



St. Jude Rock 'n' Roll Nashville
April 26-27, 2018

WELCOME LETTER

Nashville Music City Center, Halls C & D
Nashville, TN

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event.

Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at exhibitorservices@xpertexpo.com. You can also visit us at the show site Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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CRITICAL SHOW INFORMATION

**Nashville Music City Center, Halls C & D
Nashville, TN**

Booth Information

Booth Package Includes:	Pipe and Drape (1) 6' skirted table - Black (2) Side Chairs, (1) Wastebasket Black booth carpet
Aisle Carpet:	N/A

Exhibit Hall Hours

Exhibitor Installation:	Wednesday, April 25, 2018 Thursday, April 26, 2018	10:00 A.M. - 5:00 P.M. 8:00 A.M. - 11:30 A.M.
Show Hours:	Thursday, April 26, 2018 Friday, April 27, 2018	12:00 P.M. - 7:00 P.M. 10:00 A.M. - 7:00 P.M.
Exhibitor Dismantle:	Friday, April 27, 2018	7:01 P.M. - 10:00 P.M.
All Out By:	Friday, April 27, 2018	10:00 P.M.

All carriers must check in no later than 8:00pm on Friday April 27, 2018 for freight pick up

Shipping Information

Advance Warehouse:
All materials shipped in advance to the warehouse must arrive by 4/19/2018

{Your booth name & number}
c/o UPS Freight
45 Teledyne Place
La Vergne, TN 37086

Direct to Show Site
First day direct shipments will be accepted is 4/25/2018

{Your booth name & number}
c/o Xpert Exposition Services
Nashville Music City Center
201 Fifth Avenue South
Halls C & D
Nashville, TN 37203

Important Dates / Deadlines

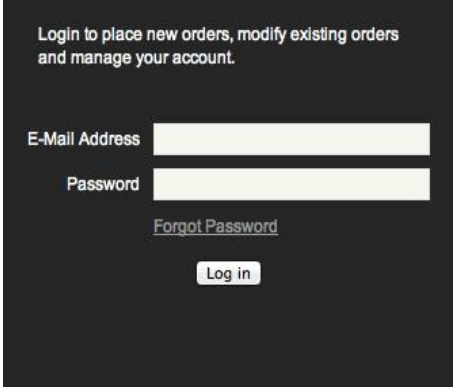
First day advance freight accepted:	3/19/2018
Discount price deadline for booth/furniture	4/5/2018
Last day advance freight accepted	4/19/2018
First day direct freight accepted	4/25/2018

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.



Enter your email address and password here:





Copying and pasting the password is suggested to eliminate errors.

-or-


2. Go to our website at www.xpertexpo.com

Click on  If you are not the main contact provided for the exhibiting booth, please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 or email exhibitorservices@xpertexpo.com for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item



PAYMENT AUTHORIZATION

Exhibiting Company Name _____ Booth Number _____
Contact Person _____ E-Mail _____

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a \$25.00 service charge will be added. **Any amounts not paid within 10 days from the close of the show will be subject to a 30% late fee.**
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

- All Xpert Services Furniture & Carpet Material Handling Booth Cleaning & Porter Service
 Booth Labor Other _____

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number Exp. Date Security Code
[] [] [] [] [] [] [] [] []

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

- All Xpert Services Furniture & Carpet Material Handling Booth Cleaning & Porter Service
 Booth Labor Other _____

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number Exp. Date Security Code
[] [] [] [] [] [] [] [] []

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE



St. Jude Rock 'n' Roll Nashville
April 26-27, 2018

SHIPPING ADDRESSES

Nashville Music City Center, Halls C & D
Nashville, TN

Advance Shipments to Warehouse

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

To: (Exhibiting Company and booth number)

For: **St. Jude Rock 'n' Roll Nashville**

For: **St. Jude Rock 'n' Roll Nashville**

{Your booth name & number}
c/o UPS Freight
45 Teledyne Place
La Vergne, TN 37086

{Your booth name & number}
c/o Xpert Exposition
Nashville Music City Center
201 Fifth Avenue South
Halls C & D
Nashville, TN 37203

Advance shipments are accepted
from 3/19/2018 through 4/19/2018

First day direct shipments **will** be
accepted is 4/25/2018

**Any shipment arriving prior to 4/25/2018
may not be accepted and is subject to
additional handling fees.**

**ADVANCE
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o UPS Freight
45 Teledyne Place
La Vergne, TN 37086

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

A *RUSH*
EXHIBIT MATERIAL

**ADVANCE
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o UPS Freight
45 Teledyne Place
La Vergne, TN 37086

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

A *RUSH*
EXHIBIT MATERIAL

**ADVANCE
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o UPS Freight
45 Teledyne Place
La Vergne, TN 37086

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

A *RUSH*
EXHIBIT MATERIAL

**ADVANCE
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o UPS Freight
45 Teledyne Place
La Vergne, TN 37086

Company Name: _____

Booth Number: _____

Piece # _____ **of** _____

A *RUSH*
EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o Xpert Exposition
Nashville Music City Center
201 Fifth Avenue South
Halls C & D
Nashville, TN 37203

Company Name: _____
Booth Number: _____
Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o Xpert Exposition
Nashville Music City Center
201 Fifth Avenue South
Halls C & D
Nashville, TN 37203

Company Name: _____
Booth Number: _____
Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o Xpert Exposition
Nashville Music City Center
201 Fifth Avenue South
Halls C & D
Nashville, TN 37203

Company Name: _____
Booth Number: _____
Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

St. Jude Rock 'n' Roll Nashville

To: c/o Xpert Exposition
Nashville Music City Center
201 Fifth Avenue South
Halls C & D
Nashville, TN 37203

Company Name: _____
Booth Number: _____
Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of \$225.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

Caddie Cart Load Service is....

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

Caddie Cart Load Service Schedule

Move-In

Wednesday, April 25, 2018 10:00 A.M. - 5:00 P.M.

Thursday, April 26, 2018 8:00 A.M. - 11:30 A.M.

Move-Out

Friday, April 27 2018 7:00 P.M. - 10:00 P.M.

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.

Freight must be less than: 3' high
3' wide
5' long

Cart is 30" x 48".





Vehicle Spotting Form

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____ Phone _____

Batteries must be disconnected and taped
 Fuel tank must have no more than one eighth of a tank of gas
 Fuel tanks must be locked with a locking cover to prevent the escape of vapors
 Vehicles may not be moved during show hours

ROUND-TRIP RATE

DESCRIPTION	RATE
Small Vehicle- Cars or small trucks	\$150.00
Large Vehicles- Trailers, buses, dump trucks, etc.	\$225.00

MOBILE EQUIPMENT ORDER

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	SUBTOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TERMS & CONDITIONS

Total Due _____

Arrangements must be made with Show Management.
 This form must be forwarded to Show Management.
 Vehicles may only be displayed in accordance with local fire regulations.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card
 *(see Order Summary/Payment Authorization Form).



MATERIAL HANDLING AUTHORIZATION

Company Name _____

Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$109.20 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$141.96 per 100 lbs.**
= \$ _____

* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*

**200 lb. minimum

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x \$98.28 per 100 lbs.**
= \$ _____

Crated Additional Handling
Shipment Weight _____ cwt x \$127.76 per 100 lbs.**
= \$ _____

Uncrated Additional Handling
Shipment Weight _____ cwt x \$157.25 per 100 lbs.**
= \$ _____

**200 lb. minimum

Small Packages
First Piece \$50.00 + _____ Additional Pieces @ \$35.00

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

No Additional Surcharges

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE



MATERIAL HANDLING POLICY

Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

Overtime Charges

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



BOOTH LABOR

Discount Price Deadline: 4/5/2018

Company Name

Booth Number

Contact Person

E-Mail

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

ALL ORDERS PLACED AFTER 4/5/2018 WILL BE CHARGED AN ADDITIONAL 30%

LABOR RATES: Straight time \$ 75.60 Overtime: \$ 113.40

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time	# of Laborers	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on installation labor

Dismantle

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on dismantle labor

Total Estimated Costs	\$
------------------------------	-----------

***Xpert Supervision**

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative

Cell Phone Number

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than **4/5/2018**

EAC COMPANY NAME _____

EAC CONTACT NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

TELEPHONE _____ FAX _____ EMAIL _____

Services to be provided

- All Xpert Services
- Furniture & Carpet
- Material Handling
- Booth Cleaning & Porter Service
- Booth Labor
- Other _____

Is this company authorized to order services on your behalf? YES NO

Is this company responsible for charges incurred for the show? YES* NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME _____ SIGNATURE _____ DATE _____

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

PRODUCER
ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: Hartford Insurance Company of Illinois
INSURER B: Aetna Casualty & Surety Company
INSURER C: Travelers Insurance Company
INSURER D: Royal Insurance Company
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 300,000	
	MED EXP (Any one person)				\$ 10,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
	PROPERTY DAMAGE				\$	
(Per accident)						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT	\$1,000,000
					OTHER THAN AUTO ONLY:	\$
						\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation. Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
Xpert Exposition Services 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS	
		AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC	



FORKLIFT LABOR

Discount Price Deadline: 4/5/2018

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATES: Straight time \$ 375.00 Overtime: \$ 487.50

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

ALL ORDERS PLACED AFTER 4/5/2018 WILL BE CHARGED AN ADDITIONAL 30%

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Estimated Costs				\$

Description of Work to be performed: _____

Describe largest piece to be handled:

Weight _____ lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____
NAME

CELL

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



St. Jude Rock 'n' Roll Nashville

April 26-27, 2018

BOOTH CLEANING

Discount Price Deadline: 4/5/2018

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Cleaning

Vacuuming of booth and emptying of wastebaskets once daily at close of show

Booth dimensions	Total area	Discount Price	Standard Price	Daily Price	
_____ x _____	= _____ x _____	\$0.37	or \$0.47	= _____	
		Daily Price	Number of days	= _____	Cleaning Service Total Price
		_____ x _____		= _____	

Porter Service

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	\$130.50	_____	_____
1000 to 1500 sq. ft.	\$150.50	_____	_____
1500 to 2000 sq. ft.	\$170.50	_____	_____
2000 to 2500 sq. ft.	\$190.50	_____	_____
2500 to 3000 sq. ft.	\$210.50	_____	_____
3000 to 3500 sq. ft.	\$230.50	_____	_____
3500 to 4000 sq. ft.	\$250.50	_____	_____
Over 4000 sq. ft.	\$270.50	_____	_____

Total Costs _____



ACCESSIBLE STORAGE DURING SHOW

Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.

Accessible storage is unsecured

Set-Up Fee

There is a one-time set up fee of \$126.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.



**St. Jude Rock 'n' Roll Nashville
April 26-27, 2018**

WAREHOUSE STORAGE

Company Name		Booth Number	
Show Name		Facility	
Contact Person		E-Mail	
Address	City	St	Zip
Phone	Fax		

Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

Storage Rates

Storage: \$7.00 per cwt per month.
(10 CWT or 1000 lbs. minimum)

Transportation: \$10.00 per cwt from show site to the warehouse facility.
\$10.00 per cwt from warehouse facility to Las Vegas.

Handling: \$7.00 per cwt for loading/unloading exhibit materials at the warehouse.
(5 CWT or 500 lb. minimum)

Note: Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact UPS Freight at 800.988.9889 or via email at upsfreighttradeshow@ups.com if you would like to receive a shipping quote. Additional fees also apply for access to or inventory of freight while placed in storage with Xpert.

Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: \$7.00 x _____ CWT x _____ # of months \$ _____
1,000 lb. minimum storage*
Start Date: _____ End Date: _____

Signature _____ Print _____ Date _____

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days



WAREHOUSE STORAGE FAQ

Frequently Asked Questions:

1) *Where will my items be stored?*

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

2) *How should I label my items to be placed in storage?*

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

3) *How should I pack my items to be placed in storage?*

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

4) *What happens if I need to access my storage after the show?*

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

5) *What type of payment do you accept for Storage Service?*

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

6) *Do you offer pro-rated fees or refunds if my Storage dates change?*

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

7) *What happens to my stored items after my Storage Term ends?*

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

8) *Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?*

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

9) *What type of insurance do you offer for stored items in your warehouse?*

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.

FURNITURE & ACCESSORIES



Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Stanchion
(includes 7' retractable cord)



Tripod Easel



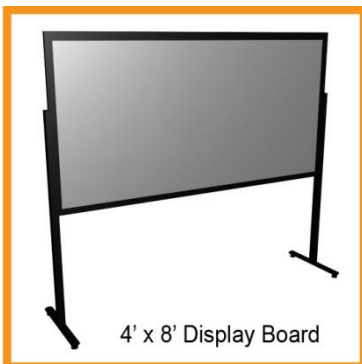
Garment Rack



Raffle Drum



Wastebasket



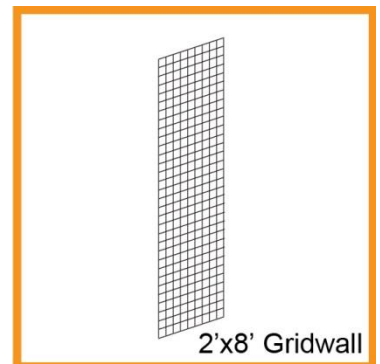
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



St. Jude Rock 'n' Roll Nashville

April 26-27, 2018

STANDARD FURNITURE

Discount Price Deadline: 4/5/2018

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$ 66.00	\$ 86.00	\$ _____
Barstool	_____	\$ 117.00	\$ 151.50	\$ _____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36" x 30" High Conference Table	_____	\$ 227.00	\$ 295.00	\$ _____
36" x 40" High Cocktail Table	_____	\$ 251.00	\$ 326.00	\$ _____

30" Tables

4' x 2' x 30" High Table (un-skirted)	_____	\$ 75.50	\$ 98.50	\$ _____
6' x 2' x 30" High Table (un-skirted)	_____	\$ 99.50	\$ 129.50	\$ _____
8' x 2' x 30" High Table (un-skirted)	_____	\$ 123.50	\$ 160.50	\$ _____

40" Tables

4' x 2' x 40" High Table (un-skirted)	_____	\$ 86.50	\$ 112.50	\$ _____
6' x 2' x 40" High Table (un-skirted)	_____	\$ 114.00	\$ 148.50	\$ _____
8' x 2' x 40" High Table (un-skirted)	_____	\$ 141.50	\$ 184.00	\$ _____
Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6'	_____	\$ 67.50	\$ 87.50	\$ _____

Table skirting

Skirting Colors Black Blue Burgundy Gold Green Red Silver Teal White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30" Table Skirt	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt	_____	\$ 59.00	\$ 76.50	\$ _____
*Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables				
30" Table Skirt - 4 th side coverage for 6' or 8'	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt - 4 th side coverage for 6' or 8'	_____	\$ 59.00	\$ 76.50	\$ _____

Total Costs	\$
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002

exhibitorservices@xpertexpo.com



St. Jude Rock 'n' Roll Nashville

April 26-27, 2018

FURNITURE ACCESSORIES

Discount Price Deadline: 4/5/2018

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	\$ 114.00	\$ 148.50	\$ _____
22" x 28" Chrome Sign Stand	_____	\$ 107.00	\$ 139.00	\$ _____
4' x 8' Display Board	_____	\$ 197.00	\$ 256.00	\$ _____
4' x 8' Peg Board	_____	\$ 197.00	\$ 256.00	\$ _____
2' x 8' Grid Wall	_____	\$ 104.50	\$ 136.00	\$ _____
Grid Wall Feet (set of two)	_____	\$ 25.00	\$ 25.00	\$ _____
Garment Rack	_____	\$ 119.00	\$154.50	\$ _____
Literature Stand	_____	\$ 117.50	\$ 153.00	\$ _____
Raffle Drum	_____	\$ 111.50	\$ 145.00	\$ _____
Stanchion (includes 7' retractable cord)	_____	\$ 87.50	\$ 114.00	\$ _____
Tripod Easel	_____	\$ 44.50	\$ 58.00	\$ _____
8' Upright Pole & Base	_____	\$ 31.50	\$ 40.50	\$ _____
6' – 10' Crossbar	_____	\$ 31.50	\$ 40.50	\$ _____
Wastebasket	_____	\$ 23.00	\$ 29.50	\$ _____

BOOTH DRAPE

Drape Color Black Blue Burgundy Gold Green Red Silver Teal White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	\$ 18.00	\$ 23.50	\$ _____
3' high drape – side rail (per linear foot)	_____	\$ 14.50	\$ 19.00	\$ _____
End Cap	_____	\$ 54.00	\$ 70.50	\$ _____

Total Costs	\$
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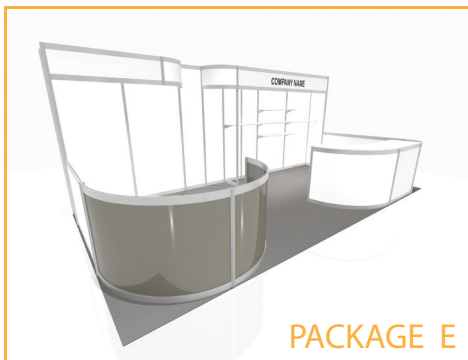
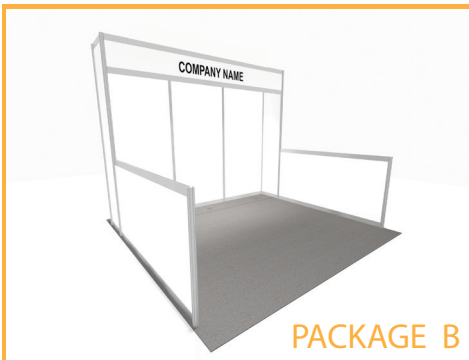
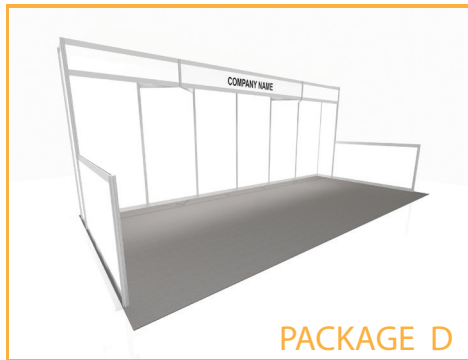
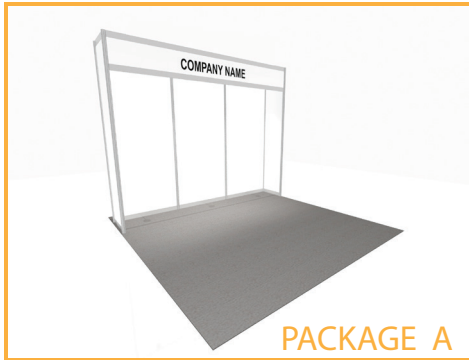
BOOTH RENTAL

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____



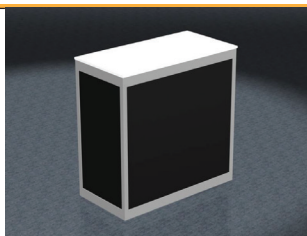
ADD-ON ACCESSORY RENTALS



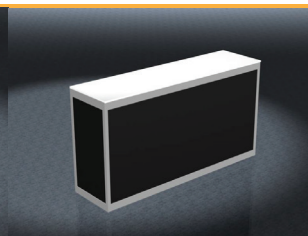
39" X 12" SHELF



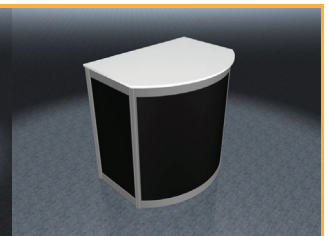
ARMLIGHT



1M COUNTER



2M COUNTER



1M CURVED COUNTER

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exhibitorservices@xpertexpo.com



**St. Jude Rock 'n' Roll Nashville
April 26-27, 2018**

BOOTH RENTAL

Discount Price Deadline: 4/5/2018

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)	\$2098.50	\$2728.00	_____
Package B • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)	\$2855.20	\$3712.00	_____
Package C • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)	\$3190.50	\$4147.50	_____
Package D • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)	\$3989.00	\$5185.50	_____
Package E • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	\$5062.50	\$6581.00	_____
Package F • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included)	\$4914.00	\$6388.00	_____
Package G • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included) • 4 barstools	\$5062.50	\$6581.00	_____
Package H • header sign (not backlit) • standard color carpet (Lighting, electrical labor & power not included) • 4 barstools	\$6154.50	\$8391.00	_____

Total Costs	\$
--------------------	-----------

Header copy:

Text color: Black Blue Red Grey

Panel color: White Black Grey Grey Fabric (Velcro friendly) Black Fabric (Velcro friendly)

Carpet color: Black Blue Bluejay Gray Red Tuxedo

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St. Jude Rock 'n' Roll Nashville

April 26-27, 2018

BOOTH RENTAL ACCESSORIES

Discount Price Deadline: 4/5/2018

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	\$78.00	\$101.50	\$_____
1 meter shelf	_____	\$59.00	\$76.50	\$_____
1 meter counter	_____	\$294.00	\$382.50	\$_____
1 meter curved counter	_____	\$414.00	\$538.50	\$_____
2 meter counter	_____	\$450.00	\$585.00	\$_____
Sliding door lock for counter	_____	\$21.50	\$28.00	\$_____
Total Costs				\$_____

*Arm lights are only able to be utilized with Xpert rental booth packages

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

--	--	--	--	--	--

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exhibitorservices@xpertextpo.com



St. Jude Rock 'n' Roll Nashville

April 26-27, 2018

CUSTOM SIGNAGE

Discount Price Deadline: 4/5/2018

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2" x 11"	_____	\$60.00	\$78.00	\$ _____
7" x 44"	_____	\$78.00	\$102.00	\$ _____
14" x 22"	_____	\$78.00	\$102.00	\$ _____
22" x 28"	_____	\$102.00	\$132.00	\$ _____
28" x 44"	_____	\$204.00	\$264.00	\$ _____
38" x 84" w/base single sided	_____	\$534.00	\$690.00	\$ _____

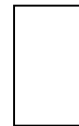
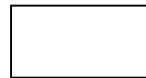
* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	\$11.00	\$14.00	\$ _____

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to exhibitorservices@xpertexpo.com.

Sub Total \$ _____

Add 8.25% Tax \$ _____

Total Costs	\$ _____
--------------------	-----------------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002

exhibitorservices@xpertexpo.com

FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



St. Jude Rock 'n' Roll Nashville

April 26-27, 2018

EXPOSITION SERVICES TERMS & CONDITIONS

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICE in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICE show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICE has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICE or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bas or poly, or improperly packed or labeled materials. XPERT EXPOSITION SERVICE shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. XPERT EXPOSITION SERVICE does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitors' own risk. **XPERT EXPOSITION SERVICE assumes no responsibility or liability for loss or damage to goods in dry/cold storage or accessible storage.**

2. Relative to inbound/outbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICE or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. **Therefore, it is agreed that XPERT EXPOSITION SERVICE and its subcontractors are not responsible or liable for any loss, damage, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth at show site or before they have been picked up for reloading at the conclusion of the event.** Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICE or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to XPERT EXPOSITION SERVICES and the actual count of such items in the booth at the time of pick-up. XPERT EXPOSITION SERVICE is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of Exhibitor's materials.

3. XPERT EXPOSITION SERVICE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICE in time to obtain the proper equipment.

4. Exhibitor shall not hang any articles, merchandise, product, advertisements, or other similar items from XPERT EXPOSITION SERVICE supplied booth materials (this includes but is not limited to XPERT EXPOSITION SERVICE panels or pipe and drape), utilized in Exhibitors own booth set up or in areas occupied by the show organizer or third parties. If Exhibitor does hang any prohibited items, Exhibitor alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such items (s). XPERT EXPOSITION SERVICE shall have no liability for any damages, costs, actions or injuries arising out of Exhibitors failure to comply with this provision.

5. XPERT EXPOSITION SERVICE and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

6. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

7. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or

assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICE and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICE or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

9. XPERT EXPOSITION SERVICE and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills or for bulk shipments (i.e., UPS, Fed Ex, DHL, Air Freight) Such shipments will be delivered to booth without guarantee of piece count or condition.

10. Empty container labels will be available at the XPERT EXPOSITION SERVICE Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers. **XPERT EXPOSITION SERVICE will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.**

11. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICE and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. XPERT EXPOSITION SERVICE assumes no liability as a result of such rerouting or handling.

12. **MAXIMUM RECOVERY.** XPERT EXPOSITION SERVICE and its subcontractors are not an insurance company and does not offer or provide insurance; i.e., XPERT EXPOSITION SERVICE does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICE under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICE, or from the negligence of XPERT EXPOSITION SERVICE, its subcontractors or their respective employees. If found liable for any loss, XPERT EXPOSITION SERVICE'S and its subcontractors sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitors sole and exclusive remedy is limited to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. **This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.**

13. Exhibitor agrees that any and all claims for loss or damage must be submitted to XPERT EXPOSITION SERVICE immediately at the show site and in any case not later than 30 days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from XPERT EXPOSITION'S warehouse. XPERT EXPOSITION SERVICE will not

be bound to honor any claim or action brought against XPERT EXPOSITION SERVICE or its subcontractors more than 30 days after the date of incident.

14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICE or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICE for freight handling services or any other services provided by XPERT EXPOSITION SERVICE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICE prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICE or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

15. Declarations of Declared Value are between the Exhibitor and the selected carrier ONLY, and are in no way an extension of XPERT EXPOSITION SERVICE'S maximum liability stated herein. XPERT EXPOSITION SERVICE will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, XPERT EXPOSITION SERVICE will not be liable for any claim arising from the transmittal of, or failure to transmit declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

16. These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County.

17. Customer shall defend, hold harmless and indemnify XPERT EXPOSITION SERVICE from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property other than goods, relating to or arising from performance of services herein. Exhibitor agrees to indemnify and hold XPERT EXPOSITION SERVICE harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through XPERT EXPOSITION SERVICE. Customer's obligations under this provision shall not apply to XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.** To the extent of XPERT EXPOSITION SERVICE'S own negligence and/or willful misconduct, and subject to the limitations of liability above, XPERT EXPOSITION SERVICE shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. XPERT EXPOSITION SERVICE'S obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

18. Exhibitor grants XPERT EXPOSITION SERVICE a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of XPERT EXPOSITION SERVICE and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by XPERT EXPOSITION SERVICE on its behalf, services performed, materials and/or labor from time to time provided by XPERT EXPOSITION SERVICE to or for the benefit of Exhibitor ("Obligations"). XPERT EXPOSITION SERVICE shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that XPERT EXPOSITION SERVICE is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. XPERT EXPOSITION SERVICE may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

19. The Exhibitor, as a material part of the consideration to XPERT EXPOSITION SERVICE General Contractor Services, waives and releases all claims against XPERT EXPOSITION SERVICES with respect to all matters for which XPERT EXPOSITION SERVICE has disclaimed liability pursuant to the provisions of this contract.

20. DRIVER LIABILITY WAIVER. IN CONSIDERATION OF XPERT EXPOSITION SERVICE PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS XPERT EXPOSITION SERVICE, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.



Music City Center
Communications and Technology
Service Order Form

Phone: 615-401-1440/ Fax: 615-401-1439
 Email: orderservices@nashvillemcc.com

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: _____	
E-mail: _____	Phone: _____	Fax: _____

WIFI ACCESS

The Music City Center offers free WIFI in the public space, full building WIFI access can be purchased through our self service portal on-site.
 Connect your device to "MCC WIFI" and follow the on screen instructions.

Internet Service	Internet Services	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Internet Service	BRONZE INTERNET PACKAGE Shared bandwidth up to 1.5 Mbps Recommended usage: * Light Web Surfing/Email ** NO Wireless or Wired ROUTERS **		\$ 675.00	\$ 900.00	
	GOLD INTERNET PACKAGE Shared bandwidth up to 10 Mbps Required for: Cyber Cafe (wired)/Social Media Feeds/Multimedia Downloads/Uploads ** NO Wired or Wireless ROUTERS **		\$ 900.00	\$ 1,170.00	
	Additional Devices for Gold Service		\$ 140.00	\$ 200.00	
	PLATINUM INTERNET PACKAGE Connection speeds from 3-10 Mbps or more Required for: Audio/Visual HD Streaming/Interactive Presentation/Demonstration/Accessing Remote Resources/Web Casting ** ROUTERS ALLOWED **				
	Dedicated Internet Service (3 Mbps)		\$ 3,025.00	\$ 4,325.00	
	Dedicated Internet Service (6 Mbps)		\$ 4,950.00	\$ 6,930.00	
	Dedicated Internet Service (10 Mbps)		\$ 6,750.00	\$ 9,450.00	
	Additional Devices for Platinum Service		\$ 140.00	\$ 200.00	
Add'l Services	Additional Services:				
	Fiber Optic Cable Dry Pair		\$ 800.00	\$ 800.00	
	Co-Location(s) Per Device		\$ 500.00	\$ 500.00	
	VLAN Setup and Configuration		\$ 2,500.00	\$ 2,500.00	
	Internal Networking - Room to room, per connection		\$ 250.00	\$ 350.00	
	Network Switch (Tech labor required)		\$ 150.00	\$ 200.00	
	Tech Support/Labor (per hour)		\$ 70.00	\$ 75.00	
Internet Services & Labor Total:					

Telephone Service	Telephone Services (Includes 1 cable drop with an RJ11 jack for the duration of the show):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount	
Telephone Service	Standard Phone Line - includes line with jack. <input type="checkbox"/> Voice <input type="checkbox"/> Fax <input type="checkbox"/> Credit card <input type="checkbox"/> Analog Telephone needed (no additional charge)		\$ 230.00	\$ 300.00		
	Voice Mail (requires a digital multi line phone set)		\$ 50.00	\$ 75.00		
	Optional Telephone Services - Digital Multi-line Phone Set		\$ 55.00	\$ 75.00		
	Optional Telephone Services - Polycom Conference Speakerphone		\$ 105.00	\$ 150.00		
	Do you want to call Long Distance? (Please circle one) First 10 minutes Domestic calls included in connection fee. LD will be billed to the authorized credit card below, at the close of the event. Additional convenience fee of \$3.99 will apply to all post event charges.	Yes			No	
	ISDN Line, 128K BRI (Does not include connection equipment)		\$600	\$695		
Long Distance:			Usage Rate	Amount		
Total Long Distance Charges (per minute Domestic / per minute Int'l.)			\$0.50 / \$3.00			
Telephone & Equipment Sub-Total:						

Miscellaneous	Miscellaneous Equipment Rental (Does NOT include power):	QTY	Advance Rate (if rec'd 14 days prior)	Floor Order	Amount
Miscellaneous	Desktop Computer with 17" Flat Panel Monitor for duration of show		\$ 305.00	\$ 400.00	
	Laptop Computer		\$ 350.00	\$ 425.00	
	21" Flat Panel Monitor		\$ 225.00	\$ 250.00	
	Fax Machine		\$ 100.00	\$ 110.00	
	Printer		\$ 125.00	\$ 150.00	
	Sales Tax (9.25%) + CBID Fee (0.25%) Charged on above Equipment & Services ONLY				9.50%
Telephone & Equipment Total:					

Comments:	Total Due:										
<p>Payment, Authorization & Fees: 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.</p>											
MCC USE ONLY											
<table border="0" style="width:100%;"> <tr> <td style="width:50%;"> <input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ </td> <td style="width:50%; text-align: center;"> Make check payable to: Music City Center </td> </tr> <tr> <td align="center" colspan="2">Service Placement</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ </td> </tr> <tr> <td colspan="2"> Credit Card Number: _____ - _____ - _____ Exp Date: _____ </td> </tr> <tr> <td colspan="2"> Name on Card: _____ Signature: _____ Date: _____ </td> </tr> </table>		<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____	Make check payable to: Music City Center	Service Placement		<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		Credit Card Number: _____ - _____ - _____ Exp Date: _____		Name on Card: _____ Signature: _____ Date: _____	
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Service Placement											
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____											
Credit Card Number: _____ - _____ - _____ Exp Date: _____											
Name on Card: _____ Signature: _____ Date: _____											
For special placement, please fax a drawing and add 1 hour labor.											
<input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)											

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

Read Terms & Conditions

Music City Center Terms and Conditions

COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

* 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. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3. UNLESS OTHERWISE DIRECTED**, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds** in full will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service issues** must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. **F: Internet speeds** are not guaranteed. **G: Power** must be ordered separately. **Price does NOT include power.**
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long distance** telephone service providers for voice services will be MCC's selected provider(s). **E. MCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
- 7. MCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service is** 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be issued one** user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. MCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. MCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by MCC without prior authorization. **C. At no time**, while connected to the MCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
- 12. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 13. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
- 14. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17. PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
- 18. PAYMENT AUTHORIZATION & FEES:** 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 fax.
- 19. 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.

The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.



Music City Center

Booth Security Guard

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: _____
 E-mail: _____ Phone: _____ Fax: _____

Order Request information: *Be sure to schedule maximum hours needed. 4.0 hour minimum "From" should be 30 minutes prior to post*

Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____
 Date _____, From _____ To _____ = Total Hours _____

Security Description:	Hours	Advance Rate (If received 14 days prior)	Floor Order	Amount
Booth Guard (Quantity = total hours).		\$20.00	\$35.00	\$
Supervisor (Quantity = total hours)		\$25.00	\$38.00	\$
Metro Police Officers (Quantity = total hours)		\$45.00	\$68.00	\$

Note: Labor is charged in four hour increments. Regular Rate = Sunday through Saturday; Holidays = Double Time.

Additional Terms: 1. All material & equipment furnished by MCC for this service shall remain the property of MCC & shall be handled by MCC personnel only. 2. Credit will not be given for equipment or personnel ordered & not used. 3. Prices are subject to change without notice. 4. Client alone shall assume responsibility for loss or damage to equipment possessed. 5. Guards will not remain longer than scheduled.

Total Due: \$

Post Instructions:

Please provide a brief description of any details that may need to be passed on to the person working your booth: (Example: Authorized persons to remove product, etc.)

For more information regarding Communications & Technology, Food & Beverage, Audio Visual, Rigging, and/or Electrical, please call (615) 401-1440 and the appropriate form will be sent to you.

Payment, Authorization & Fees: *Your signature on this form serves as acceptance of the Terms, 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. Hours will not be extended without payment in advance.*

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ - _____ - _____ - _____ Exp Date: _____ / _____ Card Name: _____ Signature: _____ Date: _____	Make check payable to: Music City Center MCC Use Only
	Installed by _____ Date _____
	Confirmation of orders provided upon request.

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



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 <small>(if received 14 days prior)</small>	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" to 1/2" line)	QTY	Advance Rate <small>(if received 14 days prior)</small>	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 <small>(if received 14 days prior)</small>	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 <small>(if received 14 days prior)</small>	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 <small>(if received 14 days prior)</small>	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 <small>(if received 14 days prior)</small>	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.

<p>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.</p>	<p>Total Due: \$</p> <p style="font-size: small;">MCC USE ONLY</p>
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<p>Company check or US Bank money order in the amount of \$ _____</p> <p>Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____</p> <p>Credit Card Number: _____ - _____ - _____ Exp. Date: _____ Card</p> <p>Name: _____ Signature: _____ Date: _____</p>	<p>Make check payable to : Music City Center</p>	<p>Installed by _____ Date _____</p> <p>Confirmation of orders provided upon request</p> <p style="text-align: center;">Service Placement</p> <p>For special placement, please fax a drawing and add 1 hour labor. Island Booth (Middle of Booth) Standard Booth (Back of Booth)</p>
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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:** 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.



Music City Center

Rigging

Service Form

Phone: 615-401-1440/ Fax: 615-401-1439

Email: orderservices@nashvillemcc.com

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: _____
 E-mail: _____ Phone: _____ Fax: _____

Rigging Service Information

Please provide information regarding your rigging needs below, and submit this form 21 days prior to your event. A representative will contact you and provide a customized quote. After receiving your quote, please remit signed form and payment to complete your order.

Item	Material	Size	Estimated Sign Weight	Estimated Total Weight	Height from floor to bottom of item	Will you need? <small>(*power requires a separate electrical services order form)</small>					
						Power*		Chain Hoist		Truss	
						Circle	Type	Circle	QTY	Circle	QTY
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	
						Y / N		Y / N		Y / N	

Check here if you are requesting an exclusive crew.

Check here if acceptable for your order to be completed first come, first served.

Requested Install Date/Time: _____ / _____

Requested Removal Date/Time: _____ / _____

Insert Drawing, Picture, or Rendering

(please include building references if possible)

Location of Requested Rigging:	General Pricing Information	Rigging Service Quote
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<input type="checkbox"/> Exhibit Hall (A A1 A2 B C D) <input type="checkbox"/> Grand Ballroom <input type="checkbox"/> Davidson Ballroom <input type="checkbox"/> Public Spaces <input type="checkbox"/> Exterior Banners <input type="checkbox"/> Other: _____ <i>*if requesting services in more than one location, please submit a separate form for each.</i>	<p style="text-align:center">Advanced Rate (if paid 14 days prior to event)</p> <table border="1" style="width:100%"> <tr> <th colspan="2">Floor Order</th> </tr> <tr> <td>8 AM-5 PM Rigging Labor*</td> <td>\$69/hour \$90/hour</td> </tr> <tr> <td>5 PM-12 AM Rigging Labor*</td> <td>\$104/hour \$130/hour</td> </tr> <tr> <td>12 AM-8 AM Rigging Labor*</td> <td>\$138/hour \$180/hour</td> </tr> <tr> <td>Daily Lift Rental</td> <td>\$300/day</td> </tr> <tr> <td>Weekly Lift Rental</td> <td>\$900/week</td> </tr> </table> <p><small>*All rates include shackles, carabiners, rope, etc. * Minimum crews are based on scope of work</small></p>	Floor Order		8 AM-5 PM Rigging Labor*	\$69/hour \$90/hour	5 PM-12 AM Rigging Labor*	\$104/hour \$130/hour	12 AM-8 AM Rigging Labor*	\$138/hour \$180/hour	Daily Lift Rental	\$300/day	Weekly Lift Rental	\$900/week	<div style="border: 1px solid black; padding: 2px; text-align:center; width: fit-content; margin-bottom: 10px;">FOR OFFICE USE ONLY</div> <table border="1" style="width:100%"> <tr> <td rowspan="6" style="width:30%; vertical-align: top;"> <p style="text-align:center">Advanced Rate (if paid 14 days prior to event)</p> <p style="text-align:center">Lift Rental:</p> <p style="text-align:center">Equipment Rental:</p> <p style="text-align:center">Sub-total:</p> <p style="text-align:center">Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</p> <p style="text-align:center">Hourly Labor:</p> <p style="text-align:center">Miscellaneous:</p> </td> <td style="width:70%;"></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </table>	<p style="text-align:center">Advanced Rate (if paid 14 days prior to event)</p> <p style="text-align:center">Lift Rental:</p> <p style="text-align:center">Equipment Rental:</p> <p style="text-align:center">Sub-total:</p> <p style="text-align:center">Sales Tax+CBID Fee 9.50%: (Lift and Equipment Rental)</p> <p style="text-align:center">Hourly Labor:</p> <p style="text-align:center">Miscellaneous:</p>						
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Quote Provided By _____	Date _____
Client Signature _____	Date _____

Payment, Authorization & Fees: 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.

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ <input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____ Credit Card Number: _____ Exp. Date _____	<p style="text-align:center">Make check payable to: Music City Center</p> <p style="text-align:center"><small>MCC USE ONLY</small></p> <p style="text-align:center"><small>Installed by _____ Date _____ Confirmation of orders provided upon request</small></p>
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MCC Rigging Services Terms and Conditions:

- 1 All items to be suspended, attached, or adhered to the facility must be installed and removed by MCC Rigging Services.
- 2 Final approval of public space locations must be approved by Music City Center and may be contingent on your contracted space, other events in house, attendance, and fire marshal approval.
- 3 All requests are subject to the physical and structural limitations of the facility and must be approved by MCC Rigging Services. Music City Center surveillance equipment cannot be blocked for any reason.
- 4 Load calculations must be submitted 21 days prior to installation. MCC Rigging Services will perform this service, if requested, or if the information is not provided. (Additional fees may apply.) Delays and additional costs are likely if this information is not received in a timely manner.
- 5 All lifting equipment and overhead material used (including Truss and Chain Hoists) must conform to all applicable safety standards and are subject to inspection, approval, and possible replacement by MCC Rigging Services which could incur additional costs. All chain hoists must have legible annual inspection certification sticker visible or a digital copy of the annual motor load testing must be on file with our office.
- 6 Advance notice is required. MCC Rigging Services reserves the right to deny any orders that are placed onsite.
- 7 Crew size will be determined by MCC Rigging Services based on complexity, scope of work and available time to complete the installation or removal.
- 8 Special aerial lift equipment may be required to safely complete installations and may not be available without advance notice. Fees for aerial lift equipment will be quoted when required.
- 9 Rigging Labor rates apply to all installed signage, banners, clings and approved adhesive vinyl throughout the entire facility.
- 10 MCC Rigging Services will assemble signs upon request. (Additional fees apply).
- 11 Exhibitor requests must be received 21 days prior to installation to qualify for advance rate.
- 12 Exhibitors must provide Order Services with valid payment information 14 days prior to installation to qualify for advance rate.
- 13 Cancellations requested within 72 hours of scheduled work are not eligible for refund.
- 14 Rates are subject to change without notice.
- 15 All hours scheduled on a holiday will be billed at double time. (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)
- 16 MCC Rigging Services makes every effort to accurately identify the labor and equipment necessary to fulfill orders during the estimation process. Additional charges may apply if circumstances require additional time, personnel, or equipment to complete the scope of work. Additional charges, if any, will be identified when the client is on site and payment will be required prior to additional services being rendered.
- 17 Electrical Services are **not** included in this estimate. A separate Electrical Services Order Form must be submitted.
- 18 Any changes to the returned MCC Rigging Services estimate may result in additional costs.
- 19 MCC Rigging Services will bill no less than 1 hour for installation and no less than 1 hour for dismantle. A four (4) hour minimum may be required.
- 20 Exhibitor Estimate and Scheduling Process: All advance orders will be estimated when received and scheduled as close as possible to the requested time using available personnel. Please review the estimate. If the proposed time for installation is not acceptable, you may request a dedicated crew at a specific time. (A four (4) hour minimum will be billed for the dedicated crew.)
- 21 All exterior installations are subject to Music City Center approval.
- 22 MCC Rigging Services will detail, in writing, the operating conditions for each exterior installation and the situations that could require the removal of the installation prior to the scheduled date due. Severe weather may impact the feasibility and completion of the installation and removal schedule which could result in additional cost or inability to safely complete the project. All costs associated with the planning, production, installation, and removal remain the responsibility of the Lessee.
- 23 Floor clings must be non-slip. Review the list of approved graphic and adhesive materials located on the MCC Rigging website.
- 24 See the MCCRigging.com, Resources page for additional details and information.



Music City Center

Electrical

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: _____			
E-mail: _____		Phone: _____		Fax: _____	

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	\$
Sub-Total Connections		Sub-Total:		\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>		9.50%		\$
<i>Special Placement Labor (1 hr)</i>		<i>See Labor Rate Schedule Below</i>		\$
120V Standard Total				\$

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

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	\$
Sub-Total Connections		Sub-Total:		\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>		9.50%		\$
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Single Phase Total				\$

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	\$
Sub-Total Connections		Sub-Total:		\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>		9.50%		\$
Total Labor (2 x Connection Subtotal)		<i>See Labor Rate Schedule Below</i>	\$	\$
208V Three Phase Total				\$

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
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<i>For 24 Hour Power, Add 50% to Connections</i>		Add 50%		\$
<i>Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY</i>		9.50%		\$
Total Labor Hours (2 x Connection total)		<i>See Labor Rate Schedule Below</i>	\$	\$
480V Total				\$

Section Totals	Amount
Labor included	
120V Standard Total:	\$
Miscellaneous Total:	\$
208V Single Phase Total:	\$
208V Three Phase Total:	\$
480V Total:	\$
TOTAL DUE:	\$

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

<p>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.</p>		MCC Use Only	
		Installed by _____ Date _____	
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		Make check payable to: Music City Center	
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		Service Placement For special placement, please fax a drawing and add 1 hour labor <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	
Credit Card Number: _____ Exp. Date: _____			
Card Name: _____ Signature: _____ Date: _____			

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.

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

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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.
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Music City Center Terms and Conditions

COMMUNICATIONS AND TECHNOLOGY SERVICE ORDER FORM

* 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. PROCESSING THE SERVICE ORDER FORM** requires: **A.** Payment in US dollars for ALL services ordered. **B.** All information on the Service Order Form to be completed. Missing information will delay processing. **C.** Default placement of cabling is in rear of booths that are in rows, in the center of island booths, and in the front of meeting rooms. For special placement of voice and data lines in your booth or room fax a floor plan with desired locations provided and include a 1 hour labor charge.
- 2. EQUIPMENT PROCEDURES:** **A. Customer is responsible** for returning all equipment issued by or rented from MCC in good condition to the MCC Service Desk. **B. Lost, stolen or damaged** equipment will be charged to the customer's authorized credit card at prevailing rates.
- 3. UNLESS OTHERWISE DIRECTED**, Music City Center staff are authorized to cut floor coverings to permit installation of service. Obstructions blocking utility floor boxes are subject to relocation as necessary.
- 4. PAYMENTS AND REFUNDS:** **A. Payment in full** is required before service can be connected. **B. The "Payment Options"** section on the Service Order Form must be completed on every service order. By providing an authorized signature on the front of this form, you authorize MCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card. **C. Refunds** in full will be granted (except on special order items*) if requested more than 10 days prior to the event start date. A \$100 charge per each telephone/data line and a \$250 charge per each Ethernet and/or ISDN line cancelled will apply when request for cancellation is made less than 10 days prior to the event start date. (*Specially ordered services must be paid for in full, including all installation fees, once the order is placed by MCC. No refunds will be given.) **D. Services installed** but not used will not be refunded. **E. Customer service issues** must be reported to MCC prior to the close of show. In order for a refund to be considered, all claims must be filed in writing with MCC prior to the close of the event. **F: Internet speeds** are not guaranteed. **G: Power** must be ordered separately. **Price does NOT include power.**
- 5. ADVANCE ORDERS:** To receive the advance rate, advance orders must be received a minimum of fourteen (14) days prior to the first exhibitor move-in day and correct payment must accompany the order. Advance Orders shall receive priority service.
- 6. TELEPHONE, DIAL-UP INTERNET AND ISDN:** **A. Service will be** delivered over a standard RJ11 jack. **B. All lines will be** restricted from "976, 900, 10-10" dialing unless otherwise requested in writing and approved by MCC. A charge may apply for this. **C. Long distance** charges of \$.50/minute domestic and \$3.00/minute international, as well as charges for all toll calls made (Directory Assistance, etc.) will be applied to the authorized credit card provided. **D. Local and long distance** telephone service providers for voice services will be MCC's selected provider(s). **E. MCC will provide** customer with a call accounting log upon request. **F. Power must be ordered separately. Price does NOT include power.**
- 7. MCC INTERNET/DATA SERVICES:** **A. Service will be** delivered over a standard RJ45 jack or 802.11b/g wireless access points. **B. Wired service is** 10/100Mbps over a gigabit fiber-optic backbone. Wireless service is currently delivered at speeds up to 54Mbps over a gigabit fiber-optic backbone. **C. Customers will be issued one** user name and password or IP address for each connection purchased. **D. Due to the nature** of the Internet, MCC cannot guarantee any level of performance or accessibility beyond our gateway. The MCC has the capability to monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet network for all users. **E. The choice of the** Internet Service Provider (ISP) is at the sole discretion of MCC. If the customer requires that a specific vendor provide these services, arrangements must be made 12 (twelve) weeks prior to the move in date. **F. MCC does not guarantee** the safety or security of equipment, software, or proprietary information connected to or carried over services installed by MCC and/or its sub-contractors. **G. Internet speeds** are not guaranteed. **H. Power must be ordered separately. Price does NOT include power.**
- 8. MCC PROVIDES LIMITED FIREWALL SECURITY AND NO ANTI-VIRUS PROTECTION ON OUR NETWORK.** CUSTOMER IS RESPONSIBLE FOR PROVIDING THEIR OWN FIREWALL SECURITY AND ANTI-VIRUS SOFTWARE. As is consistent with other service providers, MCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions caused by unauthorized security breaches or intrusions. CUSTOMER MAY BE HELD LIABLE FOR ANY DAMAGES TO EQUIPMENT, SOFTWARE, OR PROPRIETARY INFORMATION, OR ANY DAMAGES DUE TO NETWORK DELAYS, INTERRUPTIONS, TROUBLESHOOTING AND/OR REPAIR IF THE ORIGIN OF A SECURITY BREACH OR INTRUSION IS DETERMINED TO HAVE ORIGINATED FROM THEIR DEVICE. MCC STRONGLY ADVISES EVERY CUSTOMER TO TAKE PROPER SECURITY MEASURES TO PROTECT THEIR OWN EQUIPMENT AND SOFTWARE.
- 9. CUSTOMER INTERNET/DATA RESPONSIBILITIES:** **A. MCC REQUIRES** THAT UPDATED AND CURRENT ANTI-VIRUS PROTECTION BE INSTALLED ON EVERY DEVICE CONNECTED TO THE MCC NETWORK. **B. AT NO TIME** will a client power up any wireless device not provided by MCC without prior authorization. **C. At no time**, while connected to the MCC network will the client use/run their own DHCP server. **D. Customer must** provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.) and type of device being connected (switch, router, hub, PC, etc.) **E. Any customer device** that is determined to be causing interference with the normal operation of the MCC network must, at MCC's request, be immediately disabled or disconnected from the network. **F. Customer must** provide equipment that is properly configured and equipped with either a Wi-Fi adapter card or an Ethernet adapter card rated for 10/100 Mbps with an RJ45 connection.
- 10. INTERNET USER/CUSTOMER RESPONSIBILITY:** **A. Internet user** has full, unrestricted access to the Internet. Matters considered improper, offensive, or even unlawful by groups or individuals are not the responsibility of the Internet Service Provider(s) and/or MCC. **B. Customer is responsible** for the proper configuration of customer provided equipment and software for Internet services, etc. Customer is responsible for all services outside of basic Internet connectivity including e-mail, VPN, FTP, web services, etc.
- 11. COMPUTER EQUIPMENT RENTAL** includes setup of computer and monitor, but does not include power or internet connections.
- 12. OTHER REQUIREMENTS** over and above what is listed on this form should be attached and returned to the Music City Center.
- 13. MCC'S OBLIGATIONS UNDER** this Agreement are subject to limitations, and MCC and/or its subcontractors shall not be liable for delays, failure to perform, or destruction or malfunction of the equipment and services, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than MCC, its representatives, agents, subcontractors or employees, or any other cause beyond MCC's reasonable control. In no event shall MCC be liable to the customer or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages. Such excluded damages include, but are not limited to loss of profits, loss of use or interruption of business, or other cons or carried over services installed
- 14. COMMUNICATION SERVICES ARE TO BE** ordered by each customer separately, and are not to be shared with other customers. Any customer sharing communication services without written authorization from MCC shall be charged for that service at standard rates on a complete second Service Order Form. All additional charges will be billed to the authorized credit card at the close of the event.
- 15. ONLY MCC PERSONNEL** are authorized to modify system wiring or cabling. All material and equipment furnished for this service contract shall remain property of MCC.
- 16. ALL CUSTOMER EQUIPMENT** must comply with FCC regulations and be configured to operate with "dial 9" service. MCC reserves the right to limit use of outside communication devices, including wireless devices.
- 17. PRICES are based upon current wage rates and are subject to change without notice. Rates quoted for all connections cover only bringing one service to the booth in the most convenient manner and do not include connecting customer owned equipment.**
- 18. PAYMENT AUTHORIZATION & FEES:** 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 fax.
- 19. 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.

The Music City Center serves as its own Exclusive Telecommunications and Internet Service Provider.

TRADE SHOW FURNISHINGS

Product Guide



Featuring:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools

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DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		Show Date:	
Venue:			

NASHVILLE DISTRICT
SERVICE AREA: TN, KY
 CORT Trade Show Furnishings
 3338 Briley Park Blvd. S
 Nashville, TN 37207
 615-645-0757
Please email both pages to:
 TSNashville@cort.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
Order Total:			
Ordering within 14 days of show opening?	Late Order Fee:		
State Tax: (excluding NV, CA & OR)			
TOTAL DUE:			
Credit Card:			
Exp Date:		CVV:	6]]b[]jd'7cXY.
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	\$ 559	
ADAPT B		Charging Adapter	Black	\$ 20	
ADAPT W		Charging Adapter	White	\$ 20	
BNQ417		Full Banquette, Powered	White Vinyl	\$ 1,775	
G30DWP		G30 Café Table, Powered	White Top	\$ 471	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 495	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 645	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 785	
PWRUSB		Powered Table Module	Black	\$ 59	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 499	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 799	
C1YP		Sydney Cocktail Table, Powered	Black, Brushed Steel	\$ 284	
C1WP		Sydney Cocktail Table, Powered	White, Brushed Steel	\$ 284	
VNTBLK		Ventura Bar Table, Powered	Black Top, Silver Frame	\$ 595	
VNTWHT		Ventura Bar Table, Powered	White Top, Silver Frame	\$ 595	
<i>Additional Powered Products Under Office & Product Display on Pg 2</i>					
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	\$ 390	
SFA002		Allegro Sofa	Blue Fabric	\$ 557	
BCHWHT		Baja Chair	White Vinyl	\$ 422	
BLVWHT		Baja Loveseat	White Vinyl	\$ 618	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 273	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 385	
HOPCH		Hopi Chair	Gray Linen	\$ 184	
HOPLV		Hopi Loveseat	Gray Linen	\$ 288	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 247	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 290	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 381	
MNCHCH		Munich Armless Chair	Gray Fabric	\$ 350	
MNCHLV		Munich Armless Loveseat	Gray Fabric	\$ 622	
MNCHCC		Munich Corner Chair	Gray Fabric	\$ 424	
MNCHSC		Munich Sectional, 3 Pc.	Gray Fabric	\$ 1,396	
NPLCHR		Naples Chair	Black Vinyl	\$ 465	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 557	
NPLSOF		Naples Sofa	Black Vinyl	\$ 666	
SO2		South Beach Sectional	Platinum Suede, 3 Pieces	\$ 1,267	
SO1		South Beach Sofa	Platinum Suede	\$ 530	
TANCHR		Tangiers Chair	Beige Textured	\$ 325	
TANLOV		Tangiers Loveseat	Beige Textured	\$ 520	
TANSOF		Tangiers Sofa	Beige Textured	\$ 525	
ACCENT CHAIRS					
OCB		Key West Chair	Black	\$ 318	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	\$ 330	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 330	
OCH		Madrid Chair	Black	\$ 514	
BCW		Madrid Chair	White	\$ 514	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 286	

CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	\$ 220	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 220	
OCMWHT		Meeting Chair	White Vinyl	\$ 220	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 246	
CS8		Berlin Chair	Black, White	\$ 98	
CS9		Berlin Chair	Red, White	\$ 98	
SC3		Brewer Chair	Onyx, Black	\$ 135	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 87	
DUET		Duet Stack Chair	Black, Chrome	\$ 55	
LMCHR		Laguna Chair	Maple, Chrome	\$ 111	
MALGRY		Malba Chair	Gray	\$ 85	
MALGRN		Malba Chair	Green	\$ 85	
SC10		Razor Armless Chair	White	\$ 67	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 116	
CS4		Syntax Chair	Black, Chrome	\$ 160	
CH002		Wendy Chair	Clear Acrylic	\$ 92	
ZENCHR		Zenith Chair	White, Chrome	\$ 129	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 303	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 303	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 303	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 303	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 303	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 303	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 303	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 145	
END01B		Endless Curved Ottoman	Black	\$ 333	
END01W		Endless Curved Ottoman	White	\$ 333	
END02B		Endless Square Ottoman	Black	\$ 285	
END02W		Endless Square Ottoman	White	\$ 285	
WHT12		Half Bench Ottoman	White Vinyl	\$ 290	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 147	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 147	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 147	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 147	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 147	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 147	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 147	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 147	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 147	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 147	
BNQR17		Ottoman Ring	White Vinyl	\$ 1,365	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 381	
<i>Additional Ottomans On Pg 2</i>					

Page 1 TOTAL

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2018	TOTAL
OTTOMANS (continued)						BARSTOOLS					
SAL		Sally Stool/Ottoman	White	\$	74	APS08		Apex Barstool	Black Vinyl	\$	177
OTS		South Beach Wedge Ottoman	Platinum Suede	\$	252	APS12		Apex Barstool	Blue Ultra Suede	\$	177
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$	108	APS59		Apex Barstool	Red Vinyl	\$	177
VIB10		Vibe Cube Ottoman	Black Vinyl	\$	108	APS75		Apex Barstool	White Vinyl	\$	177
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$	108	BSS		Banana Barstool	Black, Chrome	\$	197
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$	108	BST		Banana Barstool	White, Chrome	\$	197
VIB01		Vibe Cube Ottoman	Green Vinyl	\$	108	XBAR		Christopher Barstool	White Vinyl, Chrome	\$	153
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$	108	LMBAR		Laguna Barstool	Maple, Chrome	\$	140
VIB03		Vibe Cube Ottoman	Pink Vinyl	\$	108	ROLLBL		Lift Barstool	Black Vinyl	\$	170
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$	108	ROLLGY		Lift Barstool	Gray Vinyl	\$	170
VIB04		Vibe Cube Ottoman	Red Vinyl	\$	108	ROLLRD		Lift Barstool	Red Vinyl	\$	170
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$	108	ROLLWH		Lift Barstool	White Vinyl	\$	170
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$	108	BSD		Oslo Barstool	Blue	\$	209
VIB09		Vibe Cube Ottoman	White Vinyl	\$	108	BSC		Oslo Barstool	White	\$	209
VIB05		Vibe Cube Ottoman	Yellow Vinyl	\$	108	RSTSTL		Rustique Barstool	Gunmetal	\$	106
ACCENT TABLES						CONFERENCE TABLES					
ALC100		Alondra Cocktail Table	Glass, Chrome	\$	259	36ATO		Atomic 36" Round Table	Glass	\$	239
ALC200		Alondra Cocktail Table	Wood, Chrome	\$	259	42ATO		Atomic 42" Round Table	Glass	\$	239
ALE100		Alondra End Table	Glass, Chrome	\$	186	MERLIN		Merlin Multi Use Table	Gray Laminate, Black	\$	275
ALE200		Alondra End Table	Wood, Chrome	\$	186	WD3		Work Table	White Laminate, White	\$	264
AURA		Aura Round Table	White Metal	\$	115	CB8		42" Round Madison Conference Table	Gray Acajou	\$	306
ETBL		E Table	Wood	\$	142	CB1		42" Round Table	Graphite Nebula	\$	306
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	\$	145	CONF42		42" Round Table	White Laminate	\$	306
C1C		Geo Cocktail Table	Glass, Chrome	\$	201	CB2		6' Conference Table	Graphite Nebula	\$	366
C1FWB		Geo Cocktail Table	Wood, Black	\$	227	CT06GR		6' Table	Granite	\$	375
E1C		Geo End Table	Glass, Chrome	\$	197	CB3		8' Conference Table	Graphite Nebula	\$	432
E1FWB		Geo End Table	Wood, Black	\$	197	C508GR		8' Table	Granite	\$	432
COLI		Oliver Cocktail Table	Walnut Finish	\$	191	CT10GR		10' Table	Granite	\$	648
EOLI		Oliver End Table	Walnut Finish	\$	165	CF2		Geo Table, Rectangle	Glass, Black	\$	359
REGBEN		Regis Bench/Table	Brushed Metal	\$	229	CE2		Geo Table, Rectangle	Glass, Chrome	\$	359
REGOTT		Regis End Table	Brushed Metal	\$	164	CF1		Geo Table, Rounded Square	Glass, Black	\$	253
C1E		Silverado Cocktail Table	Glass, Chrome	\$	224	CE1		Geo Table, Rounded Square	Glass, Chrome	\$	253
E1E		Silverado End Table	Glass, Chrome	\$	205	MADC05		Madison 5' Table	Gray Acajou	\$	361
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$	225	MADC08		Madison 8' Table	Gray Acajou	\$	721
C1W		Sydney Cocktail Table	White, Brushed Steel	\$	225	MADC10		Madison 10' Table	Gray Acajou	\$	721
E1Y		Sydney End Table	Black, Brushed Steel	\$	197	EXECUTIVE CHAIRS					
E1W		Sydney End Table	White, Brushed Steel	\$	197	SY1		Altura Steno Chair	Black Crepe	\$	160
TMBTBL		Timber Table	Wood	\$	137	PROGB		Pro Executive Guest Chair	Black Vinyl	\$	201
CAFÉ TABLES W/ STANDARD BLACK BASE						COMMUNAL TABLES W/ SOLID TOPS					
ZTJ		30" Round Café Table	Graphite Nebula Top	\$	179	VNTBNP		Ventura Communal Bar Table	Black Top, Silver Frame	\$	515
ZTH		30" Round Café Table	Liquid Steel Blue Top	\$	179	VNTMNP		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
ZTK		30" Round Café Table	Maple Top	\$	179	G30DMS		G30 Communal Café Table	Maple Top	\$	412
ZTB		30" Round Café Table	Red Top	\$	179	G30DWS		G30 Communal Café Table	White Top	\$	412
ZTG		30" Round Café Table	Silver Textured Top	\$	179	VNTWNP		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
30WH29		30" Round Café Table	White Laminate Top	\$	173	COMMUNAL TABLES W/ GROMMET HOLES					
ZTA		30" Round Madison Café Table	Gray Acajou	\$	171	VNTBMW		Ventura Communal Bar Table	Maple Top, Silver Frame	\$	515
ZTN		36" Round Café Table	Graphite Nebula Top	\$	193	VNTBWW		Ventura Communal Bar Table	White Top, Silver Frame	\$	515
ZTP		36" Round Café Table	Maple Top	\$	193	G30DMW		G30 Communal Café Table	Maple Top	\$	412
ZTQ		36" Round Café Table	White Laminate Top	\$	193	G30DWW		G30 Communal Café Table	White Top	\$	412
CAFÉ TABLES W/ HYDRAULIC BASE						OFFICE & PRODUCT DISPLAY					
30GRHC		30" Round Café Table	Graphite Nebula Top	\$	244	TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	\$	115
30SBHC		30" Round Café Table	Liquid Steel Blue Top	\$	211	CR8		Madison Credenza	Gray Acajou	\$	397
30MTHC		30" Round Café Table	Maple Top	\$	244	JD8		Madison Executive Desk	Gray Acajou	\$	455
30BRHC		30" Round Café Table	Red Top	\$	244	TECH		Tech Desk, Powered	Black Metal, Laminate	\$	363
30STHC		30" Round Café Table	Silver Textured Top	\$	244	TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	\$	444
30WHHC		30" Round Café Table	White Laminate Top	\$	244	BC8		Madison Bookcase	Gray Acajou	\$	339
30MAHC		30" Round Madison Café Table	Gray Acajou	\$	232	PSHCCS		Posh Shelving	Chrome, Acrylic	\$	387
36GRHC		36" Round Café Table	Graphite Nebula Top	\$	262	PDL36B		Powered Locking Pedestal, 36"	Black	\$	401
36MTHC		36" Round Café Table	Maple Top	\$	262	PDL36W		Powered Locking Pedestal, 36"	White	\$	401
36WTHC		36" Round Café Table	White Laminate Top	\$	262	PDL42B		Powered Locking Pedestal, 42"	Black	\$	477
BAR TABLES						LAMPS					
RSTSQT		Rustique Square Metal Bar Table	Gunmetal	\$	206	LA15		Mason Floor Lamp	Brushed Silver	\$	175
BAR TABLES W/ STANDARD BLACK BASE						MOBILE TABLE STANDS					
VTJ		30" Round Bar Table	Graphite Nebula Top	\$	196	LA14		Mason Table Lamp	Brushed Silver	\$	114
VTH		30" Round Bar Table	Liquid Steel Blue Top	\$	196	TBSTND		Mobile Tablet Stand	Black	\$	108
VTK		30" Round Bar Table	Maple Top	\$	196	TBSTDW		Mobile Tablet Stand	White	\$	108
VTB		30" Round Bar Table	Red Top	\$	196	TBBCHR		Brochure Holder	Black	\$	50
VTG		30" Round Bar Table	Silver Textured Top	\$	196	TBSHLF		Charging Shelf	Black	\$	50
30WH42		30" Round Bar Table	White Laminate Top	\$	191	TBPNTR		Wireless Printer Holder	Black	\$	50
VTA		30" Round Madison Bar Table	Gray Acajou	\$	191	REFRIGERATORS					
VTN		36" Round Bar Table	Graphite Nebula Top	\$	212	R1R		Refrigerator, Large	White, 14.0 cubic feet	\$	692
VTP		36" Round Bar Table	Maple Top	\$	212	R1Q		Refrigerator, Small	White, 4.0 cubic feet	\$	243
VTW		36" Round Bar Table	White Laminate Top	\$	212	BARS					
BAR TABLES W/ HYDRAULIC BASE						REFRIGERATORS					
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	244	BR1		Martini Bar	Gray Metal, Frosted Glass Top	\$	1,041
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	\$	211	BRC		Martini Bar Circle	3 Martini Bars	\$	2,998
30MTHB		30" Round Bar Table	Maple Top	\$	244	REFRIGERATORS					
30BRHB		30" Round Bar Table	Red Top	\$	244	REFRIGERATORS					
30STHB		30" Round Bar Table	Silver Textured Top	\$	244	REFRIGERATORS					
30WHHB		30" Round Bar Table	White Laminate Top	\$	244	REFRIGERATORS					
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	232	REFRIGERATORS					
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	262	REFRIGERATORS					
36MTHB		36" Round Bar Table	Maple Top	\$	262	REFRIGERATORS					
36WTHB		36" Round Bar Table	White Laminate Top	\$	262	REFRIGERATORS					