

# 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 the Tenant to deliver facilities back in the same condition in which they were received.
- Damages to the WNC Ag Center property are the responsibility of the Tenant. Incidents of damage should be reported to WNC Ag Center management immediately.
- Only painters/gaffers’ 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 Tenant to a \$500.00 repair fee, per occurrence.
- Any universal wastes (paint, aerosol cans, oil, etc.) not disposed of, excess and/or improperly disposed of trash, or damage to the facilities, associated with said event, will subject the Tenant to a \$500.00 fine per occurrence.
- The use of any form of confetti and/or glitter is not permitted inside WNC Agricultural Center facilities.
- The tenant assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, subcontractors, invitees, and attendees of the event.
- Any facility keys required by the Tenant will be subject to a key deposit of \$250.00. The deposit is refunded only upon the Tenant returning all keys.
- 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 the Tenant 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.

### 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, unless an extension is approved by management.
- Trade shows receive first consideration for facility reservations. Consideration will be given to a Tenant’s request for the same date (weekend) as its show/event from the prior calendar year.
- Private parties will not be issued contracts any earlier than six (6) months prior to the desired date.

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### Facility/Grounds Rental Information

- For purposes of all event contracts, "Day" means the time used between 7:00 a.m. and 12:00 a.m./Midnight (Between 7:00 a.m. and 11:00 p.m. for individual private parties/events), or any fraction thereof. Any time prior to, or after the day, shall be charged at the rate of one hundred fifty dollars (\$150.00) per hour, unless otherwise agreed by the Ag Center management and the Tenant prior to the event.
- The venue shall be available for use the day prior to said event from 8:00 a.m. to 5:00 p.m. (8:00 a.m. to 4:00 p.m. for private parties/events) at a \$300.00 per day charge. Additional hours after 5:00 p.m. or before 8:00 a.m. will be charged \$150.00 per hour.
- (The following does not apply to individual private parties/events) Any additional after-hours set-up time must be requested and scheduled by 12:00 p.m. (noon) on the day of set-up. The Tenant can request a facility key and secure the facility at the conclusion of after-hours set-up, if the Tenant is unsure of how many extra set-up hours will be needed. In this case, it will be the Tenant's responsibility to report the number of extra hours used to the WNC Ag Center staff.
- If the Tenant requests that a WNC Ag Center staff member closes and secures the facility and said staff member is scheduled to secure the facility at a scheduled time, after-hours, the facility will be closed and secured by said staff member at that time. No additional hours will be permitted beyond what was communicated to the WNC Ag Center staff and scheduled by the Tenant.
- The Tenant, or a designated, responsible representative, must be present until the conclusion of any after-hours set-up time.
- Please see Safety Policy and Parking Fire Lanes/Approved Loading/Unloading Zone map for compliance with all parking requirements.

### Individual Private Party/Celebration Events

- Additional restrictions/rules for individual private party/celebration events:
  - a. A minimum of two (2) law enforcement officers must be present for the duration of the event (from the arrival of the first guest until the last guest leaves the building) for supervision of crowds and to clear the building and grounds. This expense will be paid by the Tenant. Any exception to this requirement will be at the discretion of the WNC Ag Center management.
  - b. The Tenant shall purchase wrist bands from the Ag Center. Each guest attending said event must wear said wrist band during the duration of the event.
  - c. A cleaning deposit of \$1,000.00 is required and will be refunded if the Tenant has satisfactorily completed the cleaning checklist and the facility is left in the same condition as given.
  - d. Failure to remove food and beverage waste from the building will result in an additional \$500.00 fee. Dumpsters are located near each building for trash placement.
  - e. If alcohol is to be consumed during the event, the following shall apply:
    - i. Alcohol is to be given away only; NOT SOLD.
    - ii. Tenant must ensure the possession and consumption of any alcoholic beverage is in compliance with North Carolina's alcoholic beverage control laws.

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### Alcohol

- Alcoholic beverage sales or service requires advance arrangements, approval, proper permitting, and security. Tenant agrees to abide by all laws, rules, regulations, and permitting requirements as it relates to the sale or service of alcoholic beverages.
- A minimum of two (2) law enforcement officers must be present for the duration of the event for supervision of crowds and to clear the building and grounds. This expense will be paid by the Tenant.
- For events with large crowds/attendance, at which alcohol will be consumed, the number of law enforcement officers required in attendance, above the requirement of a minimum of two (2), will be at the discretion of WNC Ag Center management.

### Payments

- All fees, fines, and payments owed to the NCDA&CS by the Tenant are due and shall be paid to NCDA&CS, through the Ag Center, within 30 days from the date on the final invoice. Any unpaid balances after 30 days will be subject to a 10% APR penalty. Accounts 90+ days outstanding shall be subject to a 5% APR interest fee on the remaining balance until the account is paid in full.
- Approval for return date is based on show performance, including on-time payment, and will be decided by WNC Ag Center management.

### 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.

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### 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, whether expressly provided or 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 Tenants to provide contact information/phone number in order that calls/requests for show/event information can be directed to the Tenant.
- Please note, our contracted restaurant/food vendor has exclusive food rights to both the Davis Event Center and McGough Arena, and the immediate grounds area outside of those buildings. All food and/or catering associated with events in these facilities must be coordinated through the vendor (Kendall Huntley: 828-775-7744, if possible, send a text and he will respond in a timely manner).

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Tenant

Date

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

Western North Carolina   
Agricultural  
Center