


Western North Carolina Agricultural Center

General Policies, Rules, and Regulations

General Rules and Regulations

- The WNC Ag Center delivers a “broom clean” floor. We expect show/event management to deliver it back in the same condition.
- Damages to the WNC Ag Center property are the responsibility of the show/event management. Incidents of damages should be reported to WNC Ag Center management immediately.
- Only painter’s tape may be used to post show/event information, posters, flyers, etc., and to mark floor spaces, inside or outside our facilities. The use of any other form of tape or adhesive material will subject the show/event promoter to a \$500.00 repair fee.
- Any universal wastes (paint, aerosol cans, oil, etc.) and excess trash, associated with said event, that are not disposed of properly, will subject the Lessee to a \$500.00 disposal fee.
- The use of any form of confetti is not permitted inside WNC Agricultural Center facilities.
- Show/Event management assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, subcontractors, invitees, and attendees of the event.
- Per North Carolina State Law, a person may not be in possession of more than nine (9) cases of beer at any time. It is your responsibility to abide by this law. The WNC Ag Center is not responsible in any way.
- The Lessee shall furnish to the Ag Center, at least thirty (30) days before use of the leased premises, before each event staged under contract, approved and satisfactory liability insurance countersigned by an agent licensed in North Carolina, the premiums for which have been paid by the Lessee in the amount of \$1,000,000 for the injury to any one person and \$1,000,000 property damage, with the Western North Carolina Agricultural Center named as an “Additional Insured.” If insurance is not provided thirty (30) days before the event date, the event will be cancelled, and the Lessee will forfeit all monies paid to the WNC Ag Center.
- Any facility keys required by show/event management will be subject to a key deposit.
- The location and method of installation of any special decorations or signs must be approved by WNC Ag Center management prior to installation.
- All special decorations or signs left at the WNC Ag Center at the conclusion of the event will be considered trash. All special decorations or signs to be salvaged by event officials must be removed at the conclusion of the event.
- No smoke/fog machines are allowed.
- North Carolina Law prohibits the placement of any signs other than regulatory signs within the highway right-of-way. NCDOT workers will dispose of illegal signs.
- All WNC Ag Center motorized equipment will be operated by authorized WNC Ag Center personnel only.
- Golf carts, 4-wheelers, scooters, and any other motorized vehicles shall be operated by licensed operators only. Children who cannot secure a driver’s license will not be allowed to operate any motorized vehicles.
- The WNC Ag Center marquee and website shall be operated by WNC Ag Center personnel. Management will determine the contents of the message to be displayed and the dates the message will appear. Management will have final approval of all marquee and website messages.
- The Lessee agrees to follow and fully comply with all health and safety checklists provided by WNC Agricultural Center management. In following and complying with health and safety checklists, the lessee will comply with the life safety code, and not create any potential safety hazards.

Initials: ____ / 

Western North Carolina Agricultural Center

General Policies, Rules, and Regulations

Scheduling

- Scheduling of any event is tentative until a signed rental contract has been executed and a facility deposit is received. Tentative reservations automatically expire after ten (10) days.
- Trade shows receive first consideration for facility reservations. Current show/event promoters will have the first right of refusal as to securing the same date (weekend) the next calendar year.
- It is the practice of the WNC Ag Center to separate like events (similar in nature) by a period of sixty (60) calendar days, before and after. Any exceptions to this practice must be granted by WNC Ag Center management.
- Private parties will not be issued contracts any earlier than six (6) months prior to the desired date.

Deposit and Cancellation

- A minimum of one (1) day's rent is required as a deposit due at contract signing. Should an event be cancelled by the client less than 120 days before the event, no deposit refund shall be made.

Base Facility Fee Includes:

- The facility space and show/event offices at location(s) designated by the WNC Ag Center.
- House lighting, ventilation, heat, or air conditioning, as appropriate during the event.
- One house paging microphone in leased exhibit hall.

Base Facility Fee Does Not Include:

- Tables, chairs, stage risers, etc.
- Electrical power for booth space, vendors, or exhibitors.
- Event staff, such as stagehands, ticket sellers and takers, ushers and doormen, equipment operators, and other event personnel needed to stage the event.
- Storage or placement of any exhibit and/or event-related materials.
- Decoration and related services.
- Labor charges for carpenters, electricians, etc.
- Special lighting.
- Communication services, such as telephone, fax, or data transmission.
- Display tables and equipment used in exhibit booths.
- Audio-Visual equipment.

Residual Matters

- Every event is different, and the General Policies, Rules, and Regulations cannot conceivably cover every possible scenario. All matters, rules, regulations, or deviations, not expressly provided for herein, shall be decided upon by the WNC Ag Center management.
- The WNC Ag Center is a host facility. We expect show/event promoters to provide contact information/phone number in order that calls/requests for show/event information can be directed to show/event personnel.

Lessee

Date

By signing this document, the Lessee signifies they have read, understand, and agree to the terms and conditions in their entirety.