

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:

- Cleaning and Porter Service
- Plumbing/Compressed Air Service
- Electrical Service
- 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

Guest and Security Services Order Form

Prices Effective 1/1/19 thru 12/31/19 2019

Incomplete information will delay processing.

Submit Form

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.

Notice: *All scheduled shifts have a four-hour minimum. A supervisor may be required for shifts over 4 hours. Holiday rates apply. Booths that are staffed by more than one guard require a supervisor to break them. Holiday rates apply. Please provide date(s), time(s), and contact information in the space provided below.*

Security					Total Due: \$
	QTY	Total Hours	Advance Rate	Standard Rate	
Guard			\$26.00	\$38.00	
Supervisor			\$28.00	\$41.00	
				Tax 8.025%	
				Total:	

Medical Services					
	QTY	Total Hours	Advance Rate	Standard Rate	
EMT			\$42.00	\$60.00	
				Total:	

Police Services					
	QTY	Total Hours	Advance Rate	Standard Rate	
Police Officer			\$75.00	\$109.00	
				Total:	

Please provide a schedule of coverage, date(s), and time(s) here (if lengthy, please call Guest and Security Services at 612-335-6163: Please provide a phone number and contact name for on-site approval of changes and additions.

	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
----------------	--------------	---------------	----------	-------------------------------



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

Incomplete information will delay processing.

**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: <input type="checkbox"/> MasterCard: <input type="checkbox"/> American Express: <input type="checkbox"/> Discover: <input type="checkbox"/>		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:	
----------------	--------------	--

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Guest Services
(612) 335-6163

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 service - **NO REFUND.**
 2. Before service, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before service and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. 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.
6. Prices are based upon current wage rates and are subject to change without notice.
7. A detailed description of duties must accompany all orders for service. Please provide this information to Guest Services at the number listed above.
8. If there are specific items that are to be protected, a detailed manifest of items is requested, so that an inventory control form may be established. Please provide this information to Guest Services at the number listed above.
9. A supervisor may be required for shifts exceeding 4 hours. In the case where more than ten employees are working, more supervisors may be necessary, Contact Guest Services for further information at the number provided above.
10. For fire code regulations concerning permits, equipment usage, open flame, etc., please contact Guest Services at the number listed above.
11. For specific law enforcement regulations, policies, procedures and laws, please refer to Guest Services at the number listed above.
12. Uniform change inquiries may be made through Guest Services.