

# SAMPLE EVENT ESTIMATE



## ANAHEIM CONVENTION CENTER

800 WEST KATELLA AVENUE  
ANAHEIM, CA 92802

## EVENT ESTIMATE

EVENT:		TODAY'S DATE:
CLIENT:		
DATE OF EVENT:		
EVENT #:		
SPACE:		

ESTIMATED EXPENSES DO NOT INCLUDE RENTAL CHARGES AND/OR SERVICE PARTNER CHARGES (PSAV, ARAMARK, SMART CITY, OR AFR).

DESCRIPTION	AMOUNT	NOTES
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### BOX OFFICE:

<b>Water mark</b>		
BOX OFFICE SET-UP & EVENT MANAGEMENT FEE:	\$0.00	\$250 PER DAY, PER BOX OFFICE & BOX OFFICE EVENT MGMT. FEE - \$1,500.
BOX OFFICE PERSONNEL:	\$0.00	SELLER \$25.00 PER HOUR / SUPERVISOR \$33.00 PER HOUR (5 HOUR MINIMUM)

### PERSONNEL:

ELECTRICAL TECHNICIANS/LABOR:	\$0.00	\$187.00 PER HOUR EARLY/LATE CALLS; SEE TAB FOR BREAKDOWN
HVAC TECHNICIANS/LABOR:	\$0.00	\$187.00 PER HOUR EARLY/LATE CALLS; SEE TAB FOR BREAKDOWN
CROWD CONTROL:	\$0.00	SEE TAB FOR BREAKDOWN
PEER SECURITY:		SEE TAB FOR BREAKDOWN
FIRST AID:	\$0.00	NURSE \$42.00 PER HOUR (4 HOUR MINIMUM); SEE TAB FOR BREAKDOWN
ANAHEIM POLICE:	\$0.00	SEE TAB FOR BREAKDOWN

### SERVICES/EQUIPMENT:

ADVERTISING CHARGES:	TBD	ALL ADVERTISING CHARGES WILL BE BILLED POST-EVENT (IF APPLICABLE).
EQUIPMENT:	\$0.00	
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BULK TRASH REMOVAL:	\$0.00	DOB \$825, COMPACTOR \$950, 1/2 COMPACTOR \$475, 1/2 DOB \$412.50 EACH
**TAPE REMOVAL:	\$0.00	\$500.00 (ARENA), \$1,700.00 (HALLS A,B,C & E), \$2,500.00 (HALL D)
ELECTRICAL SERVICES:	\$0.00	ALL ELECTRICAL WILL BE PROVIDED BY AN APPROVED OUTSIDE PROVIDER.
AUDIO RECORD FEEDS:	\$0.00	\$25 PER FEED, PER DAY or \$70 PER FEED, PER EVENT
ROOM RESETS AND/OR LABOR:	\$0.00	SEE TAB FOR BREAKDOWN
KEYS & CYLINDER CHANGES:	\$0.00	SEE TAB FOR BREAKDOWN
TABLE LINENS (FOR 66" ROUND TABLES):	\$0.00	SEE TAB FOR BREAKDOWN
PARKING PASSES:	\$0.00	PARKING PASSES @ \$18/ EACH
<b>TOTAL EXPENSES:</b>	<b>\$0.00</b>	

ESTIMATED COSTS ARE SUBJECT TO CHANGE. PAYMENT IS DUE WITH 72 HOURS OF EVENT ESTIMATE RECEIPT OR PRIOR TO MOVE-IN (WHICHEVER COMES FIRST).

PLEASE NOTE THAT THE ACC ACCEPTS CASH, CHECK, WIRE TRANSFERS, OR MONEY ORDER. THE ACC DOES NOT ACCEPT CREDIT CARDS AS A FORM OF PAYMENT.

IF PAYMENT IS BEING MADE WITHIN (14) DAYS OR LESS OF MOVE-IN, THEN PAYMENT MUST EITHER BE A CASHIER'S CHECK OR A WIRE TRANSFER.

IF YOU ARE PAYING BY WIRE TRANSFER, PLEASE SEE THE WIRE TRANSFER TAB FOR SPECIFIC INSTRUCTIONS.

**PLEASE NOTE THAT THERE IS A LOST FEE OF \$650 FOR ANY UNRETURNED IPADS THAT ARE CHECKED OUT TO YOUR AV COMPANY FOR THE MANAGEMENT OF LIGHTS IN ACC NORTH.**

<b>ADDITIONAL COMMENTS:</b>	SEE ATTACHED LABOR & EQUIPMENT RATES TAB.
	**PLEASE NOTE THAT TAPE REMOVAL IS BILLED POST EVENT IF THE TAPE HAS NOT BEEN REMOVED BY THE GSC CLEANING CONTRACTOR.

CLIENT SIGNATURE		DATE
PREPARED BY: Event Manager		