



**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



**GUEST AND SECURITY SERVICES ORDER FORM**  
**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:

-  Telephone Service
  -  Cleaning and Porter Service
  -  Plumbing/Compressed Air Service
  -  AV Services/Cable Service
  -  Electrical Service
- } 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 Guest and Security Services**  
**(612) 335-6163**



**Minneapolis Convention Center**  
 1301 Second Avenue South  
 Minneapolis, Minnesota 55403-2781  
 (612) 335-6000 FAX (612) 335-6600  
 Exhibitor Service Information (612) 335-6550

# Guest and Security Services Order Form

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

Name of Event _____			Date of Event _____		
Firm Name _____			Booth Number(s) _____		
Street Address _____			Contact Person _____		
City _____	State _____	Zip _____	Phone # _____		

**Payment Notice:** ADVANCED RATES apply only to orders Paid in full and received 15 DAYS PRIOR TO THE FIRST SHOW DAY. STANDARD RATES are for onsite requests and must be paid at move-in for all other orders. NO EXCEPTIONS.

**Notice:** All scheduled shifts have a four hour minimum. A supervisor may be required for shifts over 4 hours. Holiday rates apply. Booths that are staffed by more than one guard require a supervisor to break them. Holiday rates apply. Please provide date(s), time(s), and contact information in the space provided below.

## Security

Security officer uniform options are a hard line or soft line uniform. Officers may work as civilian fire watch, loss prevention, etc. Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.	Total Hours	Advanced Rate	Standard Rate
Guard .....	_____ X	_____ X	\$22.50	\$34.00
Supervisor .....	_____ X	_____ X	\$25.00	\$37.50
				<b>Total</b>
				Tax 7.775%

## Fire Personnel

Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.	Total Hours	Advanced Rate	Standard Rate
MPLS Fire Marshall .....	_____ X	_____ X	\$55.00	\$69.00
				<b>Total</b>
				Tax 7.775%

## Medical Services

Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.	Total Hours	Advanced Rate	Standard Rate
EMT .....	_____ X	_____ X	\$35.50	\$43.00
				<b>Total</b>
				Tax 7.775%

## Police Services

Special arrangements and needs can be made by contacting Guest and Security Services at the number listed.

	Qty.	Total Hours	Advanced Rate	Standard Rate
Police Officer .....	_____ X	_____ X	\$52.50	\$62.50
				<b>Total</b>
				Tax 7.775%

### Order Total

Please provide a schedule of coverage, date(s), and time(s) here (if lengthy, please call Guest and Security Services at 612-335-6163):  
 Please provide a phone number and contact name for on-site approval of changes and additions

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	

---

**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 service - **NO REFUND.**
      2. Before service, but 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
      3. Before service and 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. 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.
6. Prices are based upon current wage rates and are subject to change without notice.
7. A detailed description of duties must accompany all orders for service. Please provide this information to Guest Services at the number listed above.
8. If there are specific items that are to be protected, a detailed manifest of items is requested, so that an inventory control form may be established. Please provide this information to Guest Services at the number listed above.
9. A supervisor may be required for shifts exceeding 4 hours. In the case whereas more than ten employees are working, more supervisors may be necessary, Contact Guest Services for further information at the number provided above.
10. For fire code regulations concerning permits, equipment usage, open flame, etc., please contact Guest Services at the number listed above.
11. For specific law enforcement regulations, policies, procedures and laws, please refer to Guest Services at the number listed above.
12. Uniform change inquiries may be made through Guest Services.

**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) 335-6163 📠*