

Heritage Center

6155 Earle Brown Drive
Brooklyn Center, MN 55430

Phone: (763) 569-6300

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HCBCAdministration@heritagecenter.mn



Once you have completed this form, please return by mail or email to the contact information above.

2024 CONVENTION SERVICES & ELECTRICAL ORDER FORM

EVENT NAME: _____ EVENT DATE: _____ BOOTH #: _____
 COMPANY: _____ PHONE: _____
 ADDRESS: _____ CONTACT: _____
 CITY, STATE, ZIP: _____ EMAIL ADDRESS: _____

ELECTRICAL:

ITEM	ADVANCE RATE (48 hours notice)	STANDARD PRICE	QUANTITY ORDERED	COST
20 amp - 120 volt	\$100.00	\$150.00	_____	\$ _____
50 amp - 208 volt (single phase)	\$175.00	\$225.00	_____	\$ _____
50 amp - 208 volt (3 phase)	\$275.00	*see staff for charge	_____	\$ _____
100 amp	\$350.00	*see staff for charge	_____	\$ _____
200 amp	\$532.00	*see staff for charge	_____	\$ _____
25' Portable extension cord	\$10.85	\$10.85	_____	\$ _____
Plug-in strip (6 plug-ins per strip)	\$21.71	\$21.71	_____	\$ _____
Labor for special electrical	Please call in advance for a quote		_____ hour(s)	_____

Rates cover only the bringing of services to the booth in the most convenient manner and do not include connecting motors or special wiring. Connection from outlets to equipment is to be made by customer with grounded customer cord that meets the National Electrical Code. Portable cords must be rated for the current they will be carrying. Cords made of lamp cord (zip cord) are not allowed.

SERVICE ACCESSORIES (48 HOURS NOTICE):

Wired high speed internet	\$150.00	*see staff for price	_____	\$ _____
Skirted table	\$32.56 per table	*see staff for price	_____	\$ _____
32" LCD TV	\$217.05 per day	*see staff for price	_____	\$ _____
GRAND TOTAL:				\$ _____

PAYMENT INFORMATION:

If paying by check, please make payable to Heritage Center. If paying by credit card, please call us at 763-569-6300 to make a payment.

NOTE: All charges are due and payable to the Heritage Center prior to installation. PRICING INCLUDES TAX • ALL PRICES SUBJECT TO CHANGE