For your security DO NOT email credit card #

$AVE MONEY - DISCOUNTED ADVANCE RATE
Payment and order received by Convention Center fourteen (14) 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:

Electrical Service
Cleaning and Porter Service
Guest Services
Coffee and/or rolls in your booth. Contact the Convention Center Food Service at (612) 335-6045 and online @ www.kelber.com

Questions
Contact Exhibitor Services
(612) 335-6550
**Compressed Air**

Prices based on 1/2" line. Standard supplied connector is 1/4" or 1/2" Foster quick-disconnect type. Special adapters and multiple connections will require additional charges for parts & labor. Air pressure varies minimum 90 PSI to maximum 125 PSI. If moisture content and pressure are critical, exhibitor should bring drier and regulator.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for 1st connection</td>
<td></td>
<td>$248.00</td>
<td>$273.00</td>
</tr>
<tr>
<td>Each additional connection</td>
<td></td>
<td>$100.00</td>
<td>$152.00</td>
</tr>
<tr>
<td>Lines above 1/2&quot; in size, add 50% to service connection charge</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Size of air line required: __________ CFM required: __________

24 hour Service Required? Add 50% to Service Connection Charge: $ __________

**Water Supply & Drain Connections**

Note: Prices include only 10 ft. supply. Connection will require additional labor. Please call exhibitor services for estimates.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water (prices based on 1/2&quot; line).</td>
<td></td>
<td>$264.00</td>
<td>$331.00</td>
</tr>
<tr>
<td>Each additional supply line</td>
<td></td>
<td>$80.00</td>
<td>$143.00</td>
</tr>
<tr>
<td>Lines above 1/2&quot; in size, add 50% to service charge</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Size of water line required: __________

**Drainage** (prices based on 3/4" line).

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for 1st 10 ft. of supply line (Water supply line not included)</td>
<td></td>
<td>$264.00</td>
<td>$331.00</td>
</tr>
<tr>
<td>Each additional supply line</td>
<td></td>
<td>$80.00</td>
<td>$143.00</td>
</tr>
<tr>
<td>Lines above 3/4&quot; in size, add 50% to service charge</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Size of drainage line required: __________

**One-Time Water Fill and Drain**

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for one time Fill and drain (&lt; 500 gallon unit)</td>
<td></td>
<td>$138.00</td>
<td>$179.00 each</td>
</tr>
<tr>
<td>Fill and Drain (500 &lt; 1,000 gallon unit)</td>
<td></td>
<td>$195.00</td>
<td>$225.00 each</td>
</tr>
<tr>
<td>Additional Units in same booth (&lt; 500 gallon)</td>
<td></td>
<td>$70.00</td>
<td>$85.00 each</td>
</tr>
<tr>
<td>Additional Units in same booth (500 &lt; 1,000 gallon unit)</td>
<td></td>
<td>$100.00</td>
<td>$110.00 each</td>
</tr>
<tr>
<td>Daily Top-off (&lt; 500 gallon unit)</td>
<td></td>
<td>$25.00</td>
<td>$35.00 each</td>
</tr>
<tr>
<td>Daily Top-off (500 &lt; 1,000 gallon unit)</td>
<td></td>
<td>$40.00</td>
<td>$50.00 each</td>
</tr>
</tbody>
</table>

**Services over 1,000 gallons **Call for pricing Total: $ __________

**Labor**

Labor charge will be charged in 1/2 hour increments. (minimum charge of 1/2 hour)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday, 8:00 a.m. - 3:30 p.m. (except Holidays)</td>
<td>$120.00/hr.</td>
</tr>
<tr>
<td>Monday through Friday, 3:30 p.m. - Midnight (except Holidays)</td>
<td>$180.00/hr.</td>
</tr>
<tr>
<td>Monday through Friday, Midnight - 8:00 a.m., Saturday, Sunday and Holidays</td>
<td>$240.00/hr.</td>
</tr>
</tbody>
</table>

Total: $ __________

**Natural Gas**

All gas connections are located on south wall only. The Minneapolis Convention Center does not perform gas connections. You must use a qualified Minneapolis licensed pipelifter. Your cost will consist of our connection fee plus your payment to the pipelifter.

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Advance Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service charge for access</td>
<td></td>
<td>$234.00</td>
<td>$354.00</td>
</tr>
</tbody>
</table>

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 #.**

**Order Total** $ __________

For MCC Use Only
ID No. $ __________

Entered Date __________
P.O. No. P.O. needs to accompany order __________

Make checks payable to Minneapolis Convention Center.
1. ADVANCE ORDERS: To receive advance rate, orders must be received a minimum of 14 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:
        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. 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.

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

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

12. Under **NO** circumstances shall anyone other than “house personnel” make service connections.

13. 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.

14. The Minneapolis Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Minneapolis Convention Center Management.

15. All equipment using water must have inlet and outlet properly tagged.

16. 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.

17. The Minneapolis Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.

18. Service Outlet size will be determined by the volume required.