

## Wildwoods Convention Center Guidelines

1. The use of double-face tape and cloth tape is permitted on concrete floor surfaces only. Polyken 105 C tape or approved equal must be used. The removal, and associated costs thereof, of tape and tape residue is the responsibility of the Show Management.
2. Signs, decorations and related materials may not be taped, tacked, stapled, nailed, etc., or affixed in any manner, to painted surfaces, columns, fabrics or decorative wall in the Center.
3. Center permanent signs, banners, etc. may not be blocked in any manner. Temporary signs may not be attached in any manner to permanent Center signage.
4. Under no conditions will signs or banners be taped, hung or otherwise attached to the Center's glass curtain wall.
5. Adhesive backed decals and stickers may not be distributed in the Center. Costs associated with the removals of decals/stickers are responsibility of the Show Management.
6. Movement of portable walls in the Center must be performed by Center personnel only.
7. Use of Center equipment, supplies and other materials is limited to Center personnel only unless approved in writing by the Center.
8. The movement of Center furniture, fixtures and equipment must be performed by Center personnel only.
9. House lighting, ventilation, heat or air conditioning will be provided as required during show hours. (Minimal light and comfort levels will be maintained during move in/out).
10. Motorized vehicles and equipment (i.e. carts, forklifts, scooters, etc.) and other movable equipment (i.e. dollies, pallet jacks, etc.) are not permitted in any lobby, pre-function or meeting room.
11. Use of glitter and confetti is not permitted in the Center without the prior written approval of the Center. Costs associated with the cleanup of glitter, confetti and related materials are the Show Management's responsibility.
12. All floor load capacities should be strictly observed.
13. The sale or distribution of novelty merchandise is prohibited without prior written approval of the Center. All distributed materials, whether for sale or at no cost, must be distributed from locations approved by the Center.
14. Holes must not be drilled, cored or punched into any part of the Center or exterior premises.
15. Center office telephones are reserved exclusively for Center operations. Center numbers may not be published as official show or convention numbers.
16. The Center maintains an exclusive Food & Beverage Department operated by Well Bread. All arrangements for food and beverage should be contracted directly with the Food & Beverage Department.

17. Damages to the Center are the responsibility of Show Management. Incident of damages should be reported to the Public Safety Department immediately.
18. Show Management is responsible for procuring all necessary licenses and/or permits. The Center will not secure such licenses/permits on behalf of Show Management.
19. Show Management is responsible for removal of bulk trash prior to opening of show. Center will charge Show Management for any additional trash hauls necessary due to event operations. Bulk trash is defined as any material that cannot be readily removed by standard push broom. Show Management must return the contracted areas to "broom swept" condition. Costs for returning the said areas to this condition are Show Management's responsibility.
20. Show Management must abide by all Center labor rules and jurisdictions. Center will provide Show Management labor guidelines when applicable.
21. All facility utilities are the property of the Center and Show Management is prohibited to access or tamper or otherwise make use of said utilities without prior written approval of Operator. Costs for repairs, damages, etc. resulting from unauthorized use of utilities are Show Management's responsibility.
22. No soliciting is permitted in the Center or on Center premises.
23. All unsafe conditions or activities must be terminated immediately upon request. The Center will remove disruptive parties as necessary.
24. The Wildwoods Convention Center provides, on an exclusive in-house basis, all electrical, utility, security, business services, telecommunications and food and beverage at any time.
25. Food and alcoholic beverages may not be brought into the Center without written permission. The Center may prohibit the consumption of alcoholic beverages at any time.
26. **The use of candles is prohibited.**