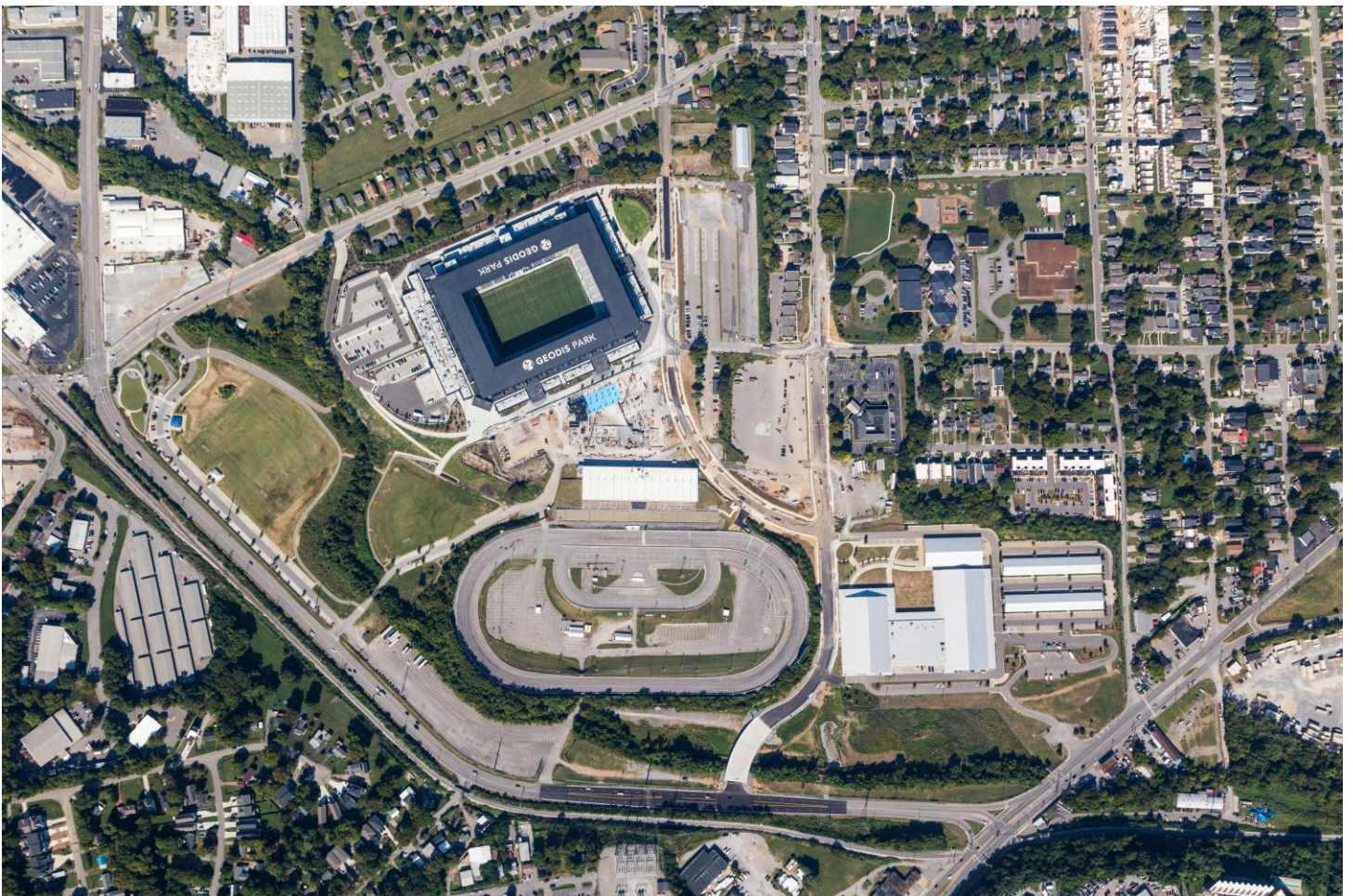


The Fairgrounds NASHVILLE



Event Planning Guide



The Fairgrounds Nashville: Connecting our Community with Events

In 2018, The Fairgrounds Nashville began an ambitious project to reinvigorate the historic property by creating new exposition facilities, multi-use public recreation areas, and related infrastructure. In April 2019, the first phase of Fair Park, 23.2-acres of green space and greenway, was completed. In October 2019, The Fairgrounds Nashville formally opened its new exposition facility comprised of 132,747 square feet of indoor, conditioned space and 101,018 square feet of covered outdoor space.

Located just 2 miles south of Nashville's city center in the Wedgewood-Houston neighborhood, The Fairgrounds Nashville is a popular and versatile venue that can accommodate a wide variety of events including its nationally ranked monthly Nashville Flea Market, consumer shows, fundraisers, festivals, indoor and outdoor sports, and The Nashville Fair with ample parking. The property is home to the historic Fairgrounds Speedway in operation for over 115 years. Today's track features a 0.596-mile, 18-degree banked paved oval and a 0.25-mile track.

In 2018, plans for the addition of a 30,000-seat MLS stadium and 10-acre mixed-use development were approved. GEODIS Park construction began in early 2020 with play starting in 2022. Construction of improved infrastructure including new roadways, utilities, public plazas, additional greenway, public transportation shelter, and parking continues.

DRAFT Fairgrounds Campus Plan (Feb 2021)



Event Operations Information

Event planning timing:

- >90 days prior to your event Draft contract sent for review; Client works with in-house food and beverage team
- 90-days prior or before Certificate of Insurance due to Fairgrounds; Short Vendor Form is submitted to Fairgrounds; contract routed for signature
- 14-days after contract execution Non-refundable deposit due. Deposit includes half base venue rental fee and ancillary equipment rental estimate.
- 30-days prior Event layout, security, and signage plans due; food and beverage service is finalized
- 10-14 days prior Fairgrounds confirms final set-up requirements and Insurance coverage.
Remaining balance of venue rental and ancillary equipment due
- Immediately prior Pre-event inspection
- Within 48-hours of load-out Post-event inspection
- Within 5-days of post-event Inspection Final invoice is prepared and sent to client for payment; Fairgrounds processes refund of cleaning deposit, if due.

New events are required to provide relevant references and are subject to a credit check.

The License Agreement MUST be fully executed prior to advertising the event. Only a fully executed License Agreement, with the appropriate deposit, guarantees an event on the Fairgrounds calendar. Any actions taken without a fully executed contract are taken at the client’s own risk, and the Fairgrounds is not liable for any associated losses.

Accessibility

People with disabilities represent a significant portion of the population and are equally reflected in the number of guests attending events at The Fairgrounds Nashville. Ensuring equal participation by all guests is important and beneficial to dealers, businesses, and The Fairgrounds Nashville. Every effort will be made to give guests with disabilities the opportunity to participate and enjoy all aspects of The Fairgrounds Nashville.

Advertising

The Fairgrounds Nashville provides both indoor and outdoor advertising opportunities for your event. Options include posters, window clings, yard signs, and banners. For further details regarding availability and cost please contact event services at 615-862-8980.

The distribution of pamphlets, advertisements, and flyers, etc. in public spaces or on parked cars is prohibited without written approval from The Fairgrounds Nashville.

Animals, Pets, and Service Animals

No animals or pets are permitted in Fairgrounds' buildings except as an approved exhibit, activity, or performance legitimately requiring the use of animals. Service animals are exempt and are regulated by applicable state and federal law.

Audio Visual & Technology

The Fairgrounds Nashville does not provide any in-house specialized audio/visual services. Items for rent to complement your event include wireless and wired microphones, projection, and screens. The Fairgrounds provides free public Wi-Fi and a dedicated Wi-Fi for vendors and promoters. Hard-line internet connections are available for a fee. Please note that all Wi-Fi services are public and unmanaged.

Brown's Creek

Brown's Creek runs through the east edge of The Fairgrounds Nashville property and Fair Park. No activities resulting in discharge to or harmful impact to Brown's Creek will be permitted. The Metropolitan Stormwater Department is authorized to inspect property and require the discontinuance of any activities that could result in harmful or hazardous impact to Brown's Creek or activities found to be harmful to public health safety and welfare generally as it relates to Brown's Creek or stormwater run-off.

Cleaning and Janitorial

The Fairgrounds Nashville will provide a clean and sanitary event space upon your arrival. Event-day janitorial support will be staffed and billed depending on the size and scope of your event and will be included as an estimate on the Event Order. A cleaning deposit is required and will be added to the ancillary equipment rental estimate. Any additional expenses, in excess of the

deposit, will be included on the final invoice. Any remaining balance of the deposit will be refunded after the post-event inspection.

Curfews

All events held outside the buildings on Monday-Thursday & Sunday nights and all events with amplified sound must end no later than 10pm. All events held outside on Friday & Saturday nights must end no later than 11pm.

Damages

The licensee is responsible to return the facility to its former condition the part of the premises used and to remove all equipment brought in or erected. The licensee further agrees to pay the cost of any and all installations made, and is accountable for all tables, chairs, and miscellaneous items rented. The Fairgrounds Nashville will not accept the assignment of insurance benefits for repairs.

Costs to repair tape and adhesive damage to floors, walls, and doors will be charged to the licensee.

If there is damage to turf due to, but not limited to, the movement of large equipment, garbage dumpsters, stages, crowds, or other vehicles and equipment, site restoration must include, but is not limited to, leveling, aerification, overseeding, and fertilization. Restoration plan must be approved by The Fairgrounds prior to beginning any work.

Decoration and Signage

The hanging of signs and banners is a service The Fairgrounds Nashville can provide for a fee. Show promoters are asked with their Event Services Coordinator to determine appropriate size and location within the show footprint.

Fair Park Dog Park

Admission to and use of the Fair Park Dog Park is free. Rules and hours of operation are posted at the gates.

Emergency Procedures

Evacuation routes are posted within each expo building. All exits and access routes must remain unobstructed. In the event of a shelter-in-place situation, guests will be directed to Expo 2. A first-aid kit and AED are available on-site.

Event Orders

Event Services will work with you to complete a comprehensive Event Order in advance of your show to ensure details are fully documented and clearly understood. Ancillary rental orders and estimates will be included so there are no surprises on your final invoice.

Exhibit Space Requirements

All exits and access to exits and exit signage must be visible and unobstructed. Public aisles must be at least 8-feet (dependent on layout and capacity) wide.

Fire extinguishers must remain visible and unobstructed. Displays and storage must remain at least 36-inches from electrical panels and must be accessible to Fairgrounds staff throughout the event. Mechanical rooms, HVAC returns, and non-exit pedestrian doors must not be blocked.

No displays or storage are permitted within 10-feet of concession stands.

The usage of tape or adhesives results in chipped and damaged paint on the premises and, therefore, neither tape nor similar adhesive shall be placed on walls or doors. If tape is required to prevent tripping hazards on floors, only gaffer tape is permitted (i.e., duct tape is prohibited). Use of cord covers is permitted and are available for rent.

Use of confetti is prohibited. Balloons are allowed, however, any removal of balloons from the ceiling will result in a removal fee.

Exhibits requiring water (e.g., fountains, hot tubs, ponds) must protect the floor underneath and must be approved in advance by Event Services. Plywood or other comparable material must be placed on the floor under items such as mulch, rock, or brick. A per-gallon water charge will be assessed for filling exhibits.

Combustible or flammable liquids or compressed gas cylinders are prohibited unless approved by the Fire Marshal. Vehicles used in displays must have less than one-quarter tank of fuel and must have the battery disconnected.

Tenting or tent covers are restricted inside the expo buildings. Please speak with your Event Services Coordinator for more information.

Fair Park Events and Sports Field Reservations

The Fairgrounds Nashville is responsible for booking non-sporting events for Fair Park. For sporting event (e.g., leagues, practices, tournaments) reservations, please contact Metro Parks at 615-862-8405.

Film and Photography Requests

Please contact Event Services for permit application and fee information.

Fire Marshal Permits

Obtaining required permits from the Fire Marshal's Office is the responsibility of the client. Permit information can be found here: <https://www.nashville.gov/departments/fire/fire-marshal-office/permits>

Floor Plans

Expo building and Fair Park CAD and .pdf files are available on the Fairgrounds' website. Event layouts are due to Event Services at least 30-days prior to your event. The Fairgrounds Nashville reserves the right to change or alter layouts to comply with access and emergency routes and Fire Marshal directive. Layouts must include:

- Building(s) and areas to be used
- Booth and display areas clearly defined including total number and dimensions
- Placement, type, and count of tables, chairs, pipe & drape, etc.
- Aisles at least 8-feet* wide (width will be dependent on layout and capacity)
- Exits, fire extinguishers, and electrical panels unobstructed and visible
- Utility connections

In-floor electrical is placed on a 30-foot grid. Online building layouts are marked with 10x10-foot grid. Columns, overhead and pedestrian doors, utilities, and fire extinguishers are marked.

Approved floor plans must not be altered without prior approval from Event Services staff. Day-of services, changes and/or additions will be charged at a higher rate.

Food and Beverage Services

The Fairgrounds Nashville provides in-house food and beverage service through a contracted provider. Event Services staff will connect you with catering and concession services staff that will work with you to plan meals and concession items to complement your event. Promoters are prohibited from bringing in food and beverage without prior written approval from Event Services management. Buy-out options are available and rates are contractually pre-determined.

The Skyliner café is located in Expo 2 and can provide hot and cold food items for your guests. Seating is available at the café. Skyliner hours will be determined based on the size and scope of scheduled events.

GEODIS Park

GEODIS Park, home of Nashville Soccer Club, is located at The Fairgrounds Nashville and is operated independently from the Expo venue and speedway. For information on GEODIS Park, please contact 615-750-8800.

Fair Park Greenway

Fair Park and the greenway is free and open to the general public's use and enjoyment. Any event scheduled in Fair Park must consider and make available access to the greenway. Any restriction or closure considerations will be in consultation with Metro Parks.

Hazardous Property

Licensee shall not bring upon the premises any exhibit, equipment or vehicles which, in the sole reasonable judgment of the Executive Director, would be or might be dangerous to persons or property or otherwise incompatible with the structure, systems, and furnishings of the premises.

Insurance Requirements

Please refer to sample License Agreement for updated insurance requirements.

Like Shows

It is the desire of The Fairgrounds to have a complimentary mix of entertainment events for the mutual benefit of the public and the promoters. Events that are of a significantly similar nature may affect attendance and/or appeal to the public; therefore, The Fairgrounds reserves the right to require a reasonable period of time between scheduling events that are significantly similar in nature.

Lighting

Each expo building has dimmable and zoned LED lighting. Event Services staff will provide details based on your event needs.

Loading Docks

There are four loading docks available behind the Expo buildings that service all three buildings. Two have dock levelers and one long two-foot dock for trailers and vehicles. Each building has overhead doors connected to the dock area for ease of load-in and load-out.

Locks & Keys

Digital security access passes and keys are available to promoters for ease of access. All key cards and keys issued are subject to a deposit. A \$20 fee will be assessed for any key card not returned on the last day of the event. Any unreturned keys may result in a re-keying cost.

Logos

The Fairgrounds in its sole discretion may require prominent placement of its logo on any and all promotional materials, whether print or digital, related to your special event. Approved Fairgrounds logos will be provided to you by Event Services staff. The unauthorized use of "The Fairgrounds" trademarks and logos is strictly prohibited.

Move-in and Move-out

Move-in and move-out days must be considered and included in the contracted event days. Tipped worker support for vendors may be available and is at the discretion of the promoter.

Nashville Fairgrounds Speedway

The speedway features a 0.596-mile, 18-degree banked paved oval and a 0.25-mile track. Racing events are managed and operated by a contracted promoter. Non-racing special events (e.g., monster trucks, car shows, runs, concerts) on the speedway are booked through The Fairgrounds Nashville Event Services Office.

Noise

Sound levels inside the building must be appropriate as to not disrupt other events that may be occurring simultaneously. To be considerate neighbors to near-by residents, outdoor events with amplified sound have a 10pm curfew without prior approval from the Board of Fair Commissioners.

Occupancy Limits

Seating capacity is dependent on event layout. Total occupancy limits are:

Expo 1	3170
Expo 2	1831
Expo 3	2309
Courtyard	3400-7200
Fair Park South	8700
Fair Park North	3500

Parking

The Fairgrounds reserves the right to charge a parking fee for all events held at The Fairgrounds. As of July 1, 2023, the base parking rate is \$10/vehicle. Vehicles with State-issued disabled placards or plates will be admitted with no fee. Current onsite parking capacity is approximately 3500 cars. Availability is dependent on campus event schedule.

Portable Restrooms

For certain outdoor events, the Licensee is responsible for providing sufficient portable restrooms and hand washing stations or sanitizing stations to accommodate the size of the event. One portable restroom for every 100 people is required for all special events that do not provide beverages and one portable restroom for every 50 people is required for special events providing beverages. Handwashing or sanitizing stations are required for every 150 people. At least 5% and no less than one handicap-access unit in each portable restroom location is required. Portable restrooms must be provided by event organizer if estimated attendance exceeds the capacity of available restroom facilities within the footprint of the event.

Pre- and Post-Event Inspections

Event Services staff will conduct pre- and post-event inspections to document existing conditions. Any post-event damage will be documented and billed separately.

Public Address Systems

The public address system is available for event use and can be isolated by building. The Fairgrounds Nashville reserves the rights to utilize the PA system in the event of an emergency or other operational needs.

Receipt and Storage of Parcels

The Fairgrounds will not accept and/or store any shipments relating to the event prior to the contracted move-in date. All shipments delivered to the Fairgrounds after the official move-in date must be addressed to the attention of the Licensee. Collect-on-delivery shipments will not be accepted by the Fairgrounds.

Recreational Vehicles

The Fairgrounds Nashville has twelve (12) full-service (i.e., electric, water, sewer) RV spots available for rent by event promoters, vendors, and customers only. To reserve a spot, an application link is available at: <http://www.thefairgrounds.com/facility/parking.asp>.

Rentable Furniture, Fixtures, and Equipment

The Fairgrounds Nashville has for rent a variety of items to complement your event. A full list of items is available upon request but generally includes:

- 6-foot and 8-foot rectangle tables
- 72-inch round tables
- Padded and metal folding chairs
- 3-foot, 8-foot, and 12-foot black pipe and drape
- Cord covers
- Bike rack/barricades
- Podium
- AV equipment
- Staging/risers
- Bleachers
- Extension cords
- Ticket booths

Rigging

The Fairgrounds Nashville does not provide rigging services in-house and currently does not have an exclusive rigging services provider. If rigging services are required for your event, please work directly with your Event Services Coordinator to discuss your needs in greater detail.

Safety and Security

Security plans must be submitted to The Fairgrounds Nashville at least 30 days prior to the event and include sufficient security officers and/or police officers to maintain law and order. Certain

events may be required to have a minimum number of Metro Police Officers to be paid for by the Licensee for traffic control.

Sales and Use Tax and Licensing

Licensee shall obtain at its own expense all licenses and permits required by law, and Licensee shall pay all taxes, fees, and charges required by any governmental authority in connection with its use of the premises. Tennessee Sales Tax of 9.25% will be added to any rentals of furniture, fixtures, or equipment.

Show Office

A show office with adjacent "bank" room with window access is available for full-venue and Expo 3 shows.

Smoking and Vaping Rules

Smoking and/or the use of e-cigarettes/vaping are prohibited inside all Fairgrounds buildings. Smoking and use of e-cigarettes are also prohibited in all non-enclosed areas of public spaces where smoke or vapor can infiltrate into Fairgrounds' buildings. At the Fairgrounds Nashville, non-enclosed public space includes the canopy overhang surrounding the exposition facilities.

Ticketed Events

Promoters are entitled to 100% of tickets sold for their events unless negotiated separately.

Trash and Recycling

Shows are responsible for the removal and disposal of trash and recyclables generated from show merchandise and support materials. Trash compactor use is restricted to Fairgrounds employees only. Open-top roll-off dumpsters are available for show use for a fee.

Use of Fog or Haze

Only water-based fog may be utilized in the Expo Buildings and must not disrupt any other events or administrative office use of the Fairgrounds Nashville. Use of smoke or oil-based fog/haze machines is strictly prohibited. A fire watch is required during the use of any fog/haze machine.

Utilities

The Fairgrounds will provide (if available inside buildings) customary lighting, heating, air conditioning, and water (with the exception of water used within displays) at no additional cost. There is a charge for using electric wall, drop, or floor outlets. Authorized use of outdoor utilities will be priced in advanced and noted in additional provisions in the License Agreement.

Vehicles and Utility Carts

Vehicles inside expo buildings are prohibited without prior approval from Event Services. Special precautions for display vehicles must be taken and are listed in Exhibit Space Requirements section.

Weight Loads

If rigging or suspended signage is required within the expo buildings, sheds, or arena, Event Services will provide ceiling load capacities for installation by licensed and insured company.



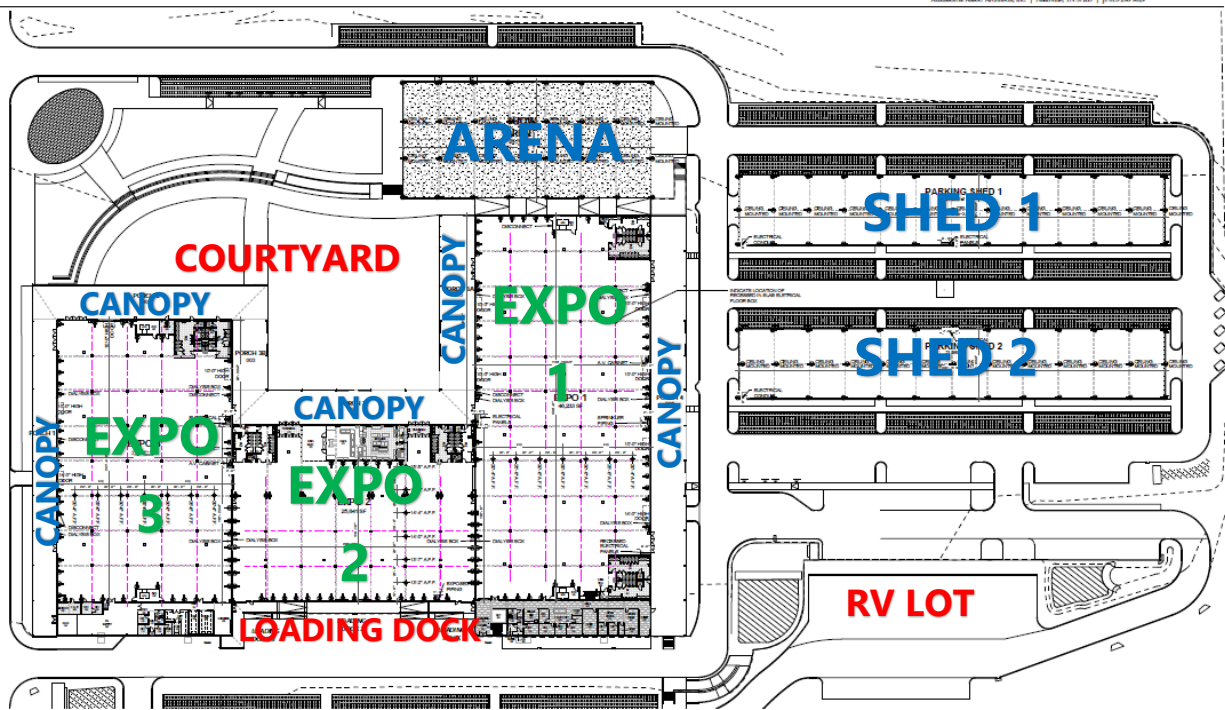
Fair Park

23.2 acres located at the intersection of Bransford Avenue and Craighead Street in Nashville, TN

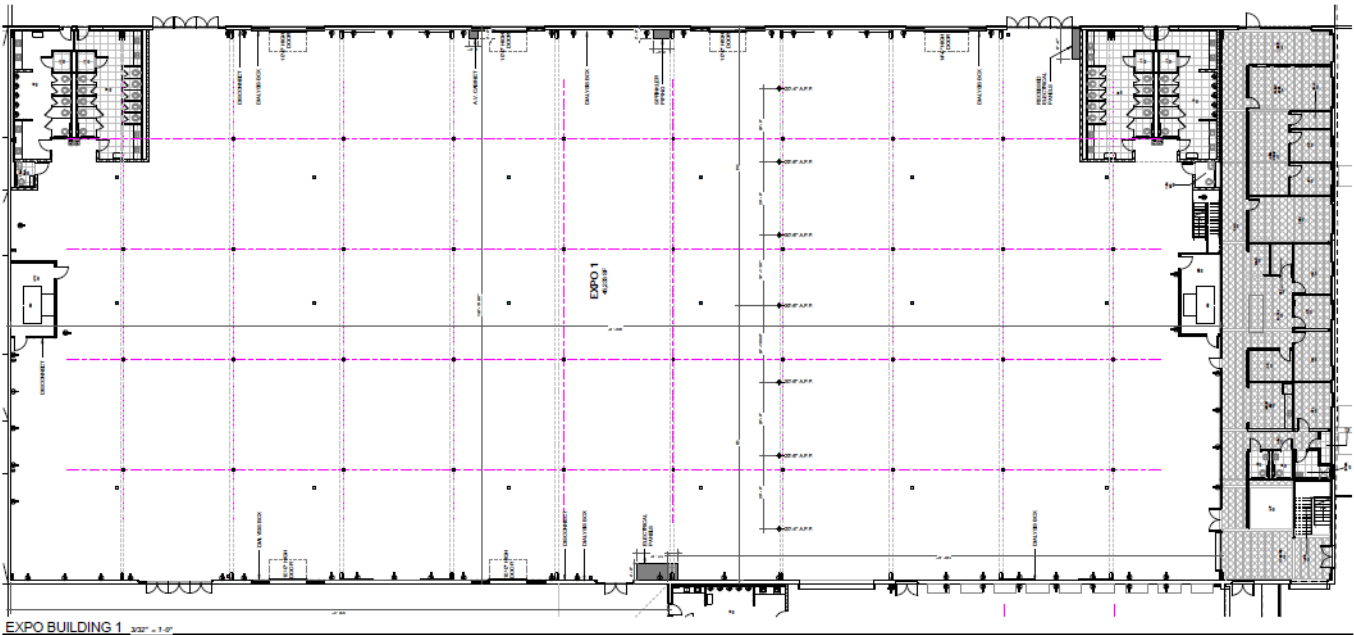


Detail:	Constructed with reinforced Bermuda grass with irrigation system, retention basins, greenway trail, and naturalized riparian zones along Brown's Creek.
[A] Large field (south end):	approximately 4 acres
Capacity:	8,700 people (including circulation, stage, backstage area)
	Includes restroom building and picnic shelter
[B] Small field (north end):	approximately 2 acres
Capacity:	3,500 people
[C] Picnic area:	Pavilion with picnic tables
Greenway:	When complete, 1.5 miles of paved multiuse trails
Dog Park:	1-acre includes active and passive dog areas
Parking:	237 hard-surface
	1,100 grass
Uses:	Public recreation, events, festivals, sports, parking

Fairgrounds Exposition Center

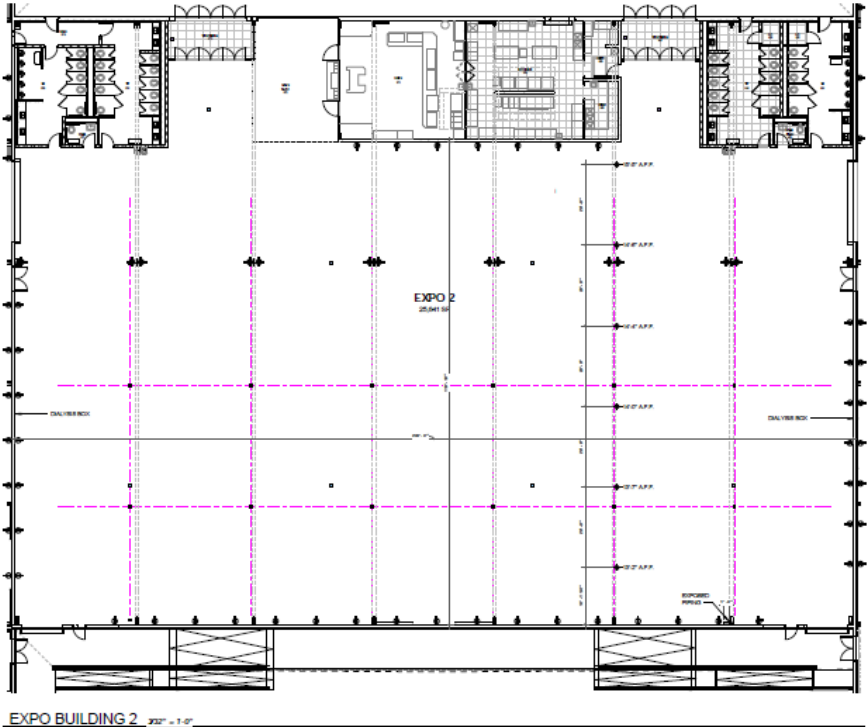


Expo 1



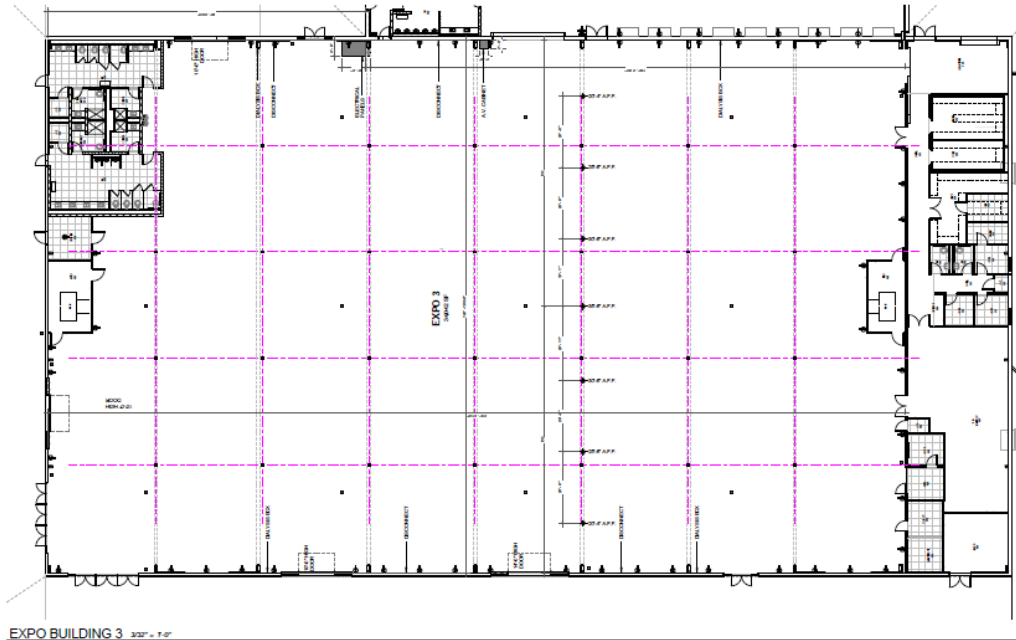
Floor area:	55,031 sqft (gross) 45,221 sqft (net)
Dimensions:	150ft x 330ft
Ceiling Height:	20 ft eaves, 39 ft peak
Capacity:	3170
Electrical:	In-floor electrical on 30-foot grid, each box contains sixteen (16) 110 outlets Wall outlets every 10 feet 50-amp wall outlets
AV:	PA/mic system available; 5000 lumen projector and 16ft x 9ft screen available for rent
Internet:	Free public Wi-Fi Hardline internet access available for a fee
Dialysis Boxes:	Five (5) water and sewer access points for mobile concessions or other event needs
Overhead Doors:	Six (6) 10-foot overhead doors One (1) 14-foot overhead door One (1) 14-foot overhead door connecting with Expo 2
Ceiling Load Limits:	Detailed information provided upon request
Loading:	Direct access to 4-foot loading dock with leveler and 2-foot loading area with covered ramp access to building

Expo 2



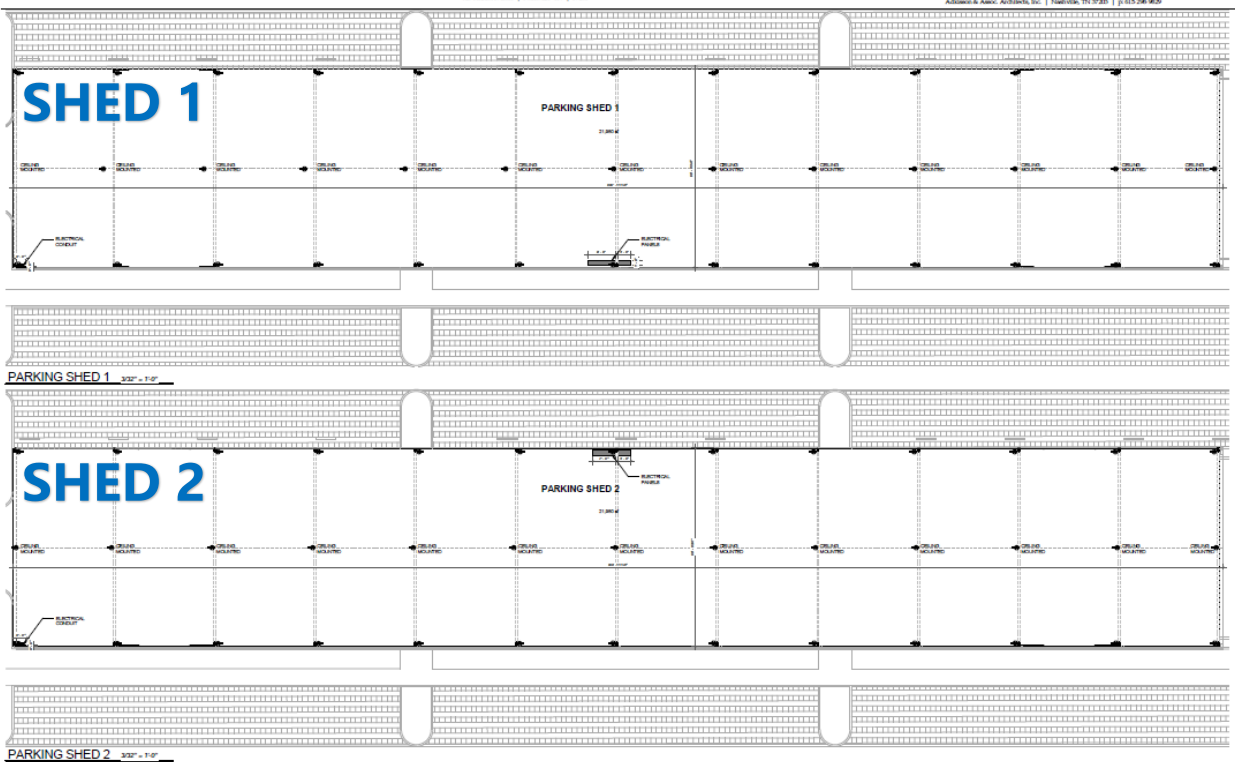
- Floor area: 31,598 sqft (gross)
25,658 sqft (net)
- Dimensions: 123ft x 208ft
- Ceiling Height: 15 ft at front, 12 ft at back (flat roof)
- Capacity: 1831
- Columns: 6 beam columns
- Electrical: In-floor electrical on 30-foot grid, each box contains eight (8) 110 outlets
Wall outlets every 10 feet
- AV: PA/mic system available; wireless and hardwire mic capabilities, 5000 lumen projector and 16ft x 9ft screen available for rent
- Internet: Free public Wi-Fi
- Dialysis Boxes: Two (2) water and sewer access points for mobile concessions or other event needs
- Overhead Doors: Two (2) 10-foot overhead doors providing access to loading dock
Two (2) 14-foot overhead doors connecting Expo 2 to Expos 1 & 3
- Ceiling Load Limits: Detailed information provided upon request
- Loading: Direct access to 4-foot loading dock with leveler and 2-foot loading area with covered ramp access to building
- Café: Located in Expo 2 with public seating option

Expo 3



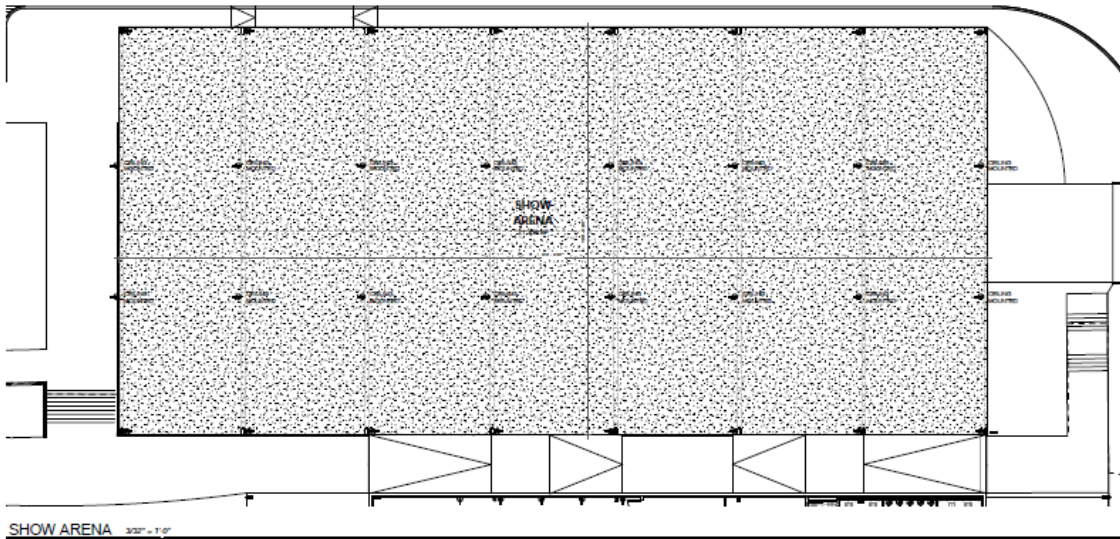
Floor area:	41,359 sqft (gross) 34,079 sqft (net)
Dimensions:	150ft x 227ft
Ceiling Height:	20 ft eaves, 39 ft peak
Capacity:	2309
Electrical:	In-floor electrical on 30-foot grid, each box contains eight (8) 110 outlets Wall outlets every 10 feet 50-amp wall outlets
AV:	PA/mic system available; 5000 lumen projector and 16ft x 9ft screen available for rent
Internet:	Free public Wi-Fi Hardline internet access available for a fee
Dialysis Boxes:	Four (4) water and sewer access points for mobile concessions or other event needs
Overhead Doors:	Four (4) 10-foot overhead doors One (1) 14-foot overhead door One (1) 10-foot overhead door connecting to Expo 2
Ceiling Load Limits:	Detailed information provided upon request
Loading:	Direct access to 4-foot loading dock with leveler and 2-foot loading area with covered ramp access to building

Sheds 1 & 2



- Use: Two (2) covered outdoor sheds for event space and/or covered parking; concrete floor
- Parking: Eighty-Two (82) covered parking spaces in each shed
- Dimensions/Area: 62 ft wide x 360 ft long
22,590 sqft each
- Electrical: 110-outlets on each column
110-outlet ceiling drops on center
- Water: Four (4) water connections in shed 1
Six (6) water connections in shed 2
Sanitary sewer availability in Shed 2
- Internet: Free public Wi-Fi
- AV: PA/mic system available

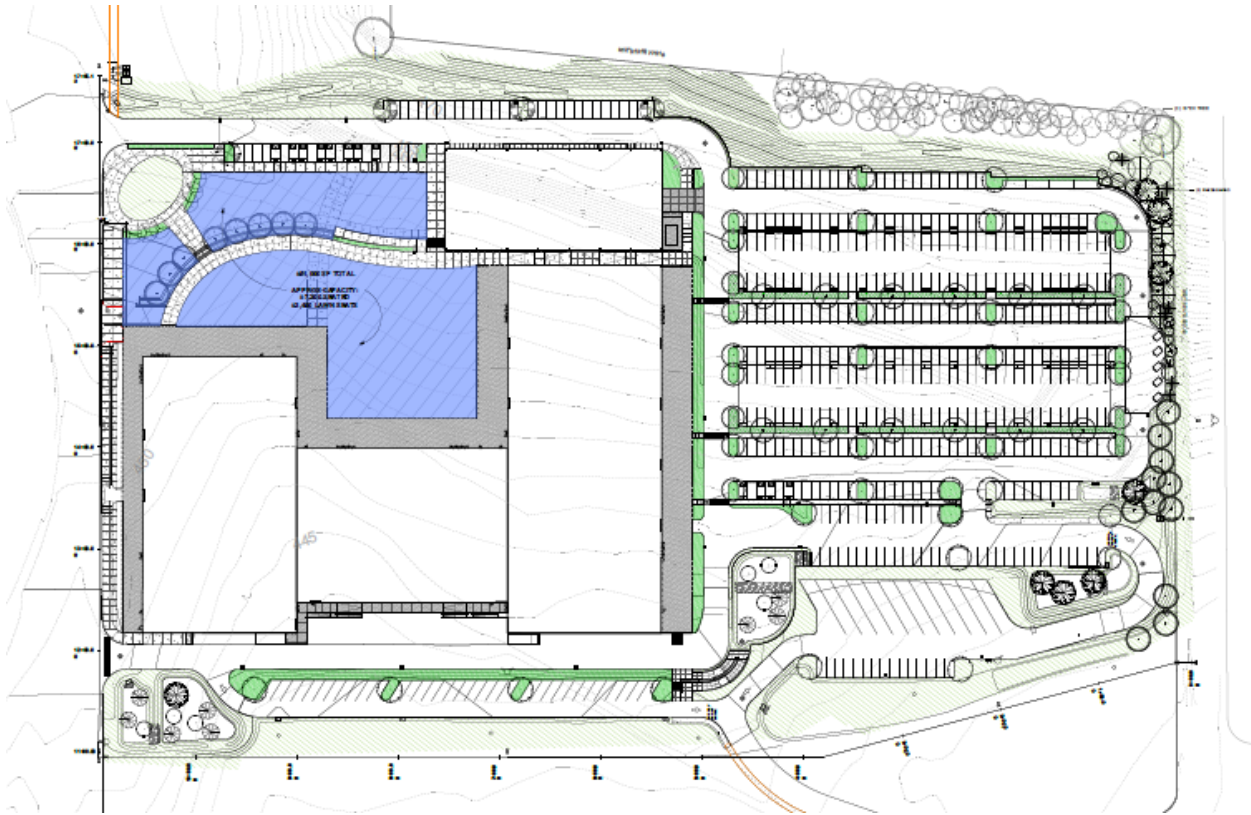
Arena



Use:	Covered arena with engineered-soil floor Drive-in access, pedestrian ramp and stair access
Dimensions/Area:	101 ft wide x 210 ft long 21,359 sqft
Electrical:	110-outlets on each column 110-outlet ceiling drops (2 rows off center)
Water:	Four (4) water connections
Internet:	Free public Wi-Fi
AV:	PA/mic system available

Canopies

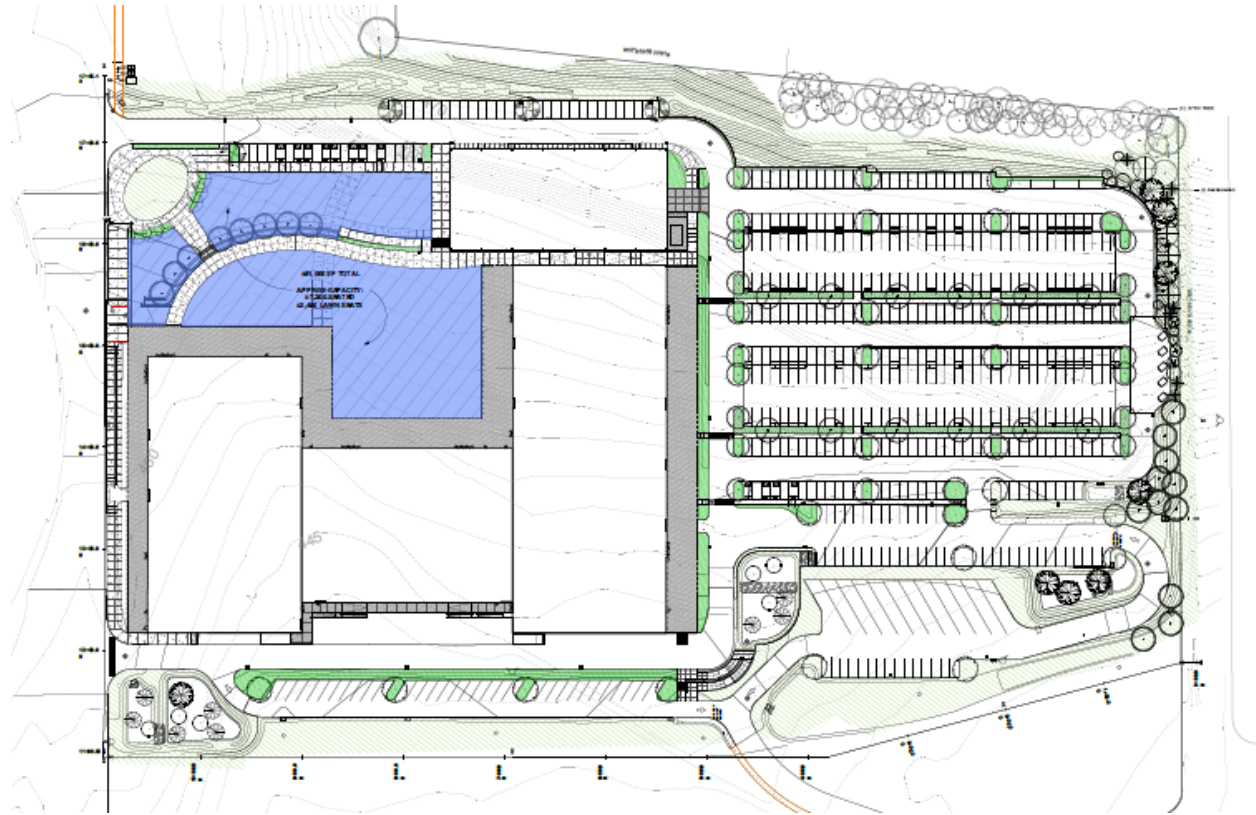
Area shaded in grey



- Use: Pre-function space, ticket/entry, events
20- and 30-foot widths
- Area: 35,077 sqft
- Electrical: 110-outlets every 15 feet on walls
50-amp outlets
- Internet: Free public Wi-Fi
- AV: PA system available

Courtyard

Area in blue



Use:	Reinforced turf for events and public recreation
Area:	Approximately 51,000 sqft
Capacity:	3,400 festival-type seating 7,200 theater-type seating
Electrical:	50-amp and 110 outlets available under canopy can service courtyard
Water:	Hose bibs available under canopy
Internet:	Free public Wi-Fi
AV:	PA system available

Addresses and Directions

Expo Center Address: 401 Wingrove Street (vehicle access off Wedgewood Ave & Rains)
Nashville, TN 37203

Fair Park Address: 2300 Bransford Avenue
Nashville, TN 37203

Speedway Address: 625 Smith Avenue
Nashville, TN 37203

Mailing Address: PO Box 40208
Nashville, TN 37204

GPS/mapping apps: 625 Smith Avenue 1813 Nolensville Pike 300 Rains Avenue
Nashville, TN 37203 Nashville, TN 37203 Nashville, TN 37203

Directions

From East (Knoxville area) Take I-40 West to I-440 West follow to exit 6 (Nolensville Pike), turn right, go 1 mile and Fairgrounds will be on your left.

From West (Memphis area) Take I-40 East to I-440 East follow to exit 6 (Nolensville Pike), turn left, go 1 mile and Fairgrounds will be on your left.

From Southeast (Murfreesboro, Chattanooga, Atlanta) Take I-24 West to I-440 West follow to exit 6 (Nolensville Pike), turn right, go 1 mile and Fairgrounds will be on your left.

From Northwest (Clarksville, Ft Campbell) Take I-24 East to I-65 South to Exit 81 (Wedgewood Ave.), turn left and go 1 mile to Fairgrounds.

From South (Alabama) Take I-65 North to Exit 81 (Wedgewood Ave.), turn right and go 1 mile to Fairgrounds.

From North (Bowling Green, Kentucky, Indiana) Take I-65 south to exit 81 (Wedgewood Ave.), turn left and go one mile to Fairgrounds.