

www.cargo-london.com

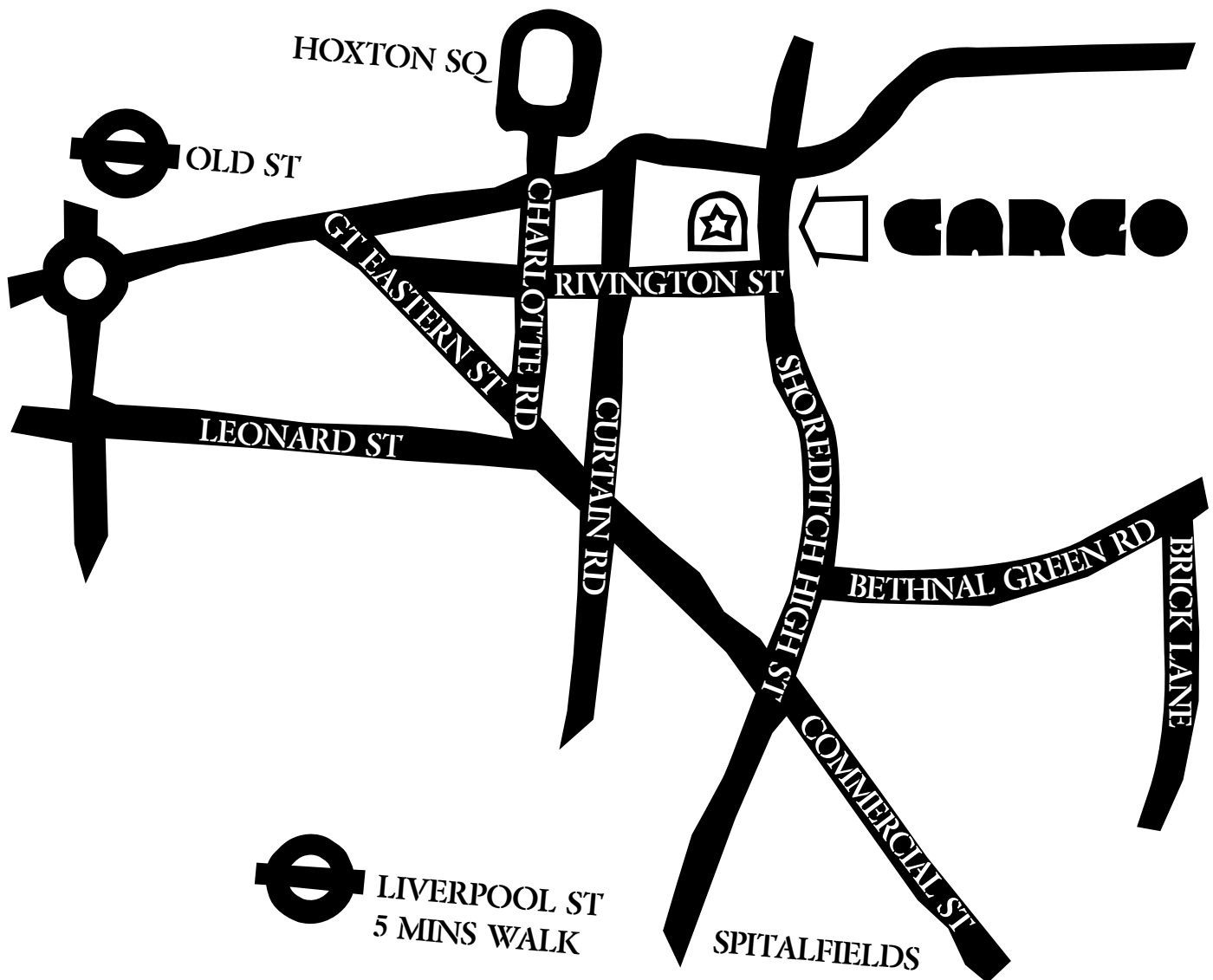
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TECHNICAL & PROMOTIONAL PRODUCTION GUIDE 2008



CONTACTS

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Venue Coordinator:

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OVERVIEW

Cargo offers a complete support network consisting of press, web, database and ticketing. On the day we can also offer full production, sound and lighting engineers, security and visual technicians.

CAPACITY: 500 with 400 sightlines

(including 65-80 in the restaurant, depending on season. See contract for details).

STAGE SIZE: 19”w X 14”d X 2.5”h

DRESSING ROOM: 16” x 8” + toilet + basin. Located behind stage.

SCREEN SIZE: 12”w x 8”h

LOAD-IN

Load in no later than 3pm (2pm Sunday).

All load-ins must be done through the front doors on Rivington Street. Load-outs must also be done through the front doors until we close.

SOUNDCHECK

6pm curfew for soundcheck. Cargo engineer arrives at 4pm (3pm Sunday). Additional time is charged at £15 per hour. You’ll need to arrange this with the Technical Manager (jon.w@cargo-london.com) in advance.

CONCERT TIME

The average headline stage time is around 10.30pm Friday – Saturday / 10pm Sunday – Thursday. Please make times clear on your promotional material.

LOAD-OUT

Restricted load-out via arch 3 fire doors – because of noise pollution. Access through these doors is only permitted at the end of the night, unfortunately there are no exceptions. When the venue is closed, it is then possible to load-out through the first doors in the live room. Earlier load-out can be arranged with our security team via front doors – but only if we are not at capacity. If you need to leave the venue before closing time please give some advance warning so we can make arrangements.

Load-In: 3pm (2pm Sundays)

Soundcheck Times: 4pm - 6pm (3pm - 5pm Sundays)

Event Times: 7pm - 1am (6pm - 12am Sundays & 8pm - 3am Weekends)

Band Spec & Stage Plan: Send details of all bands to the Technical Manager (jon.w@cargo-london.com) including channel lists, stage plans, etc.

Equipment: Any extra equipment needed can be provided by Cargo, at the promoter's expense.

This will be arranged between the Technical Manager and the promoter and charged to the promoter on the night.

SEND YOUR STAGE PLANS AND SPEC SHEETS TO THE TECHNICAL MANAGER (jon.w@cargo-london.com) AT LEAST 6 WEEKS PRIOR TO THE EVENT.

Arrange all load-in and pick-up times with the Technical Manager (jon.w@cargo-london.com) or Venue Coordinator (polly.h@cantaloupegroup.co.uk).

EQUIPMENT HIRE

Cargo can hire in backline or other equipment (including delivery and collection to and from the venue) at the promoter's expense. This must be arranged with the Technical Manager (jon.w@cargo-london.com) at least 3 weeks before the event. Any later and you may not be able to obtain the equipment you desire.

We use www.mattsnowball.com (+44 207 700 6555). There is a handling charge of 25%, but as we get a discount from Matt Snowball of 25% it is no more expensive than if you were to hire the kit yourselves.

Equipment left unattended at any time is at the Band's or Promoter's own risk. Please insure equipment since Cargo is not liable for any loss, damage or theft of any equipment that is the property of the Promoter, Artist, or Artist Representative.

Bands and Promoters are expected to arrange for equipment to be set-up and packed down. If this does not happen there will be an added charge of £30 per hour.

Please contact the venue on 020 773 93440 THE DAY AFTER THE EVENT if items have been left at the venue overnight.

IF ANY ARTIST, PROMOTER, CREW OR REPRESENTATIVE DAMAGES, BREAKS OR STEALS ANY CARGO VISUAL, LIGHTING SOUND OR BAR EQUIPMENT OR VANDALISES THE CLUB IN ANY WAY, YOU, THE UNDERSIGNED WILL BE HELD LEGALLY & FINANCIALLY RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF THE EQUIPMENT.

NB – NO SMOKE / HAZER MACHINES ALLOWED DUE TO CARGO'S FIRE ALARM SETTINGS

All equipment, either owned by you or Cargo must be operated within the guidelines laid out by the HSE (Health & Safety Executive) E.G. All flown equipment must be secured by a safety chain to a permanent fixing.

For more information please check these links:

<http://www.sta.bris.ac.uk/training/healthandsafety/links.html>

<http://www.hse.gov.uk/index.htm>

You must also understand that you will be liable for any accident or injury onsite involving members of the public or staff as a result of your work or equipment.

AUDIO SYSTEM SPECIFICATIONS

FOH and Venue Speaker System by Turbosound. Installed December 2006.

www.turbosound.co.uk

MAIN ROOM SYSTEM

<http://www.turbosound.com/showroom/ta500/index.html>

4 x Turbosound Aspect Wide (TA-500) boxes in a quad with 3x TSW-218 Subs. Powered by 3 x T-45's and 4 x T-25's and processed with 4 x LMS D24's

FRONT OF HOUSE

32 ch Soundcraft MH3

2 x Klark Technic Square 1 dynamics (16 ch of gate / comps)

4 x Klark Technic Square 1 EQ (FOH / 6 monitor mix)

1 x BSS Opal EQ (2 x side fills)

1 x Drawmer spectral compressor

1 x CD

1 x DAT

1 x SPX 990

1 x REV 500

2 x Rack Light

2 x Turbosound TQ445 (FOH Monitors)

STAGE MONITORS

7 x Turbosound TFM-212 (floor monitors)

2 x Turbosound TQ445 (flown side-fills)

DJ

4 x Technics 1210mk5

2 x Allen and Heath XONE 92

2 x Turbosound TQ308 (flown DJ Monitors in booth)

2 x Pioneer CDJ-1000 mk3

1 x Pioneer CDJ-800 mk2

MICS & STANDS

A good selection of mics and stands, please call for current spec

RESTAURANT

2 x Turbosound TCS-35

BAR

6 x Turbosound TCS-35

2 x Turbosound TCS-118

CARGO LIGHTING & VISUAL SPECIFICATIONS

The Cargo sound engineer will provide basic lighting for your event. If you require a more comprehensive lighting show we can book a lighting engineer on request. Please ask the Technical Manager (jon.w@cargo-london.com) for a quote.

ARCH 3 STAGE/ROOM LIGHTING**

2 x Strand 6 ch – 10 amp – DMX Dimmer Pack**

1 x Fat Frog – Zero 88 – 24/48ch DMX Console**

4 x Coemar ispot150 – Moving head light (mac 250 type)**

16 x Marquee Audio – par 56 pro**

2 x Strand – SL23-50 – 23/50degree lantern (source 4 type)**

ARCH 3 VISUAL EQUIPMENT

1 x Large Fast Fold Screen Behind Stage (12”w x 8”h)

1 x Slide Projector (Promoter to provide carousel and timer if needed)

1 x Video Projector (Not included with general hire, an additional £75+VAT)

ARCH 2 VISUAL EQUIPMENT

1 x Sanyo 1800 lumens Video Projector**

1 x Kramer – Video Audio Matrix Switcher**

2 x DVD Player

1 x Large Reflective screen mounted above bar**

2 x Ladders (3 section ‘A’ Frame aluminium ladders). Will reach any point of the ceiling.

NB – If you, or a representative of your promotion are planning on using the Cargo lighting equipment you must inform the Technical Manager (jon.w@cargo-london.com) of your intentions prior to the event.

ALL EQUIPMENT USED, EITHER IN-HOUSE OR YOUR OWN MUST ABIDE BY HEALTH & SAFETY REGULATIONS. ALL EQUIPMENT MUST BE FIRMLY SECURED BY SAFETY CHAINS AND HIGH STRENGTH TAPE.

VISUALS – LIGHTS – RECORDINGS

VISUAL PROJECTIONS

If you are bringing in your own visual artist or lighting engineer you must inform us as soon as possible. There are four operating locations depending on the amount of equipment being used and usage **MUST BE SPECIFIED AT LEAST ONE WEEK IN ADVANCE.**

Sound Room (space for one laptop)

On-Stage

Ground level DJ Booth

Balcony – incurs £60 charge, as it requires extra security

Please note that the projectors all run on composite inputs NOT VGA

LIGHTING

If your lighting needs are unspecified the rig will be set with a general stage wash and cannot be changed during the event. We can source lighting engineers for you if you wish to have a more advanced lighting display, but this is at an extra cost (£150) and must be requested in advance.

Any external lighting Engineers must be experienced and fully capable of returning the Cargo lighting to its original state after use – i.e. replacing any gels they may have moved and resetting any changes to the desk that they may have made. If this does not happen a re-set fee (£50) will be charged to the promoter. All lighting must be returned to original order.

LIVE RECORDING FACILITIES AT CARGO

OPTION 1

Straight mix off the desk to Edirol R-09 (mp3 & wav) – up to 120 minutes - £15 includes CDR.

OPTION 2

Mix from desk with audience mics, sub mixed to CDR up to 90 minutes - £50 includes CDR.

OPTION 3

8 track mix from desk groups + 2 audience mics. Recorded through digital desk into SoundForge and burned to CD – approx £150 CD will be ready in 2 days.

Please note that any use of the recording must state “Live at Cargo” plus date of recorded gig.

LOCATION

TUBES

Old Street or Liverpool Street

DISABLED ACCESS

Full wheelchair access & toilet. Parking possible with badge.

STREET PARKING

Limited free parking after 19:30 on Calvert Avenue in the ‘Tower Hamlet’ bays. YOU MUST check the signs. 24 hour parking at Euro Car Park 168 Shoreditch High Street, E1 6HU

COACH PARKING

Please call Hackney Council for advice - 020 8356 3000 - or alternatively visit their website www.hackney.gov.uk
Cargo has no parking facilities AT ALL – We apologize for any inconveniences.

Coaches should pre-advise Hackney Council

HOW TO FIND US

Old Street and Liverpool Street Tube/Train stations are a 5-10 minute walk from the venue. Liverpool Street Station is just off the map on the cover of this document (south) but Shoreditch High Street leads directly to it. By car, the best way from North London is to go via Kings Cross/South London via London Bridge.

Whatever way you travel, please allow plenty of journey time, as there is a strict curfew on sound-check allocation times.

PRESS & PROMOTION

PRESS RELEASES AND LISTINGS

Please forward all press releases for listings to the Press Officer and Ticketing Manager at least 6 weeks prior to your event.

Cargo provides simple press backup for Outside Promotions – it is the promoter's responsibility to maximise the listing potential of the event.

NB: CARGO MAY TAKE DIGI PHOTOS OF YOUR EVENT/ACTS FOR OUR WEBSITE ARCHIVAL PURPOSES. If you, or your artists do not wish to be photographed please inform the Technical Manager (jon.w@cargo-london.com) and the Ticketing Manager (james.p@cargo-london.com) prior to your event.

CARGO WEBSITE

Cargo will include your event in the listings section and will publicise your event on the Cargo monthly & weekly mail outs to the Cargo mailing list (over 10k) as well as our press database. It is essential that you send a JPEG of less than 100 KB to be used on our site. If you require a banner on our site this can be arranged for an additional fee.

After the event, there is the potential for an entire night to be streamed on the Cargo Radio Player. This is a hugely beneficial marketing tool for the artist and promoter. However, whoever has copyright control of the music must contact the Ticketing Manager (james.p@cargo-london.com) and sign the Online Radio Agreement to benefit from this post-promotional/marketing tool. This would entitle Cargo to record the event (straight from desk onto Edirol R-09 mp3/wav recorder) and stream the recording on our website's Radio Player – check <http://www.cargo-london.com/audio.php> for examples.

PHOTOGRAPHY & FILMING

If you the promoter, or anyone affiliated with you promotion or the acts you are booking, want to film or photograph the act(s) or event this is no problem but you must liaise with the Technical Manager (jon.w@cargo-london.com) regarding what you have planned.

You must also understand that you will be liable for any accident or injury involving members of the public or our staff as a result of you work onsite.

A 'Filming at Cargo Agreement Form' must be signed & returned to the Technical Manager (jon.w@cargo-london.com) before any footage or photography of the event can be taken. There must also be signs placed at the front of the venue stating the event is being filmed – this acts as a Release Form for customers entering the venue.

Please note – to film from the office balcony you will be charged an extra £60 to cover the extra security costs.

FLYERS & PROMOTIONAL MATERIAL

All flyers & promotional material must be proofed by the Event & Booking Assistant (claudio.l@cargo-london.com) before going to print. This is to ensure it has met a high enough standard and contains the correct info. If the promotional material is not good enough or incorrect we have the right to ask you for a reprint at your expense.

Info to feature on all flyers and promotional material:

1. CARGO'S LOGO

- Our logo must be on a transparent background

2. FULL TICKETING INFORMATION:

- Advance tickets available only from:
 - www.cargo-london.com/shop (if applicable)
 - www.ticketweb.co.uk / 08700 600 100 (if applicable)
 - www.wegotickets.com (if applicable)

3. THE VENUE & WEB ADDRESS (including contact & travel details)

Cargo

83 Rivington St.

Shoreditch, London EC2A 3AY

Tel: 020 7739 3440

Tube: Old St / Liverpool St

Buses: 35 / 55

www.cargo-london.com

Cargo will stock your promotional material in our in-house flyer racks and at other Cantaloupe Group venues. The Event & Booking Assistant Manager (claudio.l@cargo-london.com) can organise flyer printing and distribution if you wish. Please ask for a quote. Any additional promotional costs will be added onto your final breakdown for the event.

Flyers need to hit the streets AT LEAST 4 WEEKS prior to the event to maximise exposure, please allow enough time to design and print them.

FLYER DESIGN

We have an in-house designer who can design your flyers & artwork for you. Prices range from £60-£120 depending on how much work is involved for the design.

Please contact Ross Clarke directly on 07939 970 541 or email ross@makeaccessible.com.

OTHER INFO

RIDER

The rider MUST be bought onsite – contact the Technical Manager (jon.w@cargo-london.com) and Event & Booking Assistant Manager (claudio.l@cargo-london.com) with your full rider at least ONE WEEK BEFORE YOUR EVENT.

Drink: 1 x crate of house beer (24 bottles) - £24.00

1 x crate of water (24 bottles) can also be soft drinks (coke, juice)- £8.50

1 x bottle of house wine - £7.00

1 x 35ml spirit with mixer - £1.50 // bottle with mixers - £22.00

Food: 1 x hot meal at £3.50 per head (served between 6pm and 7.30pm only). These will be served in the restaurant but bookings do take priority.

The rider should be arranged prior to the night, there is a limit to the rider depending on the band numbers and size.

For meals, please advise the Events & Bookings Manager (tom.l@cargo-london.com) 10 days prior to the event so they can advise the kitchen on expected numbers & dietary requirements. If you do not there is the possibility of not having enough band food available.

Please note that artist meals are only valid for performers & direct crew involved in the event at sound check – the artist meals are not valid for any associates to the promoter, artists or crew.

LINE-UP

You MUST provide your full line-up & press release upon signing the contract. Please send all info to the Event & Booking Manager (tom.l@cargo-london.com) and the Ticketing Manager (james.p@cargo-london.com). This is VERY important. Giving us your line-up allows us to list you on publications such as Time Out as well as our website. Needless to say giving us material helps promote your night. If we do not receive your line-up in good time it can jeopardise your night taking place.

If for any reason one or more of your artists cancel their performance you must notify the Event and Booking Manager (tom.l@cargo-london.com) immediately.

PAYMENT

100% deposit to be taken at booking stage. Balance STRICTLY in cash or by credit card at the start of the event.

CHEQUES ARE NOT PERMITTED AS A FORM OF PAYMENT.

AGE RESTRICTIONS & LICENSING

Cargo is an over-18 venue, however we are open to discussion in the event that you need to include minors to hold your event.

Music and entertainment must finish within the licensed hours of operation (1am Mon-Thurs, 3am Fri-Sat). If you want this changed, a late license must be applied for in advance. Contact our Venue Coordinator if that is the case (polly.h@cantaloupegroup.co.uk).

The yard area will be cleared by 11pm each night in accordance with the terms of our license.

When Arch 3 (live/music room) is open to the public, the sliding doors between Arch 2 & 3 must be locked back in the open position. Under no circumstances can we close these doors whilst occupied by the public.

All fire exits and escape routes must be kept clear of equipment, vehicles, etc at all times.

We cannot disable any part of our fire alarm system to accommodate hazers & smoke machines – it is illegal for both machines to be used in Cargo.

STAGE MANAGER

Cargo DOES NOT provide your acts with a stage manager. If you would like to have one provided for you contact the Event & Booking Assistant Manager (claudio.l@cargo-london.com) or the Technical Manager (jon.w@cargo-london.com) and they will arrange it. The cost of hiring a stage manager is £10 per hour.