



Jekyll Island Convention Center: Group/Exhibitor Information Sheet

- 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:

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.

It will be the responsibility of the exhibitor to ensure 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 convention center.

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 Services

Phone Lines: Must be ordered in advance

All rentals are on a first come first serve basis

Should you have further questions, please contact Johnny Clark at 912-270-8061 or jclark1@jekyllisland.com. We look forward to having you on Jekyll Island and wish you a very successful show!