

# ***Roland E. Powell Convention Center***

## ***Exhibitor and Facility Guidelines***

**Welcome and *thank you* for participating at the Ocean City Convention Center.** To accommodate other exhibitors, plan to drop off your equipment and/or merchandise at the loading dock, then move your vehicle immediately to the parking lot and return to set up the rest of your exhibit.

At the close of the show we may begin removing aisle carpet (if necessary). We will then begin the process of returning the empty containers or crates for move-out. **Exhibitors must have their display material(s) packed and ready to go before moving their vehicle to the loading areas. In addition to loading and unloading please find listed a few reminders and facility guidelines:**

1. **Inbound and Outbound Shipments will be charged a service fee referred to as the Freight and Handling Charge.** All inbound shipments must be paid in full to have the shipment delivered to the booth. If not paid in full, the Convention Center will hold the item until payment is made in full. There is an increase in the charge when not paid 72 hours prior to the show move-in time. This fee is listed on the Exhibitor Service Form. We offer a significant discount as encouragement to prepay for this service.
  
2. **Shipping is not an automatic process**
  - All outbound shipments must be checked in with the Exhibitor Services Desk. We keep a detailed list of everything leaving our facility. It is the responsibility of the vendor to make all of the pick-up arrangements for their outbound shipment. Please securely attach the bill of lading to your freight when your exhibit is packed, labeled and ready to be shipped.
  
  - **All Freight & Handling fees must be PAID In Full with a Credit Card ONLY**
  
  - Please provide the Convention Center and Freight Carrier with correct shipping information such as company name, destination, weight, and contact person and phone number. Make sure each and every crate/boxes is labeled with the company name, booth number and name of the show.
  
3. **Service Orders**
  - **For your service order to be processed, full payment is required at the time the order is placed.**
  
  - Event rate goes into effect 72 hours prior to move-in day for all services that are provided by the Ocean City Convention Center.
  
4. **Complimentary Wireless Internet Service in Common Areas**
  - There is no guarantee that you will have access using the Wi-Fi connection in the common areas.
  
  - It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.

- 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.
- The Ocean City 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.

## 5. Facility Rules

- No tents, umbrellas and canopies are allowed to be set up anywhere inside the facility without permission from the Exhibitor and Event Service Department.
- 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, staples, tape/adhesives or static clings of any kind are permitted in or on Convention Center tables, chairs, curtains, walls, columns, steps, windows, floors, doors, etc...
- Posters and flyers are not permitted on walls, doors or glass windows.
- Any or all equipment remaining 7 days after move-out without prior arrangements with the Exhibitor and Event Service Department will become the property of the Convention Center and will be disposed of properly.
- 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.
- In consideration of others, please advise exhibitors to remove their vehicle from the loading areas once they have unloaded.
- Exhibitors must have their display materials 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 signage is 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 Exhibitor and Event Service Department 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 recreational vehicles 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.
- The Electronic Marquee is a courtesy for your event. Information must be provided 2 weeks prior to your event. Day of show changes and updates may not be available.

4/10/14

OCEAN CITY FIRE DEPARTMENT  
Office of the Fire Marshal  
410-289-8780

OCEAN CITY CONVENTION CENTER  
Life Safety Code Requirements

By Order of the Fire Marshal, at all times during convention, trade shows, special events, or at any other time the building is open to the public, the following minimum requirements shall be met, as required in NFPA 101, Life Safety Code, 2009 Edition.

1. Means of egress shall be continuously maintained at any time the building is occupied by the public.
2. All egress passageways, aisles, and corridors shall be kept free from all obstructions. This includes storage, boxes, inventory, displays, etc.
3. Marked exit doors shall not be blocked in any circumstance. This includes storage on the exterior of the exit door.
4. Event setup shall be in strict accordance with current layouts approved by the Office of the Fire Marshal and Convention Center management.
5. Any person(s) and/or company found to have violated any provision of the Ocean City Fire Prevention Code will be deemed to have committed a municipal infraction, subject to a fine of up to \$1000.00.
6. Combustible materials within exhibit booths shall be limited to a one day supply. Storage of combustible materials behind the booth is prohibited.
7. Plans, in a form acceptable to the authority having jurisdiction, shall be submitted to the authority having jurisdiction for approval prior to the move-in of any exhibit or trade show. The plan shall show all details of the proposed exhibit or show. No exhibit or trade show shall occupy any exhibit hall without approved plans
8. All exhibit booths shall have a minimum of 2A 2D BC fire extinguisher in the craft booths and a 4A 40BC in all cooking booths. NFPA 101-9-4.4.3.

9. Vehicles within an exhibit hall shall comply with the following:
  - a. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than three-quarters nor less than one-eighth full.
  - b. At least one battery cable shall be removed from each set of batteries.
  - c. Fueling or defueling of vehicles shall be prohibited.
  - d. Vehicles shall not be moved during show hours. NFPA 101 9-4.4.4
10. Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls. NFPA 101 9.4.4.5
11. Combustible materials within exhibit booth shall be limited to a one-day supply. storage of combustible materials behind the booth is prohibited. NFPA 101 8-4.4.3.10
12. Plans for the exposition, in an acceptable form shall be submitted to the authority having jurisdiction for approval prior to the move-in of any exhibit. The plan shall show all details of the proposed exposition. No exposition shall occupy any exposition facility without approved plan. NFPA 8-4.4.3.11
13. Vehicles. Vehicles on display within an exposition facility shall comply with the following: NFPA 101 8-4.4.4
  - (a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gal (37.79 L) of fuel, whichever is less.
  - (b) At least one battery cable shall be removed from the batteries used to start vehicle engine. The disconnected battery cable shall then be taped.
  - (c) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
  - (d) Fueling or defueling of vehicles shall be prohibited.
  - (e) Vehicles shall not be moved during show hours.

14. Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls.

Exception: The authority having jurisdiction may permit the limited use of any of the above items under special circumstances.

15. NFPA 101 2009 Edition 13.7.5.3.9 Cooking and food-warming devices in exhibit booths shall comply with 13.7.2 (Appendix 1) and the following:

- (1) Gas-fired devices shall comply with the following:

- (a) Natural gas-fired devices shall comply with 9.1.1. (Appendix 2)
- (b) The requirement of 13.7.5.3.9(1)(a) shall not apply to compressed natural gas where permitted by the authority having jurisdiction.
- (c) The use of LP-Gas cylinders shall be prohibited.
- (d) Non-refillable LP-Gas cylinders shall be approved for use where permitted by the authority having jurisdiction.

- (2) The devices shall be isolated from the public by not less than 48 in. (1220 mm) or by a barrier between the devices and the public.

- (3) Multi-well cooking equipment using combustible oils or solids shall comply with 9.2.3. (Appendix 3)

- (4) Single-well cooking equipment using combustible oils or solids shall meet the following criteria:

- (a) The equipment shall have lids available for immediate use.
- (b) The equipment shall be limited to 2 ft<sup>2</sup> (0.2m<sup>2</sup>) of cooking surface.
- (c) The equipment shall be placed on noncombustible surface materials.
- (d) The equipment shall be separated from each other by a horizontal distance of not less than 24 in. (610 mm).
- (e) The requirement of 13.7.5.3.9(4)(d) shall not apply to multiple single-well cooking equipment where the aggregate cooking surface area does not exceed 2 ft<sup>2</sup> (0.2 m<sup>2</sup>).
- (f) The equipment shall be kept at a horizontal distance of not less than 24 in. (610 mm) from any combustible material.

- (5) A portable fire extinguisher in accordance with 9.7.4.1 shall be provided within the booth for each device, or an approved automatic extinguishing system shall be provided. (Appendix 4)
16. NFPA 101 2009 Edition 13.7.5.3.10 Combustible materials within exhibit Booths shall be limited to a one-day supply. Storage of combustible materials Behind the booth shall be prohibited. (See 13.7.4.2 and 13.7.5.2)
17. NFPA 101 2009 Edition 13.7.5.3.11 Plans for the exposition, in an acceptable form, shall be submitted to the authority having jurisdiction for approval prior to setting up any exhibit.
18. NFPA 101 2009 Edition 13.7.5.3.11.1 The plan shall show all details of the proposed exposition. 13.7.5.11.2 No exposition shall occupy any exposition facility without approved plans.
19. NFPA 101 2009 Edition 13.7.2 Special Provisions for Food Service Operations.
20. NFPA 101 2009 Edition 13.7.2.1 All devices in connection with the preparation of food shall be installed and operated to avoid hazard to the safety of occupants.
21. NFPA 101 2009 Edition 13.7.2.2 All devices in connection with the preparation of food shall be of an approved type and shall be installed in an approved manner.
22. NFPA 101 2009 Edition 13.7.2.3 Food preparation facilities shall be protected in accordance with 9.2.3 and shall not be required to have openings protected between food preparation areas and dining areas.

### **Appendix 1**

23. NPA 101 2009 Edition 13.7.2.4 Portable cooking equipment that is not flue-connected shall be permitted as follows:
  1. Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol, shall be permitted to be used, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible materials.
  2. Candles shall be permitted to be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials and only where approved by the authority having jurisdiction.
  3. Candle flames shall be protected.
  4. “Flaming sword” or other equipment involving open flames and flamed such as cherries jubilee or crepe suzette, shall be permitted to be used, provided that precautions subject to the approval of the authority having jurisdiction are taken.
  5. \*Listed and approved LP-Gas commercial food service appliances shall be permitted to be used where in accordance with NFPA 58 Liquefied Petroleum Gas Code.

### **Appendix 2**

24. NFPA 101 2009 Edition 9.1.1 Gas Equipment using gas and related gas piping Shall be in accordance with NFPA 54 National Fuel Gas Code, or NFPA 58, Liquefied Petroleum Gas Code, unless such installations are approved existing Installations, which shall be permitted to be continued service.

### **Appendix 3**

25. NFPA 101 2009 Edition 9.2.3 Commercial Cooking Equipment. Commercial cooking equipment shall be in accordance with NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, unless such installations are approved existing installations, which shall be permitted to be continued in service.

### **Appendix 4**

26. NFPA 101 2009 Edition 9.7.4.1 \*Where required by the provisions of another section of this Code, portable fire extinguishers shall be installed, inspected, and maintained in accordance with NFPA 10 Standard for Portable Fire Extinguishers

For questions regarding these or any other fire code requirements, please contact the Ocean City Fire Department, Office of the Fire Marshal, at 410-289-8780.



## *Complimentary Wireless Internet Service in Common Areas*

- There is no guarantee that you will have access using the Wi-Fi connection in the common areas.
- It is the users sole responsibility to protect their information from all the risks associated with using the Internet, including and not limited to damage, loss, or theft which may occur as a result of use of the OCCC Wi-Fi.
- 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.
- The Ocean City 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.

*Please feel free to order an Ethernet line on our Exhibitor Service Form if exhibiting in Hall A/B.*

## SAFETY CODES

### Safety Codes from the NFPA LIFE SAFETY CODE BOOK

- h.) Combustible materials within exhibit booths shall be limited to a one day supply. Storage of combustible materials behind the booth is prohibited (See 9-4.4.2 and 31-2.6.2).
- i.) Plans, in a form acceptable to the authority having jurisdiction, shall be submitted to the authority having jurisdiction for approval prior to the move-in of any exhibit or trade show. The plan shall show all details of the proposed exhibit or show. No exhibit or trade show shall occupy any exhibit hall without approved plans.

29.) All exhibit booths shall have a minimum of 2A 20 BC fire extinguisher in the crafts booths and a 4A 40BC in all cooking booths.  
PA 101 9-4.4.3.

30.) Vehicles within an exhibit hall shall comply with the following:

- a.) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than three-quarters nor less than one-eighth full.
- b.) At least one battery cable shall be removed from each set of batteries.
- c.) Fueling or defueling of vehicles shall be prohibited.
- d.) Vehicles shall not be moved during show hours.

PA 101 9-4.4.4.

31.) Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls.  
PA 101 9-4.4.5.

**8-4.4.3.10** Combustible materials within exhibit booth shall be limited to a one-day supply. Storage of combustible materials behind the booth is prohibited. (See 8-4.4.2 and 31-2.6.2.)

**8-4.4.3.11** Plans for the exposition, in an acceptable form shall be submitted to the authority having jurisdiction for approval prior to the move-in of any exhibit. The plan shall show all details of the proposed exposition. No exposition shall occupy any exposition facility without approved plans.

**8-4.4.4 Vehicles.** Vehicles on display within an exposition facility shall comply with the following:

(a) All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gal (37.9 L) of fuel, whichever is less.

(b) At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped.

(c) Batteries used to power auxiliary equipment shall be permitted to be kept in service.

(d) Fueling or defueling of vehicles shall be prohibited.

(e) Vehicles shall not be moved during show hours.

**8-4.4.5** Compressed flammable gases, flammable or combustible liquids, hazardous chemicals or materials, Class II or greater lasers, blasting agents, and explosives shall be prohibited within exhibit halls.

*Exception: The authority having jurisdiction may permit the limited use of any of the above items under special circumstances.*