

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. \$30 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 headset

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' OR 25'	\$10 EACH
VGA 25', 50', OR 100'	\$10 EACH
LTI & XLR	\$12 EACH
SOUND CUBE 2 channel sounds allows for switching between two sound outputs (microphones, music, etc). 4 channel is available for \$150 each	\$125 EACH

UTILITIES

CABLE ACCESS	\$35 EACH
PHONE LINE	\$52 EACH
HARDWIRED INTERNET	\$50 EACH
SECURE WIRELESS INTERNET NETW	\$25 EACH
120 VOLT POWER	\$30 EACH
208 VOLT POWER	\$75 EACH

DON'T FORGET TO ASK ABOUT

TABLE LINENS Table linens are available upon request	\$7 EACH
EXECUTIVE SET Pitcher of water, bowl of assorted candy and linen Table linens are available upon request	\$20 PER TABLE
UPLIGHTS 32 total uplights	\$20 PER LIGHT

