

QUICK REFERENCE

Mark Your Calendar!

Friday, September 21, 2018	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will start accepting freight on this date. M-F 8:00am – 4:00pm.
Friday, September 28, 2018	ADVANCE ORDER DISCOUNT DEADLINE Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date.
Friday, October 5, 2018	LATE TO WAREHOUSE Advance Warehouse must receive your freight by EOD on 10/5/18 to avoid late charges.
Friday, October 12, 2018	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Sunday, October 14, 2018	SHOW SITE DELIVERIES *8:00 AM – 3:00 PM ONLY ALL show site shipments are to be delivered this day only. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper may apply.

Your Show Outline

Move-In/Installation	Sunday, October 14, 2018	8:00AM – 3:00PM
Exhibit Hours	Sunday, October 14, 2018	4:00PM – 7:00PM
	Monday, October 15, 2018	5:00PM – 7:00PM
	Tuesday, October 16, 2018	4:30PM – 6:30PM
Move-Out/Teardown	Tuesday, October 16, 2018	6:30PM – 11:59PM

Force Time ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 8:30PM on 10/16/18 @ Music CC

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	CHECK IN INFO
ADVANCED (2 CWT MIN)* \$169.60 Common Carrier \$201.40 Specialized Carrier SHOWSITE (2 CWT MIN)* \$201.40 Common Carrier \$233.20 Specialized Carrier *Per CWT	SOA Viper Tradeshow Serv. c/o Red Arrow Delivery 1120 Visco Drive Nashville, TN 37210	SOA Music City Center c/o Viper Tradeshow 201 Fifth Avenue South Nashville, TN 37203	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 8:30pm 10/16 to avoid force, as well as exhibitors must start their dismantle by 7:30pm 10/16 in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

Be sure to include Company Name and Booth Number on your freight.

Items That Come Standard In Your Booth For This Show Are:

10' x 10' Exhibit Spaces in a non-carpeted. Each booth comes with 8' royal blue back drape, 3' black side drape and one (1) black and white 6" x 24" ID sign. ****NO FURNISHINGS WILL BE PROVIDED. IF YOU ARE NOT PROVIDING YOUR OWN FURNISHINGS, PLEASE ORDER DIRECTLY FROM VIPER.****

IT IS MANDATORY TO HAVE CARPET OR FLOORING IN YOUR BOOTH. PLEASE SEE PAGE 18 TO ORDER FROM VIPER.

****To purchase additional rental items/ services, please visit www.vipertradeshowstore.com // Show Code: 1810004**

Order Online @ www.vipertradeshowstore.com with show code: **1810004**

Viper Show Coordinator: Will Lerner | p: 847.426.3100 | f: 847.426.3111 | wlerner@vipertradeshow.com

Show Management Contact: Denise Eiring | p: 847.706.3516 | Deiring@soa.org

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon presentation of an invoice statement at the exhibit site.

It is the responsibility of the Exhibitor to advise the Viper Tradeshow Services Service Center representative of any problems with any orders before the start of the show. No credits will be issued after the exhibition closing.

Government Agencies please note: If your firm or agency requires a purchase order be issued for any services rendered such purchase order must accompany the order forms.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition. Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by cash, company check, or Method of Payment for Visa, MasterCard or American Express. Viper Tradeshow Services reserves the right to check the credit available on any card presented. If the exhibitor fails to pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in US Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by Viper Tradeshow Services.

Tax Exemption Status: If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event.

Insurance: Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) *Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page*

Small Package Shipments: Includes cartons received without documentation and delivered to the booth without guarantee of piece count and documentation, including but not limited to FedEx, UPS, Airborne, and DHL.

"Hand Carry": The ability for an exhibitor to "hand carry" their materials onto the exhibit hall without the use of wheels, including but not limited to, luggage carts, four wheel or two wheel dollies, baggage carts.

Final Show Audit: Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. (Also an end of the year review in December. If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt.

METHOD OF PAYMENT

Exhibitor Information

Company Name: _____ Booth #: _____ Booth Size: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Contact: _____ Phone: _____
 Fax #: _____ Email Address: _____
 Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | www.vipertradeshowstore.com | Show Code: **181004**

Email: wlerner@vipertradeshow.com

Fax: Send completed forms to 847.426.3111

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Floral/Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Standard Furniture & Accessories:	\$
Viper Custom Furnishings:	\$
Carpet & Padding:	\$
Modular Rental Displays:	\$

Estimated Total Viper Tradeshow Services Orders: \$ _____

**A receipt with actual totals will be emailed to contact on file.*

Method of Payment / Credit Card Charges

***3.5% fee is applicable for all orders paid by credit card.**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

Please circle appropriate credit card: MasterCard Visa American Express

Number: _____

Expiration Date: _____ **CVV:** _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

Company Check # (Please note show name on check): _____ **Date check mailed:** _____

Make Payable to: Viper Tradeshow Services | **Mail to:** 2575 Northwest Parkway | Elgin, IL 6012

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a \$545.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

Inbound shipping to (circle one):

Advance Warehouse

Show Site

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Requested Pickup Date & 4 Hour Pickup Window Time: _____

5-7 Ground Service? _____ (If other, please call & arrange, and a different rate will apply)

Is this a residence: YES NO Do you have a dock: YES NO

Is this a Round Trip shipment: YES NO (if address is different than above please add address below)

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		
	Miscellaneous		

Outbound Shipping: _____ **I only need outbound shipping** (if this option is selected, please add your shipping address below)

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping otherwise, and acknowledge I am purchasing only supplemental insurance protection (up to \$5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form.

Declared value \$ _____ *Please note that Viper Tradeshow is not liable for shipping A/V equipment*

All shipment orders MUST be accompanied by a completed exhibitor information/method of payment form and pickups will only be scheduled upon receipt of both forms. A confirmation email will be sent when your shipment is officially scheduled, including a tracking number for your reference.

Signature to officially place this order and acceptance of terms: _____

Name Printed: _____ Date: _____

ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience labels are provided below for advance warehouse delivery. We encourage you to make copies and fill in your specific information and tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION *deliver by 10/5/18 to avoid late fees	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p style="text-align: center;">SOA Viper Tradeshow Serv. c/o Red Arrow Delivery 1120 Visco Drive Nashville, TN 37210</p>	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION *deliver by 10/5/18 to avoid late fees	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p style="text-align: center;">SOA Viper Tradeshow Serv. c/o Red Arrow Delivery 1120 Visco Drive Nashville, TN 37210</p>	
PIECE: _____ OF _____	

SHOW SITE SHIPPING LABELS

For your convenience labels are provided below for show site delivery. We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION *deliver on 10/14/18 8:00am – 3:00pm ONLY	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p style="text-align: center;">SOA Music City Center c/o Viper Tradeshow 201 Fifth Avenue South Nashville, TN 37203</p>	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION *deliver on 10/14/18 8:00am – 3:00pm ONLY	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p style="text-align: center;">SOA Music City Center c/o Viper Tradeshow 201 Fifth Avenue South Nashville, TN 37203</p>	
PIECE: _____ OF _____	

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
SOA Viper Tradeshow Serv. c/o Red Arrow Delivery 1120 Visco Drive Nashville, TN 37210	SOA Music City Center c/o Viper Tradeshow 201 Fifth Avenue South Nashville, TN 37203

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up.

A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
Pounds Divided by 100: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$169.60
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$201.40
Common carrier shipment received late, after 10/05/2018	\$201.40
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$233.20
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	

Estimated CWT _____ x _____ (Rate listed above) = _____ Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$201.40
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$233.20
Show Site shipments off-target (before or after) published move-in add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Small Package shipments not exceeding 35lbs per shipment (not per box).....	

Estimated CWT _____ x _____ (Rate listed above) = _____ Estimated Total

Exhibitor: _____ Booth #: _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to an exhibitor's booth, and turning in Bill of Lading to the service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but are not limited to the following types of shipments. Multiple scenarios may incur multiple special handling charges.

Moving Van Shipments	Shipments delivered by a moving van or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
Must be Delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e. elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT. Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

If a shipment delivers outside of the Exhibitor Move In/Show Site Delivery Hours, Off Target charges will apply.

Material Handling Terms

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

*(*Please note material handling and shipping are two separate services. See page 4 for shipping details).*

CWT: 'Hundred weight'- a unit of measurement for weight, equal to 100 pounds.

Storage Terms: Exhibitors may hand deliver their own materials to the exhibit facility through the front doors. The use or rental of dollies, flat trucks or other mechanical equipment is not permitted. Viper Tradeshow Services must control access to the loading docks in order to provide a safe and orderly move-in/out. Material handling fees must be paid in full for any materials that require empty storage.

Multiple Shipments: Any shipments received from multiple locations or received at different times/dates are considered separate and will be assessed multiple Material Handling minimums. No cumulative weights will be allowed on minimums or split shipments. No liability will be assumed for such shipments.

FLORAL/CLEANING

Floral

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$99.00 Discount / \$132.66 Standard

Medium Floral Arrangement: _____ \$138.60 Discount / \$172.26 Standard

Large Floral Arrangement: _____ \$178.20 Discount / \$217.80 Standard

Artificial Plants

2 Foot Green Plant _____ \$60.72 Discount / \$76.56 Standard

3 Foot Green Plant _____ \$76.56 Discount / \$91.08 Standard

4 Foot Green Plant _____ \$91.08 Discount / \$108.24 Standard

5 Foot Green Plant _____ \$108.24 Discount / \$124.80 Standard

6 Foot Green Plant _____ \$124.80 Discount / \$139.92 Standard

TOTAL FOR ALL ITEMS ORDERED: \$ _____

Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x **\$77.00** Discount / **\$93.50** Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ **TOTAL: \$** _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday – Friday: 8:00am – 4:30 pm \$63.36 per day
 Monday – Friday: After 4:30 pm \$76.56 per day
 Any time Saturday, Sunday & Holidays \$85.80 per day

Number of Booth Units: _____ x use appropriate rates from above

Subtotal: \$ _____

Subtotal x Number of Days: _____ **TOTAL: \$** _____

ESTIMATED TOTAL FOR ALL VACUUMING AND PORTER SERVICES: \$ _____

Exhibitor: _____ **Booth #:** _____

DISPLAY LABOR (I&D) INFO

Display Labor Hourly Rates

Monday – Friday: 8:00 am – 4:30 pm	\$74.00 per person, per hour
Monday – Friday before 8:00 am & after 4:30 pm	\$110.00 per person, per hour
Any time Saturday, Sunday & Holidays	\$148.00 per person, per hour

Add 50% to above rates for labor ordered at show site.

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below.

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor's arrival under the direction of Viper Tradeshow Services I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please provide complete booth plans, schematics, instructions and photos (if possible) for this service.

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day.

Please provide supervisors name and cell number: _____

Installation Calculation & Order

- Day/Time of set up: _____ Hourly Rate as noted above
- Number of Laborers: _____ x number of people
- Number of Hours: _____ x number of hours
- TOTAL AMOUNT OF HOURS** _____ x _____ **(RATE)** \$ _____
- Check here if Exhibitor supervised: MUST be marked or move to next step _____
- Viper Tradeshow Services Supervised Surcharge: _____ 35% of subtotal above
- TOTAL INSTALLATION CHARGES** \$ _____ **(Lines 4+6)**

Dismantle Calculation & Order

- Day/Time of set up: _____ Hourly Rate as noted above
- Number of Laborers: _____ x number of people
- Number of Hours: _____ x number of hours
- TOTAL AMOUNT OF HOURS** _____ x _____ **(RATE)** \$ _____
- Check here if Exhibitor supervised: MUST be marked or move to next step _____
- Viper Tradeshow Services Supervised Surcharge: _____ 35% of subtotal above
- TOTAL DISMANTLE CHARGES** \$ _____ **(Lines 4+6)**

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 847.426.3100 for special requests or items you do not find on this form.

Exhibitor: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Service Contractors are appointed to: ensure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision, exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers' Compensation naming Viper Tradeshow Services as additionally insured, to show managers and Viper Tradeshow Services at least 10 days before the show opening.
3. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.
6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
8. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all of its activities with Viper Tradeshow Services.
10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

I have read the Exhibitor Appointed Contractors section of this manual and understand the terms and conditions. I understand that all the contractors listed above must be approved by Viper Tradeshow Services. I understand it is my responsibility to see that each representative from any EAC for my company abides by the rules and regulations of the event. I also understand that any EAC listed above that is not approved by Viper Tradeshow Services will not be permitted on the floor.

Name: _____

Company: _____ Date: _____

Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than 14 days before the start of the move-in and see that their EAC adheres to the guidelines outlined on the previous page.

Notification of EAC: To be received no later than 14 days in advance

For Exhibitor (Company Name):

Show Name:

SOA 2018

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.
*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on
*To be received no later than 10 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor
*Upon arrival at show site.

Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.

MOVE OUT INFORMATION

This information will also be distributed before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to know what to expect and plan in advance. Please share this information with your show site staff in advance of the show, along with any arrangements for shipping you may make.

Exhibit Hall Officially Closes: **6:30 pm on Tuesday, Oct. 16th**

Stored empty crates and containers returned: **8:00 pm on Tuesday, Oct. 16th**

Labor Force: all exhibitors should have started dismantle by now: **7:30 pm on Tuesday, Oct. 16th**
Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **8:30 pm on Tuesday, Oct. 16th**

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions.

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **8:30pm**. We suggest telling them **7:30pm**, giving them room to fail without failing you! Here's the address for your convenience:
Music City Center, 201 5th Ave. South, Nashville, TN 37203.
3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and FedEx are not the most reliable carriers for our industry, so we highly suggest exhibitors using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all of your materials, please hand in your BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check in by the **8:30pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 lbs. or less; with a \$545.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

Viper is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth before the last days' exhibit hours.

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **5:30pm** (1 hour before closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.

Will Lerner | wlerner@vipertradeshow.com

STANDARD FURNITURE & ACCESSORIES

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.

30" Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

DISCOUNT:

STANDARD:

Qty: _____ 4' Table

\$144.83

\$182.95

Qty: _____ 6' Table

\$182.95

\$205.82

Qty: _____ 8' Table

\$205.82

\$221.06

Qty: _____ 4th Side Drape

\$36.30

\$50.82

Qty: _____ Undraped Table

\$36.30 Less than list price above

42" Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

DISCOUNT:

STANDARD:

Qty: _____ 4' Counter

\$175.32

\$213.44

Qty: _____ 6' Counter

\$213.44

\$251.55

Qty: _____ 8' Counter

\$251.55

\$282.05

Qty: _____ 4th Side Drape

\$43.56

\$58.08

Qty: _____ Undraped Counter

\$36.30 Less than price list above

Accessories

ITEM:

DISCOUNT:

STANDARD:

Qty: _____ 4' Single Tier Table Riser

\$96.96

\$128.06

Qty: _____ Wastebasket

\$32.01

\$44.20

Qty: _____ 6' Single Tier Table Riser

\$122.57

\$160.08

Qty: _____ Tripod Easel

\$58.54

\$74.99

Qty: _____ 8' Single Tier Table Riser

\$146.35

\$181.12

Qty: _____ Folding Chair

\$58.08

\$71.39

Qty: _____ Bag Rack

\$99.09

\$137.21

Qty: _____ L1 Black Sherpa Side Chair

\$83.19

\$105.15

Qty: _____ L2 30" Table

\$221.06

\$287.38

Qty: _____ Rope & Stanchions Set

\$137.21

\$179.36

Qty: _____ M1 Black Euro Barstool

\$205.82

\$267.56

Qty: _____ M2 Black 30" x 42" Bar Table

\$236.31

\$307.20

CUSTOM FURNISHINGS

Lounge Series A – Durapella Sage



A1: Sofa

Qty: _____

\$663.20 Discount

\$862.15 Standard



A2: Loveseat

Qty: _____

\$586.97 Discount

\$763.05 Standard



A3: Chair

Qty: _____

\$434.51 Discount

\$564.61 Standard



A4: Cocktail Table

Qty: _____

\$282.05 Discount

\$366.66 Standard

Lounge Series B – Black Leather



B1: Sofa

Qty: _____

\$632.70 Discount

\$822.52 Standard



B2: Loveseat

Qty: _____

\$586.97 Discount

\$763.05 Standard



B3: Chair

Qty: _____

\$495.49 Discount

\$644.14 Standard



B5: End Table

Qty: _____

\$209.40 Discount

\$277.47 Standard

Lounge Series C – Grey Microfiber



C1: Sofa

Qty: _____

\$510.74 Discount

\$663.96 Standard



C2: Loveseat

Qty: _____

\$465.00 Discount

\$604.50 Standard



C3: Chair

Qty: _____

\$419.26 Discount

\$545.05 Standard



C4: Cocktail Table

Qty: _____

\$282.05 Discount

\$366.66 Standard



C5: End Table

Qty: _____

\$251.55 Discount

\$327.03 Standard

Specialty Tables | Chairs Series D



D1: 42" Black

Qty: _____

\$343.03 Discount

\$445.95 Standard



D2: Side Chair

Qty: _____

\$190.57 Discount

\$247.75 Standard



E1: 42: Chrome

Qty: _____

\$297.29 Discount

\$386.48 Standard



E2: Silver Chair

Qty: _____

\$160.08 Discount

\$208.10 Standard

Specialty Tables | Chairs Series F



F1: 60" Oval Table

Qty: _____

\$388.77 Discount

\$505.40 Standard



F2: Blue Chair

Qty: _____

\$221.06 Discount

\$287.32 Standard



F3: Yellow Chair

Qty: _____

\$221.06 Discount

\$287.32 Standard



F4: Red Chair

Qty: _____

\$221.06 Discount

\$287.32 Standard



F5: Black Chair

Qty: _____

\$221.06 Discount

\$287.32 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Specialty Tables | Chairs Series G



G1: 54" Table

Qty: _____

\$343.03 Discount

\$445.95 Standard



G2: Birch Side Chair

Qty: _____

\$236.31 Discount

\$307.20 Standard



H1: 42" Round Table

Qty: _____

\$350.35 Discount

\$221.06 Standard



H2: Steel Chair

Qty: _____

\$445.95 Discount

\$287.32 Standard

Office Series I



I1: Oak Desk

Qty: _____

\$510.74 Discount

\$663.96 Standard



I2: Black/Chrome Chair

Qty: _____

\$327.78 Discount

\$426.12 Standard



I3: Black/Black Chair

Qty: _____

\$327.78 Discount

\$426.12 Standard

Office Series J



J1: 6' Conference Table

Qty: _____

\$434.51 Discount

\$564.86 Standard



J2: Steno Chair

Qty: _____

\$190.57 Discount

\$247.75 Standard



J3: Drafting Stool

Qty: _____

\$266.86 Discount

\$346.92 Standard

Accessories Series K



K1: Accordion Lit Stand

Qty: _____

\$190.57 Discount

\$247.75 Standard



K2: Lit Stand

Qty: _____

\$190.57 Discount

\$247.75 Standard



K4: Coat Rack

Qty: _____

\$68.60 Discount

\$89.18 Standard



K5: 42" Pedestal

Qty: _____

\$266.44 Discount

\$346.85 Standard



K6: 32" Pedestal

Qty: _____

\$266.44 Discount

\$346.85 Standard



K7: 24" x 42" Pedestal

Qty: _____

\$419.26 Discount

\$545.05 Standard



K8: Refrigerator

Qty: _____

\$317.02 Discount

\$412.12 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Tables | Chairs Series L



L1: Side Chair

Qty: _____

\$83.19 Discount**\$108.15 Standard**

L2: 30" Table

Qty: _____

\$221.06 Discount**\$287.38 Standard**

L3: Arm Chair

Qty: _____

\$99.09 Discount**\$128.87 Standard**

L5: Side Chair

Qty: _____

\$190.57 Discount**\$247.75 Standard**

L6: Euro Chair

Qty: _____

\$190.57 Discount**\$247.75 Standard**

Cocktail Tables | Stools Series M



M1: Barstool

Qty: _____

\$205.82 Discount**\$267.56 Standard**

M2: 42" Bar Table

Qty: _____

\$236.61 Discount**\$307.20 Standard**

M3: Euro Stool

Qty: _____

\$236.31 Discount**\$307.20 Standard**

M4: Chrome Stool

Qty: _____

\$221.06 Discount**\$287.38 Standard**

M5: Bar Stool

Qty: _____

\$144.83 Discount**\$188.28 Standard**

M6: Steel/Black Stool

Qty: _____

\$251.55 Discount**\$327.03 Standard**

M7: Steel Stool

Qty: _____

\$251.55 Discount**\$327.03 Standard**

Exhibitor: _____ Booth #: _____

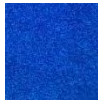
CARPET SELECTIONS

Standard

CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



Green



Grey



Navy Blue



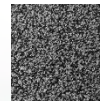
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$220.70	\$283.14	
10' x 20 Carpet		\$441.40	\$566.28	
10' x 30' Carpet		\$681.12	\$849.42	
10' x 40' Carpet		\$908.16	\$1,132.56	
20' x 20' Carpet		\$908.16	\$1,132.56	
Custom Per Sq. Ft.		\$2.21	\$2.84	

Prestige

CIRCLE COLOR SELECTION BELOW



Red



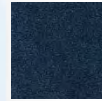
Royal Blue



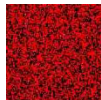
Green



Grey



Navy Blue



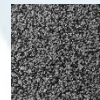
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$6.40	\$8.15	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$2.67	\$3.19	
Double Padding Per Sq. Ft		\$4.40	\$5.65	
Visqueen Per Sq. Ft.		\$0.19	\$0.74	

Standard Carpet per sq. ft.: \$ _____

Plush Carpet per sq. ft.: \$ _____

Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

MODULAR DISPLAY SELECTIONS

10' x 10' Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



10' INLINE BOOTH _____

Discount: **\$2,942.00**

Standard: **\$4,125.00**

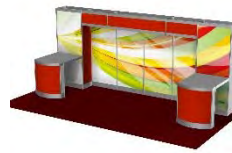


10' SHELF BOOTH _____

Discount: **\$3,135.00**

Standard: **\$4,262.00**

10' x 20' Displays



20' INLINE BOOTH _____

Discount: **\$6,963.00**

Standard: **\$9,405.00**



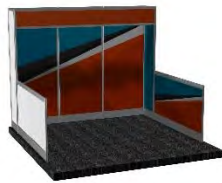
20' SHELF BOOTH _____

Discount: **\$7,067.50**

Standard: **\$9,625.00**

Basic Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



10' BASIC BOOTH _____

Discount: **\$3,272.50**

Standard: **\$4,235.00**



20' BASIC BOOTH _____

Discount: **\$6,490.00**

Standard: **\$8,415.00**

A La Carte

*All prices include graphic panels | White or black panels available on request



1M COUNTER _____

Discount: **\$327.80**

Standard: **\$423.50**



2M COUNTER _____

Discount: **\$595.10**

Standard: **\$773.30**



1M CURVED COUNTER _____

Discount: **\$364.10**

Standard: **\$473.00**



2M CURVED COUNTER _____

Discount: **\$647.90**

Standard: **\$841.50**



DISPLAY CASE _____

Discount: **\$767.80**

Standard: **\$995.50**



LITERATURE BIN _____

Discount: **\$393.60**

Standard: **\$511.50**

Booth Signage

METER BOARD _____

Single Sided: \$556.00

Double Sided: \$880.00

22" x 28" signage _____

\$110.00

8'x10' BACKWALL BANNER _____

\$1,210.00

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____



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:	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Special Placement Labor (1 hr)		See Labor Rate Schedule Below		\$
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:	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			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:	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule Below	\$	\$
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:	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
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			\$	\$
For 24 Hour Power, Add 50% to Connections			Add 50%	\$
Sales Tax (9.25%) + CBID Fee (0.25%) Charged on Connections ONLY			9.50%	\$
Total Labor Hours (2 x Connection total)		See Labor Rate Schedule Below	\$	\$
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

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.		MCC Use Only
<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____		Installed by _____ Date _____
<input type="checkbox"/> Credit Card: American Express _____ MasterCard _____ Visa _____ Discover _____		Confirmation of orders provided upon request
Credit Card Number: _____ - _____ - _____ Exp. Date: _____ - _____		Service Placement For special placement, please fax a drawing and add 1 hour labor
Card Name: _____ Signature: _____ Date: _____		<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		

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
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 now offers free WIFI in all spaces. 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
	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	\$ 4,235.00	
	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	
	Additional Services:				
Add'l 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
	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
	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:		

Payment Info	Comments:		Total Due:	
	Payment, Authorization & Fees: <i>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.</i>		MCC USE ONLY	
			Installed by _____ Date _____ Confirmation of orders provided upon request	
	<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 _____ Credit Card Number: _____ - _____ - _____ Exp Date: _____ Name on Card: _____ Signature: _____ Date: _____		Service Placment 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.

Audio Visual & Computer Supplier

Society of Actuaries Annual Meeting

October 14 - 17, 2018 ~ Nashville Music City Center



Audio Visual One, Ltd.

Monitor Displays				CUSTOMER INFORMATION	
	Qty	SHOW RATE	TOTAL		
20" LCD Monitor		\$250.00		Company Name:	
32" LCD Monitor		\$375.00			
40" LCD Monitor		\$450.00		Address:	
42" Plasma Display		\$475.00			
50" Plasma Display		\$650.00		City:	
60" Plasma Display		\$1,000.00		State: Zip:	
Shelf for Floor stand		\$20.00		Ordered By:	
Hardware - Floor stand		\$50.00		Phone #:	
Hardware - Wall Mount		\$75.00		Email:	
Hardware - Table stand		\$25.00		ON-SITE INFORMATION	
VGA, HDMI, USB Port (Circle Hookup Option)		\$10.00		Exhibitor Booth #:	
Plasma Display & LCD labor install fee		\$90.00		Rep. Contact Name:	
Audio Equipment				Cell Phone Number:	
	Qty	SHOW RATE	TOTAL	Delivery DATE / TIME:	
70 Watt Sound System with 2 Speakers		\$75.00		Dismantle DATE/TIME:	
UHF Wireless Lavalier Microphone		\$100.00		Ordering Information	
UHF Wireless Hand-held Microphone		\$100.00		Deadline: October 5, 2018	
UHF Wireless Headset Microphone		\$100.00		Orders received after deadline submission add 20% late fee.	
4 -Channel Mixer		\$40.00		Ordering Information	
Video Projection Equipment				Equipment charges are for the length of the tradeshow.	
	Qty	SHOW RATE	TOTAL	Delivery Fee add \$100.00 as listed on order form.	
Sanyo LCD 2200 Lumen Projector		\$250.00		Late fee and Onsite fee add 20% based on sub-total of equipment.	
Sanyo LCD 3300 Lumen Projector		\$285.00		Union Facilities add 20% union fee based on sub-total of equipment.	
Sanyo LCD 5000 Lumen Projector		\$335.00		Cancellations	
6' Tripod Screen		\$45.00		Cancellation of order must be processed 72-hours prior to Delivery Date.	
8' Tripod Screen		\$45.00		Orders received after 72-hour deadline will be processed at full rate.	
Laptops & Accessories				One hundred percent of rental fees apply for any equipment delivered on show-site.	
	Qty	SHOW RATE	TOTAL	Equipment Guarantee	
Laptop Duo Core, 2Gig, DVD-rom		\$200.00		AV1's equipment guarantee is as follows:	
Mouse / Keyboard (Wireless)		\$20.00		AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.	
Blu- Ray DVD Player		\$55.00			
HP LaserJet 4000N Printer		\$150.00			
Video Walls / LED Displays / Mac Computers				Call for Quote	
Conference & Meeting Room Equipment				Call for Quote	
Computer Labs / Cyber Cafes				Call for Quote	
Special Instructions:	Sub Total Equipment				
	Tax			N/A	
	20% Late Fee				
	Delivery Fee		\$ 100.00		
	Total Order				
Method of Payment				PLEASE CHECK ONE	
Card Number: _____ Exp Date ____ / ____ CID # _____				AMERICAN EXPRESS <input type="checkbox"/>	
Cardholder's Name (as appears on card): _____				VISA <input type="checkbox"/>	
Cardholders Signature: _____				MASTERCARD <input type="checkbox"/>	
				CORPORATE CHECK <input type="checkbox"/>	
				AUDIO VISUAL ONE, Ltd.	
				Erica Cross-Show Services Coordinator	
				724 Crepe Myrtle Circle	
				Apopka, Florida 32712	
				407.666.5382 ph. - 407.880.0736 fx.	
				ecross@audiovisualone.com	
				All orders will be processed within 48-hours of receipt.	
				Please email to confirm that your order is being processed.	
				Your Nationwide AV & Computer Rental Supplier!	





Music City Center
Booth Catering Order Form
Clint.Strange@nashvillemcc.com

Name of Event: _____	Event Date: _____	Booth/Room: _____
Company Name: _____	Contact Name: _____	
Address: _____	City, State Zip: _____	
E-mail: _____	Phone: _____	Fax: _____

Breakfast & Break Items	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Muffins or Assorted Danish (dozen) Circle One			42.00						am / pm	am / pm
Assorted Bagels with Cream Cheese (dozen)			42.00						am / pm	am / pm
Ham & Cheese English Muffin or Sausage Biscuits (dozen) Circle One			45.00						am / pm	am / pm
Fresh Baked Brownies or Cookies (dozen) Circle One			39.00						am / pm	am / pm
Tortilla Chips & Salsa or Potato Chips & French Onion Dip (serves 25 ppl) Circle One			100.00						am / pm	am / pm
Warm Jumbo Pretzels with Cheese Sauce & Spicy Mustard (dozen) & an (attendant required)			57.00						am / pm	am / pm
Box Lunch Selections	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
OPTION 1: Roast Beef & Provolone Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
OPTION 2: Ham & Cheddar Cheese, Lettuce, Tomato on a wheat Kaiser Roll, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
OPTION 3: Roasted Turkey with Swiss Cheese, Lettuce, Tomato on a Wheat Kaiser Roll, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
OPTION 4: Grilled Market Vegetables, Olive Oil Infused served on a Wrap, Chips, Cookie, and Bottled Water			23.00						am / pm	am / pm
Refreshments and Beverages	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Regular or Decaf Coffee (gallon) Circle One			69.00						am / pm	am / pm
Herbal Tea Bags, with hot water, lemon & honey (gallon)			69.00						am / pm	am / pm
Orange, Cranberry, or Apple Bottled Juice (each)			4.50						am / pm	am / pm
Dasani Bottled Water (each)			3.75						am / pm	am / pm
Assorted Coca Cola Soft Drinks (each)			3.00						am / pm	am / pm
Host House Cocktails **(per drink)			8.50						am / pm	am / pm
Host House Wine ** (per drink)			8.50						am / pm	am / pm
Host Imported Beer * (each)			7.00						am / pm	am / pm
Host Domestic Beer* (each)			6.00						am / pm	am / pm
Domestic Beer by the 1/2 Keg* (Budweiser, Bud Light, or Miller Lite)			475.00						am / pm	am / pm
Import/Craft Beer by the 1/2 Keg* Serves Approximately 124 Servings (Heineken, Sam Adams Boston Lager or Yazoo Pale Ale-Nashville)			525.00						am / pm	am / pm
Bartender (4 hour minimum)			150.00						am / pm	am / pm

*Bartender is Required @ \$150 minimum of 4 hour. additional hrs are \$40 per hr per bartender, **Cocktails & Wine are subject to an additional 15% beverage tax.

Show management must approve all beverage on show floors

Deli Platters	Quantity	Serves 10-15	Serves 20-25	#Days	Total	Delivery Date(s)	Delivery Time	Removal Time
Garden Fresh Vegetable Tray		125.00	200.00				am / pm	am / pm
Gourmet Cheese and Fruit Tray		150.00	250.00				am / pm	am / pm
Pre-made Assorted Deli Sandwiches		225.00	375.00				am / pm	am / pm

Other Options	Qty	x	Cost	x	#Days	=	Total	Delivery Date(s)	Delivery Time	Removal Time
Ice Cubes (10 lb bag)			5.00						am / pm	am / pm
Keurig Machine, Water , and 1 dozen variety of (12) K-Cups			150.00						am / pm	am / pm
1 Dozen Variety of (12) K-Cups			36.00						am / pm	am / pm
Popcorn Machine*			175.00						am / pm	am / pm
Freshly Popped Popcorn (pre bag), Butter, or Ranch Salt, 200 bag minimum			2.50						am / pm	am / pm
Cookie Oven*			150.00						am / pm	am / pm
Booth Attendent (4 hour minimim)*			150.00						am / pm	am / pm
Water Cooler with 5 gallon water bottle			85.00						am / pm	am / pm
Additional 5 Gallon bottle of Water			40.00						am / pm	am / pm

*Booth Attendent is Required @ \$150.00 minimum of 4 hours

Client Initials:

ADDITIONAL MENU OPTIONS AVAILABLE UPON REQUEST

All orders must be received 72 hours in advance of delivery. Please add 23% Catering Service Fee, 9.25% Sales Tax and .25% Zone Fee. ALL ORDERS RECEIVED WITHIN 72 HOURS WILL BE SUBJECT TO A <u>25% ADDITIONAL CHARGE</u>.	Sub-Total:	
	Service Fee (23%)	
Payment Authorization & Fees: Your signature on this form authorizes Centerplate to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard & American Express as credit card payment options via mail or phone. <i>TERMS AND CONDITIONS on page 2.</i>	Sales Tax 9.25%	
	Zone Fee .25%	
Please make Company Checks, Cashier Checks or US Bank Money Orders payable to: Centerplate	Total:	

Credit Card:	<input type="checkbox"/> American Express	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	Billing Zip: _____
Credit Card Number: _____	Exp. Date: _____			CVC# _____
(Print) Card Name: _____	Signature: _____			Date: _____

Revised June 2018 Mail To: MCC 201 5th Avenue South, Nashville, TN 37203

Terms and Conditions

Please review the below terms and conditions completely. By providing an authorized signature on the booth catering order form and by initialing the terms and conditions you are agreeing to the following:

At the Music City Center, the Food and Beverage Department does more than craft compelling menus and provide booth catering. We have the experience, processes and people to execute **Craveable Experiences** and **Raveable Results** for our clients and our guests.

The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services throughout the facility. Absolutely no outside food or beverage can be brought to the facility to be consumed or distributed to staff or attendees. All food and beverage must be purchased through the Music City Center.

PAYMENTS: **A.** Payment in full and signed contract must be rendered prior to food service being provided. **B.** All orders must be received 72 hours in advance of delivery. **C.** Orders placed within 72 hours of delivery will be subject to a **25% additional charge**.

CANCELLATION: Full charges will be applied to the cancellation of any menu items received within 72 hours prior to scheduled event dates

The Music City Center does not provide serving tables or electrical for Booth Delivery Service. Arrangements should be made in advance of delivery with the official show decorator, or with your Music City Center catering sales manager.

25% Additional Charge will be added to all orders received within 72 hours of delivery order date. **23%** Catering Service Fee will be added to all orders. **9.25%** Sales Tax will be added to all orders. **.25** Business Development Fee will be added to all orders. Prices are subject to change without notice.

Payment Authorization & Fees: Your signature on this form authorizes Centerplate at the Music City Center to charge the credit card provided for payment of services ordered on this form. The Music City Center accepts a company check (payable to Centerplate) or Visa, MasterCard, American Express as credit card payment options via mail or phone.

Date: _____ Client Initials: _____

Food & Beverage Sampling Form



The Music City Center retains the exclusive right to provide, control and maintain all food and beverage services within the Music City Center.

- The catering department of the Music City Center reserves the right to provide all cash and contracted service designated for onsite consumption.
- Sample products must be **(1) manufactured or sold by the booth vendor, (2) must conform to our approved sample size and (3) be sampled within the booth area only.**
- Sample sizes of approved product may be no larger than 2 ounce/volume of food or 2 fluid ounces of beverage.
- Sampling of any alcoholic beverage is strictly controlled by the Music City Center in accordance with Local & State Government Law. Approval of such sampling requires specific, special time and attention to accomplish and is not guaranteed.
- All sample requests must be received 30 days in advance of the event date. Approval is not guaranteed until we have received this request, confirmed compliance with the above criteria and signed off on the item(s) indicated.

Event / Show	Sampling Company	Booth #	Dates Sampling

Item	Portion Size / Quantity	Method of Dispensing Sample

Selling of Food & Beverage:

- No food or beverage deemed consumable on premise may be sold.
- Determination of a products in house consumability is at the sole discretion of the Music City Center's General Manager of Food & Beverage. Consideration of any food or beverage item must occur through submission on this form for approval or denial. We strongly suggest that no costs are incurred in the purchase of such products prior to receiving approval.

Waiver of Liability:

The above company and its representatives releases the Music City Center from any and all liability arising from the production, distribution and consumption of any of the food or beverage products that they prepare and serve to their staff or the public in conjunction with this event. The above company further agrees to be responsible for any and all legal fees resulting from any legal actions that result from said food and beverage product brought in, their preparation, service, consumption & disposition.

I have read and understand the above: Signature: _____

Printed Name: _____ Date Submitted: _____

Approved: _____ General Manager, Food & Beverage	_____ Date
--	------------

Return to:
Updated 6/2017

Clint Strange Catering Sales Manager ~ Direct 615.401.1363
Email: Clint.strange@nashvillemcc.com or Fax to 615.401.1482