Minneapolis
Convention Center

2023 CLEANING & PORTER 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

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

2023 Prices effective 1/1/2023 through 12/31/2023

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Email Form

2023 CLEANING & PORTER SERVICE ORDER FORM

Effective 1/1/23 thru 12/31/23

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.

- Cost of vacuuming 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 daily.
- Should you require trash removal from your booth during show hours, please order porter service below.

Vacuuming

Type of Service	Booth Area in Sq. Ft.	Advance Rate	Booth Area in Sq. Ft.	Standard Rate	Total Due:
Vacuuming		$0.28/ sq. ft.		$0.33 / sq. ft.	$ 0.00

Service needed (check box): ☐ Prior to show opening ☐ Day 2 ☐ Day 3 ☐ Day 4 ☐ Day 5 ☐ Entire Event

Total Days Needed

Total $ 0.00

Damp Mop

Type of Service	Booth Area in Sq. Ft.	Advance Rate	Booth Area in Sq. Ft.	Standard Rate	
Damp Mop		$0.45 / sq. ft.		$0.55 / sq. ft.	$ 0.00

Service needed (check box): ☐ Prior to show opening ☐ Day 2 ☐ Day 3 ☐ Day 4 ☐ Day 5 ☐ Entire Event

Total Days Needed

Total $ 0.00

Periodic Porter Service

Porter service (trash removal) is provided every two (2) hours during event hours. If you wish to have an attendant at your exhibit on a full-time basis please contact Exhibitor Services for rate and availability. The Convention Center does not supply trash cans - please order this through your decorator.

Sq. Ft. Booths	QTY	Advance Rate	QTY	Standard Rate	Total Days	
0-600 sq. ft.		$100.00		$115.00	1	$ 0.00
600+ sq. ft.		$150.00		$160.00	1	$ 0.00

Service needed (check box): ☐ Prior to show opening ☐ Day 2 ☐ Day 3 ☐ Day 4 ☐ Day 5 ☐ Entire Event

Total $ 0.00

Processing Fee *(avoid this fee when you order online)* Order Online :	$35
Order Total:	$ 35.00

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. 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.