



## Minneapolis Convention Center Media Guidelines

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### Contact

Kristen Montag, Marketing Manager – Minneapolis Convention Center  
612-767-8038 or [kristenm@meetminneapolis.com](mailto:kristenm@meetminneapolis.com)

Please contact Kristen if you have any questions, wish to set up interviews, shoot video in the building or need to pre-arrange satellite truck parking.

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### Guidelines

If you are interested in covering an event or convention at the Minneapolis Convention Center (MCC), please consider these guidelines for working at our facility.

### Shooting in the MCC

#### Public spaces

Members of the media are welcome in the MCC during normal business hours. Please contact the MCC marketing manager in advance of your arrival to coordinate access, parking and permissions. You may be approached by a MCC security officer inquiring as to the purpose of your shoot; this is to ensure access around the building and for tracking purposes.

#### Private Events

Private events require permission of the event manager. Please contact the event manager for permission or MCC marketing manager for help locating a contact person.

#### Public Events

Public events also may require permission from the event manager, at the event's discretion. Please contact the event manager or MCC marketing manager for help locating a contact person.

### Satellite/Media Truck Parking

- The preferred placement is the MCC Marshaling Yard off 16<sup>th</sup> Street. The 3<sup>rd</sup> Avenue (on sidewalk, not street) & Wesley Lot placements are resources for instances where the Marshaling Yard absolutely will not work. Please pre-arrange this with MCC marketing manager at least a day in advance. *See the media parking map for more information.*
- Both the Wesley Lot and the 3<sup>rd</sup> Ave. placements require a security officer at the top of the stairs and at the bottom of the stairs if you are shooting on the 2<sup>nd</sup> floor level. Cost is \$26/hour with a four-hour minimum. Please prearrange this with the MCC marketing manager.
- Media are prohibited from placing a vehicle in any of the placement spaces without prior authorization. Please contact the MCC marketing manager before arrival (contact information above).
- From the [City of Minneapolis](#): Any satellite truck not parked in a legal parking space requires an obstruction permit from the City. Parking requests should be made to the City media line at 612.673.3763.

### General Parking

Please use the parking ramp facilities or metered on-street parking.

### Cabling

If you need to run cables to a live/satellite truck, please obtain permission and placement from the MCC by contacting the MCC marketing manager in advance of the shoot. One-day notice is sufficient; if less notice is possible, please call ahead as early as you can. Cables that cross public walkways must be ramped or secured by approved MCC methods. Taping of cables is not allowed in lobby areas. Pre-arrange this with MCC marketing manager if possible. Day-of, please ask Guest Services for assistance if MCC marketing manager is not present.