



# Audio Visual Guide 2010

Audio Visual Equipment	Charge
AV Technician	£50 per hour, £60 before 8am and after 6pm
Lectern	£30 per day
Data Projector (XGA, 2000 lumens)	£95 per day
Laptop (Microsoft XP, Office 2003, Power Point 2007 viewer)	£90 per day
PA System with 2 microphones	£150 per day
Extra Radio or cabled microphones	£20 each per day
Internet Access	£20 per day
DVD Player	£25 per day (monitor or projector required for display)
Laser Pointer	£10 per day
Remote (wireless) mouse for PC	£10 per day
Traffic light cueing system	£25 per day
PC speakers (for amplified sound from a laptop when a PA is not required)	£20 per day
Individual Induction loop or headphones for Hard of Hearing	FOC but PA system hire required
Audience interactive voting system	£100 set up charge and £5 per handset. (check availability) ( £90 laptop hire required)
Individual delegate microphones	free with voting system, PA system hire required
Visualiser (for projecting documents)	£25 per day
Video Conferencing system (over IP, 384kbps)	£175 for first hour, £60 per subsequent hour + call costs if connecting to ISDN
46" LCD screen on stand	£150 per day
Audio Recording to tape or CD (mp3)	£150 set up (£50 set up charge if PA system already hired) plus £3 per tape , £10 per CD, £15 per USB.
Video recording	£250 for set up. Technician required at £50 per hour. £45 for master DVD (other formats available).
Video editing	Basic editing is included in the Master DVD charge. Any further editing is charged at £45 per hour
Copies of DVDs or CDs	1-10 £5 per copy, 11-50 £3 per copy, 51-100 £2 per copy, 101+ £1 per copy (this includes printed b/w label)
Hands-free conference phone	£40 per day
Colour PC Printer	£50 per day
Flipchart with pad and pens	£20 per day
Staging (height = 40cm)	£25 per sq metre piece (max 14) includes valance + step
Webcasting (live or on-demand)	Ask for details

Equipment and services not listed could be hired in on request, please ask for details

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