



# 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: \_\_\_\_\_

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>	<b>\$</b>
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	<b>\$</b>
Special Placement Labor (1 hr)		See Labor Rate Schedule Below		\$
<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>	<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	<b>\$</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?		\$430	\$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>	<b>\$</b>
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	<b>\$</b>
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule Below	\$	\$
<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>	<b>\$</b>
<b>For 24 Hour Power, Add 50% to Connections</b>			<b>Add 50%</b>	<b>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	<b>\$</b>
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
<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
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>\$</b>
<b>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</b>			<b>9.50%</b>	<b>\$</b>
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule Below	\$	\$
<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
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.			
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

**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](mailto:orderservices@nashvillemcc.com) for current order terms.

MCC Use Only

Installed by \_\_\_\_\_ Date \_\_\_\_\_

Confirmation of orders provided upon request

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

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

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

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

**Make check payable to:**  
**Music City Center**

**Service Placement**

For special placement, please fax a drawing and add 1 hour labor

Island Booth (Middle of Booth)

Standard Booth (Back of Booth)

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

# 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.