



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 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: _____
 Email: _____ Phone: _____
 Fax: _____

Compressed Air: 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	QTY	Advance Rate (if received 14 days prior)	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 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.

Water: Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" too 1/2" line)	QTY	Advance Rate (if received 14 days prior)	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	\$

Drain: (Price based on 1" line)	QTY	Advance Rate (if received 14 days prior)	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	\$

One Time Water Fill including Drain (applicable labor will apply):	QTY	Advance Rate (if received 14 days prior)	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: All Service provided overhead.	QTY	Advance Rate (if received 14 days prior)	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)		\$1380	\$1480	\$

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

Labor: Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	Hours	Advance Rate (if received 14 days prior)	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	\$
Labor Total:				\$

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.

Payment, Authorization & Fee Acceptance: 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. TERMS AND CONDITIONS on page 2. Should TERMS AND CONDITIONS not be attached please contact orderservices@nashvillemcc.com for current order terms.

Total Due:	\$
MCC USE ONLY	

Company check or US Bank money order in the amount of \$ _____	Make check payable to : Music City Center	Installed by _____ Date _____ Confirmation of orders provided upon request
Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ Exp. Date: _____ CVC: _____ Card Name: _____ Signature: _____ Date: _____	Service Placement For special placement, please fax a drawing and add 1 hour labor. Island Booth (Middle of Booth) 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 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" 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 what is 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. Your signature on this form authorizes the MCC to charge the credit card provided for payment of services ordered on this form. The MCC offers Visa, MasterCard, Discover, & American Express as credit card payment options via mail or phone.
22. **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.