



**MINNEAPOLIS**  
**CONVENTION CENTER**

2011  
Prices effective  
1/1/11 thru 12/31/11



1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000  
Exhibitor Service Information - (612) 335-6550  
Fax - (612) 335-6600 TDD (612) 335-6500



**AV SERVICES / CABLE SERVICE**  
**ONLINE ORDERING AVAILABLE AT:**  
[www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

**SAVE MONEY - DISCOUNTED ADVANCE RATE**

Payment and order received by Convention Center fifteen (15) 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:

-  Electrical Service
  -  Telephone Service
  -  Cleaning and Porter Service
  -  Plumbing/Compressed Air Service
  -  Guest Services
- } See enclosed forms

 **Food service, coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045**

**Hospitality Suites/Meeting Rooms available through the Minneapolis Convention Center**

**Call our Sales Department at (612) 335-6035**



**Questions**  
**Contact Exhibitor Services**  
**(612) 335-6550**



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# Cable/Audio Visual Service Order Form

Prices Effective 1/1/11 thru 12/31/11 **2011**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Firm Name \_\_\_\_\_ Booth Number(s) \_\_\_\_\_  
 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 15 DAYS PRIOR TO THE FIRST SCHEDULED SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS. **Deposit Required** amount based on value of equipment. Credit Card recommended.

Equipment Rental	Electrical Services Not Included In Rates		Rate	Qty.	Days	Total
	Advance Rate	Standard				
DVD Player – Single tray	\$50.00/day	\$60.00/day		_____	_____	_____
LCD Projector	\$195.00/day	\$250.00/day		_____	_____	_____
Screen – 8'X8' tripod	\$40.00/day	\$50.00/day		_____	_____	_____
Powered Speakers (Mackie SRM 450)	\$150.00/day	\$200.00/day		_____	_____	_____
Microphone – wired handheld or lavalier	\$20.00/day	\$25.00/day		_____	_____	_____
Microphone – wireless handheld or lavalier	\$75.00/day	\$95.00/day		_____	_____	_____
52" Sony LCD HD Monitor	\$375.00/day	\$450.00/day		_____	_____	_____
						Tax 7.775% _____
						<b>Total \$</b> _____

Cable Television Service	Quantity	Advance Rate	Standard Rate	Total
Includes access to local programming only Basic Cable Service Per Day	_____	*\$50.00/tap	\$100.00/tap	_____
Cable Runs (Coax SD) Call for estimate		\$55.00/per hour	_____	_____
Special Cable Runs *Call for estimate			This service is non-taxable	_____

A/V Labor	Rate	Total
Rigging Services *Call for estimate	\$57.00/per hour/per rigger _____	_____
Special Labor Requests *1 hour minimum, Call for estimate	\$55.00/per hour/per technician _____	_____
		Non-taxable

A/V Service Accessories	Total
Specialty Cables Available for purchase* _____ \$25.00 each	_____
Tax 7.775% _____	
<b>Total \$</b> _____	

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.

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

- Money Order # \_\_\_\_\_  Company Check # \_\_\_\_\_
- MasterCard Credit Card # \_\_\_\_\_
- VISA Cardholders Name \_\_\_\_\_ Exp. Date \_\_\_\_\_
- American Express Authorized Signature \_\_\_\_\_

<b>Order Total</b> \$ _____	
For MCC Use Only	
ID No. _____	\$ _____
Entered _____	Date _____
P.O. No. _____ P.O. needs to accompany order	

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**IMPORTANT CONDITIONS AND REGULATIONS**

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1. **ADVANCE ORDERS:** To receive advance rate, orders must be received a minimum of 15 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 delay resulting in slow service installation.
  - d. No equipment 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. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain Minneapolis Convention Center property and shall not be removed from the Minneapolis Convention Center.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Technical Personnel are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all equipment/services cover the bringing of equipment/services to the booth in the most convenient manner as determined by the Minneapolis Convention Center.
9. A labor charge will be assessed for relocating equipment/service after initial installation has been completed.

**Service Installation And Equipment Use:**

1. Deposits for A/V equipment must be paid prior to issuance of equipment. Deposits may be included with order, although a separate payment is recommended to speed up the deposit refund process.
2. The exhibitor will be responsible for all A/V equipment while in his/her possession. Equipment not returned or equipment damaged while in the possession of exhibitor will result in applicable repair or replacement charges to credit card account.

**Please complete and retain Customer Copy**