



FACILITY GUIDELINES

We are extremely pleased that you have selected the Sampson County Exposition Center as the host site for your event. This facility belongs to the Citizens of Sampson County; please assist in protecting the facility by following the guidelines below. If you have questions regarding these guidelines, please contact the Staff of the Exposition Center or the House Manager on duty.

For the safety of clients and their guests and for the protection of the facility a Digital Video Recording Surveillance System is utilized throughout the facility.

- A. It shall be the responsibility of all Rental Clients to properly care for the facility and its contents. Rental clients are responsible for any and all damages to the facility caused as a result of his/her event or his/her guests. (See lease agreement)
- B. Rental clients and their guests must at all times conduct their activities with full regard to public safety and shall at all times abide by directives of the staff of the Exposition Center, their representative or any other duly authorized governmental agency having responsibility for public safety.
- C. The Sampson County Exposition Center is a Smoke-Free Facility. No smoking is allowed inside the facility. (Please dispose of all cigarettes and cigars in the receptacles conveniently located at each entrance.)
- D. Pursuant to North Carolina General Statute **NO** firearms or handguns concealed or otherwise are allowed within or on the grounds of the Sampson County Exposition Center. (Exception: Fundraising Events pre-approved by the management of the Sampson County Exposition Center.)
- E. Access to the facility is only allowed on the day of the event. No access is permitted to the facility prior to or after an event without the advance written permission and approval from the Staff of the Exposition Center.)
- F. All events held in Prestage Hall that utilize the services of a live band, DJ or any other type of event including but not limited to concerts and trade shows are required to rent and utilize a 200 amp or 100 amp Remote Electrical Service Panel (\$50/Day) for all electrical power requirements. The use of any electrical wall outlet located on the **stage** in Prestage Hall as a power source for bands, DJ's or other concerts is strictly prohibited. Under no circumstances may any electrical panel cover be removed and no alterations may be made to any electrical panel located within the facility. Any event whose electrical requirements exceed 200 amps should contact the staff of the Exposition Center approximately 30 days prior to the scheduled event. Any electrical requirements that exceed 200 amps are subject to additional charges. Rental clients must provide their own extension cords. The Sampson County Exposition Center does not rent or supply extension cords. All extension cords utilized in the facility must be of sufficient size and must be free of cuts, nicks or other damages that may constitute a fire hazard.

- G. Rental clients are responsible for the removal of all trash and food from building generated from his/her event. (If you expect your caterer or decorator to provide this service, we suggest that you discuss this with them prior to your event. Please do not assume that this service is included in your catering or decorating fee.)
- H. All items and decorations MUST be removed at the conclusion of each event. (The staff of the Exposition Center will dispose of any items left from events and a service charge will be applied for such removal and/or storage.) Sampson County, the Sampson County Exposition Center or its Staff assumes no responsibility for the property of any client while located in the facility or on the grounds.
- I. Trash and food generated as a result of an event is to be disposed of properly in the dumpsters provided at the rear of the facility. A food scraps/byproducts/grease dumpster is provided at the rear of the facility to be utilized for the disposal of food scraps, cooking oil and other food by-products. (For extra trash bags, see the House Manager or Staff Member on duty.) *Note: Should it be required for the Staff of the Exposition Center to remove food and/or trash from the building/grounds an additional cleaning fee will be accessed to the client, which will be deducted from the security deposit.* If you should desire to pre-arrange for Cleaning Services, please contact the administrative staff prior to your event for a custom price quote.
- J. Do not over stuff trashcans; this causes difficulty when removing the plastic liner and its contents for proper disposal in dumpsters.
- K. The use of nails, screws, hooks; tacks or tape on any walls, floors, windows or doors is strictly prohibited. Any violation of this policy will result in immediate loss of Security Deposit.
- L. It is the policy of the Exposition Center that no banners or streamers are attached to video projection screens.
- M. Do not attach any item(s) or object(s) to Stage Curtains. The use of pins is strictly prohibited on all stage curtains. Any violation of this policy will result in an immediate loss of Security Deposit. Clients utilizing stages are required to use protective mats under all drum sets, loud speakers or other band/DJ equipment that might cause damage to stage surface.
- N. Food and Beverages are strictly prohibited on stage in Prestage Hall as well as in all backstage areas excluding dressing rooms. (Please do not place any type beverage, cup or other containers that contain any type liquid on or near any sound and/or lighting equipment.)
- O. Rental clients are responsible for removing all helium filled balloons from the facility. (Balloons that are removed by the staff of the Exposition Center will be subject to a service charge of \$2.00/ballon).
- P. The use of confetti is strictly prohibited both inside and outside the Exposition Center. The use of birdseed is permitted only on the outside of the building. (The use of confetti will result in the loss of Security Deposit.)
- Q. Telephones are located throughout the Exposition Center. These telephones will only allow local telephone calls and require a three digit access code. The Access Code is 919. To place a call: Dial the required access code which is 919 + (the desired local telephone number). (Example: Access Code 919 + Local Number 000-0000 = 919 000-0000)

- R. Rental clients and their guests shall not enter any area of the facility not covered by the clients lease agreement.
- S. The removal of tables, chairs or other equipment from the building is not permitted. (No tables and/or chairs are available for loan.)
- T. Rental clients must provide his/her tablecloths and decorations. (Please see Staff for a Vendor Listing containing the names of decorators and other convention/meeting/event service providers.)
- U. Sitting or standing on tables is strictly prohibited
- V. Rental clients and their guests are requested not to stand with their feet against any walls. (This causes wall surfaces to become extremely soiled and difficult to clean.) Rental Clients shall incur any costs associated with cleaning walls soiled as a result of his/her event or his/her guests.
- W. Rental clients and his/her guests are not permitted to disconnect power to the vending machines, ice makers or other equipment located throughout the facility that is not directly related to his/her event. Disconnecting vending machines will result in the immediate loss of security deposit. Clients are responsible for damages caused to vending machines or other equipment caused by his/her guests.
- X. House Manager(s) are required to be onsite for all events held after 5:00 pm Monday-Friday and for events held on Saturdays, Sundays and Holidays. House Managers are onsite to provide access to the facility and are available to assist in making events successful. However, it is not the responsibility of House Managers to reset tables/chairs or to provide post event clean-up services. The set-up of tables, chairs and other equipment is provided by the House Keeping Service Department and are based upon the arrangements that are provided in advance. Please inform House Manager on duty of any requests or needs that might arise or in the event of an emergency.
- Y. Please help us protect the facility's floors. Excessive scuff/black marks or deep scratches from shoes, service carts or other items brought into the facility may result in additional cleaning charges. Charges assessed for additional cleaning shall be the responsibility of the client and may be deducted from the security deposit. In the event charges exceed the security deposit client will be billed for excess charges as stated in lease agreement.
- Z. Destruction or defacing of restroom stalls, stall doors, soap dispensers or paper towel holders will result in the loss of security deposit and are subject to additional charges for repairs or replacement as stated in your lease agreement.

See next page for Kitchen Guidelines

Kitchen Guidelines

Kitchens utilized by rental clients or a professional caterer employed by a rental client are subject to the following Kitchen Use Guidelines: (Please insure that your caterer is aware of these policies!)

For your safety and the safety of your guests and/or patrons it is recommended that prior to the preparation of any food items that all countertops and food prep areas be thoroughly cleaned and/or sanitized to prevent cross contamination and/or the spread of disease.

- a. Counter tops, food preparation tables and food service carts should be thoroughly cleaned after each use.
- b. All floors must be swept and mopped. (Brooms, dust pans, mops and floor cleaning solutions are provided. Do not use Clorox on floors.)
- c. All food products MUST be removed from refrigerators, freezers, microwaves, ovens and dishwashers at the conclusion of each event. (No items may be stored overnight.)
- d. Cooking or the use of microwave ovens, hot plates or other cooking devices is prohibited in Prestage Hall, Heritage Hall or other areas of the facility except the Kitchen(s). (Exception: Cooking is allowed on the concrete pads located outside the facility adjacent to each kitchen.) The Executive Director of the Exposition Center must approve all other exceptions.
- e. Food scraps, used cooking oil or other food preparation by-products must be disposed of properly. A By-products dumpster is provided and is located at the rear of the facility.
- f. At the conclusion of each event it is the responsibility of the client or caterer to thoroughly clean any equipment used including stove tops, ovens, microwaves and dishwasher.
- g. Please remember to turn all appliances OFF before vacating the facility.
- h. Please note that the Exposition Center does not supply any of the following items: cookware; cleaning supplies (other than floor cleaner); plates; glassware or silverware. (Please remember this is a catering kitchen and that any supplies or items needed to insure the success of the event must be provided by client or caterer.)
- i. Please do not place FISH in refrigerators or freezers.
- j. Access to the kitchen(s) is only allowed on the day of the event. No access is permitted to the kitchen(s) prior to or after an event without prior written permission from the Staff of the Exposition Center.)
- k. Should your event require the delivery of bulk food items, plates, linens, etc. prior to the event, such deliveries must be arranged in advance with the Staff of the Exposition Center. The Exposition Center or its Staff is not permitted to unload, sign for, or accept deliveries to third parties.
- l. Cooking outside the main lobbies of Prestage Hall and Heritage Hall is strictly prohibited.

Thank you for adhering to these guidelines, on behalf of the Staff of the Exposition Center, we wish you the very best with your event.

If you have additional questions, please feel free to contact our administrative staff from 8 am to 5 pm Monday-Friday at 910.592.6451 or by email at info@sampsonexpoctr.com or visit: www.sampsonexpoctr.com.