

EXHIBITOR SERVICE INFORMATION

(612) 335-6550

Fax (612) 335-6600

TDD (612) 335-6500

ONLINE ORDERING AVAILABLE AT

minneapolisconventioncenter.com

MAIL TO

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

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

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

SAVE TIME

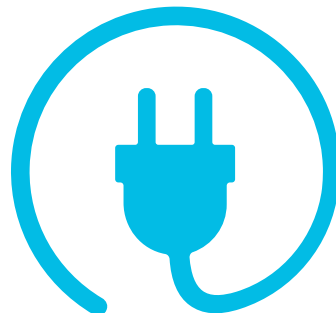
- Send this form and payment directly to the Convention Center
- Do not send forms to decorator
- Pay all Convention Center Service Orders with one check payable to: "Minneapolis Convention Center"

DID YOU KNOW?

Other services offered at the Minneapolis Convention Center:

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

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





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

Electrical Service Order Form

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

Incomplete information will delay processing.

Submit Form

Avoid a \$25.00 processing fee, order online at www.minneapolisconventioncenter.com

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

Payment Notice:

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

120 Volts Standard electrical single connection (nontaxable)						Total Due: \$
(labor included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
10 amps (1100 watts)		\$125.00	\$150.00		+50% rate	
20 amps (2200 watts)		\$155.00	\$180.00		+50% rate	
					Total:	

208 Volts single phase- per single connection (nontaxable)						
(labor included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
208V Single Phase 20 Amp		\$220.00	\$260.00		+50% rate	
208V Single Phase 30 Amp		\$300.00	\$350.00		+50% rate	
208V Single Phase 60 Amp		\$400.00	\$450.00		+50% rate	
208V Single Phase 100 Amp		\$850.00	\$1,000.00		+50% rate	
208V Single Phase 200 Amp		\$900.00	\$1,050.00		+50% rate	
					Total:	

208 Volts three phase- per single connection (nontaxable)						
(labor not included for installation)	QTY	Advance Rate	Standard Rate	QTY	24-Hour Service	
208V Three Phase 20 Amp		\$309.00	\$388.00		+50% rate	
208V Three Phase 30 Amp		\$346.00	\$436.00		+50% rate	
208V Three Phase 60 Amp		\$460.00	\$641.00		+50% rate	
208V Three Phase 100 Amp		\$750.00	\$935.00		+50% rate	
208V Three Phase 200 Amp		\$850.00	\$1,050.00		+50% rate	
208V Three Phase 400 Amp		\$1,000.00	\$1,250.00		+50% rate	
					Total:	

Service Accessories (taxable)						
(power not included)	QTY	Standard Rate				
25' Round Extension Cord		\$35.00				
Triple Tap (3 Outlets)		\$20.00				
Power Strip with surge protection		\$35.00				
					Tax 8.025%	
					Total:	

Labor Rates			
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)		\$125.00	
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)		\$187.50	
Monday through Friday, 6:30 p.m. - 7:30 a.m. All day Saturday, Sunday & Holidays		\$250.00	
		Total:	

	Processing Fee:	\$25.00
	Order Total:	

By your signature below, you acknowledge and agree to MCC IMPORTANT CONDITIONS AND REGULATIONS.

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

Signature:

Date:

For MCC use only

Date Received:	Received by:	Check Number:	P.O. No.	P.O. needs to accompany order
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Minneapolis, Minnesota 55403-2781
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MINNEAPOLIS CONVENTION CENTER EXHIBITOR SERVICES CREDIT CARD AUTHORIZATION FORM

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

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

Signature:

Date:

For MCC use only

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

IMPORTANT CONDITIONS AND REGULATIONS

1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 14 days prior to first show day.
2. **RETURNED CHECK FEE: A \$30.00 service charge will be assessed for any returned checks.**
3. **CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**
 - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
 - b. Date payment is received by the Minneapolis Convention Center will determine the applicable rate.
 - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delays resulting in slow service installation.
 - d. No service will be installed until full payment is received.
 - e. Cancellations:
Refunds will be computed as follows:
 1. After installation - **NO REFUND.**
 2. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. Before installation and more than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. Payment **IN FULL** must be rendered for such services before the close of event day.
5. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

Standard Electrical Services	120 Volt, A.C., Single Phase, 60 Cycle
	208 Volt, A.C., Single Phase, 60 Cycle
	208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request	480 Volt, A.C., Three Phase, 60 Cycle
	240 Volt, A.C., Three Phase, 60 Cycle