

# COASTLINE CONFERENCE AND EVENT CENTER

## Facility Rules & Regulations

### Access/Hours of Operation

- Event guest will be admitted to the contracted room and will be expected to depart at the times stated on the contract.
- The normal maximum contractual hours of occupancy for events scheduled between 6:00 am – 11:59 pm.

### Abandoned Equipment/Lost or Misplaced Articles

- The Conference Center shall assume no responsibility for damage to or loss of any items left in the room prior to or following any event.
- Any article or equipment remaining at the Conference Center past the expiration of the rental period may be considered abandoned and may be disposed of by the Conference Center as deemed necessary at the group's expense.
- The Conference Center shall have the sole right to collect and have custody of any article left on the premises by the attendees and to provide for the disposition thereof.

### Alcohol Policy

- The Client and Caterer acknowledges and understands that the distribution and consumption of all alcoholic beverages must be in accordance with the laws, statutes and regulations of the State of North Carolina.
- The Conference Center reserves the right to check any and all packages being brought into the center. Client MUST use a Conference Center bartender UNLESS pre-approved. If pre-approval has not been done, Coastline Conference Center reserves the right to cancel all bars. NO EXCEPTIONS!

### Audio Visual/Dance Floors/Linens

- Audio Visual equipment is available through the Conference Centers in house audio-visual company. All dance floors, linens, bartenders, A/V, must be provided by The Conference Center is not allowed without prior approval.
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### Decorating/Signs/ & Displays

- All equipment displays must have a plastic floor liner to prevent carpet damage.
- Do not attach anything, by any means, to walls or doors without prior approval.

- The use of scotch tape or decals on walls, floors, partitions, doors or windows is prohibited.
  - The Conference Center requires the use of quality carpet tape when using tape in carpeted areas and is responsible for the removal of all tape residue marks on the exhibit floor.
  - Removal and damage costs incurred by the Conference Center from the use of inferior tape will be charges to the event.
  - The use of nails, tacks, brads, screws or other driven fasteners is prohibited.
  - Notify the Event Coordinator of any banners needed to be suspended.
- Electrical Services
- Wall and permanent building utility outlets are not part of a booth space and are not to be used by exhibitors unless specified otherwise.
  - See you Event Coordinator to prearrange your electrical requirements.
  - All equipment must comply with all federal, state and local safety codes.
  - Electrical rates quoted for all electrical connections include service to the booth. They do not include connecting equipment or special wiring.
  - Exhibitors are expected to provide their own extension cords. (UL approved Utility Cord)
  - Conference Center is not responsible for removing decorations. An additional fee will be charged if these items are not removed within 24 hours after event. All balloons must be removed immediately after event.

#### Equipment – Conference Center

- All Center equipment such as food and beverage carts, table carts, dollies, jacks must be returned to the Center after the event move-in/move-out.
- Any damage to the above equipment will result in an additional expense to the event.

#### Fire Cabinets, Pull Stations, Aisles and Exit Doors

- Do not block any doors marked with an overhead exit sign.
- Each of these must be visible and accessible at all times. Contact your Event Coordinator immediately if you find one of these within your exhibit area, and adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables, and other display equipment must be clear of all isles, and exit areas.

#### Food and Beverage Events

- The Coastline Conference Center offers a preferred list of caterers for your convenience. Any contracts for food and beverage provisions are made by the client directly with the caterer. The Center maintains all rights for coffee breaks, and concession areas. All food and/or beverages served, offered and/or sold in any part of the Center's premises must be provided and served by a caterer.

#### Fog/Smoke/Laser Lights

- No fog, smoke effects or laser light shows shall be permitted in the Center.

#### Freight/Mail Deliveries

- Deliveries received on site should be addressed to the appropriate show or event.
- Freight deliveries for an event may arrive no more than two business days prior to the event. Freight arriving sooner than 2 days prior to the event will be refused.
- Freight to be shipped must be picked up within 2 days after the event.

#### Insurance

- At the desecration of the Coastline Conference Center we may require the lessee to provide proof of insurance, as required below, at least 10 days prior to the scheduled event. Such proof shall be in the form of a certificate of insurance evidencing the existence of commercial general liability insurance applicable to premises and operations hereunder with liability limits at least in the amount of \$1,000,000 per occurrence: combined single limit bodily injury and/or property damage. Liability insurance covering all owned, non-owned required of the state of North Carolina.
- The certificate shall show the lesser, Conference Center and its agents, as additional named insured under the policy and shall contain substantially the following statement "The insurance described in this certificate will not be cancelled or materially altered unless ten (10) days written notice has been received by the lesser".
- Please present this outline when obtaining event insurance.

#### Move-In/Move-Out Policies

- In the event the Center is not vacated by Lessee upon the expiration of the Term, Management is authorized to remove from the Center, at the expense of the Lessee, all goods, wares, merchandise and property of any kind left therein, and Management shall not be liable for any damages to or loss of such goods, ware, merchandise, or property which may be sustained by reason of such removal, and the Management is hereby released from any and all claims for damages of whatever kind of nature, including but not limited to non-use or unavailability of such property. We are not responsible for removing decorations or moving equipment.

#### Outside Solicitors

- Soliciting is not permitted on the Coastline Convention Center property.
- Unauthorized picketing is strictly prohibited by the Center. The appropriate City of Wilmington permit must be approved and on file.

#### Payment

- A deposit is due at the signing of all contracts, and all functions are required to have a credit card on file.
- In order to receive a full refund of the room rental fee, the event must be cancelled 180 days prior to the event.

- Any cancellations within the 180 days period will forfeit room rental fee.

#### Safety

- The Coastline Convention Center's goal is to provide a safe enjoyable environment for every event and our guests. And any all unsafe conditions or activities will be brought to the attention of the responsible parties and corrective measures are to be made immediately.

#### Security

- The Coastline Convention Center may require an event to provide its own security at the expensive of the client.
- Any person whose conduct is objectionable, disorderly or disruptive to the Center's use or is in violation of any law shall be refused entrance or shall be immediately ejected from the premises. Lessee assumes full responsibility for the acts and conducts of its exhibitors, agents, employees, licenses, invitees and attendees of the event.

#### Smoking

- Smoking is not permitted in the Coastline Convention Center
- Outside area have been designated as smoking areas.
- Any damage to the building from smoking will result in an additional expense to the event.