



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. We ask vendors to put out all trash in aisles that needs to be cleaned up by Operations staff
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 both lobbies.
4. No open flames are permitted with the exception of catering sterno in the appropriate chaffing or rack system. Also, there is no smoking or electronic cigarettes/vaping in the building including restrooms. Failure to adhere to smoking policies can result in being asked to leave the facility.
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 and drink items may not be brought in for sale without express written consent from Delaware North, the Wildwood Convention Center's exclusive Food & Beverage Company. If you want to sample a product it must be less than 2oz but you still need written consent from the Wildwoods Convention Center.**
7. The vendors are responsible for removing their own trash and cardboard to the dumpster outside 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 Wildwoods Convention Center. **Vendors ARE NOT permitted to open up the floor pockets and plug in themselves, failure to adhere to this policy can result in being asked to leave the facility.**
9. Smoking is not permitted in the facility at any time. This includes the use of electronic cigarettes/vaping. Please use the outside deck.
10. Animals are not permitted in the building at any time unless they serve as a service animal. Proper identification is required for service animals.
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. You will be granted thirty minutes to load in before being asked to move. If you need additional time please ask ahead of time with your client.
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 must be no larger than 10 x 10 and have proper flame resistant tags. If placing two 10 x 10 tents next to one another there must be a 3' clearance between to adhere to state

fire egress law. Failure to provide proper flame resistant tags will result in not being able to use the canopy portion of the tent.

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.

16. No vehicles are permitted to drive into the Exhibit Hall as of November 19th, 2018. All vendors must load in using the Loading Dock, exceptions must be presented by client to the Wildwoods Convention Center for approval.