

EVENT PLANNING GUIDE



Wildwoods Convention Center

4501 Boardwalk
Wildwood, NJ 08260-0217
609-729-9000

TABLE OF CONTENTS

THE WILDWOODS CONVENTION CENTER	1
FACILITY.....	2
Lobby Space:.....	2
Floor Type:.....	2
Floor Loads:.....	2
Portable Walls:.....	2
DIRECTIONS TO THE WILDWOODS CONVENTION CENTER	3
CONVENTION CENTER VICINITY MAP	4
LOCAL TRANSPORTATION	5
Taxicabs	5
Trolley.....	5
Lion Limo	5
Tram Car	5
Sightseers Inc.....	5
Local NJ Transit.....	5
WILDWOODS CONVENTION CENTER AUTHORITY INSURANCE	6
REQUIREMENTS FOR LICENSE OF CONVENTION CENTER FACILITIES.....	6
BISA TULIP Insurance (Tenant User Liability Insurance Program)	7
FACILITY SERVICES:	7
Event Manager:	7
Event Staff:	7
Pre and Post Event Conferences:.....	7
Setup Instructions:.....	7
Meeting Rooms:	8
Exhibit Halls:.....	8
Public Areas	8
Settlement	8
Telecommunications/Data Transmission:	9
Business Licenses/Health Permits/Taxes	9
Clean Up/Trash Removal.....	9
Contractor Vehicles	9
Cooking Regulations.....	10
Damages:	10
Exhibit and Registration Floor Plan Approval:	10
Fire Permits	11
Identification:	11
Layout and Set-Up of Exhibits:.....	11
Marking of Floors:.....	12
Labor Services:.....	12
Audio/Visual Services:.....	12
Sound System:	12
Telecommunications:.....	13
Water Requirements:.....	13
Electrical Service:	13
Electrical Cables:.....	13
Freight Deliveries:.....	13
Exhibitor Storage:	13
Entrance/Exit Ramp:.....	13
Loading Dock:.....	13

TABLE OF CONTENTS

Use of WCC Equipment:.....	14
Keys:	14
Decorating and Signs:	14
Alcohol Consumption:.....	14
Housekeeping:.....	14
Move-In/Move-Out:.....	15
Sub-Contractors/Employees Insurance Requirements:.....	15
Handicapped Accessibility:	15
Outside Solicitors:.....	15
Lighting Levels:.....	15
EXHIBITOR RIGHTS.....	15
Storage of Equipment:.....	16
Storage of Exhibitor/Vendor Crates and Property:	16
Show Tear-Down:.....	16
Helium Balloon Policy:.....	16
Propane:.....	16
Fog/Smoke/Laser Lights:.....	17
Hazards:	17
NO SMOKING POLICY:.....	17
FIRE REGULATIONS:	17
Ceiling Hang Points for Exhibit Halls & Ballrooms:.....	18
Parking:	18
Security:	18
First Aid:	18
Hazardous Substances:.....	18
Air Conditioning:	18
Box Office	18
Animals:.....	19
Marquee:	19
Plants, Furniture, Other Assets:.....	19
Coat Checks:.....	19
Photography:	19
Lost and Found:.....	20
Public Address Systems:	20
Sound System:	20
RULES & REGULATIONS:.....	21
APPENDIX A – CERTIFICATE OF INSURANCE (SAMPLE).....	23
APPENDIX B – AUDIO VISUAL, EMT SERVICES AND DECORATOR SUPPLIERS.....	25
APPENDIX C – RE-SELLER/NON-NEW JERSEY RE-SELLERS CERTIFICATE	26
NEW JERSEY STATE CONSUMER SHOW/VENDOR SELLS TAXATION REQUIREMENTS....	31

The Wildwoods Convention Center

Meeting on the beach has been a tradition in the Wildwoods since the Ketchemeche tribe, an offshoot of the Lenape Nation, first used the island as a summer gathering place to enjoy the sun, hunt, and fish.

The Wildwoods Convention Center is on that same beach, just steps from the Atlantic Ocean. Construction of the center was the newest project of the New Jersey Sports and Exposition Authority (NJSEA), operator of Giants Stadium, Continental Airlines Arena, Meadowlands and Monmouth Park Racetracks and the Atlantic City Convention Center and Boardwalk Hall. The Greater Wildwoods Tourism Improvement and Development Authority (GWTIDA) operate Wildwoods Convention Center.

The center features:

- 75,000 square feet exhibition area dividable into two areas of 37,500 each.
- 11,700 square feet of ballroom space, dividable into three areas, two at 3,483 square feet each, one at 4,779 square feet.
- 8,675 square feet of flexible meeting space
- 6,600 square foot oceanfront deck for pre-functions
- 30,000 square feet of Lobby/pre-function space
- Up to 7,000 seats in the main hall
- Voice and data communications in exhibit hall floor boxes
- Convenient loading docks
- Within a day's drive of 1/3 of America's population
- Boardwalk beach extension for strolling to the water's edge between meetings
- 38 blocks of Boardwalk fun just outside our front door
- Special events galore
- Accommodations in every price range

Facility

Lobby Space:

The front lobby of the WCC serves as the main entrance for WCC guests, delegates and members of the public. It is available on a limited basis for shared use with other WCC functions. Please discuss your specific needs with our Event Manager.

Floor Type:

▪ Ballrooms	carpet
▪ Exhibit Hall	concrete (treated with sealer)
▪ Meeting Rooms	carpet
▪ Lobby	carpet/concrete
▪ Loading Dock	concrete

Floor Loads:

▪ Exhibit Hall	350 lbs. Per sq. ft. capacity
▪ Ballrooms	125 lbs. Per sq. ft. capacity
▪ Meeting Rooms	125 lbs. Per sq. ft. capacity
▪ Lobby	125 lbs. Per sq. ft. capacity

Portable Walls:

In some areas, portable walls extend from floor to ceiling and are sound buffers.

- In meeting room/ballroom – more sound proof.
- In exhibit hall – sound is not totally buffered.
- Ballrooms A, B C
- Boardroom
- Meeting Rooms 1, 2, 3, 5, 6, 7, 8, 9 and 10.
- Exhibit Hall East/West: Air wall does not provide sound-proofing. Area above truss is open air.

Directions to the Wildwoods Convention Center

From Philadelphia

Atlantic City Expressway to Exit 7 South onto the Garden State Parkway South to Exit 4B (Wildwood/Wildwood Crest). You will be on Rt. 47 South (Rio Grande Ave.). Continue 2.3 miles to Ocean Ave. and make a left. The Convention Center is on your right directly after the turn.

From Points North

Garden State Parkway South to Exit 4B and follow directions above.

From Points South

Cape May-Lewes Ferry to Cape May. Follow signs to the Wildwoods via Garden State Parkway North to Exit 4 and follow directions above.

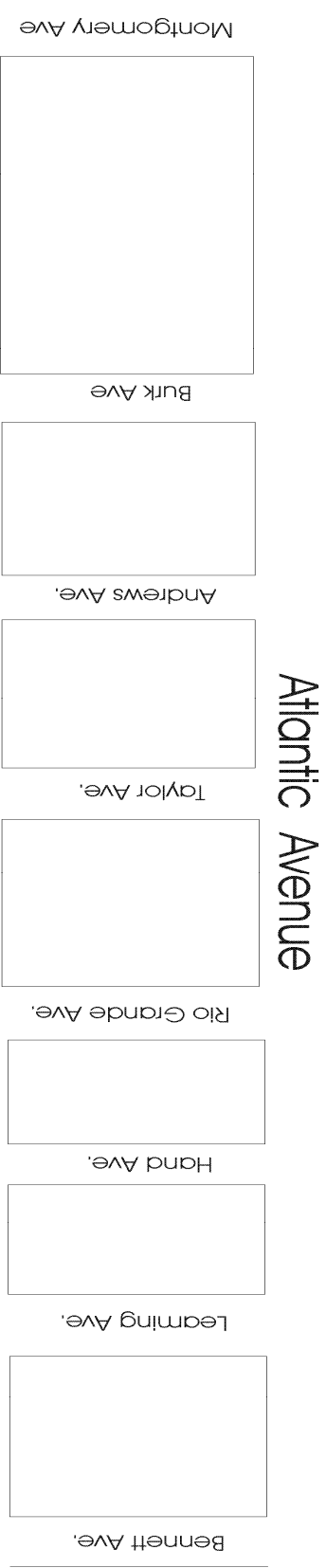
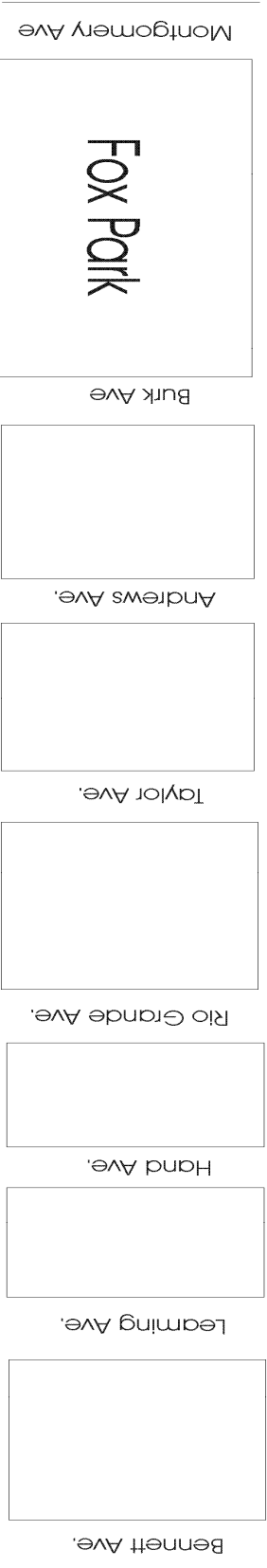
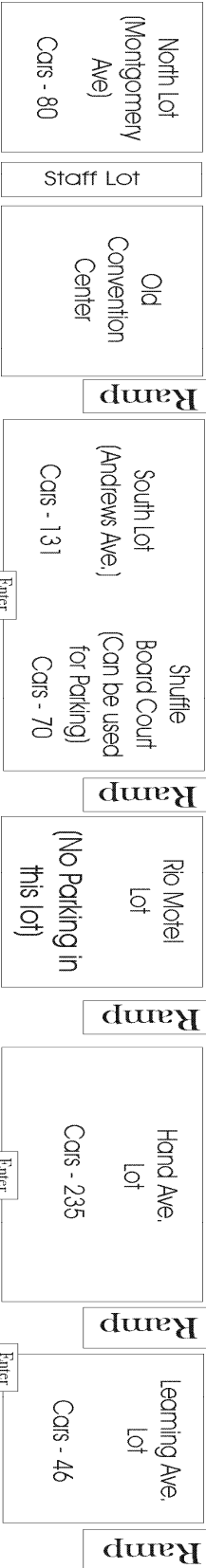
From Delaware Memorial Bridge

Rt. 40 East to Rt. 55 South to Rt. 47 South to the Wildwoods.

From Atlantic City Airport

Follow County Rt. 563 to Rt. 322 East, then take Garden State Parkway South to Exit 4B (Wildwood/Wildwood Crest). You will be on Rt. 47 South (Rio Grande Ave.). Continue 2.3 miles to Ocean Ave. and make a left. The Convention Center is on your right directly after the turn.

CONVENTION CENTER VICINITY MAP



Local Transportation

Taxicabs

Yellow Cab Co. - 609-522-0555

Caribbean Cab Co. - 609-523-8000

Checker Cab. Co. - 609-522-1431

Trolley

Hop on board! Victorian open-air trolley cars provide a convenient way to get around the Wildwoods. In season, daily trolley service operates from 8:30 A.M. to midnight in Wildwood Crest and Wildwood from Seapointe Village to Schellenger Avenue along the streets closest to the beach. Trolley rides to Victorian Cape May from North Wildwood, Wildwood and Wildwood Crest are also available. Trolleys are operated by Five Mile Beach Electric Railway Company, the oldest continuously operating trolley company in the United States.

800-4-TROLLY

www.gatrolley.com

Lion Limo

Lion Trailways specializes in deluxe motor coach transportation. Since 1978 Lion Trailways has had the most modern and versatile fleet offering: charters, shuttles, airport transfers, VIP buses, mini buses, and school buses.

Call 1-800-966-3758

Tram Car

Trams operate during the season along the 2 miles of the Wildwoods Boardwalk from 16th Street in North Wildwood to Cresse Avenue at the Wildwood/Wildwood Crest end. Operation begins at 10:00 A.M. and generally goes until the amusement piers close. You may get on or off anywhere along the route. Discount books, daytime roundtrip, and tokens are available at the Tram Office.

Sightseers Inc.

5308 Boardwalk (Cresse and Boardwalk)

Wildwood, NJ 08260

609-523-TRAM

Local NJ Transit

Offers transportation throughout the Wildwoods and to and from other surrounding communities.

NJ Transit Co.

Davis & New Jersey Avenues

In NJ: 800-582-5946

Out of State: 215-569-3752

WILDWOODS CONVENTION CENTER AUTHORITY INSURANCE

REQUIREMENTS FOR LICENSE OF CONVENTION CENTER FACILITIES

In accordance with paragraph 9 of the License Agreement with the WCC, titled INSURANCE, all licensees and their subcontractors are required to provide a Certificate of Insurance evidencing the required coverage.

A Certificate of Insurance complying with the following requirements is due in our office at least thirty (30) days in advance of your event.

ADDITIONAL INSURED – The Certificate of Insurance shall contain the following endorsement:

Additional Insureds shall include The Greater Wildwoods Tourism Improvement and Development Authority, the New Jersey Sports and Exposition Authority, SMG, Delaware North Companies, and their respective members, directors, officers, employees and agents. This insurance is primary to any other valid or collectible insurance or self-insurance, whether or not such other insurance or self-insurance is primary, contributory, or excess. This insurance shall apply to each named insured for occurrences taking place during the Lease Term, including Load-In and Load-Out Periods, in all areas of the Function Space in which any activity connected with this Agreement takes place.

LIMIT OF LIABILITY – Minimum \$2,000,000 CLS per occurrence. The total limits can include coverage under an Excess Liability Policy.

COVERAGE TO BE PROVIDED-

Comprehensive General Liability including:

- Premises Operations
- Blanket Contractual Liability
- Broad Form Property Damage
- Products and Completed Operations
- Independent Contractors
- Personal Injury (include A, B, C)
- Fire Legal Liability
- Hired and Non-Owned Auto Liability
- Workers Compensation and Employers Liability

A minimum of twenty (20) days advance written notice of cancellation or changes of coverage must be given to the Center. You may purchase insurance coverage from any insurance agency.

A sample copy of an insurance certificate is located in the Appendix A.

BISA TULIP Insurance (Tenant User Liability Insurance Program)

The Wildwoods Convention Center can offer to its Show Managers, liability insurance through a program called **TULIP** Insurance (*Tenant User Liability Insurance Program*). This is for those shows or special events that are not able to meet our required coverage. **TULIP** insurance can be obtained for an event at an inexpensive rate per event. **TULIP** insurance is also available to your exhibitors. Please contact your Event Manager for more information. A copy of the **TULIP** Insurance is located in Appendix B.

Facility Services:

Event Manager:

Once a License Agreement has been issued, an Event Manager will be assigned to work with you. The Event Manager will assist in organizing staff and services available through the WCC to ensure your event requirements are fully met.

Event Staff:

Event Staff requirements should be determined in conjunction with the Event Manager a minimum of 45 days before the event date. All staff cancellations require notice of 48 hours (not including weekends or holidays); otherwise, a minimum charge of four hours per staff member will be incurred. Cancellations during shifts will result in charges for the balance of each shift. Your Event Manager will be able to assist you in determining appropriate staffing levels.

Pre and Post Event Conferences:

In order to better coordinate the servicing of your needs, your Event Manager will schedule a pre-event conference with the Wildwoods Convention Center event staff for the implementation and review of your event requirements. A post event evaluation form will be provided to you at the post event conference. We would appreciate your cooperation in filling out the form, so we may continue to improve our service.

Setup Instructions:

The WCC will require complete information on the physical setup of your event a minimum of 90 days before your event (subject to approval of DCA). Your Event Manager will contact you to obtain these details. Placing your Event Manager on your exhibitor and/or delegate mailing list will keep them better informed and enable our staff to anticipate many aspects of your event.

The WCC does not restrict exhibitors from carrying in their own material or from setting up their own exhibits. In certain circumstances the WCC Security Staff must be employed for traffic and security control during move-in/move-out periods. Costs for this are chargeable at the prevailing rate. Your Event Manager will discuss the applicable costs.

Bicycles, skateboards, sneaker blades, roller blades, scooters or other types of recreational transportation are not to be used in the facility at any time. All vehicles, once unloaded, are requested to exit immediately from the loading dock.

Exhibitors are requested to bring their own tools, ladders, brooms, dollies and other items required to build or transport their exhibit. Tools, carts, etc. cannot be loaned to anyone. The WCC makes carts available at a nominal fee.

Meeting Rooms:

A one-time basic set up is included in the rental of all meeting rooms. You may choose between theater, classroom, conference or banquet style (6' round tables). Also included in the rental, is up to two pieces of riser staging, skirted head table for four (4), skirted table in back of room for literature and one registration table outside the room. Any additional equipment such as skirting or tablecloths for tables, extra staging or tables, can be provided to you for an additional charge. See attached Appendix C for a listing of all equipment and current prices. Any change in the set up, i.e. classroom to theater style, during your event will result in an additional charge. Ask your Event Manager for further details.

Exhibit Halls:

All non-exhibit uses of the Exhibit Halls may be subject to equipment rental or set up labor charges. Additional costs may also be incurred for changes/additions. Consult your Event Manager for details.

Public Areas

Fire safety regulations dictate that public space in the Center be kept clear of obstructions. Due to limited public space available for exhibits, service desks, registration counters, product sales, etc., space for these purposes should be indicated on the floor plan for approval by Wildwoods Convention Center Management and the DCA (New Jersey Department of Community Affairs and Fire Safety. Please discuss options and possibilities with your Event Manager.

Settlement

All event related expenses are required in advance of the show. You will be responsible for any additional services at the conclusion of the show. Any balance due at the close of the show should be paid prior to departure, unless other arrangements were approved by the Director of Finance at least 30 days prior to your event. Your Event Manager will be able to answer any questions regarding final settlement of invoices.

Telecommunications/Data Transmission:

The Telecommunication Department provides exclusive telecommunication services that can be tailored to meet show management and exhibitor needs.

Fiber, booth interconnectability, video conferencing, direct internet connections, and arrangements for voice, video and data communications services for all areas of the Wildwoods Convention Center can be made by contacting our Telecommunications Department. The Wildwoods Convention Center will rent, install and service all show, office and exhibitor telephone needs. Single, multiple and data information lines are available.

Show management will be provided with a single line phone with "toll free" service only in the permanent exhibit hall location Show Manager's office on a complimentary basis. Show management will be responsible for all local and long distance calls or any additional services ordered.

Business Licenses/Health Permits/Taxes

It is the Show Management's responsibility to procure all necessary licenses and/or permits, business license, health permits, fire permits, etc. The Wildwoods Convention Center will assist you in providing Wildwoods Convention Center related information necessary for submission, but the Wildwoods Convention Center will not secure such licenses/permits on behalf of Show Management.

Clean Up/Trash Removal

The Wildwoods Convention Center will provide Show Management with a clean floor. Show Management is responsible to return the floor back to the same condition and for pre-show clean up. During your event, the Wildwoods Convention Center's Event Cleaning Department will maintain all public common areas including: lobbies, hallways, restrooms and meeting rooms. Trash removal fees will be based on the amount of trash and time required except when said areas are utilized as exhibition space. The Wildwoods Convention Center can provide trash and debris removal on a per haul basis. Should any trash debris be left after the License period, it will be removed at Show Management's expense. There will also be a charge for trash dumping. These fees will be based on a per dumpster basis.

The Event Cleaning Department can provide services relating to bulk trash removal, exhibitor booth cleaning, aisle carpet vacuuming, pre and post show clean up for a competitive fee. You will be charged for trash and debris removal but only the direct costs the Wildwoods Convention Center has to pay for labor and dumping fees. Ask your Event Manager for details and estimated costs. Should Show Management wish to contract with the Wildwoods Convention Center to provide custom booth cleaning services, the fees for clean up, trash removal and dumpster fees may be negotiated.

Contractor Vehicles

Private vehicles, car, vans, station wagons and small trucks belonging to the employees or management of the show contractor or decorator are forbidden from parking on the exhibit floor, loading dock or sidewalk areas surrounding the Wildwoods Convention Center. Restricted area parking permits can be obtained from the Event Manager by advance application only. Vehicles not displaying a permit will be towed at the owner's expense.

Cooking Regulations

Cooking in exhibit booths is permitted in The Wildwoods Convention Center; however, there are rules and regulations that govern cooking operations that produce grease laden vapors.

1. All such operations shall take place as close to the center of the hall as possible.
2. All show booths that contain such operations shall be grouped together and would require appropriate fire extinguishers.
3. These booths shall be arranged in such a manner as to provide a wider than normal aisle.
4. These booths shall not have any type of combustible hanging or decorative materials around the immediate area of operations; i.e. side drapes, carpets, etc.
5. A Fire Safety Permit shall be obtained from the fire official prior to the date of demonstration. One permit is needed per show, not per exhibitor. Permit application information can be obtained from your Event Manager.
6. Each booth shall have at least one 20lb ABC rated fire extinguisher.

All cooking must be done with electric or natural gas. No cooking can be done using propane unless specifically approved by the DCA (New Jersey Division of Community Affairs and Fire Safety in writing. Again, a Fire Safety Permit would need to be obtained. Please see your Event Manager for specific details.

Damages:

Show Management is responsible for any damages to the Wildwoods Convention Center. You are required to schedule a **pre and post-event** “walk-through” with your Event Manager to verify the condition. If damages occur during your event, you will be notified shortly after the incident with written reports and pictures (if possible). The Show Management and/or approved show representative must sign the pre-event and post-event inspection sheets. Show Management is financially responsible for building damages incurred during the length of the contract.

Exhibit and Registration Floor Plan Approval:

The Wildwoods Convention Center’s exhibit and registration floor plan approval process incorporates policies mandated by state and local fire ordinances. All floor plans must be approved by the DCA (NJ Division of Community Affairs and Fire Safety) prior to the sale or lease of any exhibit space.

The following is the procedure for submitting floor plans for shows at the Wildwoods Convention Center. Please follow these rules carefully to avoid Fire Marshall violations that will result in rejection and re-submittal of your floor plan:

1. All drawings are to be done in 1/32 “ scale (or comparable layout, as approved by the DCA and the Wildwoods Convention Center.
2. All drawings are to show all exits, fire hose boxes, fire extinguishers and control panels. There needs to be a 10’ perimeter around all fire extinguisher boxes, fire hoses and control panels. All are to be left clear and accessible. Allowance will be made when exhibits are laid out in block space around fire extinguishers, fire hoses and control panels as long as they remain clear and accessible.

3. Mechanical floor boxes are to be shown on the drawings to ensure that there is access for mechanical and electrical service to the booths. Keep in mind that all booths should be laid out in a 10"X10" foot format with a 10" foot aisle.
4. If the entire Convention Center is not being used, there needs to be a legend showing the individual hall's orientation in the building somewhere on the floor plan.
5. If needed, an area should be left for the Service Desk. There is no dedicated Service Desk area in the Center.
6. Ten (10) copies of the drawing must be submitted for approval.

The ten (10) copies of your proposed floor plan, drawn to 1/32" scale, should be submitted to your Event Manager. The Center will then submit a copy of the proposed floor plan to the DCA (NJ Division of Community Affairs and Fire Safety) for approval. Non-approved floor plans will be returned to Show Management with explanations. Show Management must submit ten (10) copies of amended floor plans for approval as they become available.

Please remember that all National Fire Prevention Agency Life Safety Code Guidelines are observed by the Wildwoods Convention Center as well as all federal, state and local fire codes that apply to public assembly facilities. The decisions of the DCA (NJ Division of Community Affairs and Fire Safety) will be considered final.

Fire Permits

Permits approved by the N.J. Department of Community Affairs – Division of Fire Safety are required for the following:

1. Pyrotechnics
2. Cooking which produces grease-laden vapors
3. Use of an open flame

Your Event Manager can provide you with information to procure the necessary permits for your event.

Identification:

All personnel are required to wear identification badges at all times. Show Contractors must ensure that their employees and management staff are identified from the first day of move-in until the last day of move-out. Exhibitors must also wear ID badges before entering the exhibit. Show Management must supply a sample set of ID badges to the Event Manager along with a detailed description of any restrictions associated with them at least five (5) days in advance of the first day of the move-in.

Layout and Set-Up of Exhibits:

The following regulations must be followed when designing your floor plans. All floor plans must be submitted to the Wildwoods Convention Center for Fire Marshall approval. (See exhibit and registration floor plan approval).

1. Aisle dimensions and locations are subject to Fire Marshall approval. Aisles must be a minimum of 10 feet wide.
2. No exhibit booth, registration table or related material may be placed within 20 feet of the main entrance/exit.

3. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or infringed upon by pipe, drape, exhibits or other fixtures.
4. Literature and other items cannot be stored in booths beyond what could be reasonably used in one (1) day. Additional material must be stored in closed containers and kept in a neat and organized manner in a designated storage area.
5. Clear access must be maintained to all Center Services (i.e. restrooms, concession stands, utility rooms, Business Center, Wildwoods Convention Center services desks, etc.).
6. Carpet runners or show carpet installed over Center's permanent carpet is prohibited without the prior written approval of the Wildwoods Convention Center.
7. Whenever direct access to a fire extinguisher is blocked, the exhibitor blocking access must be notified of the location of the fire extinguisher, and a temporary sign must be hung above the exhibit indicating the extinguishers location. This is subject to the discretion of the DCA (New Jersey Division of Community Affairs and Fire Safety).

Marking of Floors:

The Show Manager must use the standard stick or ball type chalk to mark the exhibit floors. Liquid chalk, adhesive tape, paint and other marking substances are forbidden.

Labor Services:

The Wildwoods Convention Center has Collective Bargaining Agreements with local labor organizations. All Show Managers are required to adhere to the rules and regulations of these agreements. Contact your Event Manager for clarification on all labor information and exhibitor rights clauses as they pertain to your event.

Audio/Visual Services:

The WCC will provide the names of product and service suppliers who have demonstrated ability and willingness to provide service to our clients. The WCC has a limited audio-visual inventory (see Appendix C for rates). For requirements beyond the inventory of the WCC, please refer to Appendix D for the list of local providers. Your WCC Event Manager can help you with these details.

Sound System:

The Wildwoods Convention Center is equipped with public address sound systems in the majority of its space. It is required that WCC employees set-up and handle all the WCC owned equipment and systems. More complex sound setups may require an A/V technician, at licensee's cost, to be present during the event to ensure the smooth operation of all equipment. For trade and consumer shows, the Licensee will receive a general public address setup as part of the rental agreement.

The sound system in each of the three Ballroom sections is designed for speech reproductions as well as background music. It is possible to connect the Ballroom systems together to provide one combined system. Audio/Visual inputs to the system may be made from various ports. Each input location is equipped with four microphone jacks.

All of the Meeting Rooms are equipped for audio/visual recording and simultaneous interpretation amplification. Divided rooms may combine to form one system. Remote recording is possible for media services. For detailed information specific to your event needs, please contact the Event Manager or Audio/Visual Services.

Telecommunications:

Single line analog and multi-line digital telephone service is provided exclusively by the WCC. High-speed internet access is also available using the WCC's 10/100 Base T Local Area Network and one dedicated T1 lines to a local internet provider. For further information and pricing contact the WCC Telecommunications Department.

Water Requirements:

Please see the Event Manager for all water and drain hookups. Please note that all water forms must be received a minimum of ten (10) days prior to the exhibitor arrival for move-in. Payment must be received ten (10) days prior to move-in to avoid higher charges.

Electrical Service:

Electrical services are supplied exclusively through the WCC. Order forms are available through the Operations Department at (609) 846-2666. Please note that all electrical order forms must be received a minimum of ten (10) days prior to the exhibitor arrival for move-in. Floor plans of the Exhibit Halls and Ballrooms that show locations of electrical boxes are available upon request.

Electrical Cables:

All electrical connections must be installed/dismantled by WCC employees only. All electrical cables must be secured and matted to conform to electrical/safety standards. Suppliers providing and installing their own matting will be inspected by the WCC Staff to assure electrical/safety standards compliance.

Freight Deliveries:

The acceptance of freight shipments by WCC personnel is prohibited on behalf of decorators or exhibitors. Licensee Decorators/Exhibitors should ensure that delivery of freight is scheduled when their representatives are on site at the Convention Center. Arrangements should be made with local storage companies in the event that decorator/exhibitor shipments arrive prior to scheduled move-in dates.

Exhibitor Storage:

The WCC's storage space is limited; therefore, the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Any goods arriving before the authorized move-in times will be refused and required to return at the scheduled move-in time.

Entrance/Exit Ramp:

The one-lane ramp that goes under the boardwalk controls the entrance and exit of the loading areas using a traffic light sensor. Please use caution when approaching the ramp area and be aware of the possibility of oncoming traffic.

Ramp tunnel – 13'4" (do conversion to meters) feet high X 16 (4.88m) feet wide.

Loading Dock:

Ultimate control of Loading Dock belongs to the WCC. The loading area consists of eleven (11) loading bays. Two (2) of the loading bays have levelers. Driving on the exhibit floor is prohibited, unless previously discussed with the building management.

Exhibit Hall roll-up doors sizes are as follows:

- Exhibit Hall 1 – 19' (5.79M) high, 26'1" (7.92M) wide

- Exhibit Hall 2 – 16' (4.88M) high, 13' (3.96M) wide

There should be a 10-foot clear walkway on the loading dock at all times. Due to commitments to other events and building requirements, not all bays and load-in areas will be available at all times. Exhibitors will be given a pass on the move-in and move-out of the event. Parking in the loading dock and will be permitted 15 minutes to unload the vehicles. Violators are subject to be towed at the owner's expense. One loading bay must be kept clear during normal business hours for in-house deliveries.

Use of WCC Equipment:

See Appendix C for a list of available equipment for rent and the applicable rates. Hand tools and ladders are not available for use from the WCC.

Keys:

Keys may be obtained through the Event Manager with advance notice. Keys must be returned on the last day of the event. There is a \$35.00 charge for each standard key not returned.

Decorating and Signs:

WCC staff to hang banners that require scissor lifts or ladders. For easier access and in compliance with fire regulations, nothing shall be placed on top of electrical boxes in the exhibit hall. The use of pins, nails or tape on facility walls, doors or ceiling is strictly prohibited. All decorations within the ballrooms and meeting rooms must be free standing and cannot be hung from ceiling or attached to walls.

The Licensee will remove all signs, show bills and posters that the WCC finds objectionable. All decorative materials must be effectively flame proofed before installation.

All materials not removed by the Licensee by the end of the move-out period will be removed by the WCC and all associated costs will be the responsibility of the Licensee.

The use of tape on the Exhibit Hall Lobby and the Ballroom Lobby areas, or on any carpet within the Convention Center is strictly prohibited. The Event Manager should be contacted if any potential safety hazard exists, which would require the use of tape. Tape used within the interior of the exhibit halls should be a type that would not leave an adhesive residue on the exhibit hall floors. Any adhesive left on the floors is the licensee's responsibility to clean. If WCC staff has to clean up, licensee will be for labor costs incurred.

Alcohol Consumption:

Alcohol may not be removed from the facility under penalty of Wildwood City Local Ordinance 4.-25 *Unlawful Display of Alcoholic Beverages*. The consumption of alcoholic beverages is restricted to the licensed area and only during those times as concession stands are open through the contracted food and beverage company. For safety reasons, alcohol consumption is not permitted during set-up, move-in/move-out times.

Housekeeping:

Housekeeping and cleaning of contracted areas is included in the basic room rental. However, depending on the nature of these events, additional housekeeping costs may be incurred. The Event Manager will be able to assist in identifying areas that have potential cost implications. The WCC is not responsible for the cleaning of carpeted aisles in exhibit type shows/events.

Move-In/Move-Out:

Decorator and exhibitor move-in is to be accomplished at the loading dock areas only located on the north side of the building. Decorator/exhibitor personnel, who attempt to move-in or move-out through the front of the building, will be immediately stopped by Security.

Sub-Contractors/Employees Insurance Requirements:

All sub-contractors are required to provide a Certificate of Insurance evidencing a minimum of \$2,000,000 dollars general liability insurance as well as workmen's compensation coverage. The certificate must name GWTIDA, NJSEA and SMG as additionally insured and named as the certificate holder. The Certificate must also include a 30-day cancellation notice.

All sub-contractor operators and their employees must maintain generally accepted safe operating practices and follow all OSHA guidelines to ensure a safe workplace. All sub-contractors must adhere to all policy rules and regulations for The Wildwoods Convention Center.

Handicapped Accessibility:

The WCC has restrooms, concessions and telephones (phones near concierge desk) designed to accommodate the needs of those with physical/mental impairments. The Ballrooms, Meeting Rooms and Exhibit Hall can be equipped with services for the hearing impaired. Any special requirements you may need should be discussed with the Event Manager at the earliest time possible. The WCC is in current compliance with all ADA requirements.

Outside Solicitors:

Unauthorized pickets or solicitors are strictly prohibited by the WCC. Clean up for handout literature or pamphlets will be charged back to those individuals who choose to ignore the policies of the Convention Center.

Lighting Levels:

Lighting during move-in, setup and move-out will be at levels suitable for working. House lighting levels during event days are as discussed with the Event Manager. Any specific lighting requirements are available through the WCC.

Exhibitor Rights

The Center has set up a variety of exhibitor rights clauses to create a very "user friendly" atmosphere. Full-time exhibitor personnel have the right to perform the following work:

- Unload and reload their own vehicle at the loading dock in an area specified by the show contractor for the unloading of privately owned vehicles (POV's) provided:
 - They utilize the space designated by the WCC for said purpose.
 - They provide their own dollies or hand trucks.
 - They utilize no motorized lift equipment.
- Hand carry exhibit material only through public doorways, provided:
 - They do not utilize material handling equipment other than personal luggage carriers.
- Set up and dismantle their own display.
- Bring in, setup, and dismantle personal computer equipment.

Storage of Equipment:

Storage of material handling supplies and other decorator equipment must be left on trailers or other private conveyances. In compliance with existing city fire regulations, the 20-foot perimeter of the exhibit halls should be free of decorator/exhibitor equipment. The DCA, upon approval, will require that a "fire watch" person will be employed at the expense of the event organizer, for the duration of the storage (not within the confines of the exhibit booth space) of supplies/product inside the convention center.

Storage of Exhibitor/Vendor Crates and Property:

The Event Manager will provide assistance as to the proper points for exhibitor/vendor products and empty crates/boxes. In compliance with the existing city fire regulations, the 20 foot perimeter of the exhibit hall should be free of exhibitor/vendor property outside the exhibit hall at the side loading dock area will be in such a manner as not to block any fire access or normal movement or personnel/material handling equipment during convention center operations. The WCC assumes no responsibility or liability for items stored on the loading dock areas. Please store overflow crates, etc. in empty freight trailers.

Show Tear-Down:

It is the responsibility of the licensee to remove trash or debris that is generated by the licensee such as booth signs, plastic table covers, exhibit hall tape, pallets, etc. prior to the close of the show and during the decorator breakdown and move-out. The WCC rolling trash bins are readily available to decorator personnel at no charge if they are emptied as they are filled. Non-recyclable waste must be taken to its designated area. Promoter is responsible for the cost of renting any dumpsters needed for trash exceeding the capacity of the WCC Operations Staff for trash refuse. In the event that trash and debris are not properly disposed of in accordance with WCC policy and city and county ordinances, any fines and/or extra labor charges incurred by the WCC will be forwarded to the licensee.

Helium Balloon Policy:

The WCC **prohibits** the use of helium-filled balloons for handouts at events. Restrictions also apply to the use of balloons for decorative purposes. These restrictions apply because balloons become tangled in lighting fixtures, climate control ducts and on ceiling ledges. Once deflated, they interfere with climate control, create an unsightly appearance and are difficult to retrieve.

If the Event organizers have obtained permission from the Wildwoods Convention Center, for display of balloons (helium), event organizers are subject to the following conditions whenever helium balloons are used.

The event must give a deposit to the WCC in the amount of \$250 per hall section used. Should balloons become lodged, entangled or otherwise remain suspended for extended periods, said deposit will be used to secure the services of a contractor to remove same. If there are no balloons suspended in the ceiling vicinity at the completion of the event, the deposit will be refunded.

Propane:

The WCC Exhibit Regulations for fire safety prohibits propane containers that exceed 20 lbs. (10 Kg.) on site. Flow restriction valves must be used on all propane tanks. All propane connections require advance notification to the Event Manager and Fire Marshall's and will be inspected and approved by the WCC during move-in.

Fog/Smoke/Laser Lights:

No fog, smoke effects or laser light shows shall be permitted without the express prior written approval by the WCC Director of designee. If approved, such devices may incur additional staff costs as required by the DCA (NJ Division of Community Affairs and Fire Safety).

Hazards:

Report any spills or hazards to the Event Manager or facility personnel as soon as possible.

No Smoking Policy:

In accordance with N.J. State Law, PL 1985, Chapter 318 it is the policy of The Wildwood Convention Center to protect the health of its employees and public by prohibiting smoking (cigars, cigarettes, pipes, etc.), in all public areas including but not limited to exhibit halls, meeting rooms, Show Manager's offices, corridors, restrooms, stairwells, conference rooms, general office space, etc.

The entire WCC is a smoke-free facility. This includes all function and pre-function areas within the building.

Fire Regulations:

All floor plans require advance written approval by the DCA (NJ Division of Community Affairs and Fire Safety) and the WCC. Aisles and exits, as designated on approval show plans, must be kept clean and free from obstruction. Fire lanes in and around the facility must remain clear and unobstructed during move-in, event hours and move-out.

Easels, signs, chairs, etc. may not be placed beyond booth areas into aisles. Display literature is to be limited to reasonable quantities. Reserve supplies should be kept in closed containers and stored in a neat and compact manner. Show Management is responsible for advising exhibitors that booths must be cleared of combustible rubbish daily.

The use of candles is prohibited.

All decorations, including but not limited to, drapes, signs, banners, acoustical materials, hay, straw, moss, bamboo, plastic cloth fabric, linen and similar decorative materials must be made flame retardant. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant; therefore their use is prohibited. Flame retardant certificate of proof must be available upon request.

Table coverings must be flame treated unless they lie flat with an overhang of no greater than six inches.

Internal combustion engines, vehicles or equipment cannot contain more than one quarter (1/4) tank of fuel and must be inoperable, (i.e. battery and/or ignition disconnected). Fuel caps must be taped or locked shut, drip pans are required under all vehicles while inside the facility and keys are to be left with the WCC Security. Additional details regarding the WCC fire regulations are available from the Event Manager.

Ceiling Hang Points for Exhibit Halls & Ballrooms:

All loads and methods of suspension must be pre-approved by the WCC Operations Department. A rigging plan showing loads and method of suspension is required for such approval. **All rigging is to be installed by the local stagehands union at the Wildwoods Convention Center at licensee's cost.** Any rigging plans that are found to be incorrect or unacceptable for any reason will be subjected to rejection. The event organizer will be responsible for re-submission of a plan that is deemed appropriate and conforms to safety standards. Limited technical information and load capacities are available through the Event Services Department.

Parking:

The on-site parking is managed by the WCC and is available on a first come, first served basis at the prevailing daily rate. Attendees are charged upon entry at the prevailing rate per space. Overnight parking and in-and-out privileges are not available.

An exhibitor parking lot may be reserved based upon availability. The exhibitor lot has in-and-out privileges for exhibitors. Contact your Event Manager for reservation of the exhibitor parking lot. Parking is not permitted in the loading bay areas except for the purpose of loading or unloading.

Security:

The WCC's Security Staff provides 24-hour coverage for general building security. This service is exclusive to the WCC. House Security Staff is not responsible for goods and property within specific event spaces. Should you wish Security Staff within your contracted event space, arrangements may be made through the Event Manager. All costs for this are chargeable at the prevailing rate.

First Aid:

Emergency Medical Technicians (EMT) may be required during event hours, subject to discretion of the WCC management team. Please confirm event hours and the prevailing hourly rates with your Event Manager.

Hazardous Substances:

Licensees, exhibitors, customers and other participants are prohibited from bringing hazardous materials into the WCC. If such materials are found and cleanup is required, the Licensee will be responsible for any costs involved with removal, cleanup and disposal of such properties.

Air Conditioning:

Air conditioning is provided only during open show hours on the exhibit floor and during seminar hours in meeting rooms. Since the freight doors will be open during that time, air conditioning is not available on the exhibit floor during move-in and move-out hours..

Should air conditioning be required in meeting rooms other than scheduled seminar hours, your Event Manager can provide you with the cost for the Center providing air conditioning for the meeting rooms.

Box Office

The Convention Center provides a box office for ticket sales to public events. Your Event Manager will schedule a meeting for you with box office personnel to review hours, staffing levels, ticket prices, ticket ordering, box office charges and tax regulations.

The Center's box office is open only during show days. For all advance ticket sales, the Center is affiliated with Ticket Master. Arrangements for the inclusion of your event on the system must be made through the Convention Center. Ticket Master may offer tickets for sale at all of its approved ticket outlets, thus providing multiple locations for the sale of your event's tickets. Licensee may request additional agencies, subject to Center approval, for ticket sales and Licensee will be held responsible for collection of funds from any of the requested and approved agencies.

Should Ticket master not be used, all tickets must be approved by the Center and ordered from a bonded ticket printing company. The box office will check all tickets against the show manifest to ensure accuracy prior to opening the sale of tickets to the public. The Center's box office will maintain control of ticket distribution, box office operation, ticket sales personnel and ticket sales revenue through the completion of final settlement.

The Center will automatically deduct all applicable State Sales Taxes from gross sales of all tickets sold at the Center Box Office and will give them to the State Division of Taxation. Show Management will be directly responsible for the payment of all State Sales Taxes on tickets not sold through our Box Office.

The issuing of complimentary tickets to events will be limited to five (5) percent of capacity or as dictated by prudent business practice. Additionally, the Center may require a determined number of tickets for each show day/performance for its own use.

Animals:

Animals are prohibited unless they are part of the attraction or assist disabled persons, and then only when proper sanitary safeguards are taken.

Marquee:

Shared space is available on the WCC's marquee located at Rio Grande Avenue and Ocean Boulevard at no charge for public events.

Plants, Furniture, Other Assets:

The moving of plants, furniture or other permanent type fixtures within the WCC is strictly prohibited.

Coat Checks:

Coat checking services are exclusive of Delaware North Companies. Portable coat racks are available in limited quantity upon request. The WCC is not responsible for items left in coat check areas or on coat racks.

Photography:

The WCC retains the right to take photographs of the event for its own records and publicity purposes.

All outside photographers hired to service events at the Center for the purpose of taking photos for a fee (i.e. dances, proms, etc.) must pay, in advance, a novelty fee. Lighting and power requirements for photographers must also be paid in advance. Please contact your Event Manager for further information and rates. Photographers for trade and public shows, must perform all of their photography work during open show hours.

Lost and Found:

All lost and found articles are cataloged and stored for 90 days. After that period, all articles are disposed of at the sole discretion of the WCC. (This does not include booth/display items left behind by exhibitors). Any inquiries regarding lost and found items should be directed to the Event Manager.

Public Address Systems:

A Public Address System will be provided for your exhibit hall at no additional charge. Contact your Event Manager for additional information.

Sound System:

The WCC has limited Audio/Visual equipment inventory. Please contact your Event Manager about your event requirements.

The WCC is equipped with public address sound systems in the majority of its space. It is required that WCC staff setup and handle all the WCC owned equipment and systems. More complex sound setups may require an A/V technician to be present during the event to ensure the smooth operation of all equipment. For trade and consumer shows, the Licensee will receive a general public address setup as part of the rental agreement.

The sound system in each the three Ballroom sections is designed for speech reproductions as well as background music. It is possible to connect the Ballroom systems together to provide one combined system.

Audio/Visual inputs to the system may be made from various ports. Each input location is equipped with four microphone jacks.

All of the meeting rooms are equipped for audio/visual recording and simultaneous interpretation amplification. Divided rooms may combine to form one system. Remote recording is possible for media services. For detailed information specific to your event needs, please contact the Event Manager.

Rules & Regulations:

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 Delaware North Companies. 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.**

**Appendix A – Certificate of Insurance
(Sample)**

Client#: 8727

GREAWIL4

ACORD**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YY)
09/19/01

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGEINSURED
Exhibitor's name
Address

INSURER A: Company Name

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY Policy # COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC		Date Eff	Date Exp	EACH OCCURRENCE \$2,000,000 FIRE DAMAGE (Any one fire) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU- OTH- TORY LIMITS ER E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The Greater Wildwoods Tourism Improvement and Development Authority, the New Jersey Sports and Exposition Authority, SMG, Delaware North Companies, and their respective members, directors, officers, employees and agents. This insurance is primary to any other valid or collectible insurance or self-insurance, whether or not such other insurance or self-insurance is primary, contributory, or excess. This insurance shall apply to each named insured for occurrences taking place during the Lease Term, including Load-In and Load-Out Periods, in all areas of the Function Space in which any activity connected with this Agreement takes place.

CERTIFICATE HOLDER**ADDITIONAL INSURED; INSURER LETTER****CANCELLATION**

Greater Wildwoods Tourism Improvement
& Development Authority
NJSEA
4501 Boardwalk
Wildwood, NJ 08260-0217

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Appendix B – Audio Visual, EMT Services and Decorator Suppliers

Exhibit Services

Atlantic Expo Services

3089 English Creek Avenue
Egg Harbor Township, NJ 08234
Contacts: Andy Minton
Patrick Perrino
Phone: 609-272-1600
Fax: 609-272-1680

GES

125 North Street
Teterboro, NJ 07609
Contacts: Frank Nuzzi
Lenny Servedio
Phone: 201-814-1313
Fax: 201-814-0044

HCT

2327 New Road, Suite 204
Northfield, NJ 08225
Contact: Peggy Robins
Phone: 609-569-1359
Fax: 609-569-1997

Vista Convention Services

6804 Delilah Road – Box 3000
Pleasantville, NJ 08232-0036
Contact: Kevin King
Phone: 609-485-2421
Fax: 609-485-2392

Emergency Medical Service

Wildwood Fire Department

6101 Pacific Avenue
Wildwood, NJ 08260
Phone: 609-522-0844
Contact: Captain Speigel

Wildwood Police Department

4400 New Jersey Avenue
Wildwood, NJ 08260
Phone: 609-646-8131
Contact: Captain Steve Long

Lighting

Earl Girls, Inc.

P.O. Box 297
1648 White Horse Pike
Egg Harbor City, NJ 08215-029
Contact: Donald Earl
Phone: 609-965-6900

Explosion Lighting

Gladwyne, PA
Contact: Michael Cerelli
Phone: 610-642-4150

Audio/Visual Rentals

Audio Visual Headquarters

Atlantic City Convention Center
One Ocean Way
Atlantic City, NJ 08401
Contact: Thomas Hutchinson
Phone: 609-449-2237
Fax: 609-449-2475

Appendix C – Re-Seller/Non-New Jersey Re-Sellers Certificate

**State of New Jersey
DIVISION OF TAXATION**

The seller must collect the tax on a sale of taxable property or services unless the purchaser gives him a properly completed New Jersey exemption certificate.

**SALES TAX
FORM ST-3**

PURCHASER'S NEW JERSEY
CERTIFICATE OF AUTHORITY NUMBER

RESALE CERTIFICATE

To be completed by purchaser and given to and retained by seller. See instructions on back.
Seller should read and comply with the instructions given on both sides of an exemption certificate.

TO _____ Date _____
(Name of Seller)

Address

City

State

Zip

The undersigned certifies that:

- (1) He holds a valid Certificate of Authority (number shown above) to collect State of New Jersey Sales and Use Tax.
- (2) He is principally engaged in the sale of (indicate nature of merchandise or service sold):

- (3) The merchandise or services being herein purchased are described as follows:

- (4) The **merchandise** described in (3) above is being purchased: *(check one or more of the blocks which apply)*
 - (a) ☐ For resale in its present form.
 - (b) ☐ For resale as converted into or as a component part of a product produced by the undersigned.
 - (c) ☐ For use in the performance of a taxable service on personal property, where the property which is the subject of this Certificate becomes part of the property being serviced or is later transferred to the purchaser of the service in conjunction with the performance of the service.
- (5) The services described in (3) above are being purchased: *(check the block which applies)*
 - (a) ☐ By a vendor who will either collect the tax or will resell the services.
 - (b) ☐ To be performed on personal property held for sale.

I, the undersigned purchaser, have read and complied with the instructions and rules promulgated pursuant to the New Jersey Sales and Use Tax Act with respect to the use of the Resale Certificate, and it is my belief that the seller named herein is not required to collect the sales or use tax on the transaction or transactions covered by this Certificate. The undersigned purchaser hereby swears (under the penalties for perjury and false swearing) that all of the information shown in this Certificate is true.

NAME OF PURCHASER _____ (as registered with the New Jersey Division of Taxation)

(Address of Purchaser)

By _____

(Signature of owner, partner, officer of corporation, etc.)

(Title)

MAY BE REPRODUCED
(Front & Back Required)

INSTRUCTIONS FOR USE OF RESALE CERTIFICATES - ST-3

1. **Good Faith** - In general, a seller or lessor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon transaction covered by the certificate. The question of "good faith" is one of fact and depends upon a consideration of all the conditions surrounding the transaction. A vendor is presumed to be familiar with the law and the regulations pertinent to the business in which he deals.

In order for "good faith" to be established, the following conditions must be met:

- (a) The certificate must contain no statement or entry which the seller or lessor knows, or has reason to know, is false or misleading.
- (b) The certificate must be an officially promulgated certificate form or a substantial and proper reproduction thereof.
- (c) The certificate must be dated and executed in accordance with the published instructions, and must be complete and regular in every respect.

The vendor may, therefore, accept this "good faith" Resale Certificate as a basis for exempting sales to the signatory purchaser provided that:

- (d) The purchaser's Certificate of Authority number, indicating that the purchaser is registered with the New Jersey Division of Taxation, is entered on the face of the Certificate.
 - (e) The purchaser has entered all other information required on the form.
 - (f) The vendor has no reason to believe that the property to be purchased is of a type not ordinarily used in the purchaser's business for the purpose described in this Certificate.
2. **Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.
 3. **Correction of Certificate** - In general, sellers have 60 days after date of sale to obtain a corrected certificate where the original certificate lacked material information required to be set forth in said certificate or where such information is incorrectly stated.
 4. **Additional Purchases by Same Purchaser** - This certificate will serve to cover additional purchases by the same purchaser of the same general type of property. However, each subsequent sales slip or purchase invoice based on this Certificate must show the purchaser's name, address and New Jersey Certificate of Authority number for purpose of verification.
 5. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than three years from the date of the last sale covered by the certificate. Certificates must be in the physical possession of the vendor and available for inspection on or before the 60th day following the date of the transaction to which the certificate relates.

EXAMPLES OF PROPER USE OF RESALE CERTIFICATE

- a. A retail household appliance store owner issues a Resale Certificate when purchasing household appliances from a supplier for resale.
- b. A furniture manufacturer issues a Resale Certificate to cover the purchase of lumber to be used in manufacturing furniture for sale.
- c. An automobile service station operator issues a Resale Certificate to cover the purchase of auto parts to be used in repairing customer cars.

EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE

In the examples below, the vendor should not accept Resale Certificates, but should insist upon payment of the sales tax.

- a. A lumber dealer can not accept a Resale Certificate from a tire dealer who is purchasing lumber for use in altering his premises.
- b. A distributor may not issue a Resale Certificate on purchases of cleaning supplies and other materials for his own office maintenance, even though he is in the business of distributing such supplies.
- c. A retailer may not issue a Resale Certificate on purchases of office equipment for his own use, even though he is in the business of selling office equipment.
- d. A supplier can not accept a Resale Certificate from a service station owner who purchases tools and testing equipment for use in his business.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of Resale Certificates may be made without the prior permission of the Division of Taxation.

Have a question? Write:

Division of Taxation, Technical Services, Taxpayer Services Branch/OCE, PO Box 281, Trenton, NJ 08695-0281

ST-3NR
(11-99, R-2)

State of New Jersey
DIVISION OF TAXATION
SALES TAX

Form ST-3NR

RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS

For use **ONLY** by out-of-state vendors not required to be registered in New Jersey

THIS FORM IS NOT VALID UNLESS COMPLETED IN ITS ENTIRETY.

Please read and comply with instructions on both sides of this certificate.

SELLER

Name _____

Address _____

New Jersey Tax Registration Number _____

PURCHASER

Name _____

Business Location _____

State(s) of Registration _____

Out-of-State Registration Number(s) _____

Type of Business (e.g., retailer, wholesaler, manufacturer, repair shop) _____

Description of Item(s) Sold, Serviced or Leased: _____

Description of Item(s) Purchased: _____

This merchandise or service is being purchased for (check applicable item)

- ☐ Resale in its present form
☐ Resale as a physical component of a product produced or repaired by the buyer
☐ Lease (outside New Jersey)

The purchaser certifies it has no place of business, employees, independent contractors, service activities, or leased tangible personal property in New Jersey, is not required to be registered with the New Jersey Division of Taxation, and in fact is not registered with the New Jersey Division of Taxation.

The purchaser further certifies that if any property purchased tax free is used or consumed by the firm in New Jersey making it subject to New Jersey sales and use tax, the purchaser will pay the proper tax to the Division of Taxation.

Under penalties of perjury I swear or affirm that the information on this form is true and correct to the best of my knowledge.

Authorized Signature _____

(Owner, Partner, Corporate Officer)

Title _____ Date _____

Address _____

This section MUST be completed when purchaser takes delivery of goods in New Jersey:

Signature of person taking delivery (if different from above) . . . _____

Identification Type of ID: _____
(e.g., driver's license, credit card with photograph)

Number: _____

MAY BE REPRODUCED - (Front and Back Required)

**INSTRUCTIONS FOR USE OF RESALE CERTIFICATES
FOR NON-NEW JERSEY VENDORS ST-3NR**

1. **Good Faith** - In general, a vendor who accepts an exemption certificate in "good faith" is relieved of liability for collection or payment of tax upon the transaction covered by the certificate. The question of "good faith" is one of fact and depends upon a consideration of all the conditions surrounding the transaction. A vendor is presumed to be familiar with the law and the regulations applicable to the business in which it deals.

In order for "good faith" to be established, the following conditions must be met:

- (a) This certificate must contain no statement or entry which the seller or lessor knows, or has reason to know, is false or misleading.
- (b) This certificate must state a proper basis for the exemption.
- (c) This certificate must be dated and executed in accordance with the published instructions, and must be complete and regular in every respect.

The vendor may therefore accept this resale certificate in "good faith" as a basis for exempting sales to the signatory purchaser provided that:

- (a) The purchaser has entered all information required on the form, including the purchaser's state(s) of registration and the registration numbers issued by each state in which it is registered.
- (b) The vendor has no reason to believe that the property to be purchased is of a type not ordinarily used in the purchaser's business for resale in the manner described in this certificate.
- (c) The vendor has no reason to believe that the purchaser has a place of business, employees, independent contractors or service activities or leases tangible personal property in New Jersey.

2. **Improper Certificate** - Sales transactions which are not supported by properly executed exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.
3. **Retention of Certificates** - Certificates must be retained by the seller for a period of not less than four years from the date of the sale covered by the certificate.

EXAMPLES OF PROPER USE OF RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS

- (a) A craftsman registered in Pennsylvania as a retail and wholesale seller of furniture comes to New Jersey to purchase lumber which he will use in making furniture.
- (b) A merchant registered as a retail seller of books in Connecticut purchases books for his inventory from a New Jersey dealer and sends his employee to pick up the merchandise.
- (c) A computer store owner registered as a retailer in Wisconsin purchases canned software for her inventory while attending a trade show in New Jersey, and carries it away from the show herself.

EXAMPLES OF IMPROPER USE OF RESALE CERTIFICATE FOR NON-NEW JERSEY VENDORS

- (a) A lumber dealer may not accept an ST-3NR from a contractor who intends to use it in working on his customers' real property, because under New Jersey law, contractors are considered to be the retail purchasers of the construction materials that they use.
- (b) A bookseller may not accept an ST-3NR from a doctor who is purchasing books for patients to read in her waiting room, because this would not be a purchase for resale.
- (c) A candy wholesaler may not accept an ST-3NR from a purchaser who shows a New Jersey store address on the form, because this information would give the vendor reason to believe that the purchaser should be registered in New Jersey.
- (d) A plant nursery may not accept an ST-3NR from a New York florist who requests delivery of the plants by common carrier to his New York location, because this would not be a New Jersey sale.

REPRODUCTION OF RESALE CERTIFICATE FORMS: Private reproduction of both sides of resale certificates may be made without the prior permission of the Division of Taxation.

HAVE A QUESTION? Contact: NJ Division of Taxation, Technical Services, Taxpayer Services Branch/OCE, PO Box 281, Trenton, NJ 08695-0281, Telephone: (609) 292-6400.

New Jersey State Consumer Show/Vendor Sells Taxation Requirements

The New Jersey Department of the Treasury, Division of Taxation requires that all Public Consumer Shows held at the Wildwoods Convention Center submit a list of vendors prior to each event.

The following information is required: **Business Name, Contact Name, Address, Telephone Number, and Tax ID Number.** Please fax or mail this information to the address/fax number below.

Cheryl Repici, Investigator

State of New Jersey Department of the Treasury, Division of Taxation
Northfield Regional Office
1915 New Road, Route 9
Northfield, New Jersey 08225
Phone: 609-645-6768
Fax: 609-646-1443

If a vendor does not have a NJ Tax ID Number a first time temporary ID number can be issued. The vendor may call **Cheryl Repici at 609-645-6768** to coordinate this process.

The Division of Taxation has expressed a desire to help educate all Wildwoods Convention Center Event Meeting Planners regarding the state regulations on consumer show taxation policies. Please do not hesitate to contact Ms. Repici if you have any questions regarding your event.