



## GROUPS & CONFERENCES

From corporate retreats to family celebrations, Timberline can accommodate and assist groups for any kind of gathering, and the historic lodge makes for an unforgettable venue any time of year.

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# TIMBERLINE LODGE

## HAS IT ALL

### **OUT ON THE MOUNTAIN OR INSIDE THE LODGE - THE CHOICE IS YOURS**

Meetings. Parties. Corporate retreats. Ski vacations. Weddings. You name it, we've hosted it. Looking for a unique event venue? Need a meeting space with a view? Timberline has several venues to deliver the exact setting you have in your mind, from large meetings up to 300 to smaller gatherings under 20.

### **TIMBERLINE'S BREATHTAKING VIEWS AND SENSE OF PLACE AND TIME ARE UNMATCHED BY ANY OTHER LOCATION**

Timberline is a special place - named a National Historic Landmark in 1977 and still operating today as a ski lodge and recreational resort. At 6,000 feet above sea level on Mt. Hood, its location and history make it perhaps the most unique venue in the Pacific Northwest.

### **TREAT YOUR GUESTS TO AN ELEGANTLY RUSTIC LODGING EXPERIENCE**

Timberline Lodge has 70 guest rooms, a 4-season heated outdoor pool and spa, sauna, and gym. Built in 1937 as part of President Roosevelt's Works Progress Administration, each room is furnished in its original style with upgraded amenities.

### **TIMBERLINE'S CULINARY TEAM WILL CREATE THE PERFECT MENU**

Our award-winning culinary team has decades of experience creating delectable menus that are as flavorful as they are memorable. Enjoy Northwest Alpine cuisine featuring fresh, seasonal, and locally-harvested foods.

### **GATHER YOUR GROUP FOR FUN AND REFRESHING ACTIVITIES**

Timberline Lodge and Ski Area is open year round for skiing and snowboarding. In the winter, we also offer snowshoeing, snowcat rides, and tubing at nearby Summit Ski Area. In the summer and fall, enjoy our new mountain bike park, hiking around Mt. Hood, or taking a ride on the Magic Mile Sky Ride. There is much to do at Timberline any time of year.

### **THERE IS NOTHING WE LOVE MORE THAN CREATING AMAZING EVENTS**

Contact us to start planning your group event. We are proud to be your host!

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# FACTS & FIGURES

## LOCATION

Timberline is just 60 miles east of Portland on the south slope of Mt. Hood.

## A BRIEF HISTORY

Construction of Timberline Lodge took place from 1935 to 1937. It was dedicated on September 28, 1937 by President Franklin D. Roosevelt, who declared it “a monument to the skill and faithful performance of workers on the rolls of the Works Progress Administration - unique in all America.” In 1955 Richard L. Kohnstamm formed R.L.K. and Company and began the long-term lease of Timberline Lodge and surrounding land from the USDA Forest Service. His son, Jeff Kohnstamm, is the current President and Area Operator.

## ACCOMMODATIONS

The Lodge boasts seventy hotel rooms on site. Also available are seven alpine condos in the nearby town of Government Camp. Our private bed and breakfast lodge, Silcox Hut, is located one mile above Timberline Lodge and sleeps 12-24 people in a bunk room.

## AMENITIES

Guests staying at the lodge are welcome to enjoy our outdoor heated swimming pool and hot tub, indoor sauna, fitness room, and game room.

## CONFERENCE FACILITIES

Historic Timberline Lodge has four conference rooms plus three additional meeting spaces that are available seasonally. Behind the lodge, an outdoor patio and an amphitheater are available (weather permitting).

## TRANSPORTATION

[ecoShuttle](#), our Preferred Transportation Provider • 503-548-4480

## CONNECTIVITY

We offer free wireless internet to all guests in hotel rooms as well as the lobby areas of Timberline Lodge and Silcox Hut.

## RESTAURANTS

Timberline is home to six different restaurants. In the main lodge, the Cascade Dining Room and Ram’s Head Bar are open year-round. The Blue Ox Bar is open seasonally. In the Wy’East Day Lodge, the Wy’East Cafe and Y’Bar are open year round. On hill, Phlox Point Cabin is open in the winter only.



# TIMBERLINE ACTIVITIES

**SKI OR SNOWBOARD** Open year-round (weather permitting) with 1,450 acres of skiable terrain, five high speed quads, one triple chairlift, one double chairlift, one surface lift, and snowcat skiing. Pre-register your group of 15 or more and enjoy group ski deals of up to 40% off rack rates. Group packages include lift tickets, lessons, rentals, and/or meals in the Wy'East Day Lodge.

**MOUNTAIN BIKE IN THE TIMBERLINE BIKE PARK** Timberline's lift-assisted bike park opened summer 2019 with about 8 miles of beginner, intermediate and advanced trails. The bike park is open July-October, weather permitting. Rentals and lessons are also available.

**VISIT OUR ST. BERNARD MASCOTS** Heidi can be found near the Front Desk and Bruno's office is located behind the Barlow Room.

**SIGHTSEEING** You don't have to ski or snowboard to experience Timberline's spectacular views. Visit us during the summer and take the Magic Mile Sky Ride up to the 7000' foot level for the best view of Mt. Hood's summit, nearby Mt. Jefferson, and our world-famous glacier, Palmer Snowfield.

**HIKE MT. HOOD** Located directly behind Timberline Lodge, you'll find a network of easy trails that wind through alpine wildflowers and offer stunning views of Mt. Hood's surrounding landscape. For a longer hike in mid-late summer, ride the Magic Mile chairlift to the top, hop on a trail, and trek back to the lodge. If you're an experienced hiker, check out the 41-mile Timberline Trail, which circles the mountain and is accessible from Timberline Lodge mid-July through early October. Guided hiking is available, inquire for more details.

**SNOWSHOE** Explore the fields and forest near Timberline Lodge on our 3/4 mile long trail. Rentals are available in the Wy'East Day Lodge. Guided group tours and rentals can be pre-arranged for a fee.

**GAME ROOM & LENDING LIBRARY** A wide selection of family board games is available at the front desk. During the summer, patio games are set up behind the lodge. The Barlow Room offers shuffleboard, table tennis and a book lending library.

# TEAM BUILDING

15 person minimum required for all packages except where noted

**NEW - ICE CARVING** [ICEovation](#) provides all the supplies necessary for you to create your own masterpiece. Have the group work on one together or split them up for a friendly competition.

**STORYTELLING** With the guidance of professional storytellers, pick from a variety of get-to-know-you-better storytelling options. Norm and Anne have been telling stories and helping people learn how to share their stories for years - now you can get your group to know each other better in a new and meaningful way. Want entertainment only? Contact Soulful Storyteller, Consummate Liar, Dynamic Performer Will Hornyak, [Hornyak.will@gmail.com](mailto:Hornyak.will@gmail.com) or 503-697-5808.

**SNOWSHOE** Imagine the crisp night air, a walk in the snow, and a lively lodge fireplace to come back to.

**SNOWCAT MOUNTAIN TOUR** Take a one hour tour of the mountain on a Timberline snowcat. The snow cat seats up to 12 people for \$650. Available January - April, earlier dates based on weather conditions. 7 day reservation notice required.

**ORIENTEERING OR IGLOO BUILDING** Not only will teams enjoy the physical challenge of exploring nature, but they'll enjoy the mental exercise of efficiently navigating to a series of checkpoints with a detailed map and a compass. It's easy to learn and a fun way to exercise your body and mind as you enjoy the outdoors. With instructions from a guide, teams will learn how to work together to navigate the mountain in search of a "lost climber". Or in the winter months, compete with your fellow comrades to see who can build the best igloo the quickest. Offered through [Life-Outside](#) (503) 515-3022.

**GAME ROOM** Enjoy a friendly game of shuffle board, ping pong, "corn hole" (bean bag toss) & xBox dance competitions! You can also pick a movie to watch or play board games. Game Room package includes popcorn for \$20 per person.

**USFS NATURE OR INTERPRETIVE TOURS** Learn about flora, fauna and geology on a nature hike with a USFS guide or learn about the building of the lodge. \$8 per person. Available May - September. Inquire about availability October - April.



# TEAM BUILDING

continued

**WINE VAULT TOURS AND TASTINGS** Experience our wine vault as a “three dimensional” version of our wine list. The wine vault was once the bank vault for the lodge now converted to a tastier purpose! Enjoy touring the wine vault where all wines are on display in an artistic format and sample wines from our award winning list. Minimum of 8 people and maximum of 15.

- Tour and taste three wines - \$21 per person
- Tour and taste three wines plus artisan cheese & crackers - \$25 per person
- Extended tour and talk, taste four wines, plus five appetizers - \$50 per person

**NW WINES 101** You will enjoy learning about and tasting four of the best known wine varietals in our region from our Wine Director who has been perfecting our wine list for the over 25 years. One hour class, cheese & crackers - \$65 per person.

**GLAMPING** What better way to instill camaraderie than sharing ghost stories and s'mores by the campfire? The best part? Retiring to your plush and cozy beds instead of a sleeping bag! We set up the campfire and keep the wood coming. If the weather is on the wet side, stay indoors on comfy couches by the fireplace in our main lobby. Includes s' mores, flavored sparkling water, soft drinks and is available in conjunction with an overnight stay or a meeting. \$20 per person.

**PROFESSIONAL TEAM BUILDING COMPANIES** Want even more ideas? These companies specialize in team building!

- [Life-Outside](#) (503) 515-3022
- [Global Sessions](#) (541) 399-0783

# BREAKFAST AND LUNCH

Breakfast and lunch buffet is offering daily in the



Buffet offerings include a variety of fresh & seasonal items to recharge your team.

Breakfast hours are 8am - 10am

Lunch hours are 12pm - 2pm

# BAR SERVICES

Hosted or no-host bars include the services of a bartender  
For full bar services a \$260 first hour minimum applies  
Each additional hour carries a \$105 per hour minimum  
The sponsor of the function will be charged the difference  
between actual sales and the minimum per hour amount  
Beer and wine only bars have a \$105 per hour minimum charge

## OREGON PACKAGE

Double Circle Straight Bourbon, Oregon Spirit Straight Wheat Whiskey, First City Whiskey, Just Rum Oak Rested, Distiller's Cut Rum, Below Deck Spiced Rum, Batanga Reposado Tequila, Gompers Gin, Dancing Dog Gin, Big Bottom London Dry Gin, Crater Lake Vodka, Wild Roots Huckleberry Vodka, Crater Lake Hatch Chili Vodka, Hue-Hue Coffee Rum  
HOSTED \$13.25 per drink | NO HOST \$13.50 per drink

## CALL BRANDS

Jack Daniel's Whiskey, Jim Beam, Cutty Sark, Captain Morgan, Bacardi, Jose Cuervo, Smirnoff, Beefeater, St. Brendan's Irish Cream, Kahlua  
HOSTED \$11.00 per drink | NO HOST \$11.50 per drink

## PREMIUM BRANDS

Tanqueray Gin, Trillium, Crown Royal, Jack Daniels, Burnside Oregon Oaked, Chivas Regal, Distiller's Cut Rum, Below Deck Spiced Rum, Batanga Reposado Tequila, Crater Lake Vodka, Portland Potato Vodka, Hue Hue Coffee Rum, Bailey's Irish Cream  
HOSTED \$12.00 per drink | NO HOST \$12.75 per drink

## SUPER PREMIUM BRANDS

Ketel One, Crater lake Reserve Vodka, Baileys Irish Cream, Maker's Mark, Glen Livet, Burnside Straight Bourbon, Barrel Room Rum, Distiller's Cut Rum, Pendleton, Patron, Big Bottom London Dry Gin, Dancing Dog Gin, Hue Hue Coffee Rum  
HOSTED \$14.25 per drink | NO HOST \$14.75 per drink

## PACKAGE BARS (PER PERSON)

|                                | ONE HOUR | EACH ADDITIONAL HOUR |
|--------------------------------|----------|----------------------|
| House Wine & Assorted Beer     | \$19.50  | \$8.50               |
| NW Wine & Assorted beer        | \$22.00  | \$10.00              |
| Premium NW Wine & Beer         | \$33.50  | \$15.75              |
| Call Brands & Select Wine      | \$22.00  | \$10.00              |
| Premium Brands & NW Wine       | \$24.25  | \$11.00              |
| Super Premium Brands & NW Wine | \$28.75  | \$13.25              |

a 19.5% service charge is added to all food and beverage fees



# BAR SERVICES

continued

## A LA CARTE BEER & WINE SERVICES

|                      |               |                   |
|----------------------|---------------|-------------------|
| Domestic Beer Bottle | \$7.50/Hosted | \$7.75/No Host    |
| Premium Beer Bottle  | \$8.25/Hosted | \$8.50/No Host    |
| Domestic Keg         | \$540.00/Keg  | \$320.00/Pony Keg |
| Microbrew Keg        | \$690.00/Keg  | \$450.00/Pony Keg |

## HOUSE CHARDONNY & CABERNET SAUVIGNON

|               |                |                 |
|---------------|----------------|-----------------|
| By the glass  | \$10.00/Hosted | \$10.25/No Host |
| By the bottle | \$39.25/Hosted | \$40.50/No Host |

## NW CHARDONNY, PINOT GRIS, PINOT NOIR, CABERNET

|               |                |                 |
|---------------|----------------|-----------------|
| By the glass  | \$11.25/Hosted | \$11.50/No Host |
| By the bottle | \$45.00/Hosted | \$46.00/No Host |

## PREMIUM NW CHARDONNY, PINOT GRIS, PINOT NOIR, CABERNET

|               |                |                 |
|---------------|----------------|-----------------|
| By the glass  | \$17.25/Hosted | \$17.50/No Host |
| By the bottle | \$69.00/Hosted | \$70.00/No Host |

**Select House, NW or Premium NW wines and  
we charge for what you go through - no pre-order is necessary.**

a 19.5% service charge is added to all food and beverage fees



# HORS D'OEUVRE PACKAGES

For half hour to forty-five minute receptions in addition to a dinner event  
Minimum 25 people

## **PACIFIC RIM**

*Served with assorted dipping sauces, wasabi, and pickled ginger*

Thai chicken satay  
Ahi tartare on cucumber  
Pork hum bao and shrimp shumai  
Vegetable spring roll  
Pot tickers  
\$30.00 per person

## **ASTORIA**

Oregon bay shrimp cocktail cordial  
Lodge-smoked Northwest salmon with grilled balsamic crostini  
Rogue Creamery's Smokey Blue stuffed dates wrapped in bacon  
Wild mushroom strudel  
\$30.00 per person

## **CLOUD CAP**

Brie en croute stuffed with huckleberry preserve  
Red Flame grapes with herbed chevre rolled in hazelnuts  
Timberline gravlax on toast point  
Serrano ham and melon  
Stuffed mushroom  
\$24.00 per person

## **WILLAMETTE VALLEY**

Spinach and goat cheese crostini  
Antipasto skewer  
Belgian endive stuffed with smokey blue mousse and hazelnuts  
Caramelized sweet onion tart with olives and asiago cheese  
Duck confit on polenta cake  
\$22.00 per person

## **ALL AMERICAN**

Pigs in a blanket  
Bourbon BBQ meatballs and buffalo wings  
Steak bite skewers  
Grilled sausage and peppers  
Vegetable crudité with dips  
\$25.00 per person

a 19.5% service charge is added to all food and beverage fees

# HORS D'OEUVRES

Minimum 50 pieces per item

Prices are per piece

## CHILLED

- Ahi tartare \$5.75
- Salmon caviar on baby red potato \$6.00
- Oregon bay shrimp cordials \$6.00
- Lodge-smoked salmon mousse on balsamic crostini \$5.00
- Brie en croute with huckleberry preserves \$5.00
- Red Flame grapes with herbed chevre rolled in hazelnuts \$5.00
- Timberline gravlox on toast points \$6.00
- Serrano ham and melon \$5.00
- Antipasto skewers \$5.00
- Endive stuffed with smokey blue cheese mousse and hazelnuts \$5.00
- Oregon bay shrimp mousse on cucumber \$5.00
- Jumbo shrimp \$7.00
- Fresh shucked oysters Market Price
- Washington mussels Market Price
- Smoked scallops Market Price
- Seared ahi Market Price
- Dungeness crab legs Market Price
- Spinach and goat cheese crostini \$5.00
- Mini desserts \$5.00

## WARM

- Thai chicken satay \$6.00
- Shrimp shumai \$6.00
- Vegetable spring rolls \$5.00
- Pot stickers \$5.00
- Miniature Dungeness crab cakes Market Price
- Rogue Creamery's Smokey Blue cheese stuffed dates wrapped in bacon \$6.00
- Wild mushroom strudel \$5.00
- Stuffed mushroom caps \$5.00
- Caramelized sweet onion tart with olive & asiago cheese \$5.00
- Duck confit on toasted polenta cakes \$6.00
- Pigs in a blanket \$5.00
- Bourbon BBQ meatballs \$5.00
- Buffalo wings \$5.00
- Steak bite skewers \$6.00
- Grilled sausage & pepper skewers \$6.00

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# APPETIZER PLATTERS

Suitable for parties of 20 people

## ARTISAN FARMSTEAD & LOCAL CHEESES

Served with dried fruit, nuts, and fresh fruit  
\$16.00 per person

## CHARCUTERIE ASSORTMENT

Patés, sausages, cured meats, and garnishes  
\$18.00 per person

## MEDITERRANEAN MEZZA PLATTER

Hummus, tabbouleh, marinated olives, flat bread, red peppers, baba ghanoush  
\$14.00 per person

## WILLAMETTE FARM

Raw marinated vegetables, dip, and hummus  
\$12.00 per person

## THE NORTHWEST

Smoked, cured, and raw seafood assortment includes oysters, mussels, scallops, ahi tuna, and smoked salmon  
\$22.00 per person

## JUMBO PRAWNS ON ICE

Served with house-made cocktail sauce, Thai chili sauce, and Panang peanut sauce  
\$7.00 each piece

## ASSORTED CANAPÉS

Smoked salmon on cucumber  
Endive & herb boursin  
Oregon bay shrimp mousse on crostini  
Sun-dried tomato mousse in grilled flat bread roulade  
\$10.00 per person

## FRUIT PLATTER

Fresh seasonal fruit and berries  
\$9.00 per person

a 19.5% service charge is added to all food and beverage fees

# DINNER BUFFET

Minimum 40 people

## YOUR BUFFET INCLUDES

Choice of entrée from options below  
Organic green salad with herb vinaigrette  
Chef's selection of three additional salads  
Chef's selection of rice or potato, fresh seasonal vegetable  
Artisan rolls & creamery butter  
Gourmet coffee & teas

### HAZELNUT SMOKED PRIME RIB OF BEEF

Slow-roasted dry-aged natural beef prime rib, rosemary scented au jus,  
Hood River apple horseradish cream

### STUFFED RAINBOW TROUT

Rainbow trout stuffed with pepper bacon, spinach, and  
Oregon hazelnuts

### ROASTED NORTHWEST SALMON

Fresh salmon served with huckleberry beurre blanc

### HUNTER'S STYLE CHICKEN

Grilled Oregon chicken breast with roasted garlic, grilled onion, tomato,  
mushrooms, fresh herbs and pinot noir demi-glace

### SMOKED PORK LOIN

Carlton Farms natural pork loin, kiln-dried apple demi-glace

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# DINNER BUFFET

continued

## **GRILLED CHICKEN BREAST**

Grilled chicken breast and red flame grapes  
in a light champagne velouté

## **RED WINE BRAISED BEEF TENDERLOIN TIPS**

Natural beef tips with crimini mushrooms and grilled sweet onions  
in a cabernet sauvignon demi-glace

## **PACIFIC RIM CHICKEN**

Grilled chicken breast, green onions, bamboo shoots, galangal,  
sweet chili, soy sauce, coconut milk, bean thread noodles,  
crushed peanuts, cilantro & fresh lime

## **PASTA BUFFET**

*Select two*

BOWTIE PASTA served with Oregon bay shrimp and scallops  
in a light herbed garlic cream sauce

HOUSE-MADE LASAGNA BOLOGNESE with meat sauce and grated asiago cheese

RIGATONI with wild mushrooms, roasted shallots, and pinot noir demi-glace

Single Entrée \$60.00 per person

Double Entrée \$70.00 per person

a 19.5% service charge is added to all food and beverage fees



# DINNER AND A MOVIE

Enjoy one of many movies filmed at Timberline Lodge matched to the culinary artistry of Chef Jason Stoller-Smith

## WILD: FROM LOST TO FOUND ON THE PCT

Driven to the edge by the loss of her beloved mother (Laura Dern), the dissolution of her marriage and a headlong dive into self-destructive behavior, Cheryl Strayed (Reese Witherspoon) makes a decision to halt her downward spiral and put her life back together again by solo hiking the Pacific Crest Trail -- one of the country's longest and toughest through-trails. Outdoor shots were filmed around Timberline & Reese Witherspoon stayed in room 205. The Pacific Crest Trail is located behind Timberline and spans from Mexico to Canada. Along with dinner enjoy a trail mix starter, hiking boot toss, and make your own duct tape sandals.

## THE SHINING!

Enjoy a deliciously creepy evening based around this Stanley Kubrick 1980 film written by Steven King. Your evening includes a private viewing of *The Shining* movie while enjoying a gourmet meal in a room filled with Shining props including Jack's typewriter, the ballroom picture with Jack, and of course Jack's axe and the door!

## BEND OF THE RIVER

This 1952 Western starring James Stewart, Rock Hudson, Julie Adams, and Arthur Kennedy is based on the novel *Bend of the Snake* by Bill Gulick. The film is about a tough cowboy who risks his life to deliver confiscated supplies to homesteaders after gold is discovered in the region. *Bend of the River* was filmed on location on Mt. Hood, the Sandy River, and Timberline Lodge. Your dinner event includes western kerchiefs, a shot of whiskey and western style seating. We'll rustle up grub and serve it on tins while you enjoy the show.

## ALL THE YOUNG MEN

Need more drama in your life? Watch Alan Ladd and Sidney Poitier in this 1960's Korean War film about the beginning of desegregation of the U.S. Marine Corps. Poitier plays a sergeant unexpectedly placed in command of the survivors of a platoon in the Korean War. The film explores the racial integration of the American military, centering on the African-American sergeant's struggle to win the trust and respect of the men in his unit. Your dinner event includes army men centerpieces, dirty martini, and a retro 60s dinner.

## HEAR NO EVIL

*Hear No Evil* is a 1993 thriller film about a deaf woman who falls foul of a corrupt police officer looking for a stolen coin that has been hidden in the woman's pager, starring Marlee Matlin, D. B. Sweeney, Ice-T, and Martin Sheen. A majority of the filming takes place in and around Portland, the Columbia Gorge and Timberline Lodge.

Dinners are three courses and include salad, entrée, dessert, coffee & tea as well as starting cocktail.

\$90.00 per person

a 19.5% service charge is added to all food and beverage fees



# WELCOME GIFTS

Welcome your event attendees with a Timberline treat  
Pricing includes room delivery

## **TIMBERLINE OLD FASHIONED BOTTLE OF WATER**

and trail mix  
\$17.50

## **ALPINE CHARCUTERIE TASTING**

A selection of Alpine inspired cured meats served with local pickled peppers,  
Lodge-made mustard and fresh baked pretzel bread  
\$23.50

## **TIMBERLINE CAMPFIRE S'MORES**

Includes 6 marshmallows, 4 graham crackers, and  
one milk chocolate bar plus roasting sticks provided for use during your stay  
\$7.50

## **MILK & COOKIES**

Includes six assorted cookies made fresh from our hotel's bakery,  
served with two glasses of chilled 2% milk  
\$10.25

## **CHOCOLATE COVERED STRAWBERRIES**

Treat yourself or someone special to four chocolate covered strawberries  
\$12.00

The Timberline Gift Shop and Gallery features souvenirs and local artisan items  
Offerings change seasonally - inquire about what is available now

# AUDIO VISUAL EQUIPMENT

Rental prices

## **PROJECTION & VIDEO EQUIPMENT      PRICE/EACH**

|                                  |          |
|----------------------------------|----------|
| Color television monitor         | \$69.00  |
| Stereo system with MP3 player    | \$95.00  |
| LCD projection panel with screen | \$300.00 |
| Portable Screen                  |          |

## **SOUND/PA EQUIPMENT      PRICE/EACH**

|   |          |
|---|----------|
| Wireless lapel mic with amplified speaker | \$185.00 |
| Wireless mic with amplified speaker       | \$185.00 |
| 4 channel mic mixer                       | \$330.00 |
| Speaker phone                             | \$80.00  |

## **MISC EQUIPMENT & SERVICES      PRICE/EACH**

|                                     |                   |
|-------------------------------------|-------------------|
| Exhibitor 6' or 8' skirted table    | \$33.00           |
| Flip chart including pads & markers | \$61.00           |
| Extension cords & power strip       | \$15.00           |
| Flashlight pointer                  | \$16.00 per day   |
| Laser pointer                       | \$14.00 per day   |
| Risers (12 3'x4' pieces available)  | \$56.00 per piece |

## **COMPLIMENTARY EQUIPMENT**

Easels  
Flip chart stand (paper pad not included)  
Podium

If equipment is damaged or missing, the person or group checking it out will be billed the amount of the repair or replacement value

# BUSINESS SERVICES

## **FAX & PHOTOCOPYING SERVICES**      **PRICE/PAGE**

|                                |        |
|--------------------------------|--------|
| Incoming: first 10 pages       | \$ .95 |
| Incoming: each additional page | \$.85  |
| Outgoing: first 5 pages        | \$4.00 |
| Outgoing: each additional page | \$1.00 |
| Photocopying                   | \$.75  |

International fax services are the same as above plus the price for the telephone call

## **TECHNICAL ASSISTANCE**      **PRICE/HOUR**

|                                 |          |
|---------------------------------|----------|
| Monday - Friday 8:00am - 5:00pm | \$88.00  |
| Monday - Friday 5:00pm - 8:00am | \$160.00 |
| Holidays                        | \$303.00 |

Fees will be assessed for displays and materials that require additional storage and handling according to the following schedule:

## **SHIPPING & RECEIVING FREES**      **PRICE/ITEM/DAY**

|  |          |
|--|----------|
| Retrieval fee for packages shipped to wrong address  | \$11.00  |
| Arrival of packages more than two days before event  | \$5.00   |
| Return of packages more than one day after event     | \$5.00   |
| Pallet storage upon arrival                          | \$83.00  |
| Pallet breakdown                                     | \$110.00 |
| Handling fee to schedule outgoing pickup of packages | \$16.00  |