



Minneapolis

Convention Center

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

2019

Prices effective
1/1/19 thru 12/31/19



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



CLEANING AND PORTER SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
www.minneapolisconventioncenter.com

For your security DO NOT email credit card #

SAVE MONEY - DISCOUNTED ADVANCE RATE

**Payment must be received 14 days prior to 1st show date to receive advanced rate. **

SAVE TIME

Order services online at www.minneapolisconventioncenter.com

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee

Do not send form to the decorator

Provide complete customer and payment information

For mailed orders, please keep a copy, and send one (1) copy to the Minneapolis Convention Center

For **Check** payments pay all 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 Kelber Catering at (612) 335-6045 and online @ www.kelber.com



Questions
Contact Exhibitor Services
(612) 335-6550



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Cleaning and Porter Service
 Order Form

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

Submit Form

Incomplete information will delay processing.

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

Event or Show:		Booth no. (s)			
Event or show date(s):		Company name:			
Billing address:	City:	State:	City:	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.

*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 daily.
 Should you require trash removal from your booth during show hours, please order porter service below.*

Vacuuming:					Total Due: \$
Booth Size _____ X _____ = _____ sq. ft. (100 sq. ft. minimum)					
COST PER DAY	Advance Rate 27¢/sq. ft.	Standard Rate 32¢/sq. ft.			
Number of Days _____	X	_____	sq. ft. x rate \$ _____		Total:
(100 sq. ft. min.)					

Damp Mop:					
COST PER SQUARE FOOT	Advance Rate 45¢	Standard Rate 55¢			
_____	X	_____	sq. ft. x rate \$ _____		Total:
(100 sq. ft. min.)					
Number of Days _____	X	_____	sq. ft. x rate \$ _____		Total:
(100 sq. ft. min.)					

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.

	QTY	Advance Rate	Standard Rate	Total:
0-600 sq. ft.		\$60.00	\$75.00	
600+ sq. ft.		\$110.00	\$125.00	
Specify dates for service & number of days _____ x rate \$ _____				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 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:

<i>For MCC use only</i>	
Date Received:	Received by:

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Cleaning and Porter 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 completion.
 - d. No service will be completed until full payment is received.
 - e. Cancellations:

Refunds will be computed as follows:

 1. After service - **NO REFUND.**
 2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
 3. More than 6 days prior to first scheduled move-in day - **FULL REFUND.**
4. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
5. Prices are based upon current wage rates and are subject to change without notice.