



2024 GUEST & SECURITY SERVICE ORDER FORM

EXHIBITOR SERVICE INFORMATION

Main 612-335-6550
Fax 612-335-6600
ExhibitorServices@minneapolismn.gov

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

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



2024 Prices effective 1/1/2024 through 12/31/2024



Minneapolis Convention Center
1301 Second Ave South
Minneapolis, MN 55403
612-335-6550 | FAX 612-335-6600
ExhibitorServices@minneapolismn.gov

2024 GUEST & SECURITY SERVICE ORDER FORM

Email Form

Effective 1/1/24 thru 12/31/24

Event Name:			Booth #:		Order Date:	
Company Name:			Exhibit Firm:		Event Date(s):	
Billing Address:		City:	State:	Zip:	Country:	
Phone:		Email:				
Ordered by/title:		On-site Contact:		On-site Phone:		

Please list the on-site contact with approval to make changes and additions to schedule below

Same as on-site contact above	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. Standard Rates apply to all holidays including: New Year's, MLK, President's Day, Memorial Day, Juneteenth, Independence Day, Indigenous People's Day, Veteran's Day, Thanksgiving, day after Thanksgiving and Christmas.

All scheduled shifts have a four (4) hour minimum. A supervisor may be required for shifts over four (4) hours.

Security Total Due:

Date Service Needed	Begin Service AM/PM	End Service AM/PM	Total Hours (at Advance Rate)	Advance Rate (per hour)	Total Hours (at Standard Rate)	Standard Rate (per hour)	
Guard				\$32.00		\$48.00	
				\$32.00		\$48.00	
				\$32.00		\$48.00	
				\$32.00		\$48.00	
Supervisor				\$35.00		\$52.00	
				\$35.00		\$52.00	
				\$35.00		\$52.00	
				\$35.00		\$52.00	

Tax (9.025%)

Please note, overnight hours are an added \$2.00/hour which will be applied to your total by our staff

Total

Police Services

Date Service Needed	Begin Service AM/PM	End Service AM/PM	Total Hours (at Advanced Rate)	Advance Rate (per hour)	Total Hours (at Standard Rate)	Standard Rate (per hour)	
Police Officer				\$165.00		\$247.00	
				\$165.00		\$247.00	
				\$165.00		\$247.00	
				\$165.00		\$247.00	

Tax (9.025%)

Please note, all police shifts have a six (6) hour minimum

Total

Medical Services

Date Service Needed	Begin Service AM/PM	End Service AM/PM	Total Hours	Advance Rate (per hour)	Total Hours (at Standard Rate)	Standard Rate (per hour)	
EMT				\$47.00		\$71.00	
				\$47.00		\$71.00	
				\$47.00		\$71.00	
				\$47.00		\$71.00	

Tax (9.025%)

Total

Processing Fee: n/a

Order Total:

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:



Minneapolis Convention Center
1301 Second Ave South
Minneapolis, MN 55403
612-335-6550 | FAX 612-335-6600
ExhibitorServices@minneapolismn.gov

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:



Minneapolis Convention Center
1301 Second Ave South
Minneapolis, MN 55403
612-335-6550 | FAX 612-335-6600
ExhibitorServices@minneapolismn.gov

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.
6. All material and equipment furnished by the Minneapolis Convention Center for this service order shall remain the Minneapolis Convention Center's property and shall be removed only by the Minneapolis Convention Center at the close of the show.
7. A detailed description of duties must accompany all orders for service. Please provide this information to Guest Services at the number listed above.
8. If there are specific items that are to be protected, a detailed manifest of items is requested, so that an inventory control form may be established. Please provide this information to Guest Services at the number listed above.
9. A supervisor may be required for shifts exceeding 4 hours. In the case where more than ten employees are working, more supervisors may be necessary, Contact Guest Services for further information at the number provided above.
10. For fire code regulations concerning permits, equipment usage, open flame, etc., please contact Guest Services at the number listed above.
11. For specific law enforcement regulations, policies, procedures and laws, please refer to Guest Services at the number listed above.
12. Uniform change inquiries may be made through Guest Services.