

Touch Down, Tend to Business

Meet your attendees at the gate and
see them off at the end of the day.



The Airport Conference Center at MSP streamlines your agenda, eliminating the need to travel off-site. Our eight conference rooms can accommodate 2 to 100 people; private offices for one are also available.

Amenities include:

WiFi - Audio/Visual Equipment - Administrative Services - On-site Catering

We are the ideal site to:

- Hold a last-day meeting session.
- Gather a group flying in from various locations.
- Interview an out-of-state job candidate.
- Depose a witness.



We would be happy to assist you in booking your next meeting or event.

Please contact us:

612-794-4500 - meet@mspairport.com - mspairport.com

MSP Airport Conference Center Rooms and Rates

The Airport Conference Center services you—not the masses. Our location and facilities are specialized to your needs, maximizing your time and ensuring the flawless execution of your goals.

Room	Seating Capacity	Hourly Rate	Daily Rate
Lake Superior	2–4	\$50	\$250
North Woods	2–8	\$55	\$300
Northern Lights	2–8	\$55	\$300
Whispering Pines	Up to 10	\$60	\$325
Commission Lounge*	8–12	\$70	\$375
Boundary Waters	Up to 16	\$70	\$375
Metropolitan	Up to 30	\$80	\$450
Commission Chambers	Up to 100	\$125	\$675

*expands up to 20

Private Workstations

You are a road warrior, taking conference calls from the car and making deals at the departure gate. You're here enough, why not office at the airport? Our private workstations allow you to take calls in a private setting; tend to administrative tasks such as printing, scanning, and faxing; and maximize your time en route. Drop in on the fly or reserve a station in advance.

Room	Seating Capacity	Hourly Rate	Daily Rate
Private Workstation	1	\$20	\$70
Computer Workstation	1	\$25	\$100

First-Class Amenities

Professionally appointed rooms, modern technology, and an attentive, on-site staff: Welcome to the best kept meeting planners' secret in the Twin Cities. All conference rooms are equipped with the following amenities:

- Tables and comfortable seating
- Projector screens
- Speaker/conference-call telephones
- White and tack boards

Additional Services

Administrative Services	Rate
Photocopies	\$0.25 per page
Laser Printing	\$0.50 per page, black + white \$1.50 per page, color
Fax–receive	\$0.50 per incoming
Fax–send, domestic	\$2 first page, \$1 each additional page
Fax–send, international	\$6 first page, \$2 each additional page
Envelopes (<i>letter and bubble mailer</i>)	going rate
First-class stamps	going rate
Equipment	Rate
Audio recording equipment (<i>Commission Chambers room only</i>)	\$50 per hour / \$200 per day
LCD projector	\$50 per hour / \$250 per day
Flip chart or tripod easel	\$10 per day
Post-It flip chart with markers	\$35

MSP Airport Conference Center Policies and Procedures

Security Passes

The Airport Conference Center at MSP is located in Terminal 1–Lindbergh, inside the secure areas, on the mezzanine level above the entrance to Concourse F.

- Ticketed passengers (*attendees who are departing or arriving from Terminal 1–Lindbergh*) do not need a separate security pass.
- Non-ticketed attendees and those arriving from Terminal 2–Humphrey or via charter or private plane will need a security pass to enter the conference center. To obtain a security pass:
 - At least 48 hours prior to your meeting, submit the following information to the conference center staff at **confctr@mspmac.org** or **612-794-4500**: The full names (*as displayed on a driver's license or government-issued I.D.*) and dates of birth of all non-ticketed attendees.
 - Please note: Failure to provide attendee information in a timely manner may delay or prevent individuals from attending your meeting.

Food and Beverage

- Outside food or beverages are not allowed. Violation of this policy will result in a mandatory \$250 clean-up fee.
- Consumption of all food and beverages must take place within the conference center facilities. Removal of food or beverages is not permitted.
- Food and beverage prices are guaranteed for 90 days prior to your meeting date.
- So that we may best serve you, please communicate the following information to the conference center staff:
 - All food and beverage requests at least 72 hours prior to your meeting.
 - The final number of attendees at least 24 hours prior to your meeting.
 - Changes to your menu items at least 48 hours prior to your meeting.
- Full catering charges will apply for no-shows and cancellations with less than 48 hours' notice.
- Nut allergy warning: Any food item may contain nuts or trace amounts of nuts.
- Please note: Catering performance is contingent upon the ability of management to complete the agreement and is subject to labor troubles, disputes, or strikes; accidents; food, beverage, or other supplies; Acts of God; and other causes beyond management's control.

Cancellations and No-Shows

- Full room charges will apply for no-shows and reservations cancelled with less than 24 hours' notice.

Payment

- Customers must provide credit-card information upon making a reservation.
- We accept cash or the following credit cards: American Express, Visa, MasterCard, and Discover. No other forms of payment are accepted.



MSP Airport Conference Center Directions

Out of Airport/Local Attendees

1. Park in Short-Term Parking at Terminal 1–Lindbergh.
 2. Proceed to Tram Level *(one level below Baggage Claim)*.
 3. Security passes will be prepared and ready for attendees at the Information Booth on Tram Level. Attendees must show a government-issued photo I. D. to receive their security passes. *(Please keep your security pass visible until you are through security.)*
 4. Proceed to Ticketing Level and enter the terminal via a Security Checkpoint.
 5. Once through security, proceed to the entrance to Concourse F.
 6. The Airport Conference Center is located on the Mezzanine Level near the entrance to Concourse F. Use the stairs or the glass elevator to reach the mezzanine where you will see the conference center main doors.
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Passengers Arriving Via Terminal 2–Humphrey

1. From Baggage Claim, head to Ticketing and take the elevator or escalator up one level to the Orange Ramp skyway.
2. Follow the overhead signs for the Light Rail Transit (LRT).
3. Take the elevator or escalator down one level to the station platform.
4. Board the LRT to Terminal 1–Lindbergh.
5. Exit the LRT and take the elevator, escalator, or stairs to Level M.
6. Continue up the next flight of stairs or take the escalator to Tram Level.
7. Board the tram and exit at Terminal 1-Lindbergh. *(You do not need a ticket to ride between terminals.)*
8. Proceed ahead to the Information Booth to pick up security passes. Attendees must show a government-issued photo I. D. to receive their security passes. *(Please keep your security pass visible until you are through security.)*
9. Proceed to Ticketing Level and enter the terminal via a Security Checkpoint.
10. Once through security, proceed to the entrance to Concourse F.
11. The Airport Conference Center is located on the Mezzanine Level near the entrance to Concourse F. Use the stairs or the glass elevator to reach the mezzanine where you will see the conference center main doors.



Passengers Arriving Via Terminal 1-Lindbergh

1. Upon exiting your plane, use the overhead signs to navigate to the entrance to Concourse F.
 2. The Airport Conference Center is located on the Mezzanine Level near the entrance to Concourse F. Use the stairs or the glass elevator to reach the mezzanine where you will see the conference center main doors.
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Passengers Departing From Terminal 1-Lindbergh

1. Move through a Security Checkpoint with your boarding pass as if you are leaving for your flight.
2. Once through security, proceed to the entrance to Concourse F.
3. The Airport Conference Center is located on the Mezzanine Level near the entrance to Concourse F. Use the stairs or the glass elevator to reach the mezzanine where you will see the conference center main doors.

CATERING MENU

We are renowned for our use of fresh, high-quality ingredients, our attention to dietary needs, and our made-from-scratch recipes. As the saying goes, "there's no such thing as a free lunch," but ours are surprisingly affordable at less than \$20 per plate.

Breakfast Buffets

Continental

Muffin, bagel, or pastry and select fresh fruit served with freshly brewed coffee (regular and decaf), assorted juices, hot tea, and hot chocolate.

\$10.95

California Breakfast

Fresh pineapple slices and seasonal berries. Assorted toast selection with avocado spread, a selection of fine cheeses and hard-boiled eggs. Paired with freshly brewed coffee (regular and decaf), assorted juices, hot tea, and hot chocolate.

\$16.95



American Breakfast *(Minimum order of 4.)*

Fluffy scrambled eggs served with sausage, bacon, roasted potatoes, assorted petite pastries, and fresh fruit assortment. Paired with freshly brewed coffee (regular and decaf), assorted juices, hot tea, and hot chocolate.

\$18.95

Build Your Own Breakfast

\$19.95 *(Minimum order of 10.)*

Choose Any 2

- Scrambled Eggs
- Hard Boiled Eggs
- Seasonal Vegetable Scramble
- Florentine Frittata
- Oatmeal with Milk, Brown Sugar and pecans
- Bacon (1 slice)
- Sausage (2 pieces)
- Apple Gouda Chicken Sausage
- Smoked Salmon

Choose Any 3

- Roasted Potatoes
- Roasted Sweet Potatoes
- Roasted Breakfast Vegetables
- Cheesy Grits
- Assorted Mini Bakery Tray
- Pickled Herring with Crackers
- Marinated Vegetable Salad
- Fresh Cut Fruit
- Strawberry Spinach Salad
- Whole Fruit
- Toast with Butter, Peanut Butter and Jelly
- Juice
- Cheese (shredded or sliced)
- Yogurt

Breakfast Ala Carte

Oatmeal served with pecans, milk and brown sugar
(Minimum order of 10.) **\$5.95** per person

House-Made Maple Cherry Granola with Yogurt **\$5.95** per person

Assorted Muffins, Bagels, or Pastries with accompaniments **\$24.00** per dozen

Seasonal Fresh Fruit Tray (Serves 8) **\$35.00** each

Whole Fruit, Granola Bars, or Yogurt **\$2.00** per piece

Scrambled Eggs *(Minimum order of 4.)* **\$4.00** per person

Farmers Market Scramble *(Minimum order of 4.)*

Scrambled eggs tossed with seasonal roasted vegetables and shredded cheddar on the side **\$7.00** per person

Bacon or Sausage **\$4.00** per person

Hard Boiled Eggs **\$2.00** per person

Lunch Menu Buffets

(one option for the entire group, minimums may apply)

Build-Your-Own Sandwich with Salad *(Soup option available.)* Assorted gourmet deli meats of roast beef, Black Forest ham, and roasted turkey breast. Accompanied by select cheese slices, sliced breads, lettuce, tomatoes, and condiments. Sweets assortment included.

Please choose two salads from the list below.

\$17.95

Salad Selections:

Roasted Potato Salad
Parmesan Pasta Salad
Marinated Vegetable Salad
Fresh Fruit Salad
Mixed Greens Salad

Optional Soup Selections *(add \$2 per person):*

Chicken Poblano Soup
Hearty Vegetable
Potato Leek (vegan)
Creamy Tomato Basil Bisque (vegetarian)
Ask about our Seasonal Offerings

Butternut Squash Ravioli

Ravioli in a savory Alfredo sauce, marinated chicken breast, mixed greens salad, garlic toast and a signature sweet.

\$18.95

Meat Lasagna (minimum order of 6)

Served with a Caesar salad and garlic toast.
Sweets assortment included.

\$18.95

Cheese Ravioli

Ravioli tossed with Sautéed Spinach and marinara sauce.
Served with Caesar salad or mixed green salad, garlic toast and a sweets assortment

\$17.95

Baked Chicken, Three Ways:

1. A marinated chicken breast atop a bed of rice pilaf served with roasted vegetables and a mixed green salad.
Sweets assortment included.

\$17.95 OR

2. A skinless, boneless chicken breast topped with an artichoke tomato au gratin served with roasted potatoes and a mixed green salad. Sweets assortment included.

\$18.95 OR

3. A skinless, boneless chicken breast topped with spinach and mozzarella cheese served with a wild rice blend, mixed green salad. Sweets assortment included.

\$18.95

Taco Bar

Traditional seasoned steak and chicken accompanied with soft-shell tortillas, shredded cheddar cheese, shredded lettuce, fresh diced tomatoes, black olives, sour cream, guacamole, cilantro rice, and vegan seasoned black beans. Served with tortilla chips and salsa.

Sweets assortment included.

\$18.95

Prosciutto-wrapped Chicken with Fig Glaze

(minimum order of 6)

Chicken breast stuffed with herbed goat cheese and figs, wrapped in prosciutto and topped with a fig glaze. Served with a field greens salad, seasonal vegetables, wild rice blend and a signature sweet.

\$19.95

Crispy Lemon Chicken

Crispy corn crumb citrus chicken prepared alongside a lemony garlic garbanzo bean salad, mixed greens salad, seasonal roasted vegetable and a signature sweet.

\$19.95

Herb Roasted Chicken

A savory chicken breast roasted in herbs accompanied by a kale salad tossed with savory polenta croutons, dried cranberries, fresh diced apples and radish slivers, and a seasonal roasted vegetable. Signature sweet served on the side.

\$18.95

South Western Quinoa Stuffed Pepper

Half pepper stuffed with red and white quinoa, black beans, corn, tomatoes, pepper jack, jalapeño, green onion, cilantro, spices, and a hint of lime. Marinated chicken breast on the side, tortilla chips, salsa, garden salad, and signature sweet served on the side. (Variations can be made for dietary restrictions.)

\$18.95

*Ask to see our Seasonal Menu



Individual Salads

Grilled Chicken Caesar Salad

A mix of crisp romaine lettuce and field greens topped with grilled chicken breast and parmesan cheese. Served with artisan bread and creamy caesar dressing on the side. Includes a signature sweet for dessert.

\$13.95



Parisian Salad

Sliced apples, candied walnuts, dried cranberries, red onion, and crumbled gorgonzola over crisp, chopped romaine and field greens. Served with artisan bread and raspberry vinaigrette* on the side. Includes a signature sweet for dessert.

\$14.95

Add chicken for an additional **\$2.00**

Grilled Steak with Field Greens

Seasoned grilled steak served over a bed of field greens with crumbled gorgonzola cheese, red onion, and Roma tomato. Served with artisan bread and balsamic vinaigrette* on the side. Includes a signature sweet for dessert.

\$15.95

Cobb Salad

Seasoned grilled chicken, avocado, blue cheese crumbles, tomato, bacon, and an egg served over a bed of chopped romaine and field greens. Served with artisan bread and blue cheese dressing on the side. Includes a signature sweet for dessert.

\$15.95

*Other salad dressings available upon request.

Classic Boxed Lunches

(No order minimum.)

\$12.95 per box

Choose one sandwich, one bread, and one side.

Sandwich Options

Classic Roasted Turkey

Roasted turkey, cheddar cheese, lettuce and tomatoes.

Roasted Vegetable

Portabella mushrooms, red onion, tomatoes, carrots, zucchini, and yellow squash roasted together in a tomato base. Topped with gorgonzola cheese and rolled in a wrap.

Black Forest Ham

Sliced ham stacked with Swiss cheese, lettuce, and tomatoes.

Roast Beef Sandwich

Hearty roast beef topped with swiss or cheddar cheese, lettuce, and tomatoes.

Roasted Turkey Club

Roasted turkey, bacon, cheddar cheese, lettuce and tomatoes.

Tuna Waldorf

Albacore tuna and walnuts in a creamy sauce with celery and onion. Topped with lettuce, swiss cheese, and apple slices.

Curried Chicken Salad

Diced chicken, bamboo shoots, and golden raisins in a savory curry sauce. Topped with greens and cucumber slices.

Fall Turkey

Roasted turkey served with a cranberry chutney and cheddar cheese.

Bread Options:

Whole wheat, white, multigrain, ciabatta roll, or wrap.

Salad Options:

Parmesan pasta salad, roasted potato salad, or whole fruit *(apple, orange, or banana)*.

OR

Opt for a mixed green salad with balsamic vinaigrette for \$1.00 more per person.

Served with chips and a fresh-baked cookie.
Mayonnaise and mustard on the side.

*Special orders may incur additional charge.



Snacks

Assorted Snack Basket

Contains prepackaged items of chips, pretzels, cookies, granola bars, and miniature chocolates.

\$3.50 per person

Domestic Cheese and Cracker Tray *(Serves 10-12)*

\$35.00

Veggie Tray with Dip *(Serves 12)*

\$35.00

Warm Spiced Mixed Nuts *(Serves 10)*

\$30.00

Soft Pretzels with Flavored Mustards

(Serves 6)

\$18.00 each

Tray of Assorted Cookies

\$16.00 per dozen



Tray of Brownies

\$20.00 per dozen

Whole Fruit, Popcorn, Pretzels, Peanuts, Rice Crispy Bars, and Iced Tea

\$8.00 per person

Assorted Cheeses, Crackers, Fresh Fruit, Chocolate-Chip Cookies, and Lemonade

\$9.00 per person

Fresh Fruit, Vegetables with dip, Assorted Cheeses and Crackers and, Iced Tea

\$9.00 per person

*Specialty Snacks available upon request

Beverages Services

Coffee *(Regular and decaffeinated.)*

Carafe *(serves 4)* **\$7.00**

Airpot *(serves 13)* **\$20.00**

Small urn *(serves 35)* **\$30.00**

Large urn *(serves 55)* **\$45.00**

Assorted sodas and bottled water

Priced per consumption..... **\$2.00** each

Bottled fruit juices

Orange juice, apple juice, cranberry juice,

V8 juice, and pineapple juice..... **\$2.00** each

Iced Tea and Lemonade

Pitcher *(serves 4)* **\$4.50**

Urn *(serves 30)* **\$35.00**

Other specialty beverages available upon request.

Specialty beverages will be charged based on number ordered.

Policies

The Airport Conference Center at MSP does not allow outside food or beverages to be brought into the facility. (Mandatory \$250 cleanup fee applies if violated).

So that we may best serve you, please communicate all food and beverage needs to our staff 48 hours prior to the event.

All consumption of food and beverage must be on site. Removal of food or beverage from the facility is not allowed.

Food and beverage prices are guaranteed for 90 days prior to meeting date.

Please provide the final number of attendees and/or any changes to our staff no later than 48-hours prior to the start of the event.

Full catering charges will apply for no-shows and reservations canceled with less than 48-hours notice.

Changes to your menu items must be made at least 48 hours prior to the start of the meeting.

Performance of this catering menu is contingent upon the ability of management to complete the agreement and is subject to labor troubles, disputes, or strikes; accidents; food, beverage, or other supplies; Acts of God, and other causes beyond management's control.

Nut allergy warning: Please note that any food item we prepare may contain nuts or trace amounts of nuts. Please ask if you have questions.

