

Minneapolis Convention Center Rules and Regulations

ACCESSIBILITY (ADA)

The Americans with Disabilities Act (ADA) was enacted to ensure that persons with disabilities are afforded the same opportunities to participate in American society as all other persons. The ADA is legislation designed to protect the civil rights of persons who have physical or mental disabilities.

As a "Public Assembly Facility" the MCC is responsible for permanent building access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards and restroom accessibility. In addition, the MCC is capable of providing systems for the hearing impaired and wheelchair lifts and access ramps for stages. Permittee is responsible for non-permanent building access accommodations such as, but not limited to, registration, information booths, accessible seating, auxiliary aids and other services/programs available to exhibitors, guests or the general public.

Prior to an event, Permittee shall provide the MCC with the number of disabled persons planning to attend the event and an outline of the accessibility services Permittee will provide to the disabled guests.

Electrical mobility scooters and wheelchairs are available for rent from the Guest & Security Services Department. On-site reservations can be made at the Visitor Information Center during regular business hours. For advance reservations or for more information please call (888) 404-5554 or visit <https://themobilityshop.com/collections/minneapolis-rentals>. Prevailing rental rates will apply and payment must be made with a credit card (Visa, Discover or MasterCard). Checks and cash are not accepted.

Handicapped parking is available to individuals with valid disability parking permits in surrounding ramps and lots as well as at parking meters on the street.

BALLOONS

Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through the Event Coordinator for permanent attachment to authorized displays. A deposit may be required prior to installation. If helium balloons are released for any reason within the facility, any MCC labor and/or lift equipment costs to remove balloons from ceilings and/or domes will be charged to Permittee at the prevailing rates and conditions. A balloon drop requires appropriate stagehand personnel to hang, release and remove. See the Fire & Safety Regulations section for information about helium tank storage and operation.

See Also: DECORATIONS; FIRE & SAFETY REGULATIONS

BANNERS & SIGNS

Events are required to contact their Event Coordinator regarding any banners or signs that they would like to hang. MCC Rigging Policies apply to banner and signage installation. Fees may apply.

- Decorations, signs, banners and/or similar materials may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls, railings, ceiling tiles or light fixtures.
- Banners and other decorating materials are only to be hung in approved locations.
- Signage may be draped over podiums or affixed to podiums only by approved methods.
- Decorations, signs, banners and/or similar materials hanging on the inside of the MCC may not be hung in such a manner that the front or printed side of the sign can be read from the sidewalks or streets surrounding the MCC.
- Decorations, signs, banners and/or similar materials may not be affixed to any outside glass door or window of the MCC.
- Signs, banners and/or other decorations may not be hung inside the Lobby B Atrium on any level of the MCC.

- The MCC's permanent directional signs, third party advertising and/or graphics may not be obstructed in any manner.
- The placing of signs or banners in the skyways is subject to the approval of the Downtown Council. Please contact Meet Minneapolis for more information. Banners may not be hung over the public street, from any skyway.
- In any situation where Permittee's policies are more restrictive than MCC's policies regarding decorations, signs, banners, balloons, etc., Permittee's policies shall supersede MCC's policies.
- Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Permittee.

EXTERIOR BANNERS & SIGNS

The MCC holds exclusive rights on hanging banners on the exterior surfaces of the MCC. Approval for the hanging of signage on the exterior of the MCC is subject to the following conditions:

- Consideration to place a banner on the exterior of the MCC will only be given to events occupying at least three-quarters of the facility.
- Permittee must obtain written approval from MCC management at least 30 days in advance of their first move-in date.
- Banners must have appropriate grommets or rigging hardware subject to approval by the MCC.
- No third party advertisement banners will be allowed.
- No "Public Sale" banners will be allowed.
- No banners will be allowed on the freeway side of the MCC.

See Also: DECORATIONS; RIGGING; THIRD-PARTY ADVERTISING; DIGITAL VIDEO DISPLAYS

DAMAGE

Any damage to any MCC property or equipment is to be reported immediately to the Guest & Security Services Department. Permittee is responsible for any damage done to MCC property or equipment by their service contractors, employees or exhibitors during their event, including move-in and move-out periods. Charges will be made at prevailing rates and/or replacement costs. The Permittee is encouraged to schedule a mutually convenient "walk-through" appointment with their Event Coordinator and a Facilities Operations Supervisor to verify the condition of the facility prior to the event. A final walk-through will take place at the completion of the event and a damage evaluation report will be completed.

DECORATIONS

Decorations may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, doors, floors, walls, glass, columns, painted surfaces, fabric or decorative walls. Damage resulting from the improper and/or unauthorized installation of materials will be charged directly to Permittee. Painting, confetti and streamers are prohibited without the prior written authorization of the MCC. Chewing gum, glitter, pressure-adhesive stickers/decals or similar promotional items cannot be distributed or sold within the facility. Costs associated with the cleanup of these or similar items are the responsibility of the Permittee.

See Also: BALLOONS; BANNERS & SIGNS

ELECTRICAL EQUIPMENT

All electrical equipment must be U.L. approved and properly wired and tagged as to type of current, voltage, phase, cycle and horsepower. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs and Romex cable is prohibited. All 120 volt extension cords must be a 3-wire grounded type.

The MCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by MCC electrical supervisors. Utility panels and mechanical equipment rooms may not be blocked. Only MCC staff is authorized to access electrical floor boxes and make electrical dis/connections. The Permittee will be financially responsible for damages to electrical equipment caused by the show, exhibitors and/or Event Service Contractors.

ELEVATORS & ESCALATORS

Passenger elevators and escalators are provided for use by the general public and may not be blocked or used to transport equipment or freight. Freight elevators are not available for the general public, but arrangements may be made to use freight elevators for Permittee, Event Service Contractor and/or exhibitor move-in/out. Permittee may be required to pay for the services of a freight elevator operator when it is required for more than incidental use. Escalator operating hours will be based on the schedule of events in the building.

EMERGENCY PROCEDURES - PUBLIC OVERVIEW

The following overview is meant to help exhibitors, guests and the general public to understand the MCC emergency procedures. This is an overview and does not detail the procedures. That level of detail is meant only for emergency response agency professionals and those that have been specifically trained in the execution of the procedures. In case of an emergency after hours, contact Security at (612) 335-6040.

MEDICAL

- DO NOT CALL 9-1-1 in the case of a medical emergency. It is ALWAYS best to report a medical emergency to the MCC's Guest & Security Services Department. This is done by calling #2013 from any beige House Phone (there is a placard above each of these phones with the number on it). The building covers a very large footprint and only the MCC staff will know where the "best entrance" for the responders to enter (consider the difference a 2 or 3 block wrong entrance may make in a response to a heart attack).

SEVERE WEATHER

- The Guest & Security Services Department continuously monitors the National Weather Service. In the event that a tornado or damaging high straight-line winds are imminent near the MCC, an announcement will be made throughout the entire building via the public address system with instructions for all patrons.
- The instructions will include directions to vacate all common areas such as lobbies and corridors. Additionally, the announcement will direct all patrons to move immediately into a safe area of any exhibit hall or meeting room. These areas have been engineered to withstand the weather forces of tornado or of damaging high straight-line winds.
- Due to the engineering of these safe areas, it is not necessary to move to a lower level within the building. However, as stated above, it is necessary to move immediately away from any open public area that has a line-of-sight to any glass window or glass door.
- When the severe weather threat has passed, building Guest & Security Services Department will issue an "all-clear" announcement on the same public address system notifying all patrons that the threat has passed.

FIRE/EVACUATION

- There are fire detection and suppression systems in the MCC. The Guest & Security Services Department also has its own Central Alarm Station (CAS) that is staffed with a minimum of two professionals 24 hours a day, seven days a week. This, in conjunction with the many Security Guards throughout the building and the trained Building Monitors (Fire Wardens), provide early notification of, and immediate response to, any fire threat.
- The MCC also has pre-determined fire response protocols in place with the Minneapolis Fire Department (M.F.D.) and the 9-1-1 Dispatch to ensure timely and proper response by the M.F.D.
- Upon verification of a genuine fire event, evacuation of the area or building will take place utilizing the following:
 - The above-mentioned building-wide public address system;
 - Standard fire strobe light notifiers throughout the building;
 - Uniformed Security Guards assisting all patrons to the nearest evacuation exit, ensuring that any disabled guests are also notified and assisted in any manner necessary;
- In addition, all Building Monitors (Fire Wardens) immediately report to a pre-designated area to join the Security Guards in the evacuation assistance for all patrons.
- When the fire event has been retired by the M.F.D., the MCC Guest & Security Services Department staff, along with the Building Monitors (Fire Wardens) will notify all patrons via the public address system and with bull horns and personal notifications.

BOMB THREAT

Upon receipt of a bomb threat call, pre-determined protocols are activated with the Minneapolis Police Department Bomb Squad. Those protocols include:

- Cessation of radio use.
- Review of the caller's threat by Bomb Squad professionals.
- A determination of credibility.
- Bomb dogs.
- X-ray devices and/or mechanical bomb "sniffers".
- Interaction with Permittee during the entire incident.
- Possible Evacuation (see "Fire/Evacuation" above for evacuation details)

EXHIBITS

The MCC requires that exhibitors enter and exit the building using the rear marshalling yard or other approved route during move-in/out times of an event when transporting items that require a cart or cannot be carried by hand. Fees for door guard personnel during move-in/out may apply and will be included on the Permittee's master invoice. Exhibitors may enter through the front lobbies during approved move-in/out times with small hand carried items only. Exhibitor move-in/out route and hours should be included with instructions to exhibitors. The MCC may restrict vehicle access to streets in front of the building during move-in/out times as deemed necessary. Contact the Event Coordinator for more information on move-in/out procedures.

Exhibitors are responsible for the proper and safe construction, materials and maintenance of their exhibit. Materials used in the construction of displays, i.e. draping, table coverings, banners, props, scenery, evergreen trees, shrubs, etc. must be fire resistant. All exhibits and/or displays are subject to inspection by the M.F.D.

FIRE MARSHALL

The MCC retains the right to require Fire Marshall personnel for any size or type of event. All Fire Marshall Services will be arranged through Guest & Security Services and Permittee is responsible for associated costs.

Because of smoke detector beams located throughout the building, Fire Marshall personnel may be required for move-in/out periods based on, but not limited to, rigging, setup, hazing or fogging. Public events are required, through the City, to have a Fire Marshall on duty during show hours. In addition, a Fire Marshall may be required for private events during show hours depending on the number of guests and/or type of event. Please advise the MCC well in advance of any activities that may degrade (i.e. block) smoke detector beams.

FIRE & SAFETY REGULATIONS

Producers of events, Event Service Contractors and exhibitors must comply with all Federal, State and City fire codes that apply to places of public assembly as well as any applicable OSHA regulations.

Written authorization by MCC management and the M.F.D. Fire Prevention Bureau shall be required for the following:

- Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials, etc.
- Operation of any electrical, mechanical or chemical devices which may be deemed hazardous by the M.F.D. Fire Prevention Bureau.
- Use or storage of flammable liquids, compressed gases, or dangerous chemicals.
- Use or storage of any fireworks/pyrotechnics.

A "Special Event Permit" for an open flame may be obtained from the M.F.D. Fire Prevention Bureau. Application forms are available at http://www.ci.minneapolis.mn.us/regservices/regservices_special or by calling (612) 673-2546. There is a charge for each permit.

BUTANE

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device
- 20 lb. maximum tank
- A minimum of 10' must separate each open flame device and any combustible materials
- Butane tanks may not be stored in the exhibit area or in the building. Tanks must be stored 50' from the building.

CANDLES

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- The candle must be housed in glass
- The tip of the flame in any state of use may not extend at all above the top of the glass housing

EXHIBITS (COVERED AND MULTI-LEVEL)

The following shall be protected by a M.F.D. and MCC management approved automatic fire suppression system:

- Single-level exhibit booths with ceilings that exceed 300 sq. ft.
- Each level of multi-level exhibit booths, including the uppermost level if the uppermost level is covered with a ceiling
- Enclosed semi-tractor trailers or other enclosed trailers over 300 sq. ft. when used as a walk-through or fold out/expanding exhibit

Detailed pictures, schematics and the proposed use of these exhibit types listed above must be submitted to the Events Department at least 60 days prior to move-in, to ensure the use in the facility.

This requirement is part of a nationally recognized code and is adopted by the State as part of the Minnesota Uniform Fire Code.

FOGGING OR HAZING

Prior approval from the MCC must be obtained before any fogging or hazing takes place. Only water-based hazers and foggers are permitted. Additional restrictions may apply for fogging or hazing in Hall A. A Fire Marshall may be required.

GASOLINE/DIESEL POWERED VEHICLES

Operation of gasoline or diesel powered vehicles is permitted during move-in/out periods. Gasoline/Diesel vehicles on display in exhibit areas require prior approval and may not be operated during show hours. Gasoline/Diesel operated vehicles on display must have:

- Fuel tank caps locked or taped shut
- Battery cables disconnected
- A gas tank fuel level of no more than ¼ full or five gallons, whichever is less
- Protective covering under tires on terrazzo or carpeted surfaces

Any vehicle that drips oil or other staining solutions may not be operated within the MCC without a drip pan or dry absorption powder. Permittee and/or exhibitors will be charged for all cleaning and/or replacement costs for stain removal. Exhibit Hall A has additional requirements for gasoline/diesel powered vehicles. Please contact the Event Coordinator for further information.

HOLIDAY TREES AND HOLIDAY DECORATIONS

- Natural or resin bearing trees and branches used for wreaths, garland, etc. must be treated with a flame retardant
- Every natural or resin bearing tree used for holiday decoration, regardless of the type of tree, shall be so placed, kept and maintained so that the butt or bottom end of the trunk is at all times immersed in not less than two (2) inches of water
- No cotton batting, straw, dry vines or leaves, celluloid or other flammable material shall be used unless fireproofed in a manner approved by the M.F.D. Fire Prevention Bureau
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- No trees or natural wreaths, etc., shall be placed in or immediately adjacent to exit areas, light wells or stairwells in the building
- No candles shall be used on holiday trees or natural wreaths, etc. No electrical decorations shall be used on holiday trees or natural wreaths, etc.
- All artificial trees and wreaths must be flame retardant and lights must be U.L. approved

LIQUID PETROLEUM (LP)

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device
- Five pound maximum tank
- A minimum of 10' must separate each open flame device and any combustible materials
- LP tanks may not be stored in the exhibit area, on the dock or in the building. Tanks must be stored 50' from the building
- If an LP tank is permanently installed in a vehicle that will be displayed in the MCC, the tank must be completely empty (purged). Detachable LP tanks are to be removed from the building.

NATURAL GAS

Access to natural gas sources in the MCC is limited. In addition to any other applicable regulations governing the use of natural gas, a natural gas pipeline may not be extended across any aisle or walkway.

PRESSURIZED TANKS

All pressurized tanks holding any type of gas (helium, nitrogen, LP, etc.) must be secured to an object in an upright position while being used in the MCC. The object must be one that will keep the tank from falling over, such as a column, appropriate dolly or table that has been approved by the MCC.

PYROTECHNICS

Pyrotechnics are permitted within the MCC under controlled conditions and only in specific locations. All proper permits must be obtained through the M.F.D. by a State licensed pyro-technician and a copy of the permit needs to be submitted to the MCC.

There are additional insurance requirements for pyrotechnics. See the Event Services Department for more information. In the event that the insurance required is not provided or is canceled, the pyrotechnics company will not be permitted to begin setup of their event. Once proper proof of insurance is provided, the MCC will permit the pyrotechnics company to proceed with the event.

SMOKE DETECTORS

Smoke detector beams in the Auditorium, Ballroom and Exhibit Halls cannot be blocked (degraded) by displays, signs, technical or theatrical equipment without appropriate fire safety personnel present during all move-in/out and event hours. Please contact the Event Coordinator for locations and more information.

STERNO

- An Open Flame permit (Special Events / Operational Permit) must be obtained and kept in the exhibit booth at all times
- One fire extinguisher 2-A: 10-BC or greater must be present for each open flame device

See Also: FIRE MARSHALL

FOOD & BEVERAGE SAMPLING

Food and beverage sampling permits and inspections are under the authority of the Minneapolis Health Department, Division of Environmental Health. It is the responsibility of Permittee to:

- Obtain approval for food and/or beverage sampling from the MCC and Kelber Catering
- Fill out the “Event Food Sponsor Permit”
- Collect completed “Short-Term Food Permit” applications and permit fees from each exhibitor planning to distribute food and/or beverage
- Submit all applications and fees directly to the Minneapolis Development Review Office at least 10 business days prior to the event start date.

Please visit www.minneapolismn.gov/health/inspections/food-short for full application materials and information.

The MCC offers hand washing stations and three-compartment sinks for rent.

In addition to any City Health Department regulations, exhibitors who would like to sample must adhere to the following MCC regulations, with no exceptions:

- Food and/or beverage samples may only be distributed directly from an exhibit booth, within the show floor exhibit space.
- Food and/or beverage samplings are limited to products manufactured, processed or distributed (i.e. foodservice distributor) by the exhibiting company.
- All items distributed are limited to SAMPLE SIZE:
 - Food portions are limited to 2 ounces
 - Non-alcoholic beverages are limited to 5 ounces
 - Alcoholic beverage samples are limited as follows:
 - Beer – 3 ounces
 - Wine – 1.5 ounces
 - Liqueur or Cordials – .75 ounce
 - Distilled Spirits – .50 ounce
- Exhibitors who wish to distribute alcohol samples from their booth must contact Kelber Catering in advance for fees and regulations involved with sampling under Kelber Catering’s liquor license. Kelber Catering retains the right of final approval on the dispensing of beer, wine or other alcoholic beverages by exhibitors.
- Non-profit entities may be allowed to dispense sample size alcoholic beverages under the following conditions (please note additional fees will apply):
 - The non-profit organization must secure a Special Events Liquor Permit from the City and must work under the oversight of Kelber Catering. Kelber Catering is the only sponsoring permanent license holder accepted by the MCC.
 - The non-profit organization must obtain Liquor Liability Insurance and sign an addendum agreement with Kelber Catering which stipulates minimum conditions for sample pouring in the MCC and indemnifies Kelber Catering from all wrong doing and/or negligence.
 - Temporary Licensee must provide trained staff to dispense alcoholic beverages and check identification of guests to ensure that they are 21 years of age or older and that they are not overly intoxicated when served.
 - The MCC reserves the right to require that all guests receive some form of permanent identification after being identified as 21 years old and over. The preferred form of identification is with a wristband. Kelber Catering may provide wristbands and staff to perform this duty at a cost to the Temporary Licensee.
 - Training must be approved by Kelber Catering and follow industry recognized alcohol management techniques. Kelber Catering may provide this training at a cost to the Temporary Licensee, if needed. Kelber Catering will not provide training unless it is specifically included in the agreement between the Temporary Licensee and Kelber Catering.
 - An alcohol management plan must be submitted one month prior to the event start date which outlines the training, serving policies, age identification procedure and any other plans put in place to minimize the effect of underage drinking and/or over consumption of alcohol.

FOOD & BEVERAGE SERVICE

Kelber Catering is the exclusive food and beverage provider at the MCC and provides all catering, concession and hospitality services. In addition, Kelber Catering also holds the applicable exclusive liquor license from the City.

Outside food and beverage is not permitted in the MCC. Food and beverage is not allowed in the MCC Auditorium and/or Auditorium Lecture Halls during public events.

CATERING

The assigned Catering Coordinator will work with an event to coordinate all food and beverage needs for both catering and retail sales, execute all food and beverage contracts and handle all deposit and billings for events with Kelber Catering. In order to prepare properly for an event and ensure its success, the catering coordinator must receive food and beverage requirements, locations and agenda a minimum of two weeks prior to the event. If the catering manager does not obtain this information, Kelber Catering cannot guarantee that the labor, equipment, or food will be available to make the event a success. For current menus along with Kelber Catering rules and regulations, please visit www.kelber.com.

RETAIL OUTLETS

Kelber Catering has a variety of retail food and beverage outlets to accommodate events of all size and needs. Permanent Locations include:

- **The Craft Bar and Lounge**, located on the mezzanine level of the Visitor Information Center in the main lobby, offers casual seating in an intimate atmosphere and features Minnesota Craft Beers along with full beverage service and a menu of small plates that reflect foodie trends of Minneapolis.
- **Dunn Bros**, located in the Main Lobby, is open daily from 7:00am-5:00pm. Dunn Bros has offerings for all guests, from your favorite coffee drink to homemade pastries and sandwiches. All coffee is roasted fresh on premise by Kelber Catering's Certified Roasters.
- **Mill City Grills** are located at the front of each exhibit hall. Kelber Catering has the right to open and maintain Mill City Grills for all events at the MCC. A clear access of 15' in front of the Mill City Grills must be maintained for all exhibit hall shows, along with the areas on the east and/or west sides of concession stands. See floor plans for specific locations and prohibited areas. Mill City Grill hours are scheduled based on event needs.
- **Mill City Market** is located in Lobby B. The Mill City Market offers a variety of tempting and healthy food menus designed to enhance your food and beverage experiences at the MCC.
- **Specialty Food Outlets**, such as our Mill City Café, can be located in other areas of the MCC. Please contact Kelber Catering when planning for an event in order to offer the best possible food and beverage service to guests.

CONSUMABLE/NON-CONSUMABLE FOOD & BEVERAGE SALES

The MCC and its exclusive concessionaire, Kelber Catering, maintain the exclusive rights for all consumable/non-consumable food & beverage sales on MCC property including the facility, outdoor Plaza, surrounding sidewalks, marshalling yard and any other space under direct control of the MCC.

- **Definitions**
 - Consumable Products – Any product that may potentially be opened and consumed on site (e.g. pretzels, candies, popcorn, cookies, etc.)
 - Non-Consumable Products – Products which are not readily consumed as is (e.g. sauces, uncooked pasta, drink mixes, food mixes, spices, etc.)
- **Policy**
 - Consumable products must be pre-packaged and have a minimum price of \$15.00 per smallest saleable unit to be sold by exhibitors and/or Permittee.
- **Enforcement**
 - Permittee is responsible for informing exhibitors of this policy and will be held accountable for enforcement.

ALCOHOLIC BEVERAGES - IDENTIFICATION (ID) AND CONTROL PROCEDURES

MCC management has the right to approve the dispensing of alcohol and location at any event within the MCC. Alcoholic beverages purchased within the MCC may not be consumed or carried off premise. Additional staff may be required at Permittee's expense based on the nature of the event as determined by the MCC and Kelber Catering.

ANIMALS/PETS

Animals/pets are not permitted in the building without prior approval of MCC management. Approval of animals/pets in the MCC is based on whether the animal or pet is part of an exhibit, activity or performance legitimately requiring use of animals. Such animals/pets must be on a leash, within a pen and under similar control at all times. Such animals/ pets shall be kept in the exhibit or performance area at all times. The owner shall take full responsibility for their pet.

A City "Animal Permit" is required for events held in Minneapolis involving any hoofed animal or an animal that is wild by nature. For further information and application forms, call (612) 673-6222 or visit <http://minneapolismn.gov/animals/licenses/animal-permits>.

Service dogs are always welcome.

MUSIC LICENSING

The MCC offers generic licensed music for music playback. Permittee is responsible for obtaining the proper licensing for use of copyrighted music as required by ASCAP, BMI, etc.

NOISE PERMIT

Any amplified sound on the MCC Plaza or exterior of the MCC requires a Noise Permit. The MCC will arrange for this permit through the Guest & Security Services Department. Fees for the permit will be added to the master invoice. Please contact the Event Coordinator for more information.

OPEN FLAME (SPECIAL EVENTS / OPERATIONAL) PERMIT

A City permit is required for open flame and heating devices in the MCC. Please see Fire and Safety Regulations for more information.

PRIZE DRAWINGS

Organizations conducting prize drawings valued at over \$1500 must have applicable City and State licenses. Drawings held at the MCC must be open to the public through in-person non-paid admission, public internet site, mail and/or at an off-site public business establishment. Instructions for public entries must be posted at each submittal location. For further information and application forms, please contact the Minnesota Gambling Control Board at mn.gov/gcb/ or call (651) 539-1900 and the Minneapolis Police Licensing Division at (612) 673-3002.

RAFFLES

Raffles can only be conducted by non-profit organizations. Organizations conducting raffles must have applicable City and State licenses. For further information and application forms see mn.gov/gcb/ or call (651) 539-1900.

LIGHTING

Energy conservation is of prime concern and minimal levels of lighting will be maintained during move-in/out periods. House lighting will be provided, as required, during event open times (the period when delegates and invited guests use the facility). Generally, "full" house lighting is maintained from one hour prior to event until close of event. Audio/Visual set-up, rehearsals and similar pre-event activities may be assessed a charge for special lighting and comfort level requirements.

Special lighting levels can be pre-set in the Auditorium, Exhibit Halls, Ballroom, and meeting rooms. Requests for special lighting levels in MCC lobbies and shared common space for an event must be reviewed in advance by MCC management. Special lighting requests may result in additional labor and/or equipment charges.

LOADING DOCK

The MCC has an "open dock" policy. This policy allows individual exhibitors the right to handle their own freight, if they desire to do so. All full-time employees of any exhibiting firm shall be allowed to unload, install and dismantle the exhibits of the exhibiting company. Certain times and restrictions may apply based on Permittee and building needs.

The MCC does not relinquish control of the loading dock during any event.

LOST AND FOUND

Every effort shall be made to see that property found and/or turned in shall be handled in such a way as to provide the best possible opportunity for return to its rightful owner. If property is found before, during or after an event by an MCC employee, it will be turned in to the Security office with information as to time, date and place where the property was found and who found it.

All items turned in to the Visitor Information Center or Permittee's office should remain there until the end of the show/event, at which time all said items will be turned in to the Security office. Any item unclaimed after 60 days becomes the property of MCC and will be disposed of in a proper manner.

GUEST & SECURITY SERVICES DEPARTMENT

The Guest & Security Services Department is responsible for all security and safety policies and procedures. Areas of responsibility include, but are not limited to, overseeing 24-hour general building security, managing MCC parking and marshalling yard operations, key assignments, opening/securing of MCC doors, monitoring closed circuit surveillance systems, off-hours building access and responding to all facility fire, medical and security alarms.

KELBER CATERING

Award-winning Kelber Catering has worked exclusively with the MCC since 1964, bringing culinary visions to reality. Kelber Catering prides itself on being accessible and responsive to its clients. This local, family owned operation is based entirely within the MCC, allowing its staff to be available before, during and after every event. Clients will enjoy superior customer service from breakfast to dessert, and everything in between.

Kelber Catering is the exclusive caterer in the MCC. For current menus along with Kelber Catering rules and regulations, please contact Kelber Catering at (612) 335-6045 or visit www.kelber.com.

PARKING

All parking is subject to availability. Requests for parking can be made through the Event Coordinator and permits are issued through the Guest & Security Services Department. Maps showing surrounding parking are available on the MCC website or through the Event Coordinator.

CONVENTION CENTER RAMP (PAID) – THIRD AVENUE

This ramp is controlled by the MCC with public parking available 24 hours a day, seven days a week. Payment for parking can be made with cash, vouchers or credit cards and is due upon exiting the ramp. Parking ramp attendant hours vary based on event activity.

EXHIBITOR PARKING (PAID) - MARSHALLING YARD

Exhibitor parking in the marshaling yard is made available on an event-by-event basis at the discretion of Guest & Security Services. Parking passes are sold through Exhibitor Services and all sales are first come, first serve. Parking may not be reserved in advance.

PLAZA

The MCC controls and leases the Plaza area. Use of this area is subject to all MCC policies and procedures and any use of this area must be included in the Permit and requires insurance. The MCC reserves the right to decide which events may use this area and/or services that will be provided. The MCC Plaza was the first and best disguised "Green Roof" in Minneapolis. It covers the Plaza Parking garage with a carpet of grass, trees & flowers. This area is located directly above the Plaza parking ramp and across Grant Street from the MCC.

- The MCC reserves the right to provide exclusive use for food and beverage for Plaza events.
- Guest & Security Services, including City Police, may be required depending upon the nature of the event.
- The MCC has limited equipment that is permitted to be used outdoors. The MCC will not permit MCC stackable chairs to be used outside and staging is limited to a maximum size of 24' x 16'. Rental of equipment for the Plaza from an outside source may be necessary.
- Planks or plywood must be placed under equipment (such as stages) to prevent it from puncturing the grass.
- The Plaza has a strict weight load limit of 100 lbs. per sq. ft.

- Utility services are somewhat limited on the Plaza. Electrical connections should be planned well in advance with MCC staff. Rental of transformers may be necessary.
- Tents and/or shelters may, at the discretion of the MCC, be erected on the Plaza. Staking is strictly prohibited.
- Events may be required to provide portable fencing around the area of use when alcoholic beverages are being served.
- Permits commonly required for use of the Plaza include Noise Permits, Block Party Permits and Street Closure Permits. See License/Permit Requirements for more information on how to obtain these permits.
- Balloon signs, signs on motor vehicles or trailer with the primary purpose of providing signage are prohibited by City Ordinance. Display of commercial signs of any kind is generally prohibited on the Plaza. A variance may be obtained by contacting the City Zoning Department.
- Inflatables (hot air balloons) on the Plaza are prohibited by City Ordinance.
- The use of searchlights requires a permit from the City Zoning Department. Usage shall not exceed three consecutive days.

RIGGING

Qualified riggers shall complete any technical, decorative and/or theatrical rigging. MCC personnel, stagehands or approved Event Service Contractor personnel must install any items suspended from approved rigging areas. Any item to be hung in any area of the MCC weighing over 50 pounds shall be installed by qualified rigging personnel designated by the facility.

All rigging requires advanced approval by MCC management. The MCC reserves the right to require the use of rigging personnel designated by the facility for hanging items in any area.

See Also: BANNERS & SIGNS FIRE & SAFETY REGULATIONS

SALES TAX

Organizations claiming a State Sales Tax exemption must provide the MCC with a copy of a valid "Certificate of Exemption" (a.k.a. ST3). The "Certificate of Exemption" (a.k.a. ST3) and "Application for Nonprofit Exempt Status – Sales Tax" (a.k.a. ST16) can be obtained from the Minnesota Department of Revenue.

Organizations need only provide the MCC with a "Certificate of Exemption" (a.k.a. ST3) upon their first event with the MCC. Once received, it will remain on file for future events. A Federal income tax exemption is not the same as a State sales tax exemption.

Exhibitors engaged in the business of making retail sales at the MCC may be required to obtain sales tax permits. Exhibitors are responsible for filing this tax and must have a Minnesota "Sales and Use Tax Permit" and a City "Sales and Use Tax Permit." Both permits can be obtained by filling out forms provided by the Minnesota Department of Revenue.

Operators/organizers (i.e. Permittees) of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number. If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax. All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers. Contact the above address for an "Operator Certificate of Compliance" (a.k.a. ST19).

For more information and forms, contact:

Department of Revenue
Sales & Use Tax Division
Telephone: (651) 296-6181 or (800) 657-3777
www.revenue.state.mn.us

SMOKE- AND TOBACCO-FREE ENVIRONMENT POLICY

In accordance with State law and Minneapolis Code of Ordinances, the MCC is a City-owned facility that is Tobacco-Free. Our goal is to provide employees and guests a tobacco-free environment. This policy applies to all tobacco products and shall include electronic delivery (i.e. e-cigarette) devices. In addition, State law prohibits the sale or distribution of tobacco products to the general public at no cost or nominal cost.

SUBLETTING

Subletting of rental space to any other person, firm or organization for any purpose including, but not limited to, hospitality rooms, demonstrations, and/or sales meetings is not allowed. Any other firm or organization that wishes to have an event in conjunction with another contracted event is required to make independent arrangements for space with MCC management. Rental space may be used only for purposes directly related to the meeting, convention and/or trade show.

UNMANNED AERIAL VEHICLE (UAV)

The use of a UAV or "Drone" device is subject to the following rules and conditions:

- Convention Center and Show Manager approval must be obtained prior to usage. Requests by the UAV operator(s) must include:
 - Location intended to fly the UAV or "Drone"
 - UAV or "Drone" use schedule
 - Make and model of UAV or "Drone"
- UAV operation is limited to rented spaces; use within public corridors and lobbies is prohibited. The MCC Plaza is considered rentable space and, in addition to requiring MCC approval, may be subject to FAA regulations.
- The MCC reserves the right to limit UAV usage based on location, height, duration, etc.
- UAV operation may require additional security at Permittee expense.