



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
*shipment receiving hours: Monday-Friday
8:00am-5:00pm Tel: 912-635-6406
Receiving Fees: \$10/box & \$100/pallet
Daily Storage: \$25/box & \$75/pallet ; \$25 Moving Fee

Wireless Internet: Complimentary Service for Guests
Tables: 6ft & 8ft
In-Door Chairs
Staging Risers/Decks
Easels
TV/DVD Services
All AV Equipment
Electrical Services
Phone Lines: Must be ordered in advance

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 Convention Center will not be responsible for items left in the facility longer than five (5) days.

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

Should you have further questions, please contact Anna Sieving at 912-635-6406 or asieving@jekyllisland.com

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

Updated: July 16, 2017