



NYC SEMINAR AND CONFERENCE CENTER

ESTIMATE

71 West 23rd Street
Suite 515
New York, NY 10010
Phone (646) 336-4455 Fax (646) 514-6783

DATE: 12/30/2009 20:29 8:29 PM **Sales Rep:** Marketing Staff
Estimate # 1082796
To: Sibley Communications Group

| Description | Quantity | Rate | Total |
|---|----------|-------------|--------------------|
| Room and Equipment | | | \$ 1,655.00 |
| Meeting room up to 75 people- Theater Style Event Daytime | 1 | \$ 1,395.00 | \$ 1,395.00 |
| Tech Package (LCD Projector, Laptop, Screen) | 1 | \$ 135.00 | \$ 135.00 |
| Wireless Internet Access per 30 Connections | 1 | \$ 125.00 | \$ 125.00 |
| Catering | | | \$ 547.50 |
| Assorted Bagles | 75 | \$ 4.25 | \$ 318.75 |
| Potato Chips | 75 | \$ 0.75 | \$ 56.25 |
| Soda | 40 | \$ 1.75 | \$ 70.00 |
| Water | 35 | \$ 1.50 | \$ 52.50 |
| Coffee Service - 1 Regular, 1 Decaffeinated | 2 | \$ 25.00 | \$ 50.00 |
| Miscellaneous | | | \$ - |
| Office Pads | 0 | \$ 1.25 | \$ - |
| Pens | 0 | \$ 0.50 | \$ - |
| Sub Total | | | \$ 2,202.50 |
| NYCSCC Service Fee | 20.00% | | \$ 109.50 |
| NYC Sales Tax Rate | 8.875% | | \$ 48.59 |
| Estimate Total Per Day | | | \$ 2,360.59 |

Comments or Special Instructions:

[Facility Reservation Forms and Catering Forms](#)

[Policies and Procedures](#)

[Facilities](#)

www.nycseminarcenter.com

Please Note: All product and pricing information for rooms, equipment, services, goods, or products are estimates only, and are based on the latest information available, and by reasonable interpretation of information supplied by customer. Prices and tax rates are subject to change without notice or obligation.

New York State Sales Tax will be charged on all relevant food, goods, and other services where applicable. Please indicate your taxability status on your PO or otherwise, and supply tax exemption certificate or other proof where necessary.

This estimate is subject to agreement by customer to all terms and conditions of the New York City Seminar and Conference Center's Facilities Reservation Form ("FRF") as indicated by submission of a properly completed version of the FRF to the Sales Department, and the Department's indication of acceptance by the issuance to Customer of a valid booking slip or confirmation notice.



NYCSCC Room Rates

| Setup Type | Number of Attendees | Day Rate (8am - 5pm) | Evening Rate (6:30pm - 10:30pm) |
|--|--|----------------------|---------------------------------|
| Premium Boardroom (Any 4 Hours of Choice - Minimum) | Up To 8 | \$160.00 | \$120.00 |
| | <i>Note: \$40 for Each Additional Hour</i> | | |
| | Up To 12 | \$200.00 | \$150.00 |
| <i>Note: \$50 for Each Additional Hour</i> | | | |
| Standard Setups (Classroom, U-Shaped, Boardroom, Workgroup) | Up To 8 | \$295.00 | \$120.00 |
| | Up To 12 | \$495.00 | \$250.00 |
| | Up To 15 | \$575.00 | \$350.00 |
| | Up To 30 | \$695.00 | \$450.00 |
| | Up To 45 | \$825.00 | \$595.00 |
| | Up To 60 | \$1,395.00 | \$795.00 |
| | Up To 75 | \$1,595.00 | \$1,375.00 |
| Theater Style | Up To 65 | \$1,395.00 | \$695 |
| | Up To 100 | \$1,995.00 | \$1,195 |
| | Up To 200 | \$2,995.00 | \$2,095 |
| | Up To 300 | \$5,200.00 | |
| Computer Classroom (Includes computers, internet projector, screen and white board) | Up To 2 | \$175.00 | N/A |
| | Up To 4 | \$250.00 | |
| | Up To 6 | \$400.00 | |
| | Up To 8 | \$475.00 | |
| | Up To 12 | \$575.00 | |
| | Up To 14 | \$775.00 | |
| | Up To 16 | \$850.00 | |
| | Up To 20 | \$900.00 | |
| | Up To 25 | \$1,000.00 | |
| | Up To 30 | \$1,100.00 | |
| | Up To 35 | \$1,200.00 | |
| | Up To 40 | \$1,395.00 | |
| | Up To 45 | \$1,595.00 | |
| | Up To 50 | \$1,795.00 | |
| Up To 60 | \$1,995.00 | | |



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NYCSCC Setup Items (Non-Tech & Tech)

| Stationary Items | Price | Facility Items | Price | Technical Items | Price | Facility Services | Price | Facility Fees | Price |
|-------------------------------------|---------|-----------------------------------|---------|--|----------|---|---|--|------------|
| 3M Flip Chart Pad (Additional Pads) | \$25.00 | Flip Chart Easel (1 Pad Provided) | \$25.00 | Cambridge Soundworks Speakers (2.1) | \$50.00 | Analog Phone Line | \$50.00 | 24 Hour Hold | \$205.00 |
| Clip-On Name Badges | \$0.25 | Music Stand | \$25.00 | Camcorder | \$195.00 | Binding (Per Manual) | \$1.50 | Catering Setup | \$100.00 |
| Flip Chart Pad (Additional Pads) | \$15.00 | Portable Projection Screen | \$50.00 | CD/Tape Player | \$35.00 | Photocopies (Color) | \$0.65 | Change of Room Setup | \$125.00 |
| Highlighters | \$0.65 | Portable Whiteboard | \$60.00 | Desktop Speakers | \$10.00 | Fax Services | \$0.95 | Freight Expense (Minimum 8hrs) | \$1,000.00 |
| Index Card 3X5 (100) | \$2.40 | Standing Podium | \$45.00 | DVD Player | \$30.00 | Guest Desk (Per Hour) | \$25.00 | Freight Expense (Per Hour) | \$150.00 |
| Note Pads | \$1.50 | Table Cloths | \$1.50 | Laptops (D2650, D600, D620, D800, Toshiba M1) | \$50.00 | Photocopies (Black/White) | \$0.15 | Hosting Fee (Per Hour) | \$25.00 |
| Paper Reams | \$8.00 | Table Top Podium | \$35.00 | Laser Printer (In Class/Network) | \$50/Day | Short Term Storage (Per Client Boxes) | \$9.50 | Saturday Charges | \$225.00 |
| Pencils | \$0.25 | | | LCD Flat Panel (17") | \$40.00 | Wired Internet Access | \$195.00 | Clean Up Fee (Outside Catering Ordered By Clients from Non-NYCSCC Vendors) | \$100.00 |
| Pens | \$0.50 | | | LCD Projector (DELL, NEC) / LCD TV (Con Rooms) | \$145.00 | Wireless Internet Access (Per 30 Connections) | \$125.00 | | |
| Tent Name Cards | \$0.45 | | | P/A System | \$125.00 | Wired Internet Access (Presenter/Instructor Only) | \$95.00 | | |
| Tissue Boxes (Per Box) | \$3.00 | | | Polycom Conference Phone/ 3Com Phone | \$100.00 | MP3 Audio Recording | \$150.00 | | |
| | | | | PowerPoint Clicker | \$10.00 | Video Recording | \$200.00 | | |
| | | | | Tech Package (LCD Projector, Screen, Laptop) | \$135.00 | Long Distance Phone Line | \$9 (.15c every minute after 1st hour) | | |
| | | | | VCR Player | \$30.00 | International Phone Line | \$200.00 (\$3.50 every minute after 1st hour) | | |
| | | | | Wired Handheld Microphone (Additional) | \$45.00 | | | | |
| | | | | Wireless Handheld Microphone (Additional) | \$45.00 | | | | |
| | | | | Wireless Lavalier Microphone (Additional) | \$45.00 | | | | |
| | | | | TV Cart | \$125.00 | | | | |

Technical Equipment is 50% Off For Any Event That is Under 12 Attendees (Excluding Laptop Charges)