

BROADCAST SERVICES & FACILITIES RATE CARD

This form is for both contact & booking information
We strongly advise that you pre book facilities of your choice, as we cannot guarantee availability on any day during the conference

MEDIA CENTRE	
Opening Hours	08h00 - 20h00 Tuesday 24th November and Wednesday 25th November 2009 24 hours from 08h00 Thursday 26th November until 24h00 29th November 2009
Location	The Broadcast Centre is located in the the International Media Centre International Financial Centre, Tower C, Floor 2-6, No. 1 Wrightson Road, Port of Spain, Trinidad West Indies
Operational Information	Please view www.chogm2009.org for further information

CONTACTS - For all Broadcast Servicing needs	
GlobeCast Asma Hassan Mob: +27 82 775 2013 Ph: + 27 11 482 2790 Fx: +27 11 482 2792	ahassan@globecastafrica.com bookings@globecastafrica.com

CLIENTS PLEASE FILL IN DETAILS BELOW AND SIGN BOOKINGS TERMS AND CONDITIONS

CLIENT DETAILS	
Organisation Name	
Contact Person	
Job Title	
Billing Address	
City	
State & Post Code	
Country	
Tel No. (inc country code)	
Facsimile No. (inc country code)	
Mobile Tel No.(inc country code)	
E-mail Address	

BOOKING TERMS & CONDITIONS	
1	All bookings are taken on a first come first served basis.
2	Rates are quoted in US\$ and are inclusive of all Trinidad and Tobago taxes.
3	All payments must be made in advance, which can be done via invoice payable by 13th November 2009 or via cash or travellers cheques at the Broadcast Centre Bookings Desk. Failure to pay will result in the service being withdrawn.
4	Bookings can be re-scheduled subject to availability.
5	CANCELLATION POLICY All bookings cancelled up to and including 26th October 2009 - 90% refund. All bookings cancelled from 1st November 2009 - 50% refund. All bookings cancelled from 16th November 2009 onwards - No refund
6	INDEMNITY: The Hirer will indemnify and hold harmless, GlobeCast and the National Secretariat for the Fifth Summit of the Americas and the Commonwealth Heads of Government Meeting 2009, Office of the Prime Minister, Government of the Republic of Trinidad and Tobago and their respective officers, agents, and employees, and keep GlobeCast and the National Secretariat for the Fifth Summit of the Americas and the Commonwealth Heads of Government Meeting 2009, Office of the Prime Minister, Government of the Republic of Trinidad and Tobago fully and effectively indemnified from and against all costs, claims, demands, expenses and liabilities of whatsoever nature arising out of or in connection with the normal use of the facilities and services, including any claim for loss or damage to any property, equipment or death of any person to the extent that it is caused by any breach of contract by the Hirer or by any negligent act or omission of the Hire, or sub-contractors in the hiring of the facilities and the services under this Agreement.
7	Some equipment requested on short call may incur a freight charge and clients will be advised of this at the time
I agree to the terms & conditions above:	
Signed _____	Date: _____
Print Name _____	

PAYMENT DETAILS	All payments must be made in advance.
All bookings and payments made before November 16th 2009 must be made to GlobeCast. GlobeCast will send an invoice to the client	
For all bookings made after 16th November 2009 payment must be made in cash to GlobeCast in the Media Centre.	

BROADCAST FACILITIES RATE CARD

Please note:Trinidad and Tobago Government Value Added Tax (VAT) 15 per cent is included.

Item No.	Description	Per 15 Min	Per 30 Min	Per Hour	Per 3 Days	Per Addit. Day	Per 8hr Day	Per 6 days	
MAST									
1	VandA Circuit : CHOGM 1 + 2 distribution to offices HD SDI 1080i, 16:9, embedded audio	<i>Please only select one format</i>						US\$ 2 500	
2	VandA Circuit : CHOGM 1 + 2 distribution to offices SD SDI 625, 4:3, embedded audio	<i>Please only select one format</i>						US\$ 2 000	
	<p>Note on Video: For all other formats; Media are requested to provide their own standards conversion and arcs</p> <p>Embedded Audio Configuration: All audio is embedded into the SDI video</p> <p>For analogue audio: Media are requested to provide their own de-embedding equipment</p>								
3	Transmission tie line: Office to MCR HD SDI 1080i, 16:9, embedded audio	<i>Please only select one format</i>							
4	Transmission tie line : Office to MCR SD SDI 625, 4:3, embedded audio	<i>Please only select one format</i>							
SATE									
5	HD Playout: Includes multiformat playout, uplink and IS 805 18 Mhz capacity	US \$950							
6	SD Playout: Includes multiformat playout, uplink and IS 805 9 Mhz capacity	US \$ 750							
7	HD Live Position 1 Media Centre: Includes camera and operator, IFB, Co-ord. uplink and IS 805 18 Mhz capacity	US \$1 150							
8	SD Live Position 2 Media Centre: Includes camera and operator, IFB, Co-ord. uplink and 9 Mhz capacity <small>* playouts and lives can be extended in 5 minute increments</small>	US \$ 950							
EDIT									
9	EDIT 1 - Non Linear			US \$460					
10	EDIT 2 - Non Linear			US \$460					
11	EDIT 3 - unequipped			US \$100					
12	RADIO TX FACILITY - ISDN Codec			US \$75	plus call costs				
ENG									
13	ENG crew - 4 hours						US \$920		
14	ENG crew - 8 hours						US \$1 380		
ARCHI									
15			US \$75						
VIDEO									
16	Dubs - ENG Pool Footage	US \$60							
17	10min Dub	US \$20							



Official supplier to CHOGM 2009



COMMERCIAL OFFICE FACILITIES RATE CARD

Item No.	Description	Size	Price	Number Required	Included in the Office Package
OFFICE PACKAGES					
1	4-person Office Package	3 x 9m = 27m ²	US \$3 000		4 x chairs, 2 x tables, lighting,

Office rental only available for the duration of the event. All costs based on rental for the duration.

Tick here for more information

Larger offices may be available. Please indicate requirements.

square metres required