

January 17, 2023



Thank you for considering the City of Jacksonville and the Prime F. Osborn Convention Center for your National Sales Meeting. We are looking forward to the possibility of partnering with you and your team in producing a successful event!

The Prime F. Osborn III Convention Center is a unique venue that offers unconventional beauty in a setting of grand historic architecture with abundant logistical advantages and first class service. The building remains the only southern railroad station in the nation that has been converted into a state-of-the-art convention center. Spacious pre-function and public areas with windows of natural light are refreshing during coffee breaks and engaging for networking and social interaction.

The Center features 78,540 square feet of exhibit space divisible into two separate halls with 33 foot ceiling heights. Designed for multiple room set options, there are 22 meeting rooms of combined space to accommodate various meeting requirements. The Grand Lobby boasts 75 foot ceilings and lofty walls of marble in an event space where you can entertain your most important clients or host the most glamorous black tie events all while overlooking the towering fountain and expansive terminal columns.

The Center is managed by ASM Global, a firm that specializes in the operation of public facilities. ASM management experience encompasses over 222 properties throughout the United States and Europe.

With the selection of our destination, you will have the opportunity to experience where trains once ran on time, conventions, tradeshow, banquets, and meetings now run like clockwork.

In closing, I would like to once again thank you for your time and consideration. Please do not hesitate to call to discuss the enclosed rental estimate in greater detail or if you have additional questions regarding our facility.

Warm Regards,
Whitney Gordon

Whitney Gordon
Sales Manager
Prime F. Osborn III Convention Center
wgordon@asmjax.com
(904) 630-4058





Event Cost Estimate

Rate Effective: 1-1-2023 to 12-31-2023

Event:	National Sales Meeting	CVB Ref:	
Dates:	May 12th-18th, 2024	Phone:	
Client:	Daikin Comfort Technologies	Fax:	
Contact:	Kate Curtin	E-mail:	

Gated? No	Tax-Exempt? No	Est. Attd.:	650	CVB Mgr:	
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Event Labor Rates		Persons	Hours	Rate	Totals
Stagehands Needed if anything is hung over 14' and depending on A/V needs.					
Operations	Supervisor			\$ 24.50	\$ -
	Set-Up			\$ 22.00	\$ -
	Sub-total				\$ -
Janitorial City Wide	Event Manager			\$ 38.50	\$ -
	Event Supervisor			\$ 29.00	\$ -
	Event Attendant			\$ 23.50	\$ -
During Event Hours		Sub-total			\$ -
Trades	ITD Technician			\$ 46.50	\$ -
	Electrician / Engineer / Plumber			\$ 40.00	\$ -
	Sub-total				\$ -
Fire/Rescue	Fire Marshall			\$ 87.50	\$ -
	Paramedic / EMT	2		\$ 59.50	\$ -
During Event Hours		Sub-total			\$ -
Event Staff	Receptionist			\$ 21.25	\$ -
	Subtotal				\$ -
Box Office TicketMaster	Supervisor			\$ 31.75	\$ -
	Cashier			\$ 17.00	\$ -
	Subtotal				\$ -
Event Security S.A.F.E.	Event Manager - Security			\$ 36.50	\$ -
	Supervisor - Security			\$ 29.00	\$ -
	Guard			\$ 27.00	\$ -
	Guard - Bag Checkers			\$ 27.00	\$ -
	Area Manager - Usher/Tix Taker			\$ 32.00	\$ -
Move-in & out & event hours - # & hrs TBD	Supervisor - Usher/Tix Taker			\$ 30.00	\$ -
	Usher/Tix Taker			\$ 23.75	\$ -
	Subtotal				\$ -
Security (24 hours) S.A.F.E.	Supervisor			\$ 29.00	\$ -
	Guard			\$ 27.00	\$ -
	Subtotal				\$ -
Police	Sargeant			\$ 88.00	\$ -
	Officer	1		\$ 66.00	\$ -
During Event Hours		Subtotal			\$ -

Comments: Based on current staff and utilitie rates.
Rates and quantities are subject to change.
 Parking is \$5 per car per day or you can do a parking buyout of \$1.50 per vendor/attendee per show days.
 Please contact David Willis, Jax Party Bus & Limousine, for any rental needs. 904-233-1376/ David@theshortbuslimo.com
 No outside food/beverage is permitted to be brought into the facility.
 Please contact Marlene Ritter, SAVOR...Jacksonville, Catering Sales Manager, for any food and beverage needs. 904-630-4057 / mritter@savorjax.com
Rent only - areas in yellow are anticipated expenses
 Any hour or portion of an hour before 8am & /or after 11:59pm will incur additional rental fees.
 If you meet \$64,750 in F&B before taxes and fees- Room Rental of Hall B will be waived.

Total Event Labor	\$ -
Total Rent**	\$ 37,200.00
Audio Visual	\$ -
Decorator	\$ -
Total Equipment Rental**TBD	\$ -
Total Parking	
Fire Marshal Plan Review Fee	
Insurance (____x .65 per person or \$125 min.)	
FL Sales Tax @7%, Room Rental	\$ 2,604.00
FL Sales Tax @7.5%, appl items	\$ -
Total Utilities/Misc Expense	\$ -
Additional Utility Taxes	\$ -
Total Expenses:	\$ 39,804.00

Any materials shipped to the POCC must arrive during contracted dates.

Whitney Gordon

1/17/2023

Client

Date

ASM (For City of Jacksonville)

Date



Estimate – Room Rentals

Event: **National Sales Meeting**
 Dates: **May 12th–18th, 2024**

Room Rental Schedule: **Convention**

Room	Event	Date In	Out	Set	Sq Ft	Rental
Exhibit Halls A&B					78,540	
Exhibit Hall A	Expo	5/12/2024	5/17/2024	204 max 10x10 booths	42,840	\$12,125.00
Show Office A/B	Storage/Office	5/12/2024	5/18/2024		480	Comp
Exhibit Hall B	General Session	5/12/2024	5/17/2024	650-no crescent rounds	35,700	\$10,150.00
West Concourse	Registration	5/12/2024	5/17/2024		20,000	Comp
Ballroom N&S	Expo	5/12/2024	5/17/2024	40 max 10x10 booths	10,140	\$7,175.00
Ballroom N					5,070	
Ballroom S					5,070	
Grand Lobby					10,008	
Prefunction N&S	Expo	5/12/2024	5/17/2024	54 max 10x10 booths	15,000	\$4,850.00
Prefunction North					8,050	
Prefunction South					6,950	
Room 101	Breakout 1	5/12/2024	5/17/2024	Classroom- 70	4,547	\$2,900.00
Room 102-103					5,978	
Room 102	Breakout 2	5/12/2024	5/17/2024	Classroom- 70	3,080	Included
Room 103	Breakout 3	5/12/2024	5/17/2024	Classroom- 70	2,989	Included
Room 104-105	Breakout 4	5/12/2024	5/17/2024	Classroom- 70	2,367	Included
Room 104					1,137	
Room 105					1,230	
Room 106-107	Breakout 5	5/12/2024	5/17/2024	Classroom- 70	2,398	Included
Room 106					1,240	
Room 107					1,158	
Boardroom A					1,218	
Boardroom B	Breakout 6	5/12/2024	5/17/2024	Classroom- 70	1,850	Included
Conference Room	Executive Board Room	5/12/2024	5/17/2024		540	Comp
First Coast Room	Luggage Storage	5/16/2024	5/16/2024		780	Comp
Stained Glass Parlor					694	
Mezzanine					3,650	
Room 201					877	
Room 202					760	
Room 203					877	
Room 204-205					1,790	
Room 204					895	
Room 205					895	
Room 206-207					1,790	
Room 206					895	
Room 207					895	
Room 208-209					1,650	
Room 208					825	
Room 209					825	
Room 210-211					1,790	
Room 210					895	
Room 211					895	

*Room rental credit available if event meets Center's Catering Credit Policy criteria.

Total Room Rental

\$37,200.00



Estimate – Utilities & Miscellaneous Charges

Event: National Sales Meeting
Date: May 12th–18th, 2024

Description	Item	Number	Charge	Remarks	Total
Standard					
Electrical Service	0-500 Watts - Vendors		\$ 60.00	Depends on electrical needs Vendors can purchase electrical needs thru POCC Service Desk	\$ -
Electrical Service	501-1000 Watts (10 A)		\$ 79.00		\$ -
Electrical Service	1001-1500 Watts (15A)		\$ 97.00		\$ -
Electrical Service	1501-2000 Watts (20 A)		\$ 109.00		\$ -
Electrical Service	2001-3000 Watts (30 A)		\$ 120.00		\$ -
Other:					
Electrical Service	20 Amps, single phase		\$ 145.00		\$ -
Electrical Service	30 Amps, single phase		\$ 195.00		\$ -
Electrical Service	60 Amps, single phase		\$ 290.00		\$ -
Electrical Service	100 Amps, single phase		\$ 370.00		\$ -
Electrical Service	20 Amps, 3 phase		\$ 205.00		\$ -
Electrical Service	30 Amps, 3 phase		\$ 230.00		\$ -
Electrical Service	60 Amps, 3 phase		\$ 450.00		\$ -
Electrical Service	100 Amps, 3 phase		\$ 515.00		\$ -
Electrical Service	200 Amps, 3 phase		\$ 745.00		\$ -
Electrical Service	400 Amps, 3 phase		\$ 1,140.00		\$ -
Total - Electrical Services					\$ -
Additional UtilitiesTax					\$ -
Phone, standard	Adv Order Price		\$ 140.00	50% Discount	\$ -
Phone, multi-line (up to 3)	Adv Order Price		\$ 240.00		\$ -
Phone, standard	Line only, Adv Order Price		\$ 125.00		\$ -
Phone, dry pair	Line only, Adv Order Price		\$ 225.00		\$ -
Phone, Long distance access	Adv Order Price		\$ 69.00		\$ -
Internet Service	1.5 Mbps E-net		\$ 350.00		\$ -
Internet Service	Wi-Fi, Per User, Per Day		\$ 20.00		\$ -
Total - Telecommunication Services					\$ -
Additional TelecommunicationsTax					\$ -
Water/Drain	Selected Locations Only				\$ -
Compressed Air	Selected Locations Only				\$ -
					\$ -
Total - Utilities Services					\$ -
Additional UtilitiesTax					\$ -
Total - Utilities / Miscellaneous Expenses					\$ -

Estimate – PRI – A/V and Decorator Charges

AV Item	Remarks	Total
Audio-Visual Equipment -- From Estimate PRI is our Exclusive A/V provider	PRI Productions - Stephen Pelkey 904-398-8179 / spelkey@priproductions.com	\$ -
Decorator – Trade Shows	Remarks	Total
Decorator/Production - From Estimate PRI is our Preferred Decorator	PRI Productions - Leah Adams 904.508.4872 / Ladams@priproductions.com	\$ -
Total - A/V and/or Decorator Expenses		\$ -



Estimate – Equipment Rental

Event: National Sales Meeting

Date: May 12th–18th, 2024

Equipment Item	Unit Price	Units	Total	Remarks
Backdrop, Sico, Balck, 10'Hx6' or 8'W	\$32.00		\$0.00	
Chair, Folding or Stacking, Each	\$2.50		\$0.00	Included
Coat Rack, Each	\$12.00		\$0.00	
Dance Floor, 3'x3' Section (9, min)	\$4.50		\$0.00	
Easel, Folding	\$5.00		\$0.00	
Extension Cord, 110VAC, 25'	\$18.00		\$0.00	
Forklift, per Hour (POCC driver reqd)	\$50.00		\$0.00	
Forklift, per Day (POCC driver reqd)	\$225.00		\$0.00	
JLG (Boom) Lift, 40' Reach, per Hour (POCC driver reqd)	\$70.00		\$0.00	
JLG (Boom) Lift, 40' Reach, per Day (POCC driver reqd)	\$350.00		\$0.00	
Pipe and Drape, 4' or 8' H, per Foot	\$1.95		\$0.00	
Podium / Lectern, Standing or Tabletop	\$35.00		\$0.00	(1) podium Included
Tensa Barrier, 8' Section (2, min)	\$10.00		\$0.00	
Seating Platform, seating for 140 Chairs	\$450.00		\$0.00	
Table Skirting, Pleated 13'	\$12.00		\$0.00	
Spotlight, Each	\$75.00		\$0.00	
Staging, Sico (1-3'H), 6x8' Section	\$24.00		\$0.00	(2) pieces per space Included
Staging, Stageright (4-6'H), 4'x8' Section	\$24.00		\$0.00	
Linen, 52"x110" Rectangle	\$6.00		\$0.00	
Linen, 90" Round	\$7.00		\$0.00	
Table, Top & Skirt, 6' or 8'	\$22.00		\$0.00	Included
Table, 6'x18" or 8'x18", Classroom	\$6.00		\$0.00	
Table, Plywood, Exhibitor 8'x24"	\$7.00		\$0.00	
Table, 6'x30" or 8'x30"	\$8.50		\$0.00	
Table, 66" Round, Banquet	\$9.00		\$0.00	Included
Table, Cocktail Highboy (42" H)	\$12.00		\$0.00	
Trash Container, 40 Yard Rolloff	\$150.00		\$0.00	
Bicycle Barricade, Section	\$8.00		\$0.00	
Removal Reset of Prefunction North Furniture	\$200.00		\$0.00	
Removal Reset of Prefunction South Furniture	\$200.00		\$0.00	
Other			\$0.00	
Other			\$0.00	
Exhibitor Packages:	Unit Price	Units	Total	Remarks
6' or 8' Table, Top & Skirt, 2 Chairs	\$25.00		\$0.00	
10'x10' Pipe & Drape Booth, Table, 2 Chairs	\$85.00		\$0.00	
Total Equipment Rentals			\$0.00	