



EXHIBITING DETAILS

SHOW LOCATION

Music City Center
201 Fifth Avenue South
Nashville, TN 37203
615-401-1400 www.nashvillemusiccitycenter.com

SECURITY: The Show will provide security guards 24 hours per day; from start of set-up until the end of move-out. However, you must secure insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition facility and return, including the period during which materials are in the exhibition facility.

LIABILITY: The Exhibitor is responsible for the assigned booth area and agrees to pay for any damage caused to the floor, walls, doors, etc. during the time they have contracted for the space (move-in and move-out included).

EXHIBITOR BADGES: Badge pick-up begins Thursday, September 5th after 12 noon. Badges are available at the Exhibitor Registration Area located in the main entrance lobby. All exhibitors are required to wear badges to enter the hall Friday, Saturday and Sunday. Each exhibit is entitled to six (6) badges per 100 square feet of exhibit space. The maximum number of badges to be distributed to any one company is 20. Once your badge allotment has been distributed, there will be a fee of \$5 per additional badge. If a badge is lost, forgotten, misplaced, or left in your booth, your staff will be required to purchase a badge for \$5 to enter the show. You are encouraged to drop off your badge each night at Exhibitor Registration so that your company doesn't run out of your allotment.

BOOTH EQUIPMENT: Standard booths are pipe frames with black drapes with an 8 foot high back wall and 3 foot high side walls. All 10x10 booths will have a 7"x22" booth identification sign.

BOOTH FLOORING IS REQUIRED: Carpet or other floor covering, at the exhibitor's expense, is required in all booths. Exhibitors can either order carpeting through Fern Exposition or bring their own.

FLOOR TAPE: The Music City Center requires that exhibitors only use Polyken 105C Multi-Purpose Double Coated carpet tape on the floor in the Exhibit Hall. Exhibitors agree to remove all tape and tape residue from the Exhibit Hall floor and to properly dispose of the tape and residue promptly following the close of the show. Any costs incurred by the Music City Center or the Nashville Home Show for the removal of tape residue will be charged to the Exhibitor and Exhibitor agrees to pay any such amount to the Nashville Home Show. Limited supplies of Music City Center approved carpet tape will be available on-site for purchase at the show office on a first-come, first-served basis.

FOOD & BEVERAGE: Music City Center reserves the right to cater all food in the exhibit hall. Exhibitors may provide food or beverage samples by filling out the MCC form provided at:
https://docs.wixstatic.com/ugd/b44f81_f21f8f856a014227bf12ae33e8f5391c.pdf .
Exhibitors may not sell food or beverage.

FORKLIFT SERVICES: Complimentary forklift services are available on a first-come, first-served basis during move-in on Wednesday and Thursday 8AM – 5 PM. Forklift services are also available during move-out on a limited basis.

SIGNS & BANNERS: Signs/banners may be suspended above any outer wall booths, island booths and peninsula booths. Please note that written authorization is required. There are additional costs to hang any banners and signs. Contact Gail Schell at gschell@allshowservices.com for more details.

WIRELESS INTERNET: Music City Center offers free Wi-Fi service throughout the building. This service is available to exhibitors on an unlimited number of mobile devices in all meeting rooms, exhibit halls and public areas. For customers with advanced connectivity needs which require more speed and bandwidth, custom options will still be available for purchase. Please see the Fern Exhibitor Services Manual for this information.

SMOKING: The Music City Center is a non-smoking facility.

MULCH: Plywood must be placed on the floor and under all items for those exhibits 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.

OTHER RULES AND REGULATIONS: Please refer to the back of the Exhibit Space Agreement for detailed show rules and regulations, and to the Music City Center Rules in the Fern Exhibitor Service Kit.

SHIPPING DIRECT TO THE CONVENTION CENTER:

If your materials are arriving prior to September 4th:

Company Name and Booth # - Nashville Home Show
Fern Expositions
125 Fernco Drive
Nashville, TN 37207
**Check fees with Fern Expo*

When arriving on September 4th or 5th please ship to:

Company Name and Booth # - Nashville Home Show
Music City Center - Exhibit Halls C&D
700 Korean Veterans Blvd
Nashville, TN 37203
**No fees*

Check your insurance to make sure you are covered in case of theft. Exhibitors wishing to ship materials in advance should work directly with Fern Exposition. There will be material handling fees.

DEADLINE FOR DISCOUNT SERVICES is AUGUST 21st :

Fern Exposition: (tables, chairs, carpet, shipping, etc.) All exhibitors will receive an email direct from Fern with login and password details. If you do not see the e-mail contact Fern Exposition directly at nashville@fernexpo.com.

Music City Center: (electrical, water, wifi)

- Technology (wifi, phone, etc.) - <http://www.nashvillemusiccitycenter.com/exhibitors/services/technology>
- Electrical - http://www.nashvillemusiccitycenter.com/sites/default/files/2019_mcc_order_forms-elec_1.pdf
- Gas/Air/Water/Drain – http://www.nashvillemusiccitycenter.com/sites/default/files/2019_mcc_order_forms-gas-air-water.pdf

TENNESSEE DEPARTMENT OF REVENUE (TAXATION) REQUIREMENTS:

Exhibitors and contractors must collect sales tax as required by the Tennessee Department of Revenue. Please visit this website for forms and details: tntap.tn.gov/eservices. The Sales and Use Tax form is:

<https://www.tn.gov/content/dam/tn/revenue/documents/forms/sales/sls450may18.pdf>.

You will be required to fill out some brief information, but will be able to file and remit the sales tax here. Tennessee sales tax is 9.25%. For more information:

- Tax Forms: (800) 342-1003
- Sales and Tax Use: (800) 342-1003 or (615) 253-0600

BOOK YOUR HOTEL ROOM

- Hampton Inn and Suites Nashville Airport
 - \$159/night https://secure3.hilton.com/en_US/hp/reservation/book.htm?execution=e1s1

INSURANCE:

As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all. If you do not have this coverage in place, we have made arrangements for all of our exhibitors to acquire this coverage at significant savings by purchasing as part of a group. Please click the link below, complete a short questionnaire and you will obtain this coverage for \$65 plus tax.

To obtain coverage: [https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=PvBzT6x58XQ\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=PvBzT6x58XQ$)

- Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.
- Email your certificate of insurance for liability and workman's compensation to info@allshowservices.com.

COMPLIMENTARY TICKETS: As an exhibitor you will be mailed 20 free tickets.

DISCOUNTED ADMISSION FOR YOUR CUSTOMERS: Promote the show to your customers, friends and family! They can save 50% by purchasing tickets online at www.nashvillehomeshow.com using promo code THANKYOU.

AUTOMOBILES IN BOOTHS: Companies having a vehicle in their booth must make sure there is ¼ tank of gas or less, disconnect the battery, lock or tape the gas cap and turn in a key to the Show Office. The Nashville Fire Marshall checks all vehicles prior to show opening. Vehicles must be placed in exhibitors' booth no later than Thursday at 6 PM.