

# Electrical Order Form

Order online at

<https://www.nashvillemmc.com/exhibitors>

or complete this form and submit with payment via mail.

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

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

120V Standard Electrical Outlets	QTY	*Advance Rate	Floor Order	Amount
0-500 Watts (5 amps, single outlet)		\$87	\$120	\$
501-1000 Watts (10 amps, single outlet)		\$100	\$145	\$
1001-1500 Watts (15 amps, single outlet)		\$110	\$160	\$
1501-2000 Watts (20 amps, single outlet)		\$120	\$175	\$
<b>Connections Subtotal</b>			<b>Subtotal</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Special Placement Labor (1 hr)</b>			See Labor Rate Schedule below	\$
<b>120V Standard Total</b>			<b>Total</b>	\$

Miscellaneous Electrical Supplies	QTY	*Advance Rate	Floor Order	Amount
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$9	\$10	\$
Power Strip (6 outlets)		\$23	\$33	\$
<b>Sub-Total Miscellaneous</b>			<b>Sub-Total:</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Miscellaneous Total</b>			<b>Total</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:	QTY	*Advance Rate	Floor Order	Amount
<b>Labor minimum: 2 hours per drop (1 hour in / 1 hour out)</b>				
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?		\$430	\$690	\$
Add'l 10 amps: <input type="checkbox"/> neutral req'd?		\$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>Connections Subtotal</b>			<b>Subtotal</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor (2 x Connection Subtotal)</b>			See Labor Rate Schedule below	\$
<b>208V Single Phase Total</b>			<b>Total</b>	\$

208V Three Phase Connections:	QTY	*Advance Rate	Floor Order	Amount
<b>Labor minimum: 2 hours per drop (1 hour in / 1 hour out)</b>				
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 req'd?		\$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>Connections Subtotal</b>			<b>Subtotal</b>	\$
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	\$
<b>Sales Tax (9.25%) + CBID Fee (.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor (2 x Connection Subtotal)</b>			See Labor Rate Schedule below	\$
<b>208V Three Phase Total</b>			<b>Total</b>	\$

480V Please call Service Representative for quote 615-401-1440				
Labor minimum: 2 hours per drop (1 hr in/ 1 hr out)				
	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>	\$
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	\$
<b>Total Labor Hours (2 x Connection total)</b>			See Labor Rate Schedule below	\$
<b>480V Total</b>			<b>Total</b>	\$

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

HOURLY LABOR RATE SCHEDULE:			
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.			
	*Advance Rate	Floor Order	
Monday - Friday; 8 a.m. - 5 p.m.	\$60	\$75	
Saturday, Sunday, and after 5 p.m. Monday-Friday	\$90	\$120	
Holidays	\$120	\$150	

<p style="text-align: center;"><b>Service Placement</b></p> <p style="text-align: center;">For special placement, please fax a drawing and add 1 hr labor</p> <p style="text-align: center;"><b>Island Booth</b> (standard placement is middle of booth)</p> <p style="text-align: center;"><b>Standard Booth</b> (standard placement is back of booth)</p>	<p style="text-align: center;">Make check payable to: Music City Center</p> <p style="text-align: center;">Mail to: Exhibitor Services 201 Rep. John Lewis Way, South Nashville, TN 37203</p>
---	---

Your signature on this form serves as acceptance of the Terms and Conditions found on page 2.

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

**Music City Center**  
**Terms and Conditions of Electrical 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, 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 MCC and shall be removed by MCC staff only at the close of show. A replacement fee will be charged to the exhibitor for any supplied equipment removed from the booth.
12. Submission of this order authorizes Music City Center staff 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 does 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. 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 incur additional labor charges.
18. 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.
19. Any requirements over and above those listed on this form should be attached and returned to MCC.
20. Payment in full must be rendered prior to service installation.
21. Credit will not be issued for service installed and not used.
22. Claims will not be considered unless filed by the exhibitor prior to close of show.
23. Prices are subject to change without notice.
24. CBID Fee: Beginning 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.

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

Order online at

<https://www.nashvillemcc.com/exhibitors>

or complete this form and submit with payment via 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: _____	Email: _____
City, State, Zip: _____	Phone: _____ Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate*	Floor Order	Amount
Service charge for 1st Connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$150	\$200	
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$115	\$130	
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 If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.  
 Water line size: \_\_\_\_\_ Pressure may vary. Minimum and maximum pressures cannot be guaranteed. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

Water: Min. pressure, 45 PSI; max. pressure 60 PSI (Prices based on 3/8" to 1/2" line)	QTY	Advance Rate*	Floor Order	Amount
Service charge for 1st Connection (Drain not included) <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$170	\$200	
Each additional connection <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$105	\$120	
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	

Drain: (Price based on 1" line)	QTY	Advance Rate*	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*	Floor Order	Amount
Service charge for one time fill and drain <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum) (Up to 500 gallons maximum)</small>		\$180	\$225	
Each additional 1000 gallons <small>(Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)</small>		\$55	\$100	

Natural Gas: All Service provided overhead.	QTY	Advance Rate*	Floor Order	Amount
1/2" Connection (must order Labor as well)		\$395	\$495	
3/4" Connection (must order Labor as well)		\$730	\$830	
1" Connection (must order Labor as well)		\$1,380	\$1,480	

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2", 3/4", or 1" female pipe thread for gas, air, and water connections.**

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

<b>Connections Sub-Total:</b>		
<b>Connections Total:</b>		

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate*	Floor Order	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	

<p><b>Service Placement</b> For special placement, please fax a drawing and add 1 hr labor</p> <p><b>Island Booth</b> <small>(standard placement is middle of booth)</small></p> <p><b>Standard Booth</b> <small>(standard placement is back of booth)</small></p>	<p><i>Make check payable to:</i> Music City Center <i>Mail to:</i> Exhibitor Services 201 Rep. John Lewis Way, South Nashville, TN 37203</p>	<p style="text-align: center;"><b>Labor Total:</b></p> <p style="text-align: center;"><b>Total Due</b></p> <p style="font-size: small;"><small>Note: Exhibitor must furnish all necessary fittings to connect 1/2", 3/4", or 1" female pipe thread for gas, air, and water connection.</small></p>
--	--	--

Your signature on this form serves as acceptance of the Terms and Conditions found on page 2.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**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 of the first move-in day and may incur additional labor charges.
- 5.The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by MCC'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.
- 7.All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the MCC and shall be removed by MCC staff only at the close of show. A replacement fee will be charged to the exhibitor for any 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.If gas, air and water pressure is critical, MCC recommends that exhibitors arrange to have a pressure regulator installed. No guarantee can be made of minimum and maximum pressure.
- 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", 3/4" or 1" female pipe thread for gas, air, and water connections.
- 12.A detailed booth drawing is required to ensure proper placement of ordered service.
- 13.Submission of this order authorizes Music City Center staff to place hoses, air lines, and gas lines as may be required for distribution to your booth and adjacent booths. Relocation of utilities already installed will require a new order at floor rates.
- 14.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.
- 15.Any requirements over and above those listed on this form should be attached and returned to MCC.
- 16.Service connectors, fittings, and regulators MUST be supplied by the exhibitor.
- 17.Payment in full must be rendered prior to service installation.
- 18.Credit will not be issued for service installed and not used.
- 19.Claims will not be considered unless filed by the exhibitor prior to close of show.
- 20.Prices are subject to change without notice.
21. CBID Fee: Beginning 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.

2021