



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; 408 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/TEG'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/TEG electrician. However, all service connections and overload protection to such equipment must be made by an MCC/TEG 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 connections to any exhibitor whose equipment is deemed unsafe by Music City Center's electrical supervisor.
6. **Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of the booth. Special placement or changes in placement will have additional labor charges.**
7. To receive advance rates, the order and complete payment must be received by The Expo Group by April 8, 2024. 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 and 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/TEG supplied equipment removed from the booth.
12. Submissions 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/TEG 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. 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.
18. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitor's expense as may be deemed necessary by MCC/TEG electricians or the Fire Marshal's office.
19. Any requirement over and above what is listed on this form should be attached and returned to The Expo Group.
20. Payment in full must be rendered prior to service installation.
21. Credit will not be issued for service installed and not used.
22. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
23. Prices are subject to change without notice.
24. Your signature on this form authorized the MCC/TEG/TEG to charge the credit card provided for payment of services ordered.
25. 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.

Electrical
Tips

1. All power comes from the ground unless you order it otherwise.
2. Music City Center (MCC/TEG) uses round cords for all electrical drops. If you require flat cords, you must provide your own and MCC/TEG can install them for you. However, you will be charged additional labor (often double the amount for the standard round cords) to do so.
3. Machines should come with their own cord caps and they should be removable. The facility does not have any cord caps for rental.
4. All standard outlets will be laid hot including overhead power for hanging signs. Hard-wired connections (208V or more) will not.
5. If you require a hard-wired connection (208 Volt or more) you are able to preschedule this install service in advance. On your electrical order form you can indicate the date and time for installation. Please also indicate whether or not that connection will need to be hot at that time. If you do not wish to preschedule, please see The Expo Group Service Desk to let us know you are ready for your hard-wired connection to become hot.
6. At the break of the show power will continue to stay on while machines are being powered down. If you would like to preschedule your hard-wired disconnect, please let us know when on your electrical order form.
7. Please make sure to indicate your "Main Drop" location on your floorplan.
8. Please make sure all floorplans indicate orientation.
9. For 120 Volt orders, labor is included if being installed in the most convenient location. For linear booths, this is the back middle of the booth. For island booths, it will be the on top of the most convenient floor pockets to the booth. If you require custom placement, labor and materials will be an additional charge.
10. Exhibitors must furnish all 208V and 480V male and female plugs.
11. If you are bringing new technology such as LED screens, AI, VR and similar or more machinery, consider updating your electrical budget.
12. Machinery must bring their own tails and the MCC/TEG will hardwire to it.
- 13. Orders will NOT be considered without an attached floorplan. You can make edits to the floorplan should you need to, but we are unable to process the order without a corresponding floorplan. After the initial submission, there is a \$100 fee per change.**
- 14. 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.**

Electrical
FAQs

1. Do they turn off power once it's laid?
 - A. Power does not turn off unless requested.
2. If 24-hour power is NOT ordered, but their equipment (lights/machine/sign rotates) are not turned off, do you end up charging for it?
 - A. NO.
3. If a hanging sign requires electrical, what department takes the lead?
 - A. Rigging
4. Will high-voltage items be hard wired?
 - A. 480 power is always a hard wired connection. 208 power may not be.



- 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 extension cords in the cost of the outlet. One charge for everything. The only additional charge you might have would be extensive hard wiring labor for your machines, linear foot cable wiring, and changes to outlet placement onsite. That would be billed separately.
- Electrical 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 electric.
- 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

| 120V Standard Electrical Outlets | Qty | Advance Rate | Floor Order | Amount |
|---|-----|--------------|----------------------|--------|
| 1501-2000 Watts (20 amps, single outlet) | | \$ 299.00 | \$ 427.15 | \$ |
| Sub-Total Connections | | | Sub-Total: \$ | |
| Sales Tax (9.25%)+CBID Fee (0.50%) | | | 9.75% \$ | |
| 120V Standard Total | | | \$ | |

| 208 V Single Phase Connection | Qty | Advance Rate | Floor Order | Amount |
|--|-----|--------------|----------------------|--------|
| 20 amps: <input type="checkbox"/> neutral required? | | \$ 653.30 | \$ 933.30 | \$ |
| 40 amps: <input type="checkbox"/> neutral required? | | \$ 727.00 | \$1,038.60 | \$ |
| 60 amps: <input type="checkbox"/> neutral required? | | \$ 733.95 | \$1,048.50 | \$ |
| 100 amps: <input type="checkbox"/> neutral required? | | \$ 816.50 | \$1,166.40 | \$ |
| Sub-Total Connections | | | Sub-Total: \$ | |
| Sales Tax (9.25%)+CBID Fee (0.50%) | | | 9.75% \$ | |
| 208V Single Phase Total | | | \$ | |

Please see the following page to pre-schedule your hardwire connection.

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See Electrical Service Location form.

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

CALCULATING YOUR TOTAL

| | |
|---|----------|
| 120V Standard Subtotal | _____ |
| 208V Single Phase Subtotal | _____ |
| Late Floorplan Fee (received after 4/30/24) | \$300.00 |
| TOTAL DUE | _____ |

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



Order online at cyberservices.theexpogroup.com

| 208 V Three Phase Connection | Qty | Advance Rate | Floor Order | Amount |
|--|-----|----------------|-------------------|--------|
| 20 amps: <input type="checkbox"/> neutral required? | | \$ 662.00 | \$ 945.70 | \$ |
| 40 amps: <input type="checkbox"/> neutral required? | | \$ 813.50 | \$1,162.15 | \$ |
| 60 amps: <input type="checkbox"/> neutral required? | | \$ 843.60 | \$1,205.15 | \$ |
| 100 amps: <input type="checkbox"/> neutral required? | | \$1,307.95 | \$1,868.50 | \$ |
| Sub-Total Connections | | | Sub-Total: | \$ |
| Sales Tax (9.25%)+CBID Fee (0.50%) | | | 9.75% | \$ |
| 208V Three Phase Total | | | | \$ |
| 480 V Three Phase Connection | | | | |
| Three Phase Neutral | | Call for Quote | Call for Quote | \$ |
| Sub-Total Connections | | | Sub-Total: | \$ |
| Sales Tax (9.25%)+CBID Fee (0.50%) | | | 9.75% | \$ |
| 480V Three Phase Total | | | | |

| Miscellaneous Electrical Supplies (Please indicate how many you will need) | Qty | Advance Rate | Floor Order | Amount |
|--|-----|--------------|-------------|--------|
| 25' Extension Cords | | \$ 0.00 | \$ 0.00 | \$ |
| Triple Tap (3 outlets) | | \$ 0.00 | \$ 0.00 | \$ |
| Power Strip (6 outlets) | | \$ 0.00 | \$ 0.00 | \$ |

- If you require a hard-wired connection (208 Volt or more) you are able to preschedule this install service in advance. Please indicate the date and a window of time for installation.
 Date: _____ Time: _____
 Please also indicate whether or not that connection will need to be hot at that time.
 Yes: _____ No: _____
 If you do not wish to preschedule, please see The Expo Group Service Desk to let us know you are ready for your hard-wired connection to become hot.
- At the break of the show power will continue to stay on while machines are being powered down. If you would like to preschedule your hard-wired disconnect, please let us know the date and a window of time for dismantle.
 Date: _____ Time: _____

ADDITIONAL INFORMATION

An electrical floor plan must be provided with this order. See Electrical Service Location form.

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

CALCULATING YOUR TOTAL

| | |
|---|----------|
| 208V Three Phase Subtotal | _____ |
| 480V Three Phase Subtotal | _____ |
| 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 Electrical Service order form.

Please provide the location of the electrical 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 | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | 20 |
| 19 | | | | | | | | | | | | | | | | | | | | | | 19 |
| 18 | | | | | | | | | | | | | | | | | | | | | | 18 |
| 17 | | | | | | | | | | | | | | | | | | | | | | 17 |
| 16 | | | | | | | | | | | | | | | | | | | | | | 16 |
| 15 | | | | | | | | | | | | | | | | | | | | | | 15 |
| 14 | | | | | | | | | | | | | | | | | | | | | | 14 |
| 13 | | | | | | | | | | | | | | | | | | | | | | 13 |
| Adjacent Booth # _____ | | | | | | | | | | | | | | | | | | | | | | Adjacent Booth # _____ |
| 11 | | | | | | | | | | | | | | | | | | | | | | 11 |
| 10 | | | | | | | | | | | | | | | | | | | | | | 10 |
| 9 | | | | | | | | | | | | | | | | | | | | | | 9 |
| 8 | | | | | | | | | | | | | | | | | | | | | | 8 |
| 7 | | | | | | | | | | | | | | | | | | | | | | 7 |
| 6 | | | | | | | | | | | | | | | | | | | | | | 6 |
| 5 | | | | | | | | | | | | | | | | | | | | | | 5 |
| 4 | | | | | | | | | | | | | | | | | | | | | | 4 |
| 3 | | | | | | | | | | | | | | | | | | | | | | 3 |
| 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: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____