Vendor Service Order Form

2027 MN AG Expo

January 18th – 20th

MAYO CLINIC HEALTH SYSTEM
EVENT CENTER

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

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.

IMPORTANT CONDITIONS AND REGULATIONS

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

Shipments & Storage:

- Address shipments to: Mayo Clinic Event Center, AG Expo & Booth Number, 1 Civic Center Plaza, Mankato, MN 56001
- Items Shipped to Mayo Clinic event Center in advance may arrive 5 days or fewer at no expense to the vendor. Items received more than 5 days prior to Load in are subject to $100/day fee per booth.
- Vendors needing to ship items from the show much pre-purchase and attach a shipping label to all items from their desired courier. Vendor must also call ahead to schedule a pickup; Vendor may leave items in their booths – Event Center will get shipments to the loading dock for pickup.
- Storage of crates, skids, frames, pallets or other shipping items during the show may result in a $150/day fee.

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 **January 11th, 2027**.
- 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 MN AG Expo 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.
- 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.
- Drink Tickets are good for any drink at the bar during the evening social. Tickets not used are not refundable. Tickets are subject to tax.

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Items checked below are **in addition to the furniture provided – 1 skirted 6' table and 2 chairs** and are at the expense of the exhibitor at the rates listed below.

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_____ **Booth Number**_____

		Advance Price	Week of Price *(beginning 1/11/27)*	Qty	Total	Notes
Tables (*Skirted*)	6' x 30"	$30.00	$60.00			
	8' x 30"	$30.00	$60.00			
	Add On - Stool Height - 42" Tall	$20.00	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' piece	$300.00	N/A			
Electricity	Single Outlet - 120V	$60.00	$120.00			
	220V. 30A single phase ①	$150.00	N/A			
	220V. 30A triple phase ①	$150.00	N/A			
	50A single or triple phase ①	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			
Forklift - Up to 4,000 lbs	Load In	$75.00	$100.00			
	Load Out	$75.00	$100.00			
	Additional Uses	$75.00	$100.00			
Larger Forklift	Forklift - Over 4,000 lb load	Please contact Event Center about pricing				
Miscellaneous	Water - per gallon					
	TVs	Please contact Event Center about pricing				
	Touch Screen Monitors	Please contact Event Center about pricing				
	Additional Tech	Please contact Event Center about pricing				
Shipments	Shipment arrives more than 5 days before Load In - per day	$100.00	$100.00			
	Storage of shipping materials - 1-time payment	$150.00	$150.00			
		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