Prices quoted are per person. A 6% WV state tax and an 20% service charge will apply. All prices are subject to change due to availability or market price. Children ages 6-12 are half price and children 5 and under are free with any buffet. Specialty menus are available through the conference service staff.

**AUDIO-VISUAL EQUIPMENT RENTAL**
- LCD projector ........................................ 75
- 27” TV & VCR ........................................ 50
- Podium & mic .......................................... 10
- Lavaliere mic .......................................... 15
- Projection screen .................................... FREE
- DVD .................................................. 25
- Sound System (inside venues only) .............. 75

**MEETING EQUIPMENT RENTAL**
- Flip chart with markers ......................... 20
- Easel .................................................. 5
- Extension cords/power strips ................. 10
- AV cords ............................................. 5
- Direct phone line ................................. 100
- Conference phone ............................... 150

**CONFERENCE SERVICES**
- Copies ................................................... 20 each
- Outgoing fax ....................................... 5 First Page
- 1.00 each additional page
- Incoming fax ....................................... 1 / Page

**SPECIAL ARRANGEMENTS***
- 12’x12’ Dance Floor ............................. 150
- Campfire ........................................... 100
- Gas Grill (per day) ............................... 25

*Other special arrangements may be made through the Conference Service staff

**EXHIBITOR FEE**
- One 6’skirted table .............................. 25 per exhibitor / per day
- Electric ............................................. 5 extra
- Phone service to exhibitor booth can be provided for an additional fee.

Please note that this chart does not reflect the addition of head tables, dance floors, water/break stations, a/v cart, etc. Wireless high-speed Internet access is provided at no charge in the lodge meeting rooms. All guest rooms are wired for free high-speed Internet.

**CLASS BOARD**
- ROOM  | BOARD |
- Aspen Private Dining  | U |
- Aspen Hospitality Room | U |
- Maple  | 40 | 200 | 75 | 90 | 150 | 185 | 26 | 20’-20” | 38’ | 46’ | 1,748 |
- Balsam | 40 | 200 | 75 | 90 | 150 | 185 | 26 | 20’-20” | 38’ | 46’ | 1,748 |
- Spruce | 40 | 200 | 75 | 90 | 150 | 185 | 26 | 20’-20” | 38’ | 46’ | 1,748 |
- Pine   | 50 | 415 | 125 | 120 | 160 | 200 | 26 | 12’ | 52’ | 38’ | 1,976 |
- Birch  | 25 | 60 | 30 | 40 | 40-50 | 60 | 20 | 12’ | 24’ | 27’ | 648 |
- Hawthorne | 20 | 50 | 24 | 20 | 30-40 | 50 | 20 | 12’ | 20’ | 27’ | 540 |
- Elm    | 20 | 50 | 24 | 20 | 30-40 | 50 | 14 | 12’ | 20’ | 27’ | 540 |
- Willow | 20 | 50 | 24 | 20 | 30-40 | 50 | 14 | 12’ | 20’ | 27’ | 540 |
- Hemlock | 25 | 50 | 24 | 30 | 40-50 | 60 | 20 | 12’ | 28’ | 26’ | 676 |
- Bear Paw | N/A | 750 | 380 | 300 | 550 | 700 | 30 | 20’ | 90’ | 75’ | 6,750 |
- Pavilion | N/A | 900 | 450 | 350 | 660 | 840 | N/A | 10’ | 50’ | 165’ | 8,250 |

Please note that this chart does not reflect the addition of head tables, dance floors, water/break stations, a/v cart, etc. Wireless high-speed Internet access is provided at no charge in the lodge meeting rooms. All guest rooms are wired for free high-speed Internet.

**FIRST FLOOR**
- Hawthorne to Guestrooms
- Birch to Guestrooms
- Willow to Guestrooms
- Elm to Guestrooms
- Pine to Guestrooms

**SECOND FLOOR**
- Willow to Guestrooms
- Hemlock to Guestrooms
- Bear Paw to Guestrooms
- Pavilion to Guestrooms

**Support**
- Reservations
- Housekeeping
- Maintenance
- Front Desk
- Administration

**Support**
- Food & Beverage
- Gift Shop
- Concessions
- Conference Services
- Kitchen

**Support**
- Concierge
- Lobby
- Bus. Ctr.
- To Guestrooms