

Cost Estimate Template

For hosting an event at the Palais des congrès

You are in charge of planning an event and would like to evaluate the cost of holding it at the Palais des congrès?

Here are some standard criteria for a typical event comprising three components:

- An **exhibition** with 100 exhibitors
- A **plenary session** for 1,000 people
- A **gala** attended by 1,000 guests

The event costs payable directly to the Palais are:

- The room
- Basic setups (e.g. utility connections, furnishings, place settings, telecommunications)
- Food (the caterer is the Palais' exclusive food service provider)
- Audiovisual (if you hire the Palais' official provider)
- Extra services: coat check, parking, additional furnishings, extra security

You will also have to factor in services from our outside providers, such as:

- Staffing
- Speakers (fee, travel, accommodations)
- Advertising
- Decoration
- Entertainment/Activities

Exhibition

Size

- 100 exhibitors
- 25,000 sq. ft. room
- 10'x10' booth spaces

Direct Palais costs

- Room rental: \$0.29/sq. ft.*

The rental fee includes the following services:

Spaces

- Promoter's office/war room
- Registration area, based on availability
- Storage area for the length of the event, based on availability (handling not included, billed separately)

Operations

- Event management and coordination support for the promoter
- Regular lighting, heating and air conditioning on event days
- Medium intensity lighting during setup and takedown
- 24-7 building security
- Daily housekeeping of foot traffic aisles and meal areas
- Intercoms in strategic locations

Other costs to consider, for services provided by the Palais:

- Electrical connections
- Coat check
- Security
- Telecommunications and internet services
- Ticketing
- Parking

Other costs to consider, for outside services not provided by the Palais:

- Audiovisual (microphone, screen, projector, etc.)
- Decorator (floor marking, booth, handling, rigging, carpeting, customs clearance, transportation)
- Customs clearance
- Transportation

* Prices in effect for 2017

Plenary session

Size

- 1,000 people
- 10,000 sq. ft. room
- Theatre-style setup

Direct Palais costs

- Room rental: \$0.52/sq. ft.*

The rental fee includes the following services:

- Built-in sound system (equipment extra)
- Water service (fountain or station based on room)
- Tables and chairs, except for exhibitions and cocktails (does not include table skirts or tablecloths unless it is a food function)
- One free room set-up (50% of the daily rate per additional room set-up), according to current standards
- 3 parking passes
- 1 podium
- Easels (subject to availability)
- Water service at the head table (for room setups in school, round table or theatre style only)
- Event coordination service for the main client
- Registration area with basic furniture (tables and chairs)
- Free platform risers (heights: 16", 24", 32", 40") to be confirmed with your Event Manager
- Loge(s) based on availability
- 3 power outlets (15A – 120V – 1 500W) for the promoter's exclusive use
- Greeting service on our digital display screens (your event logo and room location information inserted in rotation)
- Free wi-fi on Level 1

Other costs to consider, for services provided by the Palais:

- Electrical connections
- Coat check
- Security
- Telecommunications and internet services
- Parking
- Food services (exclusive caterer)
- Audiovisual (exclusive provider or other)
- Digital signage

* Prices in effect for 2017

Gala

Size

- 1,000 guests
- 20,000 sq. ft. room
- Banquet-style setup, 10 guests per table

Direct Palais costs

- Price from \$135 per person*

The fee includes the following services:

- Room
- 4-course meal, beverages (including alcohol)
- Skirted tables and chairs, except for cocktail portion
- Registration area with basic furniture (tables and chaises)
- One free room set-up (50% of the daily rate per additional room set-up), according to current standards
- 3 parking passes
- 1 podium
- Easels (subject to availability)
- Event coordination service for the main client
- Loge(s) based on availability
- Greeting service on our digital display screens (small-size event logo and room location information)
- Free wi-fi on Level 1

Other costs to consider, for services provided by the Palais:

- Audiovisual (official provider or other)
- Podium
- Dance floor
- Parking
- Coat check

Other costs to consider, for outside services not provided by the Palais:

- Room decoration
- Table centrepieces
- Music/Band
- Host

* Prices in effect for 2017

Payment terms

- 10% at booking
- 15% at contract signing
- 25% 120 days before setup date
- 25% 90 days before setup date
- 25% 60 days before setup date
- The balance owing on the basic rental fee is due 60 days before the setup date

Useful resources

General		
Tourisme Montréal www.tourisme-montreal.org	APEQ (Association des professionnels en exposition du Québec) www.apeq.org	MPI (Meeting Professionals International) www.mpimontrealquebec.com
Decoration		
GES Canada Official provider www.gesexpo.ca	Décor Experts Expo www.decorexpoexpo.com	Freeman Decorating www.freemanco.com
Palais Providers		
Capital Catering Exclusive caterer www.capitaltraiteur.com	Freeman Audio Visual Official provider www.freemanav-ca.com	Mendelssohn Customs broker Official provider www.mend.com