



Menu of Services and Meeting Packages

Conference Room, Board Room, Training Room, Video Conference

Meeting Packages

Computer Lab Package - \$250/day

10 Laptops
Up to 10 Cat 5 Cables
Wireless Internet
3 Extension Cords, 3 Power Strips
(does not include software installation)

Deposition Package - \$185/day

Video Recorder and Tripod
DVD Recorder – 2 hours
2 DVD Copies FedEx'd
Speakerphone
2 Cat 5 Cables, 2 Extension Cords, 2 Power Strips
Up to 50 Faxed Pages and 50 B&W Copies
*See Court Reporting Services

Large Training - \$265/day

LCD Projector and Screen
Podium
Wireless Microphone
Speakers
Interior Signage
Registration Table, Room and Signage
2 Cat 5 Cables, 2 Extension Cords, 2 Power Strips

LCD Package - \$125/day

LCD Projector
LCD Screen
Speakers
1 Cat 5 Cable, 1 Extension Cord, 1 Power Strip

Video Recording Package - \$90/day

Video Recorder
Camera Tripod
1 Cat 5 Cable, 1 Extension Cord, 1 Power Strip

Video Conf. Upgrade Package - \$115/day

DVD Recorder
2 DVD Copies of the Video Conference
FedEx Services to send DVDs
*Video conference hourly charges not included

Audio Equipment

Wireless Microphone & Speakers: \$75/day
CD Player: \$50 1st hr, \$25 ea. additional hr.

Video Equipment

Video Players, Recorders and Accessories
Video Recorder and Tripod: \$90/day
DVD Recorder: \$50 1st hr, \$25 ea. additional hr.

Monitors

32" -42" Flat Screens: \$150/day
Based on availability

Data Equipment

Cat 5 Cables: *Pricing available upon request*

Wireless Mouse: \$10/day

Projectors and Accessories

LCD Projector
\$20/hr
\$50/ half day
\$75/1st day, \$50 ea. addl. Day
(50% upcharge for after hours rental)

Presentation Accessories

Flipchart Easel with Pad: \$15/day
Flipchart Easel with Pad & Markers: \$20/day
Flipchart Pads: \$20/pad
Display Easel: \$15/day
Laser Pointer: \$20/day
Extension Cord: \$4/day
Power Strip: \$5/day

Contact Meridian at

214-800-2600 OR

www.MeridianBusinessCenters.com

For more information or to schedule services

Computer Labs

Laptops:
15+ people: \$20/laptop/day
up to 14 people: \$25/laptop/day
(minimum \$200 per day, does not include room rental.)

IT Services

Software Downloads: \$10/laptop
\$100 Minimum

All Other IT Support: \$95/hr

Court Reporting Services

\$4.65/page

Catering

(Standard tax and gratuity apply)

Breakfast Service: \$4/person

Snack Service: \$4/person

Beverage Service (Coffee and Water Tray):
\$20 for Conference Room
\$40 for Training Room

Extended Beverage Service:
\$4/person
(Minimum \$30/day for Conference Rooms and \$50/day for Training Rooms)

Standard Lunch Service:
\$12/person

Hot Lunch Service:
\$16/person

*All equipment is subject to availability
and all rooms are configured differently.*