For your security DO NOT email credit card #

$AVE 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:

- Telephone Service
- Cleaning and Porter Service
- Plumbing/Compressed Air Service
- AV Services/Cable Service
- Guest Services

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
Minneapolis Convention Center  
1301 Second Avenue South  
Minneapolis, Minnesota 55403-2781  
(612) 335-6000 FAX (612) 335-6600  
Exhibitor Service Information (612) 335-6550

Electrical Service Order Form
Prices Effective 1/1/15 thru 12/31/15 2015

Name of Event  Date of Event  Booth Number(s)

Firm Name  E-Mail Address

City  State  Zip  Phone #

**Payment Notice:**

**Standard Electrical Service**  
(Tax does not apply)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>120 volts - per single receptacle</th>
<th></th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 amp (1100 watts)</td>
<td></td>
<td></td>
<td>107.00</td>
<td>133.00</td>
</tr>
<tr>
<td></td>
<td>20 amp (2200 watts)</td>
<td></td>
<td></td>
<td>137.00</td>
<td>169.00</td>
</tr>
</tbody>
</table>

The MCC only places power according to the number of outlets ordered. This is brought to the booth in the most convenient manner. Specific placement of power in the booth will require a floor plan and will incur labor. We do not divide electrical into smaller increments for you. You may redistribute power yourself with UL approved extension cords, power strips, etc.

**Special Electrical Service**  
(Tax does not apply)

Special electrical service will require labor. Please call for labor estimate.

Service will not be installed without pre-paid labor. Please notify service desk when equipment is in place and ready for connection.

**208 volts single phase - per single connection**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 amp (2080 watts)</td>
<td>$158.00</td>
</tr>
<tr>
<td></td>
<td>20 amp (4160 watts)</td>
<td>$198.00</td>
</tr>
<tr>
<td></td>
<td>30 amp (6240 watts)</td>
<td>$226.00</td>
</tr>
<tr>
<td></td>
<td>40 amp (8320 watts)</td>
<td>$294.00</td>
</tr>
</tbody>
</table>

**208 volts 3-phase - per single connection**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 amp (3600 watts)</td>
<td>$173.00</td>
</tr>
<tr>
<td></td>
<td>20 amp (7200 watts)</td>
<td>$309.00</td>
</tr>
<tr>
<td></td>
<td>30 amp (10,800 watts)</td>
<td>$346.00</td>
</tr>
<tr>
<td></td>
<td>40 amp (14,400 watts)</td>
<td>$435.00</td>
</tr>
</tbody>
</table>

Other 120/280 volt, 240 volt and 480 volt service available by special order.

Call Exhibitor Service Department for pricing (612) 335-6550

**Labor for Special Electrical Work**  
(Tax does not apply)

Including repairs, special placement and tracing malfunctions. Labor time will be charged in one-half (1/2) hour increments. Minimum charge of one-half (1/2) hour.

**Rate**  
Labor charges will be assessed at time of installation and payment in full must be received prior to service.

- Monday through Friday, 8:00 a.m. - 4:30 p.m. (except Holidays) 111.00/hr.
- Monday through Friday, 4:30 p.m. - 6:30 p.m. (except Holidays) 167.00/hr.
- Monday through Friday, 6:30 p.m. - 7:00 a.m., all day Saturday & Sunday 222.00/hr.

**Service Accessories**  
(Tax does apply)

Accessories do not include power. Be sure to order power as needed. Accessories must be picked up at Service Desk.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extension Cord (25 Feet)</td>
<td>35.00</td>
</tr>
<tr>
<td></td>
<td>Triple Tap (3 Outlets)</td>
<td>16.00</td>
</tr>
<tr>
<td></td>
<td>Power Strip with surge protection</td>
<td>35.00</td>
</tr>
</tbody>
</table>

**Order Total**

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.

- Money Order #  
- Company Check #  
- MasterCard  Discover  Credit Card #  
- VISA  Cardholders Name  Exp. Date  
- American Express  Authorized Signature

For MCC Use Only

ID No.  $  
Entered  Date  
P.O. No.  P.O. needs to accompany order

AC-3400
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 in 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:
      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. Advance orders will receive priority service.

6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.

7. Requests for special voltage and/or other “Special Requirements” (see form) must be received by the Minneapolis Convention Center 30 days prior to scheduled exhibitor arrival and move-in.

8. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.

9. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.

10. Under NO circumstances shall anyone other than “house electrician” make electrical connections.

11. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician,” however, all service connections and overload protection to such equipment must be made by “house electrician” only.

12. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc. required.

13. All materials and equipment furnished by the Minneapolis Convention Center for this service order shall remain the property of the Minneapolis Convention Center and shall be removed ONLY by the Minneapolis Convention Center at the close of the show.

14. The Minneapolis Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.

15. All exhibitors' 120 Volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

16. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Minneapolis Convention Center's electrical supervisors.

17. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.

18. Power requirements crossing aisles will not be installed unless approved by show management.

19. Prices are based upon current wage rates and are subject to change without notice.

20. Refunds or credits in excess of $15.00 dollars will be made automatically. Claims for refunds for less than $15.00 must be made in writing.

Standard Electrical Services

<table>
<thead>
<tr>
<th>Voltage</th>
<th>Description</th>
<th>Phase</th>
<th>Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 Volt, A.C.,</td>
<td>Single Phase, 60 Cycle</td>
<td>Single Phase, 60 Cycle</td>
<td></td>
</tr>
<tr>
<td>208 Volt, A.C.,</td>
<td>Single Phase, 60 Cycle</td>
<td>Single Phase, 60 Cycle</td>
<td></td>
</tr>
<tr>
<td>208 Volt, A.C.,</td>
<td>Three Phase, 60 Cycle</td>
<td>Three Phase, 60 Cycle</td>
<td></td>
</tr>
<tr>
<td>480 Volt, A.C.,</td>
<td>Three Phase, 60 Cycle</td>
<td>Three Phase, 60 Cycle</td>
<td></td>
</tr>
<tr>
<td>240 Volt, A.C.,</td>
<td>Three Phase, 60 Cycle</td>
<td>Three Phase, 60 Cycle</td>
<td></td>
</tr>
</tbody>
</table>

Special Voltage Available on Request