

We are delighted that you are considering the Sampson County Exposition Center as the site for your special event. Our staff has assembled the information below to assist you as you plan your event.



**Who Can Rent the Expo Center?** The Exposition Center is available for lease to individuals, business and organizations. *(Potential clients must be 21 years of age and present a valid NC (or other state issued) Driver's License along with the required Security Deposit.)*

**Information Required to Issue a Contract:** Potential clients must provide the following information before a Lease Agreement may be issued: Name, Organization Name (if applicable), Mailing Address, City, State, Zip, Telephone, Cellular Telephone, and Email Address.

**Event Date:** When considering the Sampson County Expo Center, it is recommended that in addition to their desired date, potential client's also have alternate dates in mind.

**Event Time(s):** What is the first time that you access need to the building? When will you need the facility to be opened for the arrival of guests? What time will your event end for your guests? *(Note: all events must end no later than 12:30 am. Clients have until 2:00 am to complete move-out following their event. (It is suggested that clients consider the amount of time required to complete move-out and adjust event end times accordingly to avoid loss of security deposit.)*

**Event Type:** What type of event are you hosting? (Banquet, Dance, Family Reunion, Meeting, Etc.)

**Estimated Attendance:** How many guests will attend your event?

**Public/Private Event:** Is your event a private event or will it open to the general public? Will tickets be sold? Do you need Box Office Services?

**Dance/Band/DJ/Other Entertainment:** Do you plan to have a dance, band, DJ or other type entertainment? If yes, a full description is required.

**Alcoholic Beverages:** Do you wish to have alcoholic beverages available to guests during your event? Do you wish to have an Open Bar or a Cash Bar? What hours do you wish to have bar services provided to your guests? If you are a Sampson County 501c(3) non-profit ask how we may can assist you with Bar Services.

*(Note: Clients or their guests are not allowed to bring any type alcoholic beverages on to the grounds of or inside the Sampson County Exposition Center. Any person consuming alcohol in the State of NC must be 21 years of age. Complete bar services are available through the Sampson County Exposition Center.) For additional information on Bar Services, please visit: <http://www.sampsonexpoctr.com/bar-services-1.html>*

**Caterers/Decorators/Service Providers:** The Exposition Center maintains a list of caterers and decorators that are approved to work within the facility. Some clients, however, may choose to self-cater or self-decorate, which is permitted. Clients are required to provide the name of their approved caterer or decorator 30 days prior to their event date.

**Room Layouts/Floor Plans:** At the time a contact is issued, clients may not know their final event needs regarding tables, chairs and other equipment to be provided by the Exposition Center. Please note that all final room floor plans must be submitted a minimum of 14 business days prior to each event. The allocation of tables and chairs and other equipment supplied by the Exposition Center is available on a first-come basis; therefore, the earlier this information is provided the better chance that each client's needs are met.

**Tables, Chairs, Equipment and Production Services:** Do you need round, rectangular or specialty tables? How Many guests do you wish to seat? Do you need AV (audiovisual) equipment? Do you need table linens? Does your event need or require production or trade show services? *(Full-Service event planning is available upon request. Please contact a staff member for more information.)*

#### **Event Signage and Website/Calendar Listings:**

Would you like information pertaining to your event placed on the facility Marquee? Would you like to promote your event on the Sampson County Exposition Center Online Calendar? (It is FREE, and a great way to promote your event! If so, what information do you wish to be placed on the marquee or calendar? What information do you want displayed on door signs on the day of your event? *(Please be prepared to provide specific details including but not limited to the following: event date(s) and time(s), contact information, phone number, email address, website address, ticket prices and photo. If you would like a photo or logo placed on the marquee or event calendar, please provide jpg images, a minimum of 30 days in advance of your event date. Images may be emailed to [nrayner@sampsonexpocenter.com](mailto:nrayner@sampsonexpocenter.com). The Expo Center reserves the right to edit all materials provided.)*

#### **Questions Frequently Asked by Clients**

- **Does the Expo Center supply cookware or kitchen utensils?** No, clients and or caterers must supply their own utensils, cookware, and cleaning supplies.
- **What cleaning is required? Am I required to sweep and mop?** The basic policy is that all rooms should be left in the same condition as received prior to each event. However, when renting a kitchen, it is the responsibility of the client or his/her caterer to sweep, mop and clean all tables prior to departure.
- **Where do I place trash generated by my event?** It is the responsibility of each client to place trash bags in dumpsters at the conclusion of their event and ensure that all trashcans are placed back inside the building.
- **Should I provide liability insurance for my event?** As stated in each Lease Agreement, rental client's assume responsibility for their event, their guests, and their service providers; therefore, it is suggested that clients speak with their personal insurance agent regarding their upcoming event and discuss their potential needs with regards to liability insurance. Due to the nature of some events, insurance may be required, naming the County of Sampson; DBA, Sampson County Exposition Center, as additional insured.
- Safety is of utmost importance for all events. Please refer to the Lease Agreement and all attachments to the Contract.

For more information about the Sampson County Exposition Center, rules and regulations or about upcoming events please visit: [www.sampsonexpocenter.com](http://www.sampsonexpocenter.com).