

# AV GUIDE



ALERUS CENTER

# AUDIO & VISUAL

## EVENT DETAILS

All AV needs and room specifications are due 2 weeks before the event date.

## AV TECH

A dedicated audio visual technician can be scheduled for your event. This is ideal for events with AV in multiple rooms, or with different presenters using the same equipment. \$45 per hour (4 hour minimum).

## LIGHTING

Dimmable lighting is available in all meeting rooms and ballrooms. Utilize lighting to designate locations within the space, or to ensure that presentations can be seen on screens but participants still have enough lighting for taking notes.

## OUTSIDE AV

Alerus Center allows clients to bring their own AV equipment. For liability reasons, our staff is not able to help set up or tear down any outside AV equipment. Let your event manager know what you are bringing, and if you require an AV cart or table for your equipment. Cables (i.e. VGA, HDMI, etc.) must be provided by the client for any outside AV equipment.

## EXTENSION CABLES

All extension cables must be provided by Alerus Center, and will be provided for \$30. This ensures that all extension cables are in good condition, are not frayed, and are plugged into the correct outlets.

## THIRD PARTY VENDORS

Alerus Center works with multiple AV vendors. Vendors are required to follow the in and out times outlined on the contract. If vendors require more time for set up or tear down, please let your event manager know immediately so changes can be made to the original contract.

All vendors must have a current certificate of insurance (COI) on file with Alerus Center.

## DIGITAL SIGNAGE

All convention center rooms have a digital sign to denote the event and event times happening in that space. Please talk with your event manager if you want something specific listed for your space.

# COMPLIMENTARY EQUIPMENT

## PODIUM

## AV CART

## FLAG

United States of America | Canada | North Dakota | Minnesota | Grand Forks | East Grand Forks

## EASEL

# AV PACKAGES

## MEETING ROOM AV PACKAGE

**\$100**

Projector | Screen | Presenter table

## BALLROOM AV PACKAGE

**\$575**

Stage (4 pieces) | (2) Screens | (2) Projectors | Podium | Microphone

# AV EQUIPMENT

## MICROPHONE

**\$30 EACH**

Wireless, corded, choir, or lapel

## TELECONFERENCING UNIT

**\$50 EACH**

## 55" TV

**\$75 EACH**

LED TV and Blu-Ray player on a wheeled cart

## PORTABLE SCREEN

**\$125 EACH**

10' x 14' screen (5' x 8' also available)

## PROJECTOR

**\$175 EACH**

Sony VPL-FHZ66 6100 lumen imaging projector can be used in either front or rear projection

## STAGE

**\$20 PER SECTION**

Build an ideal size stage for your event needs. Staging sections are either 4' x 8' or 6' x 8' and can be combined with stairs & a staging skirt

## WHITE BOARD

**\$10 EACH**

Comes with erasable markers and eraser

## FLIPCHART

**\$32 EACH**

## PRESENTER REMOTE

**\$20 EACH**

## DELL LAPTOP

**\$40 EACH**

Audio Combo Jack | USB 3.1 Gen 1 with Powershare | VGA | RJ45 | HDMI | (2) USB 3.1 Gen 1 | Display Port Over Type C | SD slot



# CABLES

Cables are free when used with an Alerus Center laptop or projector.

**HDMI** **\$10 EACH**  
10' OR 25'

**VGA** **\$10 EACH**  
25', 50', OR 100'

**XLR** **\$12 EACH**  
25', 50', OR 150'

**LTI BOX** **\$125 EACH**  
2 channel sounds allows for switching between two sound outputs  
(microphones, music, etc). 4 channel is available for \$150 each

# UTILITIES

**CABLE ACCESS** **\$35 EACH**

**PHONE LINE** **\$52 EACH**

**HARDWIRED INTERNET** **\$50 EACH**

**SECURE WIRELESS NETWORK (EVENT ENTIRE)** **\$250 EACH**

\*ALERUS CENTER UTILIZES ALL AVAILABLE 5GHZ WIRELESS CHANNELS

**120 VOLT POWER** **\$30 EACH**

**208 / 220 VOLT POWER** **\$75 EACH**

# DON'T FORGET TO ASK ABOUT

**TABLE LINENS** **\$7 EACH**

Table linens are available upon request

**EXECUTIVE SET** **\$20 PER TABLE**

Pitcher of water, bowl of assorted candy and linen

Table linens are available upon request

**UPLIGHTS** **\$20 PER LIGHT**

32 total uplights



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