



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



COMPRESSED AIR - WATER - DRAIN - GAS 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
-  Cleaning and Porter 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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Compressed Air - Water - Drain - Gas 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.

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	_____	\$ 215.00	\$ 252.00	
Each additional connection	_____	86.00	132.00	
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)	_____	\$ 239.00	\$ 300.00	
Each additional supply line	_____	69.00	124.00	
Lines above 1/2" in size, add 50% to service charge			\$ _____	
Size of water line required: _____				Total \$

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.

Description	Qty.	Advance Rate	Standard Rate	
Drainage (prices based on 3/4" line).				
Service charge for 1st 10 ft. of supply line (Water supply line not included)	_____	\$ 239.00	\$ 300.00	
Each additional supply line	_____	69.00	124.00	
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 for one unit (up to 500 gal. max.)	_____	\$119.00	\$ 155.00	
Additional units in same booth	_____	40.00	46.00 per unit	
Daily top-off (up to 500 gal. total)	# _____ days	40.00	46.00 per day	
Exhibitor must notify when ready for fill and must be present during fill.				Total \$

Labor

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

Description	Rate	
Monday through Friday, 7:00 a.m. - 3:30 p.m. (except Holidays).....	\$ 108.00/hr.	
Monday through Friday, 3:30 p.m. - Midnight (except Holidays)	\$ 160.00/hr.	
Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays.....	\$ 214.00/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.

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	

MINNEAPOLIS CONVENTION CENTER
1301 Second Avenue South - Minneapolis, Minnesota 55403-2781
Request for Compressed Air - Water - Drain - Gas Service
(612) 335-6550

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 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.
 - a. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
 - b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
 - c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
9. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Prices are based upon current wage rates and are subject to change without notice.
12. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
15. All equipment using water must have inlet and outlet properly tagged.
16. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
18. Service Outlet size will be determined by the volume required.

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 📠