



**Music City Center**  
**Communications and Technology**  
**Service Order Form**

Phone: 615-401-1440/ Fax: 615-401-1439  
 Email: orderservices@nashvillemcc.com

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State, Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

**WIFI ACCESS**

The Music City Center offers free WIFI in the public space, full building WIFI access can be purchased through our self service portal on-site.  
 Connect your device to "MCC WIFI" and follow the on screen instructions.

Internet Service	Internet Services	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Internet Service	<b>BRONZE INTERNET PACKAGE</b> Shared bandwidth up to 1.5 Mbps Recommended usage: * Light Web Surfing/Email ** NO Wireless or Wired ROUTERS **		\$ 675.00	\$ 900.00	
	<b>GOLD INTERNET PACKAGE</b> Shared bandwidth up to 10 Mbps Required for: Cyber Cafe (wired)/Social Media Feeds/Multimedia Downloads/Uploads ** NO Wired or Wireless ROUTERS **		\$ 900.00	\$ 1,170.00	
	Additional Devices for Gold Service		\$ 140.00	\$ 200.00	
	<b>PLATINUM INTERNET PACKAGE</b> Connection speeds from 3-10 Mbps or more Required for: Audio/Visual HD Streaming/Interactive Presentation/Demonstration/Accessing Remote Resources/Web Casting ** ROUTERS ALLOWED **				
	Dedicated Internet Service (3 Mbps)		\$ 3,025.00	\$ 4,325.00	
	Dedicated Internet Service (6 Mbps)		\$ 4,950.00	\$ 6,930.00	
	Dedicated Internet Service (10 Mbps)		\$ 6,750.00	\$ 9,450.00	
	Additional Devices for Platinum Service		\$ 140.00	\$ 200.00	
Add'l Services	<b>Additional Services:</b>				
	Fiber Optic Cable Dry Pair		\$ 800.00	\$ 800.00	
	Co-Location(s) Per Device		\$ 500.00	\$ 500.00	
	VLAN Setup and Configuration		\$ 2,500.00	\$ 2,500.00	
	Internal Networking - Room to room, per connection		\$ 250.00	\$ 350.00	
	Network Switch (Tech labor required)		\$ 150.00	\$ 200.00	
	Tech Support/Labor (per hour)		\$ 70.00	\$ 75.00	
<b>Internet Services &amp; Labor Total:</b>					

Telephone Service	Telephone Services (Includes 1 cable drop with an RJ11 jack for the duration of the show):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount	
Telephone Service	Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$ 230.00	\$ 300.00		
	Voice Mail (requires a digital multi line phone set)		\$ 50.00	\$ 75.00		
	Optional Telephone Services - Digital Multi-line Phone Set		\$ 55.00	\$ 75.00		
	Optional Telephone Services - Polycom Conference Speakerphone		\$ 105.00	\$ 150.00		
	Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges.	Yes			No	
	ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695		
<b>Long Distance:</b>			Usage Rate	<b>Amount</b>		
Total Long Distance Charges (per minute Domestic / per minute Int'l.)			\$0.50 / \$3.00			
<b>Telephone &amp; Equipment Sub-Total:</b>						

Miscellaneous	Miscellaneous Equipment Rental (Does NOT include power):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Miscellaneous	Desktop Computer with 17" Flat Panel Monitor for duration of show		\$ 305.00	\$ 400.00	
	Laptop Computer		\$ 350.00	\$ 425.00	
	21" Flat Panel Monitor		\$ 225.00	\$ 250.00	
	Fax Machine		\$ 100.00	\$ 110.00	
	Printer		\$ 125.00	\$ 150.00	
	<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment &amp; Services ONLY</b>				<b>9.50%</b>
<b>Telephone &amp; Equipment Total:</b>					

<b>Comments:</b>	<b>Total Due:</b>
<p><b>Payment, Authorization &amp; Fees:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. <a href="#">TERMS AND CONDITIONS on page 2.</a></p>	
<p><b>MCC USE ONLY</b></p> <p>Installed by _____ Date _____          Confirmation of orders provided upon request</p>	
<p><input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____</p> <p><input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ Exp Date: _____</p> <p>Name on Card: _____ Signature: _____ Date: _____</p>	
<p><b>Service Placement</b></p> <p>For special placement, please fax a drawing and add 1 hour labor.</p> <p><input type="checkbox"/> Island Booth (Middle of Booth)  <input type="checkbox"/> Standard Booth (Back of Booth)</p>	

**Fax To: 615-401-1439    Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**

**Read Terms & Conditions**

# Music City Center Terms and Conditions

## COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

\* PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.

BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS .

- 1. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3. UNLESS OTHERWISE DIRECTED**, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds** in full will be granted (except on special order items\*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (\*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service issues** must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. **F: Internet speeds** are not guaranteed. **G: Power** must be ordered separately. **Price does NOT include power.**
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long distance** telephone service providers for voice services will be MCC's selected provider(s). **E. MCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
- 7. MCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service is** 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be issued one** user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. MCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. MCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by MCC without prior authorization. **C. At no time**, while connected to the MCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
- 12. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 13. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
- 14. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17. PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
- 18. PAYMENT AUTHORIZATION & FEES:** Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or fax.
- 19. CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.

*The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.*



# Music City Center Booth Security Guard

Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Order Request information:** *Be sure to schedule maximum hours needed. 4.0 hour minimum "From" should be 30 minutes prior to post*

Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_  
 Date \_\_\_\_\_, From \_\_\_\_\_ To \_\_\_\_\_ = Total Hours \_\_\_\_\_

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		\$20.00	\$35.00	\$
Supervisor (Quantity = total hours)		\$25.00	\$38.00	\$
Metro Police Officers (Quantity = total hours)		\$45.00	\$68.00	\$

**Note:** Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.

**Additional Terms:** 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed. 5. Guards will not remain longer than scheduled.

**Total Due:** \$

**Post Instructions:**

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

**For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.**

**Payment, Authorization & Fees:** *Your signature on this form serves as acceptance of the Terms, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Hours will not be extended without payment in advance.*

Company check or US Bank money order in the amount of \$ \_\_\_\_\_

Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp Date: \_\_\_\_\_ / \_\_\_\_\_

Card Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Make check payable to:</b>	
<b>Music City Center</b>	
MCC Use Only	
Installed by _____	Date _____
Confirmation of orders provided upon request.	

**Fax To: 615-401-1439 Mail To: Music City Center, Service Representative, 201 Fifth Avenue South, Nashville, TN 37203**



# Music City Center

## Natural Gas, Compressed Air, Water, & Drain Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439  
Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)  
or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Ordered By: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$130	\$175	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$100	\$125	\$
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	\$

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection (Drain not included) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$125	\$150	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$60	\$90	\$
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	\$

Water line size: \_\_\_\_\_. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Drain: (Price based on 1" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$95	\$115	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$45	\$65	\$
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	\$

Drain line size: \_\_\_\_\_.

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for one time fill and drain (Up to 500 gallons maximum) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$175	\$225	\$
Each additional 1000 gallons <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$55	\$100	\$

Natural Gas: 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	QTY	Advance Rate <small>(if received 14 days prior)</small>	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$275	\$300	\$
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$200	\$225	\$

<b>Connections Sub-Total:</b>	<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>	<b>9.50%</b>
<b>Connections Total:</b>	<b>\$</b>

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate <small>(if received 14 days prior)</small>	Floor Rate	Amount
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$60	\$75	\$
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120	\$
Holidays		\$120	\$150	\$
		<b>Labor Total:</b>		<b>\$</b>

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections.**

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact <a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> for current order terms.</p>	<table border="1" style="width: 100%;"> <tr> <td style="font-size: 1.2em;"><b>Total Due:</b></td> <td style="font-size: 1.2em;"><b>\$</b></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 0.8em;">MCC USE ONLY</td> </tr> </table>	<b>Total Due:</b>	<b>\$</b>	MCC USE ONLY	
<b>Total Due:</b>	<b>\$</b>				
MCC USE ONLY					

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____	<b>Make check payable to:</b> <b>Music City Center</b>	Installed by _____ Date _____ Confirmation of orders provided upon request
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____  Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____  Card Name: _____ Signature: _____ Date: _____	<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor. <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	

## **Music City Center Terms and Conditions of Utility Services**

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.  
BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from MCC staff. However, all service connections to such equipment must be made by MCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
8. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to MCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
20. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



# Music City Center

## Rigging

Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Email: orderservices@nashvillemcc.com

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? <small>(*power requires a separate electrical services order form)</small>					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

Check here if you are requesting an exclusive crew.

Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Requested Removal Date/Time: \_\_\_\_\_ / \_\_\_\_\_

### Insert Drawing, Picture, or Rendering

(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote
--------------------------------	-----------------------------	-----------------------

<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	<p style="text-align:center"><b>Advanced Rate</b> (if paid 14 days prior to event)</p> <table border="1" style="width:100%"> <tr> <th colspan="2">Floor Order</th> </tr> <tr> <td>8 AM-5 PM Rigging Labor*</td> <td>\$69/hour    \$90/hour</td> </tr> <tr> <td>5 PM-12 AM Rigging Labor*</td> <td>\$104/hour    \$130/hour</td> </tr> <tr> <td>12 AM-8 AM Rigging Labor*</td> <td>\$138/hour    \$180/hour</td> </tr> <tr> <td>Daily Lift Rental</td> <td>\$300/day</td> </tr> <tr> <td>Weekly Lift Rental</td> <td>\$900/week</td> </tr> </table> <p><small>*All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work</small></p>	Floor Order		8 AM-5 PM Rigging Labor*	\$69/hour    \$90/hour	5 PM-12 AM Rigging Labor*	\$104/hour    \$130/hour	12 AM-8 AM Rigging Labor*	\$138/hour    \$180/hour	Daily Lift Rental	\$300/day	Weekly Lift Rental	\$900/week	<div style="border: 1px solid black; padding: 2px; text-align: center; width: fit-content; margin-bottom: 10px;">FOR OFFICE USE ONLY</div> <table border="1" style="width:100%"> <tr> <td rowspan="6" style="width:30%; text-align: center;"><b>Advanced Rate</b> (if paid 14 days prior to event)</td> <td style="width:30%; text-align: center;"><b>Lift Rental:</b></td> <td style="width:40%;"></td> </tr> <tr> <td style="text-align: center;"><b>Equipment Rental:</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Sub-total:</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Sales Tax+CBID Fee 9.50%:</b> (Lift and Equipment Rental)</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Hourly Labor:</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><b>Miscellaneous:</b></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Maximum Quote Total:</b></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Final Billing Amount:</b></td> <td></td> </tr> </table>	<b>Advanced Rate</b> (if paid 14 days prior to event)	<b>Lift Rental:</b>		<b>Equipment Rental:</b>		<b>Sub-total:</b>		<b>Sales Tax+CBID Fee 9.50%:</b> (Lift and Equipment Rental)		<b>Hourly Labor:</b>		<b>Miscellaneous:</b>		<b>Maximum Quote Total:</b>			<b>Final Billing Amount:</b>		
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<b>Final Billing Amount:</b>																																	

Quote Provided By _____	Date _____	
Client Signature _____	Date _____	

**Payment, Authorization & Fees:** Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.

Company check or US Bank money order in the amount of \$ \_\_\_\_\_

Credit Card: American Express \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Make check payable to:**  
**Music City Center**  
MCC USE ONLY

Installed by \_\_\_\_\_ Date \_\_\_\_\_  
Confirmation of orders provided upon request

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services.
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 5 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on a holiday will be billed at double time. (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- 16 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.
- 20 Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the [MCCRigging.com](http://MCCRigging.com), Resources page for additional details and information.



# Music City Center

## Electrical

### Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439

Order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)

or complete this form and submit via fax or mail.

**Payment must be received 14 days prior to 1st move in date to receive Advanced Rate.**

Name of Event: _____		Event Date: _____		Booth/Room: _____	
Company Name: _____		Ordered By: _____			
Address: _____		City, State, Zip: _____			
E-mail: _____		Phone: _____		Fax: _____	

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$85	\$110	\$
501 - 1000 Watts (10 amps, single outlet)		\$95	\$125	\$
1001 - 1500 Watts (15 amps, single outlet)		\$105	\$150	\$
1501 - 2000 Watts (20 amps, single outlet)		\$120	\$175	\$
<b>Sub-Total Connections</b>			<b>Sub-Total: \$</b>	
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50% \$</b>	
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50% \$</b>	
<i>Special Placement Labor (1 hr)</i>		<i>See Labor Rate Schedule Below</i>		\$
<b>120V Standard Total</b>			<b>\$</b>	

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
<b>Sub-Total Miscellaneous</b>			<b>Sub-Total: \$</b>	
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50% \$</b>	
<b>Miscellaneous Total</b>			<b>\$</b>	

**Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)**

208V Single Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$165	\$260	\$
20 amps: <input type="checkbox"/> neutral required?		\$185	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$265	\$425	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
50 amps: <input type="checkbox"/> neutral required?		\$425	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$425	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total: \$</b>	
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50% \$</b>	
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50% \$</b>	
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Single Phase Total</b>			<b>\$</b>	

208V Three Phase Connections: <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$205	\$300	\$
20 amps: <input type="checkbox"/> neutral required?		\$225	\$335	\$
30 amps: <input type="checkbox"/> neutral required?		\$305	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$415	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1,000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,305	\$1,900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,605	\$3,500	\$
<b>Sub-Total Connections</b>			<b>Sub-Total: \$</b>	
<i>For 24 Hour Power, Add 50% to Connections</i>			<b>Add 50% \$</b>	
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50% \$</b>	
Total Labor (2 x Connection Subtotal)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>208V Three Phase Total</b>			<b>\$</b>	

480V Please call Service Representative for Quote. 615-401-1440 <small>Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)</small>				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50% \$</b>	
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>			<b>9.50% \$</b>	
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
<b>480V Total</b>			<b>\$</b>	

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
<b>TOTAL DUE:</b>	<b>\$</b>

HOURLY LABOR RATE SCHEDULE:		Advance Rate (if Rcvd 14 days prior)	Floor Order
<small>Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.</small>			
Monday - Friday: 8:00 a.m. - 5:00 p.m.		\$60	\$75
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$90	\$120
Holidays		\$120	\$150

<p><b>Payment, Authorization &amp; Fee Acceptance:</b> Your signature on this form serves as acceptance of the Terms and Conditions, and authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The Music City Center offers Visa, MasterCard, Discover &amp; American Express as credit card payment options via mail or phone. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact <a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> for current order terms.</p>		MCC Use Only	
		Installed by _____ Date _____ Confirmation of orders provided upon request	
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		<b>Make check payable to:</b> <b>Music City Center</b>	
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ Exp. Date: _____ Card Name: _____ Signature: _____ Date: _____			
		<b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	



# Music City Center Terms and Conditions of Electrical Services

## Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle; 208 Volt, A.C., Single Phase, 60 Cycle  
208 Volt, S.C., Three Phase, 60 Cycle; 480 Volt, A.C. Three Phase, 60 Cycle

**\*PLEASE READ THESE TERMS AND CONDITIONS COMPLETELY.**

**BY PROVIDING AN AUTHORIZED SIGNATURE ON THE FRONT OF THIS SERVICE ORDER FORM,  
YOU ARE AGREEING TO THE FOLLOWING TERMS AND CONDITIONS.**

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an MCC electrician. However, all service connections and overload protection to such equipment must be made by an MCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of the first move-in day and will incur additional charges.
5. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Special placement adds 1 hour labor charge. Changes in placement will have additional labor charges.
7. To receive advance rates, the order and complete payment must be received by the Music City Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the Music City Center and shall be removed by Music City Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any MCC supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for MCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, MCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Music City Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by MCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to MCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the MCC to charge the credit card provided for payment of services ordered. The Music City Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone.
26. **CBID Fee:** Starting January 1, 2014, a 0.25% fee must be collected on sales of goods or services inside the Central Business Improvement District that are subject to sales tax. The Music City Center resides in that district.



Music City Center Audiovisual  
 201 Fifth Avenue, South, Nashville, TN 37203  
 Phone: 615.401.1328; email: MCCA@nashvillemcc.com

DISPLAY EQUIPMENT	QTY	DAILY RATE	AUDIO EQUIPMENT	QTY	DAILY RATE
20" LCD Monitor		\$125.00	12 Input Mixer (4 Mic/4 Stereo)		\$100.00
24" LCD Monitor (16:9)		\$200.00	14 Input Mixer (6 Mic/4 Stereo)		\$110.00
32" LCD Monitor w/roll cart (16:9)		\$250.00	CD Player w/ Auto Repeat		\$65.00
42" LCD Monitor (16:9)*		\$350.00	Computer Audio Interface		\$20.00
47" LCD Monitor(16:9)*		\$400.00	Wired Mic (Handheld/Podium)		\$45.00
50" Monitor (16:9)*		\$475.00	Wired Mic (Lavalier)		\$45.00
60" Monitor (16:9)*		\$700.00	Wireless Mic (Handheld)		\$150.00
103" HD Plasma Monitor (16:9)		Please Call	Wireless Mic (Lavalier)		\$150.00
LED Display/Wall		Please Call	Wireless Mic (Headset)		\$200.00
*Price includes 6' floor stand and attached speakers			Small Sound System**		\$300.00
			Audio Patch		\$100.00

**Rigging Truss & Motor Rentals** Please Call **\*\*Price includes floor stand & 4-input mixer**

VIDEO/MISCELLANEOUS AV	QTY	DAILY RATE	SCREENS	QTY	DAILY RATE
Flipchart Package		\$50.00	5' x 7' Pull-up Screen		\$35.00
DVD Player w/ Auto Repeat		\$50.00	8' x 8' Tripod Screen		\$50.00
LCD Support Package		\$25.00	7.5' x 10' Front Screen w/ Dress Kit (4:3)		\$200.00
LCD Projector (4000 lumens)		\$400.00	9' x 12' Front Screen w/ Dress Kit (4:3)		\$250.00
LCD Projector (5000 lumens)		\$550.00	5.75' x 10' Front Screen w/ Dress Kit (16:9)		\$300.00
Laptop/Desktop Computer Package		Please Call	7.5' x 13' Front Screen w/ Dress Kit (16:9)		\$365.00

DELIVERY INFORMATION					ORDER TOTAL INFORMATION		
Show Name:					1 - Equipment Total		\$
Booth/Room #:					2 - Total Number of Show Days		
Delivery Date:	Time:	8a-12p	12p-3p	3p-6p	3 - Subtotal (line 1 x 2)		\$
Pick-Up Date:	Time:				4 - Sales Tax 9.50% (line 3 x .095)		\$
Onsite Contact:					5 - Delivery/Set-up Fee (25% of line 3. \$100min)		\$
Onsite Contact Cell #:					6 - Total Amount Due (line 3+4+5)		\$

**NOTES:**

COMPANY / CUSTOMER INFORMATION
Company Name:
Employee Name:
Phone:
Billing Address:
City, State, Zip:
Email Address:

**PAYMENT INFORMATION**

My signature below confirms my understanding of the following:

- Music City Center AV, (provided by LMG, Inc.)** accepts payment using major credit cards. There is a convenience fee associated with this service. **The convenience fee is 3%.** Convenience fee does not apply if payment is made in the form of electronic funds
- I am aware that this form will be kept on file.
- The signed charge slip may be used for payment of rental charge.
- I agree to supply a copy of my credit card (front & back), and of my valid driver's license.  
*(Orders cannot be processed without copy of credit card and driver's license)*

Check Enclosed\*: \_\_\_\_\_ **(Please make payable to LMG, Inc.) \*Payment is due in advance of equipment delivery**  
 Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Cardholder: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**CARDHOLDER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_**

**Additional Services :**

*This order form lists some of our basic audio visual equipment and services. If you do not see what you need on this form, please call (615-405-1325) for assistance. LMG maintains one of the largest inventories in the United States. LMG invests in a full line of high-end video, audio, lighting, and audio visual equipment to handle all your needs. Call an LMG representative today for a detailed quote for your next event.*

**Important Additional Information**

- ❖ Payment is due in advance via check or major credit card.
- ❖ Prices are based upon standard configurations or set-up's.
- ❖ Additional labor charge may apply for custom configurations.
- ❖ You will receive a faxed/emailed confirmation of your order.
- ❖ On site cancellations will result in a minimum one-day charge.
- ❖ You will be billed directly for any applicable house charges.

## TERMS & CONDITIONS

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**NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

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**RENTAL AGREEMENT** - All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that RENTER is renting LMG equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to LMG in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify LMG of any damage to the rental equipment, and RENTER hereby agrees to be billed for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other exhibiting parties other than the named RENTER without prior consent of LMG in each instance.

**CANCELLATIONS** - Cancellation of equipment rental and services must be received by the deadline date to avoid minimum charges on equipment. If equipment and services have been provided at time of cancellation, minimum charges will apply.

**PAYMENT TERMS** - Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LMG except where specifically identified as a sale. It is the RENTER'S responsibility to advise our Exhibit Service personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit.

If you are exempt from payment of sales tax, LMG requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless RENTER is rebilling these charges to its customers. For International exhibitors, LMG requires 100% prepayment of advance orders, and any orders and services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the **LAWS OF THE STATE OF TENNESSEE**. In the event of any dispute between the RENTER and LMG relative to any loss, damage, or claim, such RENTER shall not be entitled to and shall not withhold payment, or any partial payment, due to LMG for its services, as an offset against the amount of any alleged loss or damage. Any claims against LMG shall be considered a separate transaction, and shall be resolved on its own merits. LMG reserves the right to charge RENTER for the difference between the RENTER'S estimate of charges and the actual charges incurred by RENTER, or for any charges that LMG may be obligated to pay on behalf of RENTER, including without limitation, any shipping charges.

**UNPAID BALANCES** - Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in **Nashville Tennessee** upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LMG shall be either applied to reduce the principal unpaid balance or refunded to the payer.