

Event Budgeting Guide

Use this checklist as a guide to anticipate potential expenses for your event. Please note this list is not all-inclusive and simply presented as a guide of costs that are most typical when hosting an event at the Austin Convention Center (ACCD)

Venue Expenses

Below are the typical expenses incurred by most events and are billed after the event by ACCD.

- Room Set Changeovers
- Tables / Chairs / Staging
- Other Building Equipment Rental
- Parking
- Electrical / Utilities Services
- Internet / IT Services
- Building Security
- Recore Lock / Keys
- Magnetometers
- HVAC Service (Move-In/Out Days)
- Fire Watch

Service Contractor Expenses

The services donated with * are exclusive services within the Austin Convention Center.

- Catering / Food & Beverage*
- All Rigging*
- General Service Contractor
- Audio Visual
- Decorator
- Event Cleaning Services/ Booth Cleaning
- Dumpster Rental

Other Event Expenses

- Event Insurance
- City, County or State Permits
- Signs / Banners
- Temporary Staffing / Registration Staffing
- Transportation Services / Shuttles
- Ticketing / Registration Services
- Decor / Event Rentals
- Plant Rentals / Florists

Additional Budget Considerations

Equipment included in a first set for Ballrooms and Meeting Rooms: One (1) Skirted Head Table with up to four (4) chairs / Attendee tables and chairs for the first designated room set, up to available inventory

Equipment not included in first set for Ballrooms and Meeting Rooms: Staging and additional head tables

A labor fee may be applied for the following but are not limited to: First room sets are not received within five (5) days of the first contracted day of the event / Changes made within five (5) days of the first contracted date / A request to add or delete equipment (a reset) or a change (a changeover) to the first room set is made / All additional services or equipment requested from or provided by the department