



## 2025 AUDIO VISUAL & CABLE SERVICE ORDER FORM

### EXHIBITOR SERVICE INFORMATION

Main 612-335-6550  
Fax 612-335-6600  
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**

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

2025 Prices effective 1/1/2025 through 12/31/2025





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Effective 1/1/25 thru 12/31/25

|   |                  |                |                           |
|---|------------------|----------------|---------------------------|
| <b>Save \$35 when you order online</b> <a href="#">Order Online</a>   |                  | Order Date:    |                           |
| Event Name:   |                  | Booth #:       | Event Date(s):            |
| Company Name:   |                  | Exhibit Firm:  |                           |
| Billing Address:  | City:            | State:         | Zip: Country:             |
| Phone:  | Email:           |                |                           |
| Ordered by/title:   | On-site Contact: | On-site Phone: |                           |
| Payment Notice: Standard rates must be paid at move-in for all other orders. NO EXCEPTIONS.   |                  |                |                           |
| <b>Audio Visual Equipment Rental (taxable)</b>  |                  |                | <b>Total Due:</b>         |
| (Includes electrical service)   | Total Days       | QTY            | Standard Rate (per day)   |
| 40" LED HD Monitor w/Electrical + Stand   |                  |                | \$350.00                  |
| 55" LED HD Monitor w/Electrical + Stand   |                  |                | \$450.00                  |
| Service needed (check box): Day 1 Day 2 Day 3 Day 4 Day 5 Entire Event  |                  |                |                           |
|   |                  |                | Tax (9.025%)              |
| <b>Total:</b>   |                  |                |                           |
| <b>Video Cable Run (nontaxable)</b>   |                  |                |                           |
| (Includes cable run/install. Does NOT include cable)  | Total Days       | QTY            | Standard Rate (per event) |
| EH Fiber Multi-Media Drop 1st Connection  |                  |                | \$775.00                  |
| EH Fiber Multi-Media Addl Connection  |                  |                | \$425.00                  |
| Exhibit Hall Video Cable Run 1st Connection   |                  |                | \$775.00                  |
| Exhibit Hall Video Run Addl Connection  |                  |                | \$425.00                  |
| Service needed (check box): Day 1 Day 2 Day 3 Day 4 Day 5 Entire Event  |                  |                |                           |
|   |                  |                | <b>Total:</b>             |
| <b>Service Accessories (taxable)</b>  |                  |                |                           |
| (Power not included, see <i>Electrical Service</i> for power)   | Total Days       | QTY            | Standard Rate (per event) |
| 25' Round Extension Cord  |                  |                | \$35.00                   |
| 25' HDMI Cable  |                  |                | \$35.00                   |
| Power Strip with Surge Protection   |                  |                | \$35.00                   |
|   |                  |                | Tax (9.025%)              |
| <b>Total:</b>   |                  |                |                           |
| <b>Processing Fee</b> (avoid this fee when you order online) <a href="#">Order Online</a> :   |                  |                |                           |
| <b>Order Total:</b>   |                  |                |                           |
| By your signature below, you acknowledge and agree to <i>MCC Conditions and Regulations</i> .<br>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):<br>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

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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:

    - 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. 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.