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FACILITY HIGHLIGHTS:

- Entire facility covers 16 acres
- Total Square Footage: 1.2 million
- Exhibit Space: 353,143 sf
- Grand Ballroom: 57,500 sf
- Davidson Ballroom: 18,000 sf
- 55 Meeting Rooms and 3 Board Rooms
- 4 Show Manager offices (1,450+ sf each)
- Two Green Rooms
- 32 covered loading docks
- 3 dock levelers and 3 drive-in ramps
- 1,800 covered parking spaces
- Covered bus/taxi drop off & pick up
- Valet parking available

*This handbook contains detailed facility information to assist you with the planning of your event. We look forward to partnering with you for a truly unique Music City Center experience.

EVENT SERVICES HANDBOOK, REV. APRIL 2014
TUNED INTO SUCCESS
WWW.NASHVILLEMUSICCITYCENTER.COM
ACCESSIBILITY:

The Music City Center (MCC) is committed to accommodating the needs of individuals with disabilities. The MCC complies with all federal ADA laws. Should you or your attendees require special assistance and/or services such as listening devices, wheelchairs, lifts, text telephones, or stage ramps, please contact your Event Manager for assistance or the MCC ADA Coordinator, or the Chief Operations Officer at (615)401-1450. We welcome any suggestions you may have to make your experience more enjoyable.

The MCC does not discriminate on the basis of age, race, sex, color, religion, national origin or disability in admission to, access to or operation of its programs, services, or activities. The MCC does not discriminate in its hiring or employment practices. The following person has been designated to handle questions, concerns, complaints, requests for accommodations, or requests for additional information regarding the American Disabilities Act: Senior Vice President/Chief Operations Officer, 201 5th Avenue South, Nashville, Tenn. 37203, (615)401-1450.

TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD)
Assisted listening devices are available with advance notice. A TDD is available at the MCC Ambassador desk on Level Three.

FOOD & BEVERAGE
The Music City Center’s culinary team has pleased plenty of discerning palates with its mouth-watering cuisine. Whether it’s a casual dinner for six or a gourmet feast for 12,000, our exclusive in-house caterer offers impeccable service and a superb selection of menus for every occasion.

RESTROOMS
All public restrooms in the MCC are accessible per Federal ADA requirements. Family restrooms are also located throughout the facility.

SEATING
All seating within the MCC is temporary and therefore can be arranged for special accommodation with advance notice.

SIGHT IMPAIRED INFORMATION
Braille instructions can be found on the elevators, restrooms and emergency exit signs throughout the building. Some MCC literature can be made available in braille upon request and with advanced notice.

WHEELCHAIRS
Automated doors for wheelchair accessibility are located at our entrances on 5th Avenue and 6th Avenue. MCC staff can assist with information regarding wheelchair usage.

PARKING
There are 29 ADA accessible parking spots located within our on-site parking garage.

ADDITIONAL SERVICES:

The Licensee will pay the MCC any fee which may be due for additional services, accommodation or materials furnished or loaned by the MCC.

ADDRESSES:

MAILING: 201 5th Avenue S  700 Korean Veterans Blvd.
Nashville, TN 37203  Nashville, TN 37203

ADVERTISING & MARKETING YOUR EVENT:

The MCC offers a variety of ways to advertise your event throughout the facility. Our indoor advertising opportunities include window clings in various locations, banners, GOBOs, and indoor flat screen monitors. Contact your Event Manager.

For information about local media outlets to spread the word on your event, call our Marketing Coordinator at (615)401-1420 for media listings.

YOUR LOGO AND MESSAGE HERE!
**NOTE:** The distribution of advertisements in the form of fliers, coupons, and other formats by you and/or your exhibitors is permitted in your contracted meeting space only. The distribution of fliers, stickers, etc. in public space or on parked cars is strictly prohibited and may result in additional cleaning fees.

**AIR CONDITIONING & HEATING:**

MCC is dedicated to being environmentally friendly. In our efforts to preserve the environment and reduce our carbon footprint, our building is heated and cooled via steam and chilled water supplied by the Nashville District Energy System.

**ART PROGRAM:**

The MCC is proud of its over 100 pieces of unique, one of a kind, artwork valued at over $2,000,000. Each piece has a barcode that can be scanned to provide information on the artist and their artwork. These are permanent installations that have been assigned a specific location and are part of the overall site design. They cannot be removed, covered, or tampered with in any way. For further information please contact your Event Manager.

**AUDIO VISUAL:**

The MCC has an in-house preferred audio visual provider, while not an exclusive service; discounts are offered when the in-house provider is selected. Nashville is a city known for its music and unique sounds; the MCC is committed to providing the very best in audio services.

Our professional Audio Visual team of on-site experienced staff is always available to assist you with any need you may have, whether it’s providing technical support, stage hands, or giving advice on sound equipment. They also maintain a number of individual, portable sound systems to create quality sound reproductions for any size event, from a small board meeting to a general session. The Audio Visual staff can help you create a single presentation, design a multi-media presentation, or produce a show featuring full video enhancement capabilities.

Our Audio Visual team has the expertise and equipment to meet any meeting need, convention, trade show or full special event production. Basic services are listed below. Please call to inquire about any service not listed, and we will accommodate your request. For more information, or for a package price quote, call (615) 401-1328.

**AUDIO VISUAL EQUIPMENT RENTALS**

- Convention Audio Visual Coordination
- Multi-Media Presentations
- Lighting
- Technology
- Computer Rentals
- Video I-Mag and Taping
- Operators and Technicians
- Data Projection

Please contact your Event Manager for audio visual partner rules and regulations if you are bringing your AV provider to the MCC.

**BOARDROOMS:**

The Music City Center boardrooms are state-of-the-art featuring: Panasonic 3000 Lumens Projector with a roll down screen, 2 x 42” or 2 x 60” LCD displays (depending on the room), integrated overhead audio, cable television, VGA, HDMI, svideo, composite, component video interfaces, Analog, ISDN, Ethernet, multi-mode fiber and Wi-Fi connectivity and support for WiDi (Wireless Display technology). Please contact your Event Manager for package pricing.
COMMUNICATIONS & TECHNOLOGY:

The Music City Center provides exclusive technology services. One of the most technologically advanced buildings in the country, the MCC's infrastructure supports connection speeds in excess of one gigabyte. Telecommunication services can be accessed via CAT6 UTP, single or multi-mode fiber optic connections every 30 ft. throughout the building.

INTERNET ACCESS

• Multiple high-speed, gigabyte internet connections
• Dedicated & shared internet access
• Point-to-Point networking
• Private VLAN configurations
• Wireless Networking 802.11 a/b/g/n
• Wireless buyout and Marketing opportunities

VOICE SUPPORT

• Analog voice service
• Digital voice service
• Voice Mail service
• Long Distance Service
• Hunt/ Roll over programming Capabilities

NETWORK SUPPORT

On-site network engineers can assist with design and configuration needs during events.

OTHER FEATURES

• 24/7 Network monitoring
• Call accounting system
• Voice-over IP
• ISDN Service
• Digital Signage
• Network equipment rental and computer rental

Please refer to the Communications/Technology order form on our website or call our on-site office at (615) 401-1476.

DAMAGES:

It is the responsibility of the Licensee to designate someone to conduct a pre/post show damage walk through with a member of MCC staff. MCC will note any new damage at the conclusion of the event. Damage caused by the Licensee or their contractors/attendees will be billed at the prevailing rate.

DECORATIONS & SIGNS:

In order to maintain the interior appearance of the MCC and to continually offer competitive rates, we request that you follow a
few simple money saving guidelines:

- Please do not drill, core, or punch holes in the building.
- Signs must be of professional quality.
- Handwritten signs are not permitted.
- Signage or decor cannot obstruct any fire suppression equipment or exit.
- Under NO circumstances are helium balloons or adhesive backed decals (except name tags) to be given away or used in the MCC. Any costs incurred by MCC from the use of, or removal of these items will be charged to the Licensee at the prevailing rate.
- Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, equipment, painted surface or wall of the MCC. Any special decorations or signs must be approved by the MCC Management.
- The use of paper for signs shall be limited to card index paper or poster board paper, equal to or less than eight square feet in size. Fabric signs are not limited in size, but shall be treated as decorative materials.
- Confetti/Glitter/Rice are prohibited without prior approval by your Event Manager.
- Lewd or offensive language or pictures as determined by MCC are subject to removal.
- See Rigging section for more information.

EQUIPMENT:

The Music City Center maintains a vast inventory of items to furnish basic sets. Equipment is subject to inventory and availability. Your Event Manager can discuss availability of equipment with you. All MCC equipment will be set up and operated by authorized building personnel only. Rooms will be set up on a one-time basis. Costs for any additional room changes, during any given day, will be paid by Licensee at the prevailing rates. Licensee is responsible for any MCC equipment used. MCC equipment should be left in the same condition as it was before Licensee’s usage. See attached budget list.

EQUIPMENT DEMONSTRATIONS:

Demonstrations of equipment/machinery with moving parts or debris that may cause injury must be safely secured from attendees or any other persons who may be harmed by close proximity as deemed necessary by MCC Management.

EMERGENCY INFORMATION:

MCC has extensive thorough emergency procedures and each staff member has been specifically trained and assigned responsibilities in the event of an emergency. In an emergency; show management, exhibitors and attendees are to follow the instruction of the MCC staff.

EVENT CONTRACTING:

The Music City Center maintains a list of qualified exhibit contracting companies you can utilize. Please contact your Event Manager for additional information.

EVENT ESTIMATE:

Clients will be provided an Event Ancillary Cost Estimate prior to their event taking place. This is only an estimate of what you have preordered through your Event Manager. As your requirements change, so will your estimate of ancillary charges. Audio Visual and Food & Beverage estimates are provided separately by those service providers.

EVENT MANAGEMENT:

A key element in the success of any event is a consistent level of communication between the meeting planner/show manager and the facility. From the moment your License Agreement is returned, you will be assigned an experienced Event Manager. Your Event Manager will be available to you during all planning stages, on-site during all critical move-in, event, move-out hours, as well as during the post-event meeting.

Questions about fire and safety policies and regulations, all documentation, and all requests for approvals and/or permits must be directed to your assigned Event Manager.

EVENT REQUIREMENTS:

All event requirements must be coordinated with your Event Manager, and approved by the MCC Management 14 days prior to the event taking place.

EVENT STAFFING:

Tennessee is a “right to work” state allowing customers to obtain labor services at the best rates and service levels available. The MCC has established minimum staffing requirements for security guards and emergency medical technicians that must be provided by the licensee. The MCC is happy to provide these services at a competitive rate and subject to a four hour minimum.

The MCC will provide ambassadors and service desk personnel on a complimentary basis as deemed appropriate by the MCC. Your Event Manager can provide you with additional information regarding these services.

EXCLUSIVE SERVICES:

- Electrical, compressed air, water, and gas
- Telecommunications, internet, cable/ satellite connections
- Food & beverage
- Rigging/Riggers
EXHIBIT HALL / FIRE MARSHAL REQUIREMENTS:

Any platforms intended to be occupied by persons shall be six (6) feet or less in height. The platforms shall be non-combustible or fire retardant treated wood and the space below the platform shall be substantially open.

All booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.

All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc., must be fire retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire retardant materials and be certified as flame retardant. Samples should also be available for inspection. Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

All exits and access and visibility to the exits must be kept clear and unobstructed.

Fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones must be visible and accessible at all times. During set-up and move-out “Freight Free Aisles” must be maintained and kept clear at all times. Exhibit crates, boxes and cartons cannot be placed in these aisles. The purpose is for emergency access to fire alarms, fire hoses, fire extinguishers and for life support equipment as quickly as possible.

Use of liquefied petroleum gas within the building is prohibited.

Combustible or flammable liquids may not be used or brought into the building without the prior approval from the Fire Marshal.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Cylinders must be secured in an upright position.

The storage of packing materials and surplus literature must be confined to areas away from the display areas. (This is to lessen the fire loading in a given area.) However, what is considered to be a day supply is permitted.

No packing containers, wrapping materials or display materials may be stored under tables or behind booths; this material must be placed in storage.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.

Approval and/or permits are required in the Music City Center for the operation or use of products on display, which might be considered hazardous to the public or affecting life-safety requirements. Some areas of concern in operation or use requiring approval and/or permits consist of: powder-actuated tools, welding or heat producing products, decorative (votive) lit candles, small tanks of heavier-than-air compressed gas, etc.

The use of flammable liquids or gases within the Music City Center is prohibited. The storage of flammable liquids or gases will be confined to closed approved containers and limited to quantities needed for display.

Solid walls, 2 story exhibits, or canopies over 400 sq. ft.

1) These are allowed by permit if the Exhibitor files with the Fire Department plans of the structure along with a copy of certification of the flame proofing of the material. Temporary sprinkler systems may be required. Installation and equipment expenses to be paid by the Exhibitor.

2) A smoke detector with audible alarm and a visible 2A10BC fire extinguisher are required for every unit up to 400 sq. ft of covered floor space or fraction thereof. Operation of smoke detectors must be verified after installation.

3) The data specification label must be permanently attached to the fabric with a NFP-701 certification.

4) Multi-story Exhibit is a booth where the display fixtures exceed twelve feet (12’), including double-decker and triple-decker booths. Multi-storied exhibits require prior approval by the facility and local government agency because they are deemed to be “structures” for building purposes. The city department generally needs to issue a building permit based on an application and drawing prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Floor plans must be submitted one (1) month prior to the first move-in day to the Music City Center Event Manager.

5) All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopies, awnings, curtains, straw, hay and similar materials are also required to be flame retardant.

FACILITY INSPECTION:

A facility inspection will be conducted on the first day of occupancy with a MCC facility representative and authorized personnel representing the Licensee, if you wish to participate. The intent of the pre-show and post-show “walk-through” is to assess the condition of the space which has been contracted. The Licensee will be responsible to ensure the facility space is returned in the same condition upon departure. The MCC and Licensee will mutually inspect the space at the termination of the occupancy period. If the Licensee chooses not to be present, the licensee agrees to the findings of the MCC. *See “Damages” for more information.
**FLOOR CARE:**

In an effort to ensure that our facility floors continue to look great, the MCC requires that all Licensees, exhibitors, contractors, and subcontractors comply with the following guidelines:

- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet/tile. Where possible all movement MUST take place through the service corridors. In areas where this is not feasible, we require that all decorators and/or Licensees tape down a layer of visqueen or plastic from Point A (origination point) to Point B (the final destination of the freight or project). Any counters that will sit directly on the tile will need carpet to remain under them.

- For the floors in our exhibit hall: The MCC requires that use of Kendall 105 or TC1900 carpet tape, and NOPI floor marking tape in the exhibit hall. Any costs incurred by the MCC for tape or tape residue/stickers not removed will be charge at the prevailing rate.

- Plywood must be placed on our floor and under all items for those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials. These type items cannot be dumped directly on the floor without plywood protection.

  *NOTE:* Our service desk will be stocked with a limited supply of plywood and tape that may be purchased by the exhibitor. Once these supplies are exhausted it is the responsibility of the exhibitor to comply with all MCC floor requirements. All tape and residue marks must be removed from the Exhibit Hall floor and disposed of immediately after show. Duct/masking/scotch tape is not permitted for use in the facility. Any costs incurred by the MCC for tape not removed by Licensee will be charged at the prevailing rate to the Licensee.

**FLOOR PLANS:**

Metro Government Fire Marshal requires that floor plans for any convention or trade/consumer show with exhibits, registration, lobby signage, or MIS Headers scheduled in an area of the MCC must be submitted to MCC Management for approval prior to selling booth space. Plans must be submitted (seven blue lines and one 8.5 X 11 copy). Any changes to MCC approved floor plans must be re-submitted to MCC Management for approval. Floor plans must be received at least one month prior to the event. All floor plans submitted must indicate the following:

- Name and date of the event
- Area of the facility in use
- Floor plan designer and dates of original drawings and revisions
- Total number of booths and dimensions
- Exits clearly marked and free of obstruction
- Scale: 1/32” = 1’
- Total net square footage
- Columns and utility ports

The approved floor plan shall not be altered. Displays, exhibits, booths, chairs, etc. shall not be installed or operated in any way that interfere with access to any required exits, visibility of the exit or exit signs, or that block any opening in movable walls or any fire fighting equipment.

Any changes to the floor plans that result in equipment or utilities being relocated will be charged at the prevailing rate. Any questions relating to the floor plan approval process should be directed to your Event Manager.
FOOD & BEVERAGE:

The Music City Center is pleased to maintain an exclusive relationship with one of the most well-known and respected catering firms in the industry. The flexibility of our catering and retail professionals makes the MCC the perfect location for any type of event. Our in-house catering services department offers a level of service and a variety of food and beverage offerings comparable to any fine hotel at a very reasonable price.

Our experienced Catering Sales Managers and Chefs can offer you a wide selection of food and beverage options and make suggestions for menus which will work best for the size and type of event you are planning. They are also happy to custom design menus to meet any special needs or budgets. Attention to the smallest detail is evident in the service all our clients receive, whether the event is a continental breakfast for a few board members or an elegant banquet for 6,000.

Our Chefs will create and design all food on site in our state of the art kitchen facilities. Magnificently presented with artistic flair and detailed attention will guarantee you applause. For complete menus and detailed information on catering services, please call our catering sales office at (615) 401-1364.

FOOD & BEVERAGE GUIDELINES

• Scheduling the opening and closing of food and beverage retail and banquets will be authorized by our exclusive caterer.

• Sample food and/or beverage products may not be distributed by sponsoring organizations except upon written authorization by our exclusive catering partner. Sampling is permitted only for vendors who normally produce or sell the product sampled. Such samples must comply with the established sample size policies.

• Clear access is to be maintained to exhibit halls, concession stands and restrooms at all times.

• Clear access to both Ballrooms from the service corridors must remain clear of all production cords and wires at all times in order to not impede food & beverage service.

• No food and beverage is to be brought onto the premises from any other provider. Other than pre-approved samples, no food or beverage is to be brought onto the premises. Our exclusive catering partner may be contacted to provide all of your food and beverage needs whether for booth attraction, booth catering, staff meals, beverage service or catered food and beverage.

FOOD ALLERGIES

In the event any guests in your group have food allergies, you are responsible for informing us of the names of such persons and the nature of their allergies so that we can take the necessary precautions when preparing their food. We undertake to provide, upon request, full information on the ingredients of any items served to your group.

BANQUETS & SALES

Your Catering Sales Manager can offer suggestions and solutions for any event involving banquet catering. Our catering professionals
can offer many creative ideas. Whether you are planning a casual breakfast, business lunch or an elegant awards dinner.

**BOX LUNCHES**
Fast and affordable box lunches may be the answer to your scheduling or space challenge. Our box lunch menus feature the traditional to the extraordinary, including many local gourmet options.

**EXHIBIT BOOTH CATERING**
Your Catering Manager will be happy to supply information to be included in your Exhibitor Kit. This information includes menus and prices for all food and beverage available for delivery to exhibit booths along with directions for ordering. Selections include hot and cold beverages, reception items, breakfast fare and more!

**RETAIL**
Guests will find Al Taglio restaurant and Dunkin Donuts on the first floor of the Music City Center. Al Taglio restaurant features roman style pizza, paninis, soups, salads, craft beer and gourmet coffee.

**INDOOR & OUTDOOR ENTERTAINING**
Take advantage of the spectacular views offered in the Music City Center to make your event truly memorable. The MCC offers the 18,000 sq. ft. Davidson Ballroom, the spectacular 57,500 sq. ft. Grand Ballroom, and several large outdoor terraces with incredible views of the city eight stories above the street. The lobbies can be transformed into an elegant reception or a business lunch. Retail outlets are mobile and can be made available with a variety of food options. The space, which is very popular for receptions, can be utilized for both indoor and outdoor entertainment. From refreshment breaks to a banquet for thousands, we are delighted to make all the arrangements for themed events. We have access to specialty linens, floral services, entertainment, and props to make any themed event the highlight of your stay at the MCC.

**NOT JUST CONCESSIONS**
Our exclusive caterer provides many popular, regional and themed portable retail food options. These include popular, authentically local concepts such as “Go Natural,” “Meat and Three,” “Hot Chicken,” “Smoke House,” “Tortilla Junction,” “Paninis” and many others. They are happy to work with you to make sure your guest expectations are achieved. There are many locations within the exhibit halls and corridors that are structured to accommodate our retail carts. However, since the carts are portable, all concepts may be placed in a way that fits best with your show floor plan, with only the consideration of space and electricity.

**RETAIL**
Guests will find Al Taglio restaurant and Dunkin Donuts on the first floor of the Music City Center. Al Taglio restaurant features roman style pizza, paninis, soups, salads, craft beer and gourmet coffee.
IDENTIFICATION:
All individuals working in the MCC must be on a daily call list and wear an approved identification badge. MCC participates in the ESCA Badge Program. To obtain a badge from the MCC, you must provide a photo ID. All badges must clearly identify the wearer and the name of the firm they represent. Contact the Director of Security for information: (615) 401-1301.

FORKLIFT / LIFTS:
Should you require the use of a forklift or lift, contact your Event Manager for more information about this service and scheduling of labor and prevailing rates. Please note the weight restrictions visited under “Freight Elevators.”

FREIGHT ELEVATORS:
For your experience the MCC has 3 freight elevators. Two elevators have an 8,000 lb. weight capacity and the third elevator can accommodate up to 12,000 lbs. The dimensions are:

- 8,000 lb. Elevator: 7’8”W x 11’8”D x 10’H
- 12,000 lb. Elevator: 10’W x 19’8”D x 9’8”H

GRATUITIES:
MCC policy specifically prohibits any MCC employee from accepting loans, advances, gifts, gratuities or any other favors from parties doing business with the MCC. Show management, service contractors and exhibitors should be aware of this policy and refrain from any such activity.

GREEN ROOMS:
The MCC has two Green Rooms to service the Grand Ballroom on Level 4. Rooms 402 and 403 are furnished and available with the use of the Ballroom. Each room has a restroom with shower and is accessible from the lobby as well as the interior corridor to the stage and Ballroom.

HAZARDOUS WASTE:
Events at the MCC that require hazardous materials as part of its planning or production must submit a detailed plan to their assigned Event Manager and Director of Security ninety (90) days prior to the event. As part of this request for approval, please include the following detailed lists and/or plans:

- All hazardous materials expected to be used or produced.
- Appropriate licenses, permits and insurances.
- Any/all vendors supplying and transporting such materials. The licensee’s vendors must also comply with all federal, state and local regulations.
- Plan of how materials will be handled, utilized or the process of how they will be produced on site.
- Plan on how the materials will be secured and stored when not in use.
- A detailed plan of how the materials will be removed/disposed and any associated cleanup performed.

Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or bio-hazardous. These products include paint, ink, chemicals, petroleum-based, bodily fluids/parts, and certain medical supplies. A separate charge will be applied by the MCC for fees and fines for hazardous waste not removed from the facility. Please contact your Event Manager for guidance.

HOLIDAYS:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Birthday</td>
<td>3rd Monday in January</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4th</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Day &amp; Day After</td>
<td>4th Thursday in November &amp; 4th Friday in November</td>
</tr>
<tr>
<td>Christmas Eve &amp; Day</td>
<td>December 24th &amp; 25th</td>
</tr>
</tbody>
</table>

IDENTIFICATION:
All individuals working in the MCC must be on a daily call list and wear an approved identification badge. MCC participates in the ESCA Badge Program. To obtain a badge from the MCC, you must provide a photo ID. All badges must clearly identify the wearer and the name of the firm they represent. Contact the Director of Security for information: (615) 401-1301.

INSURANCE REQUIREMENTS:
Please see License agreement and attached sample form.

LEVELS:
4 - Grand Ballroom
3M - Show Manager Offices, Executive Boardroom
3 - Exhibit Hall
2 - Meeting Rooms
1M - Davidson Ballroom, Boardrooms A & B
1 - Meeting Rooms

*Floor plans located on pages 19 - 24
LOADING DOCKS:
MCC has 32 docks, 3 drive-in ramps, and 3 dock levelers that may be assigned proportionately to the exhibit space leased. Commecial and production trucks may be left overnight, however, no personally operated vehicles may be parked overnight. Your Event Manager can assist with dock assignments. See attached map.

LOBBY SPACE:
Lobby space will be assigned by your Event Manager and in consideration of other MCC events.

LOCKS & KEYS:
Card keys are available and locks can be reprogrammed for individual meeting rooms. All card keys required by show management or their contractors will be subject to a key deposit. Requests for card keys should be made through your Event Manager and all card keys must be returned on the last day of the event. See your Event Manager for applicable fees.

MARSHALLING YARD:
Contact your MCC Event Manager for truck marshalling options. See attached maps.

MOVABLE WALLS:
The movable walls in the MCC exhibit halls and various meeting rooms are to be placed and removed by MCC personnel only. Do not adhere tape, push pins, etc. to the movable walls.

MOVE-IN & MOVE-OUT:
Under NO circumstances shall anyone attempt to move-in or out any exhibit materials, etc. through the main entrance areas of the facility without prior approval from their Event Manager. The MCC’s lobby and meeting room carpet/tile must be protected with visqueen or other approved covering in order to move-in/move-out exhibits, registration counters, freight, etc. on to carpeted/tiled areas. Any deviation from this procedure must be approved by MCC Management.

LOADING Dock access off Korean Veterans Boulevard

NOISE GUIDELINES:
Music City Center has a responsibility to ensure the quiet enjoyment of the facility for all our clients. Planners shall receive prior scheduling approval for any musical presentation, rehearsals, or loud activities in advance. MCC will make the final determination on all sound location levels and duration in the facility. Live entertainment should not be scheduled without approval and coordination with your Event Manager. MCC retains the right to regulate the volume of any audio signals that interfere with any other Licensee’s use of contracted space within the MCC.

OCCUPANCY LOADS:
Presentations must be confined to areas designed for and maintained as assembly occupancies. Occupancy totals change as room set-up needs change.

PAINTING & REFINISHING:
No painting or refinishing of signs, displays, or other objects will be permitted inside the venue. This activity may take place in approved loading dock areas if the surface is protected. Contact your Event Manager for details.

PARCEL & TRUCK INSPECTION:
MCC reserves the right to inspect all vehicles, cartons, packages and other containers entering or departing the facility.

PARKING:
MCC has 1,800 covered parking spaces in the facility for your convenience. The parking garage is monitored and patrolled 24/7/365. Please contact your Event Manager to assist with any parking or valet needs you may have and for rates.
**PERSONNEL & CONTRACTOR ENTRANCE:**

All event personnel, service contractors, temporary help, and other workers affiliated with an event taking place at the MCC shall enter and leave by way of the entrance labeled “Employee/Contractor Entrance” located on the south side of the building at 7th Avenue & Korean Veterans Boulevard.

**PETS & ANIMALS:**

Pets or animals are not permitted in the building, except as an approved exhibit, activity or preapproved presentation legitimately requiring the use of animals, or as a “medical aid” pet. See your Event Manager for details.

**PUBLIC ADDRESS SYSTEM:**

This system shall not be used for singing or playing background music. It is for announcements and public address only.

**PYROTECHNICS:**

The use of pyrotechnics within the MCC is strictly regulated by the Davidson County Fire Marshall and must be approved prior to the date of the event. Facility rules and regulations are designed to ensure safety for all attendees and workers as well as protecting the interior furnishings of the building. NFPA 1126 shall be referenced as required for such activities. Please contact your Event Manager for specific guidelines.

**RATES - LABOR & EQUIPMENT:**

See attached “budget” list.

**REGISTRATION SPACE:**

Designated registration space will be made available to Licensee at no additional cost on an “as available” basis and in consideration of any other tenant. Registration space should be clearly shown on the floor plan and submitted to MCC Management for approval.

**RIGGING:**

In order to provide our clients with the best possible experience and best manage and minimize the risks of overhead rigging, all rigging services are provided exclusively by the MCC Rigging Services team.

If you plan to utilize rigging for your event, or would just like to explore your options, we encourage you to begin the process early. Please let your Event Manager know that you would like more information about the rigging process and schedule a meeting with the MCC Rigging Services team to discuss the services in detail.

**SAFETY & SECURITY REQUIREMENTS:**

We know how important safety is to you and your customers. The MCC maintains twenty-four (24) hour security for building perimeter, parking garage, and internal patrols. Cameras are strategically located throughout the building. All clients of the MCC are responsible for complete security within exhibit areas, meeting rooms, and other areas to be used by the client. The MCC’s Security Department shall have final approval of security requirements for all events conducted within the facility. Additional security is available at the prevailing rates.

**MINIMUM REQUIREMENTS**

Each event will be evaluated separately according to the nature of event, areas in use, and consideration of other clients when determining requirements. Normal minimum security requirements are as follows:

A. **EXHIBIT HALL EVENTS**

1. Loading dock areas
2. Loading dock ramp
3. Exhibit hall freight doors when in use
4. Entrance and exit areas to be used by exhibitors, guests, general public, etc.
5. Two EMTs are required to be on-site during show hours and one EMT is required for exhibitor move in/out.

B. **MEETING ROOM EVENTS:**

1. Individual meeting rooms as needed based on nature of the function, attendees or value of any goods stored in there
2. Public entrance areas
3. General areas in use when multiple events necessitate pedestrian traffic management.

C. **PUBLIC EVENTS & LARGE ATTENDEE EVENTS:**

1. Ticket booths

All events in the meeting rooms and ballroom will be individually reviewed relative to security staffing levels based on event operation:

- If a Marshalling Yard is used, you are required to hire security for move-in and move-out until the last vehicle is removed
- Contract security companies are not permitted to carry firearms within MCC premises
- Based on the event details, MCC will determine if Police Officers are required.

The required police officers will be at the licensee’s expense. For any questions on all fire policies and procedures, call our Director of Security and Parking at (615) 401-1300. See also Emergency Information section.
**SALES & USE TAX:**
Show Management, exhibitors and contractors must collect sales tax as required by the Tennessee Department of Revenue. Please visit this website for forms and details:
www.tennessee.gov/revenue/forms/general/f13005_1.pdf

**ADDITIONAL CONTACT INFORMATION:**
TAX FORMS: (800)342-1003
SALES & TAX USE: (800)342-1003 or (615)253-0600
TENNESSEE SALES TAX: 9.25%

**SERVICE DESK:**
MCC staff will provide an Exhibitor Services Representative to assist exhibitors with questions and ordering of MCC services during exhibitor move-in/out hours.

**SHIPPING:**
The MCC will not accept advance shipments of freight or materials prior to the contracted move-in date. All shipments delivered to the MCC after the official move-in date shall be addressed to the attention of the show contractor. Under no circumstances will C.O.D. deliveries be accepted by the MCC. If you have questions regarding shipping or receiving, please contact your Event Manager or the UPS Store: (615) 401 - 1495

**SHOW OFFICES:**
The MCC has four offices overlooking the Exhibit Hall, which are offered to show managers at no charge when available. Other meeting areas may also be used as show offices, pending availability. Contact your MCC Sales Manager to discuss reserving a show office during your event.

**SHUTTLE/TAXI LOCATIONS:**
Please coordinate all transportation logistics with your Event Manager. Locations available on 5th Avenue, 6th Avenue, and Demonbreun.

**SMOKING POLICY:**
Due to our “green” initiative, smoking is prohibited in all indoor areas and no closer than 25 ft. from any entrance at designated smoking areas only. A smoking locations map is available upon request.

**SOIL, WATER & GARDEN DISPLAYS:**
Displays must use a protective coating of fire retardant plastic, visqueen (minimum 6 ml), plywood or masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and prevent leaks and water seepage. Licensee is responsible for any associated cleaning and/or damage incurred.

**SPECIAL EVENT PERMIT APPLICATION:**
A “Special Event Permit” application is required for use of any public space outside of the MCC property. Please contact your Event Manager for a permit application.

**SUPPLIER NETWORK:**
The MCC maintains detailed information on many of the goods and services needed to stage a successful event. Our supplier network includes: limousines, booth models, area restaurants, photographic services, public relations information, signage production, and office machine/furniture rental, just to name a few. If we don’t have information on what you need, we’ll put you in contact with the person who can help you. Contact our Guest Services Manager (615) 401-1469 or your Event Manager.

* Located at the 6th & Demonbreun entrance.
SUSTAINABILITY:
The Music City Center is a U.S. Green Building LEED “Gold” certified facility and is committed to supporting and encouraging sustainable practices, including the hosting of environmentally-friendly “green” meetings in our facility. Because conservation of energy and natural resources is a high priority at the MCC, we have a four-acre “green-living” roof that minimizes the heat island effect. We also minimize our carbon footprint by heating/cooling with steam/chilled water, using reclaimed water for outdoor irrigation and to flush all the toilet/urinals in the building, and by utilizing energy management software, low-flow automatic faucets/flush valves, and environmentally-responsible cleaning products/supplies. We donate all excess food and unclaimed lost/found items to the local rescue mission. MCC recycles various items, including cardboard, paper, and fluorescent light bulbs and provides recycling containers for paper, aluminum cans, and cardboard as space permits. Contact your Event Manager for further information.

TICKETED EVENTS:
The MCC or its designee shall order, audit and determine sales outlets for all tickets sold for MCC events. The MCC or its designee shall have complete custody and control of all monies received from the sales of tickets for the purpose of applying toward payment of any balances for rental or charges incurred in conjunction with the event or promotion. All money received from ticket sales shall be deemed held in trust by the MCC or its designee as a bailment for the benefit of the ticket purchasers. A complete ticket manifest must be provided nightly to MCC management. A minimum of one off-duty police officer hired through the MCC may be required during all ticket sale hours.

TRANSIENT VENDOR LICENSE:
If you are a person/business selling or offering to sell new merchandise to the public on temporary premises and do not have a permanent, fixed location in Tennessee where the business is conducted you are considered a transient vendor. A transient vendor can be both a Tennessee resident or an out of Tennessee resident. Permits can be obtained by visiting: www.dcclerkonline.com/business.php.

TRASH DISPOSAL & RECYCLING:
The MCC manages a cost-effective system of trash removal by providing a 30-yard open top and a 42-yard compactor, that are made available during the term of your license. As part of its sustainability practices, the MCC also provides a 30-yard mixed recyclables compactor available during the term of your lease. Additional containers can be made available upon request. All containers are charged at the prevailing rate per haul.

UTILITY SERVICES:
The MCC serves exclusively as its own electrical and utility service order contractor, thus providing show managers and exhibitors convenience and flexibility. See Service Order Forms for details of services and rates. Electrical wiring must be the proper size to handle demand, and all extension cords must be UL listed, labeled and appropriately sized. Excessive use of extension cords is discouraged and shall be approved by the Fire Marshal before use.

- Use of two wire extension cords is prohibited unless approved by the Fire Marshal.
- Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
- All temporary electric wiring must be accessible and free from debris and storage.

* Music City Center - 4 acre Green Roof and 845 Solar Panels
VEHICLES & GOLF CARTS:

Please contact your assigned Event Manager for details regarding vehicle loading and unloading in the exhibit halls. The Event Manager can also provide you with information regarding our vehicle display policies and procedures.

Vehicles are not permitted in the Exhibit Hall for loading/unloading without the authorization of MCC Management. All equipment and freight will be loaded/unloaded at the loading dock area. Any vehicle that remains in the Exhibit Hall as part of a display must conform to all fire regulations, see page 8.

Persons under the age of sixteen (16) shall not be allowed to operate a personal cart (golf cart) on the MCC property. All such carts are to be operated in the MCC’s Exhibit Hall only. Under no circumstances are vehicles or personal carts to be operated in meeting rooms, lobbies, service corridors during show hours.

Flammable Liquids/Gases: Display of any motor vehicle, air craft, or any apparatus in which a fuel tank is attached will be safeguarded by disconnecting the battery and securing the fuel tank fill pipe with a locking device or other approved method. Liquid fuel tanks will contain no more than five (5) gallons or 25% fuel capacity, whichever is less. All internal combustion engine drive vehicles or equipment on display must have fuel filler caps locked or taped and batteries disconnected. Fuel tanks shall not be more than one-half full, or contain more than 10 gallons (37.9L) of fuel whichever is less.

WEIGHT LOADS:

Weight load limits must be adhered to throughout the facility. Please contact your Event Manager with questions regarding weight load limits for specific locations.
# Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boardroom Technology</td>
<td>$700.00/DAY</td>
</tr>
<tr>
<td>Door Lock Changes</td>
<td>$50.00/DOOR</td>
</tr>
<tr>
<td>Easels</td>
<td>$10.00 EA/DAY</td>
</tr>
<tr>
<td>Dance Floor (4’ x 4’)</td>
<td>$1.00/SF</td>
</tr>
<tr>
<td>Forklift with Operator</td>
<td>$100.00/HR</td>
</tr>
<tr>
<td>Lecterns</td>
<td>$45.00 EA/DAY</td>
</tr>
<tr>
<td>Lighting Control Panel</td>
<td>$100.00/DAY</td>
</tr>
<tr>
<td>Lost / Unreturned Card Keys</td>
<td>$100.00 EA</td>
</tr>
<tr>
<td>Masonite or Plywood (4’ x 8’ sheets)</td>
<td>$20.00 EA</td>
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<tr>
<td>Matting</td>
<td>$2.00: PER FOOT + TAPE</td>
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<tr>
<td>Pens / Paper</td>
<td>$1.25/SET</td>
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<tr>
<td>Power/Data</td>
<td>SEE ORDER FORMS</td>
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<tr>
<td>Staging (16”, 24”, 32” – 6’ x 8’)</td>
<td>$30.00 EA</td>
</tr>
<tr>
<td>Staging (48”, 56”, 72” – 8’ x 8’)</td>
<td>$40.00 EA</td>
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<tr>
<td>Tape</td>
<td>$40.00 PER ROLL</td>
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<tr>
<td>Ticket Booth (2 available)</td>
<td>$250.00 EA</td>
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</table>

*All prices are subject to change without notice.*

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# Labor

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulb Removal (meeting rooms)</td>
<td>$30.00/PER BULB</td>
</tr>
<tr>
<td>Cable TV Service</td>
<td>$250.00/DROP</td>
</tr>
<tr>
<td>Coat Check</td>
<td>$20.00: HR /ATTENDANT (1/100 attendees recommended)</td>
</tr>
<tr>
<td>EMT (Emergency Medical Technician)</td>
<td>$25.00/HR/PERSON</td>
</tr>
<tr>
<td>Fire Watch</td>
<td>$20.00/HR/PERSON</td>
</tr>
<tr>
<td>Police</td>
<td>$45.00/HR/PERSON</td>
</tr>
<tr>
<td>Rigging</td>
<td>$69.00/HR/PER PERSON (Minimum crew to be determined by our rigging department)</td>
</tr>
<tr>
<td>Roomturns</td>
<td>$18.00/HR/PERSON</td>
</tr>
<tr>
<td>Security Guard</td>
<td>$20.00/HR</td>
</tr>
<tr>
<td>Security Supervisors</td>
<td>$25.00/HR</td>
</tr>
</tbody>
</table>

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For complete pricing, view our service order forms online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com)

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**Budget to “Avoid Surprises”**
MCC FAST FACTS

The new, state-of-the-art Music City Center (MCC) is:

- 16 acres & 6 city blocks
- 353,143 sq.ft. Exhibit Hall space with multiple flex space
- 90,000 sq.ft. of Meeting Rooms (60 rooms)
- 57,500 sq.ft. Grand Ballroom with a built in stage
- 18,000 sq.ft. Davidson Ballroom
- 4 Show Managers’ offices with a minimum of 1450 sf with a private balcony overlooking the Exhibit Hall and has private bathrooms

GROUND BREAKING: March 22, 2010
CONSTRUCTION TEAM: more than 7300 people

MATERIALS:

- 110,000 cubic yards of concrete
- Over 1,000 concrete support columns
- 11,000 tons of steel
- 12,000 tons of rebar
- 70 miles of copper for mic/line input
- 7 miles of low voltage wiring for the A/V system
- 6 miles of conduit to accommodate electrical, plumbing, chilled water & steam
- 6 acres of carpet

DOORS

- SERVICE CORRIDORS: 67” wide crash bar to crash bar
  HEIGHT: 116”
- LOBBY DOORS: 70” wide crash bar to crash bar
  HEIGHT: 117”
- GLASS DOORS: 69” wide crash bar to crash bar
  HEIGHT: 104”

EXHIBIT HALL FACTS & SPECS

FACTS

- 353,143 sq.ft.
- 32 docks
- 352 floor boxes on 30’ centers

Floor Boxes equipped with telephone service, multi-mode fiber, CAT6 data, mic jacks, water, drainage, natural gas and compressed air

- 350 lbs/sq.ft.
- Ceiling Height: 32’6”
- 300+ hang points that will hold up a ton each
- Elephant Door: North Hall D- 32’6”H x 22’6”W

EXHIBIT HALL FLOOR LOAD LIMITS

- 350 lbs per square foot

DOCK FREIGHT ELEVATORS

Located on the dock side of Exhibit Hall A2

- 7’8”w x 11’8”d x 10”h: WEIGHT LOAD: 6000lbs
- 10’w x 19’8”d x 9’6”h: WEIGHT LOAD: 12,000lbs
- 117” w x 120” t x 232” d: INSIDE DIMENSIONS FOR LARGE FREIGHT ELEVATOR WITH DOORS CLOSED

EXHIBIT HALL A1

- 2668 theater seating
- 1220 classroom seating
- 1350 banquet seating
  - (137) 10’ x 10’ booths
  - 236’w x 113’d
  - 27,500 sq.ft.

EXHIBIT HALL A

- 86,143 sq.ft.
- 236’w x 354’d

EXHIBIT HALL A2

- 4308 theater seating
- 2028 classroom seating
- 2540 banquet seating
  - (254) 10’ x 10’ booths
  - 206’w x 241’d
  - 50,900 sq.ft.

EXHIBIT HALL B

- 8696 theater seating
- 3900 classroom seating
- 4800 banquet seating
  - (435) 10’ x 10’ booths
  - 240’w x 354’d
  - 87,000 sq.ft.

DESIGN

- TSF: 2.1 million- spans 6 blocks
- 1.2 million sq.ft. of public space
- Exhibit Hall: 353,143 sq.ft (8 acres)
- Grand Ballroom: 57,500 sf, designed to look like the inside of an acoustic guitar
- Meeting Rooms: 60 rooms, occupying 90,000 sf
- 145,000 sq.ft. of pre-function space
- 26 escalators
- 20 elevators
- Free limited Wi-Fi in public space
- Parking: Three levels of covered garage, 1,800 spaces
- Tallest Point: 150’h
- Next to the Country Music Hall of Fame & Omni Nashville Hotel
- Kitchen can produce more than 20,000 meals a day
**EXHIBIT HALL C**
- 8696 theater seating
- 3900 classroom seating
- 4800 banquet seating
- (435) 10’ x 10’ booths
- 240’w x 354’d
- 87,000 sq.ft.

**EXHIBIT HALL D**
- 8696 theater seating
- 4164 classroom seating
- 5010 banquet seating
- (465) 10’ x 10’ booths
- 252’w x 350’d
- 93,000 sq.ft.

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**GRAND BALLROOM FACTS & SPECS**

**FACTS**
The Grand Ballroom consists of 3 main salons, divisible into 6 individual break-out areas.

**ENTIRE BALLROOM**
- 57,500 total sq.ft.
- 7,453 theater seating
- 4,030 banquet seating

**SALON A**
- 2,773 theater seating
- 1,420 banquet seating

**SALON B**
- 2,016 theater seating
- 950 banquet seating

**SALON C**
- 2,310 theater seating
- 1,290 banquet seating

**FLOOR BOXES**
- (1) 20 amp
- (1) 30 amp
- 280 / 30ph
- 30’ centers

**STAGE**
- 78’w x 30’d x 48”h
- Stage opening 58’
- Depth can be added with portable risers

**STAGE L**
- (1) 100 amp hubble + 1 in front
- (1) 400 amp disconnected

**STAGE R**
- (1) 200 amp
- (1) 200 amp
- (1) 400 amp

---

**PARKING**

**PARKING (ADA)**
- 1800 Covered Parking Spaces
- LEVEL 3 (P3): 697 spaces, (8) ADA accessible
- LEVEL 2 (P2): 728 spaces, (10) ADA accessible, (18) bike spaces
- LEVEL 1 (P1): 372 spaces, (11) ADA accessible, (36) bike spaces
- TOTAL ADA: 29 spaces

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**SUSTAINABILITY FACTS & SPECS**

**GREEN ROOF FACTS**
- Composed of a waterproofing membrane and 14 different types of vegetation
- Spans more than 4 acres & was designed to mimic the rolling hills of Tennessee
- Cuts down on storm water runoff
- Reduces the heat island effect of a large urban roof.

**RAIN WATER COLLECTION TANK FACTS**
- 360,000 gallons collects and provides water to more than 500 toilets/urinals and irrigating outdoor landscaping.

**WATER CONSUMPTION FACTS**
The rain water cistern combined with the low flow and sensor technology on faucets reduce the facility’s water usage by 40%

**SOLAR PANEL FACTS**
- 845 solar panels were installed atop the guitar-shaped roof
- Supplies the center with 211 kilowatts of electricity
- On average provides a $2,000 monthly savings

**RECYCLING AT THE MCC**
- Cardboard, mixed paper & other paper products
- Aluminum, plastic
- Pallets / wood waste
- Toner / print cartridges
- Batteries
- Fluorescent light bulbs
- Electronics

*WINNER of the 2013 Governor’s Environmental Stewardship Award in the Building Green Category*

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*MCC management reserves the right to change this handbook as necessary without notice.*
List certificate holder and additionally insured companies and entities.

MUSIC CITY CENTER
201 5th Avenue S
Nashville, TN 37203
Please use the FREIGHT entrance!