



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/TEG 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/TEG staff. However, all service connections to such equipment must be made by MCC/TEG 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/TEG's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by The Expo Group by April 8, 2024.
7. All material and equipment furnished by the Music City Center for the service ordered shall remain the property of the MCC/TEG and shall be removed by MCC/TEG 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/TEG 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/TEG 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/TEG 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/TEG.
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/TEG to charge the credit card provided for payment of services ordered on this form. The MCC/TEG offers Visa, MasterCard, Discover, & American Express as credit card payment options via mail or phone.

**Air and
Water
Tips**

1. If Gas, Air and Water pressure is critical, MCC/TEG recommends exhibitors arrange to have a pressure regulator installed. No guarantee can be made of minimum and maximum pressure otherwise.
2. Exhibitors must furnish all necessary fittings to connect to 1/2", 3/4" or 1" female pipe thread for gas, air and water connections.
3. Please provide a detailed floorplan indicating locations of all items ordered
4. Please make sure all floorplans indicate booth orientation.
5. If you would like to preschedule your fill and drain labor, please indicate the date and time on the order form.



- To help exhibitors with predictive budgeting for their booth expenses, The Expo Group has made ordering Electrical and Air/Water easier. Instead of ordering the outlets you require and then guessing what the costs might be for labor and materials to install those outlets, we have combined everything into one rate. The rates listed below include the outlet **AND** all installation/dismantle labor required for the outlet **AND** any materials such as extra line in the cost of the outlet. One charge for everything. The only additional charge you might have would be extensive connection labor for your machines and changes to outlet placement onsite. That would be billed separately.
- Air and Water Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for air and water.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at cyberservices.theexpogroup.com

Compressed Air:	QTY	Advance Price	Floor Order	Amount
20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line) for 1st Connection		\$575.00	\$821.50	
Each Additional Connection		\$274.50	\$392.25	
Lines above 1/2" in size (flat fee)		\$ 99.00	\$141.50	
Airline 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:	QTY	Advance Price	Floor Order	Amount
Minimum pressure: 45 PSI, maximum pressure: 60 PSI. (Prices based on 3/8" to 1/2" line) for 1st Connection		\$560.00	\$800.00	
Each Additional Connection		\$295.00	\$421.40	
Lines above 1" in size (flat fee)		\$ 99.00	\$141.50	
Water Line Size: _____ Note: Pressure may vary. No guarantee may be made of minimum and maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.				
Drain:	QTY	Advance Price	Floor Order	Amount
Price based on 1" line for 1st Connection		\$418.00	\$597.00	
Drain Line Size: _____				
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.				

ADDITIONAL INFORMATION

An air and water floor plan must be provided with this order. See Air and Water Service Location form.

Attached
 To Follow *(Must be received by Disc. Deadline for Advance Rate)*
 Standard Location

CALCULATING YOUR TOTAL

Connections Subtotal	_____
Sales Tax (9.25%) & CBID Fee (0.50%) = 9.75%	_____
Late Floorplan Fee (received after 4/30/24)	\$300.00
TOTAL DUE	_____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____



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One Time Water Fill and Drain: (Applicable labor will apply)	QTY	Advance Price	Floor Order	Amount
Service Charge for one time fill and drain (Up to 500 gallons maximum)		\$387.50	\$553.50	
Each Additional 1,000 gallons		\$ 69.00	\$ 98.50	
Natural Gas: (All service provided overhead)	QTY	Advance Price	Floor Order	Amount
1/2" Connection (must order Labor as well)		Call for Quote		
3/4" Connection (must order Labor as well)		Call for Quote		
1" Connection (must order Labor as well)		Call for Quote		

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.

If you would like to preschedule your fill and drain labor, please indicate the date and a window of time.

- a. Fill:
 - i. Date: _____ Time: _____
- a. Drain:
 - i. Date: _____ Time: _____

ADDITIONAL INFORMATION

An air and water floor plan must be provided with this order. See Air and Water Service Location form.

- Attached
- To Follow *(Must be received by Disc. Deadline for Advance Rate)*
- Standard Location

CALCULATING YOUR TOTAL

Subtotal	_____
Sales Tax (9.25%) & CBID Fee (0.50%) = 9.75%	_____
Late Floorplan Fee (received after 4/30/24)	\$300.00
TOTAL DUE	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



Return this information sheet with the Air and Water Service order form.

Please provide the location of the air and/or water connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: _____ x _____

Adjacent Booth # _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
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2																						2
1																						1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Adjacent Booth # _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____