

We are delighted that you are considering the Sampson County Exposition Center as the site for your next special event. In an effort to assist in the initial planning stages and to insure that staff members have the information necessary to create a rental contract we have created this list that provides the information that will be needed in order to prepare, issue, and execute a rental contract.



To lease the Sampson County Exposition Center all clients must provide a valid NC (or other state issued) Driver's License and provide the required Security Deposit. (Note: Rental Clients must be 21 years of age.)

Event Date: When considering the Sampson County Expo Center for your next event it is suggested that in addition to your desired date that you also have alternate dates in mind.

Full contact information: The full contact information for all clients must be provided before a contract can be created including Name, Organization Name (if applicable), mailing address, City, State, Zip, Telephone, and Cellular Telephone. (Email addresses are requested but not required; however, but a valid email address can serve as a great avenue for clients and staff to communicate regarding event details.)

Event Time(s): What is the first time anyone associated with your event needs access to the building?

When will the facility need to be opened for your guests to arrive?

What time will your event end for your guests/participants?

(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?

Estimated Attendance: How many guests will attend your event? (Please be as accurate as possible, if number should change, please immediately notify a staff member.)

Public/Private Event: Is your event a private event or is 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 during your event?

Do you wish to have an Open Bar or a Cash Bar provided during your event?

What hours do you wish to have bar services open for your guests?

If you are a Sampson County 501c(3) non-profit ask how we can assist you.

(Note: Clients and/or guests may not bring any type alcohol 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: Do you plan to self-cater and decorate or do you plan to use a professional caterer, decorator or other service provider? The name(s) and telephone number of all caterers and or decorators and other service providers is required 30 days prior to all events. Please provide as soon as possible so we can coordinate with provider about event details.)

Room Layouts: We realize that in many cases a client may not know their final needs regarding tables, chairs or other equipment at the time a contract is issued; however, please note that all tables and chairs are assigned on a first-come basis, the earlier this information is provided the better chance that each client's needs are met. **All room set-up information is required a minimum of 14 business days prior to all events. A charge of \$25 per day will be assessed for not meeting this requirement.**

Do you need round, rectangular or specialty tables? The Sampson County Exposition Center does not typically supply table linens.

Do you need AV (audiovisual) equipment?

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 a FREE and a great way to promote your event!)

If so, what information do you want placed on the marquee/calendar?

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 artwork a minimum of 30 days in advance of your event date. (All images must be jpeg in format. Images must be emailed to bfann@sampsonexpoctr.com.) (The Expo Center reserves the right to edit all materials provided.

What information do you want displayed on door signs on the day of your event?

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. The exception is that when renting a kitchen it is the responsibility of the client sweep, mop and clean all tables prior to departure.
- Where do I place trash generated by my event? Trashcans and trash bags are provided. It is the responsibility of each client to place trash bags in dumpsters at the conclusion of their event and insure that all trashcans are placed back inside the building.
- Should I provide liability insurance for my event? As stated in each contract, a rental client assumes responsibility for their event, their guests and their service providers; therefore it is suggested that clients speak with their insurance agent regarding their upcoming event and discuss their needs with regards to liability insurance. Due to the nature of some events additional insurance may be required of some clients naming the County of Sampson; DBA, Sampson County Exposition Center as additional insured.
- Safety is of utmost importance for all events. Please refer to Exhibit A, Section E, which specifically speaks regarding Child Safety.

For more information about the Sampson County Exposition Center, rules and regulations or about upcoming events please visit: www.sampsonexpoctr.com.