



## Music City Center Rules & Regulations

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### 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 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.

TDD: TDD Equipment is available upon request from MCC Technology.

### DECORATIONS & SIGNAGE

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:

- Any item attached to the building must be done through MCC Rigging, including aisles signs, clings and floor decals.
- 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.
- All decor and signs must be set or hung 6” off any MCC artwork.
- See Rigging section for more information.

## **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.

## **EXCLUSIVE SERVICES**

- Electrical, compressed air, water + gas
- Telecommunications, internet, cable/ satellite connections
- Food + Beverage
- Rigging/Riggers
- Move in/out security

## **EXHIBIT HALL | FIRE MARSHAL REQ**

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.

## **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.
- 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 removal will be charged at the prevailing rate.
- Plywood or masonite 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.
- Exhibitors will be required to protect the exhibit hall floor underneath any booths containing display pools, ponds or other water features. These must be approved in advance by your Event Manager. \*

\* Any damage to floor pockets or ceilings below the Exhibit Hall will be the responsibility of the Lessee.

\* 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.

## **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.

#### **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!

#### **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.

#### **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.

#### **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.

There are nine electric vehicle (EV) car charging stations in the parking garage. The Blink Level 2 EV chargers are able to rapidly recharge electric cars and accept payment with a major credit card via the Blink InCard, Blink mobile application or Blink customer support.

Music City Center can help you advertise your event by branding the arms on the parking gates of the Music City Center parking garage. Please contact your Event Manager for more information.

## **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.

## **PYROTECHNICS & FOG/HAZE**

To ensure safety for all attendees and workers as well as protecting the interior furnishings of the building, 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. 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. Please contact your Event Manager for specific guidelines.

## **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. For more information visit <http://www.mccrigging.com>.

## **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

## **SMOKING POLICY**

Due to our “green” initiative, smoking (including vapor cigarettes, electronic cigarettes and smokeless tobacco) 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.

## **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 or visit <http://www.nashvillemusiccitycenter.com/about/sustainability> for more information.

## **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.

The MCC offers free wireless connectivity for your attendees within the facility using 802.11 A, B,G,N, and AC protocols. Coverage in the facility is complete including exhibition halls, meeting rooms and lobby areas. No additional equipment is required beyond the wireless access equipment installed in the client device.

It is important to note that this is an unmanaged service. Should an exhibitor require a higher level of connectivity a wired service should be purchased.

## **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. See link for terms and conditions.

## **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.

No vehicles may be displayed or driven in lobby or prefunction areas of Music City Center.