

CONFERENCE ROOM EQUIPMENT

AUDIO-VISUAL EQUIPMENT

Our audio-visual equipment adds that impressive and professional element to your gathering and has been designed with your requirements in mind. If you have any special requests, please let us know and we will do everything we can to assist or adjust. Contact your Conference Coordinator for details about the following equipment. Other specialty equipment is available upon request.

OVERHEAD PROJECTOR

- \$25/day.

PORTABLE LCD PROJECTOR

- \$175/day.

CEILING-MOUNTED LCD PROJECTORS

- Available in North Prairie (2), Central Prairie (1), South Prairie (2), Garden Room (2), and Meadow Rooms (2). \$150/day per projector.

VCR/DVD

- Combination VCR/DVD player \$75/day.
- DVD or VCR player \$35/day per player.

WIRELESS SPEAKER SYSTEM

- \$200/day.

WIRELESS MICROPHONE SYSTEM

- Wireless handheld and lapel mics available. \$45/day.

HIGH-SPEED INTERNET

- Free hotel-wide wireless access.
- Dual DSL wired Internet access. \$50 setup. \$50/computer per day

37" FLAT SCREEN LCD TV

- Available in Conference Rooms 1, 2 and 3. \$75/day.

TV RENTAL

- 27" TV \$50/day per TV.
- 50" flat screen \$100/day per TV.

ADDITIONAL EQUIPMENT

- Standing Podium with Mic
- Table Podium
- Riser - 4'x8' Section \$45
- Flip Chart with Markers \$20
- Tripod Easel for Signs \$10
- Poster Tent \$20
- American Flag
- Cellular Phone
- White Board with Markers
- Table Microphone Stand
- Laser Pointer \$20
- Speaker Phone with Analog Phone Line \$75
- Vendor Display Table \$20
- Registration Table
- Presentation Table
- Extension Cords
- Dance Floor (15'x18') \$200
- 6' Portable Screen
- Post-It Easel Pads \$40

ADDITIONAL SERVICES

"JUST IN CASE" SUPPLIES

"Just in Case" you didn't have time to pack your briefcase, we have supplied your meeting room with a conference kit full of necessary items to ensure a successful meeting:

- Calculator
- Dictionary
- Eraser
- Dry Erase Markers
- Hi-Liter
- Index Cards
- White Out
- Masking Tape
- Paper Clips
- Pencil Sharpener
- Post-It Notes
- Ruler
- Scissors
- Stapler
- Staple Remover
- Tape Dispenser

BUSINESS CENTER

Open 24 hours.

The Gateway Business Center offers services ranging from photocopies to presentation materials. Use the Business Center as your own personal assistant away from the office. We provide a full line of business equipment and software to produce high-quality output and accomplish those tasks that you usually rely on a printer to do. Our hardware and software include some of the most useful tools on the market. Equipment and services available include:

- Computer with High-Speed Internet
- Photocopier
- Additional Supplies Available (check with the front desk; additional fees may apply)
- Printer-Fax Combination
- Shipping Center