



**Meetings & Conventions / No Exhibits**  
**Effective January 1, 2009 to December 31, 2009**

**Rate**  
**Schedule**  
**#3**

Space	Standard Rate	Preferred Rate	Theatre	Classroom	Banquet	Dimensions L x W	Square Feet	Ceiling Height
<b>EXHIBIT HALLS</b>								
<b>Exhibit Hall A</b>	\$6,250	N/A	7,000	5,000	6,000	330 x 299' 6"	99,000	29' 10"
<b>Ex. Hall A Draped Area</b>	\$4,200	N/A	5,000	3,200	3,360	183' x 299'	54,550	29' 10"
<b>Exhibit Hall B</b>	\$6,250	N/A	7,500	5,000	6,000	330' x 300'	99,000	30' - 85'
<b>Exhibit Hall C</b>	\$6,250	N/A	7,500	5,000	6,000	330' x 300'	99,000	30' - 85'
<b>Exhibit Hall D</b>	\$5,450	N/A	5,500	4,000	5,270	330' x 240'	79,200	30' - 85'
<b>Exhibit Hall E</b>	\$6,250	N/A	7,500	5,000	6,000	330' x 300'	99,000	30' - 85'
<b>AUDITORIUM</b>								
<b>Auditorium Main, 1, 2, 3</b>	\$5,000	N/A	3,433	N/A	N/A	N/A	N/A	N/A
<b>Auditorium Main</b>	\$3,500	N/A	2,143	N/A	N/A	N/A	N/A	N/A
<b>Auditorium 1, 2, 3</b>	\$ 500	N/A	428	N/A	N/A	N/A	N/A	N/A
<b>BALLROOM</b>								
<b>Ballroom AB</b>	\$3,750	\$4,850	3,500	2,144	1,890	139' x 198'	27,522	30'
<b>Ballroom A</b>	\$2,650	\$3,550	2,500	1,360	1,260	139' x 130'	18,070	30'
<b>Ballroom B</b>	\$1,100	\$1,300	1,000	704	630	139' x 68'	9,452	30'
<b>MEETING ROOMS LOWER LEVEL</b>								
<b>L100A-J</b>	\$2,900	\$3,700	2,184	1,160	1,040	101' x 147'	14,847	18'
each section	\$ 290	\$ 370	193	96	80	50' x 29'	1,450	18'
<b>MEETING ROOMS MEZZANINE LEVEL</b>								
<b>M100A-J</b>	\$2,500	\$3,000	1,849	928	910	83' x 147'	12,290	12'
each section	\$ 250	\$ 300	148	72	60	42' x 28'	1,176	12'
<b>M101A-C</b>	\$ 750	\$ 900	507	236	240	38' x 90'	3,394	12'
each section	\$ 250	\$ 300	142	72	60	38' x 30'	1,115	12'
<b>MEETING ROOMS FIRST LEVEL</b>								
<b>101A-J</b>	\$2,900	\$3,700	2,184	1,160	1,040	101' x 148'	14,948	18'
each section	\$ 290	\$ 370	209	108	80	50' x 29'	1,450	18'
<b>102A-F / 103A-F</b>	\$1,500	\$1,800	1,000	512	420	86' x 77'	6,615	16'
each section	\$ 250	\$ 300	141	56	60	43' x 25'	1,075	16'
<b>MEETING ROOMS SECOND LEVEL</b>								
<b>200A-J</b>	\$2,500	\$3,000	1,849	928	910	84' x 147'	12,305	14'
each section	\$ 250	\$ 300	148	72	60	42' x 29'	1,218	
<b>201AB / 202AB</b>	\$ 250	\$ 300	140	72	60	39' x 32'	1,248	14'
each section	\$ 125	\$ 150	68	40	30	19' x 32'	621	
<b>203AB / 204AB</b>	\$ 250	\$ 300	135	56	60	42' x 25'	1,036	16'
each section	\$ 125	\$ 150	50	24	20	21' x 25'	518	
<b>205A-D / 208A-D / 211A-D</b>	\$1,000	\$1,200	648	320	280	86' x 51'	4,386	16'
each section	\$ 250	\$ 300	140	56	60	43' x 25'	1,075	
<b>206AB / 207AB</b>	\$ 250	\$ 300	135	56	60	42' x 25'	1,046	16'
each section	\$ 125	\$ 150	50	24	20	21' x 25'	518	
<b>209AB / 210AB</b>	\$ 250	\$ 300	135	56	60	42' x 25'	1,042	16'
each section	\$ 125	\$ 150	50	24	20	21' x 25'	518	
<b>212AB / 213AB</b>	\$ 250	\$ 300	140	72	60	39' x 32'	1,248	14'
each section	\$ 125	\$ 150	68	40	30	19' x 32'	625	
<b>SEASONS &amp; LOUNGES</b>								
<b>Seasons</b>	\$ 500	\$ 600	N/A	N/A	400	Diameter = 56'	2,454	20'
<b>Lounges A &amp; B</b>	\$ 250	\$ 300	110	48	70	Diameter = 37'	1,085	23'

Exact room dimensions and square footage found in the Minneapolis Convention Center Facility User's Guide.

For 24-hour hold on meeting rooms or Ballroom, add 25% to listed rate.

Banquet seating is maximum without audio/visual and staging requirements.

Classroom/Theatre capacities are based on 10' in front of room for audio/visual and 4 people per 8' table or 3' from chair to chair.

For additional information, reference the Facility User's Guide on the MCC web site @ [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com).

## **ADDITIONAL EQUIPMENT & SERVICES AVAILABLE\*:**

(See current rate schedule for details)

- Lighting and sound
- Internet wired & wireless services
- Business Center services
- Staging, dance floor, tables, etc.
- Coat Check services may be arranged
- Special Electrical Service
- Telephone Service
- Audio taping
- Downlink and uplink satellite connections

*\*Equipment subject to availability and in consideration of other clients*

## **DEPOSITS:**

An advance non-refundable deposit will be required for meeting space and all food and beverage events.

## **EXCLUSIVES:**

All utilities, vacuuming services, fire marshall, medical services, coat check, all event security (including peer security, ushers, badge checkers and ticket takers) and sworn security (Minneapolis Police Officers) will be hired through the MCC. All food and beverage, internet and networking and on-site business center services will be provided by exclusive MCC contractors.

## **FACILITY POLICIES AND PROCEDURES:**

The MCC Facility User's Guide contains Policies and Procedures and can be obtained from the MCC sales or events departments or on the MCC web site @ [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com).

## **FOOD AND BEVERAGE FUNCTIONS:**

Evening food and beverage functions will be based on a minimum rental against a sliding scale (exclusive of tax and service charge). Complimentary rooms for plated breakfasts and luncheons provided based upon availability.

## **FOOD AND BEVERAGE SERVICE:**

Kelber Catering is the exclusive provider of all food and beverage services in the facility. Concessions and/or dining rooms may be opened during event hours, move-in, and move-out hours to accommodate exhibitors and attendees. The Permittee may arrange for food service areas within the facility through Kelber Catering. In addition, the Permittee may request special hours for the concessions and/or dining room facilities.

Food and beverage sampling and/or distribution of vendor products in conjunction with exhibits must be approved, in writing, by the MCC management. The Center reserves the right to deny distribution and to regulate the size and type of samples.

## **MEETING TIMES:**

Meetings are based on an eight hour period between 6 a.m. and 6 p.m. Evenings and 24-hour holds should be discussed with your sales representative or event coordinator and are subject to a 25% increase in rental rate.

## **MOVE-IN / MOVE-OUT:**

Activities requiring move-in and move-out days will be charged at one-half (1/2) the published rate.

## **PHYSICAL ARRANGEMENTS:**

All physical arrangements and set-up information must be presented to the MCC a minimum of **TEN WORKING DAYS** prior to the event. Please be precise in set-up planning so the MCC staff may provide the best possible service for your event. MCC management may charge for late information or last minute changes.

## **REGISTRATION SPACE:**

Reasonable space will be made available for registration purposes as deemed appropriate by the MCC and in consideration of other clients.

## **ROOM SETS:**

### **STANDARD RATE**

- General room lighting, heating, air conditioning is provided - Each room is equipped with a digital keypad to select any one of 8 preset lighting configurations - remote has 4 preset levels
- A one time standard set-up in theatre, conference, banquet or classroom (*no linen*). Registration tables or headtables with drape and linen - one per meeting room section (*additional tables and exhibit/display tables-per published rate schedule*) (**Tables and chairs excluded in exhibit halls for non-food functions - see current rate schedule**)
- Lighted podium, upright or table model
- One 8'x 12' skirted stage per set
- Sound system with one wired microphone (*wireless mic. not included*)
- Ice water with glasses for speakers' podium and headtables
- Standard 110 power at existing locations (*discuss additional power and exhibitor power with your sales representative or event coordinator*)
- Directional easels and backdrape, for meeting room stages only, subject to availability
- Changeovers and/or revisions will be charged at prevailing rates

### **PREFERRED RATE\***

All standard rate services plus:

- Linen for classroom sets
- Paper and pencils for classroom or conference sets
- Ice water station or water at tables
- Additional registration tables
- One add'l wired microphone (*wireless mic. not included*)
- Telephone for local access at registration desk (*pre-designated areas*)
- One skirted stage per meeting room section
- **Limited to Convention/Trade Show Rate RS-3**

## **SECURITY:**

The MCC maintains 24-hour general perimeter security and internal patrols. The Permittee is responsible for the security of areas leased. MCC management has the right to require security in loading docks, lobbies, vehicle drop-off zones and any other leased areas from time of initial occupancy to completion of move-out. Such security shall be at the expense of the Permittee. All event security (including peer security, ushers, badge checkers and ticket takers) will be hired through the MCC exclusive event security provider. Security arrangements including numbers and type of personnel are subject to approval and control of MCC management. Security service may be required for large functions or when alcoholic beverages are dispensed.