Guidelines for Ordering Audio/Visual Equipment

Pennsylvania Convention Center (PCC)

- Audio/visual equipment at the convention center is provided by AALL’s contractor (GES) and comes with a 45% discount on equipment. Attached is the GES AV Price List where the 45% discount has already been applied. Note: projection equipment will generally require the use of a cart and power cords that will be added at an additional cost.

- Microphones and all audio services are provided by the GES and are charged by the type:
  - Standard wired microphone for a podium, hand-held, table top, or audience mic on a stand is $13.75.
  - Wired lavaliere microphone is $27.50.
  - Wireless hand held or wireless lavaliere microphone is $68.75.
  - A 4-channel mixer is required from any sound source to patch into the house sound systems. A 4-channel mixer is $27.50.
If you have more than (4) audio sources (e.g., (4) microphones / or (1) microphone and laptop sound) then you will be charged for an 8-channel mixer at $41.25. More than (8) audio sources will require a 12-channel mixer at $55 and an audio technician (rates to be quoted per individual case). Mixers will be added automatically and do not need to be ordered. All sound equipment is charged with 8% sales tax. Additional labor fees may apply.

Laptop computers are available to rent for $82.50

- AALL has partnered with sponsor, Bloomberg BNA, to offer complimentary wireless Internet in the convention center in all of AALL’s contracted educational and meeting rooms.

Philadelphia Marriott (headquarters hotel)

- Use the GES AV Price List where the 45% discount has already been applied.

- The Meeting Room Projector Package is $206.25 and will come with an LCD projector, screen projector cart, and appropriate cables. A basic LCD Support Package is $41.25 and includes the screen, cart, and cables – designed for groups with their own LCD projector. Cost of package is determined by size of room and screen needed.

- Laptop computers are available to rent for $82.50.

- A wired handheld/podium package is $27.50. Wireless handheld or lavaliere microphones are $68.75. Mixers are not included in the price and will be added depending on the number of sound sources. When 1-4 microphones (or sound sources) are required, a mixer will be provided for $27.50. An 8-channel mixer will be required for more than 4 microphones (or sources) at $41.25.

- A/V equipment costs charged 8% sales tax in addition to the rates. A wired podium microphone cost would be calculated at: $13.75 (mic) + $27.5 (mixer) + $55.00 (small sound system) x 8% = $103.95. Additional labor fees may apply.

Philadelphia Marriott Internet Access - there is no complimentary internet access available in the Marriott meeting rooms and must be ordered, if needed (refer to Philadelphia Marriott Internet Access for Meeting Rooms).

All audio/visual equipment needs to be ordered through AALL and not directly with the facility. The exceptions to this are exhibitors, affiliate groups, and chapters who have already set up direct billing with the facility (the above GES A/V equipment costs will not apply)