

Box Office Services
Effective: 8-1-08

The Sampson CenterStage Box Office offers Box Office and Ticket Printing Services for events held at the Sampson County Exposition Center as well as other venues in Sampson County.



Box Office Sales and Services

On-Site Events:

(Events Held in the Sampson County Exposition Center)

Set-Up Fee (Per Performance)	\$50.00
Per Ticket Sold Fee, Comp'd or Consigned	\$.50
Outside Sales Outlet (Ticket Printing)	\$.50
Processing Fee for Phone Orders	\$3.00 per order*
Credit Card Fees**	3.6% of all Credit Card Sales
Day of Show Box Office Sales Staff	\$30.00 per hour***

Off-Site Events:

(Events Held outside the Sampson County Exposition Center)

Set-Up Fee (Per Performance)	\$ 60.00
Per Ticket Sold Fee, Comp'd or Consigned	\$1.00
Outside Sales Outlet (Ticket Printing)	\$1.00
Processing Fee for Phone Orders	\$3.00 per order*
Credit Card Fees**	3.6% of all Credit Card Sales
Day of Show Box Office Sales Staff	N/A

On-Line Ticket Fees:

Fee for Tickets Purchased On-Line	\$ 3.00 per Ticket
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*Processing Fees for Telephone Orders: This fee is assessed to the customer purchasing tickets by telephone that are mailed or that are held at the Box Office for will call.

**Credit Card Fees apply to any and all credit card charges made through the Sampson CenterStage Box Office and are deducted from the final settlement of client.

The Sampson CenterStage Box Office accepts the following methods of payment: Cash, Check, MasterCard®, Visa® and American Express (AMEX).

***Day of Show Box Office Sales Staff require a three (3) weeks notice and is based upon availability. Call for more information.

The Sampson CenterStage Box Office Hours are from 9:00 am to 5:00 pm Monday through Friday.

The Sampson CenterStage Box Office shall make final settlement with clients at the conclusion of their event(s) for which tickets are sold. All payments will be made to client by Local Government Check by the Sampson County Finance Office on the 10th or 20th day of the month following the event.

Ticket Printing Services

Tickets Printed for Clients and Customers to be sold by promoter or client.

On-Site Events:

(Events Held in the Sampson County Exposition Center)

Set-Up Fee (Per Performance)	\$ 50.00
Per Ticket Printing Fee	\$.50

Off-Site Events:

(Events Held Outside the Sampson County Exposition Center)

Set-Up Fee (Per Performance)	\$60.00
Per Ticket Printing Fee	\$1.00

Mailing & Shipping Address:

414 Warsaw Road
Clinton, NC 28328

Phone: 910.592.6451
Fax: 910.592.8486

Box Office: 910.592.7200

Website Address:

www.sampsoncenterstage.com