Minneapolis
Convention Center

2020 ELECTRICAL SERVICE ORDER FORM

EXHIBITOR SERVICE
INFORMATION

Main 612-335-6163
Fax 612-335-6600
TDD 612-335-6550
ExhibitorServices@minneapolismn.gov

ONLINE ORDERING
AVAILABLE AT

MinneapolisConventionCenter.com

Order Online

MAIL TO

Minneapolis Convention Center
Attn: Exhibitor Services
1301 Second Avenue South
Minneapolis, MN 55403

Please include event name
and booth number

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 first show day
- Order online and save $35

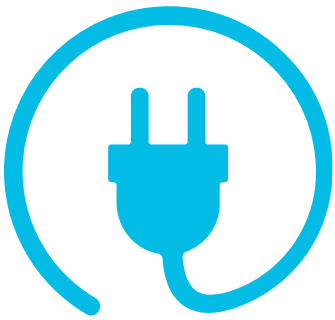
SAVE TIME

- Mail this form and payment directly to the Convention Center by mail or email
- Do not send forms to decorator
- Pay all Convention Center Services Orders with one check payable to: "Minneapolis Convention Center"

DID YOU KNOW?

Other services offered at the Minneapolis Convention Center - Order Online

- Audio Visual & Cable Service
- Cleaning & Porter Service
- Guest & Security Service
- Plumbing & Compressed Air Service
- Food & Beverage Options (Kelber.com)



2020 Prices effective 1/1/2020 through 12/31/2020

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Email Form

2020 ELECTRICAL SERVICE ORDER FORM

Effective 1/1/20 thru 12/31/20

Save $35 when you order online Order Online			Order Date:	
Event Name:		Booth #:	Event Date(s):	
Company Name:			Exhibit Firm:	
Billing Address:	City:	State:	Zip:	Country: United States of America
Phone:	Email:			
Ordered by/title:	On-site Contact:		On-site 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.

120 Volts Standard Electrical - Per Single Connection (nontaxable)						**Total Due:**
(Labor included for installation)	**QTY**	**Advance Rate**	**Standard Rate**	**QTY**	**24-Hour Service**	
10 Amps (1100 Watts)		$125.00	$150.00		+50% rate	
20 Amps (2200 Watts)		$155.00	$180.00		+50% rate	
					Total:	

208 Volts Single Phase - Per Single Connection (nontaxable)						
(Labor included for installation)	**QTY**	**Advance Rate**	**Standard Rate**	**QTY**	**24-Hour Service**	
208v Singe Phase 20 Amp		$220.00	$250.00		+50% rate	
208v Singe Phase 30 Amp		$300.00	$350.00		+50% rate	
208v Singe Phase 60 Amp		$400.00	$450.00		+50% rate	
208v Singe Phase 100 Amp		$850.00	$1,000.00		+50% rate	
208v Singe Phase 200 Amp		$900.00	$1,050.00		+50% rate	
					Total:	

208 Volts Three Phase - Per Single Connection (nontaxable)						
(Labor is NOT included for installation)	**QTY**	**Advance Rate**	**Standard Rate**	**QTY**	**24-Hour Service**	
208v Three Phase 20 Amp		$309.00	$388.00		+50% rate	
208v Three Phase 30 Amp		$346.00	$436.00		+50% rate	
208v Three Phase 60 Amp		$460.00	$641.00		+50% rate	
208v Three Phase 100 Amp		$900.00	$1,050.00		+50% rate	
208v Three Phase 200 Amp		$950.00	$1,100.00		+50% rate	
					Total:	

Service Accessories (taxable)			
(Power not included)	**QTY**	**Standard Rate**	
25' Round Extension Cord		$35.00	
Triple Tap (3 Outlets)		$20.00	
Power Strip		$35.00	
		Tax 8.025%	
		Total:	

Labor Rates		
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)	$128.00	
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)	$192.00	
Monday through Friday, 6:30 p.m. - 7:30 p.m. All day Saturday, Sunday, & Holidays	$256.00	
	Total:	

Processing Fee *(avoid this fee when you order online)* Order Online :	$35
Order Total:	35

By your signature below, you acknowledge and agree to *MCC Conditions and Regulations.*
Payment must be in U.S. Funds. Use payment authorization form or make checks payable to the Minneapolis Convention Center.

Signature: Date:

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Minneapolis Convention Center
Exhibitor Services
Credit Card Authorization Form

Please provide the last 4 digits of your credit card number. MCC staff will call you to process the credit card payment.

Visa ☐ Master Card ☐ American Express ☐ Discover ☐	Name on Card:		
Name on Card (Last 4 digits only): XXXX-XXXX-XXXX-	Expiration Month:	Expiration Year	
Billing Address:	City:	State:	Zip
Phone:	Email:		
Ordered by:	On-site Contact:		
Date:	On-site Phone:		
By signing below you agree to the authorization and approval for the Minneapolis Convention Center to charge the credit card listed above for Exhibitor Services expenses at the Minneapolis Convention Center.			

Signature: Date:

For MCC internal use only		
Date Received:	**Received By:**	**Notes:**

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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:
      I. After installation - **NO REFUND**.
      II. Before installation, but 6 days or less prior to first scheduled move-in-day - **85% REFUND**.
      III. 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.

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