



Minneapolis St. Paul Airport Mall of America

# MARSCON 2019

## Bed Removal Form & Additional Fees

### Terms & Conditions:

- Bed Removal Form to be returned seven (7) days prior to check in date.
- Charges will be posted to the Guestroom listed on this form.
- Same day bed removal requests will be subject to an additional \$50.00 fee and is not guaranteed.
- Post event Carpet Cleaning Fee may apply to rooms with damages or staining.
- Before and after walk through inspection offered by request prior to event.
- Only Scotch Safe-Release Painter’s Masking Tape 2080 may be used to hang items on walls & doors in the Guestrooms. Any other tape may cause damage to the paint job.
- Sofas, chairs, armoires, tables and lamps may not be removed and stored.
- If furniture is allocated from a Guestroom the registered guest is responsible for returning such items or a Furniture Replacement Fee will apply.

### GUESTROOM INFORMATION

Registered Guest Name:			
Phone Number:		Email:	
<input type="checkbox"/> Bed Near Door	<input type="checkbox"/> Bed Near Window	<input type="checkbox"/> Both Beds	<input type="checkbox"/> King Bed
Company Name:		Room #:	
Check In Date:		Inspection Time (optional):	
Check Out Date:		Inspection Time (optional):	
Signature (required):			

### Please mail or fax completed order form to:

Kelly Otteson  
 3800 American Boulevard East  
 Bloomington, MN 55425  
**Fax: 952-854-1039**

**Guest Bed Removal Fee \$100.00**

**Furniture Replacement Fee: \$50.00**  
**Same Day Additional Bed Removal Fee: \$50.00**

\*\$150.00 Carpet Cleaning Fee is a minimum fee that may apply for damages or staining incurred during the convention. These fees will be assessed after check out unless a request for inspection has been scheduled.

**ABSOLUTELY NO ORDERS MAY BE TAKEN OVER THE TELEPHONE**  
**SIGNATURE IS REQUIRED IN ORDER FOR THIS REQUEST TO BE PROCESSED**

For questions & concerns please contact: Kelly Otteson @ 952.548.0996