

2026 Vendor Policies - Wildwoods Convention Center.

To help ensure a safe and enjoyable experience for all, we ask that vendors please review and follow the guidelines below. Thank you for your cooperation, we're happy to have you with us!

1. The Wildwood Convention Center (WCC) loading dock entrance is located at Montgomery & Ocean Avenues. **It is preferable that you load in from the loading dock as there is easy access to the facility and carts that can assist you with your load in.**
2. **HAND CARRIED ITEMS:** For safety and to protect the facility, only small, hand-carried items may be brought into the Convention Center through the front doors. Permitted items include hand-carried items, suitcase-sized containers, small and fabric collapsible four-wheel carts. Front Door Move In guidelines are outlined below.
3. We ask vendors to put out all trash in aisles to be cleaned up by Operations staff.
4. No doors may be blocked due to Emergency Fire Regulations & Helium balloons are not permitted in Exhibit Hall at any time.
5. No open flames are permitted except for catering sterno in the appropriate chaffing or rack system. Propane tanks are not permitted inside of the WCC at any time.
6. Signs, decorations, and related materials may not be taped, tacked, stapled, nailed, or affixed in any manner to surfaces in the WCC. Arrangements can be made with the WCC to hang all signs/banners by in-house carpenters.
7. Food and drink items may not be brought in for sale without express written consent from Delaware North, the WCC's exclusive Food & Beverage Company. If you want to sample a product it must be less than 2oz, and you must have written consent from Delaware North.
8. Electric must be purchased for any vendor to use WCC outlets. Only WCC electricians are permitted to make electrical connections to house systems. The electricians must approve all equipment, and they reserve the right to disconnect/cut any equipment deemed to be unsafe. Vendors are not permitted to open the floor pockets at any time.
9. Smoking is not permitted in the facility at any time; this includes the use of electronic cigarettes/vaping. Failure to adhere to smoking policies can result in being asked to leave the facility.
10. Under the Americans with Disabilities Act (ADA), only service dogs are legally permitted in public places where pets are prohibited; emotional support animals (ESAs) are prohibited. WWCC staff is permitted by law to ask the following: "Is the animal required because of a disability?" and "What work or task has the animal been trained to perform?"
11. No one is permitted to park long term on the loading dock without written consent of the WCC. Children are not permitted on the loading dock at any time. Vendors will be granted thirty minutes to load in and or load out.
12. **For safety purposes,** any display that requires assembly using, but not limited to power tools, ladders, lifts, etc., must be constructed by WCC staff. Prior arrangements must be made with the event manager for proper staffing. A charge may be incurred for staff labor.
13. Display tents inside of the WCC must be no larger than 10 x 10 and have proper flame-resistant tags. If placing two 10 x 10 tents next to one another there must be a 3' clearance between to adhere to state fire egress law. Failure to provide proper flame-resistant tags will result in not being able to use the canopy portion of the tent.
14. Any vehicles displayed in the Exhibit Hall must have ¼ tank of gas or less, must disconnect the battery supply and the gas tank access must be secured. Also, vendors must provide ground covering under the vehicle to catch engine fluids. A charge may be incurred for staff labor to clean engine fluids from the hall.
15. No sales or display of guns, knives, marshal arts stars, weapons, paintball guns & smoke bombs are permitted in the WWCC facility by the City of Wildwood Ordinance (Prohibited Sales 7-19.1.G)

Rules and regulations subject to change without notice (2.6.26)

Wildwoods Convention Center

Front Door Move-In Procedures

The Wildwoods Convention Center is committed to providing a safe, efficient, and welcoming environment for all guests, exhibitors, and staff. To help protect the integrity of the facility and ensure smooth event operations, the following Front Door Move-In Policy applies to all vendors and exhibitors.

Front-door access is limited to small, hand-carried items only.



PERMITTED ITEMS - through the Front Door



PROHIBITED ITEMS - through the Front Door

Permitted Items

The following items may be brought into the Convention Center through the front entrance:

- **Items that can be hand-carried into the building**
- **Suitcase-sized containers, similar in size to airline carry-on luggage**
- **Small, fabric, collapsible four-wheel carts intended for personal use**
 - **Must be non-motorized**
 - **Must fit through standard doorways**

Prohibited Items

The following items are not permitted to enter through the front doors:

- **Dollies, hand trucks, platform carts, or hard-sided carts**
- **Large rolling cases, trunks, crates, or freight items**
- **Pallet jacks or motorized carts**
- **Any item requiring multiple people to lift or maneuver**
- **Wildwoods Convention Center rolling carts**

Loading Dock Requirement

Items that do not meet the front-door move-in criteria must be delivered and moved in through the designated loading dock during approved move-in hours. This ensures proper handling, safety, and coordination with Convention Center operations.

Wildwoods Convention Center staff reserve the right to:

- Inspect items entering the facility
- Redirect vendors to the loading dock when necessary
- Enforce this policy at any time to maintain safety and protect the facility

We appreciate your cooperation and partnership in helping us maintain a safe and professional environment for all events at the Wildwoods Convention Center.