



Vendor Guidelines

- For any power needs, please reach out to your Event Manager for an electrical order form.
- Wireless Internet is a complimentary service. If needed, internet lines can be ordered through the electrical order form.
- All shipments for exhibits must be coordinated and shipped through your official service contractor. If you do not have a service contractor, please reach out to your Event Manager for additional shipping information.
- If you need to rent any audio/visual equipment for your booth, please contact **INSPIRE** at 912.506.1520.
- 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.
- No smoking within 50 feet of the building.
- Parking on loading docks or sidewalks is not permitted without permission from your Event Manager. Vehicles are subject to towing at the owner's expense.
- No 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 in advance. Please contact your Event Manager for requirements.
- Explosives, **open flame** (candles), or highly flammable materials are prohibited.
- Glitter, confetti, and silly string are prohibited.
- Decorations, signs, banners, etc., may not be nailed, tacked, stapled, taped, or otherwise fastened to the ceiling, walls, doors, or painted surfaces, unless done by or directed by Event Manager.
- No painting of signs, displays, or other objects is permitted in the facility without prior arrangements.
- All cardboard boxes must be broken down, and excessive trash should be removed. Failure to do so will result in a removal fee.
- Center is not responsible for any property, equipment, or materials left on the premises.

Freight/Shipping Information:

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

*shipment receiving hours: Monday-Friday

8:00am-5:00pm Tel: 912-635-6410

Daily Storage: \$25/box & \$75/pallet

Fees only apply to freight received more than 1 business day prior to the start of the event.

Additional Services:

Wireless Internet: Complimentary Service for Guests

Tables: 6ft & 8ft

In-Door Chairs

Staging Risers/Decks

Easels

TV/DVD Services

All AV Equipment

Electrical Service

Phone Lines: Must be ordered in advance

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

It will be the responsibility of the exhibitor to ensure that all outgoing freight is picked up within one (1) business day after the show's conclusion. Jekyll Island Convention Center will not be responsible for items left in the convention center.

Should you have further questions, please contact your Event Manager at 912-635-6400.

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