



# SPOKANE CONVENTION CENTER

Event Name: \_\_\_\_\_

Mail to: Spokane Public Facilities District  
720 W. Mallon Avenue  
Spokane, Wa 99201

Phone: 509-279-7000 Fax: 509-279-7060

## ANCILLARY CHARGES ORDER FORM

Table and Chairs			
Qty.	Description	Cost	Total
	Chairs	1.00	-
	8' x 18"	7.00	-
	8' x 30"	7.00	-
	6' x 18"	7.00	-
	60" round	7.00	-
	72" round	7.00	-
	30" square	7.00	-
	Buddy Bars	7.00	-
	Dressed table	10.00	-
	Additional Linen	3.00	-

Staging with skirts, steps, back rail			
Qty.	Description	Cost	Total
	4' x 8' (36" to 56" in 2" increm.)	15.00	-
	Available only in the exhibit halls		
	6' x 8' (24", 32", 40")	15.00	-
	Available only in the Convention Cntr. And Bays		

Miscellaneous Equipment			
Qty.	Description	Cost	Total
	Coat Rack w/ 40 hangers	10.00	-
	Podium	15.00	-
	Dance Floor (3' X 3' Piece)	4.00	-
	Flags w/stands (1 set comp.)	10.00	-
	Radio (As Available)		
	Additional Radio's (per each)	25.00	-
	Safe Programming	25.00	-

Presentation Accessories			
Qty.	Description	Cost	Total
	Gaffers Tape (1 roll)	18.00	-
	Easels	5.00	-
	Flipchart w/Pad	35.00	-
	Bulletin Board/Chalk Board	20.00	-
	White Board	10.00	-
	Uhu Tack (Per Package)	5.00	-

<b>Sub-Total</b>	-
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Office Service/Supplies			
Qty.	Description	Cost	Total
	Coat Check Tickets (per 250)	20.00	-
	Black and White Copies per page	0.10	-
	Color Copies per page	0.50	-
	Fax (receive, send) per page	1.50	-

Miscellaneous			
Qty.	Description	Cost	Total
	Translation Device (6-station)	100.00	-
	Balloon Retrieval (Per Hr.)	40.00	-
	Lost Keys	50.00	-
	Visqueen	50.00	-

Event Services			
Qty.	Description	Cost	Total
	Trash Removal (after 20 yds.)	350.00	-
	Pallet/crate removal	25.00	-
	Executive Meeting Set (per Table)	12.00	-
	Banner Hanging (12' and under)	30.00	-
	Heating & A/C during MI/MO	300.00	-
	Stanchions	10.00	-
	Room turnover ( <a href="#">Please see your Event Supervisor for Pricing</a> )		-

Labor			
Qty.	Description	Cost	Total
	Cleaning (per person/per hour)		-
	19.00 to 40.00		
	Coat Check Per Hour	20.00	-
	Wall Changes		-
	Meeting Rooms	75.00	-
	Ballrooms/Bays	100.00	-
	Exhibit Halls	150.00	-

<b>Sub-Total</b>	-
<b>Sub-Total (1st Column)</b>	-
<b>GRAND TOTAL</b>	-

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Event Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_