



## 2010 Fountain Square Services Menu

For the latest version of this document, go to <http://www.myfountainsquare.com/booking>.

### Personal Message on the Video Board: **\$100 – maximum of 5 minutes**

Prepare your image, Flash or video file as outlined in the LED (Video) Board Technical Requirements form and submit along with a completed Submission Form for LED Board Content. Both forms can be found at <http://www.myfountainsquare.com/video/submit>.

Acceptance of content is at the sole discretion of Fountain Square Management Group. You will be contacted to confirm date and time. Events on the plaza or previously scheduled board programming may make it impossible to air your personal message at the requested date and/or time.

### Built-In Sound System: **\$125 setup + \$60 per hour (one hour minimum)**

The built-in sound system is ideal for announcements or even small acoustic performances. Included in the cost is a small mixer with four (4) inputs and two (2) wired mics with stands. If you prefer a wireless mic, please specify wireless. If prerecorded music is to be played, client will deliver music in .mp3 format on a labeled CD to Fountain Square Management three business days prior to event. Label should include event name, event date, and a track listing if multiple tracks are to be used.

### Full PA with Sound Engineer: **\$175 setup + rates below**

2-hour event (minimum):	\$225
3-hour event:	\$300
4-hour event:	\$375
5-hour event:	\$450
6-8 hour event:	\$525
Over 8 hours:	\$525 + \$85 per hour over 8

The PA is used for performances by live musical acts. You are not required to use our PA, but if you do you must use one of our sound engineers. Sound engineer arrives one hour before show start. If an earlier call time is required to complete an early sound check or other pre-show labor, the additional hours are billed at \$85 per hour.

### Video Board Production: **\$125 setup + \$60 per hour (one hour minimum)**

The video board adds a unique dimension to any event! You can choose among live camera, playing a video, displaying a series of images, displaying a single image, or some combination. Additional services are:

- Handheld camera (great for close-ups): \$60 per hour

Format & Delivery: Client will deliver video content and a written program schedule to Fountain Square Management at least three business days prior to event. Video content must comply with the Content Guidelines and Technical Requirements (available at [www.myfountainsquare.com/video/submit](http://www.myfountainsquare.com/video/submit)). Content should be labeled with the event name, event date, and a track listing if multiple tracks are to be used. Content is typically delivered on DVD in person or by mail. If the file is under 5 MB, it may be deliverable by e-mail to [zholman@3cdc.org](mailto:zholman@3cdc.org) and [sschindler@3cdc.org](mailto:sschindler@3cdc.org).

Content that simply loops, plays once, or displays in static form on the video board during an event should be delivered in one of these acceptable formats:

- Single graphic image: JPG file, 512 pixels wide x 288 pixels high, 72 dpi resolution
- Multiple images: JPG file, 512 pixels wide x 288 pixels high, 72 dpi resolution
- Video: Quicktime or MP4 format, 512 pixels wide x 288 pixels high, data rate of 1700Kbps or less. For a live event, a looping DVD that can play in a normal consumer DVD player is also acceptable.

Review the Content Guidelines and Technical Requirements at [www.myfountainsquare.com/video/submit](http://www.myfountainsquare.com/video/submit) for further information. For more complex events or events that require third parties to plug into the system, please contact us for a quote at 513.621.4400 x124 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).

### Creative Services: **\$50 per hour (one hour minimum)**

If your graphics or video do not match the technical requirements of the Fountain Square video board, our staff can convert it. We may even be able to create content for you. Please contact us for a quote and delivery instructions at 513-621-4400 x124 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).



**Sound Board or Anycast (Video) Recording: \$50**

Get an unedited CD or DVD directly from the board.

**Changing LED Lighting: \$100 for static, quote for active**

The four mast poles use LED lights that can be programmed to produce any color. To change and set the lights is \$100. To have the lights continually change (e.g., fade, chase, etc.), please contact us for a quote.

**Alcohol Permit: \$30 for beer only OR \$125 for beer/wine/liquor**

Your organization must also carry liquor liability insurance. Please contact us for more information.

**Alcohol Monitoring: \$60 per hour**

Fountain Square Management will provide qualified staff to monitor alcohol sales from one hour prior to start of sales to one hour after sales close. This service is required. Please contact us for more information.

**Alcohol Perimeter Rental & Setup: \$150 for standard, \$225 for parade**

State law requires that a perimeter with signage be in place for any event serving alcoholic beverages.

**Food Tent Rental: \$450**

The Square has a 20'x30' food service tent complete with refrigerator, three-bowl sink, and hand sink. All that is required for food operation is a temporary or a mobile food service license from the Health Department. You can have up to three different vendors in the tent, each working out of a 10'x20' area.

**10' x 10' Pop-up Tents (includes setup with weight bags. no sidewalls): \$75 each**

**Sandbags/weights: \$5 each**

Pop-up tents must be weighted. Customers may supply their own weights or rent from us.

**Pop-up tent sidewall (10'x10' section): \$5 each**

**8' by 30" tables: \$15 each**

Includes setup. You are advised to supply your own table cloths or covers.

**Cable mats: \$20 each**

**Extension cord and/or power strip: \$10 each**

**Drip mats (required under any vehicle on plaza): \$10 each**

**Ice (22 lb. bag): \$5 each**

**Barricades (7'): \$5 each**

**Trash receptacles: \$5 each**

**Plaza Setup & Cleaning**

Many events require very little setup or cleaning, but some do require additional labor. Contact us for a quote at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).

**Security**

Please contact us for a quote at 513.621.4400 or [info@myfountainsquare.com](mailto:info@myfountainsquare.com).

**Parking/Storage**

We do not provide free or discounted parking for events or on-site storage.



**2010 Fountain Square Services Order Form**

If you need assistance completing this form, please contact us at [sschindler@3cdc.org](mailto:sschindler@3cdc.org) or 513-621-4400 x124.

Name of Event \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM

- Creative Services: \$50 x \_\_\_\_\_ hour = \_\_\_\_\_
- Personal message: \$100
- Built-in sound system: \$125 setup + \$60 x \_\_\_\_\_ hours = \_\_\_\_\_
- PA and sound engineer: \$175 setup + rate = \_\_\_\_\_
- Recording from board (sound) or Anycast (video): \$50
- Video Board Production: \$125 setup + \$60 x \_\_\_\_\_ hours = \_\_\_\_\_
- Handheld camera: \$60 x \_\_\_\_\_ hours = \_\_\_\_\_
- Changing LED Lights – Static: \$100 or \$ \_\_\_\_\_ for active
- Use of F8 Alcohol Permit: Beer Only \$30 or Beer/Wine/Liquor \$125
- Alcohol monitoring: \$60 x \_\_\_\_\_ hours = \_\_\_\_\_
- Alcohol perimeter: \$150 or \$225
- Food tent rental: \$450
- 10'x10' pop-up tent: \$75 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Sandbags/weights: \$5 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Pop-up tent sidewall (10'x10' section): \$5 x \_\_\_\_\_ quantity = \_\_\_\_\_
- 8' by 30" tables: \$15 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Cable mats: \$20 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Extension cords and/or surge protectors: \$10 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Drip mats (required under any vehicle on plaza): \$10 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Bag ice \$5 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Barricades \$5 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Trash receptacles \$5 x \_\_\_\_\_ quantity = \_\_\_\_\_
- Plaza setup & cleaning: \_\_\_\_\_
- Security: \_\_\_\_\_
- Coordination Fee (15% or \$45, whichever is greater, is added to all events requiring services): \_\_\_\_\_
- Total (add amounts above): \_\_\_\_\_



## **Payment for Services**

### **Visa, MasterCard, or American Express**

Credit Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Security Code\*: \_\_\_\_\_ (3-digit code on back of MC/Visa or 4-digit code on front of AmEx)  
Name on Card: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Billing City, State and Zip: \_\_\_\_\_

### **Check**

Made Payable to Fountain Square Management Group LLC

Once you have completed this form, you may:

- Fax it to 513.621.5900
- Mail it to Fountain Square Management Group, 1014 Vine Street, #1420, Cincinnati, OH 45202
- Hand deliver it to 1014 Vine Street, #1420, Cincinnati, OH 45202 Monday through Friday between 9 A.M. and 5 P.M. (excluding national holidays)

**Payment for services must be made in full at least 5 business days prior to the event.**

### **Changes**

- Changes to services within three business days of an event are subject to a change fee.

### **Cancellation of Services**

- Cancellation of services must be received at least 24 hours prior to the start of the event to qualify for a full refund of service fees.
- If cancellation occurs less than 24 and more than 4 hours prior to the start of the event, 50% of service fees will be refunded, less any actual costs already incurred by FSMG.
- If cancellation occurs less than 4 hours prior to the start of the event, service fees will not be refunded.
- To cancel, the event organizer should directly contact a representative of Fountain Square Management Group either by live phone call (not a voice mail) or by email or text that is received and acknowledged.