

# Events at ArtsQuest

The following facility and staff fees are a guideline for events at the ArtsQuest Center and the Banana Factory. Additional fees may apply based on the needs of our clients and guests. Rental use of the ArtsQuest Center is limited to ArtsQuest donors, members and sponsors.

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MEMBERS, DONORS &  
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## Facilities and Fees

*Additional set-up/decorating fees may apply*

### ArtsQuest Facility

Air Products Town Square | Fee Waived

Capital BlueCross Creativity Commons | \$200 per hour

Red Cinema (seats 200) | \$300 per hour plus buy out fee for movie based on date/time selected

Blue Cinema (seats 100) | \$250 per hour plus buy out fee for movie based on date/time selected

Fowler Blast Furnace Room | \$300 per hour  
• \$14,000 minimum - Saturday evening

Musikfest Café presented by Yuengling | \$500 per hour  
• \$25,000 minimum - Friday evening  
• \$30,000 minimum - Saturday evening

Wind Creek Deck | \$200 per hour

*All facility rentals will include 2 hours of setup time and 1 hour of breakdown time. 24 hour holds add \$500 to any base price for each day that you need overnight holds.*

### Full ArtsQuest Center Facility Rental

\$70,000 minimum is required to spend in facility fees, food, beverage, audio visual technical equipment and services, event staff and operations staff.

A full facility includes:

- 3rd and 4th floor - Musikfest Café presented by Yuengling
- 2nd floor - Loft and Fowler Blast Furnace Room
- 1st floor - Capital BlueCross Creativity Commons, Lee & Stella Yee Family Connect Zone, Frank Banko Alehouse Cinemas
- Outside area - Air Products Town Square

### Musikfest Café Facility Fee for a concert production

\$5000 with existing lighting, sound, tech support.

## Banana Factory

Crayola Gallery | \$150 per hour

- Additional \$75 per hour after hours fee

Banko Gallery | \$75 per hour

- Additional \$75 per hour after hours fee

Risbon Room | \$35 per hour

Classroom | \$25 per hour

*All facility rentals will include 2 hours of setup time and 1 hour of breakdown time. 24 hour holds add \$500 to any base price for each day that you need overnight holds.*

**Levitt Pavilion Facility** includes stage, dressing room, existing lighting and sound equipment, 2 technicians and 1 stage hand - \$12,000. Certain events may require additional technicians and stage hands and would be charged at the rates listed in the **Staff Fees** section

**PNC Plaza** \$1,500 per day

**PNC Parking Lot** \$2,500 per day

**Visitor Center** \$250 per hour

*All facility rentals will include 2 hours of setup time and 1 hour of breakdown time. 24 hour holds add \$500 to any base price for each day that you need overnight holds.*

## Staff Fees

Event Staff Supervisor | \$30 per hour

Event Operations Manager | \$500 for up to 4 hours, \$50 each additional hour

Event Staff (for safety, parking, directions etc.) | \$25 per hour

Operations Staff (for assistance with set up, moving items) | \$25 per hour

Light Technician | \$240 for up to 4 hours, \$30 each additional hour

Sound Technician | \$240 for up to 4 hours, \$30 each additional hour

Video Technician | \$240 for up to 4 hours, \$30 each additional hour

Camera Operator | \$240 for up to 4 hours, \$30 each additional hour

Production Manager | \$400 for up to 4 hours, \$45 each additional hour

Projectionist for Cinema | \$240 for up to 4 hours, \$30 each additional hour

## Audio Visual Equipment

*This is a sample of available audio visual equipment. Other equipment is available upon request. Additional equipment available with applicable fees.*

Fowler Blast Furnace Room stage wash | \$300

Fowler Blast Furnace Room Beam uplighting | \$300

Fowler Blast Furnace Room Projector and Screen | \$100 per hour

Cinema Screens | \$150 per hour

Lectern (Clear Acrylic) | \$100

Lectern (ArtsQuest) | \$75

Lectern Gooseneck microphone | \$25

Lectern Handheld wireless microphone | \$60

Countrymen over the ear microphone | \$75

Lavalier Microphone | \$75

Confidence Monitor | \$100

Mixer (2 - 4 inputs) | \$25

4' x 8' section riser stage | \$125 each

Pipe and Drape | \$45 per 10 ft. section

Portable 42" TV screens | \$200

Flip Charts | \$20 per flip chart

Easels | \$5 per easel

Extension Cords | \$5 - \$7 based on length

Musikfest Café Beam uplighting | \$500

Musikfest Café single screen, projector and switcher | \$1,500

Musikfest Café double screens, projectors and switcher | \$3,000

Musikfest Café stage removal/adjustment | \$750

Musikfest Café full lighting and sound package | \$1200 + AV Tech

Musikfest Café meeting lighting and sound package | \$600 + AV Tech

Follow Spots | \$150 + AV Tech

Phone conference services with tech support | \$750

Piano | \$250 + tuning

Portable sound system | \$400 + AV Tech

## Miscellaneous

Ceremony Fee | \$1,500

Exterior Electric | \$80 per hour - minimum 3 hours + materials cost

Electric in ArtsQuest Center | \$10 per plug in

Fencing

- 6' or 8' high fencing | \$15/foot

- Windscreen installation | \$21/foot

Portable Restroom Facility | \$95/unit

(includes unit, 2 days of servicing, delivery)

Specialty Electric | based on electrician rates and materials cost

Specialty IT Technical Services | based on specialists rates and materials

Tables and Chairs

- 60" or 72" round with 10 chairs | \$30

- 6' or 8' table with 2 chairs | \$13

Tenting

- Available pricing depends on size, market price and duration of installation
- Tents may require a deposit

# Events Related Marketing Services

The following marketing services are available to those hosting events at the ArtsQuest Center and the Banana Factory. Creative fees apply. Additional fees may apply based on the needs of our clients and guests. Rental use of the ArtsQuest Center is limited to ArtsQuest donors, members and sponsors.

Item	Business Rate	Nonprofit Rate
Press Release	\$250	\$125
Media Outreach	\$250	\$125
Things To Do (formerly Qbook) Listing	\$100	\$50
Qmail Ad	\$1,000	\$500
Things To Do (formerly Q10) Ad	\$750	\$375
Social Media Post (no boost)	\$100	\$50
Website Listing	\$250	\$125
Leaderboard Web Ad (one month)	\$300	\$150
Cube Web Ad (one month)	\$215	\$105
Cinema Slide (one month)	\$330	\$165
Levitt Screen Slide (one week)	\$250	\$125

## Print Publication ads (subject to availability)

Item	Business Rate	Nonprofit Rate
Things To Do (formerly Qbook) - half page (per issue)	\$250	\$125
Things To Do (formerly Qbook) - full page (per issue)	\$400	\$200
InQ - half page (per issue)	\$600	\$300
InQ - full page (per issue)	\$900	\$500
Levitt Pavilion Program - half page	\$1,100	\$550
Levitt Pavilion Program - full page	\$1,600	\$800
Musikfest Program - half page	\$1,500	\$750
Musikfest Program - full page	\$2,400	\$1,200
Oktoberfest Program - half page	\$600	\$500
Oktoberfest Program - full page	\$1,000	\$300
Christmas City Guide - half page	\$1,500	\$750
Christmas City Guide - full page	\$2,400	\$1,200
Christkindmarkt Program - half page	\$750	\$375
Christkindmarkt Program - full page	\$1,200	\$600

## Creative Services

For creative services, please contact:

Juliann Masenheimer  
 jmasenheimer@artsquest.org | 610-332-1366  
 Concept & Design (2 proofs) - \$100  
 Additional proofs - \$25

## General Information

For more information or to advertise, contact your account executive or call 610-332-1300.

All rates are net agency commission. ArtsQuest reserves the right to refuse any advertising. Checks made payable to Artonomous Media

We accept the following Credit Cards:



## Artwork Requirements

### Print Ads

ArtsQuest™ uses PC-based programs: Adobe CC InDesign, Photoshop, & Illustrator.

- Accepted PC Platform file formats: .PDF, .jpg, .TIF or .eps
- We cannot accept Word, Publisher, Powerpoint or Corel documents
- All Ads are Full Color, 300 dpi, CMYK, flattened, text converted to outline (or curves based on programs used) and scaled to size.

All ArtsQuest publications are saddle stitch bound.

### Ad Sizes for 4" x 9" books

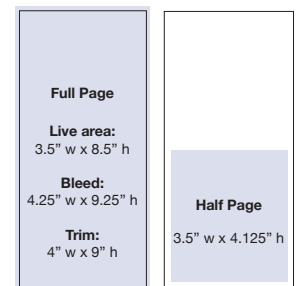
Things To Do (formerly Qbook), Musikfest Program, Oktoberfest Program, Levitt Pavilion Program, Christmas City Guide, Christkindmarkt Program

Full Page (full page ads bleed)

- 4" w x 9" h
- include additional 1/8" bleed on all 4 sides
- keep logos and text 1/4" from edge

Half Page

- 3.5" w x 4.125" h



### Ad Sizes for InQ

Full Page (full page ads bleed)

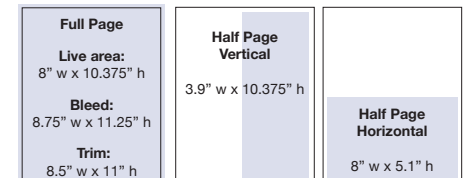
- 8.5" w x 11" h
- include additional 1/8" bleed on all 4 sides
- keep logos and text 1/4" from edge

Half Page Horizontal

- 8" w x 5.1" h

Half Page Vertical

- 3.9" w x 10.375" h



## Cinema Slide

Slides must meet the following requirements:

- 300 dpi
- PNG file
- 1920 px w x 1080 px h
- Must be received 7 business days prior to event or start date

## Levitt Screen Slide

Slides must meet the following requirements:

- 300 dpi
- PNG file
- 1024 px w x 768 px h
- Must be received 7 business days prior to event or start date

## Web and Email Ads

Web & email ads must meet the following requirements:

- 72 dpi
- JPG file
- Maximum file size: 40 kb
- Include url for linking ad when submitting artwork
- Must be received 7 business days prior to event or start date

Sizes:

- Leaderboard: 728 px w x 90 px h
- Cube: 300 px w x 250 px h
- Email: 600 px w x 100 px h