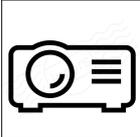


# SUGARFACTORY CHECK LIST



- \* No MP3 recordings under 320kbit/s allowed as they will corrupt the sound quality
- \* Do not push the volume on the DJ mixer in the red
- \* Stay between 96-98 dB for the best sound quality in our venue
- \* Have a back-up CD ready
- \* Treat our gear with respect as we will treat yours, otherwise will invoice any damage



- \* Provide a (playable) video-DVD, DATA-DVD or USB with QuickTime (movies) or JPEG (pictures)
- \* Scale your visuals upfront so they are suitable to be played in 800x600 resolution
- \* Make sure your visuals are not too bright or use too much of white color



- \* No use of gaffer, solitape or sticky tape in the venue
- \* No posters allowed in the venue without prior approval
- \* Hanging decor only under supervision of SF tech staff
- \* Absolutely no confetti / glitters are allowed. We will charge the extra cleaning cost.
- \* No live painting without prior approval
- \* All decor must be fire-proof or we will remove it



- \* Backstage access is only for crew and artists with SF backstage wristband
- \* No own drinks allowed backstage, ask for SF drink prices prior to your arrival
- \* Access to dressing room is allowed up to 1 hour after end of stage show
- \* Use of wardrobe is free of charge with SF backstage wristband



- \* Guestlist must be available 15 minutes before Doors time
- \* Guestlist must be in alphabetical order
- \* If your guestlist exceeds 60 people, you need to provide own doorhost to handle it



- \* No smoking behind DJ booth or on balcony
- \* Smoking is allowed in Smoking Lounge



- \* No payments on the night without copy of passport
- \* Include 21% VAT and VAR with the artists invoice
- \* All entrance fees from visitors or guests go via SF kassa staff
- \* Online presale closes few minutes before Opening time



- \* If you would like artist to make an encore, do this before the curfew
- \* Curfew of early events is set in pre-production
- \* Curfew of night events is standard at 04:50am