



# 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



### CLEANING AND PORTER 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:

-  Electrical Service
-  Telephone 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**





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# Cleaning and Porter 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 SHOW DAY. **Standard Rates** must be paid at move-in for all other orders. NO EXCEPTIONS.

**Notice:** Cost of vacuuming and / or shampooing will be invoiced on the total area of your booth. **100 sq. ft. minimum**  
 Credits for cleaning must be requested prior to show opening each day. Requests for credit will not be honored after show opens.  
 Convention Center staff will remove trash from Convention Center aisle containers on a daily basis.  
 Should you require trash removal from your booth during show hours, please order porter service below.

## Vacuuming

Booth Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. (100 sq. ft. minimum)

<b>COST PER DAY</b>	<b>Advance Rate</b>	<b>Standard Rate</b>
	27¢/sq. ft.	32¢/sq. ft.

Number of Days \_\_\_\_\_ x \_\_\_\_\_ sq. ft. x rate \$ \_\_\_\_\_  
(100 sq. ft. min.)

**Total** \$ \_\_\_\_\_

## Damp Mop

<b>COST PER SQUARE FOOT</b>	<b>Advance Rate</b>	<b>Standard Rate</b>
	45¢	55¢

\_\_\_\_\_ sq. ft. x rate \$ \_\_\_\_\_  
(100 sq. ft. min.)

Number of Days \_\_\_\_\_ x \_\_\_\_\_ sq. ft. x rate \$ \_\_\_\_\_  
(100 sq. ft. min.)

**Total** \$ \_\_\_\_\_

## Shampooing

<b>COST PER SQUARE FOOT</b>	<b>Advance Rate</b>	<b>Standard Rate</b>
	45¢	55¢

\_\_\_\_\_ sq. ft. x rate \$ \_\_\_\_\_  
(100 sq. ft. min.)

**NOTICE:** Booth area must be picked up and ready for shampoo at least 12 hours prior to show opening to allow for shampoo and drying.

**Total** \$ \_\_\_\_\_

**Convention Center staff will remove trash from Convention Center aisle containers on an daily basis. Should you require trash removal from your booth during show hours, please order porter service below.**

## Periodic Porter Service

Porter service is provided every 2 hours (trash removal from booth during show hours). If you wish to have an attendant in your booth area on a full-time basis, please contact Exhibitor Services for rates and availability. Please remember to order a trash can from your decorator. The Convention Center does not supply trash cans.

**COST PER DAY**

<b>Advance Rate</b>	<b>Standard Rate</b>
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- 0-600 sq. ft. .... \$ 52.00 per day      \$ 57.00 per day
- 600+ sq. ft. .... \$ 100.00 per day      \$ 110.00 per day

Specify dates for service & number of days \_\_\_\_\_ x rate \$ \_\_\_\_\_

**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 #.**

Tax 7.775% \_\_\_\_\_

**Grand Total** \_\_\_\_\_

**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 Cleaning and Porter 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 completion.
  - d. No service will be completed until full payment is received.
  - e. Cancellations:

Refunds will be computed as follows:

    1. After service - **NO REFUND.**
    2. 6 days or less prior to first scheduled move-in-day - **85% REFUND.**
    3. 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. Prices are based upon current wage rates and are subject to change without notice.

**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 ☎*