



## Window Display Policy

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### Window Display Rules:

1. Windows are assigned to members from the first business day of a month to the last business day of that month (maximum of three displays per year).
2. Two consecutive months are allowed only if two members have agreed to share a window.
3. Member must bring all supplies and staff needed to set up a window display.
4. Window measurements vary and are approximately 72" H x 84" W (actual window space).
5. Each Window has a 2 ft. top border and an 8 in. bottom border. Please design your display accordingly.
6. Allowable display depth is 24" from the floor vent. No materials are to be placed on the floor vents at the base of the window.
7. A black backdrop is available for all windows (except for Windows #1 and #2 in the main Visitors Center) to use with your display. Backdrop dimensions are approximately 72" H x 60" W and is on wheels. Velcro may be used on the backdrop to secure display items. Pushpins are not allowed.
8. Taping to the windows and balloons are not allowed.
9. Please notify us if you plan to use video technology in your display. Outlets and Wi-Fi are accessible but can be limited. We strongly discourage this since we cannot guarantee continuous service. Members must maintain their own technology.
10. Display must be set up within the first three business days of the month. If a window display is not completed within that time period, we may release the window to another member. **Display must be assembled during office hours: Daily M-TH 9 am to 5 pm and Fri 8:30 am to 4:30 pm.**
11. Signage and display must be approved by the Director of Community and Member Relations.
12. All displays must be dismantled and removed by the last day of the month. If not, the GWCVB reserves the right to dismantle your display so that another member may use the window. **If display supplies are not picked up within 15 days, the GWCVB reserves the right to discard all items.**
13. **You are responsible for cleaning up the area after display set-up and dismantling.**
14. GWCVB is not responsible for lost items. Valuable items are displayed at your own risk and should be insured by your business or organization.
15. The **Request/Confirmation and Release/Hold Harmless Forms** must be completed to confirm your display.

**Unloading of Supplies:** Please be aware that there is a 15-minute parking policy in front of the Community Service Building. Once you have unloaded your display supplies, drive your vehicle to the **Community Service Parking Garage, 111 West 11<sup>th</sup> Street, Wilmington DE 19801. Entrance on Orange St. Bring your parking ticket to the Visitors Center to be validated.**