

OCEAN CITY CONVENTION CENTER/Sunset Room

Users Guidelines

- No tents, umbrellas and canopies are allowed to be set up anywhere inside the building.
- All flammable materials must be fireproofed - written certification may be required.
- No bottled gas or open flame is permitted, unless approved by the Fire Marshall.
- Convention Center curtains are not to be used for covering or draping tables.
- No tacks, pins, nails, tape or staples are permitted in or on Convention Center tables, curtains, walls or doors.
- Any or all equipment remaining 7 days after move-out without prior arrangements with Exhibitor Services will become the property of the Convention Center and will be disposed of.
- Convention Center shall not be responsible for supplying exhibitors with carts and dollies. **Exhibitors must supply their own carts and dollies.**
- Convention Center will not be responsible for refunding any or all monies received for service orders should the request be revised or cancelled once services are provided.
- Posters and flyers are not permitted on walls, doors or glass windows.
- In consideration of others, please advise exhibitors to remove their vehicle from the loading areas once they have unloaded.
- Exhibitors must have their display material packed and ready to go before bringing their vehicle to the loading areas.
- No heavy-duty four-wheel carts, dollies or forklifts are permitted on any carpeted areas.
- No Banners or any signage are permitted outside the Convention Center (premises).
- **ABSOLUTELY no smoke/fog/haze producing devices are allowed.**
- All entrance, exits, lobby areas and pull stations must stay clear. Please be advised there are designated areas for Registration in the lobby area.
- You must provide the Convention Center Exhibitor Services with a copy of your floor plan NO later than 4 weeks prior to your event for review and approval by the Fire Marshal.
- NO Smoking is allowed in the Convention Center.
- There is **limited electric service** in the lower level C101-C103, lobbies and all meeting rooms.
- There will be NO water type exhibits/displays on carpeted areas.

- Water Service Hook up is available in Hall A/B ONLY. – Exhibitors must supply their own water hose.
- Hot Tubs/Tanks – Exhibitors are responsible for filling and draining their tubs and /or tanks.
- Penetrating the outside landscaping areas or asphalt is not permitted.
- It is illegal to occupy RV's on the Convention Center premises overnight.
- DO NOT attach anything to the light poles, signs or trees.
- No writing or markings of any kind are permitted on the Convention Center building or parking lot.
- Lessee shall not admit to said premises a larger number of persons than the seating capacity will accommodate, or can safely or freely move about in the said rented areas and the decision of the Convention Center Director in the respect shall be final.
- Wireless Internet is free within the building.
 1. It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to and damage, loss, or theft that may occur as a result of use of the OCCC Wi-Fi.
 2. The Ocean City Convention Center cannot provide technical assistance.
 3. The Ocean City Convention Center is not responsible for insuring the privacy of information you transfer over our Wi-Fi. Virus and security protection is the user's responsibility. Information passing through the Wi-Fi network is not secured and could be monitored, captured, or altered by others.
 4. The Convention Center assumes no responsibility for damage, theft, or loss of a customer's equipment, software, data files or other personal property brought into or used on the Wi-Fi network.

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