



2024 PLUMBING + GAS + COMPRESSED AIR 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
- Cleaning & Porter Service
- Electrical Service
- Guest & Security Service
- Food & Beverage Options (Kelber.com)



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



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Email Form

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

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:
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.

Compressed Air							Total Due:
Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect. Air pressure varies 90 PSI min./125 PSI max.							
Type (prices based on 1/2" line)	QTY	Advance Rate	QTY	Standard Rate	ADD	Lines above 1/2"	
Service charge for 1st connection		\$275.00		\$300.00		+50% rate	
Each additional connection		\$125.00		\$150.00		+50% rate	
Size of air-line required:		CFM required:					
Total:							

Water Supply & Drain Connections							Total Due:
Prices include 10 ft. supply only. Connection will require labor and plumbing permit, please call exhibitor services for estimates.							
Water (prices based on 1/2" line)	QTY	Advance Rate	QTY	Standard Rate	ADD	Lines above 1/2"	
Service charge for 1st 10 ft. of supply line		\$300.00		\$325.00		+50% rate	
Each additional supply line		\$100.00		\$150.00		+50% rate	
Size of water line required:	Total:						
Drainage (prices based on 3/4" line)	QTY	Advance Rate	QTY	Standard Rate	ADD	Lines above 3/4"	
Service charge for 1st 10 ft. of supply line		\$300.00		\$325.00		+50% rate	
Each additional drain line		\$100.00		\$150.00		+50% rate	
Size of drainage line required:	Total:						

Water Fill & Drain						Total Due:
(Prices based per unit)			QTY	Advance Rate	QTY	Standard Rate
Service charge for 1st fill and drain (<500 gallon)				\$200.00		\$225.00
Additional units same booth (<500 gallon)				\$150.00		\$200.00
Daily top-off (<500 gallon)				\$100.00		\$150.00
Call for pricing on units over 500 gallons			Total:			

Natural Gas					Total Due:
All gas connections are located on south wall only. Exhibitor much use a qualified Minneapolis licensed pipefitter, this price not included below.					
(Prices based per unit)		QTY	Advance Rate	QTY	Standard Rate
Service charge for access			\$300.00		\$325.00
Total:					

Labor Rates						Total Due:
Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays)						\$140.00
Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays)						\$210.00
Monday through Friday, 6:30 p.m. - 7:30 p.m. All day Saturday, Sunday, & Holidays						\$280.00
Plumbing Permit (required)						\$90.00
Total:						

Processing Fee (avoid this fee when you order online) [Order Online](#) :

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:



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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.
6. 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.
 - A. Connection rates listed cover bringing service from main line to booth and do not include connecting equipment. Requests for special services such as placing hose under carpet or relocating service(s) will include a labor charge.
 - B. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
 - C. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
7. Unless otherwise directed, Minneapolis Convention Center Personnel are authorized to cut floor coverings to permit installation of service.
8. 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.
9. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
10. All equipment must comply with federal, state and local safety codes.
11. Under NO circumstances shall anyone other than "house personnel" make service connections.
12. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel," however, all service connections to such equipment must be made by "house personnel" only.
13. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.
14. All equipment using water must have inlet and outlet properly tagged.
15. The Minneapolis Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
16. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
17. Service Outlet size will be determined by the volume required.