



Facilities Rental: Audio-Visual Equipment and Services

Current: 1-8-13

We look forward to an opportunity to work with you to help make your meeting or event Presidential! We are pleased to offer the following audio-visual equipment and services to assist in meeting your event needs.

Please contact the Facilities Rental Office at 217/558-8873 to discuss audio-visual for your event. Thank you.

General Information

- **With the exception of laptop computers, audio-visual equipment must be provided by the Abraham Lincoln Presidential Library & Museum.**
- All rentals are priced as listed and are subject to availability.
- A/V equipment and services need to be confirmed one week prior to your event.
- A Rush Charge of \$50 may apply to requests made less than 24 hours before an event.
- Charges for audio-visual equipment and services will be invoiced post-event.
- Prices subject to change without advance notice.
- Complicated/Multiple set-ups may require additional labor charges.
- A 48-hour notice for all cancellations is requested.

Venues with Built-in A/V Equipment:

The ALPLM is pleased to offer the following rental venues that feature built-in, state-of-the-art audio-visual equipment. Pricing for the use of any or all of the equipment in the venues follows. (Additional Charges for services such as video-conferencing will apply). *Note: Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.*

Multi-Purpose Room (Library)

Podium with Microphone

\$200 day/evening rental

Document Camera (Overhead Projector)

\$100 half-day rental

LCD Projection System with Screen

DVD Player

VHS Player

Standard Cable TV [special request]

1 Lapel Microphone

2 Wireless Microphones

DVD Player

*South side only is capable of multi-media presentations

**Internet connection for an additional cost

Classroom (Library)

Podium with Microphone	\$100 day/evening rental
Drop-Down Projection Screen	\$50 half-day rental
LCD Projection System	
DVD Player	
**Internet connection for an additional cost	

Computer Lab (Library)

LCD Projection System	\$200 day/evening rental
Drop-Down Projection Screen	\$100 half-day rental
1 Hand-Held microphone	
Whiteboard	
Presenter Station with PC and Keyboard	
Fully Networked Environment	
High-Speed Internet Access	
12 Computer Terminals (seating for up to 24)	
Microsoft Office Suite at Each Station	
2 Printers (black and white or color)	
*Special software fee per terminal	\$25 per terminal for technical set

The ALPLM is pleased to offer the following audio-visual equipment and services in rental venues without built-in equipment, or to augment a/v needs in venues with built-in equipment. *Note: Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.*

Projection Equipment

Overhead Projector	\$35
LCD Projector (up to 4500 lumens)	\$250
Tripod Projection Screen (8' x 8')	\$25
Rear Projection Screen (including front drape)	\$125
DVD Player	\$25

Sound

Podium with Microphone	\$15
Wireless Hand-Held Microphone	\$85
Wireless Lapel Microphone	\$85
Wired Hand-Held Microphone	\$20
Wired Tabletop Microphone (includes stand)	\$20
Mixer (8 channels = small; 32 channels = large)	\$35 (small) / \$75 (large)
Podium with Microphone	\$15
Speaker	\$50 (small) / \$65 (large)
Multibox	\$25
Concert Sound System	\$350-\$4,000 (Call for Quote)

Video Equipment

Video Monitor with Cart	\$50
Video Cameras (3CCD Professional)	\$75*
Tripod	\$10
Videotape	\$10

* A/V technician required to operate.

Telephone

Telephone	\$25
Polycom Teleconference Phone	\$50
Polycom Teleconference Phone with Extenders	\$60
Phone Line for Conferencing (local or long-distance)	\$50
High Speed Internet Connection	\$150 day / \$75 half-day rental
Hub	\$10

*Wireless offered in certain locations: MPR, Classroom, Computer Lab

**Wired connection available also

Computer/Data Projection

Laptop Computer	\$100/day or portion thereof
RF Wireless Remote/Mouse	\$25
Laser Pointer (3) [advances PowerPoint]	\$25
Video-Conferencing (with PIP) (Offered in Multi-Purpose Room only)	\$160/day or portion thereof
Web Casting (Streaming)	Call for Quote
1 Camera	\$250/hour
2 Cameras	\$350/hour
3 Cameras	\$450/hour

*A/V staff to operate

Miscellaneous Accessories

Combination Whiteboard/Flipchart (Markers, paper usage included in cost)	\$25
16" Mobile Stage Unit (with black or blue skirting)	\$40/each

Labor

A/V Technician (1 hour minimum)	\$50/hour*
Computer Support Labor (1 hour minimum)	\$50/hour*

*For dedicated staff at event; labor for set-up, equipment use instruction and tear-down included in equipment cost

**Labor needs to be requested at least three (3) weeks in advance