



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



CLEANING AND PORTER SERVICE ORDER FORM

ONLINE ORDERING AVAILABLE AT:
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
 -  Plumbing/Compressed Air Service
 -  AV Services/Cable 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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Cleaning and Porter 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 SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

Notice: Cost of vacuuming and / or shampooing 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.

Vacuumping

Booth Size _____ x _____ = _____ sq. ft. (100 sq. ft. minimum)

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

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** \$ _____

Shampooing

COST PER SQUARE FOOT	Advance Rate	Standard Rate
	45¢	55¢

_____ sq. ft. x rate \$ _____
 (100 sq. ft. min.)

NOTICE: Booth area must be picked up and ready for shampoo at least 12 hours prior to show opening to allow for shampoo and drying. **Total** \$ _____

Convention Center staff will remove trash from Convention Center aisle containers on an daily basis. Should you require trash removal from your booth during show hours, please order porter service below.

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
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<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.

Tax 7.775% _____

Grand Total _____

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 _____

Order Total \$

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

IMPORTANT CONDITIONS AND REGULATIONS

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 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.

Please complete and retain Customer Copy - Make remittance and mail remaining copy to:

Minneapolis Convention Center - 1301 Second Avenue South - Minneapolis, Minnesota 55403-2781 - ☎ (612) 335-6550 ☎