

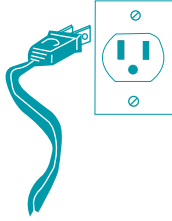


Minneapolis

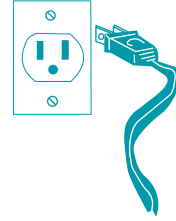
Convention Center

1301 Second Avenue South
Minneapolis, Minnesota 55403-2781
(612) 335-6000

2017
Prices effective
1/1/17 thru 12/31/17



Exhibitor Service Information - (612) 335-6550
Fax - (612) 335-6600 TDD (612) 335-6500



ELECTRICAL SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

Payment and order received by Convention Center fifteen (14) days prior to 1st show day

SAVE TIME

Send this form and payment directly to the Convention Center

Do not send these forms to the decorator

Pay all Convention Center Service Orders **with one Check** Payable to: **"Minneapolis Convention Center"**

AVOID CONFUSION

TO AVOID DOUBLE BILLING: When faxing a credit card order, **DO NOT** mail your original forms

Provide complete customer and payment information

Read instructions and policies on back of form

For mailed orders, please keep yellow copy, send one (1) copy to the 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 @ www.kelber.com



Questions
Contact Exhibitor Services
(612) 335-6550

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



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Electrical Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		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.

Standard Electrical Service (Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

24 hour Service Required? Add 50% to Service Connection Charge

\$ _____

Special Electrical Service (Tax does not apply)

Special electrical service will require labor. Please call for labor estimate.

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

208 volts single phase- per single connection

Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00
20 amp (4160 watts) _____	198.00	240.00
30 amp (6240 watts) _____	226.00	280.00
40 amp (8320 watts) _____	294.00	365.00

208 volts 3-phase - per single connection

Qty.	Advance Rate	Standard Rate
10 amp (3600 watts) _____	173.00	\$217.00
20 amp (7200 watts) _____	309.00	388.00
30 amp (10,800 watts) _____	346.00	436.00
40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable

Total

\$ _____

Labor for Special Electrical Work (Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

Rate * Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	118.00/hr.
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	177.00/hr.
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	236.00/hr.

Non-Taxable

Total

\$ _____

Service Accessories (Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

Qty.	
Extension Cord (25 Feet) _____	35.00
Triple Tap (3 Outlets) _____	16.00
Power Strip with surge protection _____	35.00

Total

\$ _____

Tax 7.775%

\$ _____

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

<input type="checkbox"/> Amer. Express	Company Check or Money Order # _____
<input type="checkbox"/> Discover	Credit Card # _____ Exp Date _____
<input type="checkbox"/> MasterCard	Cardholders Name _____
<input type="checkbox"/> Visa	Authorized Signature _____

Order Total \$ _____

For MCC Use Only	
ID No.	\$ _____
Entered	Date _____
P.O. No. P.O. needs to accompany order	



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Cleaning and Porter Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event _____		Date of Event _____	Booth Number(s) _____
Firm Name _____		E-Mail Address _____	
<input type="checkbox"/> Check if new address			
Street Address _____		Contact Person _____	
City _____	State _____	Zip _____	Phone # _____

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

Notice: Cost of vacuuming will be invoiced on the total area of your booth. **100 sq. ft. minimum**
 Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.
 Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.
 Should you require trash removal from your booth during show hours, please order porter service below.

Vacuuming

Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)							
<table border="0"> <tr> <td>COST PER DAY</td> <td>Advance Rate</td> <td>Standard Rate</td> </tr> <tr> <td></td> <td>27¢/sq. ft.</td> <td>32¢/sq. ft.</td> </tr> </table>	COST PER DAY	Advance Rate	Standard Rate		27¢/sq. ft.	32¢/sq. ft.	
COST PER DAY	Advance Rate	Standard Rate					
	27¢/sq. ft.	32¢/sq. ft.					
Number of Days _____ x _____ sq. ft. x rate \$ _____							
(100 sq. ft. min.)	Total \$						

Damp Mop

<table border="0"> <tr> <td>COST PER SQUARE FOOT</td> <td>Advance Rate</td> <td>Standard Rate</td> </tr> <tr> <td></td> <td>45¢</td> <td>55¢</td> </tr> </table>	COST PER SQUARE FOOT	Advance Rate	Standard Rate		45¢	55¢	
COST PER SQUARE FOOT	Advance Rate	Standard Rate					
	45¢	55¢					
_____ sq. ft. x rate \$ _____							
(100 sq. ft. min.)							
Number of Days _____ x _____ sq. ft. x rate \$ _____							
(100 sq. ft. min.)	Total \$						

Periodic Porter Service

Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.

	COST PER DAY		
	Advance Rate	Standard Rate	
<input type="checkbox"/> 0-600 sq. ft.	\$ 52.00 per day	\$ 57.00 per day	
<input type="checkbox"/> 600+ sq. ft.	\$ 100.00 per day	\$ 110.00 per day	
Specify dates for service & number of days _____ x rate \$ _____		Total \$	

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

<input type="checkbox"/> Amer. Express	Company Check or Money Order # _____
<input type="checkbox"/> Discover	Credit Card # _____ Exp Date _____
<input type="checkbox"/> MasterCard	Cardholders Name _____
<input type="checkbox"/> Visa	Authorized Signature _____

Order Total \$

For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	



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Compressed Air - Water - Drain - Gas Service Order Form

Prices Effective 1/1/17 thru 12/31/17 **2017**

Name of Event	Date of Event	Booth Number(s)
Firm Name	E-Mail Address	
<input type="checkbox"/> Check if new address		
Street Address	Contact Person	
City	State	Zip
		Phone #

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

Compressed Air

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

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

24 hour Service Required? Add 50% to Service Connection Charge \$

Water Supply & Drain Connections

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

Description	Qty.	Advance Rate	Standard Rate	
Water (prices based on 1/2" line).				
Service charge for 1st 10 ft. of supply line (Drain not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 1/2" in size, add 50% to service charge			\$ _____	
Size of water line required: _____				
NOTE: Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.				
Drainage (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included)	_____	\$ 264.00	\$ 331.00	
Each additional supply line	_____	80.00	143.00	
Lines above 3/4" in size, add 50% to service charge			\$ _____	
Size of drainage line required: _____				Total \$

One-Time Water Fill and Drain

Description	Qty.	Advance Rate	Standard Rate	
Service charge for one time Fill and drain (< 500 gallon unit)	_____	\$ 138.00	\$ 179.00 each	
Fill and Drain (500 < 1,000 gallon unit)	_____	\$ 195.00	\$ 225.00 each	
Additional Units in same booth (< 500 gallon)	_____	\$ 70.00	\$ 85.00 each	
Additional Units in same booth (500 < 1,000 gallon unit)	_____	\$ 100.00	\$ 110.00 each	
Daily Top-off (< 500 gallon unit)	_____	\$ 25.00	\$ 35.00 each	
Daily Top-off (500 < 1,000 gallon unit)	_____	\$ 40.00	\$ 50.00 each	
**Services over 1,000 gallons				
**Call for pricing				
				Total \$

Labor

Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)

Description	Rate	
Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays)	\$ 120.00/hr.	
Monday through Friday, 3:30 p.m. - Midnight (except Holidays)	\$ 180.00/hr.	
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays	\$ 240.00/hr.	
		Total \$

Natural Gas

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

Description	Qty.	Advance Rate	Standard Rate	
Service charge for access	_____	\$ 234.00	\$ 354.00	Total \$

Any balance due during or at the end of the show will be billed directly to the credit card number provided. By your signature below, you acknowledge and agree to these terms and authorize MCC to bill your credit card. **Please DO NOT email credit card #.**

Payment must be in U.S. Funds. Make checks payable to Minneapolis Convention Center.

<input type="checkbox"/> Amer. Express	Company Check or Money Order # _____
<input type="checkbox"/> Discover	Credit Card # _____ Exp Date _____
<input type="checkbox"/> MasterCard	Cardholders Name _____
<input type="checkbox"/> Visa	Authorized Signature _____

Order Total \$

For MCC Use Only	
ID No.	\$
Entered	Date
P.O. No. P.O. needs to accompany order	