



Nashville Convention Center

Electrical Service Order Form

Phone: 615-742-2100

Fax: 615-742-2119

Email: orderservices@nashville.gov



For your convenience "Order Online" for discounted rates at www.nashvilleconventionctr.com

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

120V Standard Electrical Outlets	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
0 - 500 Watts (5 amps, single outlet)		\$60	\$95	\$
501 - 1000 Watts (10 amps, single outlet)		\$75	\$100	\$
1001 - 1500 Watts (15 amps, single outlet)		\$85	\$115	\$
1501 - 2000 Watts (20 amps, single outlet)		\$95	\$140	\$
Subtotal Connections			Subtotal	\$
Special Placement Labor (1 hr) Overhead Drop if applicable (2 x # Drops)		See Labor Rate Schedule Below		\$
Standard Totals				\$

Miscellaneous Electrical Supplies	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
150 Watt Floodlight (Price includes pole, base, & installation)		\$55	\$65	\$
25' Extension Cords		\$20	\$25	\$
Triple Tap (3 outlets)		\$8	\$9	\$
Power Strip (6 outlets)		\$23	\$33	\$
Subtotal Connections			Subtotal	\$
Miscellaneous Totals				\$

Motor or Service Connections: Labor will be added to the categories listed below in hour increments. (Check all that apply)

208V Single Phase Connections: Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$100	\$140	\$
20 amps: <input type="checkbox"/> neutral required?		\$125	\$185	\$
30 amps: <input type="checkbox"/> neutral required?		\$225	\$375	\$
40 amps: <input type="checkbox"/> neutral required?		\$235	\$400	\$
50 amps: <input type="checkbox"/> neutral required?		\$270	\$500	\$
60 amps: <input type="checkbox"/> neutral required?		\$340	\$560	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$530	\$750	\$
200 amps: <input type="checkbox"/> neutral required?		\$900	\$1100	\$
400 amps: <input type="checkbox"/> neutral required?		\$1100	\$1500	\$
Subtotal Connections			Subtotal	\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
Total 208V Single Phase				\$

208V Three Phase Connections: Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)	QTY	Advance Rate (if Rcvd 14 days prior)	Floor Order	Amount
10 amps: <input type="checkbox"/> neutral required?		\$145	\$200	\$
20 amps: <input type="checkbox"/> neutral required?		\$195	\$300	\$
30 amps: <input type="checkbox"/> neutral required?		\$280	\$460	\$
40 amps: <input type="checkbox"/> neutral required?		\$305	\$600	\$
50 amps: <input type="checkbox"/> neutral required?		\$380	\$750	\$
60 amps: <input type="checkbox"/> neutral required?		\$450	\$825	\$
Add'l 10 amps: <input type="checkbox"/> neutral required?		\$65	\$80	\$
100 amps: <input type="checkbox"/> neutral required?		\$705	\$1000	\$
200 amps: <input type="checkbox"/> neutral required?		\$1305	\$1900	\$
400 amps: <input type="checkbox"/> neutral required?		\$2605	\$3500	\$
Subtotal Connections			Subtotal	\$
Total Labor (2 x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
Total 208V 3 Phase				\$

480V Please call Service Representative for Quote. 615-742-2100 Labor minimum: 2 hrs/drop (1 hr. in + 1 hr. out)				
	QTY	AMPS	Rate	Amount
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
<input type="checkbox"/> Three Phase <input type="checkbox"/> Neutral			\$	\$
Total Labor Hours (2 x Connection total)			\$	\$
Total 480V				\$

Section Totals	Amount
Labor included	
Standard Electrical Outlets: 120 Volts	\$
Miscellaneous Electrical Supplies	\$
208V / Single Phase Connection	\$
208V / Three Phase Connection	\$
480V / Quoted Totals	\$

HOURLY LABOR RATE SCHEDULE:		
Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.	Advance Rate (if Rcvd 14 days prior)	Floor Order
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
OverHead Drop	\$75	\$80

Sub Totals:	\$
For 24 Hour Power, Add 50% To Connections	Add 50% \$
IF Paying by Debit or Credit, Add 2.35%	Add 2.35% \$
TOTAL DUE:	\$

Payment Authorization & Fees: 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. TERMS AND CONDITIONS on page 2.

Company check or US Bank money order in the amount of \$ _____
 Credit Card: American Express _____ Mastercard _____ Visa _____ Discover _____
 Credit Card Number: _____ Expiration: _____
 Card Name: _____ Signature: _____ Date: _____

Make check payable to:
Nashville Convention Center

Service Placement
 For special placement, please fax a drawing and add 1 hour labor
 Special Placement (Diagram Attached)
 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 Electrical Services

Standard Electrical Services:

120 Volt, A.C., Single Phase, 60 Cycle
208 Volt, A.C., Single Phase, 60 Cycle
208 Volt, S.C. Three Phase, 60 Cycle
480 Volt, A.C., Single or Three Phase, 60 Cycle

1. All exhibitor equipment, regardless of source of power, must comply with the National Electrical 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's electrician make electrical connections.
3. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without an NCC electrician. However, all service connections and overload protection to such equipment must be made by an NCC electrician.
4. Any service requiring overhead distribution of electrical power must be requested ten (10) working days in advance of 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 electrical supervisors.
6. Diagram of electrical placement must accompany order. If no diagram is received, standard electrical placement will be in the back of booth. Any changes in placement will have additional labor charges.
7. 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.
8. Use of clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
9. Permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified
10. All exhibitor equipment must be properly tagged or marked with complete information as to type and/or amount of current, voltage, phase, frequency, horsepower, etc.
11. 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.
12. Submission of this order authorizes Nashville Convention Center electricians to cut floor coverings as may be required to install service.
13. All exhibitor owned 120 volt cords must be 3 wire and grounded. All exposed non-current carrying metal parts of energized fixed equipment shall be grounded.
14. Rates for all connections include bringing one service connection to the booth in the most convenient manner for NCC electricians and do not include connecting equipment or wiring.
15. **24-Hour Service:** Add 50% to service requirement charge. When 24-hour service is NOT required, exhibitor is expected to turn equipment off at the end of the day or 24-hour service will be charged.
16. Exhibitors must furnish all 208V and 480V male and female plugs.
17. When ordering 200 amps, NCC will provide two (2) 100 amp parallel legs. User must balance the load.
18. Submission of this order authorizes Nashville Convention Center electricians to place distribution panels, quad boxes, and cords as may be required for power distribution to your booth and adjacent booths. Any changes in placement will have additional labor charges.
19. Obstructions blocking utility floor pockets, distribution panels, quad boxes, or cords are subject to relocation at the exhibitors' expense as may be deemed necessary by NCC electricians or the Fire Marshal's office.
20. Any requirements over and above what is listed on this form should be attached and returned to NCC.
21. Payment in full must be rendered prior to service installation.
22. Credit will not be issued for service installed and not used.
23. **Claims will not be considered unless filed by the exhibitor and prior to close of show.**
24. Prices are subject to change without notice.
25. Your signature on this form authorized the NCC to charge the credit card provided for payment of services ordered. 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.

Revised April / 2009