



The “No Surprises” List

Some common additional costs to keep in mind when planning your event

Air Wall Opening and Closing: Changes in configuration of the moveable walls are subject to a charge of \$250.00.

Audio Visual: Projection Presentation Technology is our exclusive in-house Audio Visual provider and is exclusive to all rigging. All cables must be flown and taped properly. Additional rigging fees for lift(s) and points may apply.

Crowd Control (Ushers): Crowd control is required at an additional cost regardless of number of attendees. \$19.75 / hour (4 hour minimum).

Deviation to Contracted Hours: A minimum of \$450.00 per hour will apply for any deviations to contracted hours plus labor if required.

Dock: Any activity in the form of exhibitors, load in and deliveries require dock attendant(s) at all times to monitor traffic. \$19.75 / hour (4 hour minimum).

EMT: All events at the facility that have 400 attendees or more must have an Emergency Medical Technician (EMT) on-site thru OCC's exclusive contractor. Depending on the nature of the event and other events less than 400 attendees may also be required to provide medical services. Rate for EMT service is \$48.00 / hour (4 hour minimum).

Event Security: Required for any type of high risk event or cash handling. Rate is \$21.00 / hour for an unarmed guard and \$51.00 / hour for an armed guard (4 hour minimum).

Executive Room Sets: Pads and pens can be provided at \$3.00 per person / per day.

Fire Beam Limitations: Helium balloons, fog machines, hazers, and candles must be coordinated in advance with your Event Manager. Fire watch fee of \$102.00 / hour is required with a 4 hour minimum.

Food and Beverage Services: Provided exclusively by Ontario Convention Center, Catering by SMG. No Outside Food and Beverage is allowed at any time inside or outside the facility. Please coordinate all food and beverage needs with your Catering Manager in advance. No picnicking is allowed in the parking lots or surrounding businesses.

Housekeeping: Based on the type of event, pre- and post-cleaning fees with trash haul may be required.

Insurance: All Licensees and their sub-contractors are required to provide a Certificate of Insurance for event and move in/move-out days; insurance coverage may be purchased through the Center's insurance program @ \$1.00 per person / per day (high risk at prevailing rates).

Keys: The Convention Center has the capability to change door locks on designated rooms for a fee (contact your Event Manager for associated fees). Request for keys should be made through the Event Manager and all keys must be returned on the last day of the event.

Parking: Current automobile parking fees are \$10.00 per car per day. No in and out privileges. No overnight parking allowed.

Police: Ontario Police Department reserves the right to require police officers as deemed necessary at \$110.00 / hour (6 hour minimum per officer, 2 officer minimum).

Room Changeovers: Licensor offers one set-up per event. Any changes to the set-up on the day of event or overnight will incur a (minimum) labor fee of \$250.00 per change per room.

Shipping: Freight or materials (including overnight freight services) are not accepted prior to contracted move-in date. If items need to be shipped, please fill out the **service storage order form** and items can be stored early for a fee. No perishable storage.

Utilities: Electrical, telecom or other utility services are provided exclusively by the Center at prevailing rates. Air conditioning or heating will not be turned on for any move-in/out days unless purchased in advance. See attached [Electrical service order](#) for additional information.

Wi-Fi: The Center has wireless internet available throughout the building for an associated fee. Logging onto our guest wireless network will walk you through the process.

The above information, along with the Center's [Rules and Regulations](#), are intended to help you plan and budget for services you may require. Prices and policies are subject to change (please ask your Event Manager to prepare an event cost estimate before establishing final budgets).