



Jekyll Island Convention Center: Group/Exhibitor Information Sheet

- All meeting space is carpeted.
- No smoking within fifty (50 ft) feet of the buildings.
- Parking on loading docks or sidewalks is not permitted (except for loading and unloading). Vehicles are subject to towing at owner's expense.
- No chewing or bubble gum is to be distributed in this facility.
- The use of propane, helium or bottled gas within the building is prohibited. **Balloons** are not permitted inside the Center.
- Vehicles to be used as display must be approved by your Event Manager. Please contact for requirements.
- No explosives, **open flame** (candles) or highly flammable materials are permitted.
- Savor...Jekyll Island is the exclusive F&B provider. **Outside Food & Beverage is not permitted.** Should a booth require sampling or cooking, approval must be given in advance. Contact your Event Manager for details.
- Decorations, signs, banners, etc., may not be nailed, tacked, stapled, taped, or otherwise fastened to ceiling, walls, doors, or painted surfaces, unless done by or directed by Convention Center Manager.
- No painting of signs, displays, or other objects are permitted in the facility without prior arrangements
- All cardboard boxes left must be broken down and excessive trash removed. Failure to do so will result in a removal fee.

Freight/Shipping Information:

Additional Services:

Name of Person attending show
c/o Show or Conference & Booth # or company name
Jekyll Island Convention Center
75 N Beachview Drive
Jekyll Island, GA 31527

Wireless Internet: Complimentary Service for Guests

Tables: 6ft & 8ft

In-Door Chairs

Staging Risers/Decks

Easels

*shipment receiving hours: Monday-Friday

TV/DVD Services

8:00am-5:00pm Tel: 912-635-6406

All AV Equipment

Receiving Fees: \$10/box & \$100/pallet

Electrical Services

Daily Storage: \$25/box & \$75/pallet ; \$25 Moving Fee Fees only apply to freight received more than 1 business day prior to the start of the event.

Phone Lines: Must be ordered in advance

****All rentals are on a first come first serve basis****

It will be the responsibility of the exhibitor to insure that all outgoing freight is picked up within two (2) days after the show's conclusion. Jekyll Island Conven-

Should you have further questions, please contact Beau Michel at 912-635-6410 or bmichel@jekyllisland.com

We look forward to having you on Jekyll Island and wish you a very successful show!

Updated: July 16, 2017