



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



TELEPHONE 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
-  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



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 1301 Second Avenue South
 Minneapolis, Minnesota 55403-2781
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Telephone Service Order Form

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

Name of Event _____			Date of Event _____
Firm Name _____ <small><input type="checkbox"/> Check if new address</small>			Booth Number(s) _____
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.

Telephone Service

Includes: Telephone line, labor for normal installation, unlimited access to local calls and 1-800 numbers. Need to dial "9" for outside calls, credit card machines need to be programmed to dial "9". Standard Telephone Service

		Cost Per Line			
		Advance Rate	Standard Rate		
		\$235.00/line	\$290.00/line		
Number of lines required _____		x rate \$ _____		Total	\$ _____
Deposit Items				Tax 7.775%	_____
Please indicate if long distance access is required <input type="checkbox"/> No <input type="checkbox"/> Yes					
Number of lines with long distance _____		x \$75.00/line deposit			
Please indicate if a phone set is required <input type="checkbox"/> No <input type="checkbox"/> Yes					
Number of lines with phone sets _____		x \$75.00/line deposit			
<small>NOTE: Phone sets must be picked up and returned to the EXHIBITOR SERVICE DESK.</small>					
<small>All deposits are refundable upon return of phone sets and/or minus long distance usage. Please see reverse side of form for Conditions and Instructions regarding long distance service and refunds.</small>					
To speed processing of refunds, we recommend a separate check for your deposit.				Deposit Total	\$ _____

Voice Mail Service	Total	\$ _____
Available on ADVANCE orders only. \$55.00/line x _____ lines	Tax 7.775%	_____

Speaker Phone

Speaker phone service is available for an additional \$30.00/set x _____ # sets = \$ _____	Total	\$ _____
	Tax 7.775%	_____

Multi-line sets are available by special request. Please call Exhibitor Services at 612-335-6550 for pricing and availability.

Telephone Technician Labor

Special placement, wiring, repairs, special cable runs, etc. will require pre-paid labor. Labor will be assessed in 1/2 hour increments.		
Description		
Monday through Friday, 7:00 a.m. - 4:30 p.m. (except Holidays)	\$ 81.00/hr.	
Monday through Friday, 4:30 p.m. - Midnight (except Holidays)	\$ 122.00/hr.	
Monday through Friday, Midnight - 7:00 a.m., Saturday, Sunday and Holidays	\$ 162.00/hr.	
	Total	\$ _____
	Tax 7.775%	_____

Comments/Additional Requirements: _____

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.

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 Telephone/Cable 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 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. 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 connections cover the bringing of service to the booth in the most convenient manner as determined by the Minneapolis Convention Center.
9. A labor charge will be assessed for relocating service after initial installation has been completed.

Service Installation And Equipment Use:

1. **TELEPHONES MUST BE PICKED UP AND RETURNED TO EXHIBITOR SERVICE DESK.**
2. Deposits for telephone sets and long distance service must be paid prior to issuance of telephone and activation of long distance service. Deposits may be included with order, although a separate payment is recommended to speed up the deposit refund process.
3. The exhibitor is responsible for all telephone calls charged to their line.
4. The exhibitor will be responsible for all telephone equipment while in his/her possession. Equipment not returned or equipment damaged while in the possession of exhibitor will result in forfeiture of deposit.

Type Of Service:

Please Note: (1) Telephone service is Centrex based. Call Forwarding, Call Waiting, and Speed Dialing are not available. (2) Lines are suitable for dial up data transmission. (3) We do not guarantee higher transmission speeds. (4) Standard connection is RJ-11C plug.

1. *Single Line* - Basic service includes one touch tone line installed in booth. Unlimited local calls within area calling zone are included.
2. *Multi-Line Telephone Requirements* - A multi-button, touch tone telephone set provides **up to three individual lines.** Individual line rates apply.

Long Distance Service:

1. Direct Dial Long Distance calls billed on a per minute basis.
2. Payment for Long Distance calls will be subtracted from deposit. If additional money is owed, it must be paid prior to show close.
3. Exhibitors are responsible for all calls made on their assigned lines.
4. Long Distance calls and other services will be billed at the prevailing rate.
5. Phones are restricted from 976 calling.

Telephone Sets Supplied By Exhibitors Must Be Touch Tone And Meet FCC Regulations.

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 📠