

EVENT PLANNING GUIDE



The mission of the Music City Center is to create significant economic benefits 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.



FACILITY HIGHLIGHTS

- Entire facility covers 16 acres
- Total Square Footage: 2.1 million
- Exhibit Space: 353,143 sq.ft.
- Karl F. Dean Grand Ballroom: 57,500 sq.ft.
- Davidson Ballroom: 18,000 sq.ft.
- 55 Meeting Rooms and 3 Board Rooms
- Four Show Manager offices (1,450+ sq.ft. each)
- Two Green Rooms
- 32 covered loading docks
- Three dock levelers and 3 drive-in ramps
- 1,800 covered parking spaces
- Covered bus/taxi drop off & pick up
- Valet parking available

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SERVICE & OPERATIONAL PROCEDURES

Our goal is to provide you with one-stop shop for all of your event details. Listed below you will find all the information you need to ensure your event runs smoothly. Applicable charges for the services can be found on Page 16 “Budget to Avoid Surprises” or on our website at: nashvillemusiccitycenter.com

We look forward to serving you,
Music City Center Team!

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.

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.

ADDRESSES

MAILING:
201 5th Avenue S.
Nashville, TN 37203

UPS STORE/PACKAGES:
201 5th Avenue S.
Nashville, TN 37203

SHIPPING/EXHIBITORS*:
700 Korean Veterans Blvd.
Nashville, TN 37203

*See Shipping section for details

ADVERTISING, MARKETING & BRANDING

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 Technology Manager at 615-401-1477. To view our Advertising Kit please visit www.nashvillemusiccitycenter.com/sites/default/files/advertising_kit_2018_v2.pdf.

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

*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

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.

AMBASSADORS

The Music City Center provides smiling, knowledgeable and friendly Ambassadors in key locations throughout the facility to assist all guests with way-finding, the event schedule and with recommendations of things to do and see in Nashville during their free time.



ART PROGRAM

The MCC is a proud participant of the City's Public Art Program. There are numerous pieces of unique, one of a kind art pieces located throughout the Center. 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. No items may be placed closer than 6" to Music City Center Art pieces. For further information please contact your Event Manager. To see more, please visit www.nashvillemusiccitycenter.com/about/art-collection.

To schedule an art tour please visit www.nashvillemusiccitycenter.com/schedule-tour.

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 65" 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). See Page 16 for Budget to Avoid Surprises.



BUSINESS CENTER

The MCC has a full service Business Center operated by The UPS Store, providing an on-site service center for shipping, mailing, faxing and photocopying. The UPS Store is located in the lobby on level two and specializes in digital distribution and printing of conference materials. Open a minimum of Monday-Friday, 7 am-5 pm.



CLEANING SERVICES

The MCC provides cleaning of all public areas, including all restrooms and lobbies before, during, and after events, as well as all uncarpeted aisles and flip top trash cans in the exhibit hall during show hours only at no additional cost to the Licensee. Cleaning does not include vacuuming of carpets in the exhibit hall or any other janitorial services for the individual exhibit booths. The Licensee of an exhibit hall will be responsible for the removal of all trash, crates, lumber, and packing materials brought in by exhibitors and/or contractors prior to the show opening, during show, and through move-out. Any costs incurred by the 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 Licensee took possession. Meeting rooms used for non-conference events, including 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 by your event manager and may require additional cleaning fees. Contact your assigned Event Manager for rates and details.

CLIENT CHECKLIST

*NOTE: Your event document & quote dates may vary depending on the timeliness of the information that we receive. Information received after the listed dates below may result in late fees.

| DUE DATE | ITEMS TO COMPLETE |
|--------------------------------|--|
| BY EXECUTION DATE | License agreement signed + returned |
| 30 DAYS PRIOR | Send certificate of insurance, floor plan and signage + branding plan |
| 14 DAYS PRIOR | Send all event requirements including room sets, security, rigging, audiovisual + technology |
| 10-14 DAYS PRIOR | Receive and return Music City Center event document noting any additional Sign and return ancillary estimate as well as audiovisual, technology and food and beverage quotes Schedule pre and post-event inspections |
| IMMEDIATELY PRIOR | Conduct pre-event inspection |
| WITHIN 48 HOURS AFTER MOVE OUT | Conduct post-event inspection including documenting any damage Move out |

- Signage or decor can not 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 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 6" off any MCC artwork.
- 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. Music City Center provides backdrop, up to 10' in height, behind meeting room stages included in the costs for risers/stages to the extent of our inventory.



COAT/LUGGAGE CHECK

In cases of inclement weather, be assured that your attendees' garments will be in good hands. The MCC staff can operate a coat check area providing your attendees with a secure place for their coats while inside the facility or a place for their luggage after checkout and prior to departure. Contact your Event Manager for more information, scheduling and prevailing rates.

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.

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.

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 ESTIMATE

Licensee 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. 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 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 licensees 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. MCC is happy to provide additional customized security for your event at a competitive rate.

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 + 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 - combustibile 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: power-actuated tools, welding or heat producing products, decorative (votive) lit candles, small tanks of heavier-than-air compressed gas, etc.

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 or designee 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 Section 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:

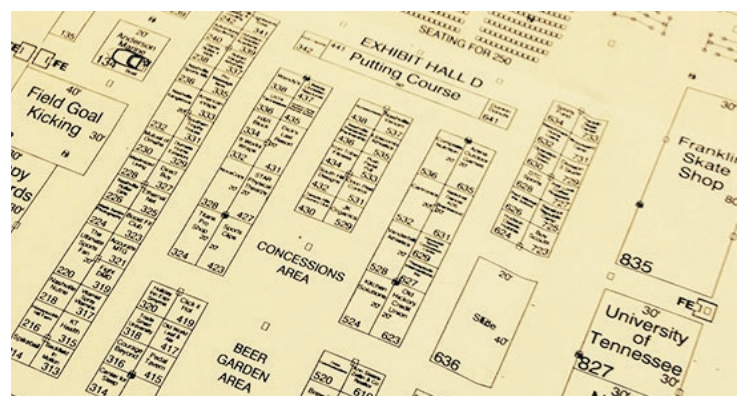
- Any freight going to the meeting rooms and lobby space will require extra care to protect the carpet/tile. Where possible all movement MUST take place through the service corridors. In areas where this is not feasible, we require that all decorators and/or Licensees tape down a layer of visqueen or 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.

- Masonite must be utilized to protect tile during move in and move out.
- 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 Licensee. Floor pockets must be protected from water infiltration.
- * 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 electronic 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
- Note any boneyards



The floor of the Music City Center Exhibit Hall is scored in 10' x 10' sections aiding in the set up and installation of booths for exhibits and trade shows .

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!

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. Karl F. Dean 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. The new food and beverage outlet, Fresh Pick Market & Cafe, is located on the third level of the Music City Center and is accessible from inside the building as well as from Demonbreun and 8th Avenue. The market offers coffee, beverages, grab-and-go food options as well as toiletries and everyday necessities.



FREIGHT ELEVATORS

For your experience the MCC has 3 freight elevators. Two elevators have an 6,000 lb. weight capacity and the third elevator can accommodate up to 12,000 lbs. The dimensions are:

6,000 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

Freight elevators are scheduled by MCC to accommodate MCC + Licensee needs.

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 Karl F. Dean 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 | MEDICAL 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.

The MCC welcomes groups advancing studies in medicine and permits medical testing with advance written approval in conjunction with an event. The licensee shall provide a detailed plan to their assigned Event Manager and Directory of Security ninety (90) days prior to the start of an event.

Medical tests must be performed by license practitioners in a controlled secured setting. The transport and use of animal, 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 an approved red plastic puncture and leak resistant containers and clearly labeled as such. All other waste must be in the red plastic trash bags and properly labeled. Do not leave needles and sharps boxes unattended. The Center may require personnel stationed at the testing sites to monitor compliance. The Center’s 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 1 |
| 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 + DAY AFTER | Fourth Thursday and Friday in November |
| CHRISTMAS EVE + DAY | December 24th + 25th |

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

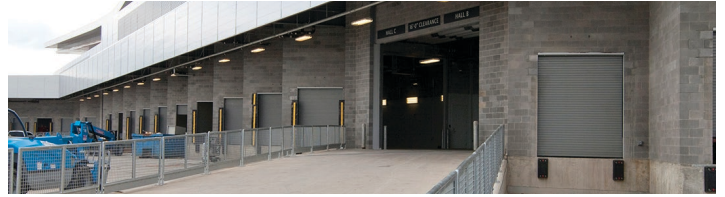
Please see the attached license agreement and sample form.

LEVELS

- Level 1 - Meeting Rooms
 - Level 1M - Davidson Ballroom, Boardrooms A + B
 - Level 2 - Meeting Rooms
 - Level 3 - Exhibit Hall, Seating Lounge
 - Level 3M - Show Manager Offices, Executive Boardroom
 - Level 4 - Karl F. Dean Karl F. Dean Grand Ballroom + Green Rooms
- *Floorplans located on pages 17 - 22*

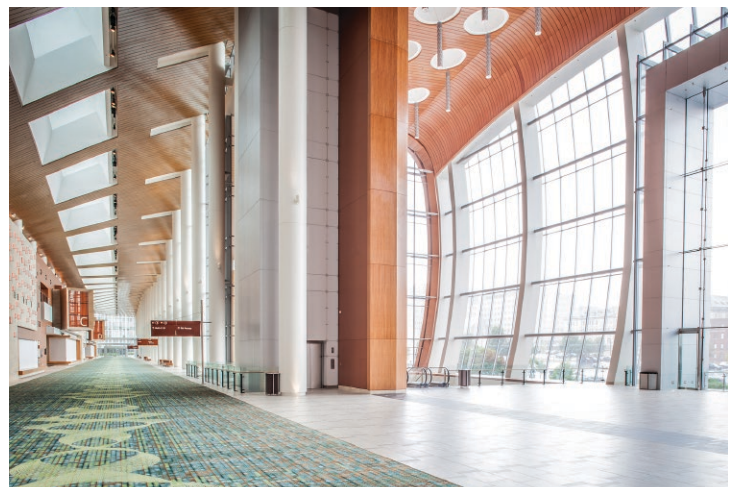
LOADING DOCKS

MCC has 32 docks, 3 drive-in ramps, and 3 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. Your Event Manager can assist with dock assignments. See attached map on page 23.



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

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. Up to 10 complimentary keys will be provided. Any keys over and above will be charged at \$20/each. This will be placed on the ancillary estimate by the Event Manager. Licensee may request key cards for vendors needing back of house access.

MARSHALLING YARD

Contact your MCC Event Manager for truck marshalling options. See attached maps on page 24.

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.

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.

NURSING MOTHER'S LOUNGE

There are two Nursing Mother's Lounges, one on Level 1 and another on Level 3 near Exhibit Hall D. See attached map on page 26

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

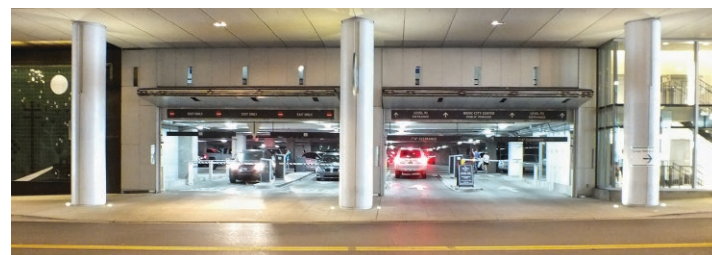
MCC reserves the right to inspect all vehicles, cartons, packages and other containers entering or departing the facility.

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.

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. See attached map on page 24.



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 & 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.

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

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.

Drones, hoverboards and skateboards are not allowed within Music City Center.

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
2. Crowd Control

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 Safety and Security, call our Director of Security at (615) 401-1305. We welcome the opportunity to customize a security plan for your event. See also Emergency Information section.

SALES + TAX USE

Show Management, exhibitors and contractors must collect sales tax as required by the Tennessee Department of Revenue. Please visit <http://www.tennessee.gov/revenue/article/forms-sales-and-use-tax> for forms and details.

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 a complimentary 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 MANAGER OFFICES

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



SHUTTLE LOCATIONS

Please coordinate all transportation logistics with your Event Manager. Locations available on 5th Avenue, 6th Avenue, Demonbreun, and Korean Veterans Boulevard.

See attached Shuttle Map on page 25.

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.

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 including events on 5th Avenue. Please contact your Event Manager for a permit application.

STORAGE

Any requests for storage at the MCC must be directed to your assigned Event Manager. Boneyards must be included on floor plans and approved 30 days in advance.

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.

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.

Contamination of comingled recycling may result in additional fees.

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.

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.

BUDGET TO AVOID SURPRISES

EQUIPMENT

| | |
|---|---------------------|
| BOARDROOM TECHNOLOGY (LCD's, screen, projector) _____ | \$700.00/DAY |
| CABLE TV SERVICE _____ | \$250.00/DROP |
| DOOR LOCK CHANGES (Show office complimentary) _____ | \$50.00/DOOR |
| DANCE FLOOR (4' x 4' sections) _____ | \$1.00/SF |
| FORKLIFT WITH OPERATOR _____ | \$110 - \$150.00/HR |
| LOST / UNRETURNED KEYS/PROX CARDS _____ | \$100.00/EA |
| MASONITE OR PLYWOOD (4' x 8' sheets) _____ | \$20.00 EA |
| MATTING _____ | \$2.00/FT |
| PENS / PAPER _____ | \$1.25/SET |
| POWER _____ | \$ SEE ORDER FORMS |
| ROOM KEYS (up to 10 complimentary) _____ | \$20.00/EA |
| STAGING (16", 24", 32" - 6' x 8' sections) _____ | \$30.00/EA |
| STAGING (48", 56", 72" - 8' x 8' sections) _____ | \$40.00/EA |
| TAPE (Black 2" Gaffers tape) _____ | \$40.00/ROLL |
| TRASH HAULS (34 yard compactor or 30 yard Open Top) _____ | \$395.00/EA |
| TICKET BOOTH (2 portable units) _____ | \$250.00 EA |

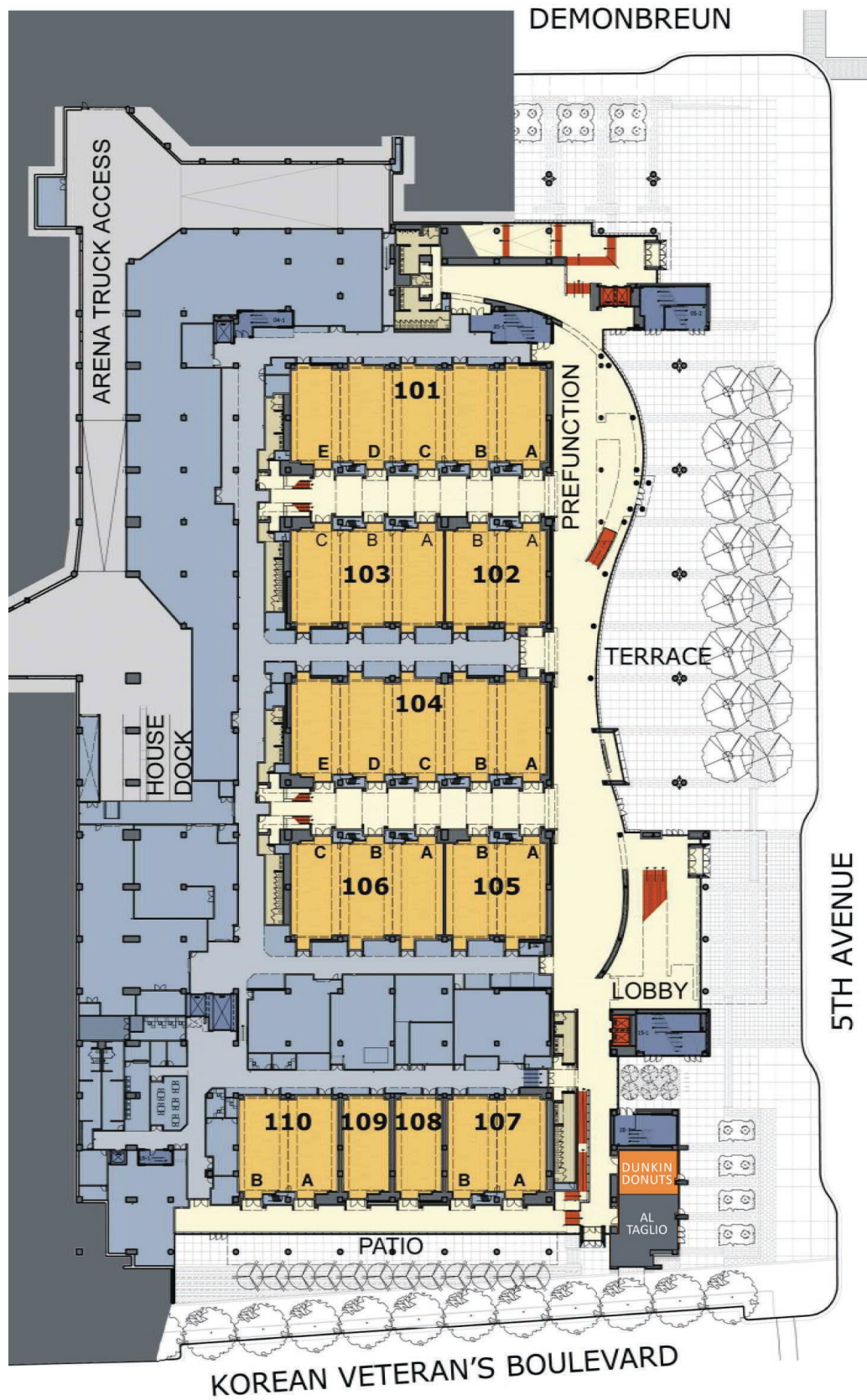
LABOR (Listed as straight time)

| | |
|--|-----------------------------|
| COAT/LUGGAGE CHECK ATTENDANT (1/100 attendees) _____ | \$20.00 - \$30.00/HR/PERSON |
| EMT (Emergency Medical Technician) _____ | \$25.00 - \$38.00/HR/PERSON |
| FIRE WATCH (per position) _____ | \$20.00 - \$35.00/HR/PERSON |
| POLICE (uniformed or plain clothes) _____ | \$45.00/HR/PERSON |
| RIGGING (crew size TBD - custom quotes provided) _____ | \$74.00/HR/PERSON |
| ROOMTURNS _____ | \$18/HR/PERSON |
| SECURITY GUARD _____ | \$20.00 - \$35.00/HR |
| SECURITY SUPERVISORS _____ | \$25.00 - \$38.00/HR |

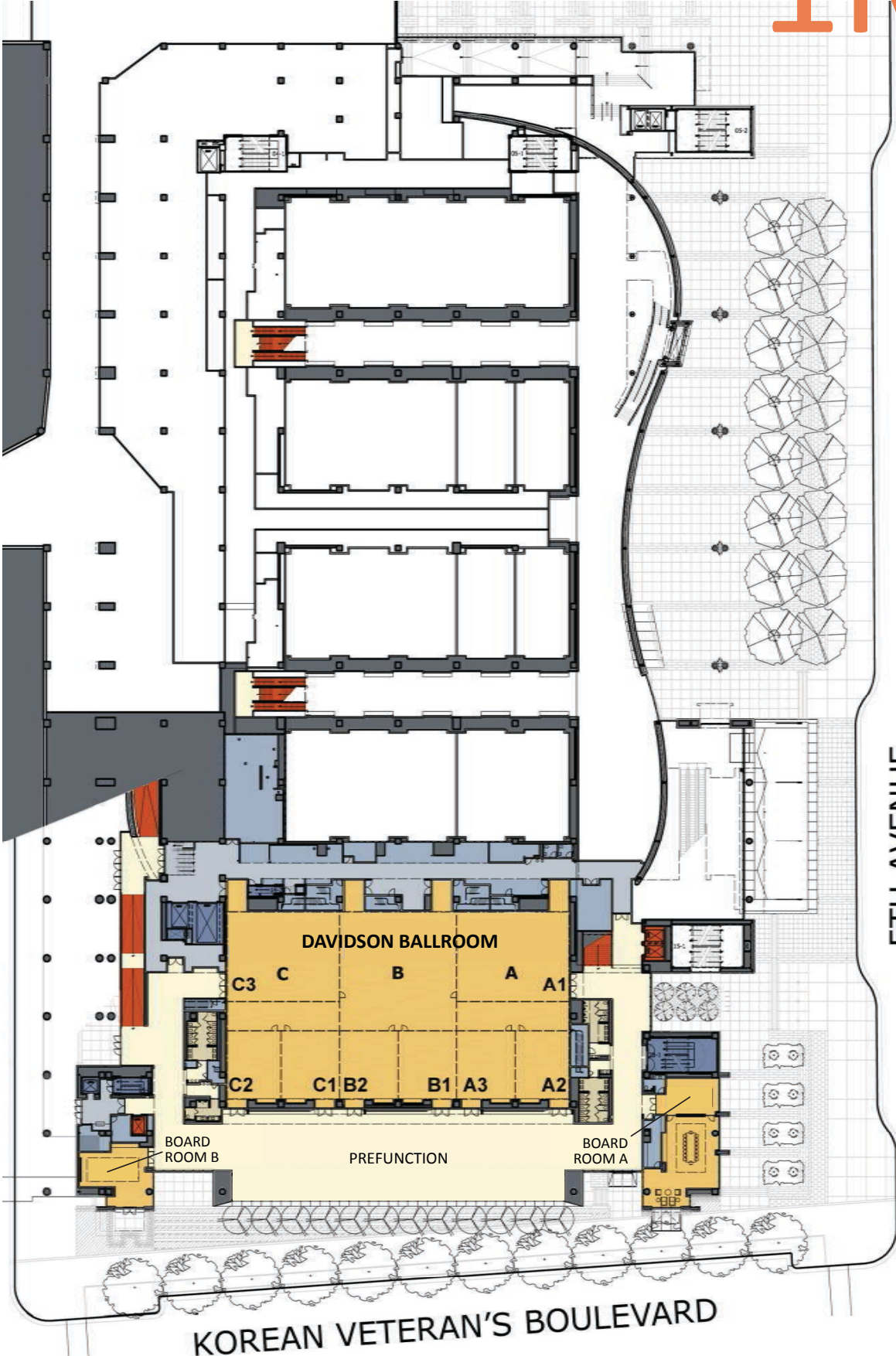
Note: Easels and lecterns are provided complimentary. All equipment is provided to the extent of our inventory and provided proportionately based on licensed space and at the discretion of our Director of Event Services.

All prices are subject to change without notice.

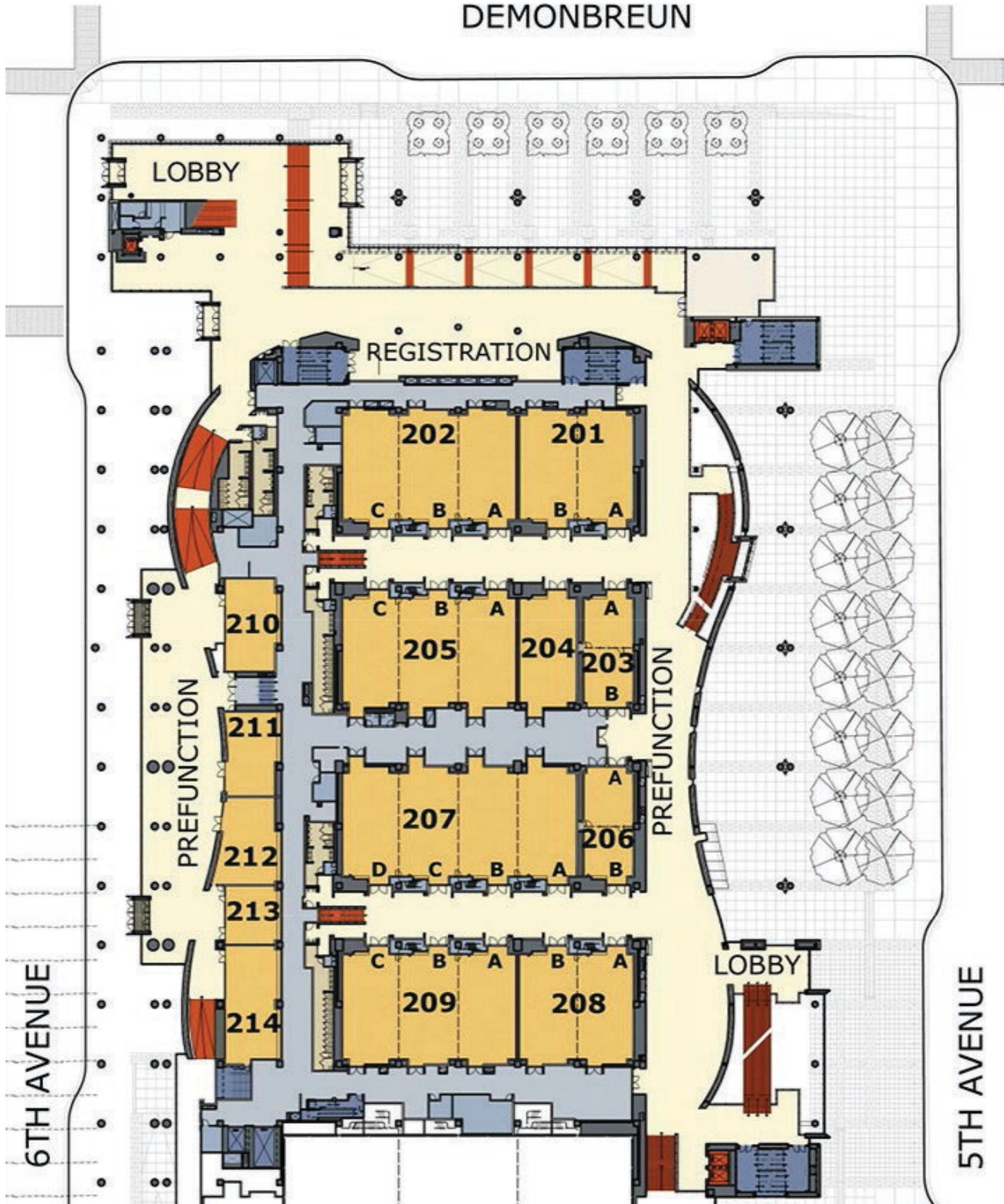
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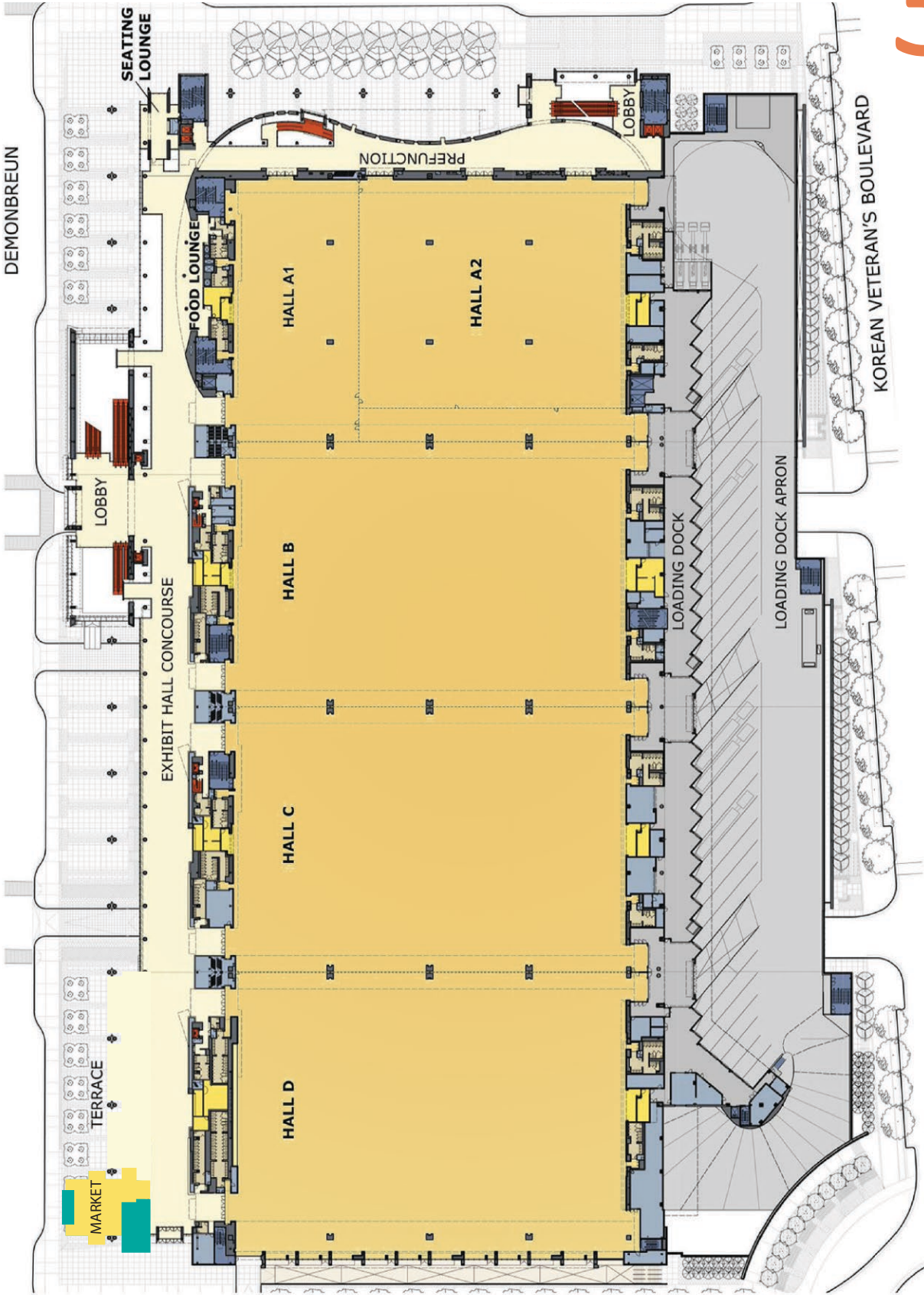


1M LEVEL



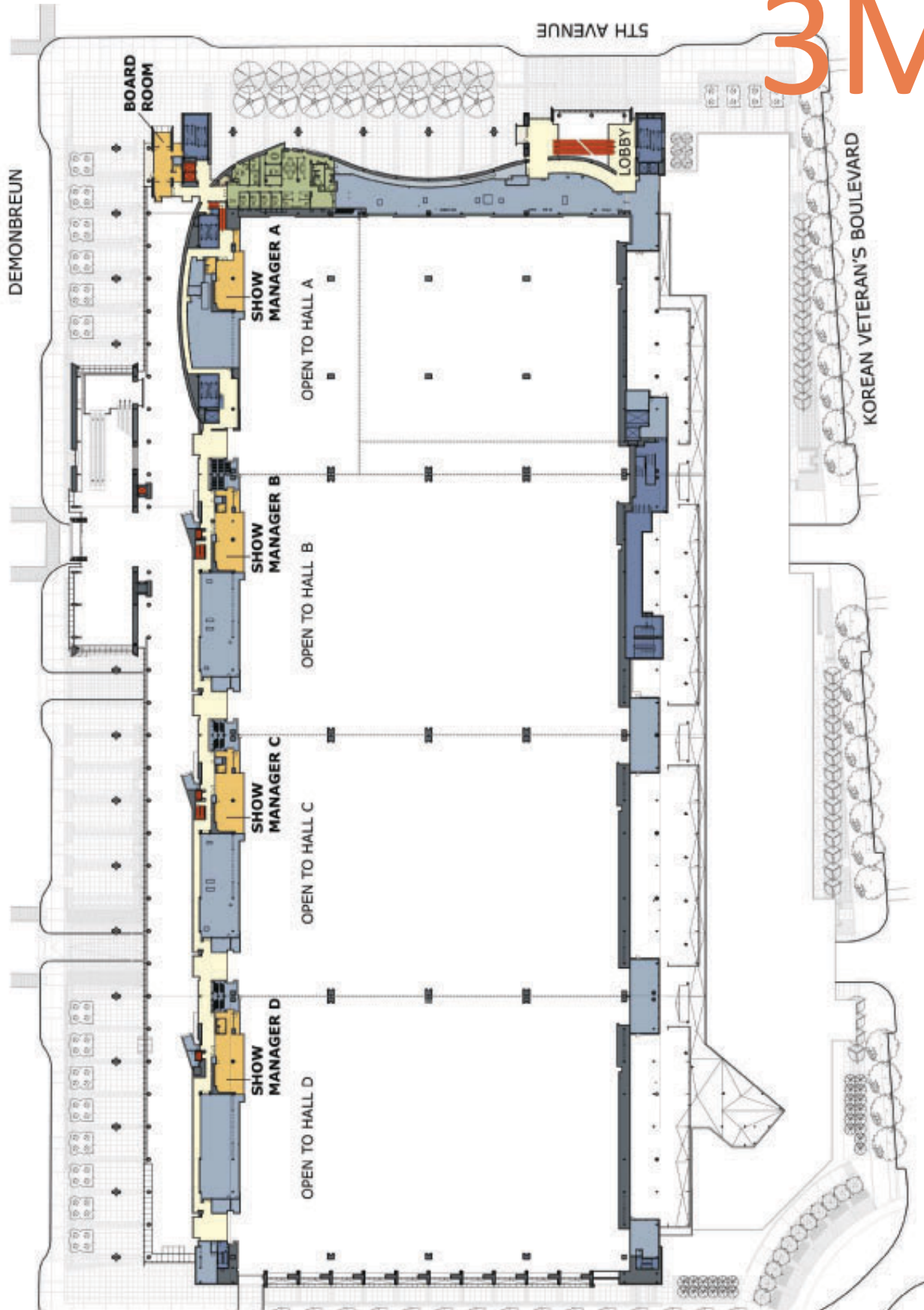
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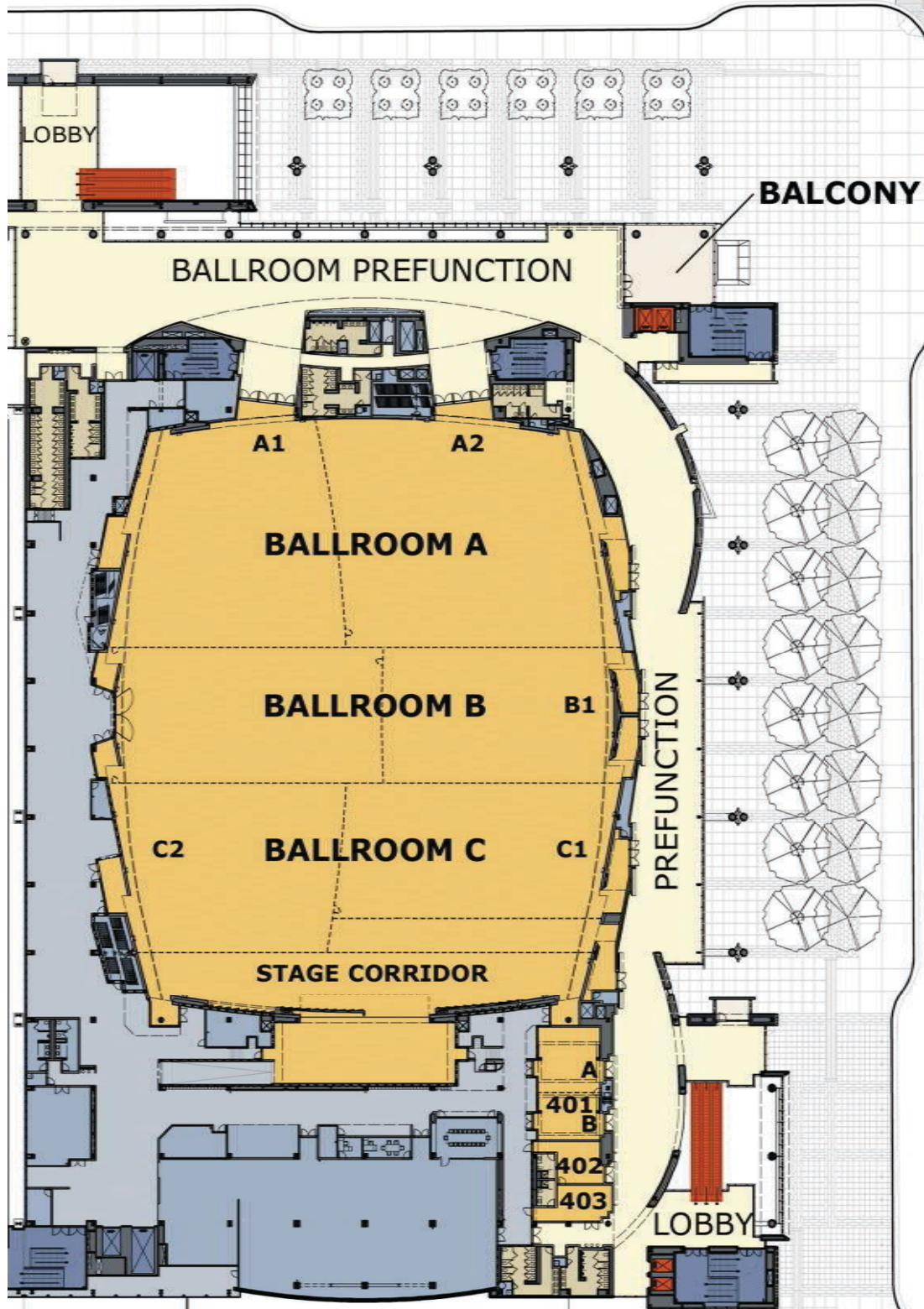


3M

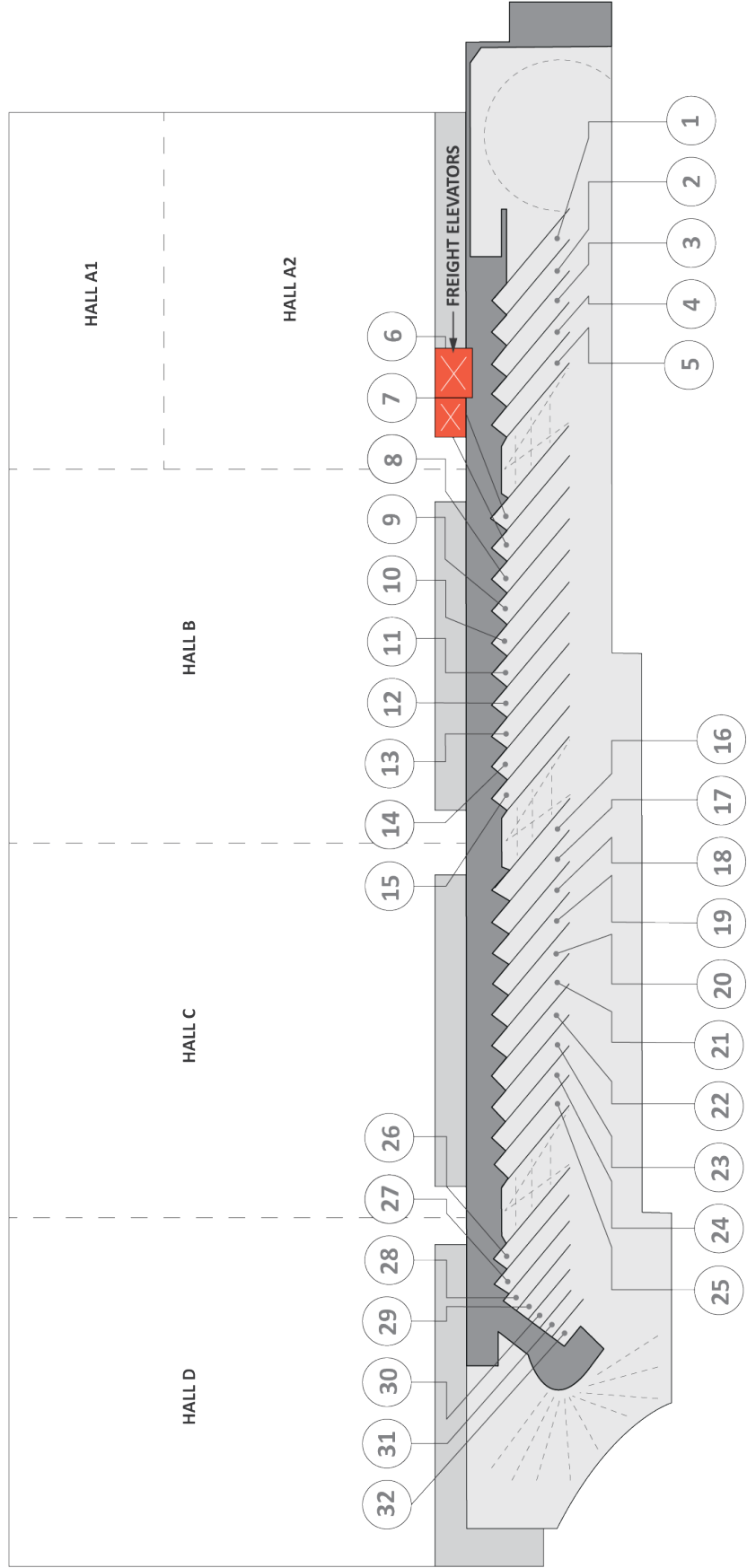
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MUSIC CITY CENTER LOADING DOCKS



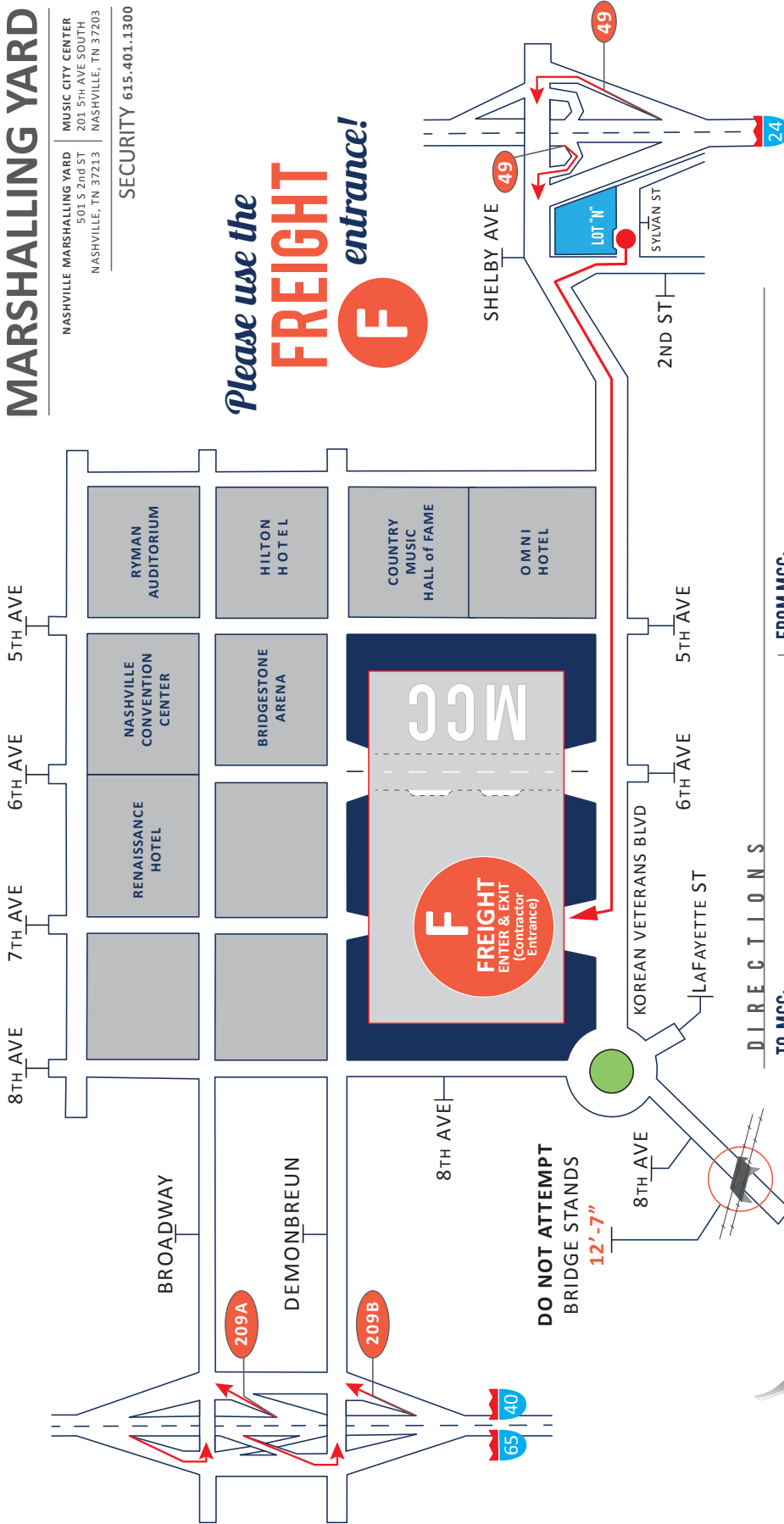
MUSIC CITY CENTER
MARSHALLING YARD

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

MUSIC CITY CENTER
201 5th AVE SOUTH
NASHVILLE, TN 37203

SECURITY 615.401.1300

Please use the
FREIGHT
F entrance!



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")



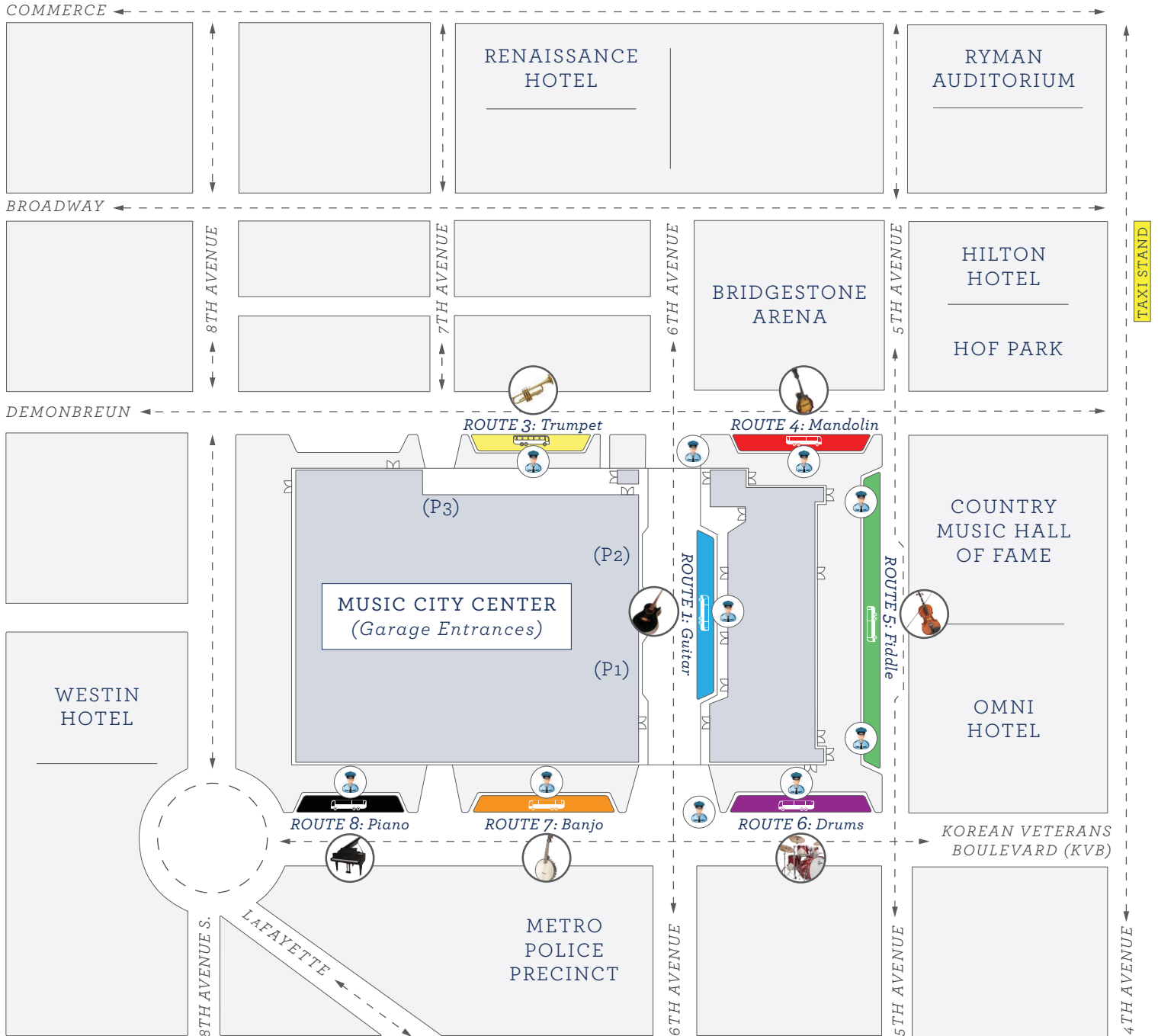
*Reservations and charges associated with the marshalling yard are the responsibility of show management. MCC Event Managers can provide contact information.

SHUTTLE OPTIONS

**Music City Center Pre-Approval Required*

RICHARD WAGNER

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



| | | | |
|------------------|------------------|------------------|------------------|
| ROUTE 1: 8 buses | ROUTE 3: 3 buses | ROUTE 5: 8 buses | ROUTE 7: 4 buses |
| | ROUTE 4: 4 buses | ROUTE 6: 7 buses | ROUTE 8: 2 buses |



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. Karl F. Dean Grand Ballroom with a built in stage
- 18,000 sq.ft. Davidson Ballroom
- 4 Show Managers' offices with a minimum of 1450 sq.ft. 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

DESIGN

- TSF: 2.1 million- spans 6 blocks
- 1.2 million sq.ft. of public space
- Exhibit Hall: 353,143 sq.ft (8 acres)
- Karl F. Dean Grand Ballroom: 57,500 sq.ft. designed to look like the inside of an acoustic guitar
- Meeting Rooms: 60 rooms, occupying 90,000 sq.ft.
- 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

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

EXHIBIT HALL FACTS & SPECS

- 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"

EXHIBIT HALL FLOOR LOAD LIMITS

- 350lbs per sq.ft.

ROLL UP DOORS ABCD

- 16' x 16'

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 9'8" h: WEIGHT LOAD: 12,000lbs
- 117" w x 120" t x 232" d: *INSIDE DIMENSIONS FOR LARGE FREIGHT ELEVATOR WITH DOORS CLOSED*

| | | |
|--|--|---|
| <p>EXHIBIT HALL A1</p> <ul style="list-style-type: none"> • 2668 theater seating • 1220 classroom seating • 1350 banquet seating • (137) 10' x 10' booths • 236'w x 113'd • 27,500 sq.ft. | <p>EXHIBIT HALL A2</p> <ul style="list-style-type: none"> • 4308 theater seating • 2028 classroom seating • 2540 banquet seating • (254) 10' x 10' booths • 206'w x 241'd • 50,900 sq.ft. | <p>EXHIBIT HALL A</p> <ul style="list-style-type: none"> • 86,143 sq.ft. • 236'w x 354'd |
| <p>EXHIBIT HALL B</p> <ul style="list-style-type: none"> • 8696 theater seating • 3900 classroom seating • 4800 banquet seating • (435) 10' x 10' booths • 240'w x 354'd • 87,000 sq.ft. | <p>EXHIBIT HALL C</p> <ul style="list-style-type: none"> • 8696 theater seating • 3900 classroom seating • 4800 banquet seating • (435) 10' x 10' booths • 240'w x 354'd • 87,000 sq.ft. | <p>EXHIBIT HALL D</p> <ul style="list-style-type: none"> • 8696 theater seating • 4164 classroom seating • 5010 banquet seating • (465) 10' x 10' booths • 252'w x 350'd • 93,000 sq.ft. |

KARL F. DEAN GRAND BALLROOM

KARL F. DEAN GRAND BALLROOM FACTS & SPECS

FACTS

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

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 LEFT

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

STAGE RIGHT

- (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
- 9 Blink electric car charging systems

SUSTAINABILITY

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

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



CERTIFICATE OF INSURANCE

CERTIFICATE NUMBER
11/01/01

MARSH USA INC.

CERTIFICATE OF INSURANCE

Producer

Insurance Carrier

COMPANY NAME
100 MAIN ST.
Anytown, TN 00000

This certificate is issued as a matter of information only and confers no rights upon the certificate holder other than those provided in the policy. This certificate does not amend, extend or alter the coverage afforded by the policies described herein.

Companies Affording Coverage

Company A

Company B

Company C

Company D

Insured

COMPANY NAME
100 MAIN ST.
Anytown, TN 00000

Name and address as it appears on the License Agreement

Coverages:

This is to certify that the policies of insurance described herein have been issued to the insured named herein for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which the 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.

Amount of coverage

| Co Ltr | Type of Insurance | Policy Number | Policy Effective Date (MM/DD/YY) | Policy Expiration Date (MM/DD/YY) | Limits | |
|--------|---|---------------|---------------------------------------|-----------------------------------|---|--------------|
| C | General Liability | | Beginning and ending date of coverage | | General Aggregate | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> Commercial General Liability | | | | Products Comp/Op Agg | EXCLUDED |
| | <input checked="" type="checkbox"/> Occurrence Form | | | | Personal & Adv. Injury | |
| | Claims Made Form | | | | Each Occurrence | \$ 1,000,000 |
| | Owner's & Contractor's Protective | | | | Fire Damage (Any One Fire) | |
| | | | | Med. Expense (Any One Person) | | |
| A | Automobile Liability | | | | Combined Single Limit | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> Any Auto | | | | Bodily Injury (per person) | |
| | All Owned Autos | | | | Bodily Injury (per accident) | |
| | Scheduled Autos | | | | Property Damage | |
| | Hired Autos | | | | | |
| | | | | | | |
| D | Excess Liability | | | | Each Occurrence | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> Umbrella Form | | | | Aggregate | \$ 1,000,000 |
| | Other Than Umbrella Form | | | | | |
| B | Workers Compensation and Employers' Liability | | | | <input checked="" type="checkbox"/> WC Statutory Limits | |
| | | | | | EL Each Accident | \$ 1,000,000 |
| | | | | | EL Disease-Policy Limit | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> Incl. The Proprietor/Partners/ Excl. Executive Officers are: | | | | EL Disease-Each Employee | \$ 1,000,000 |
| | Other | | | | | |

Description of Operations/Locations/Vehicles/Special Items (Limits may be subject to Deductibles or Retentions)

List certificate holder and additionally insured companies and entities.

Additional Insureds

CERTIFICATE HOLDER

Certificate Holder

MUSIC CITY CENTER
201 5th Avenue S
Nashville, TN 37203

CANCELLATION:

SHOULD ANY OF THE POLICIES DESCRIBED HEREIN BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

MARSH USA INC.

Signature of Authorized Insurance Representative

MM1 (9/99)

