



Electrical Order Form

Order online at

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

or complete this form and submit with check payment via mail.

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

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

120V Standard Electrical Outlets	QTY	*Advance Rate	Floor Order	Amount	Miscellaneous Electrical Supplies	QTY	*Advance Rate	Floor Order	Amount
1501-2000 Watts (20 amps, single outlet)		\$125	\$180	\$	25' Extension Cords		\$20	\$25	\$
Connections Subtotal					Subtotal				\$
For 24 Hour Power, Add 50% to Connections					Add 50%				\$
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY					9.75%				\$
Special Placement Labor (1 hr)				See Labor Rate Schedule below					\$
120V Standard Total					Miscellaneous Total				\$
Total				\$	Total				\$

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
Labor minimum: 2 hours per drop (1 hour in / 1 hour out)				
20 amps: <input type="checkbox"/> neutral required?		\$220	\$300	\$
40 amps: <input type="checkbox"/> neutral required?		\$375	\$550	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$690	\$
100 amps: <input type="checkbox"/> neutral required?		\$550	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1,100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1,100	\$1,500	\$
Connections Subtotal				Subtotal
For 24 Hour Power, Add 50% to Connections				Add 50%
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY				9.75%
Total Labor (2 x Connection Subtotal)				See Labor Rate Schedule below
208V Single Phase Total				Total

208V Three Phase Connections:	QTY	*Advance Rate	Floor Order	Amount
Labor minimum: 2 hours per drop (1 hour in / 1 hour out)				
20 amps: <input type="checkbox"/> neutral required?		\$230	\$335	\$
40 amps: <input type="checkbox"/> neutral required?		\$385	\$600	\$
60 amps: <input type="checkbox"/> neutral required?		\$465	\$825	\$
100 amps: <input type="checkbox"/> neutral required?		\$710	\$1,005	\$
200 amps: <input type="checkbox"/> neutral required?		\$1,310	\$1,905	\$
400 amps: <input type="checkbox"/> neutral required?		\$2,610	\$3,505	\$
Connections Subtotal				Subtotal
For 24 Hour Power, Add 50% to Connections				Add 50%
Sales Tax (9.25%) + CBID Fee (.5%) Charged on Connections ONLY				9.75%
Total Labor (2 x Connection Subtotal)				See Labor Rate Schedule below
208V Three Phase Total				Total

480V Please call Service Representative for quote 615-401-1440 <small>Labor minimum: 2 hours per drop (1 hr in/ 1 hr out)</small>				
QTY	AMPS	Rate	Amount	
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral				
For 24 Hour Power, Add 50% to Connections				
Sales Tax (9.25%) + CBID Fee (0.5%) Charged on Connections ONLY				
9.75%				
Total Labor Hours (2 x Connection total)				
See Labor Rate Schedule below				
480V Total				
Total				

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

HOURLY LABOR RATE:	Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.	*Advance Rate	Floor Order
Engineering Labor		\$70	\$100

<p>Service Placement For special placement, please fax a drawing and add 1 hr labor</p> <p>Island Booth <small>(standard placement is middle of booth)</small></p> <p>Standard Booth <small>(standard placement is back of booth)</small></p>	<p>Make check payable to: Music City Center</p> <p>Mail to: Exhibitor Services 201 Rep. John Lewis Way, South Nashville, TN 37203</p>
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Your signature on this form serves as acceptance of the Terms and Conditions found on page 2-3.

Name: _____ Date: _____

Signature: _____



Music City Center Terms and Conditions

**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.

General Terms & Conditions:

1. Rates are subject to change without notice.
2. To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
3. Payment in full must be rendered prior to service installation.
4. Services installed but not used will not be refunded.
5. 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.
6. Tax exempt forms will not be honored for refunds unless presented onsite before the end of the show.
7. Resale tax exemption forms are not accepted for exhibitor services.
8. Rates for connections include bringing one service connection to the booth in the most convenient manner for MCC staff and does not include connecting equipment or wiring.
9. A detailed booth drawing is required to ensure proper placement of ordered service if special placement is needed.
10. Any requirements over and above those listed here should be sent to orderservices@nashvillemcc.com.
11. 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.

Utility Services Terms & Conditions:

1. All exhibitor equipment must comply with the National Electrical Code, Southern Building Code and/or all federal, state, and local safety codes as applicable.
2. If equipment requires specific voltage/amperage not shown on the ordering site, contact us at orderservices@nashvillemcc.com for additional options and a quote.
3. The Music City Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than MCC staff shall make electrical, air, water, gas or drain connections.
4. 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.
5. 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.
6. The Music City Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Music City Center's engineering supervisors.
7. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.



8. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
9. 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.
10. 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.
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. 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.
13. Submission of this order authorizes Music City Center staff to cut floor coverings as may be required to install service.
14. 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.
15. Exhibitors must furnish all 208V and 480V male and female plugs.
16. Submission of 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.
17. Obstructions blocking utility floor pockets, water, air, or gas lines, 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.
18. Service connectors, fittings, and regulators MUST be supplied by the exhibitor.
19. If your equipment requires specific voltage/ampereage not shown in this list contact us at orderservices@nashvillemcc.com for additional options and a quote.