



# Event Planning Guide





# Music City Center Event Planning Guide

## Welcome

At Music City Center, our goal is to provide you with a comprehensive guide for your event planning. This guide will ensure your event runs smoothly. A list of services is provided on [page 16](#). To ensure you have the most up-to-date pricing information, please contact your Event Manager for a current list of applicable charges for services.

We look forward to serving you!

Sincerely,  
The Music City Center Team

## Facility Highlights

### Exhibit Hall

- 353,143 sq. ft.
- Up to 5 Sections
- 4 Show Manager Offices (1,450+ sq. ft. each)

### Ballrooms

- Karl F. Dean Grand Ballroom: 57,500 sq. ft.
- Davidson Ballroom: 18,000 sq. ft.

### Terraces

- Level 1: 19,000 sq. ft.
- Level 3: 7,000 sq. ft.

**Meeting Rooms:** 60 (90,000 sq. ft.)

**Board Rooms:** 3

**Loading Docks:** 32

**Parking Spaces:** 1,800

The mission of the Music City Center is to create significant economic benefit for the citizens of the greater Nashville region by attracting local and national events while focusing on community inclusion, sustainability, and exceptional customer service delivered by our talented team members.

**UPDATED 10/2024**

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\* MCC management reserves the right to change this planning guide as necessary without notice.

# Service & Operational Procedures

## Accessibility

MCC is committed to accommodating the needs of individuals with disabilities in compliance with all federal ADA laws. MCC does not discriminate on the basis of age, race, sex, religion, color, national origin, or disability in admission to, access to, or operation of its programs, services, or activities, nor in its hiring or employment practices.

The following accommodations are available, upon request and with advance notice, to meet the needs of you or your guests. Additional accommodations, including lifts and stage ramps, are also available as needed or required.

**TeleType (TTY)/Telecommunications Device for The Deaf (TDD):** Text-based telecommunications equipment is available to assist with hearing impairment.

**Food & Beverage:** Customized menu offerings are available to meet specific dietary needs.

**Restrooms:** All public restrooms in the facility are ADA accessible. Family restrooms and Nursing Mothers rooms are also located throughout the facility. See Nursing Mothers Lounge and Family Restroom Map on [page 25](#).

**Seating:** All seating within the facility is temporary and can be rearranged for special accommodation.

**Sight Impaired Information:** Braille instructions are on all 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 the entrances along Rep. John Lewis Way (5th Avenue), 6th Avenue, and 8th Avenue. MCC staff can assist with information regarding wheelchair use.

**Parking:** There are 29 ADA accessible parking spots located in the on-site parking garage. Standard parking rates apply.

To request special assistance for your event, contact your Event Manager or the MCC ADA Coordinator.

For questions, concerns, complaints, or requests for additional information regarding the American Disabilities Act, contact the MCC ADA Coordinator at 201 Rep. John Lewis Way South, Nashville, TN 37203, **(615) 401-1450**.

## Addresses

### Shipping/Exhibitors\*

Sample Label:  
C/O The UPS Store Business Center  
Recipient's Name  
Recipient's Phone Number  
201 Rep. John Lewis Way South, Nashville, TN 37203

\*See Shipping on [page 14](#) for details.

### Mailing

201 Rep. John Lewis Way South, Nashville, TN 37203

### Business Center/Packages

201 Rep. John Lewis Way South, Nashville, TN 37203

## Advertising, Marketing & Branding

MCC offers a variety of ways to advertise your event. Our indoor advertising opportunities include window clings, banners, gobos, and flat screen monitors. Contact the MCC Digital Media Coordinator at **(615) 401-1478** for more information. To view our Digital Signage Kit, visit our website. [www.nashvillemcc.com/planners/services/digital-signage](http://www.nashvillemcc.com/planners/services/digital-signage)

Distribution of advertisements in the form of fliers, coupons, and other formats by you and/or your exhibitors is permitted in your leased space only. Distribution of advertisements in public space or on parked cars is strictly prohibited and may result in additional cleaning fees.

Additional outreach may be available to promote your event through local media and social media outlets. To discuss outreach opportunities, call the MCC Communications Director at **(615) 401-1420**.

## 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 Metro Nashville District Energy System. <https://nashvilledistrictenergy.com/>

## Ambassadors

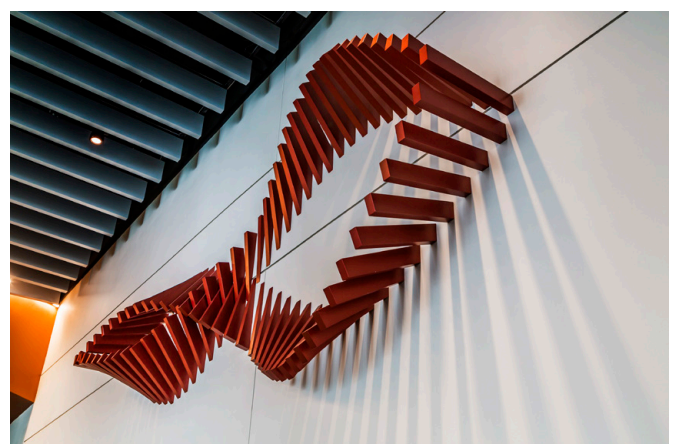
MCC provides knowledgeable and friendly ambassadors in key locations throughout the facility to assist all guests with wayfinding, event schedules, and recommendations of things to do and see in Nashville.

## Art Program

MCC is a proud participant of Nashville's Public Art Program. There are numerous unique, one-of-a-kind art pieces located throughout the building. These permanent installations have been assigned a specific location as part of the overall site design. They cannot be removed, covered, or tampered with in any way. No items may be placed closer than six (6) inches to the art pieces. For more information, contact your Event Manager.

To see a list of featured artworks, visit our website. [www.nashvillemcc.com/about/art-collection](http://www.nashvillemcc.com/about/art-collection)

To schedule an art tour, visit our website. [www.nashvillemcc.com/schedule-tour](http://www.nashvillemcc.com/schedule-tour)



## Audio Visual

MCC is committed to providing the very best in audio-visual services with our in-house preferred provider. While not an exclusive service, discounts are offered when the in-house provider is selected.

Our on-site audio-visual team of professionals is always available to assist you, whether providing technical support, stagehands, or simply advice on sound equipment. The team maintains individual portable sound systems to create quality sound reproductions for any size event, from a small board meeting to a large general session. They can assist with the design of single, multimedia, or full-feature productions with video capabilities. Additionally, the team, in conjunction with our Technology services, can help facilitate virtual or hybrid meetings to reach attendees who do not physically attend your meeting.

Our Audio-Visual team has the expertise and equipment to meet any of your event needs. Basic services are listed below.

### Audio Visual Equipment Rentals

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

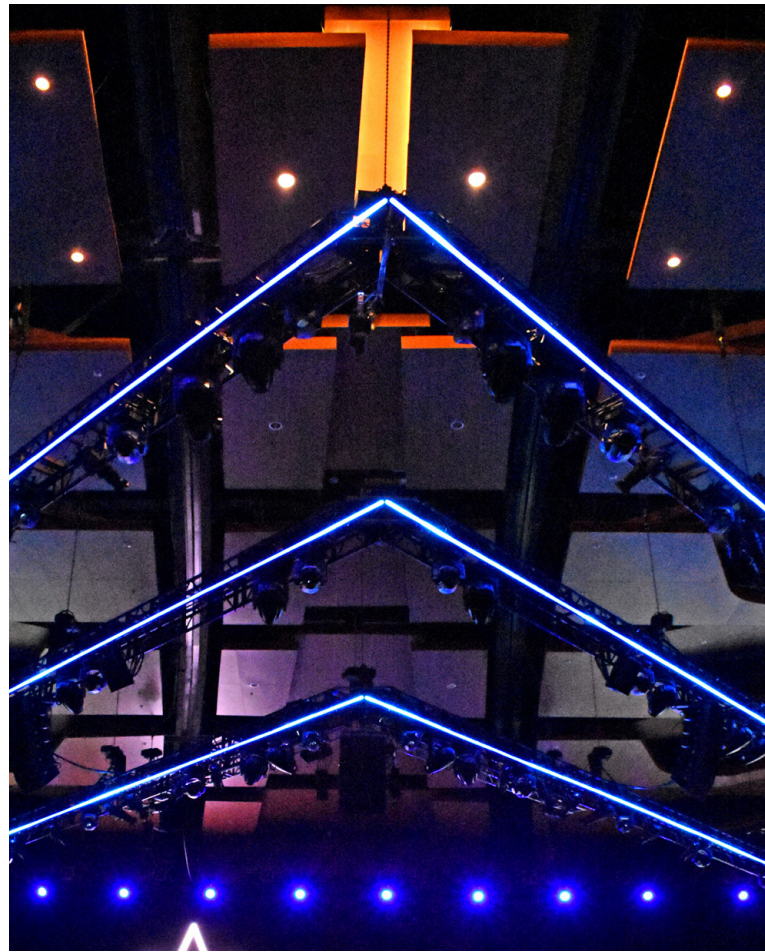
For more information, to inquire about any services not listed, or to obtain a package price quote, call our audio-visual provider at **(615) 401-1328**. For rules and regulations related to outside audio-visual partners, contact your Event Manager.

## Board Rooms

MCC board rooms are state-of-the-art spaces featuring a Panasonic 3000 Lumens projector with a rolldown screen, two 42" or two 65" LCD displays (depending on room), integrated overhead audio, cable television, VGA/HDMI/S-video/composite/component video interfaces, analog, ISDN, ethernet, multi-mode fiber and Wi-Fi connectivity, and support for WiDi (Wireless Display technology). See List of Services on [page 16](#).

## Business Center

MCC has a full service Business Center, providing on-site services for shipping, mailing, faxing, and photocopying. The Business Center is located in the lobby on level two and specializes in digital distribution and printing of conference materials. Open a minimum of Monday through Friday, 8 a.m. to 5 p.m. To schedule services or obtain information on size limitations, call the Business Center at **(615) 401-1495**.





## Cleaning Services

The safety and well-being of our team members, customers, business partners, and friends in the community has always been our top priority. MCC has a comprehensive system of cleaning, disinfecting, and infectious disease prevention.

As part of our health and safety efforts, more than 100 hand sanitizing stations have been strategically placed throughout the building. High-touch surfaces are cleaned and disinfected regularly, while restroom lights, toilets, as well as soap, water, and paper towel dispensers, are touch-free. Elevators, ADA entry doors, and parking equipment also utilize touchless technology for hands-free access.

MCC provides cleaning of all public areas, including restrooms and lobbies, before, during, and after events at no additional cost to the Licensee. All uncarpeted aisles and flip-top trash cans in the exhibit hall are also maintained regularly, during show hours only, at no additional cost. Routine cleaning services do not include vacuuming of carpets in the exhibit hall or any other janitorial services for the individual exhibit booths or registration areas, which are the responsibility of the Licensee.

The Licensee of an exhibit hall is responsible for removal of all trash, crates, lumber, and packing materials brought in by exhibitors and/or contractors prior to, during, and after an event. Any costs incurred by MCC for trash not removed by the Licensee will be charged to the Licensee at the prevailing rate. The exhibit hall floor should be left in the same condition as when the Licensee took possession.

Meeting rooms used for non-conference events, including registration counters and exhibits, are the responsibility of the show cleaning contractor. In the absence of a show cleaning contractor, MCC cleaning staff will provide necessary cleaning at prevailing rates.

Confetti, streamers, etc. are prohibited without prior approval and may require additional cleaning fees. Contact your assigned Event Manager for rates and details.

## Client Checklist

The following is a list of deliverables for your event. Please note, your event document and quote dates may vary depending on the timeliness of information MCC receives. Information received after the listed dates below may result in late fees.

Due Date	Items To Complete
<b>By Execution Date</b>	Sign and return license agreement
<b>30 Days Prior</b>	Send certificate of insurance, floor plan, and signage/branding plan
<b>14 Days Prior</b>	Send all event requirements including room sets, security, rigging, audio-visual & technology
	Receive and return MCC event document noting any additional follow-up questions
<b>10-14 Days Prior</b>	Sign and return ancillary estimate as well as audiovisual, technology, and food and beverage quotes
	Schedule pre- and post-event inspections
<b>Immediately Prior</b>	Conduct pre-event inspection
<b>Within 48 Hours After Move Out</b>	Conduct post-event inspection including documenting any damage caused during licensed period



## Coat/Luggage Check

MCC staff can operate a coat or luggage check area, providing your attendees with a secure place for personal outerwear while inside the facility or a place for luggage after hotel checkout and prior to departure. Contact your Event Manager for more information, scheduling, and prevailing rates.

## Contractor Entrance

All event personnel, service contractors, temporary help, and other workers affiliated with an event shall enter and leave by way of the entrance labeled "Contractor Entrance" located on the south side of the building at 700 Korean Veterans Boulevard. See attached Marshalling Yard map on [page 22](#).

## 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 to the Licensee at the prevailing rate. See Facility Inspection on [page 9](#).

## Decorations & Signage

To maintain the interior appearance of the facility and to continually offer competitive rates, MCC has established the following guidelines for decorations and signage.

- Any item attached to the building must be done through MCC Rigging including aisle signs, clings, and floor decals.
- 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 nametags) to be given away or used in the building. Any costs incurred by MCC from the use 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 MCC. Any special decorations or signs must be approved by MCC Management.
- Use of paper signs shall be limited to index card paper or posterboard, 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, or rice are prohibited without prior approval by your Event Manager and may result in cleaning fees.
- Lewd or offensive language or pictures, as determined by MCC, are subject to removal.
- All decor and signs must be set or hung six (6) inches away from any MCC artwork.

See Rigging on [page 13](#).

## Equipment

MCC maintains a vast inventory of items to furnish basic sets, subject to availability. Available equipment will be set up and operated by authorized building personnel only. Rooms will be set up on a one-time basis. Costs for room changes, during any given day, will be charged to the Licensee at the prevailing rates. Backdrop, up to 10 feet in height and behind meeting room stages, is included in the cost of risers/stages to the extent of our inventory.

The Licensee is responsible for any MCC equipment used, and all equipment should be left in the same condition as it was before the Licensee's usage.

See List of Services on [page 16](#) for a list of equipment options. Contact your Event Manager for pricing and availability.

## Equipment Demonstrations

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

## Emergency Information

MCC has extensive emergency procedures, and each staff member has been specifically trained and assigned responsibilities in the event of an emergency. Additionally, digital signage throughout the facility will switch to emergency instructions. In an emergency, show managers, exhibitors, and attendees are to follow the instruction of MCC staff and digital signage.

## Event Estimate

The Licensee will be provided an Event Ancillary Cost Estimate prior to their event. This is only an estimate of what you have preordered through your Event Manager. As your requirements change, so too will your estimate of ancillary charges. Audio-Visual and Food & Beverage estimates are provided separately by those service providers. Estimates must be signed and returned 14 days prior to event.

## Event Management

A key element in the success of any event is a consistent level of communication between the meeting planner/show manager and facility staff. 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 and will be on-site during all critical move-in, event, and 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 MCC Management 14 days prior to the event.



## Event Staffing

Tennessee is a right-to-work state, allowing licensees to obtain labor services at the best rates and service levels available.

Minimum staffing requirements for security guards and emergency medical technicians have been established for facility events. If you need additional services, MCC can provide customized security at a competitive rate. See Safety & Security Requirements on [page 13](#) and List of Services on [page 16](#).

MCC will provide ambassadors and service desk personnel on a complimentary basis as deemed appropriate by MCC. Contact your Event Manager for additional information regarding these services.

## Exclusive Services

- Electrical, Compressed Air, Water & Gas
- EMTs during Move-In/Move Out and Show Hours
- Telecommunications, Internet, Cable/Satellite Connections
- Food & Beverage
- Rigging/Riggers
- Move-In/Move-Out Security

## 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 noncombustible or fire-retardant treated wood, and the space below the platform shall be substantially open.

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

All decorative materials, such as loose fibers, boards, 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 generated during the exhibition in accordance

with guidelines established by the Environmental Protection Agency and the facility.

All entry and exits points, as well as visibility to those points, must be kept clear and unobstructed.

Fire safety equipment, including fire extinguishers, firehoses, sprinkler closets, alarms, and emergency phones, must be always visible and accessible.

During set-up and move-out, freight free aisles must be always maintained and kept clear. Exhibit crates, boxes, and cartons cannot be placed in these aisles. The purpose is to provide emergency access to fire safety and life-support equipment as needed.

Use of liquefied petroleum gas within the building is prohibited.

Combustible or flammable liquids are prohibited unless approved by the Fire Marshal.

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

Storage of packing materials and surplus literature must be confined to areas away from display areas. (This is to lessen the fire loading in each area.) A day supply is permitted in display areas.

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

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

Operation or use of products in displays that affect life safety code requirements or pose a threat to public safety require prior approval and/or permits. Such items include, but are not limited to, power-actuated tools, welding or heat-producing products, decorative (votive) lit candles, small tanks of heavier-than-air compressed gas, etc.

Solid walls, two-story exhibits, or canopies over 400 square feet are allowed by permit under the following guidelines.



1. The exhibitor must file plans of the structure, along with a copy of certification of the flame-proofing of the material, with the Fire Department. 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 square feet 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 an NFP-701 certification.
4. Multi-storied exhibits require prior approval by the facility and local government agency because they are deemed to be structures for building purposes. A multi-story exhibit is a booth where the display fixtures exceed twelve (12) feet, including double-decker and triple-decker booths. Generally, the city will 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 all time constraints are met. Floorplans must be submitted to the assigned Event Manager one (1) month prior to the first move-in day.
5. All drapes and materials 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 an MCC representative and the Licensee or other designee. The intent of the pre- and post-show walk-through is to assess the condition of the leased space. The Licensee or designee will be responsible to ensure the space is returned in the same condition upon departure. The MCC and Licensee representatives will mutually inspect the space at the termination of the occupancy period. If the Licensee chooses not to participate in either the pre- or post-show walk-through, the Licensee agrees to the findings of the MCC representative.

See Damages on [page 7](#).

## Floor Care

From floor to ceiling, MCC works hard to maintain the beauty of the facility. To protect the quality of our floors, MCC requires all Licensees, exhibitors, contractors, and subcontractors to comply with the following guidelines.

- Any freight delivered to meeting rooms and lobby spaces must be moved through service corridors whenever possible to avoid damage to carpet and tile. In areas where this is not feasible, all decorators and/or Licensees are required to tape down a layer of visqueen or plastic from Point A (origination point) to Point B (destination).
- Any registration counters or equipment that will sit directly on tile flooring are required to have proper floor protection underneath them at all times.
- Masonite must be utilized on tile during move-in and move-out.
- Accepted brands of tape for use in the exhibit hall are Polyken 105C, Renfrew #147, and Asiachem SST-736, or approved equivalent. Use of any other tapes (i.e., duct,

masking, or scotch tape) is not permitted. All approved tape must be removed immediately after an event. Any costs incurred by MCC for tape or tape residue/sticker removal will be charged to the Licensee at the prevailing rate.

- Plywood or Masonite must be utilized for exhibits that consist of mulch, dirt, rocks, bricks, or similar materials. These materials cannot be dumped directly onto the floor.
- Exhibitors will be required to protect the exhibit hall floor underneath any booths containing display pools, ponds, or other water features. Floor pockets must be protected from water infiltration. Any damage to floor pockets or ceilings below the exhibit hall due to water infiltration will be the responsibility of the Licensee. All water feature displays must be approved in advance by the Event Manager.

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.

## Floorplans

As required by the Fire Marshal, floorplans must be submitted to MCC Management for approval prior to selling booth space for any convention or trade/consumer show with exhibits, registration, lobby signage, or MIS Headers. Submitted plans must include seven (7) blueprint copies and one (1) electronic copy in 8.5x11 format. Blueprint copies, also referred to as blue lines, include standard, large format, 1/16" = 1' scale floorplans. Any changes to MCC-approved floorplans must be re-submitted to MCC Management for reapproval. Floorplans must be received at least one (1) month prior to the event. All floorplans submitted must indicate the following:

- Name and date of the event
- Area of facility in use
- Floorplan designer with dates of original drawings and revisions
- Total number of booths with dimensions
- Exits clearly marked and free of obstruction
- Scale: 1/16" = 1'
- Total net square footage
- Columns and utility ports
- Boneyards (if any)

The exhibit hall floor is scored in 10' x 10' sections, aiding in the set-up and installation of booths for exhibits and tradeshow.

The approved floorplan shall not be altered. Displays, exhibits, booths, chairs, etc. shall not be installed or operated in any way that interferes with access to required exits, visibility of the exits or exit signs, or that block openings in movable walls or firefighting equipment.

Any changes to the floorplans that result in equipment or utilities being relocated will be charged to the Licensee at the prevailing rate. For questions regarding the floorplan approval process, contact your Event Manager.

## Food & Beverage

MCC is pleased to maintain an exclusive relationship with one of the most well-known and well-respected catering firms in the industry. The level of service from our in-house catering, culinary, and retail professionals combined with the quality of our cuisine ensures an authentic Nashville dining experience for every guest. Menus are customizable to accommodate any event, style, and budget, as well as dietary needs. Our executive chef and his talented team plan and prepare meals inspired by seasonal produce, local flavor, and culinary trends. From causal to fine dining, every meal is plated to perfection.

For more information, contact Catering Sales at (615) 401-1360.

### Food & Beverage Guidelines

- Scheduled opening and closing of food & beverage retail and banquets will be authorized by our exclusive catering partner.
- 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.
- Access to exhibit halls, concession stands, and restrooms must be maintained at all times.
- Access from service corridors to both ballrooms must be maintained and clear of all production cords and wires at all times so as not to impede food & beverage service.
- No outside food or beverage is to be brought onto the premises, excluding pre-approved samples. Our exclusive catering partner can provide all your food & beverage needs including, but not limited to, booth attraction, booth catering, staff meals, beverage service, or catered food & beverage.

### Creating Safe Food & Beverage Events

Our Food & Beverage team has 41 ServSafe certified professionals, not including management, and three HACCP (Hazard Analysis and Critical Control Point) certified culinarians. ServSafe is a nationally recognized program, while HACCP is an internationally recognized system, designed to reduce the risk of safety hazards in food.

### 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 the allergies so we can take the necessary precautions when preparing food. We can provide, upon request, full information on the ingredients of any items served at your event.

### Banquets & Sales

Whether planning a casual breakfast, business lunch, or elegant awards dinner, our catering professionals can offer many creative ideas. Contact your Catering Sales Manager to discuss your banquet options.

### 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

Catering is available for exhibit booths. Choose from hot and cold beverages, reception items, breakfast fare, and so much more, delivered directly to each booth as ordered. Menus, prices, and directions for ordering can be provided to include in your Exhibitor Kits.

## Indoor & Outdoor Entertaining

MCC offers both indoor and outdoor spaces to enhance your dining experience. The Karl F. Dean Grand Ballroom boasts 57,500 square feet, designed to look like the inside of an acoustic guitar, while the Davidson Ballroom extends 18,000 square feet for smaller gatherings. Lobbies can be transformed into elegant reception areas or business lunch venues. For more casual dining, mobile retail outlets are available with a variety of food options. And two large terraces provide spacious arenas for open-air dining. To help make your event extra special, access to specialty linens, floral services, entertainment, and props is available through MCC.

## Not Just Concessions

Our exclusive caterer provides many portable retail food options that offer a fun and delicious alternative to traditional concessions. These include popular, authentically local concepts such as "Go Natural," "Meat and Three," "Hot Chicken," "Smoke House," "Tortilla Junction," "Paninis," and many others. With consideration only for space and electricity, the portable carts can be placed in a way that best fits your show floorplan inside the exhibit hall or along the corridors.

## Retail

Guests have several retail food options conveniently located inside MCC. Al Taglio Pizzeria and Dunkin' are in the southeast corner of the building on Level 1. Al Taglio features Roman-style pizzas, paninis, soups, salads, craft beer, and gourmet coffee. Dunkin' offers the chain's well-known baked goods and coffee. Fresh Pick Market & Café is in the northwest corner of the building on Level 3. The food and beverage outlet offers coffee, beer, made-to-order meals, and grab-and-go snacks, as well as toiletries and souvenirs. All retail options are accessible from inside and outside the building.

## Freight Elevators

For your convenience, MCC has three freight elevators. Two elevators have a 6,000-pound weight capacity, and the third elevator can accommodate up to 12,000 pounds. Dimensions are as follows:

(2) 6,000 lb. Elevators: 7'8"W x 11'8"D x 10'H

(1) 12,000 lb. Elevator: 10'W x 19'8"D x 9'8"H

Use of freight elevators are scheduled by MCC.

## Gratuities

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

## Green Rooms

MCC has two Green Rooms, rooms 402 and 403, to service the Karl F. Dean Grand Ballroom on Level 4. Each room is furnished and includes a restroom with shower. Both rooms, available with use of the ballroom, are accessible from the lobby, as well as the interior corridor to the stage and ballroom.

## Hazardous Waste | Medical Waste

Events that include hazardous materials as part of planning or production require prior approval by MCC.

For hazardous materials, a detailed plan must be submitted to the assigned Event Manager and Director of Security ninety (90) days prior to the event. Requests for approval must include the following details:

- All hazardous materials expected to be used or produced
- Appropriate licenses, permits, and insurances
- All vendors\* supplying and transporting such materials
- Plan of how materials will be handled, utilized, or produced on-site
- Plan of how materials will be secured and stored when not in use
- Plan of how materials will be removed/disposed of and any associated cleanup

*\*Vendors must comply with all federal, state, and local regulations.*

Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous including, but not limited to, paint, ink, chemicals, petroleum-based materials, bodily fluids/parts, and certain medical supplies. A separate charge will be applied to the Licensee for any fees and fines associated with hazardous waste not removed from the facility. Contact your Event Manager for guidance.

For medical-related activities, including testing, a detailed plan must be submitted to the assigned Event Manager and Director of Security ninety (90) days prior to the event. Medical tests must be performed by licensed practitioners in a controlled, secured setting. The transport and use of animals, human organs, and/or body parts must conform to all federal, state, and local regulations.

All medical waste must be removed at the end of the day and cannot be stored in the facility overnight according to federal, state, and local regulations. Sharps must be disposed of in approved red plastic puncture and leak resistant containers and clearly labeled as such. All other waste must be in red plastic trash bags and properly labeled. Do not leave needles and sharps boxes unattended. MCC may require personnel stationed at testing sites to monitor compliance. MCC equipment, floors, walls, and ceilings must be protected at all times. Any damages or cleaning shall result in additional fees to the Licensee.

## Holidays

Holiday	Date
New Years Day	January 1st
Martin Luther King, Jr. Birthday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving/Day after	Fourth Thursday and Friday in November
Christmas Eve/Day	December 24th/25th

## Identification

All individuals working at MCC must be on a daily call list and wear an approved identification badge. MCC participates in the Exhibition Services & Contractors Association (ESCA) Worker Identification & Security (WIS) Program. To obtain a badge from MCC, you must provide a photo ID. All badges must clearly identify the wearer and the name of the firm they represent. For more information, contact the Director of Security at (615) 401-1301.

## Insurance Requirements

See the sample Certificate of Insurance form on [page 30](#).

## Labor & Equipment

See List of Services on [page 16](#). Contact your Event Manager for pricing information.

## Levels

Level 1	Meeting Rooms
Level 1M	Davidson Ballroom, Board Rooms A & B
Level 2	Meeting Rooms
Level 3	Exhibit Hall, Room 301
Level 3M	Show Manager Offices, Executive Board Room
Level 4	Karl F. Dean Grand Ballroom & Green Rooms

See Floorplans on [pages 17-21](#).

## Loading Docks

MCC has 32 docks, three drive-in ramps, and three dock levelers that may be assigned proportionately to the exhibit space leased. Commercial and production trucks may be left overnight; however, no personally operated vehicles may be parked overnight. Contact your Event Manager for assistance with dock assignments. See Loading Dock map on [page 22](#).

## Lobby Space

Lobby space will be assigned by your Event Manager in consideration of other MCC events. Lobby furniture may not be moved.

## Locks & Keys

Keycards are available, and locks can be reprogrammed for individual meeting rooms. All keycards required by show management or their contractors will be subject to a key deposit. Requests for keycards should be made through your Event Manager, and all keycards must be returned on the last day of the event. Up to 10 complimentary keys will be provided. Any keys over and above the complimentary provisions will be charged at \$20 each. This charge will be placed on the ancillary estimate by the Event Manager. The Licensee may request keycards for vendors needing back-of-house access.

## Marshalling Yard

Contact your Event Manager for truck marshalling options. See Marshalling Yard map on [page 22](#).

## Movable Walls

Movable walls in the exhibit hall 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 or lean any crates against the walls.

## Move-In & Move-Out

Under NO circumstances shall anyone attempt to move-in or move-out any exhibit materials or other items through the main entrance areas of the facility without prior approval from the Event Manager. The lobby and meeting room carpet/tile must be protected with visqueen or other approved covering before adding or removing exhibits, registration counters, freight, etc. Any deviation from this procedure must be approved by MCC Management. See Floor Care on [page 9](#).

## Noise Guidelines

MCC has a responsibility to ensure the enjoyment of the facility by all clients and guests by monitoring and regulating noise levels. Planners must request prior approval when scheduling any live entertainment, musical presentation, rehearsals, or other loud activities. Contact your Event Manager for more information.

## Nursing Mothers Lounge

Private accommodations are available for nursing mothers. There are two lounges designated on Level 1 near Room 101 and on Level 3 near Exhibit Hall D. See Nursing Mothers Lounge and Family Restroom Map on [page 25](#).



## Occupancy Loads

Presentations must be confined to areas designed for and maintained as assembly occupancies. Occupancy totals are determined by room set-up.

## 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 leaving the facility.

## Parking

The MCC parking garage is a three-level, covered structure with 1,800 spaces, accessible from three entry points. The garage is monitored 24/7/365 by closed-circuit cameras and roving security.

Valet parking is available on the third level (upon request and with advance notice). Handicap accessible parking is located on each of the garage's three levels, next to the elevators. And electric vehicle (EV) charging stations, operated under the Blink Network, are located on each level of the garage for a total of nine (9) stations. Parking rates apply for all available spaces.

Advertising is available on digital signage located at the entry/exit points of the garage.

Contact your Event Manager for more information on parking needs and rates. Contact the Digital Media Coordinator at (615) 401-1478 for advertising opportunities.

## Pets & Animals

Pets or other animals are not permitted in the building, excluding service animals or those approved as part of an exhibit, activity, or presentation legitimately requiring the use of animals. Contact your Event Manager for details.

## Public Address System

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

## Pyrotechnics & Fog/Haze

To ensure the safety of all attendees and workers, as well as protecting the interior furnishings, use of pyrotechnics within the facility is strictly regulated by the Fire Marshal and must be approved prior to the date of the event. Oil-based fog/haze machines are not permitted. A fire watch will be required during any use of fog/haze, including during testing and rehearsals. NFPA 1126 shall be referenced, as required, for such activities. Contact your Event Manager for specific guidelines.

## Registration Space

Designated registration space will be made available to the Licensee at no additional cost on an as-available basis and in consideration of other tenants. Registration space should be clearly shown on your floorplan and submitted to MCC Management for approval.

## Rigging

To provide our clients with the best possible experience and to 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. Contact your Event Manager to schedule a meeting with the MCC Rigging Services team. For more information, visit our rigging provider website. [www.mccrigging.com](http://www.mccrigging.com).

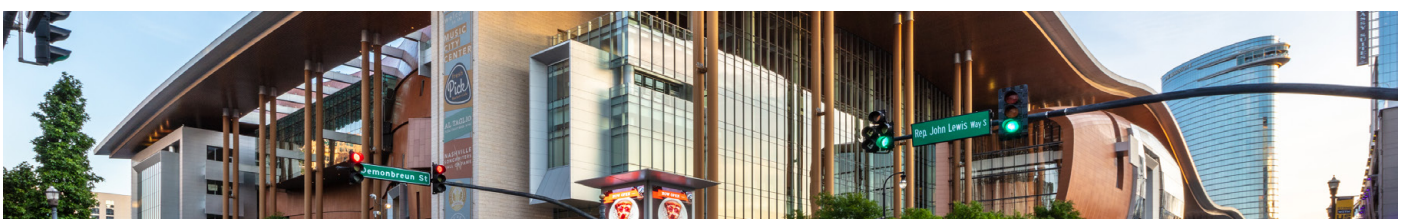
## Safety & Security Requirements

Like you, we value safety. MCC maintains 24-hour security for the building perimeter and parking garage with internal patrols and cameras strategically located throughout the building. Clients are responsible for security within the exhibit hall, meeting rooms, and any other leased space, and minimum staffing is required for specific areas. The MCC Security Department shall have final approval of security requirements for all events conducted within the facility. Additional security services are available at a competitive rate.

### Minimum Requirements

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

- Loading dock areas
- Loading dock ramp
- Exhibit hall freight doors (when in use)
- Entrance and exit areas to be used by exhibitors, guests, general public, etc.
- Two (2) EMTs during show hours and one (1) EMT during exhibitor move-in/move-out
- Ticket booths
- Crowd Control
- Based on the event details, MCC will determine if police officers are required. Any required officers will be at the Licensee's expense. Note: Contract security companies are not permitted to carry firearms on MCC premises.
- Staffing requests must be submitted to your assigned Event Manager no less than fourteen (14) days prior to the first licensed day. Staffing additions after the start of the licensed period will be at double-time rates.



- If a Marshalling Yard is used, you are required to hire security for move-in/move-out until the last vehicle is removed.
- You may reduce discretionary positions after the four (4) hour minimum is met with no penalty.
- All personnel are scheduled 30 minutes prior to the event time, with EMTs scheduled 30 minutes after the post time.
- Coverage requiring only one post will be scheduled as a supervisor.
- One additional guard is scheduled for every six guards for relief/breaks.
- One supervisor is scheduled for every two to ten guards during the day and when utilizing overnight guards.
- The security estimate will include anticipated overtime pay (time-and-a-half for any hours over 40) for supervisors. Final billing will reflect actual overtime worked.

Drones, hoverboards, skateboards, remote-controlled blimps, and balloons are not allowed inside MCC.

MCC welcomes the opportunity to customize a security plan for your event. Requests for custom quotes must include an exhibit hall floorplan as well as dates/times for exhibitor move-in and move-out, exhibitor access to show floor, attendee show open, exhibit hall general session, and haze use.

For any questions on safety and security, call our Director of Security at **(615) 401-1305**.

See Emergency Information on [page 7](#).

## Sales & Tax Use

Show managers, exhibitors, and contractors must collect sales tax as required by the Tennessee Department of Revenue. Visit the state website for forms and details. [www.tn.gov/revenue/tax-resources.html](http://www.tn.gov/revenue/tax-resources.html)

### Additional 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 a complimentary Exhibitor Services representative to assist with questions and ordering of MCC services during exhibitor move-in/move-out hours.

## Shipping

MCC will not accept advance shipments of freight or show materials prior to the contracted move-in date. All shipments delivered to 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 MCC.

If you have questions regarding shipping or receiving, contact your Event Manager or the Business Center at **(615) 401-1495**.

## Show Manager Offices

There are four Show Manager Offices overlooking the exhibit hall, one corresponding with each lettered section of the hall. The spacious offices feature glassed-in views of the exhibit hall floor. Each is securable and equipped with its own restroom, video monitor, and pulldown shades.

## Shuttle Locations

All transportation logistics should be coordinated with your Event Manager. Locations for pick-up/drop-off are available on Rep. John Lewis Way (5th Avenue), 6th Avenue, Demonbreun Street, and Korean Veterans Boulevard.

See Shuttle Options on [page 24](#).

## Smoking Policy

In accordance with MCC health and safety guidelines, as well as our green initiatives, smoking (including vapor cigarettes, electronic cigarettes, and smokeless tobacco) is prohibited in all indoor areas and no closer than 25 feet from any entrance in designated smoking areas only. A smoking locations map is available upon request.

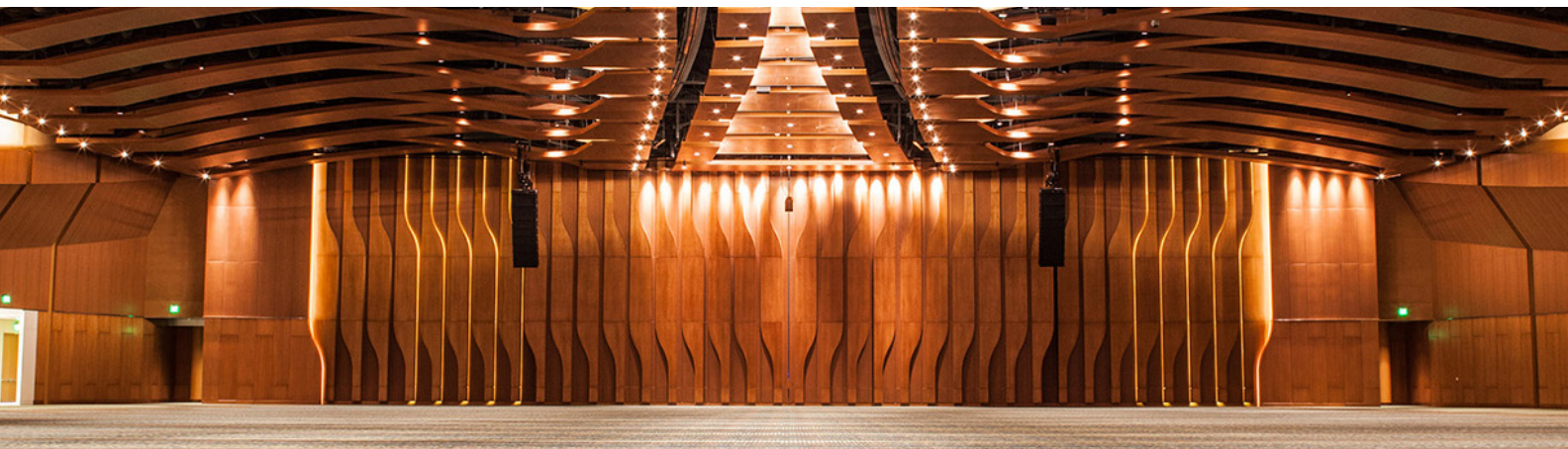
## Soil, Water & Garden Displays

Soil, water, and garden displays must use a protective coating of fire-retardant plastic, visqueen (minimum 6 mil), plywood, or Masonite to protect the facility floors and equipment. Curbing must be used to retain loose materials and prevent leaks and water seepage. The Licensee is responsible for any associated cleaning and/or damage incurred.

See Floor Care on [page 9](#).

## Special Event Permit Application

A Special Event Permit application is required for use of any public space outside of MCC property including events on Rep. John Lewis Way (5th Avenue). Other requirements may also apply. Contact your event manager for a permit application and additional information.



## Storage

Any requests for storage at MCC must be directed to your assigned Event Manager. Boneyards must be included on floorplans and approved thirty (30) days in advance.

## Sustainability

MCC is committed to environmental sustainability. As a LEED Gold Certified facility, sustainability practices are integrated into day-to-day operations.

Our four-acre green roof minimizes urban heat island effect and stormwater runoff. Energy is conserved by using solar panels, LED lighting, and occupancy sensors. The entire facility is heated/cooled using steam/chilled water, while reclaimed water is used for irrigating landscaping and flushing toilets/urinals. Waste is reduced through recycling, composting, and donating unwanted and unused materials.

These efforts are part of our mission to save energy, divert waste, and reduce our carbon footprint. Clients are encouraged to join us and become a green partner. Contact the Sustainability Coordinator at **(615) 401-1464** for more information.

See Sustainability Standards on [page 28](#) and Become a Green Partner on [page 29](#).

## Technology

MCC provides exclusive technology services. As one of the most technologically advanced buildings in the country, MCC's infrastructure supports connection speeds in excess of 10Gbps. Internet services can be accessed via CAT6 UTP, single or multimode fiber optic connections located every 30 feet throughout the building.

MCC offers free wireless connectivity for your attendees using 802.11 a/g/n/ac protocols. Coverage is facility-wide including exhibit halls, meeting rooms, and lobby areas. No additional equipment is required beyond a wireless enabled device. A Distributed Antenna System (AT&T and Verizon) is also used to maintain reliable cellular service throughout the building.

*Note:* MCC free Wi-Fi is an unmanaged service. Should an exhibitor require a higher level of connectivity, a wired service should be purchased.

## Ticketed Events

MCC or its designee shall order, audit, and determine sales outlets for all tickets sold for MCC events. 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 MCC or its designee as bailment for the benefit of the ticket purchasers. A complete ticket manifest must be provided nightly to MCC management.

A minimum of one (1) off-duty police officer, hired through MCC, may be required during all ticket sale hours.

## Transient Vendor License

Any person/business selling new merchandise to the public on a temporary basis at MCC that does not have a permanent location in Tennessee where business is conducted is considered a transient vendor, regardless of the person's state of residency. Transient vendors are required to obtain a permit prior to the event date to legally conduct business in Nashville-Davidson County. Permits can be obtained here [www.nashville.gov/departments/county-clerk/business-services/transient-vendor-license](http://www.nashville.gov/departments/county-clerk/business-services/transient-vendor-license).

## Trash Disposal & Recycling

MCC manages a cost-effective system of trash and recycling removal by providing a 30-yard open-top dumpster, a 35-yard trash compactor, and a 42-yard recycling compactor, available during the term of your license agreement. Additional containers are available upon request. All containers are charged at the prevailing rate per haul.

*Note:* Contamination of comingled recycling may result in additional fees.

## Utility Services

MCC provides exclusive electrical and utility services, providing show managers and exhibitors convenience and flexibility. Electrical wiring must be the proper size to handle demand, and all extension cords must be UL listed, labeled, and appropriately sized. For details of services, rates, and terms and conditions, see the Service Order Forms on our website. [www.nashvillemcc.com/planners/services/utilities](http://www.nashvillemcc.com/planners/services/utilities).

## Vehicles & Golf Carts

Vehicles shall not be loaded/unloaded in the exhibit hall without prior authorization by MCC Management. Any approved vehicle that remains in the exhibit hall as part of a display must conform to all fire regulations. See Exhibit Hall I Fire Marshal Requirements on [page 8](#). No vehicles may be displayed or driven in the lobby or prefunction areas of MCC.

Display of any motor vehicle, aircraft, 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. See your Event Manager for display requirements for electric vehicles.

Personal carts, including golf carts, may be operated in the exhibit hall only. Under no circumstances are vehicles or personal carts to be operated in meeting rooms, lobbies, or service corridors during show hours. Persons under the age of sixteen (16) shall not be allowed to operate a personal cart on MCC property.

Contact your assigned Event Manager for more information on vehicle loading/unloading, vehicle display policies and procedures, or personal cart use.

## Weight Loads

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

## List of Services

Below is a list of services provided by Music City Center. To ensure the most up-to-date information for your event planning needs, please contact your Event Manager for current pricing.

### Equipment

*Board Room Technology (LCDs, screen, projector)*

*Cable TV Service*

*Door Lock Changes (Show Office complimentary)*

*Dance Floor (4' x 4' sections)*

*Forklift With Operator (straight time)*

*Lost / Unreturned Keys/Prox Cards*

*Matting*

*Pens / Paper*

*Power*

*Room Keys (up to 10 complimentary)*

*Staging (16", 24", 32"–6' x 8' sections)*

*Staging (48", 56", 72"–8' x 8' sections)*

*Tape (black 2" gaffer tape)*

*Trash Hauls (30 yd dumpster, 35 yd trash compactor, 42 yd recycling compactor)*

*Ticket Booth (2 portable units)*

### Labor

*Coat/Luggage Check Attendant (1/100 attendees)*

*EMT (Emergency Medical Technician)*

*Fire Watch (per position)*

*Police (uniformed or plain clothes)*

*Rigging (crew size TBD - custom quotes provided)*

*Roomturns*

*Security Officer*

*Security Supervisors*

*\*Note: Easels and lecterns are provided complimentary. All equipment is provided to the extent of our inventory and provided proportionately based on licensed space and at the discretion of our Director of Event Services.*

*Revised October 2024*



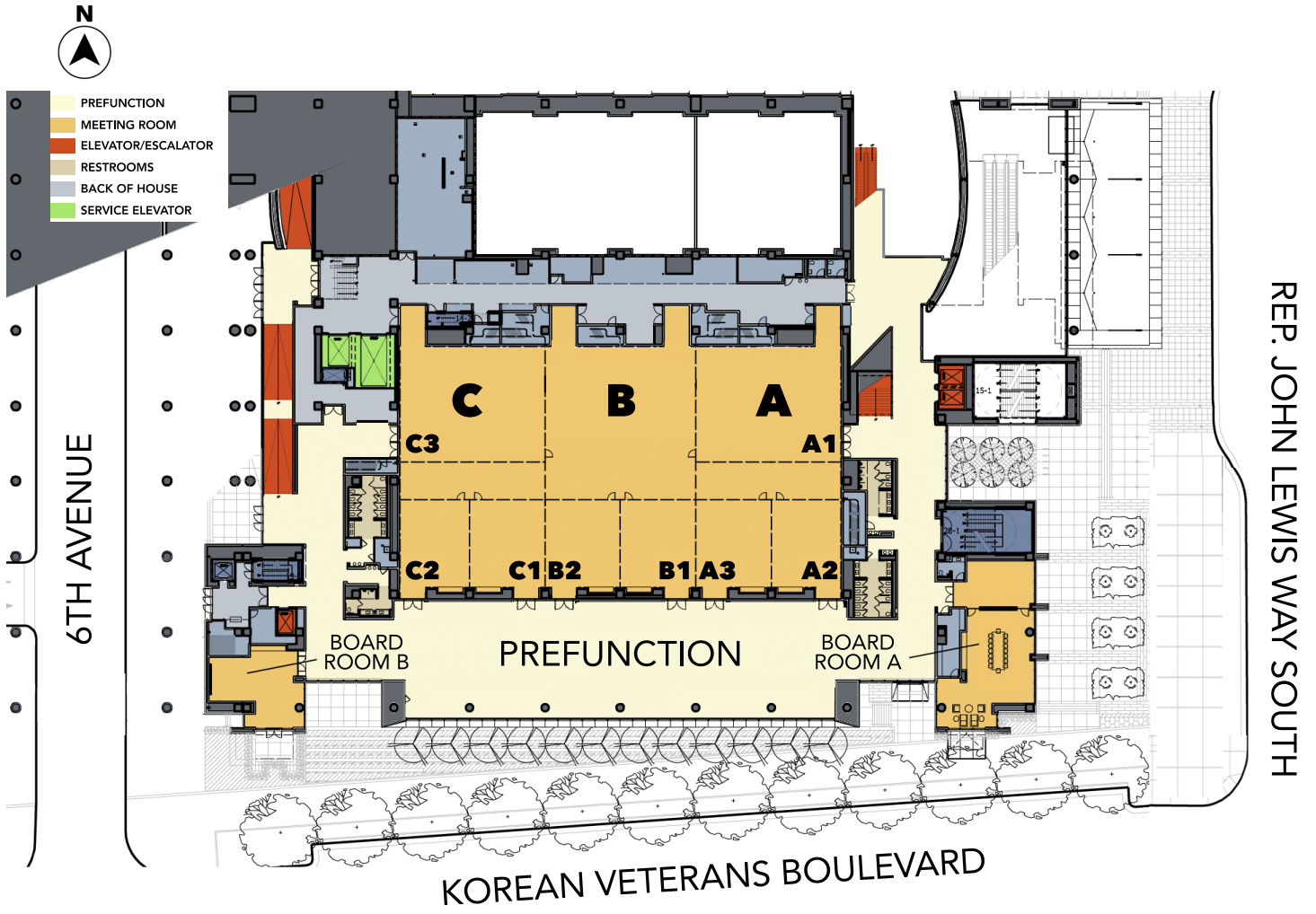


- PREFUNCTION
- MEETING ROOM
- RETAIL
- ELEVATOR/ESCALATOR
- RESTROOMS
- BACK OF HOUSE
- SERVICE ELEVATOR
- NURSING MOTHERS



# Level 1M

Davidson Ballroom





- PREFUNCTION
- MEETING ROOM
- ELEVATOR/ESCALATOR
- RESTROOMS
- BACK OF HOUSE
- SERVICE ELEVATOR

DEMONBREUN STREET

6TH AVENUE

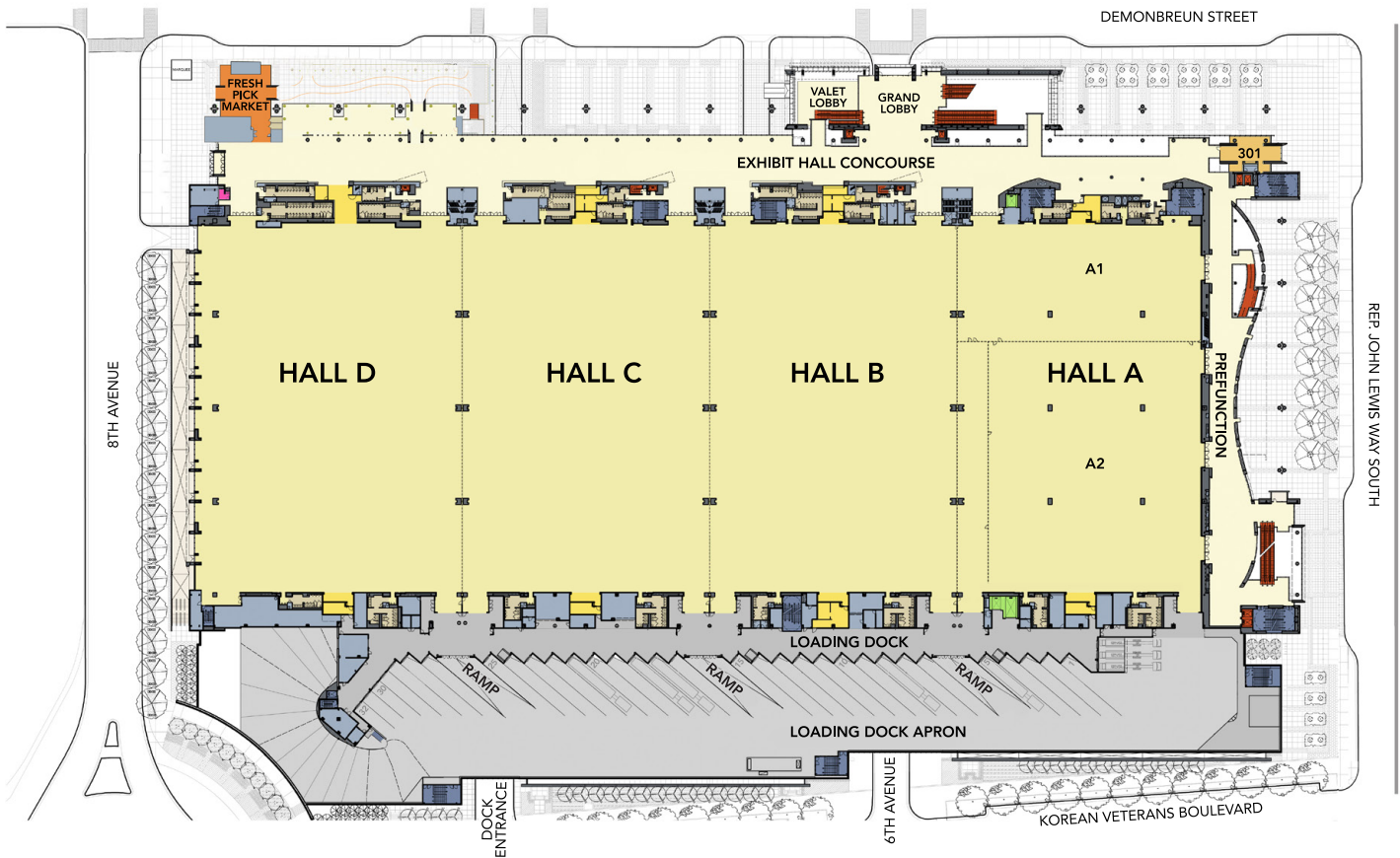
REP. JOHN LEWIS WAY SOUTH

KOREAN VETERANS BOULEVARD



# Level 3

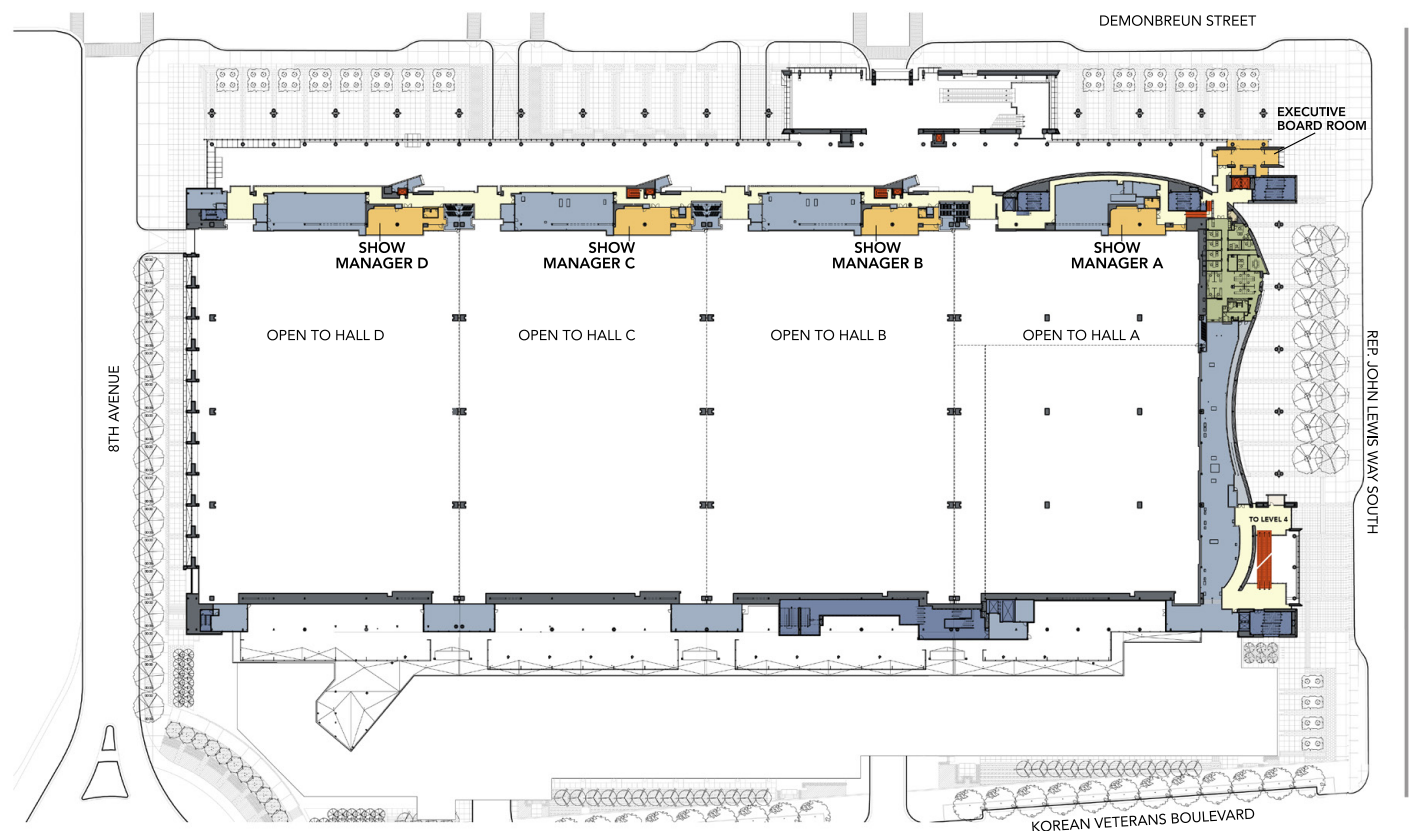
## Meeting Rooms



- |  |                    |  |                  |
|--|--------------------|--|------------------|
|  | PREFUNCTION        |  | BACK OF HOUSE    |
|  | EXHIBIT HALL       |  | SERVICE ELEVATOR |
|  | MEETING ROOM       |  | LOADING DOCK     |
|  | RETAIL             |  | NURSING MOTHERS  |
|  | ELEVATOR/ESCALATOR |  | RESTROOMS        |

# Level 3M

## Show Managers



REP. JOHN LEWIS WAY SOUTH

REP. JOHN LEWIS WAY SOUTH

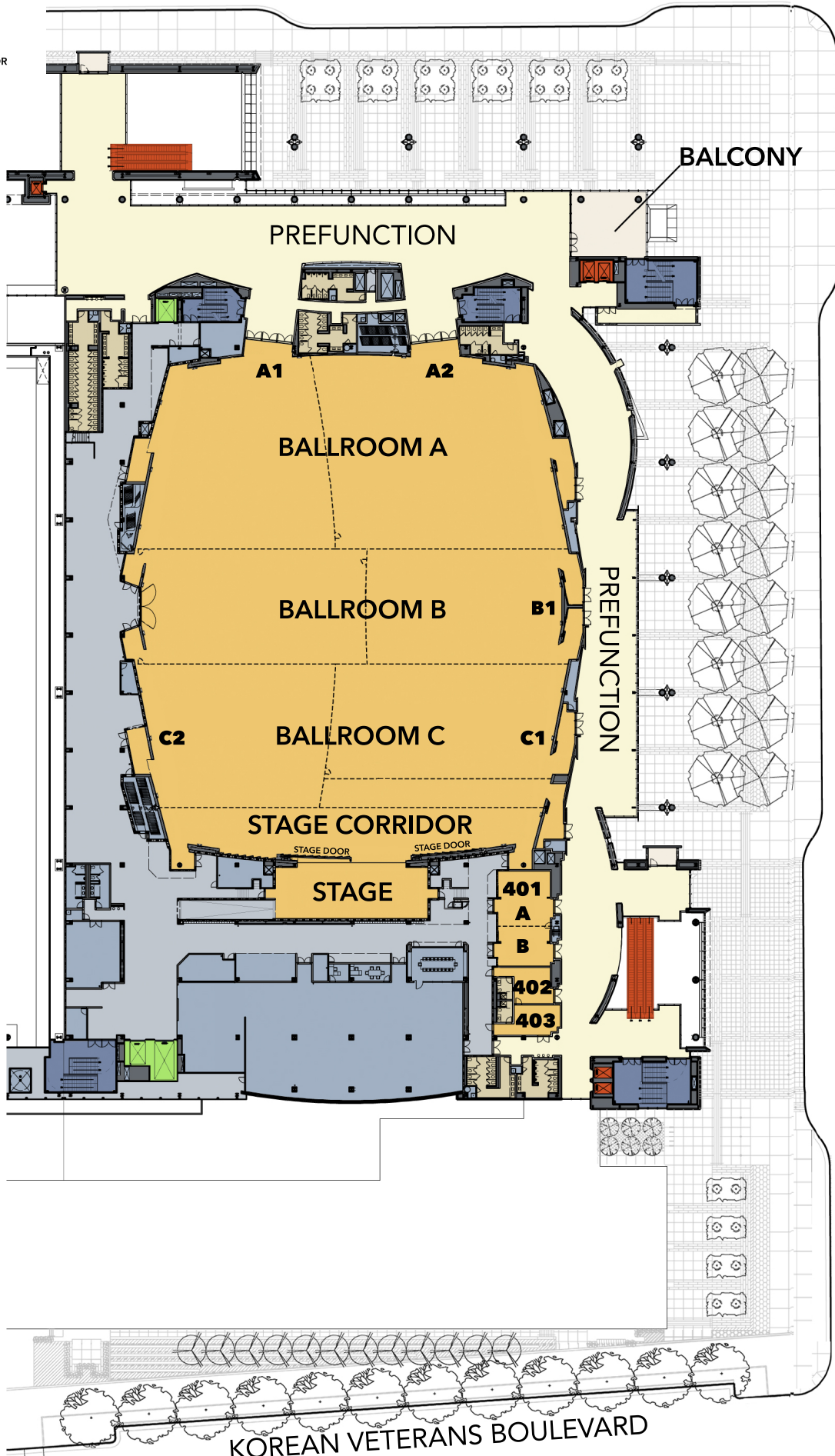
DEMONBREUN STREET

REP. JOHN LEWIS WAY SOUTH

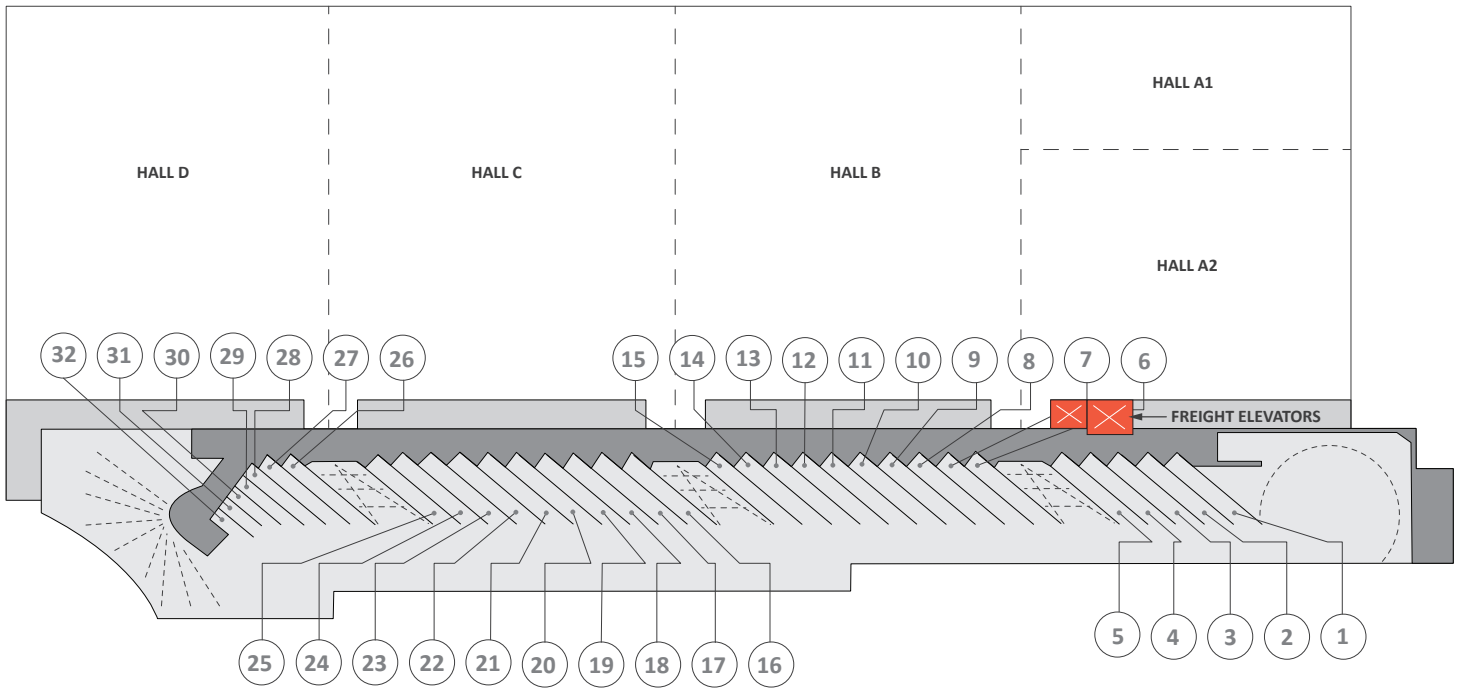
KOREAN VETERANS BOULEVARD



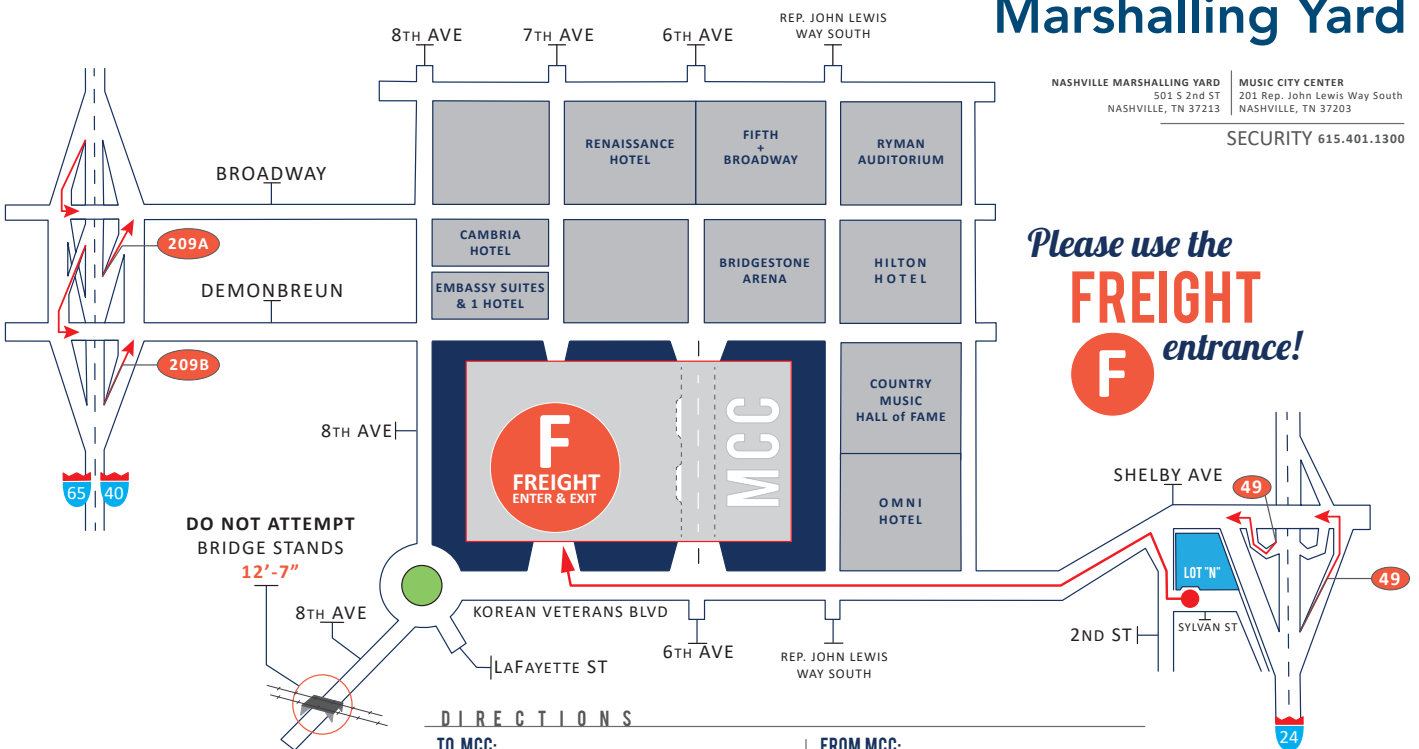
- PREFUNCTION
- MEETING ROOM
- ELEVATOR/ESCALATOR
- RESTROOMS
- BACK OF HOUSE
- SERVICE ELEVATOR



# Loading Docks



# Marshalling Yard



NASHVILLE MARSHALLING YARD  
501 S 2nd ST  
NASHVILLE, TN 37213

MUSIC CITY CENTER  
201 Rep. John Lewis Way South  
NASHVILLE, TN 37203

SECURITY 615.401.1300

## DIRECTIONS

### TO MCC:

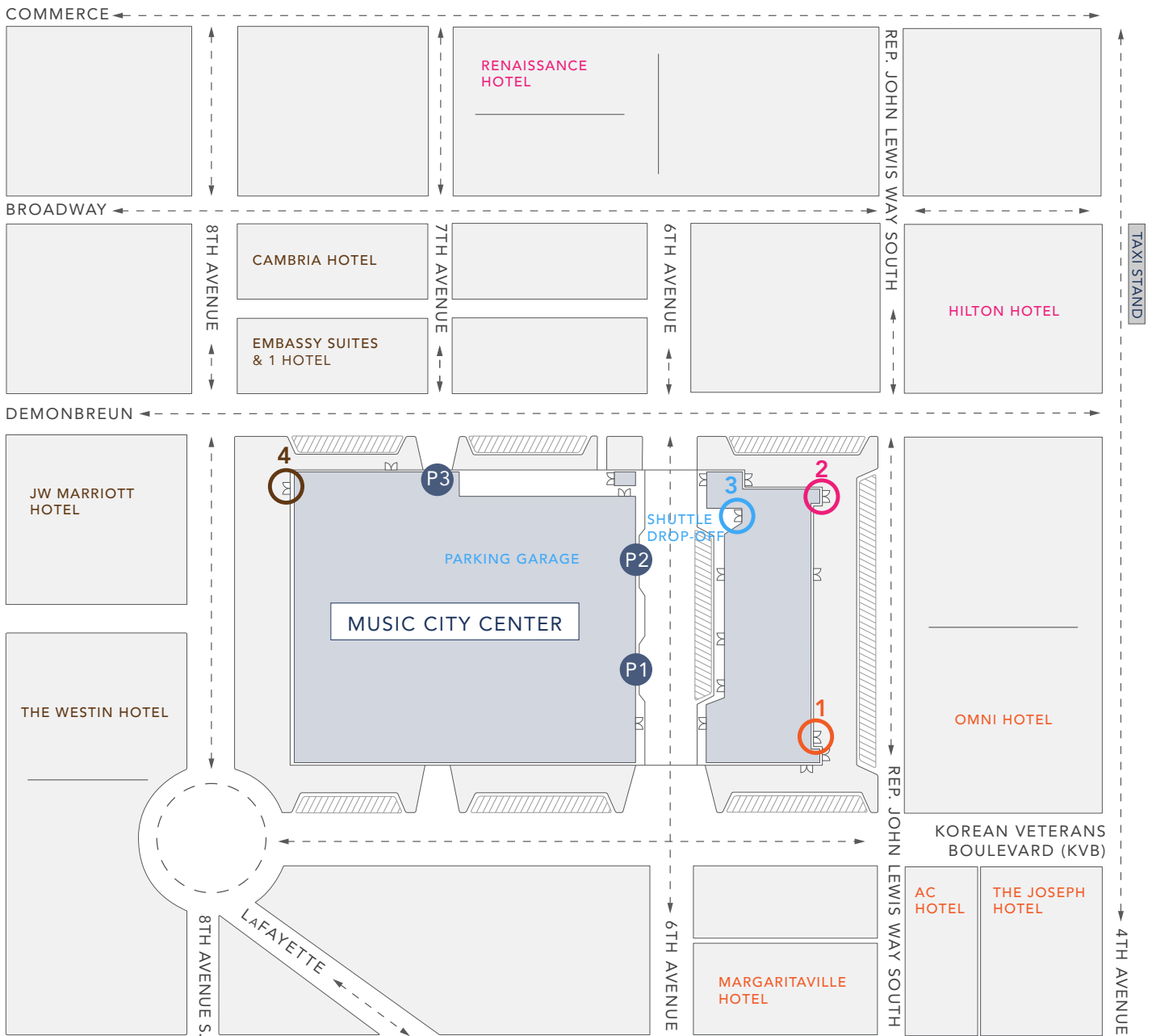
- Turn right out of yard onto Sylvan St.
- Turn right onto 2nd St.
- Turn left onto Korean Veterans Boulevard (KVB)
- Continue down KVB
- First right into MCC

### FROM MCC:

- Turn left out of MCC
- Continue down Korean Veterans Boulevard
- Turn right onto 2nd St.
- Take first left, Sylvan St.
- Take left into Marshalling Yard (Lot "N")

# City Map

Entrance Points from Hotels



## ① Level 1

Rep. John Lewis Way South and Korean Veterans Blvd.

AC Hotel by Marriott  
 Drury Plaza Hotel  
 Hampton Inn & Suites  
 Holiday Inn & Suites  
 Hyatt Place  
 The Joseph Hotel  
 Margaritaville Hotel  
 Omni Nashville  
 Residence Inn by Marriott

## ② Level 1

Rep. John Lewis Way South and Demonbreun

Four Seasons Hotel  
 Hilton Nashville Downtown  
 Renaissance Hotel

## ③ Level 2

6th Ave and Demonbreun

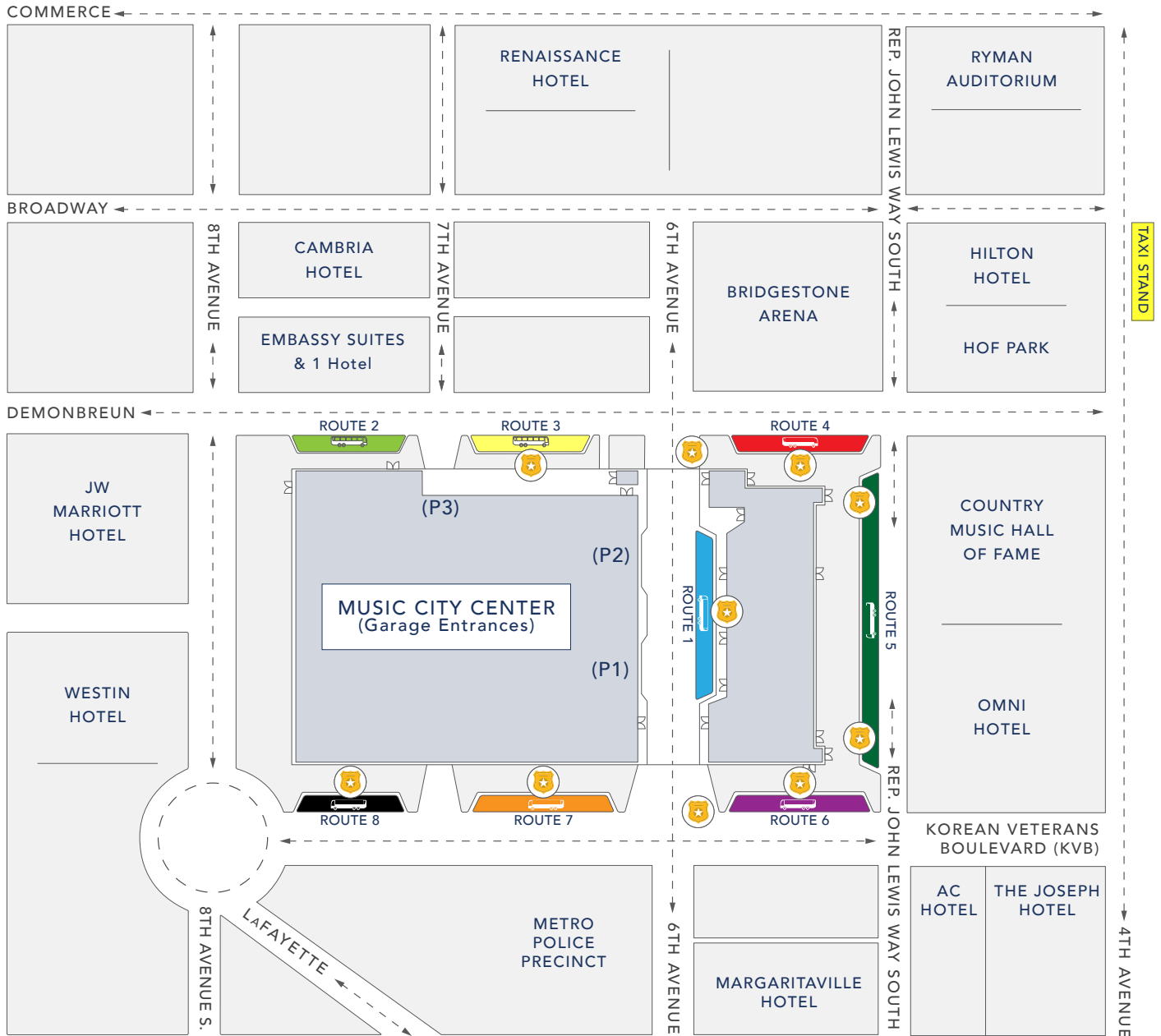
Hotel shuttle drop-offs  
 Parking Garage

## ④ Level 3

8th Ave and Demonbreun

1 Hotel Nashville  
 Cambria Hotel  
 Embassy Suites by Hilton  
 JW Marriott  
 The Westin  
 Renaissance Hotel

# Shuttle Options



<b>ROUTE 1:</b> 7 buses	<b>ROUTE 3:</b> 3 buses	<b>ROUTE 5:</b> 8 buses	<b>ROUTE 7:</b> 4 buses
<b>ROUTE 2:</b> 3 buses	<b>ROUTE 4:</b> 4 buses	<b>ROUTE 6:</b> 7 buses	<b>ROUTE 8:</b> 2 buses





Bus Parking/Drop Off    Police Officer

**RICHARD WAGNER**

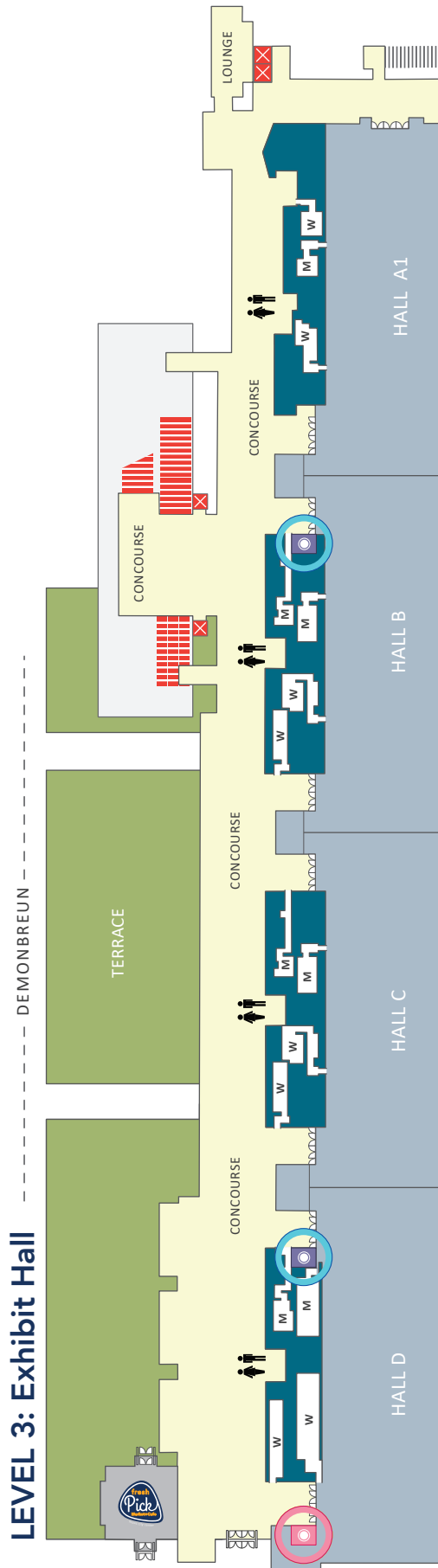
Director of Parking | Command Center:  
615-401-1301 | 615-401-1300



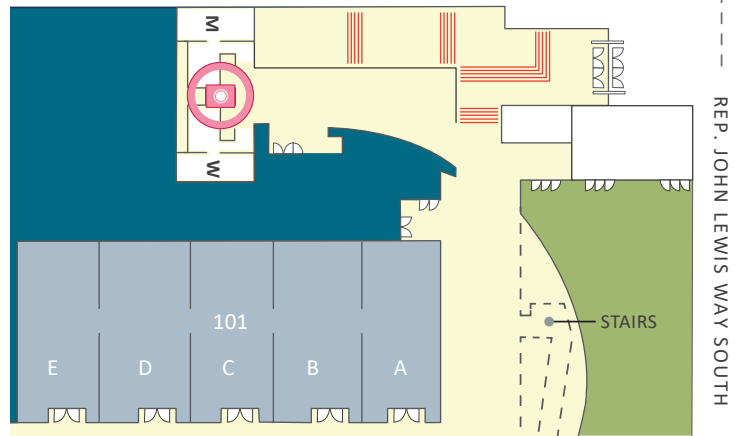


# Nursing Mothers Lounge & Family Restroom Locations

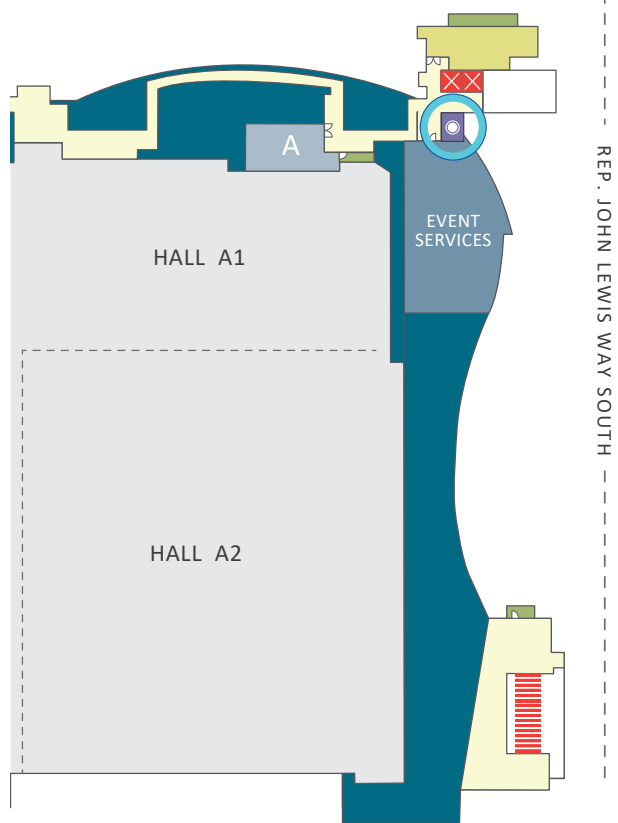
Located on Levels 1, 3 & 3M

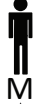









## LEVEL 1: Meeting Rooms



## LEVEL 3M: Show Managers Office



					STAFF ONLY
M	W				MEETING ROOMS
					TERRACE
					STAIRS, ELEVATORS & ESCALATORS

## History

- March 22, 2010, Groundbreaking
- May 20, 2013, Grand Opening

## Square Footage

- Total: 2.1 million sq. ft. (16 acres)
- Public Space: 1.2 million sq. ft.
- Exhibit Hall: 353,143 sq. ft.
- Pre-function: 145,000 sq. ft.
- Ballrooms
  1. Karl F. Dean Grand Ballroom: 57,500 sq. ft.
  2. Davidson Ballroom: 18,000 sq. ft.
- Meeting Rooms: 90,000 sq. ft. (60 rooms)
- Terraces
  1. Level 1: 19,000 sq. ft.
  2. Level 3: 7,000 sq. ft.

## Additional Space

- Show Manager Offices: 4 (1,450+ sq. ft. each)
- Board Rooms: 3
- Green Rooms: 2

## Technology

- Free Wi-Fi
- Fiber Optic Capabilities
- Digital Advertising Options

## Loading Docks

- 32 Bays
- 3 Dock Levelers
- 3 Drive-In Ramps

## Transportation

- Parking Garage
  1. 1800 Spaces
  2. Valet Availability
  3. 24/7 security
- Shuttle Service Coordination
- Covered Pick-up/Drop-off Location

## Karl F. Dean Grand Ballroom Facts & Specs

The Karl F. Dean Grand Ballroom consists of 3 main salons, divisible into 5 individual break-out areas.

### Entire Ballroom

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

### Ballroom A

- 2,773 theater seating
- 1,420 banquet seating

### Ballroom B

- 2,016 theater seating
- 950 banquet seating

### Ballroom C

- 2,310 theater seating
- 1,290 banquet seating

### Floor boxes

- Floor boxes on 30' centers
- Equipped with telephone service, multi-mode fiber & CAT6 data
- Power: (1) 120v 20a dedicated + (1) 208/120v 3 phase 30a 5 wire

### Stage

- 78'W x 30'D x 48"H
- Stage opening 58'
- Depth can be added with portable risers

### Stage Left

- 100 amp hubble + 1 in front of stage
- 400 amp

### Stage Right

- 100 amp
- 200 amp
- 400 amp (2)

## Exhibit Hall Facts & Specs

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



- Equipped with telephone service, multi-mode fiber, CAT6 data, mic jacks, water, drainage, and compressed air
- Power: 208/120v 3 phase, 100a 5 wirepin & sleeve, (2) 30a, & (1) 20a
- 6" bailout to provide other services, i.e., 480v power
- 28 natural gas connections
- Ceiling Height: 32'6"
- 300+ hang points hold up to 2 tons each

### Exhibit Hall Floor Load Limits

- 350 lbs. per sq. ft.

### Roll Up Doors

- Elephant Door: 22'6"W x 32'6"H - North Hall D
- Freight Doors: 16'W x 16'H

### Freight Elevators

Located on the dock side of Exhibit Hall A2

- 7'8"W x 11'8"D x 10"H  
Weight Load: 6,000 lbs
- 10'W x 19'8"D x 9'8"H  
Weight Load: 12,000 lbs
- 117"W x 235"D x 120"H  
Inside dimensions for large freight elevator with doors closed

### Exhibit Hall A

- 86,143 sq. ft.
- 240'W x 354'D

### Exhibit Hall A1

- 27,500 sq. ft.
- (137) 10' x 10' booths
- 2668 theater seating
- 1220 classroom seating
- 1350 banquet seating
- 236'W x 113'D

### Exhibit Hall A2

- 50,900 sq. ft.
- (254) 10' x 10' booths
- 4308 theater seating
- 2028 classroom seating
- 2540 banquet seating
- 206'W x 241'D

### Exhibit Hall B

- 87,000 sq. ft.
- (435) 10' x 10' booths
- 8696 theater seating
- 3900 classroom seating
- 4800 banquet seating
- 240'W x 354'D

### Exhibit Hall C

- 87,000 sq. ft.
- (435) 10' x 10' booths
- 8696 theater seating
- 3900 classroom seating
- 4800 banquet seating
- 240'W x 354'D

### Exhibit Hall D

- 93,000 sq. ft.
- (465) 10' x 10' booths
- 8696 theater seating
- 3900 classroom seating
- 4800 banquet seating
- 252'W x 354'D



## Sustainability Standards

Music City Center is committed to sustainability. We prioritize our commitment through the following initiatives.



LEED Gold Certification signifies MCC reduces stress on the environment by being more energy efficient.

Honeybees in four hives produce on average more than **100 pounds** of honey each year, while also providing vital pollination.



A four-acre green roof absorbs heat, insulates the facility, reduces air pollution, and provides a natural habitat for plants, insects, and wildlife.

Waste is reduced by recycling paper, plastic, and aluminum products, as well as pallets, printer cartridges, and grease. Food waste is also composted.



A 360,000-gallon cistern collects stormwater runoff, providing reusable, non-potable water and reducing municipal water usage by **51%**.

As a Get Food Smart TN member, MCC acts as a resource to others interested in food waste reduction, recovery, and diversion.



An array of 845 solar panels generates as much as **343,369 kWh** of renewable energy annually.

As a Pick Tennessee Products partner, MCC offers food and beverages made with regionally and locally farmed products.



## By the Numbers

Waste Reduction per Year\*

**240,000 lbs of recycling**  
**5,215 lbs of items donated**

**71,909 lbs of food donated**  
**58,835 lbs of food waste composted**

\*Totals based on average quantities between FY14 and FY22.

## Become a Green Partner

Join us in reducing our environmental impact. Music City Center provides the following services\* to help make your event green.



Digital Signage	Waste Reduction	Recycling	Donations
<p>Minimize printed materials by going digital.</p> <p><b>Displays</b></p> <ul style="list-style-type: none"> <li>• Exhibit Hall Dormers</li> <li>• Corner Wraps</li> <li>• Video Walls</li> <li>• Marquees</li> <li>• Wayfinding Pods</li> <li>• Room Boards</li> </ul>	<p>Divert food waste by donating meals or composting scraps.</p> <p><b>Acceptable Items</b></p> <ul style="list-style-type: none"> <li>• Nonperishable Items</li> <li>• Leftover Meals</li> </ul> <p><b>Unacceptable Items</b></p> <ul style="list-style-type: none"> <li>• Kitchen Waste</li> <li>• Leftover Food</li> <li>• Disposable Tableware</li> </ul>	<p>Reduce trash by recycling discarded materials.</p> <p><b>Acceptable Items</b></p> <ul style="list-style-type: none"> <li>• Paper</li> <li>• Cardboard</li> <li>• Aluminum</li> <li>• Tin</li> <li>• Plastics #1-7</li> </ul> <p><b>Unacceptable Items</b></p> <ul style="list-style-type: none"> <li>• Glass</li> <li>• Foam Core</li> <li>• Styrofoam</li> <li>• Garbage Bags</li> <li>• Wood</li> <li>• Metal</li> <li>• Rock</li> <li>• Brick</li> </ul>	<p>Help the local community by donating excess materials.</p> <p><b>Acceptable Items</b></p> <ul style="list-style-type: none"> <li>• Tote Bags / Backpacks</li> <li>• Giveaways</li> <li>• School / Office Supplies</li> <li>• Clothing</li> <li>• Unused Water Bottles</li> <li>• Furniture</li> <li>• Home Goods</li> <li>• Art / Craft Supplies</li> </ul> <p><b>Unacceptable Items</b></p> <ul style="list-style-type: none"> <li>• Quantities that exceed capacity</li> <li>• Items not easily donated</li> </ul>

*\*Advance planning required. Quantities may be limited. Additional fees may apply.*

### FOR MORE INFORMATION:

**Digital Media Coordinator**  
(615) 401-1478

**Sustainability Coordinator**  
(615) 401-1464



# Certificate of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

<b>PRODUCER</b> Insurance Agency Insurance Agency Street Address Insurance Agency City, State, Zip	<b>CONTACT NAME:</b> _____															
	<b>PHONE NUMBER:</b> _____	<b>FAX NUMBER:</b> _____														
	<b>E-MAIL ADDRESS:</b> _____															
<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER E:																
INSURER F:																
<b>INSURED</b> Company Name Company Street Address Company City, State, Zip																

**Insurance Carrier**

**Name and address as it appears on the License Agreement**

**Amount of Coverage**

**COVERAGES**      **CERTIFICATE NUMBER:** \_\_\_\_\_      **REV** \_\_\_\_\_

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> GENERAL LIABILITY				GENERAL AGGREGATE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY OCCURANCE FORM				PRODUCTS - COMP/OP AGG \$ EXCLUDED
	<input type="checkbox"/> CLAIMS MADE FORM				PERSONAL & ADV INJURY \$
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROTECTIVE				EACH OCCURRENCE \$ 1,000,000
					FIRE DAMAGE (Any one fire) \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT \$ 1,000,000
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED <input type="checkbox"/> NON-OWNED				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED <input type="checkbox"/> GARAGE LIABILITY				PROPERTY DAMAGE \$
	<input type="checkbox"/> HIRED				Underinsured motorist \$
D	<input type="checkbox"/> EXCESS LIABILITY				EACH OCCURRENCE \$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM				
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input checked="" type="checkbox"/> WC Statutory Limits
	<input type="checkbox"/> Includ. Proprietor/Partner/Executive Officers are:				E.L. EACH ACCIDENT \$ 1,000,000
	<input type="checkbox"/> Exclud.				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	OTHER				

**Beginning and ending date of coverage**

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS (Limit may be subject to Deductibles or Retentions)

**← Additional Insureds**

**CERTIFICATE HOLDER**      **CANCELLATION**

Music City Center 201 Rep. John Lewis Way South Nashville, TN 37203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE _____
---	--

**Certificate Holder**

**Signature of Authorized Insurance Representative**

ACORD 25 (2014/01)  
INS025 (201401)

The ACORD name and