

It's not just a convention center.  
It's a relationship building.



## MEETING PLANNER'S GUIDE 2021

# MINNEAPOLIS CONVENTION CENTER MEETING PLANNER'S GUIDE

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# STAFF DIRECTORY

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Executive Director	Jeff Johnson	<a href="mailto:jeff.johnson@minneapolisismn.gov">jeff.johnson@minneapolisismn.gov</a>	(612) 335-6310
Director of Business Administration	Chris Hunjas	<a href="mailto:chris.hunjas@minneapolisismn.gov">chris.hunjas@minneapolisismn.gov</a>	(612) 335-6383
Director of Facility & Event Services	Mark Zirbel	<a href="mailto:mark.zirbel@minneapolisismn.gov">mark.zirbel@minneapolisismn.gov</a>	(612) 335-6031
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<b>EVENT OPERATIONS:</b>			<b>Set-up; Cleaning</b>
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Senior Event Coordinator	Jen Johnson	<a href="mailto:jennifer.johnson1@minneapolisismn.gov">jennifer.johnson1@minneapolisismn.gov</a>	(612) 335-6333
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<b>GUEST SERVICES:</b>			<b>Event &amp; Building Security Services; Guest Services; Floor Plan Approval; Coat Check; Truck Marshalling; Parking</b>
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Guest Services Sr. Supervisor	Rob Villanueva	<a href="mailto:rob.villanueva@minneapolisismn.gov">rob.villanueva@minneapolisismn.gov</a>	(612) 335-6057
Guest Services Coordinator	Leila Aboujouda	<a href="mailto:leila.aboujouda@minneapolisismn.gov">leila.aboujouda@minneapolisismn.gov</a>	(612) 335-6177
Guest Services Coordinator	Grant Schloesser	<a href="mailto:grant.schloesser@minneapolisismn.gov">grant.schloesser@minneapolisismn.gov</a>	(612) 335-6238
<b>KELBER CATERING:</b>			<b>Catering, Hospitality, Concessions, Dunn Bros</b>
CEO/General Manager	Patty Lemke	<a href="mailto:patty@kelber.com">patty@kelber.com</a>	(612) 335-6157
Director of Sales and Marketing	Lisa Anderson	<a href="mailto:lisaa@kelber.com">lisaa@kelber.com</a>	(612) 335-6321
Catering Sales Manager	Stephanie Case	<a href="mailto:stephc@kelber.com">stephc@kelber.com</a>	(612) 335-6171
Catering Sales Manager	Nick Gundlach	<a href="mailto:nickg@kelber.com">nickg@kelber.com</a>	(612) 335-6250
Catering Sales Manager	Heidi Hudson	<a href="mailto:heidih@kelber.com">heidih@kelber.com</a>	(612) 335-6082
<b>SALES &amp; MARKETING:</b>			<b>Rental Information</b>
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Senior Sales Account Executive	Savannah Fargen	<a href="mailto:savannah.fargen@minneapolisismn.gov">savannah.fargen@minneapolisismn.gov</a>	(612) 335-6334
Media/PR	Kevin Kurt	<a href="mailto:kevink@minneapolis.org">kevink@minneapolis.org</a>	(612) 767-8118
<b>TECHNOLOGY SERVICES</b>			<b>Exhibitor Services; Audio &amp; Visual Services; Video Signage</b>
Technology Services Sr. Supervisor	Colin Brereton	<a href="mailto:colin.brereton@minneapolisismn.gov">colin.brereton@minneapolisismn.gov</a>	(612) 335-6328
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Technology Services Coordinator	Ted Arbeiter	<a href="mailto:ted.arbeiter@minneapolisismn.gov">ted.arbeiter@minneapolisismn.gov</a>	(612) 335-6121
<b>ADDITIONAL SERVICES</b>			
The UPS Store	On-Site Business Center	<a href="http://www.theupsstorelocal.com/6479">www.theupsstorelocal.com/6479</a>	(612) 335-6295
Smart City	Internet & Wi-Fi Provider	<a href="http://www.smartcity.com">www.smartcity.com</a>	(612) 335-6165

# WELCOME TO THE MINNEAPOLIS CONVENTION CENTER!

This Minneapolis Convention Center (“MCC”) Meeting Planner’s Guide is intended to assist you in the planning of your event at our facility. We hope it will answer questions, provide timelines and inform you of our operating policies.

We realize that each event is unique and that you may have special questions and concerns during the planning process. Please feel free to contact your Event Coordinator should you have special concerns. We welcome the opportunity to work with you on your event. The MCC staff will do everything possible to make your convention, trade show, corporate meeting, banquet or other special activity a success.

The MCC’s Meeting Planner’s Guide is updated throughout the year. Please check our web site at [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com) to ensure that you have the latest version before your event start date.

## MISSION STATEMENT

**WE WILL BE THE BEST CONVENTION CENTER BY PROVIDING  
AN EXCEPTIONAL FACILITY,  
OUTSTANDING INTERNAL AND EXTERNAL CUSTOMER SERVICE,  
AND RESPONSIBLE USE OF OUR RESOURCES.**

## SUSTAINABILITY INITIATIVES

The MCC strives to be the best facility possible for our clients, our staff and the entire community. Part of that mission includes integrating a no-waste mentality. This mindset has become the cornerstone of our sustainability program.

We are a proud industry leader in sustainability. Our business practices are recognized for going above and beyond when it comes to environmental responsibility in operating and managing our venue, which has received LEED v4 Certification for Existing Building Operations and Maintenance by the U.S. Green Building Council. The MCC also achieved Level One Certification to the ASTM Standard for the Evaluation and Selection of Venues for Environmentally Sustainable Meetings, Events, Trade Shows and Conferences.

Please note that sustainability initiatives listed in this document are highlighted with a green leaf symbol. 🌿

**For more information on our initiatives, please visit:**

<https://www.minneapolis.org/minneapolis-convention-center/about/sustainability/>

**For suggestions on “How to Host a Green Event,” please visit:**

<https://www.pca.state.mn.us/living-green/green-meetings>





**MINNEAPOLIS CONVENTION CENTER**  
**1301 SECOND AVENUE SOUTH**  
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**(612) 335-6000**  
**FAX: (612) 335-6757**  
**TDD: (612) 335-6500**  
**WWW.MINNEAPOLISCONVENTIONCENTER.COM**

- Only blocks from over 5,700 first class hotel rooms and an additional 9,000 rooms within a 10-30 minutedrive
- Two blocks from Interstates I-94 and I-35W
- Several parking ramps convenient to the MCC: 900 spaces connected through the West Skyway, 4,370 spaces connected via the East Skyway and another 6,000 spaces at surface lots and meters within walking distance



# MCC DEPARTMENT LIST

## **BUSINESS SERVICES DEPARTMENT**

The Business Services Department consists of the Business Services Manager, accounting personnel, receptionists and support staff. The Department is responsible for training and development, employee recognition and employee programs. The Business Services Manager and support staff also assist the Director of Business Administration in administration and financial matters while accounting personnel handle accounts payable, revenue deposits, event billing, and the budget.

## **EVENT OPERATIONS DEPARTMENT**

The Event Operations Department is responsible for room sets, changeovers and cleaning of all areas of the facility including the exhibit halls prior to the show opening, during show hours and following move-out.

The responsibilities of the Event Operations staff include, but are not limited to:

- Physical set-up of MCC equipment, such as tables, chairs, etc. in the Exhibit Halls, Ballroom, Meeting Rooms and public areas, as directed in the event outline
- Providing event cleaning services for exhibitors
- Responding to on-site requests, as conveyed by the Event Coordinator such as additional equipment and/or water service

## **EVENT SERVICES DEPARTMENT**

The Event Services Department oversees the coordination of each event. After a Permit for Occupancy is signed, an event is considered "Definite" and an Event Coordinator will be assigned. The Event Coordinator is the liaison between the event, the event's service providers and MCC departments and will be the main point of contact at the facility during an event. They provide information about the facility and its operating guidelines and procedures to the Permittee. The Event Coordinator is also responsible for gathering information about the event and communicating that information to other MCC departments. The Event Coordinator arranges for the use of rental space as well as the multi-use public areas of the facility.

## **FACILITIES OPERATIONS DEPARTMENT**

Facilities Operations is responsible for the operation and supervision of construction activities, mechanical systems (elevators and escalators), building systems repair and custodial maintenance activities at the MCC. In addition to trades personnel (carpenters and painters), Facilities Operations includes engineers (responsible for monitoring and operating building HVAC systems) and Building Maintenance Workers (responsible for the maintenance of all restrooms and lobby areas).

## **GUEST SERVICES DEPARTMENT**

The Guest Services Department is responsible for all security and safety policies and procedures in addition to serving as liaison between the Permittee and exclusive service providers. Areas of responsibility include, but are not limited to, overseeing 24-hour general building security, managing MCC parking and marshalling yard operations, key assignments, opening/securing of MCC doors, monitoring closed circuit surveillance systems, off-hours building access and responding to all facility fire, medical and security alarms.

In addition, Guest Services oversees the Visitor Information Center, coat/baggage check, event safety and security (security guards, medical services, police services, fire marshal, etc.) and floor plan approval. The Permittee is responsible for ensuring the health and safety of all guests attending their event, as well as the event security for areas covered by the Permit for Occupancy. Guest Services will assist in the planning and final approval of all the above event needs.

## **KELBER CATERING**

Award-winning Kelber Catering has worked exclusively with the MCC since 1964, bringing culinary visions to reality. Kelber Catering prides itself on being accessible and responsive to its clients. This local, family owned operation is based entirely within the MCC, allowing its staff to be available before, during and after every event. Clients will enjoy superior customer service from breakfast to dessert, and everything in between.

A Catering Coordinator will be assigned when an event is considered "Definite." The Catering Coordinator will coordinate all food and beverage needs for catering and retail sales, execute all food and beverage contracts and handle all deposits and billings for events with Kelber Catering.

Kelber Catering is the exclusive caterer in the MCC. For current menus along with Kelber Catering rules and regulations, please contact Kelber Catering at (612) 335-6045 or visit [www.kelber.com](http://www.kelber.com).

## **SALES & MARKETING DEPARTMENT**

### **NATIONAL ACCOUNTS**

Meet Minneapolis  
801 Marquette Avenue South, Suite 100  
Minneapolis, Minnesota 55401  
Phone: (612) 767-8000 / 1-888-676-MPLS  
Fax: (612) 767-8001  
[www.minneapolis.org](http://www.minneapolis.org)

### **LOCAL AND REGIONAL ACCOUNTS**

Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
Phone: (612) 335-6035  
Fax: (612) 335-6694  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

Meet Minneapolis, under contract with the City of Minneapolis ("City"), has the primary responsibility for booking and marketing the MCC to national conventions and tradeshow. The MCC Sales Department is responsible for final negotiations and preparing permits for all events held in the MCC.

Meet Minneapolis is also responsible for general promotion and advertising relating to Minneapolis convention, exhibition and housing facilities targeted to the national convention and tradeshow market. Sales and Marketing can also assist events in providing materials including slides and photographs suitable for reproduction in promotional publications.

An event's first contact with the MCC will be an Account Executive. The Account Executive conducts tours and discusses space, general meeting requirements, rates and available dates. The information provided to the Account Executive, including projected attendance, time and space requirements, will be used to prepare a permit. Any requests for changes after the permit has been executed should be directed to the Account Executive.

## **TECHNOLOGY SERVICES DEPARTMENT**

The Technology Services Department oversees all services and building systems relating to technology and utilities. Technology Services includes the management of all administrative and external IT needs, oversight of the MCC internet provider, cellular service and all video signage and technology needs.

The Exhibitor Services Department provides Permittee and exhibitors with utility services including electrical, telecom, water/drain, natural gas and compressed air. Exhibitor Services processes orders for various services for exhibitors such as booth cleaning, parking permits and production related services or equipment.

The Production Technicians provide setup, operation and maintenance of MCC sound, lighting and cable equipment; set-up of audio/visual presentations; general session and entertainment stages; rigging of special equipment, decorations, etc.; and installation and operation of special lighting for Permittee and exhibitors.



# FACILITY INFORMATION & GUIDELINES

## ACCESSIBILITY (ADA)

The Americans with Disabilities Act (ADA) was enacted to ensure that persons with disabilities are afforded the same opportunities to participate in American society as all other persons. The ADA is legislation designed to protect the civil rights of persons who have physical or mental disabilities.

As a "Public Assembly Facility" the MCC is responsible for permanent building access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. In addition, the MCC can provide systems for the hearing impaired and wheelchair lifts and access ramps for stages. Permittee is responsible for non-permanent building access accommodations such as, but not limited to, registration, information booths, accessible seating, auxiliary aids and other services/programs available to exhibitors, guests or the public.

Prior to an event, Permittee shall provide the MCC with the number of disabled persons planning to attend the event and an outline of the accessibility services Permittee will provide to the disabled guests.

Electrical mobility scooters and wheelchairs are available for rent from Guest Services. On-site reservations can be made at the Visitor Information Center during regular business hours. For reservations or for more information please call Guest Services at (612) 335-6163. Prevailing rental rates will apply and payment must be made with a credit card (Visa, Discover or MasterCard). Checks and cash are not accepted.

Handicapped parking is available to individuals with valid disability parking permits in surrounding ramps and lots as well as at parking meters on the street.

## AIR CONDITIONING & HEATING

In-house ventilation, heating or air conditioning will be provided during event open times, i.e. the period when the facility is used by delegates and invited guests. Generally, full house ventilation, heating or air conditioning is maintained from one hour prior to the opening of an event until close of event. Energy conservation is of prime concern and minimal levels of ventilation and heat will be maintained during move-in/out periods. 🌿

Because the MCC utilizes a "chilled water" cooling system, it must winterize all air conditioning units from approximately October 15<sup>th</sup> through April 15<sup>th</sup> to prevent damage to equipment. If cooling is necessary during this time, outside air is utilized. Please notify the Event Coordinator to prearrange any special cooling needs for the event that may take place during this time frame.

## BANNERS & SIGNAGE

**See Also: DECORATIONS; RIGGING; THIRD-PARTY ADVERTISING**

Events are required to contact the Event Coordinator regarding any banners or signs that they would like to hang. MCC Rigging Policies apply to banner and signage installation. Fees may apply.

Decorations, signs, banners and/or similar materials:

- May not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls, railings, ceiling tiles or light fixtures.
- Are only to be hung in approved locations.
- May not be hung in such a manner that the front or printed side of the sign can be read from the sidewalks or streets surrounding the MCC.
- May not be affixed to any outside glass door or window of the MCC.
- May not be hung inside the Lobby B Atrium on any level of the MCC.
- May be draped over podiums or affixed to podiums only by approved methods.
- May not obstruct the MCC's permanent directional signs, third party advertising and/or graphics.
- Should be reusable or made from recyclable material. Foamboard should not be used. 🌿
- The placing of signs or banners in the skyways is subject to the approval of the Downtown Council. Please contact Meet Minneapolis for more information. Banners may not be hung over the public street, from any skyway.
- In any situation where Permittee's policies are more restrictive than MCC's policies regarding decorations, signs, banners, balloons, etc., Permittee's policies shall supersede MCC's policies.
- Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Permittee.

## **EXTERIOR BANNERS & SIGNS**

The MCC holds exclusive rights on hanging banners on the exterior surfaces of the MCC. Approval for the hanging of signage on the exterior of the MCC is subject to the following conditions:

- Consideration to place a banner on the exterior of the MCC will only be given to events occupying at least three-quarters of the facility.
- Permittee must obtain written approval from MCC management at least 30 days in advance of their first move-in date.
- Banners must have appropriate grommets or rigging hardware subject to approval by the MCC.
- No third-party advertisement banners will be allowed.
- No "Public Sale" banners will be allowed.
- No banners will be allowed on the freeway side of the MCC.

## **DIGITAL VIDEO DISPLAYS**

All MCC-owned digital video displays are operated at the discretion of the MCC. This includes, but is not limited to, Exhibition Hall Video Walls, the indoor Digital Signage Network, Outdoor Signage and the Visitor Information Center (VIC) Display. Permittees may not disable, turn off, cover or otherwise impede the operation or visibility of the digital video displays. Permittee or third-party advertising opportunities are available. All digital video display content is subject to approval by the MCC per their Display Content Standards. Please contact the Technology Services Coordinator for details regarding facility guidelines and/or advertising opportunities.

## **BOX OFFICE**

**See Also: GUARDS**

Permittee must provide the name of the service vendor and/or box office liaison managing all box office sales. All tickets must be approved by the MCC and ordered from a bonded ticket printing company. The MCC will check all tickets against the manifest to ensure accuracy. Tickets must be divided by price, date on ticket (if applicable) and type of admission (i.e. adult, child, senior, etc.). Only full rolls of tickets will be accepted. No opened, broken or pre-used rolls will be allowed. Permittee is responsible for all applicable taxes and the MCC must be notified at least 14 days in advance if an event is tax exempt.

For each day the box office is open, the following regulations apply. Any deviation from this policy must be outlined in the Permit for Occupancy:

- A daily box office statement of on-site, discount, advanced and internet sales will be provided to the MCC. A final box office summary statement of on-site, discount, advanced and internet sales will be provided to the MCC upon completion of the event.
- On-site ticket sales will be sold only from the box office assigned by the MCC.
- Tickets must be sold only at the actual ticket value listed upon the ticket.
- The MCC may conduct random audits of on-site ticket sales.
- The issuing of complimentary tickets will be limited to an agreeable percentage of capacity or as dictated by prudent business practice.
- Monies due to the MCC (in addition to the Total Room Rental) shall be payable in full by the second business day following close of event. The MCC retains the right to require payments due from box office receipts on a day-to-day basis.

## **CATWALKS**

Only authorized MCC personnel and contractors are allowed access to catwalks.

## **CHILDREN**

### **MOVE-IN/OUT**

Children under the age of 16 years are not allowed on the show floor during the move-in or move-out of any event. Permittee is responsible for ensuring compliance with this policy and shall include advance notification to all exhibitors in exhibitor information packets and during any exhibitor meetings.

### **UNATTENDED CHILDREN**

The MCC is not responsible for the care or supervision of unattended children. It is the responsibility of the parent/guardian to ensure that no child is left unattended in the facility. Permittee is responsible for providing adult supervision for events that provide child care rooms and/or play areas during event hours.

### **CHILDREN UNDER THE AGE OF 12 OR DEPENDENT INDIVIDUALS**

Children under the age of 12 or dependent individuals of any age must be accompanied by a parent/guardian at all times.

## **CHILDREN AGES 12 TO 17**

Children ages 12 to 17 may be in the MCC without adult supervision. However, their parent/guardian is responsible for their behavior, safety and well-being. If the child is disruptive or if the child's well-being is deemed to be compromised, the MCC will take appropriate action.

## **CLEANING, VACUUMING, WASTE & RECYCLING**

**See Also: ROOM REFRESHES & TURNS; EXCLUSIVE SERVICES**

Cleaning services are provided by the MCC during event hours in aisles, corridors, open spaces and restrooms, plus one thorough cleaning of these areas prior to the initial show opening. Events that create excessive amounts of trash and require additional staff will be charged at prevailing rates for additional labor.

The MCC shall have exclusive control of vacuuming carpet in aisles, poster areas, registration areas, lounge areas, etc. Aisle & common area cleaning shall be billed per hour at the prevailing rates.

## **EXHIBIT BOOTHS**

The MCC shall have exclusive control of cleaning exhibit booths. Independent contractors are not allowed to clean booths. Vacuuming and cleaning service may be ordered online through Exhibitor Services or the Event Coordinator. Booth cleaning is based on gross square footage. Please contact the Exhibitor Services Department for further details.

## **WASTE & RECYCLING**

The MCC will remove all bulk trash, prior to the initial show opening and following move-out, at prevailing rates. Bulk trash is defined as all boxes, crates, pallets, visqueen, packing materials and other items not easily removed by a standard push broom or vacuum. In addition, a dumpster charge for this trash removal from the facility will be charged to Permittee, at prevailing rates. The MCC will empty trash & recycling containers and small receptacles placed in the aisles by exhibitors during the non-open hour cleaning. It is the responsibility of Permittee and exhibitors to mark any cartons, literature and similar materials that they wish to save during move-in/out.

The MCC is committed to reducing waste and promoting recycling, and we continually look for opportunities for our clients, exhibitors and guests to participate in our efforts. Permittees should work with their Event Service Contractor to provide recycling receptacles when trash receptacles are deemed necessary in individual exhibit booths, registrations, etc. Stand-alone trash receptacles are not allowed. 🌱

## **COAT & BAGGAGE CHECK**

Guest Services provides exclusive coat or baggage check service as a convenience to guests attending events at the MCC. Public coat and baggage check season typically runs from October 15th through April 15th. Additionally, coat or baggage check service can be arranged during the off-season (April 16th-October 14th). MCC retains final approval of coat or baggage check availability and location. The MCC is not responsible for any lost or stolen articles at coat or baggage check locations that are not staffed by MCC personnel. Tipping or any form of gratuity to any MCC employee is not permitted. There are three options for provision of service:

### **PER ITEM CHARGE**

Please provide the Event Coordinator with a time schedule for the event. Guest Services will schedule personnel and guests will pay a per item charge, at the current rate. The MCC reserves the right to combine requests for service in single locations for efficiency. The MCC reserves the right to charge a minimum service charge to the Permittee if income does not equal MCC labor expenses.

### **HOSTED CHARGE**

Arrangements are made, as above. There is a per coat/article charge to the host of the event. Permittee will be charged whichever is greater between labor expenses or number of items checked.

### **GUARANTEE CHARGE**

Guest Services will schedule personnel and guests will pay a per item charge, at the current rate. If generated income does not equal MCC labor expenses, the Permittee will be charged the difference on what is owed. If all MCC labor expenses are covered by generated income, no additional coat check fees will be charged to the Permittee.

## **DAMAGE**

Please see Permit for Occupancy.

## DECORATIONS

See Also: **BANNERS & SIGNAGE; FIRE & SAFETY REGULATIONS**

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Permittee.

## BALLOONS

Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through the Event Coordinator for permanent attachment to authorized displays. A deposit may be required prior to installation. If helium balloons are released for any reason within the facility, any MCC labor and/or lift equipment costs to remove balloons from ceilings and/or domes will be charged to Permittee at the prevailing rates and conditions. A balloon drop requires appropriate stagehand personnel to hang, release and remove. See the Fire & Safety Regulations section for information about helium tank storage and operation.

## PROHIBITED DECORATIONS

Painting, confetti and streamers are prohibited without the prior written authorization of the MCC. Chewing gum, glitter, pressure-adhesive stickers/decals or similar promotional items cannot be distributed or sold within the facility. Costs associated with the cleanup of these or similar items are the responsibility of the Permittee.

## ELECTRICAL EQUIPMENT

All electrical equipment must be U.L. approved and properly wired and tagged as to type of current, voltage, phase, cycle and horsepower. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs and Romex cable is prohibited. All 120-volt extension cords must be a 3-wire grounded type.

The MCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by MCC electrical supervisors. Utility panels and mechanical equipment rooms may not be blocked. Only MCC staff is authorized to access electrical floor boxes and make electrical dis/connections. The Permittee will be financially responsible for damages to electrical equipment caused by the show, exhibitors and/or Event Service Contractors.

## ELEVATORS & ESCALATORS

Passenger elevators and escalators are provided for use by the public and may not be blocked or used to transport equipment or freight. Freight elevators are not available for the public, but arrangements may be made to use freight elevators for Permittee, Event Service Contractor and/or exhibitor move-in/out. Permittee may be required to pay for the services of a freight elevator operator when it is required for more than incidental use.

In an effort to reduce and minimize power usage, escalator operating hours will be based on the schedule of events in the building. 🌱

## EQUIPMENT & LABOR

The Sales and/or Event Services Departments will provide Permittee with the MCC Equipment/Service Price List. This listing includes equipment that may be useful or necessary in producing an event. It is important that Event Coordinators are provided with equipment needs as soon as possible to ensure that there are no equipment shortages. MCC employees or designees install, operate and maintain MCC equipment exclusively. The MCC does not provide furniture, equipment or carts for exhibitors. All arrangements for furniture and equipment for exhibitors should be handled by the Event Service Contractor handling the event.

The MCC equipment inventory is subject to availability. When MCC inventory is exhausted, arrangements must be made with an Event Service Contractor or other outside vendor for additional equipment. Additional equipment obtained through the MCC, over inventory, will be billed at cost plus a 20% handling fee and any labor required for setting up and striking.

Labor obtained through the MCC is subject to the terms of individual contracts which may include, but not limited to, minimums, overtime pay, holiday pay, meal penalties, etc. Please see the Labor Rate sheet for additional information.

## EXCLUSIVE SERVICES

MCC exclusive services or products cannot be resold to exhibitors or any other show related group by Permittee or the Event Service Contractor. All MCC exclusive services will be billed directly to the requestor for service. MCC does not allow third party billing of exclusive services.

## **BUSINESS CENTER**

The UPS Store is the exclusive, on-site provider of copying for all business center needs. They are located on the ground floor of the MCC outside of Auditorium Room 1.

## **CLEANING**

MCC personnel have exclusive control of cleaning interior exhibit booth areas, vacuuming carpet in lounges, registration areas and carpeted aisles with the exception of exhibitor furniture or personal property.

## **FOOD, BEVERAGE AND ALCOHOLIC BEVERAGES**

Kelber Catering is the exclusive catering company for the MCC. Kelber Catering also has exclusive rights to dispense alcoholic beverages in the MCC, and holds an applicable liquor license from the City. Kelber Catering has the right to open and maintain concession stands for any event at the MCC.

## **GUEST SERVICES**

The MCC retains exclusive rights to provide the following services at any MCC event: Coat and Baggage Check Services, Fire Marshal, Medical Services Personnel (EMT), Police Officers, Security Guards, and Mobility Equipment.

## **INTERNET, WI-FI & TELEPHONES**

Smart City is the exclusive internet, wi-fi and telephone provider for Permittee, exhibitors and guests. Free Wi-Fi is available to guests on the ground level throughout the lobby area.

## **UTILITIES**

The MCC provides utilities as an exclusive service including electric, compressed air, natural gas, water and drainage service.

## **EXHIBITS**

See Also: FLOOR PROTECTION POLICIES; FIRE & SAFETY REGULATIONS; LOBBIES & COMMON SPACES; LOADING DOCK ACCESS

### **EXHIBIT CONSTRUCTION & SAFETY**

Permittee and Exhibitors are responsible for the proper and safe construction, materials and maintenance of their exhibits/displays. Materials used in the construction of displays, e.g. draping, table coverings, banners, props, scenery, evergreen trees, shrubs, etc. must be fire resistant. All exhibits and/or displays are subject to inspection by the M.F.D. Exhibit structures that utilize upright trussing over 5' in height must have a square steel base plate affixed to the bottom for safety and stability.

### **LOBBY EXHIBITS**

Lobby space is reserved for registration and food service connected with an event. Booths, displays and/or table top exhibits set in any lobby space, on any level of the MCC, must be approved in advance by MCC management. This approval should be completed through the Sales Manager and Event Services Manager before the Permit for Occupancy is signed.

### **MOVE-IN/OUT OF EXHIBITS**

The MCC requires that exhibitors enter and exit the building using the rear marshalling yard or other approved route during move-in/out times of an event when transporting items that require a cart or cannot be carried by hand. Fees for door guard personnel during move-in/out may apply and will be included on the Permittee's master invoice. Exhibitors may enter through the front lobbies during approved move-in/out times with small hand carried items only. Exhibitor move-in/out route and hours should be included with instructions to exhibitors. The MCC may restrict vehicle access to streets in front of the building during move-in/out times as deemed necessary. Contact the Event Coordinator for more information on move-in/out procedures.

Roll-up doors may not be opened for surface lot access during show hours. Roll-up doors leading to the docks and pedestrian doors may be utilized during show hours for product restocking, storage access, etc.

### **OUTDOOR EXHIBITS**

Outdoor exhibits shall be considered on a case by case basis based on other show activity in the building and/or the type of exhibit. The outdoor exhibit space must be incorporated into the original Permit for Occupancy.

### **EVENTS WITHOUT AN EVENT SERVICE CONTRACTOR**

The MCC will provide a maximum of 40 covered exhibit tables for events without an Event Service Contractor. Events requiring more than 40 tables will be asked to utilize an Event Service Contractor.

## **FIRE & SAFETY REGULATIONS**

See Also: **EXHIBITS; LOBBIES & COMMON SPACES**

Permittees, Event Service Contractors and exhibitors must comply with all Federal, State and City fire codes that apply to places of public assembly as well as any applicable OSHA regulations.

### **FIRE MARSHAL**

The MCC retains the right to require Fire Marshal personnel for any size or type of event. All Fire Marshal Services will be arranged through Guest Services and Permittee is responsible for associated costs.

Because of smoke detector beams located throughout the building, Fire Marshal personnel may be required for move-in/out periods based on, but not limited to, rigging, setup, hazing or fogging. Public events are required, through the City, to have a Fire Marshal on duty during show hours. In addition, a Fire Marshal may be required for private events during show hours depending on the number of guests and/or type of event.

Please advise the MCC well in advance of any activities that may degrade (i.e. block) smoke detector beams.

### **FLOOR PLANS & LAYOUTS**

All floor plans must be submitted for review and approval by Guest Services a minimum of thirty (30) days prior to move-in. Floor plans must include the name of the show, show dates, building location and Event Service Contractor.

Space may not be sold or assigned until the floor plan has been approved. If, for some reason, the floor plan is not approved, a copy will be returned to the Permittee or Event Service Contractor that submitted the plan with items to be corrected clearly marked. If changes are made to the floor plan after it has been approved, the floor plan must be resubmitted for approval prior to move-in. When planning exhibits in any area of the facility, please note the following requirements:

- Floor plans are required for all areas of the MCC
- Floor plans must be drawn to scale and include all structures and obstructions
- All aisles must be 10' in width and be kept clear, clean and free of obstructions
- Exhibit halls are required to have at least three main aisles located in the north/south direction and at least three aisles in the east/west direction
- Exits in all areas shall not be blocked or obstructed
- Firefighting and emergency equipment shall not be blocked or obstructed
- No exhibit or its drapery can block the reasonable view of an exit sign
- Displays are to be kept at least 15' from any exit and concession stand
- A 10' perimeter must be maintained around the Lobby B Escalator Atrium on all levels of the MCC
- All empty crates and boxes must be stored in areas approved and assigned by MCC management and the M.F.D. Fire Prevention Bureau
- Clear access must be maintained to all permanent food facilities, restrooms, escalators, elevators and MCC service offices
- All areas to be used as food function areas, other than permanent food facilities, must be clearly marked on the floor plan
- Exhibits/displays, planned for areas immediately adjacent to MCC permanent concession stands, require prior written approval from MCC management

Please contact Guest Services for a detailed diagram of the exhibit halls indicating where exhibits or displays are prohibited.

### **PERMITS**

Written authorization by MCC management and the M.F.D. Fire Prevention Bureau shall be required for, but not limited to, the following:

- Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials, etc.
- Operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the M.F.D. Fire Prevention Bureau.
- Use or storage of flammable liquids, compressed gases, or dangerous chemicals.
- Use or storage of any fireworks/pyrotechnics.

A "Special Event Permit" for an open flame may be obtained from the M.F.D. Fire Prevention Bureau. Application forms are available at [http://www.ci.minneapolis.mn.us/regservices/regservices\\_special](http://www.ci.minneapolis.mn.us/regservices/regservices_special) or by calling (612) 673-5897. There is a charge for each permit.



## **BUTANE**

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device
- 20 lb. maximum tank
- A minimum of 10' must separate each open flame device and any combustible materials
- Butane tanks may not be stored in the exhibit area or in the building. Tanks must be stored 50' from the building.

## **CANDLES**

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- Any open flame must be securely supported on substantial noncombustible base and open flame is protected

## **EXHIBITS (COVERED AND MULTI-LEVEL)**

The following shall be protected by a M.F.D. and MCC management approved automatic fire suppression system:

- Single-level exhibit booths with ceilings that exceed 300 sq. ft.
- Each level of multi-level exhibit booths, including the uppermost level if the uppermost level is covered with a ceiling
- Enclosed semi-tractor trailers or other enclosed trailers over 300 sq. ft. when used as a walk-through or fold out/expanding exhibit
- Detailed pictures, schematics and the proposed use of these exhibit types listed above must be submitted to the Events Department at least 60 days prior to move-in, to ensure the use in the facility
- This requirement is part of a nationally recognized code and is adopted by the State as part of the Minnesota Uniform Fire Code

## **FOGGING OR HAZING**

Prior approval from the MCC must be obtained before any fogging or hazing takes place. Only water-based hazers and foggers are permitted. Additional restrictions may apply for fogging or hazing in Hall A. A Fire Marshal may be required.

## **FOOD PREPARATION (DEEP FRYING & GRILLING)**

Permittee or Permittee's exhibitors may request to use gas or electric cooking devices in a manner that produce grease laden vapors. Where use of such devices is approved by the MCC, the following requirements will apply:

- Must be constantly attended by a qualified, responsible adult (18+ year old)
- K Class portable extinguisher must be readily available and stored with the cooking space
- Submit storage and transport plan for cooking oil
- Submit make and model of cooking device. Product must have a substantive base and containment for oil
- Cooking areas must be separated from each other by 10-feet

Grilling (charcoal or propane) inside of the MCC is prohibited. Exceptions may be granted if the Exhibitor or Permittee consults with MCC to approve and designate a grilling area in the MCC's marshalling yard.

## **FOOD TRUCKS**

Upon approval and authorization by Kelber Catering, any food truck occupying space **inside** of the MCC that is cooking and serving food must adhere to these standards:

- Kitchen hood fire suppression system
- K Class and 20 BC portable extinguisher
- 5lb maximum propane cylinder tank. All additional tanks, both empty and full, are to be stored outside of the building
- In addition, all food licensing requirements must be followed

## **GASOLINE/DIESEL POWERED VEHICLES**

Operation of gasoline or diesel-powered vehicles within the MCC requires prior approval and is subject to air quality monitoring as required by the Minnesota Department of Health. This includes, but is not limited to, automobiles, motorcycles, construction equipment, aerial lifts, etc. This policy also applies to move-in/out periods as well as event hours.

Gasoline/Diesel vehicles on display inside the MCC requires prior approval and must have:

- Fuel tank caps locked or taped shut
- Battery cables disconnected
- A gas tank fuel level of no more than ¼ full or five gallons, whichever is less
- Protective covering under tires on terrazzo or carpeted surfaces

Any vehicle that drips oil or other staining solutions may not be operated within the MCC without a drip pan or dry absorption powder. Permittee and/or exhibitors will be charged for all cleaning and/or replacement costs for stain removal. Exhibit Hall A has additional requirements for gasoline/diesel powered vehicles. Please contact the Event Coordinator for further information.

#### **HOLIDAY TREES AND HOLIDAY DECORATIONS**

- Natural or resin bearing trees and branches used for wreaths, garland, etc. must be treated with a flame retardant
- Every natural or resin bearing tree used for holiday decoration, regardless of the type of tree, shall be so placed, kept and maintained so that the butt or bottom end of the trunk is at all times immersed in not less than two (2) inches of water
- No cotton batting, straw, dry vines or leaves, celluloid or other flammable material shall be used unless fireproofed in a manner approved by the M.F.D. Fire Prevention Bureau
- No trees or natural wreaths, etc., shall be placed in or immediately adjacent to exit areas, light wells or stairwells in the building
- No candles shall be used on holiday trees or natural wreaths, etc. No electrical decorations shall be used on holiday trees or natural wreaths, etc.
- All artificial trees and wreaths must be flame retardant and lights must be U.L. approved

#### **LIQUID PETROLEUM (LP)**

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device
- Five-pound maximum tank
- A minimum of 20' must separate each open flame device and any combustible materials
- LP tanks, both empty and full, may not be stored in the exhibit area, on the dock or in the building. Tanks must be stored 50' from the building
- If an LP tank is permanently installed in a vehicle that will be displayed in the MCC, the tank must be completely empty (purged); detachable LP tanks are to be removed from the building

#### **NATURAL GAS**

Access to natural gas sources in the MCC is limited. In addition to any other applicable regulations governing the use of natural gas, a natural gas pipeline may not be extended across any aisle or walkway.

#### **PRESSURIZED CYLINDERS**

All pressurized cylinders holding any type of gas (helium, nitrogen, LP, etc.) must be secured to an object in an upright position while being used in the MCC. The object must be one that will keep the cylinder from falling over, such as a column, appropriate dolly or table that has been approved by the MCC.

Exhibitors may have cylinders that are used for displayed purposes. Any pound capacity can be used and must have the following:

- Valve off;
- Drilled hole at the top of the cylinder;
- Cutaway; or
- Brand new – never been used

#### **PYROTECHNICS**

Pyrotechnics are permitted within the MCC under controlled conditions and only in specific locations. All proper permits must be obtained through the M.F.D. by a State licensed pyro-technician and a copy of the permit needs to be submitted to the MCC.

There are additional insurance requirements for pyrotechnics. See the Event Services Department for more information. In the event that the insurance required is not provided or is canceled, the pyrotechnics company will not be permitted to begin setup of their event. Once proper proof of insurance is provided, the MCC will permit the pyrotechnics company to proceed with the event.

#### **SMOKE DETECTORS**

Smoke detector beams in the Auditorium, Ballroom and Exhibit Halls cannot be blocked (degraded) by displays, signs, technical or theatrical equipment without appropriate fire safety personnel present during all move-in/out and event hours. Please contact the Event Coordinator for locations and more information.

## **STERNO**

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device

## **FIREARMS**

Minnesota is an open carry state. Under the open carry ordinance, MCC cannot prohibit the lawful carry or possession of firearms in its public spaces.

However, under the conceal and carry ordinance, Permittee can treat their rental space as a private establishment and prohibit firearms within its boundaries. Should an event choose to prohibit firearms, you can exercise a reasonable request, in which case:

- The Guest Services coordinator will provide you with signs, saying “(PERMITTEE BUSINESS OR EVENT) BANS GUNS IN THESE PREMISES”. These signs will be readily visible and posted prominently at every entrance to the event.
- Event security or uniformed patrol officers will, if necessary, inform any guest(s) that guns are prohibited in the premises, and politely insist on compliance.

## **FLOOR PROTECTION POLICIES**

### **FLOOR BOXES**

- The MCC has the right to require exhibit hall floor boxes to be covered, at Permittee's expense, to protect floor box utilities. Floor box covers are provided exclusively by the MCC and are available at the Exhibitor Services desk. Installation and removal of floor box covers can be completed by Permittee and/or their Event Service Contractor. The use of MCC floor box covers does not release Permittee from liability if damages occur to components in the floor boxes. Please notify the Event Coordinator well in advance, if MCC floor box covers are required. Charges will be placed on the master invoice.
- Floor box covers may be required when vehicles entering the hall have been exposed to snow or rain.
- Floor boxes located on ground level lobby areas cannot withstand heavy loads. Care should be given to avoid rolling over them with pallet jacks, carts, etc.

### **LIMITED & PROHIBITED ACTIVITIES/EQUIPMENT**

- Water feature exhibits are prohibited in Exhibit Hall B.
- Metal-wheeled vehicles, carts or other equipment handling devices are prohibited from use in the MCC lobbies. Only vehicles, carts or equipment handling devices with MCC-approved wheels shall be permitted in lobby areas.
- MCC may require the use of carpet and/or plywood in lobby areas to protect the terrazzo from damage caused by displays, counters, etc.
- Floor protection may be required on ground level lobby areas when heavy freight, display vehicles and/or towing equipment is utilized. All ground level lobby displays must be approved by the MCC prior to placement. All motorized display vehicles should be operated at slow speeds and avoid any sharp turns. Acceptable floor protection may be cardboard, carpet, plywood or plastic. Please contact your Event Coordinator for further information.
- A leak proof floor covering must be used when an event features a display or exhibit that includes water, peat moss, sand, topsoil or similar materials. The floor must be protected from stains and curbing must be provided to retain liquids and/or loose materials within the enclosure to prevent the material from being tracked through aisles by guests. Watering must be controlled to eliminate leakage or seepage.

### **TAPE & FLOOR CLINGS**

The use of tape on any facility surface is prohibited except as noted:

- If taping is necessary, care and consideration must be given to protecting and preserving the floors of the MCC
- Carpeted areas: The MCC requires the use of a quality gaffer's tape on carpet
- Exhibit Hall Floors: Only professional, low-residue double-sided carpet tape may be used on Exhibit Hall floors. Vinyl tape or chalk can be used to mark the floors.
- Terrazzo Floors: The MCC has, for sale, the only approved tape for use on the terrazzo surfaces. Approved tape is available for purchase in the MCC Exhibitor Services office. Tape purchased outside the MCC is prohibited.
- Prohibited Tapes: High residue tape, duct tape, clear “cellophane” or packing tape is specifically prohibited.
- Permission to use any type of floor cling must have prior approval by MCC management and Branding/Sponsorship.
- The Permittee and Event Service Contractor are responsible for removal of any tape, floor clings or residue. Any tape, floor clings or residue left on any surface will be removed by the MCC and prevailing labor rates and material costs will be billed to Permittee.

This policy applies to all taping applications including, but not limited to, carpeting, signs, cords and displays.

## WEIGHT LOAD LIMITS

All equipment used in the lobby and common spaces of the MCC that contain Terrazzo flooring must meet the following guidelines:

- Maximum Wheel Load of 2,000 lbs.
- Uniform load of 150 lbs. per square foot

All equipment used on the second floor of the MCC must meet the following guidelines:

- Maximum Wheel Load of 1,500 lbs.
- Uniform load of 100 lbs. per square foot

Equipment must display the above loads or have a certified document from a licensed structural engineer that provides the needed information.

## FOOD & BEVERAGE SAMPLING

Food and beverage sampling permits and inspections are under the authority of the Minneapolis Health Department, Division of Environmental Health. It is the responsibility of Permittee to:

- Obtain approval for food and/or beverage sampling from the MCC and Kelber Catering
- Fill out the "Event Food Sponsor Permit"
- Collect completed "Short-Term Food Permit" applications and permit fees from each exhibitor planning to distribute food and/or beverage
- Submit all applications and fees directly to the Minneapolis Development Review Office at least 10 business days prior to the event start date.

Please visit [www.minneapolismn.gov/health/inspections/food-short](http://www.minneapolismn.gov/health/inspections/food-short) for full application materials and information.

The MCC offers hand washing stations and three-compartment sinks for rent.

In addition to any City Health Department regulations, exhibitors who would like to sample must adhere to the following MCC regulations, with no exceptions:

- Food and/or beverage samples may only be distributed directly from an exhibit booth, within the show floor exhibit space.
- Food and/or beverage samplings are limited to products manufactured, processed or distributed (i.e. foodservice distributor) by the exhibiting company.
- Permittees and Exhibitors are asked to support the efforts of the City and the MCC to reduce waste by providing samples in minimal, compostable packaging. 🌱
- All items distributed are limited to SAMPLE SIZE:
  - Food portions are limited to 2 ounces
  - Non-alcoholic beverages are limited to 5 ounces
  - Alcoholic beverage samples are limited as follows:
    - Beer – 3 ounces
    - Wine – 1.5 ounces
    - Liqueur or Cordials – .75 ounce
    - Distilled Spirits – .50 ounce
- Exhibitors who wish to distribute alcohol samples from their booth must contact Kelber Catering in advance for fees and regulations involved with sampling under Kelber Catering's liquor license. Kelber Catering retains the right of final approval on the dispensing of beer, wine or other alcoholic beverages by exhibitors.
- Non-profit entities may be allowed to dispense sample size alcoholic beverages under the following conditions (please note additional fees will apply):
  - The non-profit organization must secure a Special Events Liquor Permit from the City and must work under the oversight of Kelber Catering. Kelber Catering is the only sponsoring permanent license holder accepted by the MCC.
  - The non-profit organization must obtain Liquor Liability Insurance and sign an addendum agreement with Kelber Catering which stipulates minimum conditions for sample pouring in the MCC and indemnifies Kelber Catering from all wrong doing and/or negligence.
  - Temporary Licensee must provide trained staff to dispense alcoholic beverages and check identification of guests to ensure that they are 21 years of age or older and that they are not overly intoxicated when served.
  - The MCC reserves the right to require that all guests receive some form of permanent identification after being identified as 21 years old and over. The preferred form of identification is with a wristband. Kelber Catering may provide wristbands and staff to perform this duty at a cost to the Temporary Licensee.
  - Training must be approved by Kelber Catering and follow industry recognized alcohol management techniques. Kelber Catering may provide this training at a cost to the Temporary Licensee, if needed. Kelber Catering will

not provide training unless it is specifically included in the agreement between the Temporary Licensee and Kelber Catering.

- An alcohol management plan must be submitted one month prior to the event start date which outlines the training, serving policies, age identification procedure and any other plans put in place to minimize the effect of underage drinking and/or over consumption of alcohol.

## FOOD & BEVERAGE SERVICE

Kelber Catering is the exclusive food and beverage provider at the MCC and provides all catering, concession and hospitality services. In addition, Kelber Catering also holds the applicable exclusive liquor license from the City.

Outside food and beverage is not permitted in the MCC. Food and beverage is not allowed in the MCC Auditorium and/or Auditorium Lecture Halls during public events.

### CATERING

The assigned Catering Coordinator will work with an event to coordinate all food and beverage needs for both catering and retail sales, execute all food and beverage contracts and handle all deposit and billings for events with Kelber Catering. In order to prepare properly for an event and ensure its success, the catering coordinator must receive food and beverage requirements, locations and agenda a minimum of two weeks prior to the event. If the catering manager does not obtain this information, Kelber Catering cannot guarantee that the labor, equipment, or food will be available to make the event a success. For current menus along with Kelber Catering rules and regulations, please visit [www.kelber.com](http://www.kelber.com).

### RETAIL OUTLETS

Kelber Catering has a variety of retail food and beverage outlets to accommodate events of all size and needs. Permanent Locations include:

- **The Craft Bar and Lounge**, located on the mezzanine level of the Visitor Information Center in the main lobby, offers casual seating in an intimate atmosphere and features Minnesota Craft Beers along with full beverage service and a menu of small plates that reflect foodie trends of Minneapolis.
- **Dunn Bros**, located in the Main Lobby, is open daily from 7:00am-5:00pm. Dunn Bros has offerings for all guests, from your favorite coffee drink to homemade pastries and sandwiches. All coffee is roasted fresh on premise by Kelber Catering's Certified Roasters.
- **Mill City Grills** are located at the front of each exhibit hall. Kelber Catering has the right to open and maintain Mill City Grills for all events at the MCC. A clear access of 15' in front of the Mill City Grills must be maintained for all exhibit hall shows, along with the areas on the east and/or west sides of concession stands. See floor plans for specific locations and prohibited areas. Mill City Grill hours are scheduled based on event needs.
- **Mill City Market** is located in Lobby B. The Mill City Market offers a variety of tempting and healthy food menus designed to enhance your food and beverage experiences at the MCC.
- **Specialty Food Outlets**, such as our Mill City Café, can be located in other areas of the MCC. Please contact Kelber Catering when planning for an event in order to offer the best possible food and beverage service to guests.

### CONSUMABLE/NON-CONSUMABLE FOOD & BEVERAGE SALES

The MCC and its exclusive concessionaire, Kelber Catering, maintain the exclusive rights for all consumable/non-consumable food & beverage sales on MCC property including the facility, outdoor Plaza, surrounding sidewalks, marshalling yard and any other space under direct control of the MCC.

A Consumable Product is any product that may potentially be opened and consumed on site (e.g. pretzels, candies, popcorn, cookies, etc.). Non-Consumable Products are products which are not readily consumed as is (e.g. sauces, uncooked pasta, drink mixes, food mixes, spices, etc.). Consumable products must be pre-packaged and have a minimum price of \$15.00 per smallest saleable unit to be sold by exhibitors and/or Permittee. Permittee is responsible for informing exhibitors of this policy and will be held accountable for enforcement.

### ALCOHOLIC BEVERAGES - IDENTIFICATION (ID) AND CONTROL PROCEDURES

MCC management has the right to approve the dispensing of alcohol and location at any event within the MCC. Alcoholic beverages purchased within the MCC may not be consumed or carried off premise. Additional staff may be required at Permittee's expense based on the nature of the event as determined by the MCC and Kelber Catering.

## FORKLIFTS

See Also: **VEHICLES; FLOOR PROTECTION POLICIES**

Propane forklifts are permitted in the Exhibit Halls and dock areas only. Electrical forklifts are permitted in the Ballroom and on the Lower Level. Forklifts are not permitted on the Second Level, Ground Floor or Mezzanine Level lobbies and/or meeting rooms.

## **FREIGHT/DRAYAGE**

### **EXHIBITORS**

For events with an Event Service Contractor, exhibitor freight must be consigned to said contractor or delivered directly to the exhibitor during exhibitor move-in hours. For events without an Event Service Contractor, the MCC will accept exhibitor freight under certain conditions. These deliveries are subject to charges at prevailing rates. The MCC reserves the right to refuse freight/drayage shipments. Please contact your Event Coordinator for further information.

### **SHOW MANAGEMENT**

Permittees can make special arrangements to ship registration materials to the MCC no more than two days prior to their event by contacting their Event Coordinator. MCC will accept total shipments up to 200 lbs. at no charge. Shipments over 200 lbs. will be charged at prevailing rates. Total shipments and/or deliveries that are held in excess of two days will also incur storage charges.

### **ADDITIONAL INFORMATION**

- Any shipments sent to the MCC must include this information:
  - Minneapolis Convention Center
  - 1301 Second Avenue South
  - Minneapolis, MN 55403-2781
  - Name of the recipient or Permittee
  - Name of the event
  - Name of assigned Event Coordinator
- All deliveries that are accepted by MCC will be delivered by MCC personnel or released to the official Event Service Contractor. Certain fees may apply.
- Freight storage is the responsibility of the Event Service Contractor. The MCC and Minneapolis Fire Prevention Department must approve storage areas.
- Permittee and Event Service Contractors are responsible for the transport of freight to and from approved storage areas. Pallet jacks and/or forklifts are not provided.
- The City (or its officials, agents or employees) will not be held liable for any loss, damage or injury to property of any kind that is shipped or otherwise delivered to the MCC facility, even if the MCC is providing freight handling.

## **HOURS OF OPERATION**

All times listed are in Central Time:

- The MCC ground floor exterior doors are open each day at 6:00am and close at 6pm or end of show activity, whichever is later.
- The MCC skyways are open to the public from 5:00am to 10:00pm each day. Contact the Event Coordinator to extend building or skyway hours.
- Event activities must conclude by 1:00am.
- Administrative office hours are Monday through Friday, 8:00am – 4:30pm. The Administrative Office is closed on City holidays, pending event activity: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Indigenous People's Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
- The Visitor Information Center (VIC) is open Monday through Sunday, 8:00am – 4:30pm, but hours may vary based on event activity.
- The Marshalling Yard Entrance (16<sup>th</sup> Street) will be staffed Monday through Sunday, 6:30am – 10:00pm, but hours may vary based on event activity. After-hours access can be accommodated via the West Gate (1<sup>st</sup> Avenue) or Hall A by contacting the MCC Command Center. Both gates will automatically open when vehicles approach to exit.

## **IDENTIFICATION (ID) REQUIREMENTS**

All Decorator and Event Service Contractor staff and labor are required to wear an identifying shirt or badge at all times while the employee is in the MCC facility, the marshalling yard and the MCC's surrounding properties (Plaza, sidewalks, rotundas, etc.) when there is an event on those surrounding properties.

### **SHIRT**

Polo, button, t-shirts, sweatshirts and sweaters are acceptable as long as they clearly display the name of company and an (optional) company logo. Company names may not be covered by any obstruction.

### **ID BADGE**

Badges must be worn on the upper chest area. Permanent badges are acceptable as long as they include the company name, the name of the employee and the (optional) company logo. Daily paper badges with stick-on adhesive are



acceptable as long as they include the name of the company as part of the permanent printing with a write-in space to be filled in with the name of the employee and the current date. Only the current day may be used (e.g. "October 3<sup>rd</sup>-8<sup>th</sup>" is not acceptable).

## **INSURANCE**

The Permittee shall furnish a Certificate of Insurance at least ten (10) days before Permittee or its agents, contractors, licensees attempt to enter or occupy the space. Occupancy will not be allowed until this Certificate of Insurance has been provided. All insurance secured by the Permittee shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. See Permit for Occupancy for more details.

## **KEYS**

Guest Services will issue inside door keys to Permittees, Event Service Contractors or other outside vendors on an event basis with prior approval of the Event Coordinator for that event. MCC will only distribute keys to rooms that have been re-cored and prevailing rates will apply. Requests to re-core locks in the facility can be made through the Event Coordinator. In the event that any keys are lost, a fee will be charged.

## **LICENSE & PERMIT REQUIREMENTS**

The City requires that certain persons and events obtain a license. These include, but are not limited to, auctions (for the auction and the auctioneer), new and used car sales, antique shows, coin shows, stamp shows, weapons collectors' shows, etc. Merchandise sales may require a Transient Merchant License. For further information and application forms, please visit [www.minneapolismn.gov/licensing/index.htm](http://www.minneapolismn.gov/licensing/index.htm) or call (612) 673-2080.

## **ANIMALS/PETS**

Animals/pets are not permitted in the building without prior approval of MCC management. Approval of animals/pets in the MCC is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals. Such animals/pets must be on a leash, within a pen and under similar control at all times. Such animals/pets shall be kept in the exhibit or performance area at all times. The owner shall take full responsibility for their pet.

A City "Animal Permit" is required for events held in Minneapolis involving any hoofed animal or an animal that is wild by nature. For further information and application forms, call (612) 673-6222 or visit <http://minneapolismn.gov/animals/licenses/animal-permits>.

Service dogs are always welcome.

## **MUSIC LICENSING**

The MCC offers generic licensed music for music playback. Permittee is responsible for obtaining the proper licensing for use of copyrighted music as required by ASCAP, BMI, etc.

## **NOISE PERMIT**

Any amplified sound on the MCC Plaza or exterior of the MCC requires a Noise Permit. The MCC will arrange for this permit through Guest Services. Fees for the permit will be added to the master invoice. Please contact the Event Coordinator for more information.

## **OPEN FLAME (SPECIAL EVENTS / OPERATIONAL) PERMIT**

A City permit is required for open flame and heating devices in the MCC. Please see Fire and Safety Regulations for more information.

## **PRIZE DRAWINGS**

Organizations conducting prize drawings valued at over \$1500 must have applicable City and State licenses. Drawings held at the MCC must be open to the public through in-person non-paid admission, public internet site, mail and/or at an off-site public business establishment. Instructions for public entries must be posted at each submittal location. For further information and application forms, please contact the Minnesota Gambling Control Board at [mn.gov/gcb/](http://mn.gov/gcb/) or call (651) 539-1900 and the Minneapolis Police Licensing Division at (612) 673-3002.

## **RAFFLES**

Raffles can only be conducted by non-profit organizations. Organizations conducting raffles must have applicable City and State licenses. For further information and application forms see [mn.gov/gcb/](http://mn.gov/gcb/) or call (651) 539-1900.

## **STREET CLOSURE PERMIT**

Requests to close Grant Street to traffic for an event must be made through the Event Coordinator. Please arrange for street closures 30 days prior to the event to avoid late permit charges. Upon approval by the MCC, Guest Services will arrange for all required permits, barriers, signs and traffic cones. Guest Services will arrange for all Minneapolis police officers and traffic control staff. Fees for the permits, equipment and personnel will be added to the Permittee's master invoice.

## **LIGHTING**

Energy conservation is of prime concern and minimal levels of lighting will be maintained during move-in/out periods. House lighting will be provided, as required, during event open times (the period when delegates and invited guests use the facility). Generally, "full" house lighting is maintained from one hour prior to event until close of event. Audio/Visual set-up, rehearsals and similar pre-event activities may be assessed a charge for special lighting and comfort level requirements. 🌿🌿

Special lighting levels can be pre-set in the Auditorium, Exhibit Halls, Ballroom, and meeting rooms. Requests for special lighting levels in MCC lobbies and shared common space for an event must be reviewed in advance by MCC management. Special lighting requests may result in additional labor and/or equipment charges.

## **LOADING DOCK ACCESS**

The MCC has an "open dock" policy. This policy allows individual exhibitors the right to handle their own freight, if they desire to do so. All full-time employees of any exhibiting firm shall be allowed to unload, install and dismantle the exhibits of the exhibiting company. Certain times and restrictions may apply based on Permittee and building needs. The MCC does not relinquish control of the loading dock during any event.

Dock plates are not provided; exhibitors and Event Service Contractors must supply their own.

## **LOBBIES & COMMON SPACES**

The MCC is a multi-purpose facility and often hosts several events at one time. Therefore, all lobbies, hallways and entrance areas are considered shared common space and are under the exclusive control of the MCC management. MCC management retains the right to require security in shared common space when multiple events necessitate pedestrian traffic management, at the Permittee's expense.

An event may not disrupt any other event within the MCC. MCC management must approve activities planned in shared lobby areas including, but not limited to, bands and/or performing groups. The MCC retains the right to restrict the use of such groups at any time. MCC management has the right to lower sound levels of any band, audio/visual equipment and/or group activity within the permit area.

The MCC provides permanent seating for guests throughout the facility. A Permittee wishing to relocate or obstruct any permanent seating must obtain permission from MCC management prior to an event. Lobby furniture may not be utilized in any meeting room or rented space for event-related purposes.

Power outlets are provided for guest use throughout the lobbies and common spaces. Show related features, registrations, décor or exhibits requiring power are subject to standard charges.

MCC management retains the right to operate food and beverage stations in shared common space.

## **LOST AND FOUND**

Every effort shall be made to see that property found and/or turned in shall be handled in such a way as to provide the best possible opportunity for return to its rightful owner. If property is found before, during or after an event by an MCC employee, it will be turned in to the MCC Command Center and logged here: <https://www.minneapolis.org/minneapolis-convention-center/attendees/lost-found/>

All items turned in to the Visitor Information Center or Permittee's office should remain there until the end of the show/event, at which time all said items will be turned in to the MCC Command Center. Any item unclaimed after 30 days becomes the property of MCC and will be disposed of in a proper manner.

## **MEDIA/PRESS**

For the most up-to-date information regarding the MCC, including the latest news and press releases, please visit the MCC website at <http://www.minneapolis.org/media/>.

When covering an event or convention at the MCC, please follow these guidelines for shooting at the facility:

### **PUBLIC SPACES**

Members of the media are welcome in the MCC during normal business hours. Please contact the MCC in advance of your arrival to coordinate access, parking and permissions.

### **PRIVATE EVENTS**

Private events require permission of the event manager. Please contact the event manager or the MCC for help locating a contact person.

### **PUBLIC EVENTS**

Public events also may require permission from the event manager, at the event's discretion. Please contact the event manager or the MCC for help locating a contact person.

### **SATELLITE/MEDIA TRUCK PARKING**

Parking for satellite/media trucks is available on a limited basis. Please pre-arrange these needs with the MCC at least two days in advance. Media are prohibited from placing a vehicle in any of the placement spaces without prior authorization. The City requires that any satellite truck not parked in a legal parking space obtain an obstruction permit from the City.

### **CABLING**

If cables need to be run to a live/satellite truck, please obtain permission and placement from the MCC by contacting the MCC two days in advance of the shoot. Cables that cross public walkways must be ramped or secured by approved MCC methods; taping cable is not allowed in lobby areas. Running cable overhead or to another floor requires MCC personnel to install and monitor traffic on stairwells. Additional costs will be incurred.

### **MERCHANDISE SALES**

The MCC reserves the right to be the exclusive sales agent for any event-related novelty items sold including, but not limited to, t-shirts, caps, jackets, posters, CDs, etc.

A novelty is defined as any event-related item that is sold at a MCC public event, or any event-related item that is sold to the public in a public area of the MCC in conjunction with a private event being held at the MCC. This includes entertainer merchandise. A novelty is not considered to be a general merchandise item that is sold from a booth that has no specific event logo or association. The payment of all appropriate City, State and Federal taxes shall be the responsibility of the seller.

### **PAGING**

The MCC has zoned paging capabilities. A paging microphone can be installed in the show manager's office, Exhibit Hall or at registration. The MCC will make announcements regarding public safety procedures whenever conditions make it necessary.

### **PARKING & TRANSPORTATION**

All MCC-controlled parking is subject to availability. Requests for parking can be made through the Event Coordinator and permits are issued through Guest Services. Maps showing surrounding parking are available on the MCC website or through the Event Coordinator.

#### **SHOW MANGEMENT PARKING**

Complimentary parking is included with the rental of the Main Auditorium, Ballroom and Exhibit Halls. Contact the Event Coordinator for more information.

#### **CONVENTION CENTER RAMP (PAID) – THIRD AVENUE**

This ramp is controlled by the MCC with public parking available 24 hours a day, seven days a week. Payment for parking can be made with cash, vouchers or credit cards and is due upon exiting the ramp. Parking ramp attendant hours vary based on event activity.

#### **EXHIBITOR PARKING (PAID) - MARSHALLING YARD**

Exhibitor parking in the marshalling yard is made available on an event-by-event basis at the discretion of Guest Services. Parking passes are sold through Exhibitor Services and all sales are first come, first serve. Parking may not be reserved in advance.

## **VOUCHER PARKING**

Parking for show staff or guests at the Convention Center Ramp can be done using pre-paid vouchers. Permittee receives the requested number of vouchers from their Event Coordinator and distributes them to the appropriate staff/guests. Staff/guests take a parking ticket upon entering the ramp. When exiting the ramp, staff/guest inserts the parking ticket at the exit pay station. When asked for payment, insert the voucher and the gate will open. Permittee will be charged only for vouchers used. Any vouchers not used by the agreed upon date will expire. Staff/guests may use the vouchers for exiting the ramp 24 hours a day.

Permittee also has the option to provide staff/guests with a "Long-Term Ticket." This ticket can be used multiple times over the course of a pre-determined number of days. The ticket holder must use the ticket to enter and exit the ramp, so Long-Term Tickets must be distributed prior to the first use. Permittee will be charged for each time the ticket is used to park. The Long-Term Ticket is valid 24 hours a day, seven days a week. At the end of the event, MCC will pull a usage report and Permittee will be charged accordingly.

## **SHUTTLE BUSES**

If shuttle buses will be utilized, please contact the Event Coordinator three weeks prior to the event. The designated shuttle bus drop off and/or waiting area is located on Grant Street and Second Avenue.

## **VALET PARKING**

The MCC does not have an arrangement, informal or contractual, with any valet company. If Permittee wishes to provide valet service for its guests, they must contract directly with a valet company to provide this service and notify the Event Coordinator. If available, the valet company may use the main rotunda area for pick-up/return of vehicles, but will need to make arrangements for parking in the area.

## **PLAZA**

The MCC controls and leases the Plaza area. Use of this area is subject to all MCC policies and procedures and any use of this area must be included in the Permit and requires insurance. The MCC reserves the right to decide which events may use this area and/or services that will be provided. The Plaza area is located directly above the Plaza Parking Ramp and across Grant Street from the MCC.

- The MCC reserves the right to provide exclusive use for food and beverage for Plaza events.
- Guest Services, including City Police, may be required depending upon the nature of the event.
- The MCC has limited equipment that is permitted to be used outdoors. The MCC will not permit MCC stackable chairs to be used outside and staging is limited to a maximum size of 24' x 16'. Rental of equipment for the Plaza from an outside source may be necessary.
- Planks or plywood must be placed under equipment (such as stages) to prevent it from puncturing the grass.
- The Plaza has a strict weight load limit of 100 lbs. per sq. ft.
- Utility services are somewhat limited on the Plaza. Electrical connections should be planned well in advance with MCC staff. Rental of transformers may be necessary.
- Tents and/or shelters may, at the discretion of the MCC, be erected on the Plaza. Staking is strictly prohibited.
- Events may be required to provide portable fencing around the area of use when alcoholic beverages are being served.
- Permits commonly required for use of the Plaza include Noise Permits, Block Party Permits and Street Closure Permits. See License/Permit Requirements for more information on how to obtain these permits.
- Balloon signs, signs on motor vehicles or trailer with the primary purpose of providing signage are prohibited by City Ordinance. Display of commercial signs of any kind is generally prohibited on the Plaza. A variance may be obtained by contacting the City Zoning Department.
- Inflatables (hot air balloons) on the Plaza are prohibited by City Ordinance.
- The use of searchlights requires a permit from the City Zoning Department. Usage shall not exceed three consecutive days.

## **PRODUCTION PERSONNEL**

### **RIGGING**

**See Also: BANNERS & SIGNAGE; FIRE & SAFETY REGULATIONS**

Qualified riggers shall complete any technical, decorative and/or theatrical rigging. MCC personnel, stagehands or approved Event Service Contractor personnel must install any items suspended from approved rigging areas. Any item to be hung in any area of the MCC weighing over 50 lbs. shall be installed by qualified rigging personnel designated by the facility.

All rigging requires advanced approval by MCC management. The MCC reserves the right to require the use of rigging personnel designated by the facility for hanging items in any area.

## **SOUND OPERATORS**

The MCC will provide Production Technicians to install and operate MCC sound, lighting and A/V equipment. Permanent sound systems are available in the Auditorium, Exhibit Halls, Ballroom and Meeting Rooms. Portable sound systems may be set up for special activities where permanent house systems are not available. Due to the sensitive nature of our computerized in-house sound system, a Sound Operator will be required when any of these conditions exist:

- **Meeting Rooms**
  - More than four audio inputs are used. This includes microphones, CD players, computer audio feeds, etc.
  - Any live musical entertainment that is amplified via the house system, except for a single microphone on a piano or other instrument for background music.
  - Any recording process, Audio or Video, using MCC equipment that needs an adjustable sound source.
  - More than two wireless microphones / audio feeds are being used.
  - When wishing to connect third-party equipment, such as microphones, CD players, soundboard, etc. to the MCC sound system. MCC soundboard and applicable patch fees per input will apply.
- **Ballroom**
  - When more than one input is needed except for two MCC wired microphones.
  - Any live musical entertainment that is amplified via the house system, except for a single microphone on a piano or other instrument for background music.
  - Any recording process, Audio or Video, using MCC equipment that needs an adjustable sound source.
  - When wishing to connect third-party equipment, such as microphones, CD players, soundboard, etc. to the MCC sound system. MCC soundboard and applicable patch fees per input will apply.
- **Auditorium**
  - MCC Production Technicians are required at all times to operate sound, A/V and lighting equipment.
  - Tie-in permitted to audio component for a specified fee. MCC to supervise tie-in.
- **Auditorium Rooms 1, 2 & 3**
  - When more than two audio inputs are used.
  - Any live musical entertainment that is amplified via the house system, except for a single microphone on a piano or other instrument for background music.
  - Any recording process, Audio or Video, using MCC equipment that needs an adjustable sound source.
  - When wishing to connect third-party equipment, such as microphones, CD players, soundboard, etc. to the MCC sound system. MCC soundboard and applicable patch fees per input will apply.

## **STAGEHANDS**

Only full-time, lead employees of an audio/visual company shall be allowed to unload, handle, operate, install and dismantle their own equipment. The local IATSE stagehand union shall supply any additional labor. Only MCC in-house stagehand personnel or IATSE union stagehand personnel may operate MCC equipment. Any IATSE stagehand personnel required to operate MCC equipment must be scheduled by the MCC. Please contact the Technology Services Coordinator for more information.

## **PUBLIC/CONSUMER SHOWS**

Additional rules and guidelines apply to the scheduling and conducting of public/consumer shows. Please contact the Booking & Administrative Coordinator for more information.

## **ROOM REFRESHES & TURNS**

One mid-day room refresh is provided for each meeting room in use. A minimum of 30 minutes is required to complete a room refresh. The refresh includes straightening of tables and chairs, trash disposal and replacement of water. If an event requires refreshes beyond the mid-day refresh, appropriate labor charges will apply in relation to the scope of the work to be done.

Changes to room sets or room turns require adequate time and will be charged at prevailing rates. Please see an Event Coordinator or the Equipment Rental Sheet for more information.

### **ROOM TURNS FOR FOOD FUNCTIONS:**

The initial room turn from the one-time set up to a food function will be at no charge based on the following requirements.

- The MCC is given a minimum of two hours to complete the turn in meeting rooms and six hours to complete turns in the Ballroom or Exhibit Halls. The MCC reserves the right to require additional time when more than 15 room sections are being turned.
- The banquet set is not a specialty set, i.e. angled spacing, combinations of table varieties, etc.
- Specialty set, changes and/or adjustments from one food function to another food function will be billed at prevailing rates. Simple changes in guarantees from one food function to the next will not be billed.
- Changes from food functions to non-food function meeting sets will be billed at prevailing rates.

## **SALES TAX**

### **TAX EXEMPT ORGANIZATIONS**

Organizations claiming a State Sales Tax exemption must provide the MCC with a copy of a valid "Certificate of Exemption" (a.k.a. ST3). The "Certificate of Exemption" (a.k.a. ST3) and "Application for Nonprofit Exempt Status – Sales Tax" (a.k.a. ST16) can be obtained from the Minnesota Department of Revenue. Organizations need only provide the MCC with a "Certificate of Exemption" (a.k.a. ST3) upon their first event with the MCC. Once received, it will remain on file for future events. A Federal income tax exemption is not the same as a State sales tax exemption.

### **EXHIBITORS**

Exhibitors engaged in the business of making retail sales at the MCC may be required to obtain sales tax permits. Exhibitors are responsible for filing this tax and must have a Minnesota "Sales and Use Tax Permit" and a City "Sales and Use Tax Permit." Both permits can be obtained by filling out forms provided by the Minnesota Department of Revenue.

Operators/organizers (i.e. Permittees) of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number. If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers. Contact the above address for an "Operator Certificate of Compliance" (a.k.a. ST19).

For more information and forms, contact:

Department of Revenue  
Sales & Use Tax Division  
Phone: (651) 296-6181 or (800) 657-3777  
[www.revenue.state.mn.us](http://www.revenue.state.mn.us)

## **SECURITY & SAFETY PERSONNEL**

See Also: FIRE MARSHAL

The MCC maintains 24-hour security patrols for the building interior and perimeter. Permittee is responsible for event security and safety personnel for the times and areas covered by their Permit for Occupancy. These needs will be arranged through Guest Services, are contracted through an exclusive provider and Permittee is responsible for associated costs. Guest Services will work with Permittee to determine appropriate staffing levels and MCC shall have final approval for all security arrangements for all events conducted within the facility.

### **ARMED SECURITY**

The MCC requires prior notification and the right of approval on "armed" security in the facility. The only "armed" security allowed in the facility shall include:

- Any law enforcement officer with jurisdiction over this facility, i.e. City of Minneapolis Police, Hennepin County Sheriff, Minnesota State Patrol and/or Federal Officers.
- Any licensed security company making cash pick-ups or deposits, i.e. Brinks, Pinkerton, etc.

Law enforcement officers may be required or augmented with security guard personnel for enhanced safety purposes and other security considerations.

### **GUARDS**

Guards are used for emergency & non-emergency response, energy conservation, traffic control, asset protection and other security considerations. The following situations require staffing:

- Exhibit Halls, Main Auditorium and Ballroom: Security Guards will be required for general access control including all public events (ticketed or non-ticketed), crowd management and physical surveillance during show hours. These personnel may be required during move-in/out and non-show hours.



- Auditorium and Ballroom: A 12<sup>th</sup> Street Guard is required for move-in/out, including Event Service Contractors, production companies, exhibitors, etc. These personnel may be required during show hours depending on exhibitor in/out access to the Auditorium truck bay and/or Ballroom roll-up door. This requirement is applicable all year long.
- Exhibit Halls A, B, C, D, and E: The Dock Marshal and Yard Guard are required for move-in/out. These personnel may be required during show hours depending on exhibitor vehicle in/out activity in the marshalling yard. Additional personnel may be required for the surrounding streets, cross-walks and major intersections depending on the duration, size and complexity of the move-in/out.
- Overhead door operators will be required for all events during move-in/out from October 15th - April 15th and any time an exhibit hall is being air-conditioned during move-in/out.

## **MEDICAL SERVICES PERSONNEL**

The MCC retains the right to require Medical Services Personnel (EMT) for any size or type of event.

There is one permanent First Aid Station located west of Room 101 in Lobby C. Temporary stations may operate at other locations.

Supplies such as aspirin, bandages, etc. are Permittee's responsibility. Medical Services Personnel are equipped with supplies, but will dispense these only on an emergency basis. First Aid Personnel will not dispense aspirin or other medications. The First Aid rooms are equipped with beds and linens only. The First Aid room has restroom facilities and an in-house telephone.

## **ADDITIONAL SECURITY REQUIREMENTS**

When the Permittee's event requires significant extra planning, preparation, and services to protect life, property, and maintain order, the Permittee shall be responsible for additional costs. Such events may include but are not limited to:

- Those involving elected officials, dignitaries, celebrities, or other well-known individuals;
- Those that will attract a large or concentrated number of people;
- Those that have a history or a strong likelihood of attracting disorderly conduct based on the content of their event.

Additional services may include but are not limited to:

- Secured perimeters such as street closures, barricades, signage, and/or screening for prohibited items;
- Federal, state, and local law enforcement officers, as well as supplemental private security;
- Explosives-detecting canines and their handlers;
- Emergency Management Services including emergency medical personnel, fire inspectors, and others.

This policy applies to resources and mitigation efforts within the Permittee's contracted MCC space, as well as common areas outside the MCC that might be affected by the Permittee's activities.

## **SKYWAYS**

See Also: **HOURS OF OPERATION**

The skyways that are directly connected to the MCC are open to the public from 5:00am to 10:00pm each day of the week. Contact the Event Coordinator to extend skyway hours.

Placing of exhibits, signs and/or other equipment in the skyways is subject to the approval of the Minneapolis Downtown Council. Please contact Meet Minneapolis for more information. Banners may not be hung over the public street from any skyway.

## **SMOKE- AND TOBACCO-FREE ENVIRONMENT POLICY**

In accordance with State law and Minneapolis Code of Ordinances, the MCC is a City-owned facility that is Tobacco-Free. Our goal is to provide employees and guests a tobacco-free environment. This policy applies to all tobacco products and shall include electronic delivery (i.e. e-cigarette) devices. In addition, State law prohibits the sale or distribution of tobacco products to the public at no cost or nominal cost. Smoking is not permitted within 25' of any entrance. 🍃🍃

## **SUBLETTING**

Subletting of rental space to any other person, firm or organization for any purpose including, but not limited to, hospitality rooms, demonstrations, and/or sales meetings is not allowed. Any other firm or organization that wishes to have an event in conjunction with another contracted event is required to make independent arrangements for space with MCC management. Rental space may be used only for purposes directly related to the meeting, convention and/or trade show.

## THIRD-PARTY ADVERTISING

Third-party advertising is regulated by the MCC in all non-rented and/or public space. All third-party advertising in non-rented/public space must be approved by the Director of Events prior to the first contracted day of the event for content and location/application within the facility. Fees may apply.

## UNMANNED AERIAL VEHICLE (UAV)

The use of a UAV or “Drone” device is subject to the following rules and conditions:

- Convention Center and Show Manager approval must be obtained prior to usage. Requests by the UAV operator(s) must include:
  - Location intended to fly the UAV or “Drone”
  - UAV or “Drone” use schedule
  - Make and model of UAV or “Drone”
- UAV operation is limited to rented spaces; use within public corridors and lobbies is prohibited. The MCC Plaza is considered rentable space and, in addition to requiring MCC approval, may be subject to FAA regulations.
- The MCC reserves the right to limit UAV usage based on location, height, duration, etc.
- UAV operation may require additional security at Permittee expense.

## VEHICLES

**See Also: FORKLIFTS; FLOOR PROTECTION POLICIES; FIRE & SAFETY REGULATIONS**

Vehicles are permitted in the Exhibit Halls for loading and unloading only. Vehicles that are not dedicated for exhibit purposes must be removed from Exhibit Halls prior to show open. Gasoline/Diesel operated vehicles may not be operated in the exhibit area during show hours without prior approval; restrictions apply. Propane operated vehicles may not be operated or stored in the facility during show hours. The MCC promotes a no idling policy for all trucks loading in or out of the building. 🌱🌱

All hard floor surfaces must be totally covered with a non-porous covering during vehicle cleaning and/or application of waxes, polishes or other detailing products. Spray cans or bottles are not permitted. Touch-up painting of vehicles is not permitted.

Motorized vehicles, forklifts, gas or electric carts may not be operated in any carpeted area without prior written permission from MCC management. Two-wheel bicycles, roller blades and skateboards or any type of scooter are not permitted in the MCC. Mobility scooters and personal transporters (i.e. Segways) are permitted.

# APPENDIX A

## EMERGENCY PROCEDURES – PUBLIC OVERVIEW

The following overview is meant to help exhibitors, guests and the public to understand the MCC emergency procedures. This is an overview and does not detail the procedures. That level of detail is meant only for emergency response agency professionals and those that have been specifically trained in the execution of the procedures. In case of an emergency after hours, contact the MCC Command Center at (612) 335-6040.

### MEDICAL

- DO NOT CALL 9-1-1 in the case of a medical emergency. It is ALWAYS best to report a medical emergency to the MCC Command Center. This is done by calling #2013 from any beige House Phone (there is a placard above each of these phones with the number on it). The building covers a very large footprint and only the MCC staff will know where the "best entrance" for the responders to enter (consider the difference a 2 or 3 block wrong entrance may make in a response to a heart attack).

### SEVERE WEATHER

- The MCC Command Center continuously monitors the National Weather Service. If a tornado or damaging high straight-line winds are imminent near the MCC, an announcement will be made throughout the entire building via the public-address system with instructions for all patrons.
- The instructions will include directions to vacate all common areas such as lobbies and corridors. Additionally, the announcement will direct all patrons to move immediately into a safe area of any exhibit hall or meeting room. These areas have been engineered to withstand the weather forces of tornado or of damaging high straight-line winds.
- Due to the engineering of these safe areas, it is not necessary to move to a lower level within the building. However, as stated above, it is necessary to move immediately away from any open public area that has a line-of-sight to any glass window or glass door.
- When the severe weather threat has passed, the MCC Command Center will issue an "all-clear" announcement on the same public-address system notifying all patrons that the threat has passed.

### FIRE/EVACUATION

- There are fire detection and suppression systems in the MCC. Guest Services also has its own Command Center that is staffed with a minimum of two professionals 24 hours a day, seven days a week. This, in conjunction with the many Security Guards throughout the building and the trained Building Monitors (Fire Wardens), provide early notification of, and immediate response to, any fire threat.
- The MCC also has pre-determined fire response protocols in place with the Minneapolis Fire Department (M.F.D.) and the 9-1-1 Dispatch to ensure timely and proper response by the M.F.D.
- Upon verification of a genuine fire event, evacuation of the area or building will take place utilizing the following:
  - The above-mentioned building-wide public-address system;
  - Standard fire strobe light notifiers throughout the building;
  - Uniformed Security Guards assisting all patrons to the nearest evacuation exit, ensuring that any disabled guests are also notified and assisted in any manner necessary;
- In addition, all Building Monitors (Fire Wardens) immediately report to a pre-designated area to join the Security Guards in the evacuation assistance for all patrons.
- When the fire event has been retired by the M.F.D., the MCC Command Center staff, along with the Building Monitors (Fire Wardens) will notify all patrons via the public-address system and with bull horns and personal notifications.

### BOMB THREAT

Upon receipt of a bomb threat call, pre-determined protocols are activated with the Minneapolis Police Department Bomb Squad. Those protocols include:

- Cessation of radio use.
- Review of the caller's threat by Bomb Squad professionals.
- A determination of credibility.
- Bomb dogs.
- X-ray devices and/or mechanical bomb "sniffers".
- Interaction with Permittee during the entire incident.
- Possible Evacuation (see "Fire/Evacuation" above for evacuation details)

# APPENDIX B

## STANDARD ROOM SETS & SERVICES

### BALLROOM A OR BALLROOM AB

- UTILITIES - General room lighting, heat and air conditioning.<sup>1</sup> Remote-control lighting with up to 4 preset levels.
- TABLES/CHAIRS - One-time standard set-up in conference, banquet, theater or classroom style.<sup>2</sup>
  - 10 - 8' covered tables, when using entire Ballroom.
  - 6 - 8' covered tables, when using Ballroom A only.
- PODIUM - 1 - Lighted, upright podium.
- SOUND - Ceiling speakers with 1 wired or wireless microphone.
- WATER - Ice water with glasses at speaker's podium and head tables.<sup>3</sup>
- GENERAL STAGE WASH FOR PERMANENT STAGE includes:
  - 4 - Source Four Pars.
  - 1 - 2 fixture podium special in any of 3 preset locations.

### BALLROOM B

- UTILITIES - General room lighting, heat and air conditioning.<sup>1</sup> Remote-control lighting with up to 4 preset levels.
- TABLES/CHAIRS - One-time standard set-up in conference, banquet, theater or classroom style.<sup>2</sup>
  - 4 - 8' covered tables.
- PODIUM - 1 - Lighted, upright podium.
- SOUND - Ceiling speakers with 1 wired or wireless microphone.
- WATER - Ice water with glasses at speaker's podium and head tables.<sup>3</sup>

### MEETING ROOMS

- UTILITIES - General room lighting, heat and air conditioning.<sup>1</sup> Remote-control lighting with up to 4 preset levels.
- TABLES/CHAIRS - One-time standard set-up in conference, banquet, theater or classroom style.<sup>2</sup>
  - Covered registration tables or head tables, one per meeting room section.
- PODIUM - 1 - Lighted, upright podium.
- SOUND - Ceiling speakers with 1 wired microphone.
- WATER - Ice water with glasses at speaker's podium and head tables.<sup>3</sup>
- POWER - Standard 110 volts at existing wall outlets.<sup>4</sup>

### AUDITORIUM MAIN PLUS AUDITORIUM LECTURE HALLS 1, 2 AND 3

- UTILITIES - General room lighting, heat and air conditioning.<sup>1</sup>
- TABLES/CHAIRS - 5 - 8' covered tables. Additional chairs, as needed.
- PODIUM - 1 - Lighted, upright podium.
- SOUND - Sound Center Cluster, Front Fill with 2 wired or wireless microphones.
- WATER - Ice water with glasses at speaker's podium and head tables.<sup>3</sup>
- LABOR - includes:
  - Six (6) Safety Monitors and one (1) Supervisor are included with the base rent for up to six (6) consecutive show hours per day. Labor for these Safety Monitors will be billed at prevailing rates beyond the included six (6) hours.
- When using Auditorium Main and Auditorium 1-3 as breakouts, all of the above is included, plus:
  - Two (2) turns of Auditorium Lecture Halls (1-3) per day.
  - Auditorium (1-3) package per turntable.

### AUDITORIUM LECTURE HALLS 1, 2 OR 3 ONLY

- UTILITIES - General room lighting, heat and air conditioning.<sup>1</sup>
- TABLES/CHAIRS - 2 - 8' covered tables. Additional chairs, as needed.
- PODIUM - 1 - Lighted, upright podium.
- SOUND - Ceiling speakers with 1 wired or wireless microphone.
- WATER - Ice water with glasses at speaker's podium and head tables.<sup>3</sup>

<sup>1</sup> HVAC during show hours only.

<sup>2</sup> Any changes to initial set-up shall be subject to prevailing labor charges for that work. Additional tables and exhibit/display tables are available at published rate schedule.

<sup>3</sup> If additional ice water service is needed for the event, please contact the Event Coordinator for current rates.

<sup>4</sup> Fees apply for exhibitor, DJ, entertainment, décor and/or any miscellaneous power.

# APPENDIX C

## ROOM SPECIFICATIONS

EXHIBIT HALL A	
Dimensions	<ul style="list-style-type: none"> <li>330' x 300'</li> <li>299' x 183' (Draped Area)</li> </ul>
Square Footage	<ul style="list-style-type: none"> <li>99,000 sq. ft.</li> <li>54,717 sq. ft. (Draped Area)</li> </ul>
Ceiling Height	27'10" to bottom of lowest truss
Catwalks	30'07" to bottom of lowest part of catwalk
Floor Load Limit	350 lbs. per sq. ft.
Columns	<ul style="list-style-type: none"> <li>6 - 5 ft. diameter columns               <ul style="list-style-type: none"> <li>87' on center North &amp; South</li> <li>174' on center East &amp; West</li> </ul> </li> <li>Distance from south wall:               <ul style="list-style-type: none"> <li>1<sup>st</sup> columns - 76'</li> <li>2<sup>nd</sup> columns - 163'</li> <li>3<sup>rd</sup> columns - 250'</li> </ul> </li> </ul>
Lighting	<ul style="list-style-type: none"> <li>LED lights with 100-foot candles maximum</li> <li>Spotlight platforms</li> <li>Dimmable incandescent lighting (Draped Area)</li> </ul>
Draping	<ul style="list-style-type: none"> <li>Retractable Gray Acoustic Drapery</li> <li>25 Panels</li> </ul>
Show Management Office	Adjacent to Hall A on lower level, does not have overlook view, 281 sq. ft.
Freeway Access	2 blocks from I-94 or I-35W
Truck Marshalling Area	Marshalling to occur on 16 <sup>th</sup> Street
Dock Area Electric	120/208v/100 3 phase broken into 1-100 amp services
Loading Dock Height	4' 0"
Truck Bays	<ul style="list-style-type: none"> <li>5 Enclosed Bays, 11'6" wide</li> <li>Underground dock open to exhibit hall</li> </ul>
Drive-In Doors to Dock Area	Bi-fold, power-operated doors; 13'6"h x 13'11"w
Drive-In Doors to Exhibit Hall	1 at Hall A; 18'h x 19'11"w (East Side)
Freight Doors to Dock	2 at Hall A; 18'h x 19'11"w (West Side)
Freight Elevators	Hall B/Mezz Level/Lower Level: (2) 10,000 lbs. (9'9"w x 13'9"d x 10'h)
Exhibit Hall Doors	Public entry doors approximately 7'10"h x 6'2"w to 6'8"w (with doors attached)
Utilities	<ul style="list-style-type: none"> <li>Flush mounted floor boxes on 30' centers</li> <li>Floor Power: 120/208v/100-amp power single and 3-phase power (additional power available upon request)</li> <li>Catwalk Power: 480v panel access; 200-400 amp 120/208v, 3-phase</li> <li>Cold water and drain from floor boxes on 90' centers</li> <li>Natural gas located on south wall at 60' intervals</li> <li>Compressed air (from catwalks)</li> <li>12 strands of fiber backbone (6 single and 6 multi-mode per floor box)</li> <li>Each floor box has one (1) 25 pair CAT 3 cable backbone</li> <li>Telecommunications (see Utilities for each space)</li> <li>Microphone access to PA system</li> </ul>
Truck Wash	1 Full Size

## EXHIBIT HALLS B, C, D & E

Dimensions	<ul style="list-style-type: none"> <li>Exhibit Hall B: 330' x 300'</li> <li>Exhibit Hall C: 330' x 300'</li> <li>Exhibit Hall D: 330' x 240'</li> <li>Exhibit Hall E: 330' x 300'</li> </ul>
Square Footage	<ul style="list-style-type: none"> <li>Exhibit Hall B: 99,000 sq. ft.</li> <li>Exhibit Hall C: 99,000 sq. ft.</li> <li>Exhibit Hall D: 79,200 sq. ft.</li> <li>Exhibit Hall E: 99,000 sq. ft.</li> </ul>
Ceiling Height	<ul style="list-style-type: none"> <li>30' 6" to bottom of lowest truss</li> <li>85' to top of dome</li> </ul>
Catwalks	<ul style="list-style-type: none"> <li>At 30' (ceiling), 41' 9" (within dome) and 65' 6" (within dome)</li> </ul>
Dome Diameters	<ul style="list-style-type: none"> <li>210'</li> </ul>
Floor Load Limit	<ul style="list-style-type: none"> <li>350 lbs. per sq. ft.</li> </ul>
Columns	<ul style="list-style-type: none"> <li>4 - 5' diameter columns in each hall on 174' x 174' centers</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>LED lights with 100-foot candles maximum</li> <li>Color Changing LED Dome Uplights</li> <li>Spotlight platforms</li> </ul>
Show Management Office	<ul style="list-style-type: none"> <li>Hall B: Adjacent to Hall B, does not have overlook view, 499 sq. ft.</li> <li>Halls C/D: Overlooks halls, 728 sq. ft.</li> <li>Halls D/E: Overlooks halls, 694 sq. ft.</li> </ul>
Freeway Access	<ul style="list-style-type: none"> <li>2 blocks from I-94 or I-35W</li> </ul>
Truck Marshalling Area	<ul style="list-style-type: none"> <li>88,000 sq. ft. fenced and lighted</li> </ul>
Dock Area Electric	<ul style="list-style-type: none"> <li>1 - 120/208v/100-amp service Dock B</li> <li>3 - 120/208v/100-amp service Dock CDE</li> </ul>
Loading Dock height	<ul style="list-style-type: none"> <li>4' 1"</li> </ul>
Truck Bays	<ul style="list-style-type: none"> <li>Covered</li> <li>7 at Hall B - 11'6" wide</li> <li>8 each at Halls C, D, E - 15' wide</li> </ul>
Drive-In Doors to Exhibit Hall	<ul style="list-style-type: none"> <li>1 at Hall B; 18'h x 20'w (East)</li> <li>2 at Hall C; 24' 8"h x 20'w (East), 18'h x 19' 8"w (West)</li> <li>2 at Hall D; 18'h x 20'w each (East &amp; West)</li> <li>2 at Hall E; 18'h x 19' 8"w (East), 24' 8"h x 20'w (West)</li> </ul>
Freight Doors to Dock	<ul style="list-style-type: none"> <li>2 at Hall B; (2) 14'h x 16'w</li> <li>3 at Hall C; (2) 12'h x 16'w, (1) 12'h x 20'w</li> <li>3 at Hall D; (2) 12'h x 16'w, (1) 12'h x 20'w</li> <li>3 at Hall E; (2) 12'h x 16'w, (1) 12'h x 20'w</li> </ul>
Freight Elevators	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Floor/Hall C/Mezz Level: 20,000 lbs. (12'w x 28'8"d x 11'10"h)</li> <li>Hall B/Mezz Level/Lower Level: (2) 10,000 lbs. (9'9" w x 13'9" d x 10'h)</li> </ul>
Exhibit Hall Doors	<ul style="list-style-type: none"> <li>Public entry doors approximately 7'10"h x 6'2"w to 6'8"w (with doors attached)</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>Flush mounted floor boxes on 30' centers</li> <li>Floor Power: 120/208v/100 amp single and 3-phase power, except in floor boxes along airwall which contain 60amp power (additional power available upon request)</li> <li>Catwalk Power: 480v panel access; 200-400 amp 120/208v, 3-phase in Hall B; 400 amp 120/208v, 3-phase in Halls C, D &amp; E</li> <li>Cold water and drain from floor boxes on 90' centers</li> <li>Natural gas located on south wall at 60' intervals</li> <li>Compressed air (south end of hall from catwalks)</li> <li>Hall B 12 strands of fiber backbone (6 single and 6 multi-mode per floor box)</li> <li>Each floor box has one (1) 25 pair CAT 3 cable backbone</li> <li>One (1) 25 pair CAT 3 cable backbone on Loading Dock E</li> <li>Microphone access to PA system</li> </ul>
Truck Wash	<ul style="list-style-type: none"> <li>In Halls B, C, E Full-Size</li> </ul>



<b>BALLROOM</b>	
Dimensions	▪ 198' x 139'
Square Footage	▪ 27,522 sq. ft.
Ceiling Height	▪ 30'
Floor Load Limit	▪ 100 lbs. per sq. ft.
Columns	▪ None
Audio	<u>Speakers</u> (hung in left and right configuration) <ul style="list-style-type: none"> <li>▪ 18 - L Acoustics Kara Flown</li> <li>▪ 4 - L Acoustics SB 18 Ground Stacked</li> <li>▪ 2 - L Acoustics LA-RAK 3XLA8</li> <li>▪ 4 - L Acoustics P108 Front Fill</li> <li>▪ 4 - Chain Motor 1 Ton 3 Phase</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ Dimmable LED room lighting</li> <li>▪ Color Changing LED cove lighting</li> </ul> <u>Fixtures</u> <ul style="list-style-type: none"> <li>▪ 4 - Cyber Lights</li> <li>▪ 6 - GLP X4</li> <li>▪ 5 - Vari-Lite VL2202</li> <li>▪ 32 FOH conventional lights consisting of any combination of Source 4-750 watt Ellipsoidals, 2K Fresnels, 1K Par 64s, hung on 2 FOH Trusses flown with 8 chain motors, 1 ton</li> </ul>
Freeway Access	▪ 2 blocks from I-94 or I-35W
Freight Doors to Ballroom	▪ 7'10"w x 7'8"h
Utilities	<ul style="list-style-type: none"> <li>▪ 120/208v up to 400 amp</li> <li>▪ Telephone</li> <li>▪ Multi-Media Fiber Drop</li> </ul>
Rigging Points	<ul style="list-style-type: none"> <li>▪ Distributed throughout Ballroom ceiling at approximately 18' centers.</li> <li>▪ Maximum weight per point - 1,000 lbs.</li> </ul>
Stage	<ul style="list-style-type: none"> <li>▪ Permanent Hardwood Maple</li> <li>▪ 52'w x 27'd x 4'h</li> <li>▪ Proscenium opening 40'w x 16'h</li> <li>▪ Located on South wall of Ballroom A</li> <li>▪ Draperies</li> </ul>
Dressing Rooms	<ul style="list-style-type: none"> <li>▪ 2 Dressing Rooms, 65 sq. ft. and 60 sq. ft. respectively</li> <li>▪ Each with toilet, shower and lighted dressing area</li> </ul>

<b>AUDITORIUM</b>
Please see <b>AUDITORIUM SPECS</b> Brochure for complete details and information.

<b>REGISTRATION AREAS - PRE-FUNCTION</b>	
Second Floor Lobbies	6,600 sq. ft. each
Second Floor Atrium Lobby	12,580 sq. ft.
First Floor Auditorium / Lobby B	23,770 sq. ft.
First Floor Lobby - Lobbies C and E	9,648 sq. ft. each (144' x 67')
First Floor Lobby D	11,952 sq. ft. (144' x 83')
Ballroom Lobby	18,145 sq. ft.
Mezzanine Lobby	11,200 sq. ft.
Lower Level Lobby	12,580 sq. ft.
Telephone/Electrical outlets every ten (10) feet on floor and wall; Floor Load Limit: 150 lbs. per sq. ft.	

<b>MEETING ROOMS</b>	
Ceiling Heights	<ul style="list-style-type: none"> <li>▪ 12' (Rooms M100, M101)</li> <li>▪ 14' (Rooms 200, 201, 202, 212, 213)</li> <li>▪ 16' (Rooms 102, 103, 203 – 211)</li> <li>▪ 18' (Rooms 101, L100)</li> </ul>
Carpet	<ul style="list-style-type: none"> <li>▪ All Meeting Rooms</li> <li>▪ Second floor corridors</li> </ul>
Floor Load Limits	<ul style="list-style-type: none"> <li>▪ 100 lbs. per sq. ft.</li> </ul>
Audio/Visual	Panels in each room allow access to: <ul style="list-style-type: none"> <li>▪ Microphone</li> <li>▪ Audio/Visual inputs</li> <li>▪ Local record outputs</li> </ul>
Utilities	<ul style="list-style-type: none"> <li>▪ CAT 5 jacks located throughout</li> <li>▪ Single/multi-mode fiber available</li> <li>▪ 120 - 208V - 100amp power</li> <li>▪ Television cable</li> </ul>
Rigging Points	<ul style="list-style-type: none"> <li>▪ Maximum weight per point - 500 lbs.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>▪ Incandescent (dimmable) and fluorescent - 40-foot candles</li> <li>▪ Each room is equipped with digital keypad to select any one of 8 preset lighting configurations</li> </ul>
Public Entry Doors Pantry Doors	<ul style="list-style-type: none"> <li>▪ Door opening approximately 7'8"h x 6'2"w with doors attached</li> <li>▪ Extra wide pantry doors on:               <ul style="list-style-type: none"> <li>▪ First floor, Rooms 101, 102, 103</li> <li>▪ Second floor, Room 200</li> <li>▪ Mezzanine Level, Room M100</li> <li>▪ Lower Level, Room L100</li> </ul> </li> <li>▪ Doors can be removed to accommodate larger items. Prevailing labor rates apply</li> <li>▪ Contact Event Coordinator for specific measurements.</li> </ul>
Separate Pantry with Food Service Elevator	<ul style="list-style-type: none"> <li>▪ Rooms L100, M100, 101, 102, 103, 200, 205, 208, 211</li> </ul>
Sound Baffles	<ul style="list-style-type: none"> <li>▪ Ensures minimal sound "bleed"</li> </ul>

Space	Theatre	Classroom	Rounds	10' x 10' Booths	Dimensions (L x W)	Sq. Ft.	Ceiling Height
EXHIBIT HALLS							
Exhibit Hall A	7,000	5,000	6,000	554	300' x 330'	99,000	29
Show Office A	-	-	-	-	30'2" x 9'4"	281	9'4"
Exhibit Hall A Draped	5,000	3,200	3,360	300	299' x 183'	54,717	29
Exhibit Hall B	7,500	5,000	6,000	554	300' x 330'	99,000	30'-85'
Exhibit Hall C	7,500	5,000	6,000	554	300' x 330'	99,000	30'-85'
Exhibit Hall D	5,500	4,000	5,270	440	240' x 330'	79,200	30'-85'
Exhibit Hall E	7,500	5,000	6,000	554	300' x 330'	99,000	30'-85'
Show Office B	-	-	-	-	16'8" x 29'11"	499	9'
Show Office CD	-	-	-	-	59' x 12'4"	728	8'10"
Show Office DE	-	-	-	-	56'8" x 12'3"	694	8'10"
AUDITORIUM							
Auditorium	3,433 (fixed seating)						
Auditorium Main	2,143 (fixed seating)						
Auditorium Room 1, 2, 3	430 each (fixed seating)						
BALLROOM							
Ballroom AB	3,101	1,768	1,790	150	139' x 198'	27,522	30'
Ballroom A	2,013	1,080	1,150	92	139' x 130'	18,070	30'
Ballroom B	987	664	600	48	139' x 68'	9,452	30'
MEETING ROOMS: LOWER LEVEL							
L100A-J	1,702	1,120	1,040	75	101' x 148'	14,948	18'
Each Section	166	104	80	-	50' x 29'	1,450	18'
MEETING ROOMS: MEZZANINE LEVEL							
M100A-J	1,258	896	840	62	84' x 148'	12,432	12'
Each Section	138	80	60	-	42' x 29'	1,218	12'
M101A-C	316	208	210	-	38' x 90'	3,420	12'
Each Section	110	68	60	-	38' x 30'	1,140	12'
MEETING ROOMS: LEVEL ONE							
101A-J	1,748	1,120	1,040	78	101' x 148'	14,948	18'
Each Section	166	104	80	-	50' x 29'	1,450	18'
102A-F, 103A-F	792	544	420	38	77' x 86'	6,622	16'
Each Section	118	64	60	-	25' x 43'	1,075	16'
MEETING ROOMS: LEVEL TWO							
200A-J	1,258	896	840	62	84' x 148'	12,432	14'
Each Section	138	80	60	-	42' x 29'	1,218	14'
201AB, 202AB	121	80	60	-	39' x 32'	1,248	14'
Each Section	55	40	30	-	19' x 32'	608	14'
203AB, 204AB	118	64	60	-	25' x 42'	1,050	16'
Each Section	48	32	20	-	25' x 21'	525	16'
205A-D, 208A-D, 211A-D	528	320	280	-	51' x 86'	4,386	16'
Each Section	118	56	60	-	25' x 43'	1,075	16'
206AB, 207AB	118	64	60	-	25' x 42'	1,050	16'
Each Section	48	32	20	-	25' x 21'	525	16'
209AB, 210AB	118	64	60	-	25' x 42'	1,050	16'
Each Section	48	32	20	-	25' x 21'	525	16'
212AB, 213AB	121	80	60	-	39' x 32'	1,248	14'
Each Section	54	40	30	-	19' x 32'	608	14'
SEASONS & LOUNGES							
Seasons	110	120	180	-	56' dia.	2,463	20'
Seasons w/Bridge	480	296	450	-	56' dia., 38' x 90'	5,883	18'
Lounges A & B	92	56	70	-	37' dia.	1,075	23'
PLAZA							
Plaza	Reception	Classroom	Rounds	10' x 10' Booths	Dimension <i>spaces are not square</i>	Square Feet	Ceiling Height
Lawn	2,600	-	1,600	-	185' x 154'	24,500	-
Deck	325	-	200	-	95' x 30'	3,200	-
Plaza Entrance	500	-	300	-	105' x 50'	4,700	-
Interior Walk	500	-	300	-	225' x 20'	5,200	-
Total	3,925	-	2,400	-	265' x 230'	37,600	-



Meet **Minneapolis**  
City by Nature



**Minneapolis**  
Convention Center

It's not just a convention center.  
**It's a relationship building.**



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