



SERVICES PACKET



MISSION STATEMENT & BOOKING POLICIES



MISSION

The New Bern Riverfront Convention Center's mission is to generate a positive economic impact on Craven County. The Convention Center will create new dollars for Craven County from out-of-town conventions and trade show attendees. Convention and trade show attendees direct spending will result in an expansion of Craven County's local economy and tax base.

BOOKING POLICIES

FIRST - Priority shall be given to national, regional, and state conventions, trade shows, and corporate meetings, which generate significant attendance from outside Craven County. First-priority events may be scheduled as far out as necessary and supersede all other events.

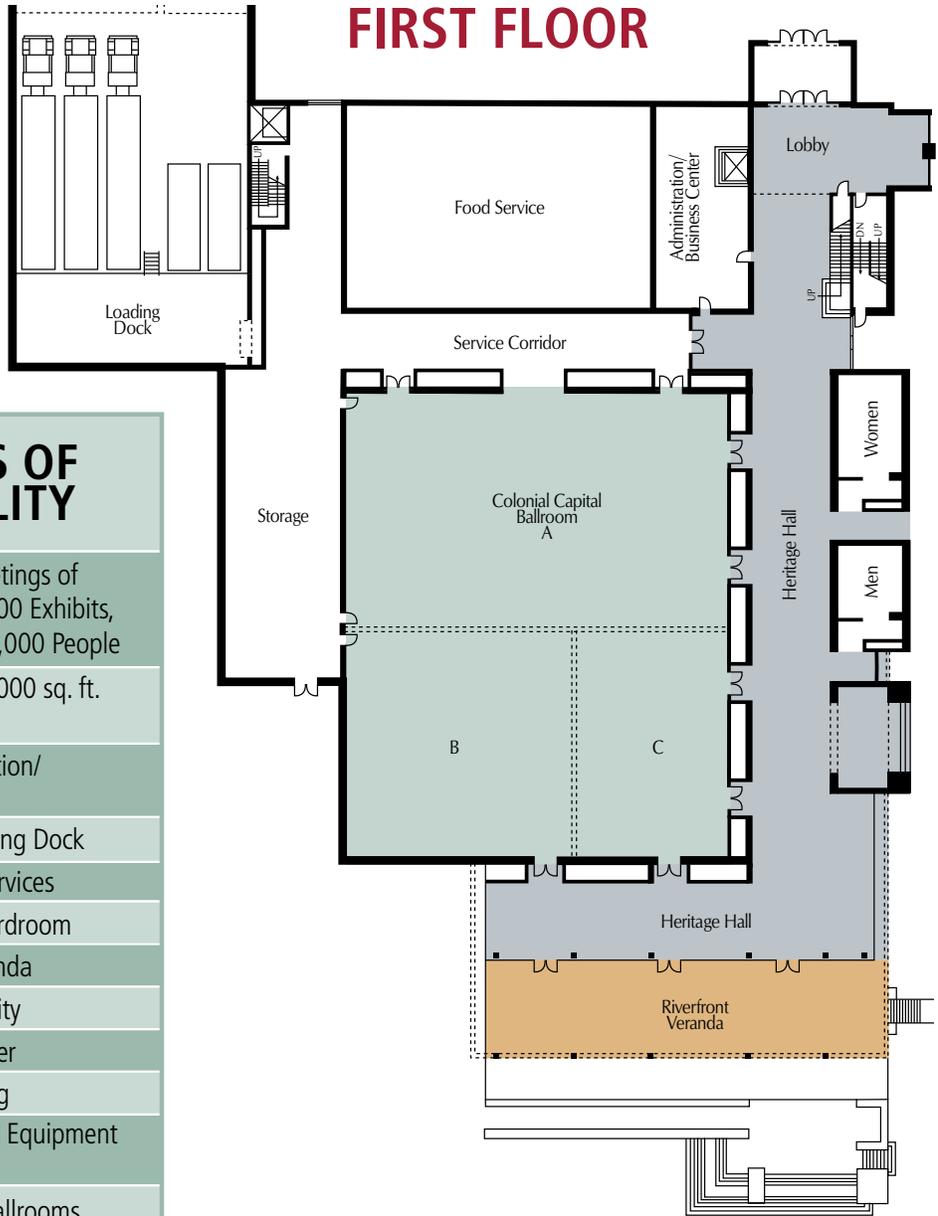
SECOND - Priority bookings include public shows/exhibitions, local corporate meetings with fewer out-of-town attendees and fewer hotel room requirements. Second-priority bookings can be scheduled inside 15 months.

THIRD - Priority bookings include special events, banquets, entertainment events, and local business meetings that draw from local attendees only and use minimal to no overnight rooms. Third-priority bookings can be booked inside nine months. Third-priority bookings are not actively solicited by Convention Center employees. Third-priority bookings are not eligible for a rate variance.

The staff of the New Bern Riverfront Convention Center are the only individuals authorized to schedule and contract event dates.

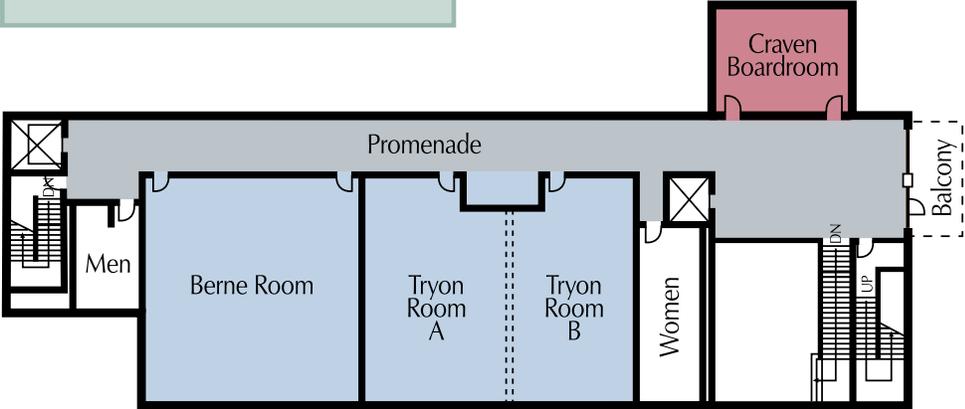
The New Bern Riverfront Convention Center will hold dates on a tentative basis for a maximum of 30 days within priority schedule. Should these dates be requested by another organization, the tentative hold will be given 72 hours to contract the dates or release the space.

FIRST FLOOR



- ### FEATURES OF THE FACILITY
- Flexible Space for Meetings of up to 30,000 sq. ft., 100 Exhibits, & Banquets of up to 1,000 People
 - Ballroom Features 12,000 sq. ft. of Clear Space
 - 8,000 sq ft of Prefunction/Registration Space
 - Easily Accessible Loading Dock
 - Complete Electrical Services
 - Elegant Executive Boardroom
 - Large Waterfront Veranda
 - In-House Kitchen Facility
 - On-Site Business Center
 - Complimentary Parking
 - Extensive Audio/Visual Equipment and Capabilities
 - Ceiling Heights: 22' Ballrooms, 12' Meeting Rooms, 18' Ground-Floor Lobby, 10' Boardroom, and 14' Second-Floor Lobby

SECOND FLOOR



RENTAL RATES



ROOM	AREA (Square Feet)	DIMENSIONS (Feet)	Theater Seating	Classroom Seating	Reception Style	Banquet Seating	Daily Rental Rate
Colonial Capital Ballroom (A, B & C)	12,000	100x120	1,350	770	1,350	1,000	\$3,000
Ballroom A	6,000	60x100	650	375	650	500	\$1,650
Ballroom B	3,500	58x60	390	220	390	250	\$975
Ballroom C	2,500	42x60	280	175	260	150	\$850
Tryon Room (A & B)	2,030	42x48	225	145	225	150	\$700
Tryon Room A	1,100	42x26	140	85	140	90	\$400
Tryon Room B	930	42x22	75	55	75	60	\$300
Berne Room	1,680	42x40	175	120	175	120	\$600
Craven Boardroom	450	19x24					\$250
Heritage Hall	8,000				800		\$550
Promenande	1,900				100		\$265
Riverfront Veranda	3,740				400	100	\$525
Entire Facility	29,800						\$5,100

POLICY:

- A complete listing of booking procedures and rules & regulations are enclosed.
- Rental rates reflect initial set-up and dismantle of in-house equipment including tables and chairs. All other equipment and changes in the initial set-up will be billed at the prevailing rates. A linen fee will be applied to final bill.
- Insurance coverage, as required per contract, should stipulate the New Bern Riverfront Convention Center, Craven County, their officers, directors, agents, and employees be named as additional insured.
- Armed Forces Special Event rates are available.
- Move-in / move-out rates are one-half the rate shown.
- Holiday rates may be subject to additional labor charges for holiday personnel.
- The New Bern Riverfront Convention Center estimates a 5% increase in daily rental rates for 2019 and beyond.
- The New Bern Riverfront Convention Center holds all NC permits and has bar pricing available upon request.

ARMED FORCES SPECIAL EVENT RATES



ARMED FORCES SPECIAL EVENT RATES

Room Rental - Ballroom & Heritage Hall	\$1,775
*Audiovisual Package	\$675
Dance Floor	\$650
Reception Room	\$300
Bartender Fee (per Bartender)	\$100
Recycle Fee	\$160
Linen per Table.....	\$6.45
Décor per Table	\$5.15

*** Audiovisual Package Includes:** 4 dropdown screens, 4 projectors and 2 wireless microphones

MENU OPTIONS



RIVERFRONT CONTINENTAL

Orange Juice
Assorted Breakfast Pastries:
Scones
Cinnamon rolls
Muffins
Danish
Fresh Brewed Coffee: Regular/Decaf

\$8.50 PP

BISCUIT LOVERS BREAKFAST

Orange Juice
Sausage Biscuits
Ham Biscuits
Freshly Sliced Fruit:
Grapes, Pineapple, Cantaloupe,
Honey Dew and Strawberries
Fresh Brewed Coffee: Regular/Decaf

\$10.50 PP

ROYAL CONTINENTAL

Orange Juice & Tomato Juice
Freshly Sliced Fruit
Assorted Breakfast Pastries:
Scones
Cinnamon rolls
Muffins
Danish
Fresh Brewed Coffee: Regular/Decaf

\$9.50 PP

MIDDAY SWEET RUSH

Combination of freshly baked cookies: Chocolate Chip, White Chocolate Macadamia Nut, Oatmeal Raisin, Sugar, and Delicious Chocolate Brownies
Variety of icy-cold Pepsi products to include bottled water

\$8.50 PP

FUN FARE

Combination of Vanilla, Chocolate and Strawberry Ice-cream with multiple of toppings:
Rainbow Sprinkles, Oreo Cookie Crunch, Peanuts, Reese Cup Pieces, Chocolate Chips, Heath Bar Pieces & Chocolate Syrup. Variety of icy-cold Pepsi products to include bottled water

\$9.50 PP

HEALTHY & FIT

Combination of Yogurt cups
Freshly Sliced Fruit:
Grapes, Pineapple, Cantaloupe, Honey Dew and Strawberries. With an array of healthy crunchy options: Granola, Baked Chips and Pretzels
Variety of icy-cold Pepsi products to include bottled water

\$10.50 PP

SNACK & DIP BAR

Combination of Frito-Lay Potato Chips, alongside Ranch and Cheese Dips. Variety of icy-cold Pepsi products to include bottled water

\$8.50 PP

Our goal is to provide maximum flexibility to our clients on the choices of breaks and menu planning. We welcome the opportunity to customize a break menu specifically for you and your attendees.

HEALTHY & FIT VEGGIE

Variety of fresh & cool veggies:
Carrots, Broccoli, Cauliflower, Celery Cucumbers and Cherry Tomatoes
Ranch and Hummus dipping sauce.
Variety of icy-cold Pepsi products to include bottled water

\$9.50 PP

All food and beverage prices are subject to a 20% service charge and 6.75% sales tax. Due to fluctuations in food commodities, prices are subject to change.

203 South Front Street • New Bern, NC 28560 • 252.637.1551 • F. 252.637.0250 • www.VisitNewBern.com

MENU OPTIONS



SWEET TEMPTATIONS	
FRESHLY BAKED GRAND COOKIES	
Chocolate Chip, White Chocolate Macadamia Nut,.....	\$22.00 PER DOZEN
Oatmeal Raisin, Peanut Butter, Sugar Cookies	
Fudge Brownies	\$25.00 PER DOZEN
Variety of Sweet Bars	\$28.00 PER DOZEN

BREAKFAST FROM THE BAKERY			
Sweet & Warm Cinnamon Rolls.....	\$22 per dz	Southern Grand Biscuits	\$22 per dz
Bavarian Cream Éclairs	\$25 per dz	Southern Cheese Biscuits.....	\$28 per dz
Assortment of Muffins.....	\$20 per dz	Delicious Sausage Biscuits	\$30 per dz
Sweet Apple Strudel Danish.....	\$22 per dz	Country Ham Biscuit	\$30 per dz
Apple, Blueberry & Cinnamon Scones.....	\$20 per dz	Delicious Sausage & Cheese Biscuits.....	\$35 per dz
Variety of Bagels with Cream Cheese.....	\$25 per dz	Country Ham & Cheese Biscuits.....	\$35 per dz

A LA CARTE			
Potato Chips/Peanuts/Trail Mix.....	\$1.75 each	Fresh Brewed Coffee: Regular/Decaf	\$24 per gallon
Chocolate Candy Bars	\$1.75 each	Brewed Iced Tea/Punch.....	\$18 per gallon
Assorted Ice-Cream Bars	\$2.50 each	Tea/Hot Chocolate.....	\$1.50 each
Fresh Sliced Fruit	\$3.25 per person	Juice: Orange/Tomato/Grapefruit.....	\$2.00 each
Granola Bars	\$15 per dz	8 Oz. Bottle Water	\$2.00 each
Potato Chips/Pretzels/Popcorn	\$10 per bowl	Pepsi-Cola Products.....	\$2.00 each

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PREFERRED CATERERS LIST



ANNABELLE'S-STRANGE & SONS CATERING

Mr. Danny Strange – 252-636-3663 F. 252-637-4553

Minimum #50 – Maximum #10,000

2307 Neuse Blvd., New Bern, NC 28562

EMAIL: dkstrange@yahoo.com

WEBSITE: www.strangeandsons.com

THE CHELSEA RESTAURANT

Mr. Chris Hoveland – 252-637-5469 F. 252-637-8032

Minimum #50 – Maximum #2,000

335 Middle Street, New Bern, NC 28560

EMAIL: greatfood@thechelsea.com

WEBSITE: www.thechelsea.com

THE FLAME CATERING & BANQUET CENTER

Mr. James Boyd – 252-633-1193 F. 252-633-1192

Minimum #50 – Maximum #5,000

2301 Neuse Blvd., New Bern, NC 28560

EMAIL: events@theflamenewbern.com

WEBSITE: www.theflamenewbern.com

COUNTRY BISCUIT

Ms. Michelle Lynn - 252-638-5151

Minimum #10 – Maximum #150

809 Board Street, New Bern, NC 28560

EMAIL: countrybiscuitnbnc@gmail.com

WEBSITE:

THEE CATERING COMPANY

Mr. Chris Tompkins – 252-649-1746 F.

252-649-1747 Minimum #25 – Maximum #1,500

P.O. Box 15270, New Bern, NC 28560

EMAIL: theecateringco@aol.com

WEBSITE: www.theecateringcompany.com

PRICING SHEET BAR SELECTIONS



HOSTED CONSUMPTION BAR SERVICE:

One bartender for every 100 guests is required for "Consumption" Bar Service.

All Mixers are included with the bar set-up.

Bartender Fees are **\$25.00** per hour with a minimum of a four hour shift; **minimum bartending fee will be \$100.00**. Any bar exceeding a four hour shift will incur an additional charge of **\$25.00** per bartender per hour.

Client will be invoiced for the actual usage the night of the event and payment will be expected **PROMPTLY** when receiving the invoice.

SEE LIST OF STANDARD COCKTAILS AND PREMIUM COCKTAILS:

HOUSE WINE: Brand subject to change. Ask event planner for further information.

BEER SELECTION: Please choose one import and two domestic brands of beer. For beer choices not listed, it may be possible to special order. Ask event planner.

CHAMPAGNE TOAST: \$5.00 per person.

BARTENDER SERVICE CHARGES:

HOSTED BAR SERVICE:

One bartender for every 100 guests is required for a "Hosted" Bar Service.

All Mixers are included with the bar set-up.

Bartender Fees are **\$25.00** per hour with a minimum of a four hour shift; **minimum bartending fee will be \$100.00**. Any bar exceeding a four hour shift will incur an additional charge of **\$25.00** per bartender per hour.

Client will be invoiced for the actual usage of the hosted consumption bar service at the conclusion of the event and payment will be expected **PROMPTLY** at the conclusion of the event.

CASH BAR SERVICE:

One bartender for every 100 guests is required for a cash bar service.

Bartender Fees are **\$25.00** per hour with a minimum of a four hour shift; **minimum bartending fee will be \$100.00**. Any bar exceeding a four hour shift will incur an additional charge of **\$25.00** per bartender per hour.

Due to liability implications, the New Bern Riverfront Convention Center will not be able to offer "Shots" of Liquor for ANY Function.

All food and beverage prices are subject to a 20% service charge and 6.75% sales tax. Due to fluctuations in food commodities, prices are subject to change.

PRICING SHEET BAR SELECTIONS



DOMESTIC BEER	IMPORTS	WINE
Budweiser Bud Light Miller Lite Yuengling Michelob Ultra Coors Light	Corona Heineken Amstel Light Stella Artois Samuel Adams	White Zinfandel Pinot Grigio Chardonnay Cabernet Sauvignon Merlot
\$4.00 EACH	\$5.00 EACH	\$6.00 PER GLASS
MIXED DRINKS		
House Brands.....		\$6.00 EACH
Call Brands.....		\$7.00 EACH
Premium Brands and Specialty Drinks		\$8.00 & UP
HOUSE BRANDS	CALL BRANDS	PREMIUM
Smirnoff Vodka Bacardi Silver Rum New Amsterdam Gin Pancho Villa Gold Tequila Ancient Age Bourbon Seagram's 7 Whiskey Assorted House Cordials	Absolute Vodka Mount Gay Rum Tanqueray Gin Jose Cuervo Gold Tequila Jack Daniel's Whiskey Crown Royal Whiskey Captain Morgan Spiced Rum	Patron Silver Tequila Glenlivet Single Malt Scotch Whiskey Courvoisier VSOP Cognac Grey Goose Vodka Grand Marnier

Premium Cordials Available Upon Request

All food and beverage prices are subject to a 20% service charge and 6.75% sales tax. Due to fluctuations in food commodities, prices are subject to change.



AUDIO VISUAL EQUIPMENT

PACKAGES

Portable Sound System \$225.00/Day

Includes:
 2 - 10" Speakers
 6 Channel Mixer

AUDIO/VISUAL

AUDIO CONFERENCING

Speaker Phone \$45.00

MIXERS

6 Channel Mixer \$50.00

SPEAKERS

10" Powered Speaker \$50.00

MICROPHONES

Wired Microphones \$25.00

Wireless Handheld Microphone \$125.00

Wireless Lavalier Microphone..... \$125.00

VIDEO

LCD Projector/Video 2,500 Lumens..... \$375.00

MISCELLANEOUS

Tripod Easel \$5.00

Flip Chart w/ 1 Pad & Markers \$30.00

Additional Pads Each \$8.00

30" Rolling Cart \$20.00

54" Rolling Cart \$25.00

Standing Lectern \$75.00

Table Top Lectern \$50.00

COMPUTER DISPLAY PACKAGE

(1 Screen) \$425.00/Day

(2 Screens)..... \$675.00/Day

(4 Screens)..... \$875.00/Day

Includes:

Color LCD Projector 2,500 Lumens

Projection Cart/Stand

Power Pointer

Cabling and Cords

17x17 Drop Down Screen(s)

SCREENS/DRAPES

TRIPOD SCREENS

8' Tripod Screen \$35.00

10' Cradle Screen \$45.00

11' Cradle Screen..... \$65.00

SCREENS & DRAPES

Drape Line - per 8' section..... \$10.00

TERMS

- All prices listed are per room per day.
- Equipment is not to be removed from the property.
- Prices are subject to 6.75% sales tax and 20% Audio Visual service charge.
- Prices are subject to change without notice.
- Please contact the Assistant Director for a listing of technicians available at an additional charge.
- Any equipment canceled may be subject to cancellation charges.
- For phone lines and bulk power, please contact the Assistant Director.
- One (1) lectern and microphone is included with your space rental at no charge.

EQUIPMENT AND SERVICES RATE SCHEDULE



SERVICES

Ticket Seller/Ticket Taker (4 hour minimum)	\$15.00 per hour
Security	Ask Event Planner
General Labor	\$18.00 per hour
Scissor Lift/Operator (2 hour minimum)	\$75.00 per hour
Refuse/Recycle Fee	\$160.00
Electrician	Prevailing Rate
Extraordinary Cleaning Services	Determined by condition

Prices are subject to 6.75% sales tax and 20% service charge.

TERMS AND CONDITIONS

- Space rental contract includes initial use and set up of tables, chairs, china, glass and silver.
- All materials and equipment furnished by the Convention Center for the service order shall remain on the property of the Convention Center and shall be removed ONLY by the Convention Center personnel at the close of the event.
- Credit will not be given for equipment or personnel ordered and not utilized.
- Payment in full must be rendered prior to the event.
- Advance utility orders shall receive priority service.

For more information, please contact the Assistant Director.

UTILITY ORDER FORM



Name _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Fax _____

ELECTRICAL REQUIREMENTS:

Name of Event _____

Event Dates _____

Booth # _____

Type of Equipment _____

120 volt/20 AMP at \$44.84 inclusive each = _____ Non-Refundable
(Restrictions may apply)

240 volt/single phase _____ at \$64.05 inclusive = _____ Non-Refundable

* Inclusive amount includes 20% service charge and 6.75% sales tax.

Please enclose check made payable to the New Bern Riverfront Convention Center and return with your utility order form to:

**Accounts Payable
New Bern Riverfront Convention Center
203 South Front Street
New Bern, NC 28560**

FACILITY RULES AND REGULATIONS



ADA

- Please see the Assistant Director for a complete Convention Center ADA guide and building map.

ACCESS

- All working building personnel, the Director, Assistant Director, Facility Operations Supervisor, Food & Beverage Supervisor and Event staff shall have access to all areas of the building at any time. The Convention Center will determine who shall and shall not be permitted in all service areas.

ABANDONED EQUIPMENT /LOST OR MISPLACED ARTICLES

- Any article or equipment remaining at the Convention Center past the expiration of the license period may be considered abandoned and may be disposed of by the Convention Center as the Director deems necessary at the group's expense.
- The Convention Center shall assume no responsibility for losses suffered by the group, its agents, servants, employees or guests.
- The Convention Center shall have the sole right to collect and have custody of any articles left on the premises by the attendees and to provide for the disposition thereof.

ALCOHOL POLICY

- Please contact the Assistant Director for a copy of the Convention Center's alcohol policy.
- Alcoholic beverages are prohibited on the premises by any individual, group or organization without prior written approval by the Convention Center.
- The Convention Center reserves the right to check any and all packages brought into the Convention Center.

AUDIO-VISUAL

- Audiovisual equipment is available through the Convention Center's exclusive in-house audiovisual company. Please ask the Assistant Director for a complete audiovisual guide.

BALLOONS

- Mylar balloons are prohibited.
- To prevent escape to the ceilings, helium-filled balloons and similar objects must be secured.
- Helium-filled balloons may not be distributed in the Convention Center.
- If the use of balloons is planned for your function, please advise the Assistant Director.

BOOTH STORAGE

- You may keep a supply of advertising materials, product or literature in your booth.
- You may not store material or empty cartons in or behind your booth backwall.
- Due to the limited amount of storage space, excess materials must be stored off site.

COMPETING SHOW POLICY

- For activities, which are considered to be competing for specific markets, i.e. home product shows and golf shows, etc. The New Bern Riverfront Convention Center may, at its discretion, maintain a period of sixty days prior to an existing event and any similar event. Furthermore, New Bern Riverfront Convention Center may, maintain a period of sixty days following an existing event and any similar event.

FACILITY RULES AND REGULATIONS



CARPET TAPE

- The show manager's service contractors are responsible for the removal of all tape residue marks on the exhibit hall floor. The Convention Center requires the use of a quality carpet tape.
- Removal and damage costs incurred by the Convention Center from the use of inferior tape will be charged to the event.

DECORATING AND SIGNS

- Do not attach any items, by any means, to walls or doors without prior approval.
- The use of scotch tape or decals on walls, floors, partitions, doors or windows is strictly prohibited.
- The use of nails, tacks, brads, screws or other driven fasteners is strictly prohibited.
- Adhesive backed decals and stickers may not be distributed in the Convention Center.
- Notify the Assistant Director of any banners needing to be suspended.
- Banner poles and easels are available through our in-house audiovisual company.

DISPLAY VEHICLES AND DISPLAY EQUIPMENT

- Any motor or equipment on display at the Convention Center must comply with the New Bern Fire Department regulations. For further information please contact the Facility Operations Supervisor.
- All equipment displays must have a plastic floor liner to prevent carpet damage.
- Notify the Facility Operations Supervisor, prior to arrival, of large equipment displays entering the Convention Center.

ELECTRICAL SERVICE

- Wall, column and permanent building utility outlets are not part of a booth space and are not to be used by exhibitors unless specified otherwise.
- See the Assistant Director to prearrange your electrical requirements.
- All equipment must comply with all federal, state and local safety codes.
- Electrical rates quoted for all connections include service to the booth. They do not include connecting equipment or special wiring.
- Exhibitors are expected to provide their own extension cords. (UL approved Utility Cord)

EQUIPMENT – CONVENTION CENTER

- All Convention Center equipment such as food and beverage carts, table carts, dollies, jacks must be returned to the Convention Center after the event move-in/move-out.
- Any damage to the above equipment will result in additional expense to the event.
- Only the Convention Center's staff is approved to operate the loading dock lifts.

FIRE HOSES CABINETS, PULL STATIONS, AISLES AND EXIT DOORS

- Do not block any doors marked with an overhead exit sign.
- Each of these must be visible and accessible at all times. Contact the Assistant Director or Facility Operations Supervisor immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

FACILITY RULES AND REGULATIONS



FOOD AND BEVERAGE EVENTS

- The New Bern Riverfront Convention Center offers a preferred list of caterers for your convenience. Any contracts for food and beverage provisions are made by the client directly with the caterer. The Convention Center maintains all rights for all coffee breaks, concession services and "Adult Beverage" services. All food and/or beverages served, offered and/or sold in any part of the Convention Center's premises must be provided and served by a caterer who has met the requirements and entered into a signed catering agreement with the Convention Center.
- The client and caterer hereby acknowledges and understands that the distribution and consumption of all alcoholic beverages must be in accordance with the laws, statutes and regulations of the State of North Carolina.
- Only preferred caterers may use on site catering kitchen.
- All concessions must be provided through the New Bern Riverfront Convention Center.

FOG/SMOKE/LASER LIGHTS

- No fog, smoke effects or laser light shows shall be permitted in the Convention Center.

FREIGHT/MAIL DELIVERIES

- Deliveries received on-site should be addressed to the appropriate show or event.
- Freight deliveries for an event may not arrive more than two business days prior to the event. Freight arriving sooner than two days prior to the event will be refused.
- Please contact an exhibit contractor or freight handler for all shipping services.
- Freight to be shipped must be picked up within two business days after the event.

HOURS OF OPERATION

- The normal maximum contractual hours of occupancy for events is eight hours scheduled between 6:00 a.m. – 11:59 p.m. Arrangements regarding activities beyond these hours must be made with the Director and will be subject to overtime charges.

INSURANCE

- The New Bern Riverfront Convention Center requires the lessee to provide to lessor proof of insurance as required below at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence: combined single limit bodily injury and/or property damage. Liability insurance covering all owned, non-owned and hired automobiles and workers compensation and occupational disease insurance including employers' liability, meeting the statutory requirement of the state of North Carolina.
- The certificate shall show the lessor, Craven County, the New Bern Riverfront Convention Center and its agents, as an additional named insured under the policy and shall contain substantially the following statement "The insurance described in this certificate will not be canceled or materially altered unless ten (10) days written notice has been received by the lessor."
- Please present the above outline when obtaining event insurance.
- For assistance, please contact the New Bern Riverfront Convention Center.

FACILITY RULES AND REGULATIONS



JANITORIAL SERVICES

- Event areas are cleaned daily at no charge. Additional cleaning requirements may result in charges to the event.

MOVE-IN/MOVE-OUT POLICIES/REHEARSALS

- Loading and unloading is permitted only through the loading dock. No loading or unloading is permitted through the front of the facility.
- All move-in/move-out and rehearsal rates will be charged half of the room rental fee. Note: Reduction in price is due to maintaining "minimum comfort and staffing levels." If your move-in/move-out requires temperatures or staffing beyond minimum levels, 100% of the rental rate will apply.
- In the event the Convention Center is not vacated by Lessee upon the expiration of the Term, Management is authorized to remove from the Convention Center, at the expense of the Lessee, all goods, wares, merchandise and property of any kind left therein, and Management shall not be liable for any damages to or loss of such goods, ware, merchandise or property which may be sustained by reason of such removal, and the Management is hereby released from any and all claims for damages of whatever kind or nature, including but not limited to non-use or unavailability of such property.

OUTSIDE SOLICITORS

- Soliciting is not permitted on the Convention Center property.
- Unauthorized picketing is strictly prohibited by the Convention Center. The appropriate City of New Bern permit must be approved and on file.

PARKING

All parking is under the exclusive control of the Convention Center management and the following rules will apply:

- No parking in fire lanes, service roads, loading dock areas or any other unauthorized location is permitted. Unauthorized vehicles will be removed at owner's expense.
- The Convention Center provides three parking lots; on site lot, a lot directly across from the Convention Center and the visitor lot. Other surrounding parking areas are available, however, vehicles parked on private property are subject to applicable regulations.

PROHIBITED MATERIALS

The following items are hazardous and prohibited.

- LP gases (i.e., propane and butane)
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch and Spanish moss
- Hay and straw
- Table top food fryers and steam tables
- Flip flops, sandals and open toe shoes are not allowed in back of house during move-in/move-out

FACILITY RULES AND REGULATIONS



SAFETY

- The New Bern Riverfront Convention Center's goal is to provide a safe and enjoyable atmosphere for every event and our guests. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.

SCISSOR LIFT

- Only Convention Center personnel may hang anything overhead including banners, signs, lighting, etc.
- Contact the Assistant Director to arrange these services. See attached equipment services rental rate sheet.

SECURITY

- The New Bern Riverfront Convention Center will arrange for security personnel as required by the Convention Center and/or the exhibit manager and charged to the lessee at the prevailing rate.
- Any person whose conduct is objectionable, disorderly or disruptive to the Convention Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conduct of its exhibitors, agents, employees, licensees, invitees and attendees of the event.

SMOKING (includes e-cigarettes)

- Smoking is not permitted in the Convention Center.
- Outside areas have been designated as smoking areas.

TELEPHONE SERVICE

- The New Bern Riverfront Convention Center and CenturyLink are the exclusive providers of telecommunications/data line service in the Convention Center.
- Only the New Bern Riverfront Convention Center or CenturyLink personnel are authorized to modify system wiring and cable.
- TTD equipment/phone bank is available on the first level located at the Visitor Center.
- Contact the Assistant Director for telecommunications service order forms and telephone equipment rentals.

TERMS AND CONDITIONS

- Space rental contract includes initial use and set up of tables, chairs, china, glass and silver.
- All materials and equipment furnished by the Convention Center for the service order shall remain the property of the Convention Center and shall be removed ONLY by the Convention Center personnel at the close of the event.
- Credit will not be given for equipment or personnel ordered and not utilized.
- Payment in full must be rendered prior to close of the event.
- Advance utility orders shall receive priority service.

For more information, please contact the Assistant Director.