

EXHIBITOR SERVICE INFORMATION

(612) 335-6163

Fax (612) 335-6600

TDD (612) 335-6500

ONLINE ORDERING AVAILABLE AT

minneapolisconventioncenter.com

MAIL TO

1301 Second Avenue South
Minneapolis, Minnesota 55403
(612) 335-6000

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

- Payment and order received by Convention Center Fourteen (14) days prior to 1st show day
- All orders Emailed / Faxed / Mailed will incur a \$25 processing fee

SAVE TIME

- Send this form and payment directly to the Convention Center
- Do not send forms to decorator
- Pay all Convention Center Service Orders with one check payable to: "Minneapolis Convention Center"

DID YOU KNOW?

Other services offered at the Minneapolis Convention Center:

- Electrical Service
- Cleaning and Porter Service
- Guest Services
- Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045 and online at www.kelber.com

***2019 Prices effective 1/1/19 through 12/31/19**





Minneapolis Convention Center
1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
Exhibitor Service Information (612) 335-6550

Compressed Air - Water -
Drain - Gas Service Order Form
Prices Effective 1/1/19 thru 12/31/19 2019

Submit Form

Incomplete information will delay processing.

Save money and avoid a \$25.00 processing fee, order online at www.minneapolisconventioncenter.com

Event or Show:		Booth no. (s)			
Event or show date(s):		Company name:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		On - site contact:			
Order Date:		On - site phone:			

Payment Notice:

Advance Rates apply only to orders paid in full and received 14 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY.
Standard Rates must be paid at move-in for all other orders. NO EXCEPTIONS.

Compressed Air:

Total Due: \$

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator

	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service
Service charge for 1st connection		\$248.00	\$273.00		+50% rate
Each additional connection		\$100.00	\$152.00		+50% rate
Lines above 1/2" in size, add 50% to service connection charge					
Size of air-line required: _____			CFM required: _____		
					Total:

Water Supply & Drain Connections:

Note: Cold water only. Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

(Water: (prices based on 1/2" line)

	QTY	Advance Rate	Standard Rate	QTY	Lines above 1/2"
Service charge for 1st 10 ft. of supply line		\$264.00	\$331.00		+50% rate
Each additional supply line		\$80.00	\$143.00		+50% rate
Lines above 1/2" in size, add 50% to connection charge					+50% rate
Size of water line required: _____					

Drainage (prices based on 3/4" line).

	QTY	Advance Rate	Standard Rate	QTY	Lines above 1/2"
Service charge for 1st 10 ft. of supply line		\$264.00	\$331.00		+50% rate
Each additional drain line		\$80.00	\$143.00		+50% rate
Lines above 1/2" in size, add 50% to connection charge					+50% rate
Size of drainage line required: _____					
					Total:

One-Time Water Fill and Drain:

	QTY	Advance Rate	Standard Rate			
One-time Fill and drain (< 500-gallon unit)		\$140.00	\$180.00			
Additional Units same booth (<500 gallon)		\$70.00	\$85.00			
Daily Top-off (< 500-gallon unit)		\$25.00	\$35.00			
Additional Units Daily Top-off (< 500-gallon unit)		\$10.00	\$15.00			
Services over 500 gallons**	**Call for pricing**					
					Total:	

Natural Gas:

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipefitter.
Your cost will consist of our connection fee plus your payment to the pipefitter.

	QTY	Advance Rate	Standard Rate		
Service charge for access		\$235.00	\$355.00		
					Total:

Labor Rates

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	\$126.00
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	\$189.00
Monday through Friday, 6:30 p.m. - 7:30 a.m. all day Saturday, Sunday & Holidays	\$252.00

	Processing Fee	\$25.00
	Order Total:	

By your signature below, you acknowledge and agree to MCC important conditions and regulations.

Payment must be in U.S. Funds. USE PAYMENT AUTHORIZATION FORM OR MAKE CHECKS PAYABLE TO MINNEAPOLIS CONVENTION CENTER.

Signature:

Date:

For MCC use only

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
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1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000 FAX (612) 335-6600
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MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES CREDIT CARD AUTHORIZATION FORM

Please provide the last 4 digits of your credit card number, a MCC staff will call you to process the credit card payment.

Visa: ☐ MasterCard: ☐ American Express: ☐ Discover: ☐		Name on Card:		
Credit Card Number (Last 4 digits only):		Expiration Month:		Expiration Year:
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by:		Show site contact:		
Date:		Contact phone:		
By your signature below, serve as my formal written authorization and approval for the Minneapolis Convention Center to charge my credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.				

Signature:

Date:

For MCC use only

Date Received:	Received by:	
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MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Compressed Air - Water - Drain - Gas Service
(612) 335-6550

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5.
 - a. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
 - b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
 - c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
9. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
15. All equipment using water must have inlet and outlet properly tagged.
16. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
18. Service Outlet size will be determined by the volume required.