

# SAN DIEGO CONVENTION CENTER GENERAL PRICING GUIDE



FY23 Pricing Valid from July 1, 2022 – June 30, 2023

**We are committed to making your event a success. A knowledgeable Event Manager is assigned to assist you throughout the planning process.**

## AUDIO VISUAL

ON Site Audio Visual is the preferred audio visual equipment provider and the exclusive contractor for the house sound system at the San Diego Convention Center.

Call 619.525.5444 or email [onsite-sdcc@onservices.com](mailto:onsite-sdcc@onservices.com) for full pricing.

## CATERING/FOOD & BEVERAGE

Sodexo Live! is the exclusive catering service provider.

Call 619.525.5800 or contact your Catering Sales Manager for details.

## Concessions

Concessions are scheduled based on event activity. Contact your Catering Sales Manager to discuss concessions for your event as minimums may apply.

## Water Service

We do not provide complimentary bulk water service in our meeting rooms; however, we have bottle filling stations conveniently located throughout the public areas of the facility.

## Linen

\$15.00++ per linen. Standard meeting room set-ups do not include linen.

## Holiday Labor

Event activity occurring during the following holidays may be subject to additional expense: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day.

## ENGINEERING SERVICES

### Plumber & HVAC Professionals

Miscellaneous Labor (1-hour minimum)	\$140.00/hour
Miscellaneous Labor Overtime (1-hour minimum)	\$260.00/hour

For information about electrical services and approved electrical contractors, please contact your Event Manager.

Other services are available upon request and will be quoted through your Event Manager.

## EQUIPMENT RENTAL RATES

See your Event Manager for room turnover and additional equipment charges. Charges for frequently requested equipment over the complimentary allotment are as follows.

Chairs	\$5.00 each
Skirted Tables	\$25.00 each
Dance Floor (3' x 3' section)	\$8.00/section
Hand Sanitizer Station	\$35.00/station
Supplemental station for exhibit hall.	\$35.00/refill
Staging	\$35.00/64-68 sq. ft.
Head table stage for meeting rooms and a 1,200 sq. ft. maximum stage for general sessions are complimentary.	
Miscellaneous Labor	\$40.00/hour
Miscellaneous Labor Overtime	\$60.00/hour

## GUEST SERVICES

Guest Services are provided exclusively by the Convention Center in public spaces for door persons and ticket taking..

Other Guest Service Representatives	\$40.00/hour
Ticket Taker Representatives	\$40.00/hour
Guest Services Supervisor	\$70.00/hour
Guest Services Overtime	\$60.00/hour
Guest Services Supervisor Overtime	\$105.00/hour

There is a 4-hour minimum for all Guest Services staff.

## CLEANING SERVICES

Booth cleaning is an exclusive service provided by the San Diego Convention Center.

Miscellaneous Cleaning Services	\$40.00/hour
Miscellaneous Labor (4-hour minimum)	\$40.00/hour
Move-in/Move-out/Aisle Cleaning Services	\$40.00/hour
Aisle cleaning during event hours is a billable charge for all shows, including consumer shows.	
Show Hour Cleaning Services	\$40.00/hour
Aisle maintenance during show hours is billable.	
Confetti Clean-up	\$50.00/hour
Trash Disposal	\$425.00/half pull
Trash disposal is initially estimated with final billing based on actual trash removed.	\$850.00/full pull
Carpet Disposal	\$1,000.00/pull
Booth Abandonment	\$800.00/100 sq. ft.

## HVAC

Licensee receives controlled temperature during show hours at no charge. The following charges apply if additional controlled temperature is required during move-in/move-out or non-event hours:

Individual Exhibit Halls	\$490.00/hour
Exhibit Halls A, B-1, B-2, C, D, E, F, G, H	
Sails Pavilion	\$600.00/hour
Meeting Rooms & Corridors (per room/quadrant)	\$250.00/hour

For any additional costs, contact your Event Manager.

## OPERABLE WALLS

Licensee will receive space with operable wall in place as predetermined. The following charges apply if set or strike of the operable walls is required after initial set up of room.

Meeting Rooms 1-33 (allow 20 minutes each)	\$100.00 each
Ballrooms 6 and 20 (allow 30 minutes each)	\$200.00 each
Exhibit Halls (allow 45 minutes each)	\$500.00 each

## PARKING

The Convention Center's parking facilities are owned by the San Diego Unified Port District and operated on their behalf by Ace Parking. Please see your Event Manager for current rates and additional information.

## RIGGING SERVICES

ON Site Audio Visual is the exclusive rigging provider for the ballrooms, Sails Pavilion and the exclusive non-trade show production rigging provider in the exhibit halls. Please contact ON Site at 619.525.5444 for a customized and comprehensive rigging package.

## SECURITY SERVICES

### Security

Uniformed Security Services Representatives are provided exclusively by the San Diego Convention Center in the loading docks, front drive and all public areas.

Security Services Representative	\$40.00/hour
Security Services Supervisor	\$70.00/hour
Security Services Overtime	\$60.00/hour
Security Services Supervisor Overtime	\$105.00/hour

### Contracted Event Security & Medical First Aid Providers

For an approved list of event security and medical first aid service providers, please contact your Event Manager.

### Room Rekeying

The Convention Center Security Services will rekey up to 10 meeting rooms at no cost. For more than 10 rooms, hourly labor rates will apply, with a 2-hour minimum billed at the supervisor rate of \$70 per hour.

### Lost Keys

In the event of lost keys, there will be a fee of \$50 for each **key card** and \$250 for each **metal key** not returned.

## TECHNOLOGY SERVICES

Smart City Networks is the exclusive technology service provider at the Convention Center. The following prices are premised on orders placed 14 days in advance.

### Standard Voice Services

All lines require "9" to be dialed before making outgoing calls, except where noted.

Single Line	\$275.00
Dedicated Line with Phone ( <i>no dial "9" required</i> )	\$275.00
Multi-Line Phone with One Line and One Rollover Line	\$415.00
Polycom Conference Phone	\$465.00

Plus per-minute usage charges for all international calls.

### Internet Services

Basic Internet, Includes 1 Private IP Address	\$895.00
Additional IP Addresses	\$185.00/address
Dedicated 3Mbps <i>Includes 5 Static IP Addresses</i>	\$3,495.00
Dedicated 6Mbps <i>Includes 5 Static IP Addresses</i>	\$5,900.00
Dedicated 10Mbps <i>Includes 5 Static IP Addresses</i>	\$7,850.00
Dedicated 15Mbps <i>Includes 5 Static IP Addresses</i>	\$11,700.00
Dedicated 20Mbps <i>Includes 5 Static IP Addresses</i>	\$15,500.00

The San Diego Convention Center requires that all equipment connected to the network has anti-virus software and the most current security updates to protect all customers from malicious attacks. A signed affidavit is required prior to any connections being made to the system. Additional charges will apply should defective equipment damage the integrity of the Convention Center's network.

### Other Available Products & Services

- Wired and wireless internet data services, including wireless sponsorship opportunities
- Network cabling and switch installation
- Shortwave Radio rentals
- Cable TV
- Data Network Engineering to connect your exhibit space & home office
- Network security and monitoring

For additional information about event technology services please call 619.525.5500. Equipment deposit and usage charges are additional. Payment for all equipment, services and labor is due in full prior to first move-in day. Additional expedite fees apply to orders placed within 14 days.

## CONTRACT & DEPOSIT SCHEDULE

### Audio Visual

ON Site is our preferred provider of audio visual services and the exclusive provider of production rigging and in-house sound. A separate agreement with ON Site will be initiated for audio visual services.

- 50% deposit required with signed agreement.
- Remaining 50% due no later than three days prior to function.

### Food & Beverage

*Sodexo Live!*, our exclusive on-site caterer, will prepare a separate agreement for food and beverage service.

- 90% deposit required 30 days prior to function.
- Remaining 10% due three days prior to function.
- Exhibit booth catering: A separate agreement will be initiated for booth catering services. The client has the option to prepay the estimated total at the time of order with a company check, or guarantee with a credit card when the order is placed.

### License Agreement

For agreements completed 24 months and beyond, schedule is as follows:

- Agreement signed and returned within 30 days of receipt.
- 25% license fee is due two years prior to event.
- Additional 25% license fee is due six months prior to event.
- Insurance certificate and endorsements due 90 days prior to event.
- Remaining 50% license fee is due 60 days prior to event.

### Technology Services

A separate agreement with Smart City Networks will be initiated for telephone and internet services.

- 100% deposit required with signed agreement prior to event.
- Signed network security agreements required prior to activation of services.



*Rates are subject to change. There may be additional charges on holidays. Please consult your Event Manager for the most up-to-date information. The latest version of this document can be found at [visitsandiego.com](https://visitsandiego.com).*

*Revised 11.17.22*