



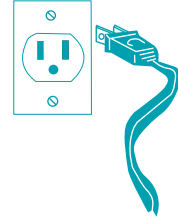
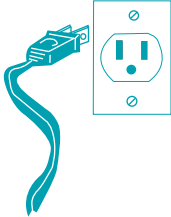
# Minneapolis

Convention Center

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

## 2015

Prices effective  
1/1/15 thru 12/31/15



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

## ELECTRICAL SERVICE ORDER FORM

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

**For your security DO NOT email credit card #**

### **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
-  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**





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

# Electrical Service Order Form

Prices Effective 1/1/15 thru 12/31/15 **2015**

Name of Event _____	Date of Event _____	Booth Number(s) _____
Firm Name _____	E-Mail Address _____	
<input type="checkbox"/> 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.

## Standard Electrical Service (Tax does not apply)

120 volts - per single receptacle

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (1100 watts) _____	107.00	133.00	20 amp (2200 watts) _____	137.00	169.00

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

**24 hour Service Required? Add 50% to Service Connection Charge**

\$ \_\_\_\_\_

## Special Electrical Service (Tax does not apply)

**Special electrical service will require labor. Please call for labor estimate.**

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

**208 volts single phase - per single connection**

**208 volts 3-phase - per single connection**

Qty.	Advance Rate	Standard Rate	Qty.	Advance Rate	Standard Rate
10 amp (2080 watts) _____	158.00	\$199.00	10 amp (3600 watts) _____	173.00	\$217.00
20 amp (4160 watts) _____	198.00	240.00	20 amp (7200 watts) _____	309.00	388.00
30 amp (6240 watts) _____	226.00	280.00	30 amp (10,800 watts) _____	346.00	436.00
40 amp (8320 watts) _____	294.00	365.00	40 amp (14,400 watts) _____	435.00	541.00

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

Non-Taxable

**Total**

\$ \_\_\_\_\_

## Labor for Special Electrical Work (Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

**Rate** \* Labor charges will be assessed at time of installation and payment in full must be received prior to service.

Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	111.00/hr.
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	167.00/hr.
Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday	222.00/hr.

Non-Taxable

**Total**

\$ \_\_\_\_\_

## Service Accessories (Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

	Qty.	
Extension Cord (25 Feet)	_____	35.00
Triple Tap (3 Outlets)	_____	16.00
Power Strip with surge protection	_____	35.00

**Total**

\$ \_\_\_\_\_

Tax 7.775%

\$ \_\_\_\_\_

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. **Please DO NOT email credit card #.**

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

Money Order # \_\_\_\_\_  Company Check # \_\_\_\_\_

MasterCard  Discover 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 Electrical Service  
(612) 335-6550

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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 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. Advance orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Requests for special voltage and/or other "Special Requirements" (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
10. Under **NO** circumstances shall anyone other than "house electrician" make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician," however, all service connections and overload protection to such equipment must be made by "house electrician" only.
12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed **ONLY** by the Minneapolis Convention Center at the close of the show.
14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
15. All exhibitors' **120 Volt** cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.
17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
18. Power requirements crossing aisles will not be installed unless approved by show management.
19. Prices are based upon current wage rates and are subject to change without notice.
20. Refunds or credits in excess of \$15.00 dollars will be made automatically. Claims for refunds for less than \$15.00 must be made in writing.

**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 📠*

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Standard Electrical Services.....	120 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Single Phase, 60 Cycle 208 Volt, A.C., Three Phase, 60 Cycle
Special Voltage Available on Request .....	480 Volt, A.C., Three Phase, 60 Cycle 240 Volt, A.C., Three Phase, 60 Cycle