
- Rigging (Mills James for rates, see Exclusive Services)

The DCC Event Managers will coordinate the set up and billing for these exclusive services. All orders should be submitted no later than five (5) business days prior to your event start. If submitted within five (5) days of event, onsite rates will apply.

Preferred Services

- Audio-Visual Production

Mills James is the in-house production (audio/visual) and exclusive rigging partner at the Dayton Convention Center. Their mission is to elevate the convention center's events with a service mindset, unparalleled agility, and technology innovations commensurate with the city's growing reputation.

For more information, please contact:
Jamie Sluder, A/V Operations Manager
513-708-2850
jsluder@mjp.com

Other Services

- A minimum level of event security is required. Confirm requirements with your Event Services Manager.
- Lessee must secure the leased premises and support areas from the first hour of move-in through the completion of move-out.
- Lessee must provide for the public safety of those involved with the event, varies based on the nature of event.
- Event security services must be selected from DCC's list of approved providers.

Taxes

- All rentals are subject to applicable Ohio State sales tax.

MEETING ROOM COMPLIMENTARY SERVICES AND EQUIPMENT

Exhibit Hall Set Includes (non-exhibit):

- Up to 1,000 chairs
- Six (6) topped and skirted tables
- One (1) podium
- Three (3) 20 amp electrical drops
- Nine (9) 4x8' stage decks with skirting and stairs

Standard Meeting Room Set Includes:

- Tables & chairs (for chosen room set)
- Two (2) topped and skirted tables
- One (1) podium
- One (1) extension cord and power strip
- Two (2) 6x8' risers with skirting and stairs

Standard Ballroom Set Includes:

- Tables & chairs (for chosen room set)
- Four (4) topped and skirted tables
- One (1) podium
- Two (2) 20 amp electrical drops
- Four (4) 6x8' risers with skirting and stairs

Advertising

The Lessee must submit advertising and brochure copy that references the Convention Center, show location, parking fee, and dates and times to the DCC Sales Manager or Event Manager for approval prior to advertising or distribution. Advertisement of events must state the total admission price and the exact event location. Advertising shall not be permitted until the lease is fully executed or prior approval is received by the DCC.

SHOW MANAGEMENT: PERSONNEL, SERVICES, EQUIPMENT AND UTILITIES RATES

Required event information includes, but is not limited to the following:

- Approved floor plans
- Event security plan
- Event schedule
- Labor calls
- Production, audio-visual requirements
- Room set requirements
- Service contractor's schedule
- Utilities requirements
- Approved advertising for consumer or public-ticketed events (prior to advertising placement)

Rate Definition/Requirements

- PRE-ORDER rates apply to show management orders received at least five (5) business days prior to event.
- BASE rates are a set rate based on the unit required.
- ONSITE rates apply to show management orders received within 5 days of event or on/after the first contracted move-in day of event.

Terms and Conditions

- All materials and equipment furnished by the DCC shall remain the property of the DCC and shall be removed only by the DCC at the close of the show.
- Equipment is available within the limits of the DCC's inventory.
- Equipment or services canceled with less than 24-hour notice 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 and/or Administrative Fee.
- Equipment not returned is subject to the rental rate plus the replacement cost.
- All labor rates - 5 hour minimum (except where noted).
- Rates, equipment and/or services are subject to change without notice.
- Over-time & Holiday Rates may apply.

SET-UP

EQUIPMENT	COUNT	UNIT	PRE-ORDER RATE	BASE RATE
All Purpose Tables				
Rectangle (8' x 30")	300	each, per event	*	\$9.00
Rectangle (6' x 30")	25	each, per event	*	\$9.00
Rectangle (4' x 30")	14	each, per event	*	\$5.00
Classroom (6' x 18")	250	each, per event	*	\$9.00
Round (72") <i>Seats up to 10 comfortably</i>	170	each, per event	*	\$9.00
Round (60") <i>Seats up to 8 comfortably</i>	400	each, per event	*	\$9.00
Round Cocktail (36") <i>Wood top with footrest</i>	7	each, per event	*	\$9.00
Round Cocktail (25") <i>Black leather top with chrome base</i>	20	each, per event	*	\$6.00
Serpentine Table	12	each, per event	*	\$9.00
Bleacher Seating				
Bleacher Seating – 146 seats per section, 19'6" W x 19'4" H x 52' D	9 (sections)	per section, per event	*	\$500.00
Chairs				
Exhibit Hall Chair	2600	each, per event	*	\$3.00
Ballroom Chair	700	each, per event	*	\$3.00
Meeting Room Chair	2000	each, per event	*	\$3.00
Dance Floor				
Wooden Dance Floor (3'x3' sections)	300	per section, per event	*	\$10.00
Linens & Skirting for Tables				
House Table Linens (Black or White)	*	each, per table	*	Varies based on size; Inquire about pricing \$30.00
House Table Linens with Skirting	*	each, per table	*	
Meeting Room Change-Overs				
Turn meeting room to catered event	*	*	*	No charge
Theater Style	*	per room turn, per chair	*	\$3.00
Conference Style, Hollow Square or Rounds	*	per room turn, per chair	*	\$4.00
Classroom	*	per room turn, per chair	*	\$4.00
Meeting Room Airwall Pull	*	per airwall	*	\$100.00
Ballroom Airwall Pull	*	per airwall	*	\$100.00
Exhibit Hall Airwall Pull	*	per airwall	*	\$200.00

EQUIPMENT	COUNT	UNIT	PRE-ORDER RATE	BASE RATE
Staging				
Risers up to 2ft (6' x 8' decks)	40	each, per event	*	\$20.00
Staging up to 5ft (4' x 8' decks)	60	each, per event	*	\$30.00
Miscellaneous Equipment				
Easels	20	each, per event	*	\$10.00
Ebony Electric Upright Piano <i>3rd floor use only</i>	1	per day	*	\$250.00
Electric Baby Grand Piano <i>1st floor use only</i>	1	per day	*	\$250.00
Flags: US & Ohio <i>Limited availability, inquire</i>	*	each, per event	*	\$25.00
Forklift <i>Must be operated by DCC personnel or certification is required to operate</i>	1	each, per event	*	\$350.00
Garment/Coat Racks	18	each, per event	*	\$25.00
Genie Lift <i>Must be operated by DCC personnel or certification is required to operate</i>	1	each, per event	*	\$350.00
Pipe & Drape <i>Limited availability, inquire</i>	*	per linear foot, per set-up	*	\$5.00
Podium	7	each, per event	*	\$50.00
Rope & Stanchion <i>Limited availability, inquire</i>	*	each, per event	*	\$15.00
Security Safe	1	per day	*	\$50.00
Scissor Lift <i>Must be operated by DCC personnel or certification is required to operate</i>	1	each, per event	*	\$350.00
Young Chang Piano <i>Can be used on any floor</i>	1	per day	*	\$150.00

EVENT PERSONNEL	UNIT	BASE RATE	ONSITE RATE
Coat Check (Non-Hosted) <i>Paid by attendee (includes labor, equipment, and tickets). Show management must meet minimum required</i>	per day per item (coat/luggage)	\$500.00 (minimum) vs. \$2.00 per item, <i>whichever is greater</i>	*
Coat Check (Hosted) <i>Paid by Show Management (includes labor, equipment, and tickets). Based on number of items</i>	per day, up to 750 items per day, 751-1225 items per day, 1226+ items	\$500.00 (minimum) \$750.00 (minimum) \$1,000.00 (minimum) vs. \$1.50 per item, <i>whichever is greater</i>	*
Electrician	per hour, per person	\$75.00	TBD, based on availability
Lift Operator	per hour, per person	\$50.00	TBD, based on availability
Set-Up Labor	per hour, per person	\$35.00	TBD, based on availability

Event Labor (Usher, Ticket Taker, etc.)	per hour, per person	\$25.00	*
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ADDITIONAL SERVICES

Door Locks	UNIT	PRE-ORDER RATE	BASE RATE
Key Options			
Lock Change <i>3 keys provided at no charge</i>	per room, re-core each additional key	*	\$75.00 \$5.00
Missing Key Fee <i>Any missing or un-returned keys will incur a fee</i>	per key	*	\$50.00
Standard Key Option <i>3 keys provided at no charge</i>	each additional key	*	\$5.00
ADDITIONAL SERVICES	UNIT	PRE-ORDER RATE	BASE RATE
Cleaning			
Show Cleaning (Exhibit Hall) <i>Nightly aisle cleaning, periodic aisle maintenance and continued aisle trash removal</i>	per square foot, per day	*	\$0.39
Event Cleaning <i>Additional cleaning required for events producing excessive waste</i>	per hour	*	\$35.00
<i>If you do not have a decorator or service provider, the DCC will perform a one-time complimentary vacuum of the entrance and aisles with rental of the Exhibit Hall and ensure the entrance and aisles are free of debris. Charges may apply for the removal of excessive debris.</i>			
Insurance			
Event Liability Insurance	per attendee	*	Call for quote
Merchandise Fee			
Event Merchandise Sales <i>May apply – contact your sales manager</i>	per day, per event	*	Percentage of total sales
Package Handling Fee			
Package Receiving & Storage <i>Packages over 50lbs, contact your event manager</i>	Up to 50lbs	*	\$50.00 per package

TECHNICAL

EVENT PERSONNEL	UNIT	PRE-ORDER RATE	BASE RATE
House Sound Patch			
DCC In-House Contractor <i>Mills James as the in-house contractor</i>	*	*	No Charge
Outside Contractor	per patch, per day	*	\$50.00
Public Announcing System for Exhibit Hall	per hall, per day	*	Complimentary

PRODUCTION, AUDIO-VISUAL & RIGGING

Mills James is the in-house production (audio/visual) and exclusive rigging partner at the Dayton Convention Center. Their mission is to elevate the convention center's events with a service mindset, unparalleled agility, and technology innovations commensurate with the city's growing reputation.

As one of the largest production companies in the country, Mills James brings a unique combination of live and virtual event production, video production, and scenic design services to convention center clientele. Beyond serving clients' daily audiovisual needs, Mills James produces meetings and events known for their audience impact and engagement.

For more information, please contact:

Joe Wynn, Sales Manager

937-535-5316

jwynn@mjp.com

INTERNET

Contact your Event Manager for pricing on Custom Services

SERVICES	UNIT	PRE-ORDER RATE	BASE RATE
Single User Private Wireless Network Encrypted and secure wireless internet access at up to 50 Mbps for a single device	one device, per day	*	\$125.00
Multi-User Private Wireless Network Encrypted and secure wireless internet access for an unlimited number of connections at up to 250 Mbps	per day	*	\$500.00
Hard Wired Internet Physical ethernet connection to the network/internet at up to 250 Mbps Static IP is available for an additional fee	per drop, per day	*	\$500.00

SECURITY & SPECIAL SERVICES

EVENT PERSONNEL	UNIT	PRE-ORDER RATE	BASE RATE
Security			
DCC Event Security	per guard, per hour	*	\$35.00
Special Services			
Dayton Police Department	per officer, per hour	*	\$68.00
Dayton Fire Department (Fire Marshal) 2-hour minimum required	per marshal, per hour	*	\$75.00
Dayton Emergency Medical Services (EMT) 2 person, 2-hour minimum required	Per EMT, per hour	*	\$70.00

AIR CONDITIONING AND HEATING

Rent includes air conditioning or heating in the public spaces during move-in, show, and move-out. Air conditioning or heating in exhibit halls is provided complimentary on leased show days for the following: show hours for exhibits, session hours for general sessions, rehearsals, poster sessions, and in-hall registration.

Air conditioning and heating is provided complimentary on a leased move-in day in exhibit halls used as a general session for dress rehearsals only; air conditioning or heating for all other activity on a leased move-in or move-out day shall be billed at the applicable rate. Upon request, air conditioning or heating in exhibit halls during leased move-in and/or move-out days shall be billed at the applicable rate. When registration is open in an exhibit hall and air conditioning is requested on a leased move-in day, the applicable rate will also apply.

Meeting room air conditioning is provided complimentary for rehearsals and session times only.

Open doors (including dock doors) must be minimized at all times when air conditioning is on.

ELECTRICAL

*Troubleshooting of Lessee's equipment, moving electric on-site, and standby labor will be charged at prevailing hourly rates.

EQUIPMENT	UNIT	PRE-ORDER RATE	ONSITE RATE
Power Drops			
Wall Outlet (Plug)	each plug-in	\$75.00	\$75.00
Up to 2000 Watts (20 AMP) 110 Volt	per drop	\$150.00	\$170.00
Up to 30 AMP 208 Volt/Single Phase	per drop	\$175.00	\$195.00
Up to 60 AMP 208 Volt/Single Phase	per drop	\$225.00	\$245.00
Up to 100 AMP 208 Volt/Single Phase	per drop	\$350.00	\$370.00
Up to 30 AMP 220 Volt	per drop	\$225.00	\$245.00
Up to 60 AMP 220 Volt	per drop	\$275.00	\$295.00
Up to 100 AMP 220 Volt	per drop	\$400.00	\$420.00
Accessories			
Extension Cord 3 Wire, Multi-Plug	each	\$25.00	*
Power Strip	each	\$35.00	*

PLUMBING

SERVICES	UNIT	PRE-ORDER RATE	BASE RATE
Dock Washing Station Includes up to 3,000 gallons and 2 hoses	each	*	Call for Quote
Per 500 gallons	each	*	\$125.00

