

Standard Meeting Room Set-up

One Set per Room per Day

Tables and chairs for meeting set-up
(theatre, classroom, boardroom, U-shape, etc.)

Speaker's table (skirted) and platform (if required)

Lectern (table or standing)

Room Posting

Ice water for speaker's table

Water stations in room

Registration

Tables (skirted) and chairs as required

Wastebasket

Additional Rental Items

Linens

Individual Water Service

Special equipment services (staging, dance floor, etc.)

Telephone / Internet service

Office equipment (photocopier, fax machine)

Parking

Coat Check services

Change over for rooms and operable walls

Electrical Requirements

Moving of Boxes/Crates (may be subject to labour charges)

Refer to [Operating Guidelines](#) Supplementary Charges for complete list.