

## **LICENSOR RULES AND REGULATIONS**

### **Advertising and Marketing**

When using the name of the Center in its promotional materials, Licensee shall use only the full, formal title of the Center, which is "Music City Center". Licensee shall not use any photographs or logo art materials in promotional brochures or editorial illustrations without first obtaining Licensors prior written consent. All images are the property of Licensor and may not be duplicated or used to advertise promotional goods and/or services. With the use of each photographic image, Licensee shall provide a credit line and copyright stating "Photo Courtesy of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County." Image materials are loaned on a thirty (30) day basis.

The distribution of advertisements in the form of fliers, coupons, and other formats by Licensee or Licensee's Admittees is permitted in the Premises only. The distribution of fliers, stickers and other forms of advertisements in the common areas or on parked cars is strictly prohibited and may result in additional cleaning fees.

### **Alcoholic Beverages**

Alcoholic beverages shall not be brought into or taken out of the Center. All alcoholic beverages must be supplied by the Center's contracted catering provider.

### **Audio Visual**

Should Licensee choose to utilize its own audio-visual production supplier, the following will apply:

- a. Licensee shall be responsible for the taping and matting of exposed cables;
- b. Cables and cords may not be run across emergency exits or service doors. Cables shall be flown or trussed above the doorways;
- c. Should Licensor determine that interfacing of any outside audio visual equipment with the Center's audio system compromise the system, Licensor may at its discretion require a technician. Licensee will be charged for this service at the prevailing rate and shall be responsible for any damage to the Center's system that may occur due to Licensee's faulty equipment;
- d. Audio visual cases may not be stored in the room or back of house areas;
- e. Licensee will be responsible for electrical charges should an outside audio visual company utilize existing wall power;
- f. All audio visual staff should be identified at all times on site (logo shirt, name badge etc.); and
- g. Live instrumentation or singing is prohibited through the Center's public address system.

### **Cleaning**

Licensee shall surrender the Premises at the end of the License Period in clean condition. Licensee shall be responsible for the removal of all of its trash, crates, lumber and packing materials throughout the License Period. Licensor reserves the right to charge for any trash not removed by Licensee. Meeting room used for nonconference events, including exhibits, are the responsibility of the show cleaning contractor. In the absence of a show cleaning contractor, Licensor cleaning staff shall accomplish necessary cleaning at prevailing rates. Confetti, streamers, etc., may require additional cleaning. Licensor shall not provide vacuuming of carpets in the exhibit hall or any other janitorial services for the individual exhibits.

### **Equipment & Labor**

All equipment is subject to the limits of the Center's inventory and availability. All Center equipment shall be set up and operated by authorized Center personnel only including, without limitation, air wall movement. For equipment requiring operators (i.e. forklifts), the labor charges for operators shall be in addition to the rental charge for the equipment. Rooms will be set up on a one-time basis. Costs for any additional room changes, during any given day, shall be paid by Licensee at the prevailing rates. Additional charges apply for easels, lecterns, risers and staging, dance floor and the use of the Center's tables and chairs for exhibits (including table tops). Items will be charged at the prevailing rate.

### **Equipment Demonstrations**

As deemed necessary by Licensor, demonstrations of equipment, machinery with moving parts or debris that may cause injury must be safely secured from Licensee's Admittees or any other person who may be harmed by close proximity.

### **Emergency Information**

In case of an emergency, Licensee and Licensee's attendees shall follow the instruction of Licensor. MCC staff is trained to respond and assist in the event of an emergency. Emergency procedures may be provided upon request and at the discretion of Licensor's Director of Security.

### **Event Ancillary Estimate**

Prior to the commencement of the License Period, Licensor shall provide Licensee an Event Ancillary Estimate, an estimate of all the costs of what Licensee has preordered through the Event Manager. Any changes to the requirements made during the Event shall result in changes to the estimate. Audio Visual and Food and Beverage estimates are provided separately by those service providers.

### **Event Staffing**

Licensor requires Licensee to use, and pay for, the following services as deemed necessary:

- a. Emergency Medical Technicians ("EMT"): Two (2) EMTs during Event hours and one (1) EMT during Event move-in and move-out hours; and
- b. Security Guards: A minimum number of security guards, and possibly police officers, are required as determined by Licensor based on the type of event and space utilized. Licensor's Security Department shall have final approval of security requirements.

Licensor shall provide the following personnel to Licensee on a complimentary basis:

- a. Ambassador Personnel: Ambassador Personnel shall be on a duty during all Event hours and serve as a concierge for the Event;
- b. Service Desk Personnel: Service representatives shall be at the Center's Service Desk during move-in/move-out and during show hours to provide assistance to exhibitors and answer questions about exhibit hall utilities and various other in-house services; and
- c. Licensor shall maintain twenty-four (24) hour security for building perimeter areas and internal patrols and shall provide camera monitoring. Licensee is responsible for complete security within exhibit area, concourses, meeting rooms and other areas of the premises.

### **Exhibits Hall/Fire Marshal Requirements**

All exhibits and decorations must meet all local, state, and federal Fire Marshal requirements.

Any platforms intended to be occupied by persons shall be six (6) feet or less in height. The platforms shall be non-combustible or fire retardant treated wood and the space below the platform shall be substantially open.

All booths shall be of either non-combustible material, fire retardant treated wood or any other materials fire treated in an approved manner.

All decorative materials such as loose fibers, board, curtains, hangings, table covers, etc. must be fire retardant treated in an approved manner. Materials used in display construction or decorating shall be made of fire retardant materials and be certified as flame retardant. Samples should also be available for inspection. Exhibitors shall dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency.

All exits and access to the exits, exhibit halls, ballrooms, concession stands and restrooms shall be kept clear and unobstructed at all times.

Fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones shall be visible and accessible at all times. During set-up and move-out, "Freight Free Aisles", aisles so designated by Licensor, shall 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 to be used as quickly as possible.

Licensee shall not put up or operate any engine, motor or machinery in the Center or use oils, burning fluids, kerosene, ethanol, or gasoline for either mechanical or other purposes or any other agent other than electricity for illuminating the Premises.

Licensee shall not permit helium gas to be brought into the Center at any time. Combustible or flammable liquids or gases may not be used or brought into the building without the prior approval from the Fire Marshal. The storage of approved flammable liquids or gases shall be confined to closed approved containers and limited to quantities needed for display.

Compressed gas cylinders are prohibited unless approved by the Fire Marshal. Approved cylinders must be secured in an upright position in an area designated by Licensor.

In order to lessen the fire loading in a given area, the storage of packing materials and surplus literature beyond what is considered to be a day's supply shall be confined to areas away from the display areas.

All empty cartons or crates shall be labeled and removed for storage or they are subject to being removed as trash.

All drapes and materials that are used for booth separation are required to be flame retardant. Canvas tents, canopy awnings, curtains, straw, hay and similar materials are also required to be flame retardant.

Solid walls, 2-story exhibits or canopies over 400 sq. ft.:

1. Shall be allowed by permit only if the exhibitor files with Licensor plans of the structure along with a copy of certification of the flame-proofing of the material. Plans must provide renderings and be stamped by a licensed structural engineer. (Installation and equipment expenses shall be paid by the exhibitor);
2. Shall have a smoke detector with an 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 by Licensor after installation.
3. Shall have the data specification label permanently attached to the fabric with a NFP-701 certification.
4. May require temporary sprinkler systems.

A "Multi-Story Exhibit" is a booth where the display fixtures exceed twelve feet (12'), including double-decker and triple-decker booths. As they are deemed "structures" for building purposes, no Multi-Story Exhibits shall be erected without the prior written approval of Licensor and the City of Nashville.

### **Floor Care**

Freight movement shall take place through the service corridors; however, in areas where this is not feasible, a layer of masonite, visqueen, or fire retardant plastic must be put down along the entire route. In exhibit halls only, Kendall 105 or TC1900 carpet tape and NOP1 floor marking tape are approved. All tape and residue marks must be removed from the exhibit hall floor. For those events that bring in mulch, dirt, rocks, bricks, etc. for use as exhibit materials, fire retardant plastic, visqueen (minimum 6 ml), plywood or Masonite must be placed on the floor and under all items. Curbing must be used to retain loose materials and prevent leaks and water seepage. Under no circumstances shall anyone attempt to move-in or out any exhibit materials, etc. through the main entrance areas. Only taping of cords with approved tape will be permitted on any carpeted surface.

### **Floor Plans**

MCC requires seven (7) blue line (1/32" = 1' scale) copies and one 8.5" X 11" copy be submitted thirty (30) days out for review and submittal to Metro Government Fire Marshal. Floor plans must include event name and date, designer and origination date, total number of booths and dimensions and total net square footage. In addition, exits should be unobstructed and clearly marked and all columns and utility ports must be included. Floor plans must also include any items requesting to be placed in public space including, but not limited to, MIS units, headers, rope-n-stanchion, etc.

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 firefighting 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 shall be directed to the Event Manager.

A minimum of 6” of space is required along walls containing artwork.

### **Identification and Access**

All individuals working in the Center shall wear an identification badge provided by their employer, ESCA, or obtained from Licensor's Command Center. To obtain a temporary Music City Center badge, one must provide a photo ID. All badges must clearly identify the wearer and name of the company represented. All Event personnel, service contractors, temporary help and other workers affiliated with the Event shall enter and leave by way of the entrance labeled “Contractor Entrance” located on the South Side of the building, at 7th Avenue and Korean Veteran’s Boulevard.

### **Noise Guidelines**

Licensee’s musical presentation, rehearsals or loud activities are subject to Licensor’s prior written approval. Licensor shall make the final determination on all sound levels and duration in the Center.

### **Non-Discrimination**

If the Event is open to the public or requires a paid admission, Licensee shall not discriminate against any person, directly or indirectly display, circulate, publicize or mail any advertisement, notice or communication which states or implies that any facility or service shall be refused or restricted because of sex, race, color, religion, ancestry, national origin or physical challenge.

### **Occupancy Loads**

Presentations must be confined to areas designed for and maintained as assembly occupancies. Occupancy totals must be followed and are subject to change, as room set-up needs change.

### **Painting & Refinishing**

No painting, by spray or otherwise, or refinishing of signs, displays, equipment or other objects will be permitted inside the Center. With the prior written approval of Licensor, this activity may take place in approved loading dock areas if the surface is protected.

### **Parking**

Parking inside the Center, other than in the parking garage, or on the loading docks is prohibited. Violators' vehicles may be towed at owners' expense. Vehicles are not permitted in the exhibit hall for loading or unloading without the prior written authorization of Licensor. All equipment and freight shall be loaded/unloaded at the loading dock area. Parking charges in the garage are the responsibility of Licensee and/or Licensee’s Admittees at the prevailing or quoted rate. Commercial and freight trucks, but no personally-operated vehicles, may be left overnight in the parking garage. Licensor shall have no responsibility for damage incurred by the towing of illegally parked vehicles.

### **Pets/Animals**

Pets or animals are not permitted in the Center, except as an approved exhibit, activity or presentation legitimately requiring the use of animals, or as a "medical-aid" pet. Pets or animals that are approved to be in the Center must be on a leash, within a pen or under similar conditions at all times. Licensee is required to develop a plan for proper animal care and waste removal.

### **Pyrotechnics**

The use of pyrotechnics, fog, or haze within the Center is strictly regulated by the Fire Marshal and must be approved thirty (30) days prior to the commencement of the License Period. Licensee shall provide written notification to Event Manager of desire to use such more than 90 days prior to Event.

### **Sales & Use Tax**

Licensee and its exhibitors/contractors must collect and provide to the Tennessee Department of Revenue tax collected on goods sold at the Center. To have a tax enforcer come to the Event, call (615) 360-0380. Revenue forms can be obtained at: <http://www.tn.gov/revenue/forms/genpurpose.shtml>. "1st and Final" must be typed across the top of the form. For more information, call 1-800-342-1003 or (615) 253-0600.

**Shipping**

Licensors will not accept advance shipments of freight or materials prior to the commencement of the License Period unless advance arrangements are made with the onsite UPS Store.

**Signage**

Signage or décor cannot obstruct any fire suppression equipment or exit. 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 and rice are prohibited without prior written approval of Licensor. Language or pictures determined by Licensor to be lewd or offensive are subject to removal. Licensee signage cannot be adhered to the Center in any way. No signage and/or banners connected with the Event or Event sponsors shall cover, deactivate, or otherwise interfere with any permanent or temporary signage that Licensor has in the Center prior to the License Period.

**Smoking Policy**

Smoking is prohibited in all areas and may not occur within twenty-five (25) feet of any entrance. Designated smoking locations are available around the exterior of the Center.

**Special Event Permit Application**

The city of Nashville requires that Licensee complete and submit a special event permit application for any use of public property outside of licensed space at the Center including, but not limited to, road closures. Licensee shall not close any street encompassing the Center without the prior written consent of Licensor.

**Storage**

Licensee shall direct all requests for storage at the Center to the Event Manager.

**Transient Vendor License**

Persons selling or offering to sell new merchandise to the public at the Center and do not have a permanent, fixed location in Tennessee ("Transient Vendors"), including convention show booths and seminars where products are sold are required to obtain a fourteen (14) day permit to conduct business in this state. Additional information can be obtained at <http://www.nashvilleclerk.com/business/transient-vendor-license/>.

**Utility Services**

All temporary electric wiring must be accessible and free from debris and storage. 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. Use of two wire extension cords is prohibited unless approved by the Fire Marshal. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.

**Vehicles & Golf Carts**

Persons under the age of sixteen (16) shall not be allowed to operate a personal cart (golf cart) at the Center. All such carts are to be operated in the Center's exhibit hall only. Under no circumstances are vehicles or personal carts to be operated in meeting rooms, lobbies, or service corridors. Flammable Liquids/Gases: Any vehicle that remains in the exhibit hall as part of a display must conform to all exhibit hall/Fire Marshal Requirements. Display of any motor vehicle, aircraft, 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.

**Weight Loads**

Weight load limits must be adhered to throughout the facility. Licensee shall pose any questions regarding weight loads to the Event Manager.