

Vendor Service Order Form

2024 Fosters Spring Market
September 3rd – 6th



Mayo Clinic Health System Event Center
1 Civic Center Plaza, Mankato, MN 56001

Items checked below are at the expense of the exhibitor at the rates listed below. All booths will be furnished with an 8' Pipe & Drape backdrop and 3' Pipe & Drape wings. Any equipment listed below is at Vendor's expense. **ALL PRICES ARE PER SHOW COST plus APPLICABLE SALES TAX.** Mayo Clinic Event Center equipment and services are being furnished subject to regulations. Orders will be completed only after payment in full is received.

Company Name _____ Contact Person _____

Booth Number _____ On-Site Person (If different from contact) _____

Address _____ City, State, Zip _____

E-Mail _____ Phone # () _____

Signature _____ Date _____

Completion of this form acknowledges and agrees to the conditions and regulations set forth by Mayo Clinic Event Center hereto.

		Advance Price	Week Of Price (beginning 8/27/24)	Qty	Total	Notes
Tables	6' x 30"	\$30.00	\$60.00			
	8' x 30"	\$30.00	\$60.00			
	Add On – Bar Height - 42" Tall	\$30.00	N/A			
	Hi-Top (30" round, 42" tall)	\$50.00	N/A			
Seating	Folding Chair	\$10.00	\$20.00			
	Tall Stool w/ Back	\$25.00	N/A			
Flooring	Carpet - 10'x10' – per piece	\$275.00	N/A			
Electricity	Single Outlet - 120V	\$50.00	\$100.00			
	220V. 30A single phase	\$100.00	N/A			
	220V. 30A triple phase	\$150.00	N/A			
	50A single or triple phase	TBD	N/A			
	*Add On - Extension Cord	\$15.00	\$30.00			
	Power Strip	\$15.00	\$30.00			
Internet	WiFi - Free	\$0.00	\$0.00	\$0.00	\$0.00	
	Hard Line Internet	\$100.00	N/A			
Miscellaneous	Water - per gallon	\$2.00	\$4.00			
	TVs / Other Audio Visual	Contact Event Center about pricing				

Subtotal			
	Tax 7.875%		
	Grand Total		

Email Completed Forms to Caylee Steene - csteene@mankatomn.gov

For credit card payments, a link will be sent to you via email upon receiving completed forms. Checks may be sent with order forms to: Mayo Clinic Event Center c/o Caylee Steene, 1 Civic Center Plaza, Mankato MN 56001

IMPORTANT CONDITIONS AND REGULATIONS

The below-listed conditions and regulations are not all inclusive; additional rules will be given as applicable.

Booth Detail:

- All material and equipment furnished by the MAYO CLINIC EVENT CENTER for this service order shall remain in the MAYO CLINIC EVENT CENTER and shall be removed ONLY by the MAYO CLINIC EVENT CENTER personnel at the close of the show.
- Claims will not be considered unless filed by exhibitor to the MAYO CLINIC EVENT CENTER prior to close of show.

Financial Detail:

- Advance orders (paid in full) must be received a minimum of seven (7) days prior to scheduled exhibitor arrival for move-in.
- Week of Pricing will begin on **August 27th, 2024**.
- Payment in Full must be rendered prior to start of show. Please DO NOT send cash in the mail.
- Rates quoted for connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates for special services such as placing cords or relocating service(s) will include a labor charge.
- Rates are based upon current rates and are subject to change without notice.
- There will be a \$30.00 charge for all checks returned due to non-sufficient funds.
- Items ordered during the Foster's Spring Market must provide payment prior to receiving service.

Electrical Detail:

- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors. Use of these outlets will result in \$100.00 penalty.
- All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
- Under no circumstances shall anyone other than authorized MAYO CLINIC EVENT CENTER personnel make electrical connections.
- Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without the MAYO CLINIC EVENT CENTER electrician. However, all service connections and overload protection to such equipment must be made only by the MAYO CLINIC EVENT CENTER electrician.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
- Unless otherwise directed, MAYO CLINIC EVENT CENTER electricians are authorized to cut floor coverings to permit installation of service.
- All exhibitors' cords must be of 3-wire ground type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- Requests for special voltage and/or other "Special requirements" (see front page) must be received by MAYO CLINIC EVENT CENTER 30 days prior to scheduled exhibitor arrival and move-in.
- Obstructions blocking utility floor boxes are subject to relocation as necessary.

Miscellaneous:

- If vehicles, combustible items, or any engine-operated machine is entering the facility, MAYO CLINIC EVENT CENTER must approve and receive liability insurance from the providing company listing CENTER as additionally insured.
 - Food samples may be handed out so long as the company has appropriate health code licensure, food items are pre-packaged and do not exceed a 2oz portion.
 - Use of helium requires special permissions from MAYO CLINIC EVENT CENTER separate from this form. Please contact your sales representative.
 - Send completed ST-19 forms to MAYO CLINIC EVENT CENTER if you are selling any product on premises.
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