

Vendors | Exhibitors

Load In/Load Out

- Load in/load out is only permitted through the back of the Convention Center. The Access Control Officer (ACO) will allow access to the back of the building during designated times.
- When space is available, the ACO & Dock Guards will direct you to the appropriate loading dock ramp, dock well, or interstate parking spot where you can unload/load your property.
- Once unloaded/loaded, please move your vehicle outside the gate, in general parking. Unattended vehicles parked for a substantial amount of time are subject to towing.
- At the conclusion of the event, all items must be removed from your designated area. Please clean your area of contents and either dispose of them in the proper trash or recycling receptacle, or take off property with you.

Loading Dock Rules

- Usage of power tools are strictly prohibited inside the exhibit area, and on the loading dock. Cutting, grinding, or use of a power tool must be done along the fence line, parallel to the interstate.
- Smoking and/or vaping of is prohibited within 25 feet of the building, or the loading dock at any time.

Parking

- Oversized vehicles, RVs, and campers are prohibited to park in VBCC parking lots. Vehicles in violation are subject to being ticketed or towed.
- All parking spaces are provided free of charge on a first come, first serve basis to exhibitors, attendees, and guests.
- Vendors with trailers should park in the Northern most row(s) of the parking lot on the West end of the building, parallel to the interstate. For further direction please ask the Access Control Officer or your event promoter.
- Parking in circle drive (entrance to building) or in a non-designated area is strictly prohibited and subject to being ticketed or towed.

Garbage & Waste

- Carpet and other bulk materials are to be placed in an open top waste container on the loading dock. Please do NOT throw these items away in recycling cans, hoppers, or blue open top containers.
- Trash hoppers will be staged inside the exhibit area during load in/load out for vendor usage.
- The VBCC is not responsible for emptying trash receptacles inside vendor booths, or vacuuming carpets installed for the event.

Electric

- Electrical equipment must be installed, operated, and maintained in a manner which does not create a hazard to life or property. All equipment must be Underwriters Laboratory (UL) listed.
- Power is limited in the pre-function area and in the Ballroom, depending on your location.
- Reference the "VBCC Electrical Guidelines" for information regarding proper/improper extension cords.

Internet

- On site internet is available for purchase (per device). Our Complimentary Internet is a free service and is available in all public spaces and meeting rooms.
- Please reference the "VBCC Wireless Flyer" for information on purchasing exhibitor internet inside of the exhibit halls.

Decorations

- Balloons are permitted but discouraged. If released inside of the VBCC, a removal fee of \$150 may be applied.
- The use, display, or throwing of rice, confetti, or glitter is prohibited. Those in non-adherence to this policy will be billed for the clean-up.

Food Sampling/Food Sales

- Exhibitors are not permitted to sell, sample, or distribute food/beverages without advance approval. Visit
- All food sampling forms must be submitted online two weeks prior to the start of the event (<https://www.visitvirginiabeach.com/convention-center/plan/catering/food-sampling-form/>) and be prepared to display sampling items for inspection prior to event start time.
- Vendors must be self-sufficient. VBCC kitchen equipment will not be available for rent or use.

Fire & Life Safety

- **Open Flames/Candles** are prohibited. Sternos for catering are permitted but must be away from flammable material and have a fire extinguisher at the booth.
- **Drapery** must be flame retardant with proof of treatment- including tablecloths, curtains, linen of any type.
- **Pop-up Tents/Structures** must be approved in advance, and the location identified within the building. An enclosed structure must have a working fire detector and fire extinguisher. Approval by the VBCC and the Virginia Beach Fire Marshal is required, or subject to removal.
- **The following items may not be used without prior written approval from the VBCC and the Fire Marshal's Office:**
 - Display or storage of liquid, propane, gas (LPG)
 - Flammable or combustible liquids/gas
 - Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc.
 - Welding or cutting equipment for demonstration purposes
 - Gas-fired appliances for demonstration purposes
 - Salamander heaters
 - Compressed gas cylinders