



## **Welcome to the Wildwoods Convention Center!**

**We ask that all vendors please review and adhere to the following policies**

**All vendors must move into and out of the Wildwoods Convention Center via the loading dock area. The entrance is located at Montgomery & Ocean Avenues. Please do not bring anything in through the main entrance of the building, unless the items are hand carried.**

**Wildwood Convention Center carts are not permitted in the parking lots at anytime.**

1. Nothing can be leaned against the walls.
2. No doors may be blocked due to Emergency Fire Regulations.
3. No helium balloons are permitted in Exhibit Hall at anytime. Balloons may be used in the Ballrooms, Meeting Rooms and lobbies.
4. No open flames are permitted. Also, there is no smoking in the building including restrooms.
5. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, or affixed in any manner to painted surfaces, columns, and fabrics of decorative surfaces in the Wildwood Convention Center. Arrangements can be made with the Wildwood Convention Center Event Manager prior to the show for signs and banners to be hung by our engineering staff. A charge may be incurred for staff labor.
6. Food items may not be brought in for sale without express written consent from Well Bread, the Wildwood Convention Center's exclusive Food & Beverage Department.
7. The vendors are responsible for removing their own trash and cardboard to the dumpsters provided in the room during move in and move out.
8. Electric must be purchased before plugging anything in. Only Wildwoods Convention Center electricians are permitted to make electrical connections to house systems. All equipment must be approved by the electricians. They reserve the right to refuse connection of any piece of equipment that is deemed unsafe. All extension cords must be approved by the Convention Center. No household extension cords permitted.
9. Telephone line requests must be made prior to the show.
10. 10 flat bed hand trucks available for load in/out use.
11. No one is permitted to park long term on the loading dock without written consent of the Wildwoods Convention Center. Children are not permitted on loading dock at anytime.
12. **For safety purposes**, any display that requires assembly using but not limited to power tools, ladders, lifts, etc., must be constructed by Wildwood Convention Center staff. Prior arrangements must be made with the event manager for proper staffing. A charge may be incurred for staff labor.
13. Display tents inside of the Wildwoods Convention Center are not permitted to use the canopy portion of the tent at anytime, regardless of size or shape.
14. Any vehicles displayed in the Exhibit Hall must have  $\frac{1}{4}$  tank of gas or less, must disconnect the battery supply and the gas tank access must be secured. Also, vendors must provide ground covering under the vehicle to catch engine fluids. A charge may be incurred for staff labor to clean engine fluids from the hall.
15. Propane tanks are not permitted inside of the Wildwoods Convention Center at anytime.