



KIMBERLY-CLARK THEATER TECH PACKET



Where the Arts Come Alive!

foxcitiespac.com

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ADMINISTRATION OFFICE

Address:
400 West College Avenue
Appleton, WI 54911

Location:
Corner of College Ave. & Walnut St.

Phone:
(920) 730-3782

Fax:
(920) 730-3784

Email:
info@foxcitiespac.com

Website:
foxcitiespac.com

Hours:
Mon-Fri 8:30 a.m. – 5:00 p.m.

TICKET OFFICE

Location:
Corner of College Ave. & Division St.

Phone:
(920) 730-3760

Fax:
(920) 730-3755

Email:
tickets@foxcitiespac.com

Website:
foxcitiespac.com

Hours:
Mon-Fri 10:00 a.m. – 6:00 p.m.
Sat 10:00 a.m. – 2:00 p.m.
Open one hour prior
to public performances



CONTACT INFORMATION - Fox Cities Performing Arts Center

Scheduling Coordinator Polly Hensen, phensen@foxcitiespac.com or (920) 730-3713

Director of Theatrical Productions.....Gerald Henley, ghenley@foxcitiespac.com or (920) 730-3768

Technical Stage ManagerPeter Duecker, pduecker@foxcitiespac.com or (920) 730-3746

Stage Manager..... Jennifer Smith, jsmith@foxcitiespac.com or (920) 730-3750

STAFF LIST - Fox Cities Performing Arts Center

ADMINISTRATION

President..... Susan Stockton

Executive Vice President..... Maria VanLaanen

Office Manager Ashley Baldwin

Administrative Assistant Kelly Rutten

FINANCE

Vice President of Finance and Operations Laura Lenhart

Finance and Human Resources Manager Debra Garetson

Finance Assistant Tanya Stegall

ADVANCEMENT

Vice President of Advancement Chad Hershner

Annual Giving Manager Carissa Johnston

Keystone Campaign Associate..... Diane Zempel

Donor Services Coordinator Pilar Martinez

Annual Giving Associate..... Cassie McDonald

COMMUNICATIONS AND EXTERNAL RELATIONS

Director of Marketing
and Public Relations Tara Brzozowski

Marketing and
Public Relations Associate..... Maggie Haddock
Marketing and Community
Engagement Associate..... Kelsey Johnson

Copywriter..... Kari Navis

Graphic Designer..... Kristin Schroeder

Director of Ticket Services Ryan Brzozowski

Group Sales Manager..... Sherry Rougeux

Ticket Office Manager Katie Di Pietro

OPERATIONS

Director of Technology and Facilities..... Jamey Rose

Facilities Operations Manager..... Rick Volkman

Director of Event Management Tammy Ebben
Manager of Volunteer
and Audience Services..... Steve Jahnke

Food and Beverage Manager..... Mark Di Pietro

Special Events Manager Danielle Binzak

STAGE SPECS AND ROOM DESCRIPTION

The Kimberly-Clark Theater is an open “black box” theater space that can be used for a variety of performances and community functions. Retractable telescopic seating risers and a portable stage platform can easily convert this multifunction room into a proscenium style theater space for production companies and lectures. The seating risers can readily be stored, so the room becomes a simple rectangular space that can be used for classes, meetings, banquets and trade shows. A balcony/seating ledge wraps around the entire room at the second level with three rows of permanent seats at the near end. There are no permanent theatrical drapes in the theater.

THEATER DIMENSIONS

Length (near to far wall)	73'3"
Width (side wall to side wall)	56'
Total Floor Space	4,102'
Balcony level height	13'6"
Catwalk Height (see Lighting)	26'
Standing Reception Capacity	400 ppl.
Floor is a sprung mahogany deck with clear stain.	

THEATER LABOR

The Fox Cities Performing Arts Center employs members of I.A.T.S.E. Local Union #470, Oshkosh, Wisconsin.

SEATING

- Retractable seating risers are located at the “near end” of the main floor (where the main entrances are located).
- The risers retract into the wall beneath the control room.
- At the extended position, the risers accommodate 13 rows of seating (234 seats).
- Three rows of permanent theater seats are located on the balcony level (52 seats).
- Two rows of seats may be placed on the main floor, in front of the extended risers (35 seats).

POWER

- There are no power hook-ups in the Kimberly-Clark Theater.
- 12 – 20 amp AC outlets are located around the main floor (with 6 located on an isolated sound transformer).

PORTABLE STAGE PLATFORMS

- 4 – Versalite 4'x4' platform risers
- 16 – Versalite 4'x8' platform risers
- Variable height settings: 8", 16", 24", 32"

ACOUSTICAL DRAPES

- Retractable drapes are hung along all walls on all levels.
- Drapes can be drawn to quiet the room or hidden in wall pockets for lively concert acoustics.

BACKSTAGE/DRESSING ROOMS

(See Theater Floor Plan on page 5)

- Dressing rooms are located on the main floor level.
- Dressing rooms are equipped with lighted mirrors, sinks, toilets and showers.

CONTROL ROOM LIGHTING AND SOUND MIXER

The control room is located at the back of the Kimberly-Clark Theater, on the balcony level. It has sliding glass windows, and it is ADA accessible.

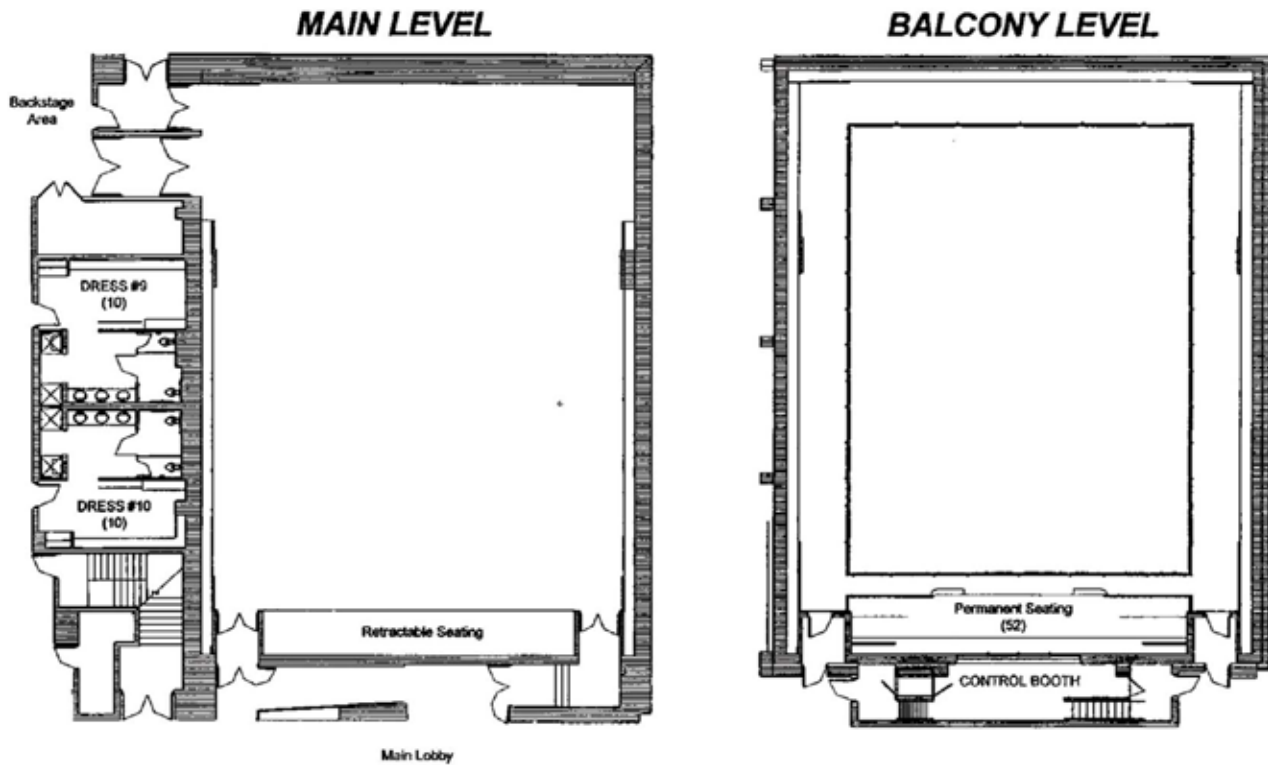
LIGHTING SYSTEM

- ETC Sensor Dimmer System with 192 production dimmers
- ETC Expression 2x control console
- Two ETC Unison control stations operate the house lights
- Lighting catwalks are located above the main floor (around the perimeter with three bridges across width)
 - Lighting Inventory:
 - ETC Source Four Zoom Lekos (40) all degree lens
 - Throw from control booth 76'

AUDIO SYSTEM

The Fox Cities P.A.C. has a limited number of microphones available. Please submit your request in advance.

Main Fill	9: JBL Professional 4212-64 cabinets
Balcony Fill	12: JBL Professional "Control 28" cabinets
Mixing Console	Yamaha OIV 96
Amplification	4: Crown CTs
Signal Processing and EQ	1: dbx 480R "Drive Rack" system and 2: dbx 481



MAIN FLOOR INTERIOR

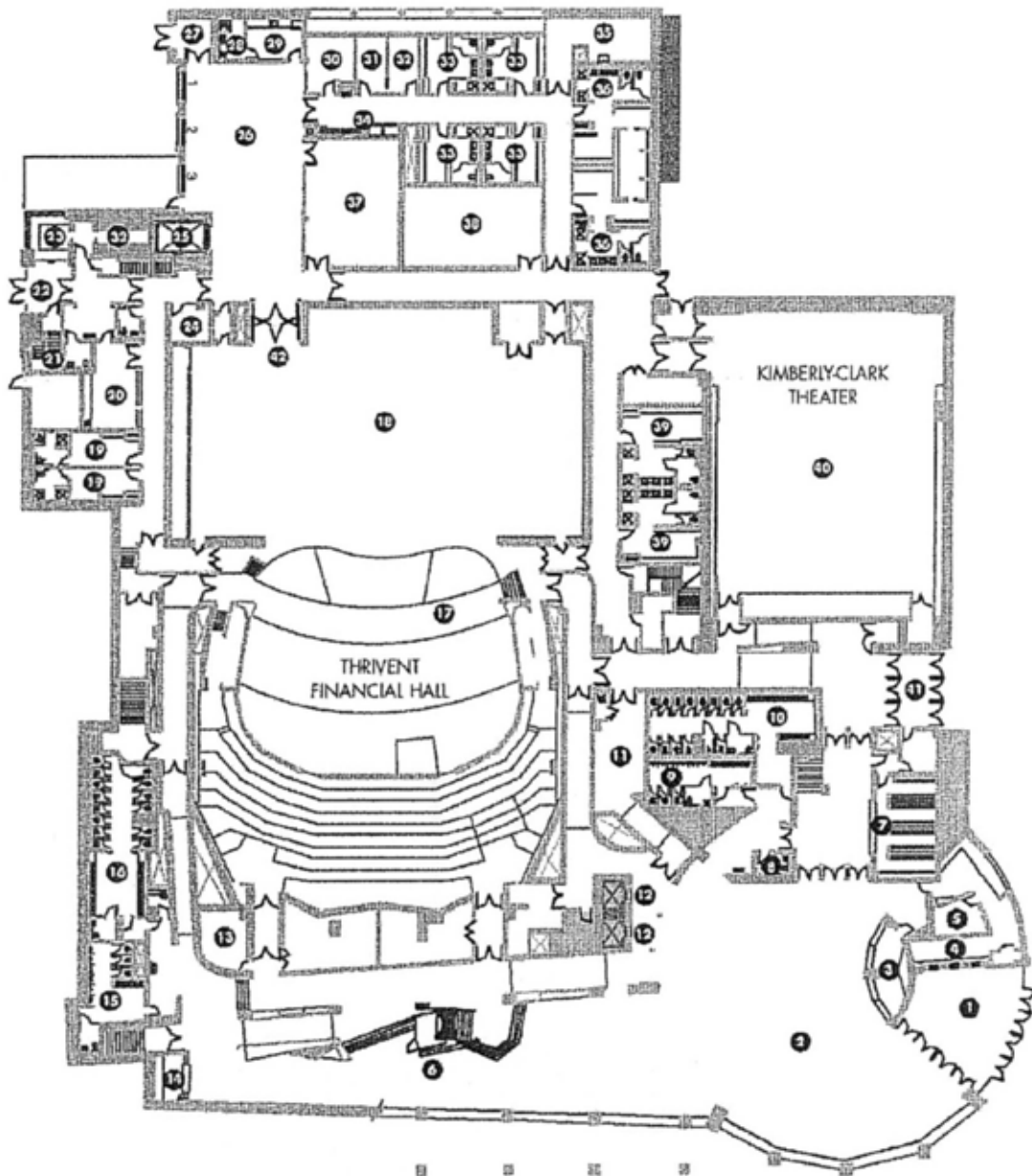


Diagram A

SITE MAP KEY

- | | | | |
|----------------------------------|---|---|--|
| 1. Front Entrance | 11. Catering Kitchen | 22. Stage Door | 33. Four Person Dressing Room |
| 2. Main Lobby | 12. Passenger Elevators | 23. Security Desk | 34. Vending Machine |
| 3. Bar | 13. House Manger's Office | 24. Technical Stage Manager's Office | 35. Laundry Room |
| 4. Ticket Service Area | 14. Bar | 25. Service/Accessibility Elevator | 36. Chorus Dressing Room with restroom and showers |
| 5. Ticket Office | 15. Men's West Public Restroom | 26. Loading Dock Area | 37. Catering, Hair, Props or Storage |
| 6. Information Desk | 16. Women's West Public Restroom | 27. Trash Room | 38. Storage (unavailable) |
| 7. East Coatroom | 17. Audience Chamber Orchestra Level | 28. Crew Restroom | 39. Studio Theater Dressing Room |
| 8. Public Restroom | 18. Stage | 29. Stagehand Crew Room | 40. Studio Theater Main Level |
| 9. Men's East Public Restroom | 19. Stars' Dressing Rooms | 30. Director's Office | 41. Division Street/Valet Entrance |
| 10. Women's East Public Restroom | 20. Green Room | 31. Scheduling Coordinator's Office | 42. Load In Doors
12'7" wide x 11'10" high |
| | 21. Exit Stair Down from Administration | 32. Visiting Production/Company Offices | |

AREA MAP

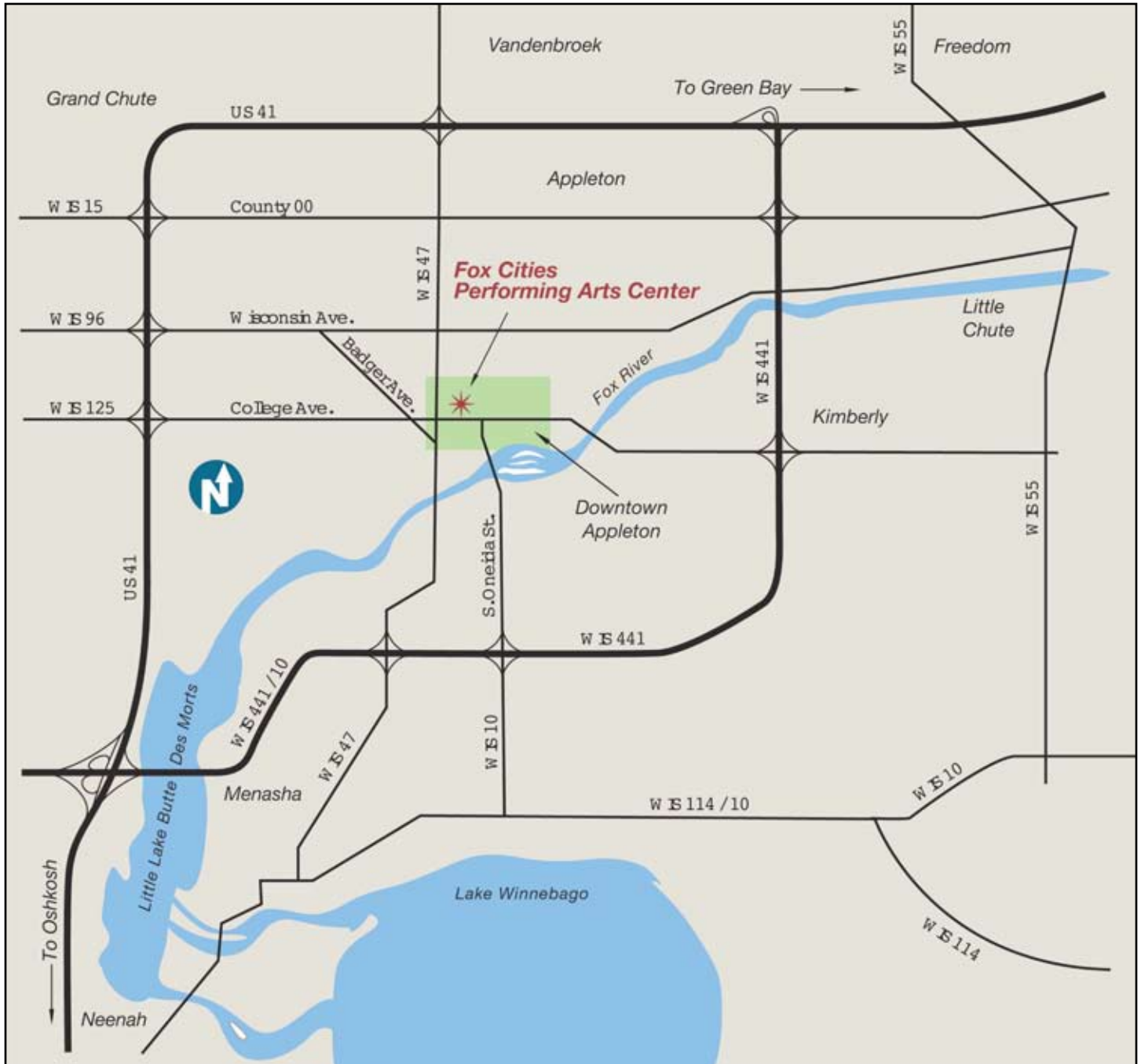


Diagram B

DOWNTOWN APPLETON MAP

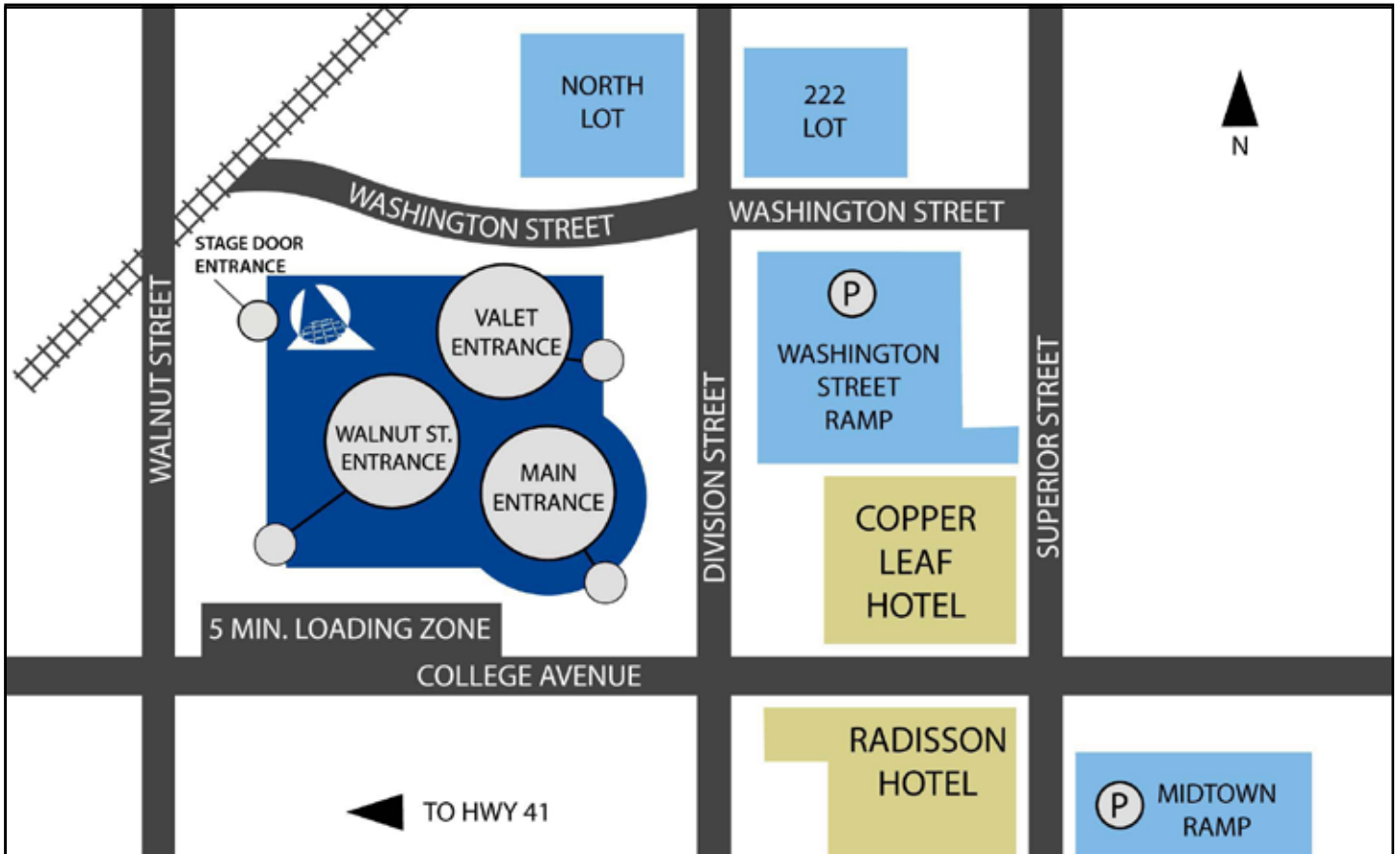


Diagram C

SITE MAP

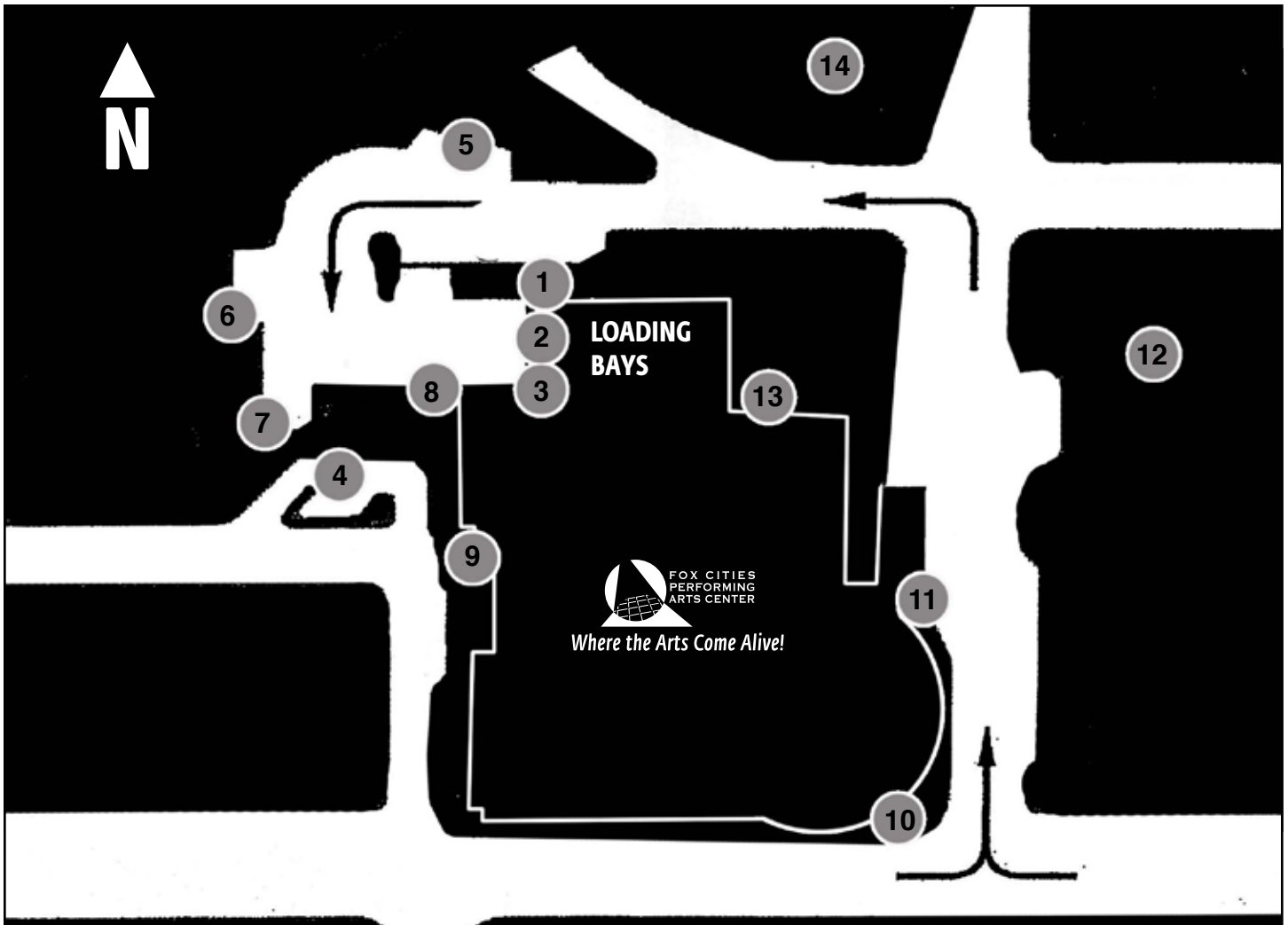


Diagram D

SITE MAP KEY

- | | |
|-------------------------------------|---|
| 1. Dock | 8. Stage Door |
| 2. Dock | 9. Administrative Entrance |
| 3. Ramp | 10. Main Entrance and Ticket Office |
| 4. Administration Temporary Parking | 11. Valet Entrance |
| 5. Reserved Staff Parking | 12. Washington Street Ramp |
| 6. Shore Power | 13. Kimberly-Clark Theater Loading Area |
| 7. Bus Parking | 14. North Lot |

General Information for APPLETON, WISCONSIN

Fox Cities Performing Arts Center
400 W. College Avenue
Appleton, WI 54911
(920) 730-3782
foxcitiespac.com

CHECK CASHING

(24 Hour advance notice is needed)
Road companies wishing to arrange for payroll
check cashing may make arrangements through
Sandy Lillie (proper ID is required)

JP Morgan Chase Bank (2 blocks)
200 West College Avenue
Phone: (920) 735-1478
Fax: (920) 739-2431
Sandy.m.lillie@chase.com

COIN OPERATED LAUNDRY

JJ's Laundromat (5 blocks)
843 West College Avenue
(920) 735-5581

The Laundry Center (1.5 miles)
2311 West College Avenue
(920) 734-6762

DINING OUT – An area dining guide is also available upon request.

Anduzzi's Sports Bar (across street)
403 West College Avenue
(920) 257-2582
anduzzis.com

Fratellos Riverfront Restaurant (0.5 mile)
501 West Water Street
(920) 993-9087
fratelloswaterfront.com

George's Steak House (2 miles)
2208 South Memorial Drive
(920) 733-4939
foodspot.com/georges

Good Company (3 blocks)
110 North Richmond Street
(920) 735-9500
goodcompanyltd.com

Katsu Ya of Japan (2 blocks)
511 West College Avenue
(920) 882-4183
nakashimas.com

The Melting Pot (1.5 miles)
2295 West College Avenue
(920) 739-3533
meltingpot.com/Appleton

Mark's East Side (2 miles)
1405 East Wisconsin Avenue
(920) 733-3600
markseastside.com

Pullman's (0.5 mile)
619 South Olde Oneida Street
(920) 830-7855
pullmansrestaurant.com

Simpson's Red Ox (2 miles)
2318 South Oneida Street
(920) 830-4121
redoxsupperclub.com

DRY CLEANING

Donaldson's Cleaners (6 miles)
1835 East Edgewood Drive
(920) 882-0453
donaldsonscleaners.com

Gunderson Cleaners (Dry Cleaning and Laundry) (1 mile)
200 West Wisconsin Avenue
(920) 730-3300
gundersoncleaners.com
9 locations - Offering same day service Monday-Saturday

Bold denotes a partnership with the Fox Cities Performing Arts Center.

FLORISTS

Charles the Florist (5 blocks)
219 East College Avenue
(920) 734-8793
charlesthefloristappletonwi.com

Memorial Florist & Greenhouses (1.5 miles)
2320 South Memorial Drive
(920) 731-3136
memorialflorists.com

Riverside Florist & Greenhouses (1.5 miles)
1236 East Pacific Street
(920) 738-4500
riversideflorist.com

GROCERS

Copp's Food Center (2 miles)
2400 West Wisconsin Avenue
(920) 831-0333
copp.com

Woodman's Food Market (3 miles) 24 hrs., no credit cards
595 North Westhill Boulevard
(920) 735-6655
woodmans-food.com

HEALTH FOOD/ORGANIC

The Free Market (1 mile)
1000 W. Wisconsin Avenue
(920) 968-1260
thefreemkt.com

HARDWARE STORE

Home Depot (2.5 miles)
653 North Westhill Boulevard
(920) 993-1123
homedepot.com

Menards (2.5 miles)
3300 East Express Court
(920) 830-4001
menards.com

Northside True Value Hardware (1 mile)
1415 N. Richmond Street
(920) 734-5944
truevalue.com

PREFERRED HOTELS

Cambria Suites Appleton (5 miles)
3940 North Gateway Drive
(920) 733-0101
cambriasuitesappleton.com

Candlewood Suites (3 miles)
4525 West College Avenue
(920) 739-8000
candlewoodsuites.com

CopperLeaf Boutique Hotel & Spa (1 block)
300 West College Avenue
(920) 749-0303
copperleafhotel.com

Holiday Inn Appleton (3 miles)
150 South Nicolet Road
(920) 735-9955
hiappleton.com

Radisson Paper Valley Hotel (1 block)
333 West College Avenue
(920) 733-8000
radisson.com/appletonwi

FITNESS CENTERS

YMCA (5 blocks)
218 East Lawrence Street
(920) 739-6315
See stage manager for info on free guest passes

Gold's Gym (2 miles)
1218 North Hard Drive
(920) 733-4653

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MEDICAL RESOURCES

ThedaCare Physicians – North (5 miles)
2500 East Capitol Drive
(920) 738-4600

Massage Therapist: Health and Healing Zone
(920) 428-2181

Dental Associates (3 miles)
4660 West College Avenue (54914)
(920) 730-0345 (mention Fox Cities P.A.C. for special scheduling consideration, or ask for ext. 110 or 166)

Hospital: **Appleton Medical Center** (1.5 miles)
1818 North Meade Street
(920) 731-4101

Sports Medicine/Physical Therapy: **Thedacare Orthopedics**
2500 East Capitol Drive (5 miles)
(920) 831-5050

OFFICE SUPPLIES

Insty-Prints - copies (3 blocks)
100 South Memorial Drive
(920) 734-4700

Office Max (3 miles)
4693 West College Avenue
(920) 830-9300

Office Depot (2 miles)
2700 West College Avenue
(920) 731-0672

Quick Print Center - copies (4 blocks)
819 West College Avenue
(920) 739-5252

PHARMACY

Walgreen’s (3 blocks)
700 West College Avenue
(920) 733-6466

POST OFFICE/SHIPPING

U.S. Post Office & FedEx Drop Box (2 blocks)
410 West Franklin Street
(800) 275-8777

FedEx Print & Ship Office (2 miles)
3303 West College Avenue
(920) 832-9300

SHOE REPAIR

Appleton Cobbler Shop (2 blocks)
616 West College Avenue
(920) 733-0128

The Tailored Hide (8 miles)
860 South Commercial Street, Neenah
(920) 729-6330

TRANSPORTATION

Airlines - Airport: Outagamie County Regional (ATW), (920) 832-5268, atwairport.com
Allegiant Delta (Comair) United Express
(702) 505-8888 (800) 221-1212 (800) 241-6522
allegianair.com delta.com ual.com

Bus Lines: Greyhound, (920) 733-2318

Car rental: located at Outagamie County Regional Airport (ATW)
Avis Enterprise Hertz National
(920) 730-7575 (920) 832-2555 (920) 734-2032 (920) 739-6421
avis.com enterprise.com hertz.com nationalcar.com

Limousine/Town Car: **L&S Classic Limousine**, (920) 730-8297, lsclassiclimo.com

Public Transportation: Valley Transit, (920) 832-5800

Taxi:
Appleton-Neenah-Menasha Taxi Fox Valley Cab
(920) 733-4444 (920) 734-4546

VETERINARY SERVICES

All Creatures Animal Hospital (2 miles)
2321 West Wisconsin Avenue
(920) 731-0672
Dr. Seiber, D.V.M. M.S.

The Animal Referral Center (4 miles)
4706 New Horizons Boulevard
(920) 993-9193
Emergency 24-hour care

FOR MORE INFORMATION

Appleton Downtown Incorporated (3 blocks)
116 North Appleton Street
(920) 954-9112
appletondowntown.org

Fox Cities Convention & Visitors Bureau (3 miles)
3433 West College Avenue
(920) 734-3358
foxcities.org

Bold denotes a partnership with the Fox Cities Performing Arts Center.

RULES AND REGULATIONS

GENERAL RULES

HOLDING DATES: Once a date has been cleared and a first hold status is granted, the Center will hold the date for a maximum of thirty (30) days without a Use Agreement. After that time, the date will automatically be released with or without notification from the Center.

CANCELLATION BY USER: Should User cancel the event covered under this agreement, no deposit refund shall be made and the full User fee as called for by this agreement shall be payable by User to the Center as liquidated damages, not as penalty, and User agrees to also pay any reimbursable expenses incurred by the Center in connection with the event covered by this agreement.

INDEPENDENT CONTRACTOR: The User signs this agreement as an independent contractor and not an employee of the Center. This agreement shall not be interpreted as creating a partnership or any other kind of joint undertaking or venture between the User and Center.

VACATE PREMISES: User shall vacate the premises no later than the date and time listed on the contract. The Center reserves the right to dispose of any equipment left beyond the contract date and time and to bill User for any costs associated with such disposal.

DAMAGE TO PREMISES: User shall be responsible for any and all damages to the Center premises caused by acts of User or User's agents, employees, patrons, guests and artists whether accidental or otherwise. User further agrees to leave the Center premises in the same condition as existed on the date User took possession, ordinary wear and use excepted. Any additional charges incurred because of an unusual amount of post-event cleanup will be borne by the User and shall be a part of the final settlement by User.

THEFT OR LOSS: The Center shall not be responsible for losses by User, its agents or employees or ticket holders due to theft or disappearance of equipment or other personal property. For questions regarding lost and found, contact the administrative office at (920) 730-3782.

PUBLIC SAFETY: The User shall neither block nor obstruct the sidewalks on premises and entrances to halls, stairs, lobbies and audience chambers. User further agrees not to bring onto the premises any material, substances, equipment or object which is likely to endanger the life of, or cause bodily injury to, any person or which is likely to constitute a hazard to property thereon without the prior approval of the Center. The Center shall have the right to refuse to allow any such material, substances, equipment or object to be brought onto the premises and the further right to require its immediate removal if found. User will at all times conduct its activities with utmost regard for public safety, and will observe and abide by all applicable regulations and safety-related requests by the Center or duly authorized governmental agencies.

Trucks at the loading docks will not be allowed to idle engines. Diesel fumes from idling engines are introduced into the building creating both health risks and breathing discomfort to Center employees and guests.

- Shore power is available for units requiring long-term parking.
- Electrical outlets are available next to and between the loading-dock doors for short term loading and unloading of trucks.

TICKETING: All tickets for events at the Center must be sold through the Center's ticket office and Ticketmaster. General admission tickets may not be issued for events in Thrivent Financial Hall and Kimberly-Clark Theater. The Center does not allow for the sale of tickets through consignment.

OPERATIONS

REHEARSALS: During rehearsal periods, Users shall prohibit their personnel from entering areas of the Center other than the specific contracted space and related support areas (i.e. dressing rooms, restrooms). Users may occupy seating provided the rules concerning no refreshments are adhered to strictly.

OPEN REHEARSALS: During any scheduled rehearsal, the User may not permit guests or observers not directly affiliated with the performance to enter the Center. The presence of more than twenty five (25) persons not directly connected with the performance will cause the rehearsal to be considered a performance with the attendant change in rental rates, stagehand rates and the hiring of additional staffing.

PARKING: For events in Thrivent Financial Hall and Kimberly-Clark Theater, backstage parking is limited to five (5) spaces in the loading dock area. Permits are required and can be obtained from your event coordinator. All other numbered spaces are reserved for employees and parking in any of these spots will result in the vehicle being towed away at the owner's expense. Additional parking, or parking for events that are not in Thrivent Financial Hall and Kimberly-Clark Theater, is available in a city parking ramp located on Division Street.

STAGE AND ROOM CONFIGURATION: At the conclusion of the User's activities in the Center, the areas of use will be returned to a normal or neutral configuration at the expense of the User.

DELIVERIES: Delivery of materials belonging to the User prior to event will not be accepted by the Center staff without previous arrangements and possible additional charges to User. The Center makes no guarantee that storage will be available to receive materials arriving early.

SOUND LEVELS: In compliance with OSHA, sustained sound levels in excess of 95 Db for a 2-hour period will not be permitted in the Center as measured by Center staff using a professional sound meter on setting "C."

HOUSE OPENING: Patrons may not be admitted to the lobbies until 60 minutes before the advertised curtain time.

EQUIPMENT

USE OF EQUIPMENT: All Center equipment must be operated exclusively by Center personnel at prevailing rates.

EQUIPMENT/SERVICES: User shall pay for equipment or services requested or required based on current rate sheet. Additional charges may apply for services or equipment that are unavailable or not in inventory. Use fee includes heat/air conditioning as appropriate for the season, non-theatrical lighting, electricity and janitorial services.

FLAMEPROOFING: All scenic materials used on the stage of the Center must conform to the Uniform Fire Code regarding flame-proofing.

STAGE FLOOR: The use of nails, screws or other penetrating fastening devices in the stage floor is prohibited. The use of rosin or other floor treatments directly on the stage floor is prohibited.

SIGNS and POSTERS: Signs or posters may not be displayed in any manner either inside or outside the facility, except where proper tack boards or easels are provided by the Center. The use of tape, tacks, nails or staples on any wall, window or door surface is prohibited.

FOOD AND BEVERAGE

CONCESSIONS: The Center reserves unto itself or its assigned agents the exclusive right to sell or dispense food and beverages. No free samples of food, beverage or any product may be given away or otherwise distributed without the prior written approval of the Center. The Center requires all social and private catered events to use the services of approved caterers. A list of approved caterers is available upon request.

ALCOHOL: As an authorized Class B license holder, the Center is responsible for the serving of alcoholic beverages in all areas of the Center. The Center shall supply all product and labor necessary to provide alcoholic beverage service to guests and artists. Current beverage prices are available upon request. Per City of Appleton regulations, any unconsumed alcoholic beverages can not be taken from the Center.

AREAS OF USE: Food and beverages are permitted, however per City of Appleton regulations, unconsumed food must be removed and disposed of by the caterer. Clients may not 'carry out' any food or beverage for their later consumption.

STAFFING

USHERS: Ushers, greeters and ticket takers are available by request or as required by the Center. Visit our web site at foxcitiespac.com to see the current rate sheet.

BARTENDERS: Center bartenders are required for the serving of alcoholic beverages on Center property. For all non-ticketed events, User will pay for bartenders. Please visit foxcitiespac.com to see the current rate sheet.

UNION STAGEHANDS: The Center contracts with the I.A.T.S.E. Local #470 for stagehands. Stagehands are required to use any technical or staging equipment in the Center including, but not limited to, sound, lighting and rigging equipment. The Center retains the right to determine the appropriate number of stagehands for User's event.

All performances involve a minimum of three separate labor calls: the load in, the performance and the load out. Upon the receipt of an accurate event timeline and description, the Center will provide an estimated labor bill. User will be billed actual usage, including any overtime or meal penalties.

SECURITY: House security is available as requested by the User or required by the Center. The Center will also arrange for additional security upon request. All security arrangements will be made by the Center and any additional security charges will become part of the User's final settlement. Firearms, knives and other weapons of any kind may not be carried, displayed or used by any person, other than security personnel authorized by the Center.

TIMEFRAME: All staffing levels for bartenders, stagehands and security must be determined two (2) weeks prior to the event. No additions, deletions or changes may be made to staffing levels after this point without penalty.

MARKETING

ON PREMISE ADVERTISING: All advertising space at the Center is the exclusive property of the Center. No signs, banners or other advertising media may be displayed at the Center without the prior written approval of the Center. Banners hanging in the Center are permanent installations and will not be removed or relocated.

OBJECTIONABLE MATERIAL: If the event contains any materials or content that may be viewed by any segment of the community as being morally objectionable, or appropriate for adult viewing only, the Center reserves the right to require the User to include in all advertising a phrase, acceptable to the Center, that alerts the potential ticket buyer to the maturity of the theme or actions.

CORRECT ADVERTISING COPY: The User agrees that all advertising of any type – newspaper, radio, television, posters, heralds, flyers, brochures, etc. – will contain the following information:

1. The true and correct name of the presenting agency of organization
i.e. Country Music Stars, Inc. presents.... abbreviations are not acceptable.
2. The correct institutional name of the Center and the specific name of the theater in which the event will take place:
i.e., "Fox Cities Performing Arts Center, Kimberly Clark Theater, etc."
3. Information and tickets: Ticket Office (920) 730-3760
4. All advertising must be sent for approval: Tara Brzozowski, tbrzozowski@foxcitiespac.com, (920) 730-3781

PERFORMANCE INFORMATION: User will provide a description of the performance(s) to enable the Center staff to better inform the public about User's event. This description should include the total running time, plot synopsis, specific musical works, some biographical information on artist(s), number and length of intermission, special sight line or acoustical variation, etc. or whatever, in User's judgment, a patron may typically wish to know about an event.

FOX CITIES PERFORMING ARTS CENTER LOGO: User is required to use ad mats indicating the proper identification of the Center name and logo when they appear in any advertising, posters, heralds or any other promotional materials, the logo must always accompany the name of the theater in the Center. Please contact the Center's marketing department at (920) 730-3781 for further information.

MEDIA: The Center requires 24-hour written notice of any media coverage planned for User's event.

MARQUEE AND WEBSITE: Only ticketed, public events are promoted on the website and the marquee in front of the building. Certain limitations apply and the Center is solely responsible for the amount of space, wording and date of advertising on the marquee. All Users must complete and sign the required contracts prior to the start of any promotion for the event.

SPONSORS: The Center allows User to obtain sponsorship for their event, provided it does not conflict with the Center's current sponsors or contracts. All sponsor proceeds obtained by User are retained by the User. User sponsors may be recognized in marketing materials created by User but will not be included in any Center marketing materials. All promotional materials referencing the Center must be approved before distribution to the public. Should a conflict in recognition arise, recognition of the Center's sponsors shall take priority over User's sponsors.

The Center offers predetermined locations for banner and signage recognizing User's sponsors in our lobby spaces. Artwork for banners or signs must be approved by the Center two weeks prior to User's event. For Thrivent Financial Hall, the Center has space for one lobby banner that is 3' wide by 7' tall. For the Kimberly-Clark Theater, the Center has a space for one entrance hallway banner that is 96" wide by 18" tall. Banners can be purchased from Digiprint (contact Scott Peterson at (920) 427-6789) or Van Lanen Printing (contact Rob Butler at (800) 569-8265.)

ADDITIONAL RULES

SMOKING: Smoking is not permitted in the Fox Cities Performing Arts Center. Due to Fire Department regulations, lit matches or lit lighters are also not allowed anywhere inside the Center. As of July 5, 2010, in accordance with Wisconsin state statute 101.123(2); smoking in all public places and workplaces is banned. The Center has defined the following locations and distances to be no smoking areas:

- All internal building areas
- 25 feet from the ticket lobby exterior doors
- 25 feet from Division Street entrance
- 15 feet from Walnut Street entrance
- 15 feet from the stage door entrance
- Entrance 21, Walnut Street access door
- Administration entrance door

Cigarette receptacles have been moved to accommodate these new distances. Any person who violates the statute is subject to a \$100-\$250 fine along with reimbursement of a possible fine to the Center of \$100.

MERCHANDISE SALES: Subject to approval of specific merchandise by Center management, User may sell souvenir items relevant to the public performance(s) in designated lobby areas. The Center is required to withhold five percent (5%) Wisconsin sales tax from all sales at the Center. The Center shall receive a commission of thirty percent (30%) of gross sales after tax if the Center is required to provide personnel to sell. The Center shall receive a commission of twenty-five percent (25%) of gross sales after tax if User provides personnel to sell. User must notify the Center at least thirty (30) days prior to the engagement, to make arrangements for merchandise sales. Please contact Gerald Henley, director of theatrical productions, (920) 730-3768 or ghenley@foxcitiespac.com to coordinate sales.

ANIMALS PROHIBITED: The User shall not bring or allow any animals or birds, including animal performers and pets, into the facility (with the exception of service dogs) without the prior written approval from the Center.

HELIUM BALLOONS: The User shall not bring or permit to be brought into the facility any helium or other lighter-than-air balloons or similar objects.

ADDITIONS OR REVISIONS: Center management reserves the right to amend these rules and/or to supplement them at any time, in its sole discretion. Such new or revised rules and regulations shall be effective and binding upon Users immediately after Users have been given notice of such changes, verbally or in writing, or by any means of communication.