

# EVENT PLANNING GUIDE



## Wildwoods Convention Center

4501 Boardwalk

Wildwood, NJ 08260-0217

609-729-9000

# TABLE OF CONTENTS

Up dated - 6/29/2011

<b>THE WILDWOODS CONVENTION CENTER .....</b>	<b>1</b>
<b>FACILITY.....</b>	<b>2</b>
Lobby Space:.....	2
Floor Type:.....	2
Floor Loads:.....	2
Portable Walls:.....	2
<b>DIRECTIONS TO THE WILDWOODS CONVENTION CENTER .....</b>	<b>3</b>
<b>CONVENTION CENTER VICINITY MAP .....</b>	<b>4</b>
<b>LOCAL TRANSPORTATION .....</b>	<b>5</b>
Taxicabs .....	5
Trolley.....	5
Lion Limo.....	5
Tram Car .....	5
Sightseers Inc.....	5
Local NJ Transit.....	5
<b>WILDWOODS CONVENTION CENTER AUTHORITY INSURANCE .....</b>	<b>6</b>
REQUIREMENTS FOR LICENSE OF CONVENTION CENTER FACILITIES.....	6
BISA TULIP Insurance (Tenant User Liability Insurance Program) .....	7
<b>FACILITY SERVICES: .....</b>	<b>7</b>
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
Use of WCC Equipment:.....	14

# TABLE OF CONTENTS

Up dated - 6/29/2011

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
<b>EXHIBITOR RIGHTS: .....</b>	<b>15</b>
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
<b>NO SMOKING POLICY: .....</b>	<b>17</b>
<b>FIRE REGULATIONS: .....</b>	<b>17</b>
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
<b>RULES &amp; REGULATIONS: .....</b>	<b>21</b>
<b>APPENDIX A – CERTIFICATE OF INSURANCE (SAMPLE) .....</b>	<b>23</b>
<b>APPENDIX B – TULIP COVERAGE .....</b>	<b>25</b>
<b>APPENDIX C – SCHEDULE B .....</b>	<b>34</b>
<b>APPENDIX D – AUDIO VISUAL, EMT SERVICES AND DECORATOR SUPPLIERS .....</b>	<b>37</b>
<b>APPENDIX E – RE-SELLER/NON-NEW JERSEY RE-SELLERS CERTIFICATE .....</b>	<b>39</b>
<b>NEW JERSEY STATE CONSUMER SHOW/VENDOR SELLS TAXATION REQUIREMENTS .....</b>	<b>44</b>

# 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.

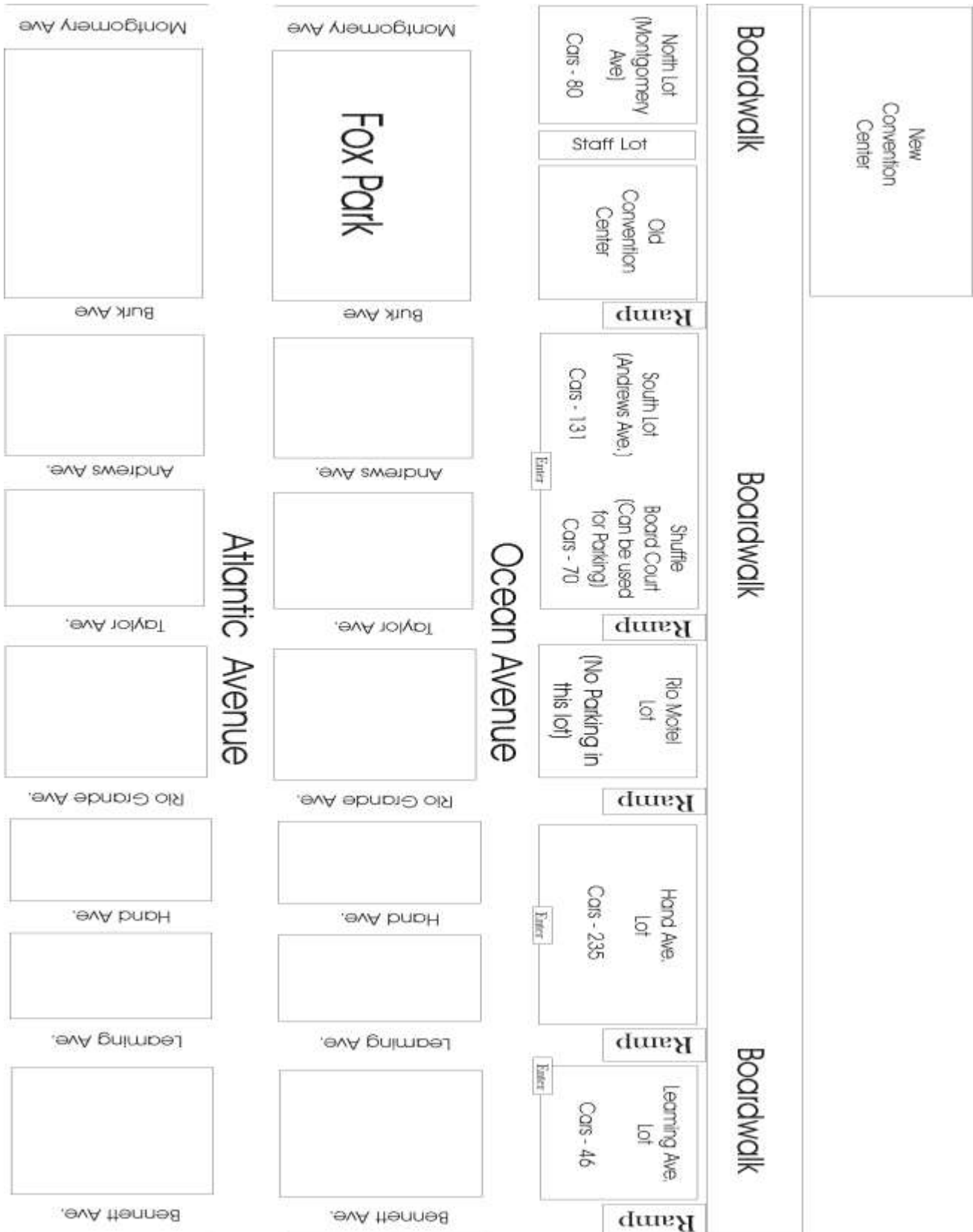
## **From Delaware Memorial Bridge**

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](http://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 and 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 COVERAGE

INSURED 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.

Table with columns: NSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFFECTIVE DATE (MM/DD/YY), POLICY EXPIRATION DATE (MM/DD/YY), LIMITS. Rows include: GENERAL LIABILITY (Policy #, Date Eff, Date Exp, Limits: \$2,000,000), AUTOMOBILE LIABILITY (Limits: \$), GARAGE LIABILITY (Limits: \$), EXCESS LIABILITY (Limits: \$), WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (Limits: \$).

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 – TULIP COVERAGE**  
*Tenant User Liability Insurance Program*

**PROGRAM DESCRIPTION**

This insurance program has been designed for organizers of short term special events that meet the following criteria:

- Total attendance is 12,000 or less
- Maximum number of consecutive event days is 10 (not including set-up or tear down)
- Event is held at a single location (except for weddings – coverage can be extended to include the rehearsal, ceremony and reception as a single event)
- Event must take place in the United States

Coverage is provided by a carrier rated A+ (Superior) by A.M. Best Company.

**INELIGIBLE OPERATIONS**

Operations not eligible for this program include, but are not limited to the following:

- Activist rallies, marches or literature distribution
- Airshows
- Athletic events and competitions
- Cinematography and photography for commercial use
- Concerts – involving rock, rap or hip-hop
- Events held on an airport premises
- Gun and/or knife shows
- Haunted attractions
- Health fairs or shows
- Historical battle reenactments
- In or on water activities
- Mazes (corn, hay or fence)
- Motorized vehicle, motorcycle, watercraft or powerboat practicing for, qualifying for or testing for any racing speed, demolition or stunt activity
- Overnight retreats
- Parades
- Rodeos (any rodeo activity including, but not limited to, bronco or bull riding, steer roping, team roping, barrel racing or horseback riding)

This brochure is for illustrative purposes only and is not a contract of insurance. You must refer to the actual policy for complete information regarding coverage terms, conditions and exclusions as they may change from one coverage period to the next. You may request a copy of the full policy by submitting a written request to us.

**ELIGIBLE OPERATIONS**

The following event operations are eligible for this program. Please note, this is not a complete listing. If you do not see your event operation listed, please contact us for eligibility.

\*Can be classified as an invitation-only event. (Invitation-only means the event is not open to the public and is only one day.)

- Auctions
- Award presentations
- Banquets
- Bar mitzvah or bat mitzvah
- Bazaars
- Benefit walks
- Bingo games
- Car shows- static display only
- Celebrations (holiday, New Year)
- Charity events
- Concerts – other than rock, rap or hip-hop (call for approval)
- Conventions
- Debuts or debutante balls
- Dinners, luncheons or showers
- Festivals
- Flea markets or swap meets
- Graduation ceremonies
- Job fairs
- Lectures
- Meetings
- Pageants
- Parties
- Picnics (no in or on water activities)
- Poetry readings
- Proms
- Quinceañera
- Recitals
- Religious assemblies
- Reunions
- Rummage sales
- School band or drill team competitions
- School carnivals (no rides)
- Seminars
- Shows (animals, antique, art, baby, boat, business, consumer, craft, fashion, flower, garden, home, RV, stage, wedding)
- Social gatherings or receptions
- Speaking engagements
- Theatrical performances or musicals
- Walks or tours
- Wedding activities (rehearsal, ceremony or reception)

**FOUR EASY WAYS TO ENROLL FOR COVERAGE**



**WEB** For information and applications, visit us on-line at [www.shoffdarby.com](http://www.shoffdarby.com)

**OR**

Submit this enrollment form, with payment, to Shoff Darby



**E-MAIL** [steeves@shoffdarby.com](mailto:steeves@shoffdarby.com)



**FAX** 1-203-268-0687



**MAIL** Shoff Darby Companies, Inc.  
100 Technology Drive, Suite 200  
Trumbull, CT 06611



**QUESTIONS** Call 1-800-840-7762

## EXCLUSIONS

The following represent only some of the exclusions contained in this policy.

- Abuse, molestation, harassment or sexual conduct
- All operations listed as ineligible
- Amusement devices (e.g.: rides, slides, inflatables, bungees, climbing walls, dunk tanks-does not apply to structures that are not designed to bounce on, slide on, ride on or tunnel through)
- Animals (injury or death to any animal or injury, death or property damage caused by your animal)
- Claims resulting from the selling, serving or furnishing of alcoholic beverages if the named insured is required to obtain a license or permit (unless optional liquor liability coverage is purchased)
- E-commerce consulting
- Employment-related practices
- Events held at multiple locations (except for weddings)
- Events with over 12,000 in total attendance
- Fireworks
- Operations of concessionaires, exhibitors and/or vendors at your event
- Petting zoos
- Room and board liability
- Saddle animals

Coverages	Option 1	Option 2	Option 3	Option 4	Option 5
<b>Commercial General Liability</b>	<b>Limits</b>	<b>Limits</b>	<b>Limits</b>	<b>Limits</b>	<b>Limits</b>
Each Occurrence	\$ 1,000,000	\$ 2,000,000	\$ 3,000,000	\$ 4,000,000	\$ 5,000,000
General Aggregate (other than Products-completed Operations)	\$ 3,000,000	\$ 4,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Products-completed Operations Aggregate	\$ 1,000,000	\$ 2,000,000	\$ 3,000,000	\$ 4,000,000	\$ 5,000,000
Personal and Advertising Injury	\$ 1,000,000	\$ 2,000,000	\$ 3,000,000	\$ 4,000,000	\$ 5,000,000
Damage to Premises Rented to You	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Medical Expense	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>Premiums - Invitation Only Event</b> (single coverage day)					
Attendance of 1 - 200 (private events only) <b>Without Host Liquor</b>	\$ 100	\$ 150	\$ 400	\$ 650	\$ 900
Attendance of 1 - 200 (private events only) <b>With Host Liquor</b>	\$ 150	\$ 225	\$ 475	\$ 725	\$ 975
<b>Premiums - Open-to-the-Public Event</b> (one or more coverage days)					
Attendance of 1 - 1,500	\$ 383	\$ 575	\$ 825	\$ 1,075	\$ 1,325
Attendance of 1,501 - 3,000	\$ 592	\$ 888	\$ 1,138	\$ 1,388	\$ 1,638
Attendance of 3,001 - 6,000	\$ 1,183	\$ 1,775	\$ 2,070	\$ 2,320	\$ 2,570
Attendance of 6,001 - 12,000	\$ 2,040	\$ 3,060	\$ 3,570	\$ 3,876	\$ 4,126

**Commercial General Liability** – coverage that protects the insured against liability claims for bodily injury and property damage arising out of their operations.

## OPTIONAL COVERAGES AVAILABLE

### Medical Expense

This option allows you to purchase additional limits above the \$5,000 of medical expense already included. Medical expense coverage includes payments for injuries sustained by the event attendees caused by an accident that takes place on the event premises. Injuries must be reported within one year of the accident.

Premiums are based upon each \$5,000 increment up to an additional \$20,000

Attendance	1-1,500	1,501-3,000	3,001-6,000	6,001-12,000
<b>Premium per Increment</b>	\$ 75	\$ 150	\$ 300	\$ 600

## OPTIONAL COVERAGES CONTINUED

### Liquor Liability

Liquor liability coverage pays those sums that the insured becomes legally obligated to pay as damages because of bodily injury or property damage imposed on the insured by reason of the selling, serving or furnishing of any alcoholic beverage.

Coverage conditions:

1. Coverage is not available on a stand-alone basis. You must have commercial general liability coverage for your business organization with Shoff Darby's Short Term Special Events RPG Insurance Program.
2. Coverage will be effective the day after we receive the proper completed enrollment form with premium and will expire on the expiration date of your Short Term Special Event Insurance Program.
3. Coverage is not available for Alabama, Iowa, Michigan or Vermont applicants.
4. Events with attendance greater than 6,000, please contact Shoff Darby for more information.

Attendance	Location of Event	Option 1 \$500,000 Limit	Option 2 \$1,000,000 Limit
1 - 1,500	All states other than AL, IA, MI or VT	\$ 445	\$ 529
1,501 - 3,000	All states other than AL, IA, MI or VT	\$ 534	\$ 635
3,001 - 6,000	All states other than AL, IA, MI or VT	\$ 748	\$ 889
6,001 - 12,000	All states other than AL, IA, MI or VT	Referral to Company	Referral to Company

## FREQUENTLY ASKED QUESTIONS

**1. How soon does coverage start? When should we make coverage effective?**

Coverage can be bound the date after we receive the completed enrollment form and appropriate premium, or the date that is specified on the completed enrollment form. The effective date is the date you need your insurance to start. Please allow adequate time for us to process your enrollment form and issue the certificates of insurance providing proof of coverage and if applicable, additional insureds.

**2. What is Host Liquor?**

This program provides coverage if the named insured conducts an event or activity where alcoholic beverages are served or furnished, with or without a charge, and is not required to obtain a license or permit to do so. If a liquor license or permit is required, claims resulting from serving or furnishing alcoholic beverages will be excluded unless the liquor liability coverage option is purchased.

**3. Who should be listed as the named insured?**

The named insured should be the organization or the individual who is the organizer of the event. This would be the legal name of the organization or, if no legal entity exists, the name under which the organization operates (such as the name listed on marketing material or contracts).

**4. I have been asked by the facility that I am using for the event to add them as an additional insured to my policy. What does this mean and how do I do that?**

An additional insured is an entity which has an insurable interest for claims arising out of your negligence as the named insured. Such possible entities are a landlord or sponsor. By providing an entity additional insured status they now are entitled to defense and indemnity (if policy limits have not been exhausted) under your policy with no responsibility for premium payments.

You can add an entity as an additional insured under the certificate request section of the enrollment form. Please remember to provide their complete name, address and relationship to you. All requests must be made in writing.

# Shoff Darby Enrollment Form - Short Term Special Events

Companies, Inc. Valid for effective dates from 12/1/10 through 11/30/11

Completion of this enrollment form confirms your desire to obtain insurance through the Sports, Leisure and Entertainment Risk Purchasing Group. The submission of this enrollment form and/or acceptance of payment does not guarantee coverage. Certain operations are not eligible for coverage by this program. Shoff Darby reserves the right to decline any request for coverage.

### TO AVOID PROCESSING DELAYS, PLEASE:

1. Complete all sections (print legibly)
2. Sign and date where required
3. Remit completed enrollment form (pages 4-8) with payment

<b>GENERAL INFORMATION</b>	<input type="radio"/> I am a new account	<input type="radio"/> I am renewing my coverage
	Named insured (as it should appear on the policy): _____ (For the "Named Insured" use your name if you operate as a sole proprietor, or your legal business name if you operate as a corporation or LLC.)	
	Doing business as (DBA): _____ (additional name(s) under which the named insured operates)	
	Mailing address: _____	
	City: _____ State: _____ Zip: _____	
	Contact name: _____ Phone: (____) _____	
	Cell: (____) _____ Fax: (____) _____	
	E-mail: _____ Website: _____	

<b>BUSINESS INFORMATION</b>	1. Are overnight accommodations or camping facilities part of the event?	<input type="radio"/> Yes	<input type="radio"/> No
	2. Will this event feature any of the following activities?	<input type="radio"/> Yes	<input type="radio"/> No
	<ul style="list-style-type: none"> <li>• Rides, amusement devices or inflatable recreational devices?</li> <li>• Petting zoos or animals? • Fireworks or pyrotechnics? • Concessionaires, exhibitors or vendors?</li> </ul>		
	<p><b>The exposures/activities listed above are not covered by this program and any resulting claims will be denied. If you wish to cover any of these activities, please contact Shoff Darby to determine if other coverage options are available. If any of these activities are provided by a third party, you should require evidence of liability coverage (certificate of insurance) from the entity/organization naming you as an additional insured.</b></p>		
	3. Is this event held at multiple locations?	<input type="radio"/> Yes	<input type="radio"/> No
	4. Is this event held annually?	<input type="radio"/> Yes	<input type="radio"/> No
	5. Is there a live musical or entertainment performance at the event?	<input type="radio"/> Yes	<input type="radio"/> No
	If yes, please indicate the type of performer(s): _____		
	If a musical performer, please provide the type of music provided/performed: _____		
	6. Alcoholic beverages:	_____	
<input type="radio"/> Will not be allowed or available at the event.			
<input type="radio"/> None provided by named insured and/or only attendees allowed to bring their own alcoholic beverages (BYOB)			
<input type="radio"/> Will be sold at the event. (e.g.: individual drinks are offered for sale for cash or with pre-purchased tickets)			
If sold, who holds the liquor license or permit?			
<input type="radio"/> Insured <input type="radio"/> Caterer or vendor <input type="radio"/> Facility <input type="radio"/> Sponsor			
<input type="radio"/> Will be furnished without a charge at the event. (e.g.: wine and beer are served for free; or event has \$100 admission fee and wine is served with dinner for free)			
If furnished, is the insured required to obtain a liquor license?			
<input type="radio"/> Yes <input type="radio"/> No			
<input type="radio"/> Will be both sold and furnished at the event. (e.g.: providing wine and beer for free, but also having a cash bar)			
If sold and furnished, who holds the liquor license or permit?			
<input type="radio"/> Insured <input type="radio"/> Caterer or vendor <input type="radio"/> Facility <input type="radio"/> Sponsor			

Shoff Darby Companies, Inc. • 100 Technology Drive, Suite 200 • Trumbull, CT 06611 • 1-800-840-7762 • Fax 1-203-268-0687  
www.shoffdarby.com • CA #OF23559

**DOCUMENT DELIVERY**

You will receive a certificate showing evidence that coverage has been bound. This coverage document will be delivered via e-mail, unless otherwise indicated below. Additional certificate requests will be issued to the same person. Please select only one option.

- E-mail to: \_\_\_\_\_ attn: \_\_\_\_\_  
(selecting this option confirms your consent for coverage documents to be delivered via e-mail)
- Fax to: \_\_\_\_\_ attn: \_\_\_\_\_
- Mail to: \_\_\_\_\_ attn: \_\_\_\_\_

**PROGRAM PREMIUM CALCULATION**

Name of event: \_\_\_\_\_  
 Type of event: \_\_\_\_\_  
 Date(s) of coverage (including set-up and tear-down): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Event date(s) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Hours of event (including set-up and tear-down): \_\_\_\_ A.M./P.M. to \_\_\_\_ A.M./P.M.  
 Total attendance at event (average daily attendance x the # of event days): \_\_\_\_\_  
 Event location: \_\_\_\_\_  
 Venue name: \_\_\_\_\_  
 Street address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Premium is determined by the total attendance (daily attendance times the actual number of event days). Please select an option based upon your attendance and location of the event.

- Invitation-Only Event (single day coverage)

Attendance	Option 1 \$1,000,000 CGL	Option 2 \$2,000,000 CGL	Option 3 \$3,000,000 CGL	Option 4 \$4,000,000 CGL	Option 5 \$5,000,000 CGL
1 - 200 (w/o Host Liquor)	<input type="radio"/> \$ 100	<input type="radio"/> \$ 150	<input type="radio"/> \$ 400	<input type="radio"/> \$ 650	<input type="radio"/> \$ 900
1 - 200 (with Host Liquor)	<input type="radio"/> \$ 150	<input type="radio"/> \$ 225	<input type="radio"/> \$ 475	<input type="radio"/> \$ 725	<input type="radio"/> \$ 975

- Open-to-the-Public Event and/or More Coverage Days

Attendance	Option 1 \$1,000,000 CGL	Option 2 \$2,000,000 CGL	Option 3 \$3,000,000 CGL	Option 4 \$4,000,000 CGL	Option 5 \$5,000,000 CGL
1 - 1,500	<input type="radio"/> \$ 383	<input type="radio"/> \$ 575	<input type="radio"/> \$ 825	<input type="radio"/> \$ 1,075	<input type="radio"/> \$ 1,325
1,501 - 3,000	<input type="radio"/> \$ 592	<input type="radio"/> \$ 888	<input type="radio"/> \$ 1,138	<input type="radio"/> \$ 1,388	<input type="radio"/> \$ 1,638
3,001 - 6,000	<input type="radio"/> \$ 1,183	<input type="radio"/> \$ 1,775	<input type="radio"/> \$ 2,070	<input type="radio"/> \$ 2,320	<input type="radio"/> \$ 2,570
6,001 - 12,000	<input type="radio"/> \$ 2,040	<input type="radio"/> \$ 3,060	<input type="radio"/> \$ 3,570	<input type="radio"/> \$ 3,876	<input type="radio"/> \$ 4,126

**Liquor Liability (not available for AL, IA, MI, or VT applicants)**

If liquor liability coverage is desired, please complete the following questions.

1. Is the named insured required to obtain a liquor license or permit?  Yes  No  
 If yes: Please provide the name of the liquor license/permit holder: \_\_\_\_\_  
 Please provide relationship to named insured: \_\_\_\_\_  
 Please provide the liquor license/permit number: \_\_\_\_\_
2. Are alcoholic beverages (please select one):  
 Sold? Provide the amount of alcoholic beverage sales \_\_\_\_\_ and food sales \_\_\_\_\_  
 Included as a part of the admission charge?  
 Served or furnished without a charge?
3. What types of alcoholic beverages are being sold/served? (please describe): \_\_\_\_\_
4. Have you ever been fined or had a liquor license/permit revoked or suspended?  Yes  No
5. Has any insurer cancelled or non-renewed your coverage during the past 3 years?  Yes  No
6. Are patrons allowed to carry alcoholic beverages onto the premises during your event?  Yes  No
7. Are alcoholic sales and consumption contained within a fixed and/or secured area?  Yes  No
8. Has at least one server at this event had formalized awareness training?  Yes  No  
 If yes, please provide the type of training (e.g.: TIPs, TAMs, TABC): \_\_\_\_\_
9. Are ID's checked at the event?  Yes  No
10. Are alcoholic sales stopped at least one (1) hour prior to the end of the event?  Yes  No

Please select option based upon total attendance of the event and the location of the event.

Attendance	Location of Event	Option 1 \$500,000 Limit	Option 2 \$1,000,000 Limit
1 - 1,500	All states other than AL, IA, MI or VT	<input type="radio"/> \$ 445	<input type="radio"/> \$ 529
1,501 - 3,000	All states other than AL, IA, MI or VT	<input type="radio"/> \$ 534	<input type="radio"/> \$ 635
3,001 - 6,000	All states other than AL, IA, MI or VT	<input type="radio"/> \$ 748	<input type="radio"/> \$ 889
6,001 - 12,000	All states other than AL, IA, MI or VT	Referral to Company	Referral to Company

**Additional Limits of Medical Expense**

Attendance	Additional \$5,000 Limit	Additional \$10,000 Limit	Additional \$15,000 Limit	Additional \$20,000 Limit
1 - 1,500	<input type="radio"/> \$ 75	<input type="radio"/> \$ 150	<input type="radio"/> \$ 225	<input type="radio"/> \$ 300
1,501 - 3,000	<input type="radio"/> \$ 150	<input type="radio"/> \$ 300	<input type="radio"/> \$ 450	<input type="radio"/> \$ 600
3,001 - 6,000	<input type="radio"/> \$ 300	<input type="radio"/> \$ 600	<input type="radio"/> \$ 900	<input type="radio"/> \$ 1,200
6,001 - 12,000	<input type="radio"/> \$ 600	<input type="radio"/> \$ 1,200	<input type="radio"/> \$ 1,800	<input type="radio"/> \$ 2,400

**TOTAL PREMIUM SUMMARY**

Program Premium (commercial general liability)	\$
Liquor Liability Premium	\$
Medical Expense Premium	\$
<b>Total Premium Due</b> (add all lines above)	\$
<b>Florida Applicants</b> Florida applicants need to add a 1.3% state mandated Hurricane Catastrophe Fund assessment fee to the total premium due. <b>Total Premium Due</b> (total premium due x 1.013)	\$

CERTIFICATE REQUESTS

Complete this section to request additional certificates. Provide separate requests for each additional certificate needed.

Check the type of certificate you are requesting:

- Additional insured Evidence of coverage

Certificate holder information:

Entity name: Mailing address: City: State: Zip:

Relationship to named insured:

- Owner/lessor of premises Sponsor Co-promoter Franchisor Mortgagee Other (please identify/explain):

Special certificate language needed (please explain/attach):

Date certificate needed by: / /

If applicable:

Date(s) of event/activity: to Hours of event/activity: A.M./P.M. to A.M./P.M. Type of event/activity: Name of event/activity: Location of event/activity:

FOR OFFICE USE ONLY

Rec: / / Status: N R Insured #: Option: Premium: \$ Pay Plan: 100 Exp Dates: / / to / / Delivery: M F E Date: / / Opt Form: 2026 2011 8016 8018 876 2404 Policy #: Comments:

PREMIUMS ARE 100% FULLY EARNED AND NON-REFUNDABLE ONCE COVERAGE BEGINS

PAYMENT INFORMATION

Check: Please make check payable to Shoff Darby Companies, Inc. Enclosed is check # for \$ Credit Card: If you are making your payment by credit/debit card, please complete the following: VISA MASTERCARD AMERICAN EXPRESS Card number Reference number (last 3 digits on back of card): Expiration date: I authorize Shoff Darby Companies, Inc. to charge my payment to my credit card in the amount of \$ Print name (as on card): Cardholder signature:

**GENERAL FRAUD STATEMENT**

Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects the person to criminal and [NY: substantial] civil penalties. (not applicable in CO, FL, HI, MA, NE, OH, OK, OR, VT or WA; in DC, LA, ME, TN and VA, insurance benefits may also be denied)

In Florida, any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing false, incomplete, or misleading information is guilty of a felony of the third degree.

In Massachusetts, Nebraska, Oregon and Vermont, any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may subject the person to criminal and civil penalties.

In Washington, it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company, penalties include imprisonment, fines, and denial of insurance benefits.

**COVERAGE EXCLUSIONS**

The following exclusions are contained in the commercial general liability coverage provided by this program. Abuse, molestation, harassment or sexual conduct; Aircraft/hot air balloon; Amusement devices (the ownership, operation, maintenance or use of: any mechanical or non-mechanical ride, slide, water slide, any inflatable recreation device, any bungee operation or equipment, any vertical device or equipment used for climbing- either permanently affixed or temporarily erected or dunk tank. Amusement device does not include any video arcade or computer games or structures that are not designed to bounce on, slide on, ride on or tunnel through); Animals (injury or death to any animal, or injury, death or property damage caused by an animal owned, rented or hired by you); Asbestos; Commercial general liability standard exclusions (CG0001 12/04 edition); E-commerce consulting; Employment-related practices; Events held outside the United States; Events held at multiple locations (except for weddings); Events with over 12,000 in total attendance; Fireworks; Fungi or bacteria; Lead; Nuclear energy liability; Operations of concessionaires, exhibitors and/or vendors at your event; Performers; Petting zoos; Room and board liability; Saddle animals; Selling, serving or furnishing of alcoholic beverages by the named insured if they are required to hold a liquor license or permit (unless the optional coverage is purchased); Snowmobile; Those operations listed as ineligible: Activist rallies, marches or literature distribution; Airshows; Athletic events and competitions; Cinematography and photography for commercial use; Concerts (rock, rap or hip-hop); Events held on an airport premises; Gun and/or knife shows; Haunted attractions; Health fairs or shows; Historical battle reenactments; In or on water activities; Mazes (corn, hay or fence); Motorized vehicle, motorcycle or watercraft/powerboat practicing for, qualifying for or testing for any racing speed, demolition or stunting activity; Overnight retreats; Parades; Rodeos (any rodeo activity including, but not limited to, bronco or bull riding, steer roping, team roping, barrel racing or horseback riding).

**WARRANTY STATEMENT**

I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent and confirm that, to the best of my knowledge, all information provided is complete, true and correct.

I am aware that the insurance company expects accurate reporting for my premium calculation. I understand that my books and records may be examined or audited by the insurance company at any time during the coverage period and up to three years thereafter. Intentional misrepresentation or misreporting may jeopardize coverage.

I further acknowledge that I have reviewed all information provided with this enrollment form and understand the exclusions which apply, as well as the activities and operations for which coverage is not provided.

**Applicant signature** \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name: \_\_\_\_\_ Title: \_\_\_\_\_  
Named Insured (from page 4): \_\_\_\_\_

## **Appendix C – Schedule B**

## SCHEDULE B

### Ballroom

<u>Quantity</u>	<u>Item</u>	<u>Inventory</u>	<u>Rate</u>
_____	Tables 18" x 72"	100	\$15.00 Each/Set up
_____	Tables 30" x 72"	50	\$15.00 Each/Set up
_____	Tables – Round 72"	65	\$15.00 Each/Set up
_____	Chairs – Stacking	1,000	\$1.00 Each/Set up
_____	Chairs – Folding	3,000	\$1.00 Each/Set up
_____	LCD	1	\$200.00 Per Day
_____	Slide Projector	1	\$30.00 Per Day
_____	Screen 70" x 70"	2	\$65.00 Each Per Day
_____	Screen 10' x 10' - skirted	1	\$200.00
_____	Samson 4 channel power/amp mixer	1	\$35.00 Per Day
_____	Samson 2-way speaker	2	\$25.00 Each Per Day
_____	CD/Cassette Player	1	\$25.00 Per Day
_____	12"TV/VCR	1	\$30.00 Each Day
_____	32" TV	1	\$55.00 Per Day
_____	54" Rolling Cart	1	\$15.00 Per Day
_____	VCR/VHS Player	1	\$35.00 Per Day
_____	Overhead Projector	1	\$25.00 Per Day
_____	Kodak 35mm slide projector w/lens	1	\$30.00 Per Day
_____	Flip Chart	1	\$10.00 Each Per Day
_____	Easel	10	\$10.00 Each Per Day
_____	Dance Floor 3' x 3'Sections	100	\$2.50 Each Per Day
_____	Garment Rack	10	\$10.00 Each Per Day
	<b>Table/Standing/Podium</b>		
_____	Table	4	\$25.00 Each Per Day
_____	Standing	4	\$25.00 Each Per Day
	<b>Microphones:</b>		
_____	Lavaliere	1	\$35.00 Per Day
_____	Wireless	1	\$100.00 Per Day
_____	Table Skirting	25	\$5.00 Each/Set Up
_____	Assistive Lighting System	1	N/C

## **Exhibit Hall**

_____	Risers 4' x 8' x 16/24	7	\$20.00 Each
	4' x 8' x 24/32	8	
_____	Performance Stage (4' x 8" Sections) (Maximum 60' W x 40' D x 4' through 6' high stage)	75	\$30.00 per 4' x 8' Platform
_____	Spotlight	2	\$75.00 Each
_____	Pallet Jacks (based on availability)	2	\$10.00 Each Per Day
_____	Rope & Stanchions	50	\$10.00 Per Section
_____	Dumpster/Trash Removal		\$200.00 Per Dumpster

## **Convention Center Staff**

_____	Ticket sellers @ \$30.00 per person, per hour. (Manager)
_____	Ticket takers @ \$25.75.00 per person, per hour. (Seller)
_____	Ushers @ \$17.25 per person, per hour.
_____	Registration Desk Personnel @ \$13.75 per person, per hour.
_____	Fork Lift Personnel @ \$50.00 per hour
_____	Security \$17.25 per hour per person

## **Administration Fees**

_____	Fax Transmission for Local use @ \$1.00 first page - .25 ea additional page long distance @ \$3.00 first page - .50 each additional page
_____	Copies @ .10 per page

Please check off required services.

## **Appendix D – 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 E – Re-Seller/Non-New Jersey Re-Sellers  
Certificate**

State of New Jersey  
DIVISION OF TAXATIONSALES TAX  
FORM ST-3

## RESALE CERTIFICATE

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.

PURCHASER'S NEW JERSEY  
CERTIFICATE OF AUTHORITY NUMBER

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**

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 \_\_\_\_\_

<b>This section MUST be completed when purchaser takes delivery of goods in New Jersey:</b>	
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.