

TO: Current & Potential Service Providers

From: Ray Jordan, Executive Director

Subject: Service Provider Registration & Listing

The Sampson County Exposition Center serves as the host venue for special events of approximately 360 clients annually. As a service to clients who lease space within the facility, the staff of the Sampson County Exposition Center maintains a listing of Service Providers. This listing includes the contact information of businesses including caterers, florists, decorators, DJ's/Bands, rental companies, audiovisual companies, sound & production companies and other service oriented businesses who work directly with clients that are planning events such as weddings, family reunions, trade shows, concerts, banquets, or other special events.

Effective February 1, 2018, caterers, decorators, and rental companies are required to complete and submit an application acknowledging they have received, understand, and agree to adhere to all facility policies and guidelines, and/or the direction of the Sampson County Exposition Center staff. All caterers, decorators, and rental companies must complete the Service Providers Listing Form & Application to be eligible to work at the facility. All Sampson County businesses are eligible to be listed free of charge. Businesses that are located outside Sampson County are subject to a fee of \$50 per year (January-December). The out-of-county listing fee is not subject to be pro-rated.

Once a service provider has submitted the appropriate form and application their respective business will be added to the Service Providers List which includes the business name, address, and contact information of those businesses who offer event services that directly serve the needs of corporate and individual clients who are planning special events at the Sampson County Exposition Center.

Businesses that provide incomplete applications will not be listed or permitted to perform work within the facility. Please note that by being included on the list of Service Providers that this in no manner constitutes or serves as an official endorsement by the County of Sampson, DBA, the Sampson County Exposition Center.

The list of Service Providers is made available to prospective clients who are planning events or those individuals that may request information regarding potential service providers. Service Provider information is made available to prospective clients online at [www.sampsonexpoctrstage.com](http://www.sampsonexpoctrstage.com). Printed versions are available upon request.

Service Provider Listing Forms may be obtained and submitted at any time throughout the year; however, website and printed publications are only updated bi-annually during the months of January and July.

SAMPSON COUNTY  
**AGRI-EXPOSITION**  
C E N T E R

THE CENTER OF ACTIVITY

414 Warsaw Road • Clinton, NC 28328 • 910.592.6451

**Service Provider Listing Form**

(Please Print or Type) *\*Required Information*

*Incomplete Forms will not be included in web or print publications.*

\*Business Name: \_\_\_\_\_

\*Primary Contact : \_\_\_\_\_ \*Year Established: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \* Zip: \_\_\_\_\_

\*Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Primary Event Services Offered:**

*(For Listing Purposes - Website or Printed Version)*

(Should you offer more than one service, please rank by number. i.e. 1, 2, 3, ranking your top 3 service areas.)

\_\_\_\_\_ Caterer          \_\_\_\_\_ Decorator Services          \_\_\_\_\_ DJ's/Bands

\_\_\_\_\_ Florists          \_\_\_\_\_ Motel/B&B          \_\_\_\_\_ Sound/Lighting Production Services

\_\_\_\_\_ Trade Show Services          \_\_\_\_\_ Audiovisual Services          \_\_\_\_\_ Rental Company

\_\_\_\_\_ Other Event Services *(If other, please list below:*

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**Description of Services Offered (20 words or less)**

**Caterers Please Complete this section:**

Minimum # Guests for which you will provide catering services: \_\_\_\_\_

Maximum # Guests for which you will provide catering services: \_\_\_\_\_

**Description of Catering Services Offered: (20 words or less)**

**What hours are you available to provide event services? (Check all that apply)**

\_\_\_\_\_ M-F 8:00 am to 5:00 pm          \_\_\_\_\_ M-F (After 5:00 pm)          \_\_\_\_\_ Sat. 8:00 am to 1:00 am

\_\_\_\_\_ Sun. 8:00 am to 1:00 am          \_\_\_\_\_ National/State Holidays (Thanksgiving, Christmas, Mother's Day, etc.)

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**Service Provider Listing Form & Application**

Application Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

I, \_\_\_\_\_ acknowledge that I have received and reviewed a copy of the Sampson County Exposition Center's Official Policy and Guidelines, and agree, that I or, any employee or agent representing the above listed company will abide by the policies and guidelines of the facility. In addition, I (we) agree to follow the direction of any Sampson County Exposition Center staff member (including Event Managers) while providing services for events held at the Sampson County Exposition Center. I, (we) also understand that by being included as a Service Provider the County of Sampson. DBA: Sampson County Exposition Center does not imply, suggest or serve as any official endorsement of the business, its services or its employees, staff or agents.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**Service Provider Listing Rate Schedule:**

**Sampson County Business: Free**

**Out-of-County Business: \$50 Annually (Jan./Dec.)**

For Staff Use Only

Date Service Provider Listing Form and Application received: \_\_\_\_\_

Received by: \_\_\_\_\_

Received via Email: \_\_\_\_\_ Fax: \_\_\_\_\_ In-Person: \_\_\_\_\_

Date Application Approved/Denied: \_\_\_\_\_ by: \_\_\_\_\_  
(If denied, provide explanation below)

(Select one): Sampson County Business: \_\_\_\_\_ Out-of-County Business: \_\_\_\_\_

If Out-of-County/Payment Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date added to Service Provider database: \_\_\_\_\_ by: \_\_\_\_\_

Date added to printed version: \_\_\_\_\_ by: \_\_\_\_\_

Dated added to online version: \_\_\_\_\_ by: \_\_\_\_\_

Reason Denied: \_\_\_\_\_



## 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 Event 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. For the safety of your children and the safety of children of your invited guests; all children (under the age of 18) must be supervised at all times. Unsupervised children are not allowed in lobbies, kitchens and other common hallways or areas without adult supervision. Unsupervised children should not be allowed outside the building and please keep children off the grass and out of all flower beds.
- D. 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.)
- E. 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.)
- F. **The legal age for the consumption of alcoholic beverages in the State of North Carolina is 21 years of age. Client assumes responsibility for verifying the age of all guests and/or patrons. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE FACILITY. ALL ALCOHOLIC BEVERAGE SERVICES ARE PROVIDED BY THE SAMPSON COUNTY EXPOSITION CENTER. CONTACT ADMINISTRATIVE STAFF FOR DETAILS. No alcoholic beverages may be consumed outside the building or in the parking areas without prior written permission from the Lessee. No alcoholic beverages may be brought into the facility.**
- G. **Enforcement of policies and/or NC Laws or Statutes:** Contained in this document and in the Facility Lease Agreement are policies and procedures that are monitored by the Event Manager on duty as well as security personnel. Event Managers and Security Personnel are onsite for events to insure the safety of clients and their guests and to aid in the protection of the facility and adherence to guidelines. Security services for the Expo Center are provided by the City of Clinton Police Department. Effective July 1, 2015; the City of Clinton Police Department was authorized to serve as an agent which allows them the ability to enforce policies and guidelines and specifically the policy of no consumption of alcoholic beverages outside of the building, or enforcing that no alcoholic

beverages be brought into the facility. This policy states: “It is understood that the officers of the Clinton Police Department will act as agents and order these individuals to leave the premises/property; and it is further understood that if these individuals do not leave the officers of the Clinton Police Department may make arrests for violation of North Carolina General Statute 14-159.12 (Trespassing), or any other applicable statutes.”

- H. 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.)
- I. 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.
- J. **The use of “duct” tape or other similar packing tape is prohibited.** The only tape approved for use within the building is “Shure Tape Gaffers Tape.” Gaffers tape is available for purchase from the Exposition Center at the prevailing rate. (Please insure your decorators are aware of this policy.) Tape is extremely hard and time consuming to remove. It can also cause severe damage to the facility, walls and floors.
- K. **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.)**
- L. 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.
- M. 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 assessed 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.
- N. **Do not over stuff trashcans; this causes difficulty when removing the plastic liner and its contents for proper disposal in dumpsters.**

- O. 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.
- P. It is the policy of the Exposition Center that no banners or streamers are attached to video projection screens.
- Q. 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.
- R. 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.
- S. No banners, lighting or other materials may be hung from the stage lighting pipes or the curtain pipes and/or travelers without prior permission and without direct supervision of staff, Event Manager or approved technical (sound and/or lighting) director. The CYC curtain is only available for use with prior written agreement. Cyc use is only permitted by approved personnel.
- T. **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.)**
- U. 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).
- V. The use of confetti OR glitter 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 or glitter will result in the loss of Security Deposit.)
- W. Rental clients and their guests shall not enter any area of the facility not covered by the clients lease agreement.
- X. The removal of tables, chairs or other equipment from the building is not permitted. (No tables and/or chairs are available for loan.)
- Y. 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.)
- Z. **All tables and chairs are set-up by Exposition Center Staff according to room set-up instructions provided by clients a minimum of 14 business days in advance of each event. All tables and chairs are to be left in the same position as placed by Sampson County Exposition Center Staff members. Clients should NOT stack tables and/or chairs at the conclusion of an event.**
- AA. Sitting or standing on tables is strictly prohibited
- BB. 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.



- CC. 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.
- DD. 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.
- EE. 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.
- FF. 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.
- GG. **Fire Exit Doors:** All doors in the facility feature emergency/panic exit devices. **HOWEVER:** Only the main entrances to Prestage Hall and Heritage Hall may be used as public entrances. All other doors must remain closed during events. **SPECIFICS:** Located in Prestage Hall there are two Fire Exit doors (front and rear). Clients are allowed to utilize these doors when loading-in or loading-out items related to their specific event. At the scheduled event start time these doors may NOT be used for egress and regress by clients or their guests. These doors are not public entrances and should not be used as such. This policy also applies to the following doors: Double doors located adjacent to the vending machines; emergency exit located in hallway adjacent to Heritage Hall; and double glass doors at located at receptionist office. Clients should inform their guests of this policy. Violations of this policy may result in termination of an event.

## **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. All trash generated by client or caterer must be properly disposed of in dumpsters located at the rear of the facility. In cases where there are cardboard boxes, please cut boxes down and place in the cardboard recycle dumpster located adjacent to the dumpsters.
- e. 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.
- f. Follow best practices for food safety.
- g. DO NOT use hands and/or cups (glass or plastic) as ice scoops.
- h. Do NOT leave ice scoops inside ice machines.
- i. Should the commercial dishwasher be utilized, please properly drain and clean the food scrap container at the conclusion of your event. Please make sure that dishwasher is properly shut-down prior to draining and that all electrical components are left in the off position.
- j. 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.
- k. 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.
- l. Please remember to turn all appliances OFF before vacating the facility.
- m. 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.)
- n. Please do not place FISH in refrigerators or freezers.
- o. 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.)
- p. 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.
- q. 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](mailto:info@sampsonexpoctr.com) or visit: [www.sampsonexpoctr.com](http://www.sampsonexpoctr.com).