




MINNEAPOLIS

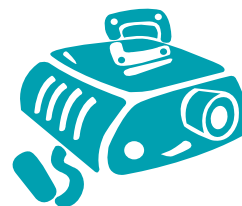
CONVENTION CENTER

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

2012

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



AV SERVICES / CABLE SERVICE

ONLINE ORDERING AVAILABLE AT:
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:

-  Electrical Service
-  Telephone Service
-  Cleaning and Porter Service
-  Plumbing/Compressed Air 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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Cable/Audio Visual Service Order Form

Prices Effective 1/1/12 thru 12/31/12 **2012**

Name of Event _____			Date of Event _____
Firm Name _____			Booth Number(s) _____
<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. **Deposit Required** amount based on value of equipment. Credit Card recommended.

Equipment Rental	Electrical Services Not Included In Rates	Rate	Qty.	Days	Total
DVD Player – Single tray		<i>Advance Rate</i> \$50.00/day <i>Standard</i> \$60.00/day	_____	_____	_____
LCD Projector		\$195.00/day \$250.00/day	_____	_____	_____
Screen – 8’X8’ tripod		\$40.00/day \$50.00/day	_____	_____	_____
Powered Speakers (Mackie SRM 450)		\$150.00/day \$200.00/day	_____	_____	_____
Microphone – wired handheld or lavalier		\$20.00/day \$25.00/day	_____	_____	_____
Microphone – wireless handheld or lavalier		\$75.00/day \$95.00/day	_____	_____	_____
32” Sony LCD Monitor		\$150.00/day \$200.00/day	_____	_____	_____
52” Sony LCD HD Monitor		\$375.00/day \$450.00/day	_____	_____	_____
Tax 7.775%					_____
Total \$					_____

Cable Television Service	Quantity	Advance Rate	Standard Rate	Total
Includes access to local programming only NO HD Basic Cable Service Per Day	_____	*\$50.00/tap	\$100.00/tap	_____
Cable Runs (Coax SD) Call for estimate		\$41.00/per hour	_____	_____
Special Cable Runs *Call for estimate		This service is non-taxable		_____

A/V Labor	Rate	Total
Stagehand General Labor Straight Time	\$41.00/per hour _____ hrs	_____
After 8 hours Over Time	\$61.50/per hour _____ hrs	_____
Holidays Double Time	\$82.00/per hour _____ hrs	_____
Non-taxable		

A/V Service Accessories	Total
Specialty Cables	
Available for purchase* _____ \$25.00 each	_____
Tax 7.775%	
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. **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 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
Audio Visual 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 delay resulting in slow service installation.
 - d. No equipment 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. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain Minneapolis Convention Center property and shall not be removed from the Minneapolis Convention Center.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Minneapolis Convention Center Technical Personnel are authorized to cut floor coverings to permit installation of service.
8. Rates quoted for all equipment/services cover the bringing of equipment/services to the booth in the most convenient manner as determined by the Minneapolis Convention Center.
9. A labor charge will be assessed for relocating equipment/service after initial installation has been completed.

Service Installation And Equipment Use:

1. Deposits for A/V equipment must be paid prior to issuance of equipment. Deposits may be included with order, although a separate payment is recommended to speed up the deposit refund process.
2. The exhibitor will be responsible for all A/V equipment while in his/her possession. Equipment not returned or equipment damaged while in the possession of exhibitor will result in applicable repair or replacement charges to credit card account.

Please complete and retain Customer Copy