



## FACILITY GUIDELINES - PRESTAGE HALL STAGE

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.**

No band or DJ equipment shall be loaded into the Exposition Center or onto the Prestage Hall stage until the client AND band/DJ has read and agrees to abide by the following guidelines.

- A. A protective mat must be placed under all drum sets or other equipment that is capable of causing damage to the hardwood stage flooring or other surfaces.
- B. No screws, nails or tacks may be driven into any flooring, walls or attached to stage curtains.
- C. The handicap lift shall not be utilized to move any type equipment.
- D. All road cases should be stored as to not prevent damage to walls and flooring.
- E. A 200 amp stage box is available for power connections. (Under no circumstances shall any individual remove a cover to any electrical panel located on the premises.) In the situation where more than 200 amps is required advance notice must be provided. (*Additional charges may be applicable.*)
- F. The Exposition Center does not loan or rent microphone cables or power extension cables. Please bring all required equipment.
- G. No food or Beverages are permitted on the stage. (Exception: Bottled Water) All bottles must be cleared from the stage at the conclusion of the event.
- H. No food or Beverages are permitted to be placed on top of sound rack or in the stage lighting and electrical control panel areas. The client AND band/DJ is liable for any damages that may be caused to any in-house sound, lighting and other equipment. (Violation of this guideline will result in forfeiture of future use of the facility by the band/DJ.)
- I. Food and Beverages are allowed inside the Dressing Rooms only. The Band/DJ is responsible for properly disposing of all food and beverages and must insure that dressing rooms are left clean and free of trash. (If additional trash bags are required see the Event Manager on duty.) Failure to properly clean or care for the dressing rooms will result in loss of the security deposit of the rental client.
- J. No alcoholic beverages may be brought into the Sampson County Exposition Center. Alcoholic beverages are not permitted to be consumed in the parking lot or loading dock areas. Beverages may be consumed inside motor home or private tour busses as long as not in the view of public. This does not apply to personal vehicles. The Sampson County Exposition Center holds a valid NC ABC Mixed Beverage Permit and offers bar service. Alcoholic Beverages purchased onsite may be

consumed in the dressing rooms provided Section E is followed. Any person consuming alcoholic beverages must be 21 year of age. Anyone observed drinking under the age of 21 is subject to arrest and/or removal from the property.

- K. No outside lighting instruments are permitted to be hung from the stage rigging.
- L. No speakers or other stage gear may be hung from rigging or otherwise attached to ceilings, walls or floors.
- M. The Sampson County Exposition Center recognizes that each client has his/her own individual tastes in music and volume. With this stated, it is recommended that sound be operated at a level that is comfortable with the majority of the guests in attendance. The Exposition Center staff and Advisory Board Members often receive complaints regarding sound pressure levels. It is recommended that all bands/DJ's operate sound at a measurable dBSPL of 85-90. However, final judgment and decision by the client and or his representative shall be called by ear, which shall override all metered data. When requested, artist's representative or sound engineer agrees to adjust sound levels immediately and in accordance with notice by the client or his representative.
- N. The Sampson County Exposition Center is monitored by a Smoke/Fire Alarm System. It is recommended that haze machines be utilized over smoke machines. If smoke or haze machines are to be utilized, it is recommended that a test prior to the event be conducted. This should occur with the assistance of the Event Manager on duty. (In this situation, the EM will contact Emergency Management Services to deactivate the alarm system while being tested to prevent the deployment of Fire personnel. This test should be done in advance of the event time and should take no longer than 15 minutes at which time EMS will be notified to reactivate the system.) While a test is performed, it cannot be guaranteed that an alarm will not be activated. However, if a test is not performed and an alarm is activated a fee of \$75.00 will be deducted from the clients rental fee to cover fees accessed to the Exposition Center.
- O. Located at stage left and stage right are electrical outlets that are controlled by lighting dimmers. These outlets should have protective covers installed to prevent use...however, from time to time individuals remove these covers. **CAUTION**...These outlets must not be utilized without the presence of a lighting technician. Should these outlets be utilized and as a result damages occur to stage or house lighting. The Band/DJ and or client are liable for all damages.
- P. Stage lighting property of the Exposition Center may not be removed from the rigging or moved within the rigging. Only an Exposition Center approved lighting technician is permitted to adjust lighting.
- Q. The Grand Piano may be moved ONLY by approved staff. Use of the grand piano must be approved in advance. *(There is a fee for use of the grand piano.)*
- R. The CYC curtain shall not be utilized without prior written permission. Use of the CYC curtain requires an approved stage hand to be onsite throughout the event. (30 advance notice is required)

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 [rjordan@sampsonexpocenter.com](mailto:rjordan@sampsonexpocenter.com) or visit: [www.sampsonexpocenter.com](http://www.sampsonexpocenter.com) or a complete Venue Description.