HERSHEY THEATRE

Promoter's Guide
<table>
<thead>
<tr>
<th>Owner - The M.S. Hershey Foundation</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>717-298-2207 / 717-298-2201</td>
<td><a href="mailto:dpapson@mshersheyfoundation.org">dpapson@mshersheyfoundation.org</a></td>
<td></td>
</tr>
<tr>
<td>Cultural Arts &amp; Development Manager</td>
<td>717-534-3415 / 717-533-2882</td>
<td><a href="mailto:dpaul@mshersheyfoundation.org">dpaul@mshersheyfoundation.org</a></td>
<td></td>
</tr>
<tr>
<td>Director of Education</td>
<td>717-520-5589 / 717-534-8940</td>
<td><a href="mailto:mtrosko@mshersheyfoundation.org">mtrosko@mshersheyfoundation.org</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration</th>
<th>President &amp; Chief Operation Officer</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bill Simpson</td>
<td>717-534-3141 / 717-534-8909</td>
<td><a href="mailto:bsimpson@hershey.com">bsimpson@hershey.com</a></td>
<td></td>
</tr>
<tr>
<td>General Manager, Attractions &amp; Events</td>
<td>Kevin Stumpf</td>
<td>717-534-8947 / 717-534-8909</td>
<td><a href="mailto:kstumpf@hershey.com">kstumpf@hershey.com</a></td>
<td></td>
</tr>
<tr>
<td>Associate Vice President, Operations</td>
<td>John Lawn</td>
<td>717-534-3857 / 717-534-8909</td>
<td><a href="mailto:jlawn@hershey.com">jlawn@hershey.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Marketing/PR</th>
<th>Marketing Manager</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Andy Longenberger</td>
<td>717-534-3826 / 717-534-3383</td>
<td><a href="mailto:amlangenberger@hershey.com">amlangenberger@hershey.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Programming</th>
<th>Managing Director, Entertainment</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vikki Hultquist</td>
<td>717-534-8966 / 717-534-3113</td>
<td><a href="mailto:vhultquist@hershey.com">vhultquist@hershey.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Information</th>
<th>Food &amp; Beverage</th>
<th>Health &amp; Safety</th>
<th>Marketing</th>
<th>Local Information</th>
<th>Transportation</th>
<th>Airport Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Programming</td>
<td>Administrative Assistant / Project Coordinator</td>
<td>Telephone</td>
<td>Fax</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kay Lookenbill</td>
<td>717-534-3889 / 717-534-3113</td>
<td><a href="mailto:klookenbill@hershey.com">klookenbill@hershey.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dennis Norton</td>
<td>717-534-3412 / 717-533-2882</td>
<td><a href="mailto:dnorton@hershey.com">dnorton@hershey.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Programming</th>
<th>Event Programming Manager</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dennis Norton</td>
<td>717-534-3412 / 717-533-2882</td>
<td><a href="mailto:dnorton@hershey.com">dnorton@hershey.com</a></td>
<td></td>
</tr>
</tbody>
</table>
### Staff Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Name</th>
<th>Telephone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Operations</td>
<td>Event Operations Director</td>
<td>Rod Underkoffler</td>
<td>717-534-8933 / 717-520-5791</td>
<td><a href="mailto:runderkoffler@hersheypa.com">runderkoffler@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Event Operations Manager</td>
<td>Sarah Measley</td>
<td>717-534-3414 / 717-520-5791</td>
<td><a href="mailto:smeasley@hersheypa.com">smeasley@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Event Operations Manager</td>
<td>Rick Weimer</td>
<td>717-534-3348 / 717-508-1579</td>
<td><a href="mailto:rweimer@hersheypa.com">rweimer@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>Managing Director, Finance</td>
<td>Becky Price</td>
<td>717-534-3104 / 717-534-8991</td>
<td><a href="mailto:bprice@hersheypa.com">bprice@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting Manager</td>
<td>Amanda Haffly</td>
<td>717-534-3363 / 717-534-3807</td>
<td><a href="mailto:ahaaffly@hersheypa.com">ahaaffly@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Analyst</td>
<td>Steph Gatesman</td>
<td>717-534-8981 / 717-534-3807</td>
<td><a href="mailto:sgatesman@hersheypa.com">sgatesman@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Food &amp; Beverage</td>
<td>Food &amp; Beverage Director</td>
<td>Sophia Zulli</td>
<td>717-508-1702 / 717-508-1926</td>
<td><a href="mailto:szulli@hersheypa.com">szulli@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Executive Chef</td>
<td>Charlie Gipe</td>
<td>717-520-5579 / 717-520-5144</td>
<td><a href="mailto:cgipe@hersheypa.com">cgipe@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Concessions Manager</td>
<td>Megan Shellenberger</td>
<td>717-520-5554 / 717-315-5501</td>
<td><a href="mailto:mshellenberger@hersheypa.com">mshellenberger@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Group Sales</td>
<td>Assistant Manager, Ticketing</td>
<td>Dan Cleff</td>
<td>717-534-3366 / 717-533-8996</td>
<td><a href="mailto:dcleff@hersheypa.com">dcleff@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Guest &amp; Premium Services</td>
<td>Guest Services Supervisor</td>
<td>Diana Teller</td>
<td>717-534-8965 / 717-534-8996</td>
<td><a href="mailto:dteller@hersheypa.com">dteller@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>IA House Crew</td>
<td>Head Carpenter</td>
<td>Mike McNally</td>
<td>610-223-6673 / NA</td>
<td><a href="mailto:skippy045@hotmail.com">skippy045@hotmail.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Master Electrician</td>
<td>Peter C. DiBacco</td>
<td>717-329-9682 / NA</td>
<td><a href="mailto:pdibacco@ppslighting.com">pdibacco@ppslighting.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Audio Engineer</td>
<td>Bill Hartmann</td>
<td>717-269-6282 / NA</td>
<td><a href="mailto:soundadv@comcast.net">soundadv@comcast.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Head Flyman</td>
<td>John Skworch</td>
<td></td>
<td><a href="mailto:skworchman3576@comcast.net">skworchman3576@comcast.net</a></td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>Information Technology Support Consultant</td>
<td>Megan Brosius</td>
<td>717-508-5954 / 717-534-3807</td>
<td><a href="mailto:mbrosius@hersheypa.com">mbrosius@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Merchandising/Retail</td>
<td>Director, Retail</td>
<td>Gary Popp</td>
<td>717-534-3315 / 717-508-1731</td>
<td><a href="mailto:gpopp@hersheypa.com">gpopp@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Director of Security</td>
<td>Jason White</td>
<td>717-534-3874 / 717-508-5455</td>
<td><a href="mailto:jwhite@hersheypa.com">jwhite@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Ticketing</td>
<td>Guest Services &amp; Ticketing Director</td>
<td>Jen Alviani</td>
<td>717-534-3157 / 717-534-8996</td>
<td><a href="mailto:jalviani@hersheypa.com">jalviani@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager, Ticketing</td>
<td>Cathy Lebo</td>
<td>717-534-8950 / 717-534-8996</td>
<td><a href="mailto:clebo@hersheypa.com">clebo@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assistant Manager, Ticketing</td>
<td>Dan Cleff</td>
<td>717-534-3366 / 717-533-8996</td>
<td><a href="mailto:dcleff@hersheypa.com">dcleff@hersheypa.com</a></td>
<td></td>
</tr>
<tr>
<td>Unions</td>
<td>IATSE Local #98</td>
<td>Chester Ross (Business Agent)</td>
<td>717-991-4411 / NA</td>
<td><a href="mailto:iatlocal98@yahoo.com">iatlocal98@yahoo.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>American Federation of Musicians (AFoM)</td>
<td>John Lernke (Musical Contractor)</td>
<td>717-469-2354 / NA</td>
<td><a href="mailto:jslernke@comcast.net">jslernke@comcast.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mailing Address:
P.O. Box 395
Hershey, PA 17033

Building (Shipping) Address:
15 East Caracas Avenue
Hershey, PA 17033

Box Office: (717) 534-3405
Main Fax: (717) 533-2882

Seating Capacity
Orchestra 1144
Loge 122
Balcony 638
Total Capacity 1904

Box Office
Automated Ticket Program – In house tickets system consigning tickets to Ticketmaster, our exclusive on-line provider

STAGE INFORMATION

Dimensions
• Proscenium Width 48'-10"
• Soft Opening using house main 38'-6"
• Proscenium Height Arch 26'-10" off stage, 31'-9" on center
• Full Stage Depth 42'-6" (From Proscenium to Back wall)
• Upstage Smoke Pocket to US pilaster 41'-0"
• Full Stage Width 74'-8"
• Stage between Columns 72'-11"
• Distance between Fly Floors 62'-11"
• Distance between DS obstructions 56'-3"
• Clear Height under Fly Floor 25'-5"
• Clear Height under Upstage Catwalk 30'-0"
• Clear Height under SL Catwalk 29'-0"
• Stage Center to SL Columns 38'-6"
• Stage Center to SR Columns 34'-5"
• Gridiron Height 68'-6"
• Height under Stage 8'-11"
• Apron Depth 5'-0" (9'-0" with extension)
• Available Line Sets 47
• Batton Out Trim 61'-0"
• Distance between 1st and last sets 34'-4"
NOTE: THE STAGE FLOOR HAS TWO OBSTRUCTIONS LOCATED OFF STAGE AND DOWN STAGE

- **Main Drape and Valance Cage SL**
  This cage is approx 32” x 32” square. The upstage, on stage corner is located 3’-0” upstage of plaster and 27’-5 1/2” from the centerline of the stage.

- **Support Columns for elevated Fly Floor SR**
  This pair of columns is parallel to plaster and approximately 9” deep and 55” wide. The upstage, on stage corner is located 3’- 2 ¼” upstage of plaster and 28’-9 1/2” from centerline of the stage. There is a second set of columns located upstage. The clear distance between the columns is 35’-7”.

**Deck Extension / Platforms:**
Hershey Theatre is equipped to extend its stage 4’ beyond the apron when the orchestra pit and organ are not in use. The 8- 4’ x 8’ aluminum framed platforms used to create the extension may be used independently when the extension is not in use. Addition of the apron for production purposes nullifies the ability to move, seat, or use the orchestra pit.

**Rigging System**
- **Type**
  Double Purchase
- **# Sets**
  49 Sets -- 47 available for production (#3-#49)
- **First Available Set**
  # 3 – is 3’-3” from plaster line
- **Spacing**
  8” centers typical
- **Last Available Set**
  # 49 – is 37’-7” from plaster line
- **Distance between #3 & # 49**
  34’-4”
- **Arbors**
  9’-0” x 12” with a capacity of 2000 lbs. of weight
- **Fly Rail**
  Stage Right
- **Locking Rail**
  Sets 1 & 2 – Stage level, Stage Left
  Sets 3-47 - Fly Floor, Stage Right – 26’-11” above stage
- **Batten Length**
  52’-6” Typical with optional SL extension of 5’0”
- **In Trim**
  4’-0” Typical
- **Batten Travel**
  57’-4” Minimum / 61’-6” Maximum
- **Out Trim**
  61’-4” Minimum / 64’-10” Maximum
- **Counterweight**
  40,000 # available counterweight
- **Grid Rating**
  Live 30# / sq. ft  Total 42# /sq. ft

**Spot Rigging**
- **30 single line spot blocks**
- **26 – 4 inch (4”) x 3’-0” Schedule 80 pipes for motor spotting**
- **50’ – 1’-0” Box Truss**
- **2 - Inverted 1-ton chain motors**
- **1 – Inverted ½ ton chain motor**

**Soft Goods**
- **Main Valance – Burgundy with gold piping**
- **Main Drape- Burgundy with gold fringe**
- **5 Sets of Legs – each 10’ wide x 24’ high with 50% fullness**
- **4 Borders – each 50’ wide x 10’ high**
- **2 Panels – 25’ wide x 24’ high, used as mid stage black**
- **1 Natural Muslin Cyclorama – 50’ wide x 30’ high**
- **1 Set of black 50% fullness black legs – 10’ wide x 30’ high**
**Movie Screen**

- 1 Perforated Front Projection Movie Screen with Frame
- Screen frame 50’w x 22’6”h
- Distance to bottom screen at out trim 40’-10”
- Screen size 44’6”w x 18’3”h
- Image size 43’6”w x 17’3”h
- 1 Perforated Front Projection Screen
- Approx. Size 40’w x 18’H
- Screen masking 10’ wide x 22’6” high

**Man Lifts**

- Hershey Theatre has two(2) single man lifts.
  - Genie PLC-24 – Battery Operated
  - JLG 30AM – Electric

*Note: The use of man lifts requires qualified operators and the bypassing of lift safety features will not be allowed in the Hershey Theatre by its staff or that of the visiting productions.*

**TRUCK ACCESS AND LOADING**

Landlord requires that no more than two trucks at a time be in the vicinity of the building during regular business hours (Monday -Friday, 8:00am – 6:00pm).

In addition, due to the building air intakes and the location of a daycare playground adjacent to the theatre's loading alley, trucks are not allowed to be kept running during landlord's business hours.

Use of the parking lot directly adjacent to the theatre's loading alley is not to be assumed even outside business hours. Permission is required in advance for each use.

Trucks are not to be moving while our audience is arriving to (one hour prior to curtain time) or leaving (20 minutes after) the show.

There is room for two trailers to park in the rear alley of the theatre. All other trailer parking is off-site and requires at least a 3-day notice to be available.

A theatre representative will advise Production of recommended procedure to comply with this requirement.

**LOAD-IN / OUT**

The theatre does not have a loading dock. Trucks are unloaded in the alley running parallel to rear of stage using ramps. Stage loading door is at street level. Stage level is 4'-0” drop from street level. House has a ramp for this transition.

The local crew is very familiar with the load-in situation and typically requires no additional personnel be added to load-in / out labor requirements to compensate for the ramps.

**Forklift:** Theatre does not have a forklift; advance arrangements can be made, with two-week notice and rental of such equipment is deemed a documented expense.

**Loading Door Location:** Up Stage Left

**Door Size:** 11’-0” High x 9’-10” Wide

An elevator with access to the stage, basement and all Dressing Room levels is accessible from the alley:
### Technical Information

**Size:** 5'-5” Wide x 5’3” Deep  
**Location:** Off Stage – USR  
**Capacity:** 2500 lbs  
**Door:** Stage Side: 3’-0” Wide x 6'-11” High  
Alley Side 3’-10 ½ “Wide x 6'-11” High

#### Production Power

**Lighting/Automation:** 1200 Amps  
**Distribution:** Disconnect A  
**Location:** 400 Amps, Down Stage Right  
**Connections:** Cam-Locks with Ground and Neutral Reversed  
**Distribution:** Disconnect AA1 – 200 Amp sub of “A”  
**Location:** Up Stage Right  
**Connections:** Cam-Locks with Ground and Neutral Reversed  
**Distribution:** Disconnect AA2 – 100 Amp sub of “A”  
**Location:** Up Stage Right  
**Connections:** Lugs for bare ends  
**Notes:** Typically used for motor power  
**Distribution:** Disconnect B – 400 Amps,  
**Location:** Basement Electrical Room  
**Connections:** Cam-Locks with Ground and Neutral Reversed  
**Notes:** Cable path to Disconnect is through a rabbit hole located down stage right.  
**Distribution:** Disconnect C – 400 Amps,  
**Location:** Basement Electrical Room  
**Connections:** Cam-Locks with Ground and Neutral Reversed  
**Notes:** Cable path to Disconnect is through a rabbit hole located down stage right.

#### Audio

**400 Amps**  
**Distribution:** Disconnect D  
**Location:** 400 Amps, Basement Crossover  
**Connections:** Cam-Locks with Ground and Neutral Reversed  
**Notes:** Cable Path Stage to Disconnects D is through a rabbit hole Down Stage Left.  
**Distribution:** Disconnect DD1 – 200 Amp sub of “D”  
**Location:** House Right (Stage Left) Cove  
**Connections:** Cam-Locks with Ground and Neutral  
**Notes:** Cable Path Stage to Disconnects D is through a rabbit hole Down Stage Left.  
This space is commonly use by visiting companies for location amp racks.

#### Shore

**60 Amps**  
**Distribution:** Disconnect – 60 Amps,  
**Location:** Basement Crossover  
**Connection:** Lugs for bare end tie in  
**Notes:** Path to outside is through wardrobe area
LIGHTING

- System: Dimmer per circuit with patch panel in basement
- Dimmer: 1-216 – 2.4 ETC Sensor Dimmers Available for Production Use. House Dimmers start on 217
- House Lighting Console: 1 – ETC Expression 3, Back Stage Right or Back of House
- Road/Rental Console:
  1. Usual visiting board position is at the rear of the orchestra level on centerline 96’ from stage. This area is 8’ wide x 5’ Deep and elevated 12’.
  2. Usual visiting dimmer location is typically in the alcove down stage right.
     a. Snake path to FOH runs through basement level through rabbit holes in this area
        i. 200’ Snake needed

Front Lighting:
Note: The theatre has a fully suspended plaster lath ceiling from original construction with no high front position. Due to historical landmark status of building one cannot be put in. In addition, there are NO RIGGING POINTS, downstage of the proscenium in the audience ceiling for lighting or sound.

Projection Booth
- Circuits: None
- Control: Manual
- Throw: Approx. 134’ at 26 degrees
- Fixtures: 3 – Xenon Super Trooper II
- Lamp: 2k Xenon lamp

Balcony Rail
- Circuits: 48, House Circuits 1- 48 Starting House Right (Stage Left)
- Control: Dimmer per Circuit, 2-DMX runs available from down stage right
- Throw: Curved rail
  54’ Throw at center at 15 degrees
  50’ to plaster at centerline
  14’ elevation above stage
- Fixtures: 24 – Altman 30 degree
  4 – Altman 40 degree
**Box Boom Right & Left**

**Circuits:**
- 12 circuits per side
- House Right Circuits 49-60
- House Left Circuits 61-72

**Control:**
- Dimmer per Circuit, DMX run available from down stage right

**Throw:**
- Ladder Position
- 37’ Throw from bottom at 23 degrees
- 41’ Throw from top at 33 degrees
- 22’-6” to plaster line
- 38’ of centerline
- 15’ to 22’ elevation above stage

**Fixtures:**
- 12 – Altman 30 degree per side

**Stage Lighting**

**Circuits**
- 36 – Stage Floor Pockets
  - Stage Left 73-87
  - Stage Right 88-102
  - Upstage 103-114
- 72 – Loading Rail Sacopex 1-12
  - Stage Right 115-186
- 30 – Basement Sacopex 1-5
  - Stage Right 187-216

**Fixtures**
- 64 – Source Four Pars w/ a 575 lamp
- 5 – Altman Sky-Cyc-3 Cell with 1000w Lamps
**AUDIO**

**House Control Console:**
1. Allen & Heath GL3800 console
2. 24 inputs including 8 stereo inputs, 8 sub groups / 10 aux sends, 4 way matrix L, R, Mono master.
3. Located above back of balcony, house left, adjacent to spot booth

**Equalization:**
1. 8 Channel Ashley Protea System II 4.24G Digital EQ with delay, compression available for each channel

**Road / Rental Console:**
1. Usual visiting Front of House position is at the rear of the orchestra level on centerline 96’ from stage. This area is 11’ wide x 10’ deep
2. Usual visiting Amp location is typically a storeroom house right with direct access to the stage.
   a. Snake path to FOH runs through basement level through rabbit holes in this room
   ii. 200’ Snake needed.
   iii. Equipment access to this room is through the house not across the stage.
3. House Patch Location
   a. 4 Channels at FOH Position
   b. 2 Channels DSL and 16 Channels DSR
   c. 3 Dry Lines to Spot booth

**NOTE:** In consideration for it’s audience, the Hershey Theatre has established a maximum decibel level of 85db for performances.

**Balcony (Main Cluster) Loudspeakers**
- **Cabinets:** 2-Custom 3-way loudspeakers
  - JBL – Low and Mids
  - Altec – Highs
  - Horns – 40 X 60
- **Location:** Built into proscenium behind decorative framework
- **Amps:** 1 - BGW-SPA3 Amps per cabinet

**Lower Orchestra Loudspeakers**
- **Cabinets:** 2 - Custom 2-way loudspeakers right & left of proscenium
- **Location:** Right & left of proscenium, 5’ above stage level
- **Amps:** 1 - BGW-SPA3 amp per cabinet
- **Delay:** Ashley Protea System II 4.24G

**Upper Orchestra (Under Balcony) Loudspeakers**
- **Cabinets:** 30 - Altec #405-8HT loudspeakers/transformers distributed in ceiling
- **Location:** Distributed in groups of 3 around under balcony lighting fixtures
- **Amps:** QSC ISA 300T AMP
- **Delay:** Ashley Protea System II 4.24G
Stage Monitors:
1. Amps
   a. 1 QSC RMX 1450 2 ch Power Amplifier
   b. 1 Crown #DC-300 2 ch Power Amplifier
   c. 1 BGW 7500 2 ch Power Amplifier
2. Speakers
   a. 2 EV #FM12-2 Floor Monitor Loudspeakers.
   b. 2 EV #FM-12-3 Floor Monitor Loudspeakers.
   c. 2 Column speakers
   d. 2 EV SH-1502 Loudspeakers
3. Monitor control room located off down stage right (amps, EQ’s, and patch panel)
4. Processors
   a. 8 ch Ashley Protea System II 4.24G with wired remote.
5. Monitor system is equipped for six channels of mix onstage from rental monitor mix board or 2 channels controlled at main audio board.

Show Monitors:
1. Follow spots, all dressing rooms, back stage hallway and common areas powered by a TOA-M-900 mk2 amp
2. Talk back from dressing rooms is not possible.
3. Follow spot both is delayed using a channel of an Ashley Protea System II 4.24G

Paging System:
1. All dressing rooms and common areas are equipped with speakers for program monitor and paging.
   All speakers have individual volume control.
2. 4 Airphone #TB-6F telephone intercom stations and paging stations.
   Locations:
   - Stage Manager position off stage right
   - Sound Room
   - Spot/Projection Room
   - Box Office

Intercom System:
1. Intercom: Single channel (Clear-Com compatible)
2. Locations
   See diagram for locations on stage
   - Orchestra Pit
   - Lower Orchestra – Under Seat H-114
   - Rear of Orchestra Level
   - Sound Room
   - Spot/Projection Room (3)
   - Loading Bridge
   - Panel Room
   - Dimmer Room
3. Headsets: PI SMH 310 and Telex PH88
Snake System
- One 20-connector stage box, 4 fixed inputs FOH, 2 fixed inputs SL and 3 fixed inputs upstage.
- See diagram for location of mic inputs on stage.
- Six Channel snake from Balcony Rail to DSR patch panel
- 1 Channel under seat H-114 on Orchestra Level to Patch panel DSR
- 3 Dry Lines to spot booth via stage DSR or USR

Microphones
- 1-AT-25 with switch
- 6-Shure #SM-57
- 6-Shure #SM-58
- 2-Crown #PZM-30GP
- 2-AT 853RX Cardioid Condenser
- 2-Samson CO2 Condenser

Stands/Cable
- 5 Atlas #MS-12C Stands
- 1 Atlas DS-7 Desk Stands
- 4 Atlas GN-13 Goosenecks
- Ample mic cable available

Other Equipment
- 1 Sure 4 Channel mixer DS
- 2 Radial MK3 direct boxes
- 1 Radial PCDI stereo direct box
- 1 CD player (Tascam CD-01U) at FOH booth position
- 1 CD / Cassette player (Tascam) at monitor position
- 5 Ch DBX Compressor
- 1 Alesis Nano-verb

Musical Instruments
- Grand Piano Black 7’ Steinway & Sons Piano Bell Bottom B w/ Padded Bench
- Upright #1 Black Yamaha Model U5
- Upright # 2 Black Yamaha U-SPE Pro Upright w/ Artist Bench
- Percussion Standing Chimes
STAGE LAYOUT:

0000 US
P  
I  
N  20 Channel Head Box 50’
X  
SR STAGE SL  
R X  
A  
I  
L  
X X X (23)(24)

<table>
<thead>
<tr>
<th>DS PROC</th>
<th>00 to patch panel</th>
<th>00 to patch panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
</tbody>
</table>

DS APRON

X

PIT

0 - Mic Inputs
X - Intercom Stations

(**Diagram not to scale**)
### Dressing Rooms

Location: Dressing rooms are located off stage right on 5 floors

<table>
<thead>
<tr>
<th>ROOM #</th>
<th>FLOOR</th>
<th>ROOM USE</th>
<th>SIZE</th>
<th>CAPACITY (MIRRORS)</th>
<th>BATHROOM</th>
<th>SINK</th>
<th>TELEPHONE JACKS</th>
<th>IT JACK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basement</td>
<td>Chorus</td>
<td>19W x 13D</td>
<td>10</td>
<td>Private</td>
<td>Yes</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Stage</td>
<td>Star</td>
<td>7W x 8D</td>
<td>1</td>
<td>Private</td>
<td>Yes</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>Stage</td>
<td>Office</td>
<td>14W x 9D</td>
<td>0</td>
<td>Private</td>
<td>Yes</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Second</td>
<td>Dressing</td>
<td>11W x 13D</td>
<td>3</td>
<td>Private</td>
<td>Yes</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>22</td>
<td>Second</td>
<td>Dressing</td>
<td>8W x 11D</td>
<td>3</td>
<td>Private</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>23</td>
<td>Second</td>
<td>Dressing</td>
<td>8W x 9D</td>
<td>3</td>
<td>Private</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>31</td>
<td>Third</td>
<td>Dressing</td>
<td>11W x 13D</td>
<td>4</td>
<td>Common</td>
<td>Yes</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>32</td>
<td>Third</td>
<td>Dressing</td>
<td>8W x 13D</td>
<td>4</td>
<td>Common</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>33</td>
<td>Third</td>
<td>Dressing</td>
<td>8W x 13D</td>
<td>4</td>
<td>Common</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>41</td>
<td>Fourth</td>
<td>Dressing</td>
<td>11W x 13D</td>
<td>4</td>
<td>Common</td>
<td>Yes</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>42</td>
<td>Fourth</td>
<td>Dressing</td>
<td>8W x 13D</td>
<td>4</td>
<td>Common</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>43</td>
<td>Fourth</td>
<td>Dressing</td>
<td>8W x 10D</td>
<td>3</td>
<td>Common</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>44</td>
<td>Fourth</td>
<td>Dressing</td>
<td>11W x 13D</td>
<td>4</td>
<td>Common</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>51</td>
<td>Fifth</td>
<td>Office</td>
<td>17W x 13D</td>
<td>0</td>
<td>Common</td>
<td>No</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>52</td>
<td>Fifth</td>
<td>Chorus</td>
<td>19W x 13D</td>
<td>8</td>
<td>Private</td>
<td>Yes</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**Phones and Internet**

- Phone and Internet access is available to visiting productions for an additional fee – contact Event Operations for rates. Password-protected wi-fi is available in the backstage area.
- For the number of phone lines possible per dressing, see dressing room schedule

<table>
<thead>
<tr>
<th>Line</th>
<th>Room Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>Company Main Line</td>
<td>(717) 534-1998</td>
</tr>
<tr>
<td>Line 2</td>
<td>Company Fax</td>
<td>(717) 534-9876</td>
</tr>
<tr>
<td>Line 3</td>
<td>Company Modem</td>
<td>(717) 534-2529</td>
</tr>
<tr>
<td>Line 4</td>
<td>As Assigned</td>
<td>(717) 534-2979</td>
</tr>
<tr>
<td>Line 5</td>
<td>As Assigned</td>
<td>(717) 534-0639</td>
</tr>
<tr>
<td>Line 6</td>
<td>As Assigned</td>
<td>(717) 534-0545</td>
</tr>
<tr>
<td>Line 7</td>
<td>As Assigned</td>
<td>(717) 534-9959</td>
</tr>
</tbody>
</table>
ELEVATOR AND LIFTS

**Dressing Room Elevator:**
- **Size:** 5'-5” Wide x 5’3” Deep
- **Location:** Off Stage – USR
- **Capacity:** 2500 lbs
- **Speed:** NA
- **Service:** Basement Service Corridors through 5th floor dressing rooms
- **Door:** Stage Side: 3’-0” Wide x 6’-11” High
  Street Side: 3’-10 ½ “Wide x 6’-11” High

**Orchestra Pit Lift:**
- **Size:** Approx. D shaped 40’ wide x 10’@ Center
- **Location:** Approx. 7’-4” Down Stage of plaster line
- **Capacity:** 7000 lbs
- **Speed:** 141ft. / sec. – Full travel 60 sec.
- **Service:** Lift can travel 8’-4” between house orchestra level and trap room. Cannot come to stage level
- **Note:** Lift is operated from a push button DSR
- **Note:** Four Access Doors at Basement Level 3 DS (SL/C/SR – 1 USC)

**Film Sound Lift:**
- **Size:** 6’-3” Deep x 15’-0” wide
- **Location:** 7’-4” from plaster line on centerline
- **Capacity:** 2000 lbs
- **Speed:** .56 ft / sec – Full travel 24 sec.
- **Service:** Trap Room to Stage Level / Elevated Stage Platform + 13’-6”
- **Note:** Lift is operated from a push button DSR
- **Note:** Lift is not available to visiting Productions

**Down Stage Lifts 1-SL, 2-CS, & 3-SR**
- **Size:** 9’-0” deep x 36’-0” wide
- **Location:** 13’-7” from plaster on centerline,
- **Service:** Lift range of motion is stage level to + 7-1” above stage.
- **Capacity:** 9,000 lbs each lift.
- **Speed:** .134 ft / sec – Full travel 52 sec.
- **Notes:** Each Lift 9’-0” deep x 12’-0” wide
  Lifts are operated from push buttons DSR
  Must be run individually
  Lifts are referenced 1,2,3 starting on SL
- **Note:** Lift(s) Cannot Go Below Stage Level

**Up Stage Lift:**
- **Size:** 9’-0” deep x 36’-0” wide
- **Location:** 22’-7” from plaster on centerline,
- **Service:** Lift range of motion is from –6-3” below stage to 7’-1” above stage
- **Capacity:** 25,000 lbs
- **Speed:** .134ft. / sec – Full up travel 52 sec.
- **Notes:** Lifts are operated from push buttons DSR
The Hershey Theatre offers two locations which serve a variety of food and beverage options. From a world famous Hershey’s® Milk Chocolate Bar to a glass of red wine, we have something for everyone. Family friendly selections include a variety of Pepsi products, fresh coffee and grab and go snacks. For select events we also offer an assortment of beers, wines, and mixed drinks.

Whether you are looking for a pre show reception or event related catering, the Hershey Theatre will be happy to assist. Partnering with local catering companies, we are able to offer a range of menus to match any client’s desires.

For more information please contact:
Megan Shellenberger
Concessions Manager
100 W. Hersheypark Drive
Hershey, PA 17033
Phone: 717-520-5554
Fax: 717-315-5501
Email: mshellenberger@hersheypa.com

Alcohol Policy
Persons under 21 years of age are not permitted to purchase or consume alcoholic beverages. The Hershey Theatre reserves the right to refuse service to anyone who is unable to produce an acceptable form of identification or who appears to be intoxicated.

The Hershey Theatre is dedicated to providing a safe and enjoyable experience for all of our guests. The sale, consumption, service, and availability of alcohol may be restricted by the management of the Hershey Theatre at its sole discretion, and is subject to compliance with all applicable governmental statutes, ordinances, and regulations.
Health and Safety

The Hershey Theatre employs a fully-equipped first aid staff, comprised of registered nurses and emergency medical technicians. In addition to this staff, a proprietary ambulance will be assigned to Hershey Theatre for all publicly attended events.

There is a first aid station located on the landing of the north stairway, next to the second floor lobby.

Evacuation Procedures

In the event that a facility evacuation is deemed necessary, the Safety and Security manager-on-duty will coordinate the safe egress of guests and performers from the Hershey Theatre. The specific measures employed will be dictated by the source of the evacuation.

As a general rule, the following guidelines will be used in evacuating a venue:

- The Safety and Security manager will decide the best course of action in an emergency situation. This decision may be reached after conferring with building management, or may be at the sole discretion of the safety and security manager.

- Safety and Security management will coordinate the safe evacuation of occupants and will remain the primary incident commander unless relieved by authorized emergency response providers.

- Safety and Security management will utilize the full resources of available staff to protect and safeguard life, protect assets, and ensure the organized and efficient movement of people.

- All available communications resources will be employed to relay information to occupants regarding necessary courses of action. These resources include, but are not limited to, two-way radios, public address systems, sound systems, bullhorns, and telephones.

- All available points of egress will be unlocked, opened, and utilized as means of expediting an evacuation.

- Safety and Security management will coordinate emergency responses from external agencies, as necessary.

- Safety and Security management will coordinate venue re-entry once an “all-clear” has been declared.

Fire Department Regulations

The following acts shall be considered unlawful, and may result in criminal charges be filed:

- Intentionally rendering a life safety device inoperable. Such devices include, but are not limited to, fire extinguishers, smoke/heat/fire detectors or sensors, fire hydrants and hoses.

- Parking of vehicles in designated Fire Lanes.

- Placing of items in such a manner as to block or impede access to a designated fire exit or door.

- Blocking of hallways, stairwells, or doorways.
Hospital Emergency Care

- The Hershey area is serviced by Penn State Milton S. Hershey Medical Center, 500 University Drive, Hershey, PA 17033. The hospital can be contacted by calling 717-531-8521.

First Aid

- Refer to Health and Safety section.

Hazardous Materials

- Hazardous Materials are not permitted at Hershey Theatre. If it is deemed necessary to introduce hazardous materials on the property, a detailed listing all materials must be presented, in writing, to the Hershey Entertainment and Resorts Company® Corporate Safety Office at least 60 days prior to arriving on the property.

- Hershey Entertainment and Resorts Company reserves the right to refuse any material that could pose a risk to the safety and well-being of the Company’s assets, employees, guests, public image, the environment, or for any reason deemed to be unsafe.

Smoking Policy

- The Hershey Theatre is a family destination, and as such, promotes a friendly and respectful atmosphere among visitors. Smoking is prohibited inside the Theatre.

Drugs and Alcohol

- As a family destination, the Hershey Theatre has a zero tolerance policy regarding illegal drug and alcohol use and possession. Any party found to be in possession of illegal drugs will be referred to local law enforcement. Introducing alcoholic beverages into the Theatre will result in confiscation of the alcohol and possible criminal charges. Consumption of alcohol is restricted to inside a venue, and must be purchased from an approved on-site vendor.

- The Hershey Theatre reserves the right to stop selling alcoholic beverages at any time, and reserves the right to refuse service to anyone appearing to be under the influence of alcohol.

Crowd Management

- The Safety and Security Department employs over 500 employees that are used regularly to support shows at our venues. The security staff is trained on proper crowd control techniques and is led by seasoned management staff.

- The Safety and Security Department incorporates the use of numerous styles of barricade to assist in crowd management and control. Some of these are bicycle rack, heavy-duty barricade, Tensa-barrier, caution tape, chain-link fencing, and personnel.

- Appropriate barricades and queue lines will be erected prior to performances in an effort to maximize crowd safety and to support the goals of the production.
Event Passes

- Examples of all event passes in use for a show or production should be given to Security. The Safety and Security Department will assign staff to control access at all points of entry into the venue, and into restricted areas as defined by the production company or the performers.
- Ample working passes should be made available for local working crews and local venue management.

Law Enforcement

- The Hershey Theatre is located in Derry Township and is patrolled by Derry Township Police Department. Police may be contacted by dialing 911 for emergency situations, or by calling 717-534-2202.

Prohibited Items

- The Hershey Theatre prohibits the following items from being brought onto the property: weapons (to include firearms, knives, explosives, incendiary devices, clubs, pepper spray or any derivative, or any item that is considered by the Safety and Security Department as a potential risk to life or property), illegal drugs, alcoholic beverages, and offensive materials (to include pornographic images, discriminatory literature, and signs/banners/brochures containing vulgar or profane language).
- The Safety and Security Department will enforce all event specific requests regarding the use of audio and visual recording devices, laser pens, and other items declared as undesirable by the show coordinators or producers.

Search Procedures

- All persons entering the Hershey Theatre are subject to search. Failure to permit a search of one’s person or property is grounds for rejecting entry into the property.

Radio Usage

- The Hershey Theatre utilizes two-way radios as the primary means of communicating information in a timely manner. An in-house radio will be made available to the designated point of contact for the show or production as a means of expediting requests or questions.
- FCC regulations mandate that no vulgar, profane, or inappropriate comments be aired across radio frequencies.
MARKETING

Whether you need full service advertising, promotional, and publicity assistance for your event, or a-la-carte marketing support, our in-house marketing staff is available to assist you and will tailor to your needs. Driving tickets sales is our goal. Our positive and long-term relationships with the regional media, along with internal event promotional abilities, will ensure the success of your event is paramount.

Possible Hershey Entertainment Complex Marketing Promotional Opportunities

Production
• Marquee – Located on Hersheypark® Drive, listing show information
• Hersheypark Digital Boards – Two boards inside Hersheypark, which displays the same information at the marquee
• Giant CenterSM Concourse TVs – 14 monitors that play TV spot inside Giant Center
• Giant Center Video Board – Four sided video board to play TV spot at Hershey Bears® home games

E-Marketing
• Web Banner – Header created for event listing on HersheyPA.com events page
• Sweetmail – Event information sent out to Hershey email list promoting your event

Miscellaneous Marketing
• Press Release – Release about event sent to all local and regional media outlets; print, radio, and TV
• HE&R Release – Release about event sent to all employees within the Hershey Entertainment & Resorts Company
• Event Complex Paid Parking Booths – Event handbills distributed at all paid parking booths as patrons enter
• Giant Center Box Office – Event handbills distributed at Giant Center events
• Hotel Concierge – Event handbills handed out at The Hotel Hershey® main desk
• Lodge Concierge – Event handbills handed out at Hershey® Lodge main desk
• Retail Stores – Event handbills handed out at 29 retail outlets on the Entertainment Complex
• Hotel Reservations – Event information included in our pre-stay email sent to all reservations 10 days prior to their visit
• Hershey Bears Hockey/Kids Club Table – Register To Win tickets to your event
• Hershey Bears Hockey/Kids Club Newsletter – Coloring contest in newsletter to win tickets to your event
• Hershey Bears Hockey/Season Ticket Holder Table – Register To Win tickets to your event
• Hershey Bears Hockey/Program Ad – Event included in Game Day program
• Poster Distribution – Event posters distributed to local business in the Hershey Partnership Group
• Hersheypark Appearance – Ability to have appearance at Hersheypark during operating season
Marketing

Signage
- FYI Boards – Signage produced to promote show inside Hersheypark
- Hersheypark Stadium/Star Pavilion/Amphitheatre Signs – Four signs produced to promote show
- Giant Center Concourse Signage – Concert signage displayed around Giant Center concourse area
- Marquee Display Cases at Hershey Theatre
- Lobby A-Frames Display Case at Hershey Theatre
- Chocolate Avenue Banner

Outdoor
- Smartboard – Billboard on I-83 in Harrisburg

Radio
- Hershey Bears Radio Network – Event promotions aired on WQIC, WTKT, WLPA, WPDC, WYOK and WHP580.com during home and away games
Useful Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>717-533-9830</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Fire Department</td>
<td>717-533-2953</td>
</tr>
<tr>
<td>Police</td>
<td>717-534-2202</td>
</tr>
</tbody>
</table>

Area Hotels

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hershey Lodge</td>
<td>West Chocolate Avenue &amp; University Drive Hershey, PA 17033</td>
<td>717-533-3311</td>
</tr>
<tr>
<td>The Hotel Hershey</td>
<td>Hotel Road</td>
<td>717-533-2171</td>
</tr>
</tbody>
</table>
Train Information

• Amtrak provides approximately 120 daily trains through Pennsylvania, and several more through neighboring states. There are two train stations in close proximity to Giant Center. The Middletown train stop is located approximately 8 miles from Giant Center and the Harrisburg train station is approximately 13 miles from Giant Center. Both have ample parking available.

• For all information and tickets call 1-800-USA-RAIL (1-800-872-7245)

Bus Information

• The Cumberland-Dauphin-Harrisburg Transit Authority (a.k.a. Capital Area Transit, or CAT) was formed in 1973 after the dissolution of the Harrisburg Railways Company. CAT is the primary provider of public transportation for the Capital region. A fleet of 135 buses now provides public transportation in Harrisburg and East Shore communities. Below is contact information for the bus station.

**In Person**

CAT Main Office
901 North Cameron Street
Harrisburg, PA
7:30 a.m. – 4:30 p.m. (Monday – Friday)

**By Phone**

CAT Fixed Route Information Center
171-238-8304
5:30 a.m. – 7:15 p.m. (Monday – Friday)

**CAT Share-a-ride Information Center**

717-232-6100 Harrisburg Office
717-362-3321 Elizabethville Office
7 a.m. – 4 p.m. (Monday – Friday)
A specialist is on duty to answer your call during business hours. After hours try the 24 hour information line and voice message system (717-238-8304).

**By E-mail**

info@cattransit.com

Taxi/Cab Information

If you’re in need of a ride but have no vehicle, there are taxi’s located throughout the area that will chauffeur you to your destination. Below is a list of taxi’s and cab information that provide service to the Hershey area.

**Almighty Cab Service**

Phone: 717-232-5555
Location: 1601 Paxton Street, Harrisburg, PA

**Keystone Cab Company**

Phone: 717-234-4400
Location: 620 South 13th Street, Harrisburg, PA

**Capital City Cab**

Phone: 717-939-6363
Location: 362 South Front Street, Steelton, PA
Harrisburg International Airport (MDT) has been serving Central Pennsylvania for more than 100 years, and is located approximately 10.5 miles West of Giant Center. It is served by seven major airlines that provide nonstop daily service to 12 domestic and 1 international destinations with one-stop service to cities around the world. Approximately 150,000 aircraft operations take place there each year, and provide Pennsylvania residents the opportunity to remain connected with the global marketplace via aviation. There is plenty of parking at MDT for both short and long-term parking, with free shuttle service to outlying lots. Below is a list of flights that MDT house with their respective phone numbers:

- Air Canada 1-888-422-7533
- American Airlines/American Eagle 1-800-223-5436
- Continental Airlines 1-800-784-4444
- Delta Airlines 1-800-325-1999
- Northwest Airlines 1-800-441-1818
- United Airlines 1-800-824-6200
- US Airways 1-800-943-5436

Ground Transportation Information 717-948-3900
Parking Information 717-948-5901
Airport Information 1-888-2-FLY-HIA (888-235-9442) Toll Free
717-948-3900 Local