

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.