



**Nashville Convention Center**  
**Natural Gas, Compressed Air, Water, & Drain**  
**Service Order Form**  
**Phone: 615-742-2100**  
**Fax: 615-742-2119**



**Email: [orderservices@nashville.gov](mailto:orderservices@nashville.gov)**

**For your convenience "Order Online" for discounted rates at [www.nashvilleconventionctr.com](http://www.nashvilleconventionctr.com)**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Booth/Room: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

<b>Compressed Air:</b> 20 CFM, 90-100 lbs. PSI (Prices based on 1/4" to 1/2" line)	<b>QTY</b>	<b>Advance Rate</b> (if received 14 days prior)	<b>Floor Order</b>	(See Labor Section) <b>Amount</b>
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$130	\$175	
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$100	\$125	
Pressure regulator (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$45	\$50	
Lines above 1/2" in size, add 50% to service connection charge		\$65	\$88	

Air line size: \_\_\_\_\_ CFM required: \_\_\_\_\_. Call for Pricing for CFM above 20. Note: If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

<b>Water:</b> Minimum pressure, 45 PSI maximum pressure. 60 PSI (Prices based on 3/8" to 1/2" line)	<b>QTY</b>	<b>Advance Rate</b> (if received 14 days prior)	<b>Floor Order</b>	(See Labor Section) <b>Amount</b>
Service charge for 1st Connection (Drain not included) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$125	\$150	
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$60	\$90	
Lines above 1/2" in size, add 50% to service connection charge		\$63	\$75	

Water line size: \_\_\_\_\_. Note: Pressure may vary. No guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

<b>Drain:</b> (Price based on 1" line)	<b>QTY</b>	<b>Advance Rate</b> (if received 14 days prior)	<b>Floor Order</b>	(See Labor Section) <b>Amount</b>
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$95	\$115	
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$45	\$65	
Lines above 1" in size, add 50% to service connection charge		\$48	\$58	

Drain line size: \_\_\_\_\_

<b>One Time Water Fill including Drain</b> (applicable labor will apply):	<b>QTY</b>	<b>Advance Rate</b> (if received 14 days prior)	<b>Floor Order</b>	(See Labor Section) <b>Amount</b>
Service charge for one time fill and drain (Up to 500 gallons maximum) (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$175	\$225	
Each additional 1000 gallons (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$55	\$100	
Beauty Sinks (price includes sink rental, water line, drain, and applicable labor)		\$255	\$300	

<b>Natural Gas:</b> 1025-1030 BTU per cubic foot at 7" water column pressure (4 oz.) Prices based on 1/2" line.	<b>QTY</b>	<b>Advance Rate</b> (if received 14 days prior)	<b>Floor Order</b>	(See Labor Section) <b>Amount</b>
Service charge for 1st Connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$155	\$200	
Each additional connection (Min. Labor: 1 hr. in + 1 hr. out = 2 hrs minimum)		\$105	\$150	

<b>Labor:</b> Labor is charged in one hour increments. (Minimum 1 hr. in - 1 hr. out per drop.)	<b>Hours</b>	<b>Advance Rate</b> (if received 14 days prior)	<b>Floor Rate</b>	(Add Labor Here) <b>Amount</b>
Monday - Friday; 8:00 a.m. - 5:00 p.m.		\$55	\$75	
Saturdays & Sundays and Weekday Evenings (After 5:00 p.m.)		\$80	\$120	
Holidays		\$110	\$150	

**Note: Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections**

	<b>Sub-Total:</b>	
	If Paying by Debit or Credit Add 2.35%	
<b>Payment Authorization &amp; Fees:</b> Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.35% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center. <b>TERMS AND CONDITIONS on page 2.</b>	<b>Total Due:</b>	

<input type="checkbox"/> Company check or US Bank money order in the amount of \$ _____ Make check payable to <b>Nashville Convention Center</b>  <input type="checkbox"/> Credit Card: American Express _____ Mastercard _____ Visa _____ Discover _____  Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: _____ - _____  Card Name: _____ Signature: _____ Date: _____	<b>NCC USE ONLY</b>	
	Installed by _____ Date _____	
	Confirmation of orders provided upon request <b>Service Placement</b> For special placement, please fax a drawing and add 1 hour labor. <input type="checkbox"/> Island Booth (Middle of Booth) <input type="checkbox"/> Standard Booth (Back of Booth)	

**Fax To: 615.742.2119 Mail To: Nashville Convention Center, Service Representative, 601 Commerce Street, Nashville, TN 37203**

## **Nashville Convention Center**

### **Terms and Conditions of Utility Services**

1. All exhibitor equipment must comply with Southern Building Code, all Federal, State, and Local Safety Codes.
2. The Nashville Convention Center serves as its own exclusive utility service provider. Under NO circumstances shall anyone other than NCC staff make air, water, gas, or drain connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without assistance from NCC staff. However, all service connections to such equipment must be made by NCC staff.
4. Any service requiring overhead distribution must be requested ten (10) working days in advance or the first move-in day and will incur additional charges.
5. The Nashville Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Nashville Convention Center's utility supervisors.
6. To receive advance rates, the order and complete payment must be received by the Nashville Convention Center a minimum of fourteen (14) days prior to the first scheduled move-in day. Advance orders shall receive priority installation and service.
7. All material and equipment furnished by the Nashville Convention Center for the service ordered shall remain the property of the Nashville Convention Center and shall be removed by Nashville Convention Center staff only at the close of the show. A replacement fee will be charged to the exhibitor for any NCC supplied equipment removed from the booth.
8. Submission of this order authorizes Nashville Convention Center staff to cut floor coverings as may be required to install service.
9. Air and water service pressure may vary and no guarantee can be made of minimum and maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator installed.
10. Rates for all connections include bringing one service connection to the booth in the most convenient manner for NCC staff and do not include connecting equipment.
11. Exhibitors must furnish all necessary fittings to connect to 1/2" female pipe thread for gas, air, and water connections. A detailed booth drawing is required to ensure proper placement of ordered service.
12. Submission of this order authorizes Nashville Convention Center staff to place hoses, air lines, and gas lines as may be required for power distribution to your booth and adjacent booths. Relocation of power lines already installed will require a new order at floor rates.
13. Obstructions blocking utility floor pockets, water, air, and gas lines are subject to relocation at the exhibitors' expense as may be deemed necessary by NCC staff or the Fire Marshal's office.
14. Any requirements over and above what is listed on this form should be attached and returned to NCC.
15. Payment in full must be rendered prior to service installation.
16. Credit will not be issued for service installed and not used.
17. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
18. Prices are subject to change without notice.
19. Your signature on this form authorizes the NCC to charge the credit card provided for payment of services ordered on this form. The Nashville Convention Center offers Visa, MasterCard, Discover & American Express as credit card payment options via mail or phone. Please note that payments made by these methods will be assessed a convenience fee of 2.35% by our electronic processing company. No part of this convenience fee goes to the Nashville Convention Center.