

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.