



Jekyll Island Convention Center

An SMG Managed Facility

Welcome to Jekyll Island!

Thank you for selecting the Jekyll Island Convention Center for your upcoming event. As an SMG managed facility, you have our pledge of personal service, professionalism and performance.

Our Event Planner's Handbook has been developed to provide useful information to assist you in planning your upcoming event. This handbook introduces the Center's policies and procedures, while offering beneficial information and suggestions.

Once your event has been licensed through our Sales Department, you will be assigned an Event Manager from our Events Services Department who will assist you in the event planning process. You may contact our Event Services Department through our main switchboard at (912) 635-6400.

We hope this handbook serves as a friendly guide to a successful working partnership.

(As of October 2015)

Polices, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to Jan 2015. This Event Planning Guide and its contents are incorporated by direct reference in your License Agreement.

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## Contact Information:

Jekyll Island Convention Center  
75 North Beachview Drive  
Jekyll Island, GA 31525

Main: (912)635-6400

Fax: (912)635-6515

<http://www.jekyllislandconventioncenter.com>

<b>Audio Visual Services</b>	(912) 289-1053	Fax: (912) 635-6515
<b>Client/Event Services</b>	(912) 635-6406	Fax: (912) 635-6515
<b>Catering/Sales</b>	(912) 635-6405	Fax: (912) 635-6515
<b>Executive Offices</b>	(912) 635-6400	Fax: (912) 635-6515
<b>Finance</b>	(912) 635-6402	Fax: (912) 635-6515
<b>Food and Beverage</b>	(912) 635-6414	Fax: (912) 635-6515
<b>General Manager's Office</b>	(912) 635-6403	Fax: (912) 635-6515
<b>Human Resources</b>	(912) 635-6402	Fax: (912) 635-6515
<b>Public Safety/Security</b>	(912) 635-6413	Fax: (912) 635-6515
<b>Sales &amp; Marketing</b>	(912) 635-6404	Fax: (912) 635-6515

## **Directions**

Jekyll Island is located just off the Georgia coast, midway between Savannah, Georgia and Jacksonville, Florida. A six-mile causeway separates Jekyll from the mainland and the city of Brunswick. One of many barrier islands on Georgia's coast, Jekyll is neighbored to the north by St. Simons Island and to the south by Cumberland Island.

### **By Land**

Jekyll is convenient to I-95, take Exit 29 and follow the signs east on U.S. 17 for approximately 10 miles. Turn right onto the Downing Musgrove Causeway (GA 520). Be sure to stop at the Jekyll Island Welcome Center, 4 miles on left. Cross onto Jekyll and through the Greeting Station (a Parking Fee is required), and you can begin your escape to Jekyll Island!

### **By Sea**

Jekyll is located on the Intercoastal Waterway and is a convenient stop for boaters. The Jekyll Harbor Marina provides full service facilities including gasoline and diesel fuel, shower, laundry, pool and hot tub. The historic Jekyll Wharf also offers dockage and fueling options.

### **By Air**

Just a short 30-minute drive, Brunswick's Golden Isles Airport (BQK) is served by regular daily flights of Atlantic Southeast Airlines (ASA/Delta Connection) out of Atlanta (ATL). Rental cars and hotel shuttles are available. International airports in Savannah (SAV) and Jacksonville (JAX) are a short 60-minute drive from Jekyll Island. Both airports offer rental car and limousine services. Private pilots may use the Jekyll Island Airport (09J).

### **Parking Fee**

Vehicle entry to Jekyll Island requires a valid parking pass which must be purchased at the Greeting Station upon arrival on the island. This pass gives you access to many of the island's public outdoor areas, including picnic areas, beach parking and access points, playground, soccer complex, historic landmark district, fishing pier, bicycle and nature trails and more. The Parking Fee is charged per vehicle per entry per day. Multi-day passes are available for your convenience and an Annual Parking Decal is available. Bicycles and pedestrians can enter at no charge.

## **General Facility Information and Policies**

### **Abandoned Equipment or Materials**

Center will not be responsible for any property, equipment or materials left in the premises by Licensee, its agents contractors or exhibitors after the expiration of the License period; and at its option may remove or dispose of such property at owner's expense; or to store same at owner's sole risk and payment of a fee.

### **Accounting**

Rental deposits are due in full prior to a group arrival. Check the License Agreement for amounts and due dates. Invoices for deposits may be requested; otherwise the License Agreement is the invoice. Acceptable forms of payment include checks and credit cards.

During the course of your program, billing statements can be issued per function as charges are incurred. An invoice with detailed supporting documentation of all charges and payments/deposits may be issued prior to your departure but no later than seven (7) days after your move-out. All balances outstanding will be due net thirty (30) days upon issuance of the invoice.

### **Advertising**

Advertising in public (non-licensed) areas are subject to a fee. Please see your Event Manager for more information. All advertising copy and proposed sign locations need the prior approval of your Event Manager.

### **Americans with Disabilities Act**

The Center offers many features that make our facility friendly to our guests with disabilities, consistent with evolving ADAAG. These features include accessible parking, automatic entrance doors and accessible restrooms. Please advise us thirty (30) days in advance of any delegates with special needs. We suggest that you include an area on your registration form to allow individuals with disabilities to indicate any special needs they may have.

### **Animals**

With the exception of guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit or activity requiring use of animals. If permitted, an Animal Waiver must be signed and kept on file with your Event Manager (See Sample Live Animal Waiver.)

### **Audio Visual**

Encore Event Technology is the preferred on-site audiovisual provider for the Jekyll Island Convention Center. Encore has been charged with maintaining the technical integrity of our facility's meeting rooms and function space during all events requiring audiovisual resource, here at the Jekyll Island Convention Center. Groups are permitted to bring in third party audio visual suppliers, but shall incur patch fees for the use of the Center's house sound system, and the cost for any electrical needs. Encore does retain exclusive rights to all rigging points located within the Center.

### **Badging**

As a matter of security and for identification purposes, we ask that you provide your staff and delegates With badges that are clearly marked with their name and the event they are attending.

### **Balloons, Confetti, ECT.**

Use of lighter-than-air (helium) balloons, confetti, "silly string" etc. are prohibited without Center's prior written permission and execution of Center's Helium Balloon Waiver. Metallic or Mylar materials are specifically and entirely prohibited.

### **Banners and Signs**

Please advise your Event Manager in advance of the quantity, size and exact location of your banners. The copy on all banners and signs and their proposed locations must be reviewed and approved by your Event Manager

### **Carpet & Surface Protection Requirements**

Licensee will protect carpeted areas used for exhibits, props, plants etc., or vehicle movement or other equipment during move-in and move-out; and will bear full cost of any damage caused by such uses.

Visqueen of sufficiently heavy gauge shall be laid down on permanent carpeted areas and in freight landing areas to prevent damage from lifts or similar wheeled equipment. Carpet protection is required in all entrances for move-in and move-out. When carpeting the exhibit hall, only non-residue tape (Bron BT100) may be used. No forklifts are allowed in the public concourse and contracted meeting and ballroom spaces without prior approval from the Event Manager.

### **Cleaning and Housekeeping Services**

During the Event: Center provides normal housekeeping service in public areas, restrooms and function room without charge i.e spill/stain removal

Post Event Cleaning/Trash Disposal: Licensee will remove or bear cost to remove crates, pallets, cardboard and other debris, floor tape, abandoned banners or signage; and excess trash.

Common Areas: Center's common areas may not be used in any manner which restricts or obstructs free passage or the rights of others; or violates Center Fire & Safety Regulations.

### **Contractor Policies**

The Center has established policies for your General Contractors and Service Providers (Appendix D). regarding accessible areas throughout the Center, check-in/out locations, and smoking areas. Please be sure all sub-contractors are permitted by the Center and receive a copy of our "Contractor Policies".

Show Management must provide the Convention Center with a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists us with the preplanning of services and security programs (Appendix A).

The Center reserves the right to permit or deny access to any contractor based on Contractor's past performance in the facility; and/or require Contractor's written acceptance of Centers regulations as a specific condition of operating in the facility.

### **Damage to the Facilities**

As the Licensee, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre and post walk through of your licensed areas will be mutually scheduled to verify the condition of the facility prior to your event. All damages, except for normal facility wear and tear, are the responsibility of the Licensee. Without prior agreement, Center will not hold any other party responsible other than Licensee for damages.

Any damage to the Center property or equipment is to be reported immediately to the Center's Security Department located in the loading dock area.



## **Decorative Materials**

All decorative materials displayed or installed in the Center must be flameproof in accordance with the Public Safety and Fire Regulations. The Center does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

## **Display Vehicles**

Display vehicles are allowed in the Ballroom. Fueling or moving display vehicles or use of battery chargers during event hour is prohibited.

Regulations on display vehicles are as follows:

- Equipment/Vehicles are to have **no more than 1/4 tank of gasoline**
- Gas tank fuel pipe cover **must** be taped shut to prevent leakage of fumes
- Both** battery cables **must** be disconnected
- Vehicle **must** have a protective covering over carpet at all times
- Vehicle **must** be pushed by hand

## **Electrical**

Our in-house Electrical Department takes care of event power for all clients and exhibitors. The electrical staff works directly with the Event Manager and client utilities staff to ensure that your event needs are met in a timely manner (*See sample Order Forms.*) Basic room rental includes standard house lighting and HVAC during event hours. The Center shall supply limited (20 amp) power in meeting rooms at no cost (excludes all areas used for exhibits.) Additional electrical needs can be ordered through your Event Manager.

## **Emergency Evacuation**

Center reserves the right to evacuate the premises at any time it deems necessary for public safety.

## **Entrances, Public**

Public entrances may be used for move-in/out only with the Center's written permission. Center retains control of public entrances at all times.

## **Equipment Rental**

The Center offers a variety of equipment that you may rent for your event. Use of Center equipment is conditional upon proper operating safety. Equipment is available on a first-come, first-served basis. Requirements exceeding our inventory may be rented from local vendors directly or through the Center. For a list of available equipment, please refer to Equipment/Ancillary Services Form.

If you require special items for your event that are not in the Center's inventory, please contact your Event Manager for a list of local vendors that may be able to assist you. Should you handle your own rentals, be sure to advise the Center of the delivery/pick up schedule and location of where these items should be placed upon delivery.

If you rent lift equipment from an outside vendor, please note that all equipment must use electric power. Wheels should be white rubber non-marking tires or taped for use in carpeted areas. Lifts should be equipped with reverse beepers and operated at 5 mph for safety.

## **Event Services**

When you host an event at the Jekyll Island Convention Center, an Event Manager will work closely with you on the details of your event. Your Event Manager will help you understand the Center's policies and procedures and will take on the responsibility of communicating event needs and requirements to the respective Center departments so that your event runs smoothly from beginning to end.

## **Exhibit Booth Cleaning**

Booth cleaning services are exclusive to the Center. Order forms should be included in your exhibitor service kits so your exhibitors can order these services in advance. Please contact your Event Manager for more information.

## **Exhibits**

The exhibit floor is to be returned to the Center in the same condition it was received. If the floor is not returned in such condition, the Center will clean the area and bill you for the costs incurred, including the removal of tape and tape residue.

## **Exhibits in Permanently Carpeted Areas**

In the Ballroom and Meeting Rooms there is limited access to electrical or telephone services to individual exhibits, and no provisions/plumbing. Therefore, specific limitations have been set to maintain the furnishings of these areas.

- Drapery systems must be supported through the use of sandbags or similar weights.
- Visqueen and plywood must be laid over the carpet before bringing freight or material handling equipment into the area.
- Movement of equipment and material is limited to hand-carried items.
- No trucks, carts, or other motorized devices are allowed on the carpet unless suitable floor coverings, as approved by the Event Manager, are in place to protect the carpet.

## **Exhibitor Kits**

Exhibitor Kits must be sent to your Event Manager prior to mailing them to your exhibitors/vendors. Please include all information concerning registration, rules and regulations and order forms. Your Event Manager will review the information and make sure you have all the current information and correct forms.

## **Fire Prevention and Safety**

Centers Fire and Safety Regulations are based on NFPA Life Safety Code & Title 30, Code of GA incorporated by reference into these conditions and available through Event Services. Fire Marshall has final authority to enforce these regulations.

Fire Guard: If required, will be provided through the Jekyll Island Fire Department at Licensee's expense.

- Flammable Liquids or Gases are prohibited, except for non-refillable LPG containers (max 5lb) for permitted users.
- Combustible Materials in display areas will not exceed one day's supply; and may not be stored in a way that hinders inspection.
- Candles are prohibited.
- Dead vegetation, mulch, etc. must be fire-retardant treated. Baled hay is strongly discouraged, due to risk of spontaneous combustion.
- Curtains/Bunting/Drapes etc. Must be treated with fire-retardant.

- Display Structures: Display of any size which are enclosed by walls and ceiling/roof must be equipped with an approved smoke detector and fire extinguisher. Enclosed exhibits of 300sqft or more; or with more than one level accessible to the public, will require additional fire protection.
- Fire Doors: Doors must remain closed during event hours or be staffed with a dedicated Fire Guard.
- Fire Equipment-Alarm Devices: Permanent hose cabinets, fire extinguishers, pull stations, etc. Must be visible and accessible at all times.
- Fire Exits: No display or prop may obstruct access to or visibility of any marked Fire Exit, hose cabinet or pull station.
- Hazard Materials: Including flammable liquids, chemicals and devices, may be present in the facility only by Center's specific.
- Open Flame Devices are strictly regulated. When permitted, devices may be used only for product demonstrations or for preparation of demonstration foods. Only LPG fuel is permitted; containers are limited to non-refillable 5-lb bottles. Open flame devices must be protected with Type B-C fire extinguisher and by a 4ft radius buffer zone not accessible to public. Smoke-emitting or pyrotechnic devices may require Pyrotechnic Permit & Fire Guard at Licensee's expense.

### **Fire Protection/Smoke Removal**

The Center is fully protected by an automatic fire sprinkler system. In addition, fire hose cabinets are provided throughout the building. A fire pump provides water for the sprinklers and fire fighting services. A fire alarm and smoke detection system and manual pull stations are located throughout the facility.

The use of hazers/fog machines, open flame, or pyrotechnics for decorative or production enhancements must be requested in writing to your Event Manager at least sixty (60) days prior to your event. Requests shall include information on the type of material being used, quantity, general program dates, rehearsal times, and duration of use. The Center requires that a Fire Watch be arranged with local Fire Marshal officials and that a Fire Marshal is on site for the entire duration that the materials and/or equipment are in use.

### **First Aid/Emergency Medical Services (EMT)**

The Center requires contracted EMT services for events. Events that will require an EMT on-site include: (750) or more during meeting hours OR events with meal service of (500) or more with no alcohol OR events with (400) or more AND with alcohol service. All sporting events require at least one EMT from the Center.

General Manager retains discretion to require EMT, based upon activities or demographics of any event regardless of the above stated parameters. The Convention Center requires all required EMT services to be at the customers expense.

We recommend that you consider staffing the Center's First Aid Room during your move-in/move-out periods when your exhibitors are working on-site. Charges for these services and supplies utilized will be billed on your final statement. Center does retain a wheelchair for emergency medical use only. Licensee should plan to provide wheelchairs and other assistance devices for public events which serve senior or disabled markets.

## **Floor Boxes –Electricity (Atlantic Hall)**

The Ballroom floor boxes contain the following:

- Electrical service up to 100 amps
- 20 volt single phase
- 208 volt three phase
- Category 5 internet connections
- Phone connections

## **Floor Plans**

The Center's exhibit and registration floor plan approval process is closely involved with the Jekyll Island Authority. Before commencing the sale of your exhibit space and entering into contracts with your exhibitors, **floor plans must be submitted for Fire Marshal approval**. Five (5) copies of your proposed exhibit and registration floor plans, drawn to scale (scale is 1/32" = 1 foot) must be sent to your Event Manager three (3) months prior to your move-in date. These plans must be prepared by you or your general service contractor. This includes floor plans for any exhibits to be held in public areas. Floor plans must also be approved for any exhibits taking place in the Ballroom and for any General Session. **All decisions of the Jekyll Island Fire Department will be considered final.**

Please note these basic rules for exhibit show floor plans:

### Aisles

- Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 8 feet wide.
- Nothing may intrude into the aisle space.
- One hundred (100) linear feet of contiguous display space are allowable before a cross aisle must be present.
- Aisles must be configured to provide clear access to all exit ways.

### Exits

- There must be twenty (20) feet of clearance in front of all exits.
- The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.
- No exhibit booth, registration table or related material may be placed within 20 feet of main entrance/exit.
- Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.).
- Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures.

### Miscellaneous

- Direct access to fire extinguishers cannot be blocked.
- Literature and other items cannot be stored in booth beyond what could be reasonably used in one day. Additional material must be stored in closed containers in a designated storage area.
- Carpet runners or show carpet installed over the Center's permanent carpet is prohibited without the prior written approval of the Event Manager.

The following items must be designated on your floor plans:

- Booth spaces and contents in the booths.
- Bulk spaces.
- Enclosed areas in a booth or bulk space (i.e., closets, offices, etc. need to be equipped with a UL approved battery-operated smoke detector and a 2A10BC Fire Extinguisher.)
- Proposed crate storage areas.

- Multi-level booths

For safety reasons all exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways and aisle ways must be kept clear at all times. Exit signs must be kept visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

Any changes made to floor plans that have received final approval from the Center must be immediately routed to your Event Manager for review and approval from our Public Safety Manager and Fire Marshal. Unapproved change, whether to the plan or on the floor, may jeopardize public safety and cause withdrawal of permission to conduct the event.

Floor plan drawings of meeting rooms, including those with standard room sets (class, theater and banquet), are available from your Event Manager upon request.

### **Food and Beverage Services**

Services are provided exclusively by Savor Jekyll Island, Catering by SMG. No food and beverages may be brought on premise except for verifiable dietary or medical purposes. Food and beverage sampling is limited to exhibitor's own product or service line, and to 1 oz. (food) and 2 oz. (beverage) per patron. Exhibitor sale of food and beverage is restricted to products clearly intended and packaged for off-premise consumption.

### **Freight and Drayage**

Center will not accept deliveries for events or exhibits prior to the licensed period. Deliveries for non-exhibit events must be prearranged through your Event Manager. Deliveries arriving before the license period or without proper prior arrangements may be refused and will incur a charge.

### **Gratuities**

Center policy does not permit our staff to accept individual gratuities or gifts from Licensee or exhibitors.

### **Hazardous Materials**

All hazardous materials must be registered with the Center. Please submit the OSHA Material Safety Data Sheet (MSDS) on your hazardous materials sixty (60) days prior to your event. Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies, and sharps) are the responsibility of the Licensee and/or Exhibitor. All items must be placed in clearly marked product safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left in the facility for later pick-up, or disposed of in facility trash receptacles or sewage systems. Hazardous waste left in the facility will be disposed of immediately at the expense of the Licensee. This includes charges associated with identification, containment, transportation, disposal, and potential closures of the convention facilities or waste disposal site due to contamination. Please contact your Event Manager for a list of vendors that can assist you with hazardous waste disposal.

### **Hazardous Work Areas**

Ballroom areas during move-in and move-out, loading dock areas, and "back of the house" service areas are considered hazardous areas and as such, the following guidelines will be strictly enforced to insure a safe environment for all occupants of the Center:

- No consumption of alcoholic beverages.
- No horseplay, practical jokes, throwing of objects, or display of unsafe behavior.
- No use or possession of illegal or controlled substances. Violators will be prosecuted.

- No speeding or reckless use of vehicles, forklifts, carts, or equipment.
- Exit doors may not be blocked with freight, equipment, display material or any object.
- Children under the age of 16 years old are not permitted in hazardous areas.
- Proper footwear must be worn at all times.

### **Helium Balloons**

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Event Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers will be charged to Licensee. Helium balloons distributed outside the facility shall not be permitted inside the building (See Helium Balloon Waiver.)

### **Hours of Operation**

The Convention Center's Administrative Office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Building access during events is generally between the hours of 7:00 am to 12 Midnight. Activities between the hours of 12:00 midnight and 6:00 a.m. may result in additional charges.

### **Housekeeping**

Restrooms, lobbies, corridors, and other public areas will be maintained by the Center during event hours. Meeting rooms are refreshed once each day and will be serviced at the end of each event day. Additional housekeeping services are available through the Center at an additional cost. Please contact your Event Manager for details.

### **HVAC**

Heating and/or air-conditioning on event days will begin one hour prior to the scheduled start time of your event and will remain on until the conclusion of the event. For Ballroom spaces, HVAC is available during move-in and move-out at an additional hourly charge.

### **License Agreement**

Once all details of your program pertaining to space use have been determined with the Sales Representative, a License Agreement will be issued outlining the space specifications of your program and the standard terms and conditions for use of the Jekyll Island Convention Center. The signed agreement must be returned along with the specified deposit in order to hold your space on a definite basis. The License Agreement will also include the payment schedule for your program. Should your space need shift once the agreement has been signed, you must contact your Sales Representative to make the necessary space adjustments. At that time, you will be issued an addendum to the agreement for your review and signature to make all changes "official" (See Center's Booking Policies).

### **Lighting**

#### **Meeting Rooms:**

The Meeting Rooms **are** equipped with fluorescent fixtures, LED courtesy lights and down lights, with digital dimming control panels. The lights are capable of being programmed using multiple different computerized settings.

#### **Atlantic Hall/ Ballroom:**

A dimmable incandescent system, the Ballroom lighting is similar to the meeting rooms with decorative lighting around the room to highlight special elements. Full exhibit floor lighting is provided at no charge on show days a minimum of thirty (30) minutes prior to the scheduled opening of your exhibit program and thirty (30) minutes following closing. Move-in and move-out lighting is provided at 50% illumination. Lights can be unplugged, if required, over staging or particular exhibit areas, but this service will be subject to applicable operator and equipment rental fees. Your Event Manager will provide the details upon request.

### **Loading Dock and Service Drive**

The Loading Dock and Service Compound are inherently hazardous, industrial areas. Center reserves the right to control access and traffic in these areas; and may require dockmaster service during load in/out at Licensee's expense. Center will assign loading dock bays and/or doors for Licensee's use. No containers or equipment may be left in Loading Dock-Service areas except as approved by Center, or during load-in/out. **Licensee is solely responsible for the safety and conduct of its staff, exhibitors, volunteers, etc., whom it wishes to have access to Loading Dock/Service areas.**

### **Movable Walls**

Movable walls may be operated by Center staff only. Movable Wall may not be used to mount, emplace or lean any display or prop.

### **Move-in and Move-out Information**

Staff and exhibitors driving POVs (privately owned vehicles) may load and unload in Center's loading dock area and adjacent parking lot. Commercial vehicles requiring access to the loading dock for move-in/ move-out should be scheduled through your Event Manager. The Center may be hosting several events simultaneously, and must maintain access to loading docks and lobby entrances for all clients.

### **Obstruction or Interference**

Licensee or agent(s) may not obstruct or interfere with the rights of other occupants in public areas and at public access points.

### **Occupancy Control**

Center reserves sole discretion to restrict the number of persons on the premises, or in any room, at any time, consistent with public safety.

### **Outdoor Events**

In the event of a National Weather Service forecast of 30% or greater inclement weather, the Convention Center reserves the right to decide four hours in advance of any function whether it should be relocated indoors. No plated meals, glassware or china will be used outdoors. Only buffet meals can be served outdoors with ecofriendly disposable ware. Any event requiring food and/or beverage service outdoor will incur additional labor/handling charges.

### **Parking**

Vehicle entry to Jekyll Island requires a valid parking pass which must be purchased at the Greeting Station upon arrival on the island. For those attendees planning to bring their vehicle with them while visiting the Jekyll Island Convention Center, the main parking lot is located adjacent to the facility. Exhibitor parking is available in the Overflow Beach Village lot which is located south of the Center. If exhibitors choose to park in the Center's main parking lot we respectfully ask they park towards the back of the lot for closer attendee access. Please contact your Event Manager for details. Vehicles parked in marked Fires Lanes, or which obstruct access by Fire/Emergency Service, may be towed without notice and without liability to Licensor, at owner's expense. No POV parking in the Loading Dock area is permitted.

### **Pre and Post Convention Meetings / Post Event Evaluation**

Pre-Convention Meetings are scheduled for all major events. It is an informal meeting for your staff and our staff to meet and review key event requirements. It is hosted by the Center and coordinated by your Event Manager. A Center Representative from each department will be in attendance. Your key support staff as well as any service contractors for your show (i.e. decorator, Production Company, audio visual company, etc.) are encouraged to attend. At the conclusion of your show, we will ask to schedule a Post-

Convention Meeting with you so that we may get your feedback about the facility's performance. We will also send you a Customer Comment Card which will allow you to evaluate your entire convention experience from beginning to end.

### **Production Events**

Events requiring a production company will need to work closely with the Event Manager to facilitate their move-in and move-out schedule, rigging and staging, and production requirements.

### **Pyrotechnics and Lasers**

A special permit is required for the use of pyrotechnics and/or lasers. Each situation must be individually pre-approved by General Manager or Event Manager and the Fire Marshal. If approved, the use of pyrotechnics and/or lasers will be strictly controlled and continuously monitored. Standby Fire Personnel may be required at Licensee's expense (See Permitting and Use of Pyrotechnic Devices).

### **Resale or Markup of Service**

Center's published utility, labor, and other rental rates are intended only for direct sale to end-user. Licensee may not mark up these rates for re-sale, but Center may at its option offer Licensee a "commercial" rate for this purpose.

### **Rigging**

All rigging is required to meet with current state industry and safety standards. Encore is the exclusive vendor for all rigging. Rigging points are available in the Ballroom. Specific rigging grid plans with values are available through your Event Manager. Please contact them for a copy of these plans prior to designing a rigging plan for your event. A copy of your final rigging plans must be provided to your Event Manager 30 days prior to move-in to assure coordination of your room setup.

### **Room Refresh**

One mid-day room refresh is provided for each meeting room in use. The refresh includes straightening of tables and chairs and trash disposal. If you have requirements beyond our usual mid-day refresh, appropriate labor charges may apply in relation to the scope of the work to be done. Your Event Manager can assist you with a room refresh schedule as well as additional details.

### **Room Security**

The Center provides a convenient locking system to help you maintain security of the various rooms you use. We will also work with you to coordinate other security needs. It is important to remember that the Center must always have access to any area of the facility and reserves the right to access any area if necessary. For this reason, it is important to note that no doors may be locked or otherwise secured without prior written approval from the Center.

### **Room Sets**

#### **Meetings:**

Included in the rental of each meeting room is a one-time standard room and set up (theater, classroom, conference, u-shape, crescent, and hollow square) of tables, chairs, to your specification; topping and skirting for up to two tables (example registration, information, and/or head tables); water service with glassware for head table; one standard riser (ballroom only). Charges may apply if changes are made to the room set 24 hours prior to your first contracted move-in day.

#### **Executive Room Sets**

Executive Room Sets are available upon advance request and includes note pads, pens, water glasses, linen, pitchers of ice water, and piece of hard candy. The cost for this service is \$5.00 per person per day. Please contact Event Manager for details.



### Banquets:

Meal function room sets include a one-time room set up of tables and chairs in rounds of 8 or 10; standard banquet linens, glassware, china, and flatware. Any events requiring food and/or beverage service outdoors will incur additional labor/handling charges.

### **Safe/Cash Handling**

Center will not store, handle or accept any responsibility for Licensee funds. Safes or Armored Car service may be ordered locally.

### **Security**

#### Building Security

The Center maintains an exclusive in-house security operation. Our trained building security staff maintains security coverage for the Center's perimeter areas, internal corridors and life safety alarm system. Security staff will open and secure exterior and interior access doors as well as monitor internal traffic flow.

#### Event Security

The Center requires certain events to provide minimum levels of security coverage in any leased space and other areas (i.e. docks, public access areas, registration areas, etc.). Such coverage will be at Licensee's expense.

As the Licensee, you are responsible, and shall be charged for complete security within all contracted areas, from the beginning of leased period until completion of move-out. The Center's Public Safety Manager will evaluate each event according to its nature, attendance and areas in uses for staffing your security needs. Event Security staffing is charged by the hour with a 4-hour minimum required. For further information on Event Security Coverage see Appendix A.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Event Manager and/or Security Office immediately. Following notification of any incidents, event staff will initiate appropriate reports and investigations.

The use of armed guards, with the exception of officers of the law, is prohibited without written consent from the Center. When required to use armed guards, they will be provided by Georgia State Patrol or other recognized law enforcement agency.

### **Service Areas**

Services areas (kitchen, service corridors, staff restroom, shops, storage areas) are off-limits to the public and exhibitors, except when escorted by Center staff, or when required to transit between function areas.

### **Shipping**

The Jekyll Island Convention Center does not have a formal Shipping and Receiving Department and has limited storage areas for event packages. Shipping of materials to and from the Jekyll Island Convention Center can only be arranged through prior communication and will necessitate additional fees. Please contact your Event Manager for details.

#### Exhibitor:

All shipments for exhibits must be coordinated and shipped to your official service contractor. If shipments arrive at the Center prior to move-in date, the Center will accept the delivery, subject to a service charge at Licensee's expense, so that your exhibitor is not left without their product.

#### Meetings and One Day Events:

Shipments for meetings and other events are to be delivered no earlier than one day prior to the move-in date. If shipments arrive at the Center prior to the move-in date, the Center will accept the delivery so that your event will not be delayed due to non-received materials; however, you as the Licensee will be charged a service fee.

The Center is unable to accept C.O.D. shipments under any circumstances nor can the Center accept responsibility for the costs associated with freight delivery/pick-up. The Center will not be liable for the security of freight left in the facility prior to or following the conclusion of your event move-out date(s), nor can the center assume responsibility for the shipping of such freight. Freight or packages left in the Center will be disposed of at Licensee's expense.

### **Signage**

Licensee will not place or permit to be placed any signage on Center walls, columns, movable walls, ect. Licensee signage should be placed on easels or other portable mounts, banners may be hung through Encore staff by prior arrangement.

### **Smoking**

Under the Georgia Clean Air Act, smoking in all public facilities is prohibited. The Jekyll Island Convention Center is a non-smoking building. Smoking is only permitted in designated open-air areas no less than 50ft away from the facility.

### **Storage**

Box or crate storage is only permitted in limited areas of the Center. Once exhibit materials have been unloaded, crates must be removed by your service contractor who will in turn store them safely on or off -site and return them promptly to the appropriate booth location once the show closes. Consult your Event Manager for alternative storage areas.

#### **Refrigerated Storage**

We have limited space available for exhibitors requiring refrigeration of their products. Information on the storage of perishable items and applicable charges may be obtained from the Catering & Sales Manager at 912- 635-6405.

### **Tape**

All wires and cables must be sufficiently taped down in a safe and secure manner. When applying tape to non-carpeted surfaces, only non-residue tape (Bron BT100) may be used. When applying tape to carpeted surfaces, only non-residue **carpet tape** (Bron BT279) may be used. Applying tape to anything that is the property of the Center (i.e. walls, windows, doors, ceilings, equipment, etc.) is strictly prohibited. Damages resulting from the use of tape are the Licensee's responsibility and cleaning charges may apply.

### **Tax Information**

For more information about the tax requirements in the State of Georgia, please contact The Georgia Department of Revenue at 912-554-7000. Exhibitors who sell merchandise from the show floor must have the appropriate seller's permit and licenses. While it is the individual exhibitor's responsibility to obtain the permit, it is Licensee's responsibility to notify their exhibitors of this requirement and to identify those exhibitors to whom the permit and license requirement applies. Some merchandise offered for sale by your exhibitors may be subject to Georgia sales and general excise tax. Exhibitors may apply for a General Excise Tax License at the Department of Taxation by contacting the number above.

### **Telecommunications**

Telecommunications is an exclusive service of the Center. We offer standard analog and digital telephone lines for incoming/outgoing telephone calls, faxes, credit cards, and modem use. We are also

equipped to manage digital multi-line telephones and special features such as voicemail and voice messaging. Consult your Event Manager for current rates and forms.

**Theft or Loss**

Center will not be responsible for theft, loss or damage to Licensee, Contractor or Exhibitor property or equipment while in or on Center grounds. Any such property left on premises after the License period may be treated as abandoned. Exhibitors should remind that security of their property is solely their responsibility.

**Trash Removal**

For all events, a trash compactor (30 cubic yards) is provided for use. All additional trash pulls will be charged the prevailing rate. Special services including open top dumpster rental and recycling programs are available upon request.

**Unsafe Conditions**

Licensee will correct any unsafe or unsanitary condition created by Licensee's occupancy of premises immediately upon notification.

**Web Site**

The information found in this Event Planning Guide, can be found in PDF format on the Center's web site at [www.jekyllislandconventioncenter.com](http://www.jekyllislandconventioncenter.com).

## **Finance Information**

### **Deposits & Payments**

#### **Rental Payment:**

Rental must be paid in full 30 days prior to first move-in date. Please review the License Agreement for payment due dates. The License Agreement serves as your invoice although we are able to provide separate invoices for deposits upon request.

#### **Food and Beverage Charges:**

Full pre-payment of estimated Food & Beverage charges are required prior to your first move-in date. Any balance owed over and above the pre-payment amount will be settled prior to move-out unless by the Center's F&B Manager approval of other credit arrangements.

#### **Event Charges:**

A master account may be established for event ancillary charges incurred and will be included on your final invoice. Full payment (100%) of estimated event charges are due thirty (30) days prior to your move-in date. Any balance owed over and above the pre-payment amount will be settled prior to move-out.

### **Acceptable Forms of Payment**

- U.S. Currency
- Cashier's Checks
- Money Orders
- Approved Local or National Company Check
- Wire Transfer (Processing Fee may apply)
- Credit Card (Visa, MasterCard, American Express)

### **Certificate of Insurance**

Insurance is required for all groups. Certificates of Insurance are due to the Center's Event Manager thirty (30) days prior to the first event day. See Service Orders Forms and Waivers for a sample of the insurance requirements. Should you require assistance in obtaining insurance, the Center will assist in that provision, please consult your Event Manager. Specific insurance requirements are outlined in the License Agreement, Section 11 and reiterated below:

- (a) Licensee shall, at its own expense, secure and deliver to SMG not less than thirty (30) days prior to the commencement of this Agreement and shall keep in force at all times during the term of this Agreement:
  - (i) A commercial general liability insurance policy in form acceptable to SMG, including public liability and property damage, covering its activities hereunder, in an amount not less than One Million Dollars (\$1,000,000) for bodily injury and One Million Dollars (\$1,000,000) for property damage, including blanket contractual liability and independent contractors.
  - (ii) Commercial automotive bodily injury and property damage insurance in form acceptable to SMG for business use covering all vehicles operated by Licensee, its officers, directors, agents and employees in connection with its activities hereunder, whether owned by Licensee, SMG, or otherwise, with a combined single limit of not less than One Million Dollars (\$1,000,000) (including an extension of hired and non-owned coverage); and

- (iii) Applicable workers compensation insurance for Licensee's employees, as required by applicable law.
- (b) The following shall apply to the insurance policies described in clauses (a) (i) and (ii) above:
  - (i) SMG and Jekyll Island State Park Authority shall be named as additional insureds thereunder. Not less than thirty (30) days prior to the move-in date set forth on Exhibit A, Licensee shall deliver to SMG certificates of insurance evidencing the existence thereof, all in such form as SMG may reasonably require. Each such policy or certificate shall contain a valid provision or endorsement stating, "This policy will not be canceled or materially changed or altered without consent of SMG or Owner nor without first giving thirty (30) days' written notice thereof to SMG, General Manager, Jekyll Island Convention Center, 75 North Beachview Drive, Jekyll Island, Georgia 31527." If any of the insurance policies covered by the foregoing certificates of insurance will expire prior to or during the time of an Event, Licensee shall deliver to SMG at least thirty (30) days prior to such expiration a certificate of insurance evidencing the renewal of such policy or policies.
  - (ii) Licensee hereby acknowledges that the coverage limits contained in any policy shall in no way limit the liabilities or obligations of Licensee under this Agreement, including, without limitation, Licensee's indemnification obligations under Section 12 below.
- (c) The terms of all insurance policies referred to in this Section shall preclude subrogation claims against SMG and Owner and their respective officers, directors, employees and agents. This does not apply to those acts, errors or omissions resulting from the sole negligence of SMG.

Licensee shall not occupy the premises until proof of the above insurance coverage has been furnished. If Licensee fails to provide proof of insurance coverage as outlined above no later than three (3) business days prior to the first day of the Licensed period, Operator shall obtain, and Licensee shall reimburse Licensor for, Comprehensive General Liability Insurance through Licensor's in-house "Master Venue Insurance" provider.

Insurance may be purchased through the Center's "Master Venue Insurance". Please consult your Event Manager for current charges.

All insurance policies are required to list the following (See Sample Insurance)

- The insured named on the policy must be the same as it appears on the License Agreement.
- Policy Effective Dates must include move-in and move-out dates.
- Description of Operations must list SMG, and the Jekyll Island State Park Authority as additional insured.
- The Certificate Holder must be the Jekyll Island Convention Center; 75 North Beachview Drive; Jekyll Island, GA 31527
- The Center shall be given thirty (30) day written notice prior to any termination, cancellation, or material change in the insurance coverage.

### **Final Invoice**

The final invoice will be issued no later than seven (7) days after your move-out. Any outstanding balance will be due net thirty (30) days upon issuance of the invoice.

### **Gratuities**

It is the policy of the Jekyll Island Center that individual employees may not accept cash gratuities from clients. It is management's intention for our employees to provide exceptional service to all clients without anticipation of additional compensation. We appreciate your understanding and adherence to our policy

and its intent. In lieu of individual gratuities, we do welcome donations to our employee activity fund, which supports various employee activities involving the entire staff at the Jekyll Island Convention Center. Donations of this type should be made directly to the Center's General Manager.

## **Food and Beverage Service**

“Savor Jekyll Island...” – Catering by SMG is proud to be the exclusive caterer at the Jekyll Island Convention Center. With our state of the art kitchen, our Executive Chef along with the catering personnel, stand ready and offer the finest quality product and service for all your events. A complete range of services are available to you including catered meals and banquets, coffee and refreshment services, crew/staff and catering, concessions and exhibit booth services.

To ensure a successful food and beverage program it is very important that menu selections and accurate attendance estimates be provided to your Catering Sales Manager well in advance. Catering Event Contracts will be prepared and distributed for each of your food & beverage functions. These contracts are to be reviewed, approved, signed and returned, along with full prepayment of estimated charges, no later than three business days prior to your function date.

During the planning process, your Catering Sales Manager is your single source for planning your food service needs and works with your Event Manager to ensure the success of your event. Once on site, the Catering Staff, along with your Event Manager, will attend to the details of your food and beverage program.

The following are answers to some frequently asked questions to help get you started in the planning of your food and beverage program. For additional, more complete information, please refer to the General Information and Catering Policies of this handbook.

**When do I have to make my menu selections?** Menu selections should be made well enough in advance of your program to ensure that final approved Catering Event Contracts are returned to your Catering Sales Manager no later than two (2) weeks prior to your program.

**What is the guarantee policy?** For most functions we require a guarantee five (5) working days prior to event move-in. Please refer to the chart included in the *General Information and Catering Policies*.

**Do you overset?** We prepare but do not set for five percent (5%) over the guarantee to a maximum of thirty (30), for all table service functions (i.e. plated or buffet meals.)

**When do I need to pay?** Full prepayment of estimated charges is due by the date specified on the BEO to guarantee services. Any remaining balance due to attendance increases, menu changes, additions, etc. are due prior to the start of your program.

**What are the service and sale tax charges?** Currently our service charge is twenty one percent (21%) and applies to all food and beverage sales (including alcohol). The service charge is not distributed to staff as wages or gratuity. The current sales tax is six percent (6%) and is added to all food and beverage sales, beverages, equipment rental, floral and service charges.

**Does the Jekyll Island Convention Center allow food sampling?** Due to food and beverage being an exclusive in-house operation, no samples of food product, alcoholic or nonalcoholic beverages or other consumables may be distributed without prior written permission from “Savor Jekyll Island...” – Catering by SMG. Sampling to the trade show attendees and sampling to the public fall under different health department regulations. It may be necessary to complete and submit an “Application for Food Establishment Permit” and/or “Exhibition Booth Diagram” form. To complete this process, each respective vendor would need to contact the Glynn County Health Department directly at 912-264-3961.

## **General Information and Catering Policies**

Proposals, agreements and contracts regarding the use of service and facilities of Savor Jekyll Island Catering by SMG are subject to rules and regulations of the Jekyll Island Convention Center and shall include, but are not limited to, the following terms and conditions:

1. **EXCLUSIVITY:** Food and beverage items will be purchased exclusively from Savor Jekyll Island Catering by SMG.
2. **GUARANTEES:** Guarantees for functions are due to the Catering Sales Manager by 12:00 noon, (Eastern Standard Time) five business days prior to the event move-in. (please see grid below). Holidays are not considered business days. Guarantees given are not subject to reduction. Savor Jekyll Island Catering by SMG will use the tentative planning number as the guaranteed figure if a guarantee is not submitted when due.

### **Events Scheduled For:**

Friday, Saturday, Sunday  
Monday  
Tuesday  
Wednesday  
Thursday

### **Guarantee Due by 12 Noon Eastern Standard Time:**

Friday prior to event  
Monday prior to event  
Tuesday prior to event  
Wednesday prior to event  
Thursday prior to event

3. **OVERSET:** Savor Jekyll Island Catering by SMG may prepare but not set for 5% over the guaranteed count to a maximum of ten (10) persons. If the actual number of guests exceeds the set figure, every effort will be made to serve the guests. Menu substitutions will be at the discretion of Savor Jekyll Island management. Final charges will be based on the guaranteed number or the number of meals served, whichever is greater.
4. **ADDITIONS / INCREASES:** Any increases to guarantees within three business days are subject to the approval of Savor Jekyll Island Catering. The revised guarantee will not receive an over set amount: the new guarantee is the set amount.
5. **DEPOSITS / PREPAYMENT:** Deposits for estimated Food and Beverage charges are required as follows:
  - 100% pre-payment of estimated Food and Beverage charges are due prior to the scheduled event.
  - Any balance due is to be paid at the conclusion of the event, unless the Director of Finance has approved otherwise.
  - Acceptable methods of payment are: Company check, Cashier's check, Cash, Visa, MasterCard, and American Express.
6. **CANCELLATION:** Should your event be cancelled, liquidated damages would be applicable. Please refer to your Use License Agreement & Catering Guide for specific penalties. Your Catering Sales Manager will be able to provide you with a final invoice.
7. **LENGTH OF SERVICE:** To ensure quality, integrity and safety of food and beverage products, food service duration is limited to a maximum of two (2) hours. At its sole discretion, Savor Jekyll Island Catering reserves the right to extend or further limit this timeframe. Additionally, menu prices are formulated based on customary service durations. Catering personnel are scheduled as follows: breakfast, lunch and dinner shifts – 4 hours. Shifts include set-up, service and breakdown. Should the function time exceed these established timeframes an additional fee of \$25 per hour, per service staff will apply.



8. **MENU SELECTIONS:** Menu selections should be made well enough in advance of your program to ensure that final approved Catering Event Contracts are returned to your Catering Sales Manager two (2) weeks prior to your program. Our standard menus are designed as guidelines to assist you in the selection of your food and beverage services. Our Catering Sales Manager welcomes the opportunity help customize your menus and services to meet your needs.
10. **PRICING GUARANTEES:** Prices quoted more than 6 months prior to an event are subject to increases proportionate to meet increased cost of supplies or operation at the time of the scheduled event.
11. **SERVICE FEE:** Food and beverage charges are subject to a twenty one percent (21%) service fee. This service fee is not distributed to the wait staff as wages or gratuity.

# **Service Order Forms and Waivers**



## Policy Letter

### Permitting and Use of Pyrotechnic Devices

General. This procedure outlines the proper course of action regarding the use of pyrotechnics, fireworks of any nature, and/or explosive devices intended for use either in or on the grounds of *Jekyll Island Convention Center*.

1. Licensee must apply for a fireworks permit with the Glynn County, Georgia Probate Court a **minimum of thirty (30) days in advance of the date and time intended for the display**. A sample permit application is attached. Contact telephone is 912-554-7231
2. Licensee must also apply with the Jekyll Island Fire & Emergency Services Bureau, for a fireworks permit a **minimum of two (2) weeks in advance of the date and time intended for the display**. Contact telephone is 912-635-2930
3. Licensee must possess a Class B Pyrotechnics License and permit to purchase and use such devices. In addition, the Technician chosen to use such devices must present a resume' outlining the professional qualifications of the Technician. Both License and Resume must be presented at the time of application for permit.
4. Licensee must comply with NFPA 1126 and Title 30 of the Official Code of Georgia (Annotated) governing the use of explosive devices.
5. Upon approval of permits and review by *Jekyll Island Convention Center*, Licensee agrees to provide for the cost of a Fire Guard Detail as may be required. Licensee must also provide, prior to the show, a **live-fire demonstration under the exact conditions of the actual intended show and display** for review by Jekyll Island Fire & Emergency Services Fire Inspectors Office.
6. Licensee acknowledges that the *Jekyll Island Convention Center* reserves the express right to not permit any event to begin or to continue in violation of these policies.

Please address any questions or comments to General Manager, JICC. Effective: Jan 2015



**Live Animal Waiver**

**General:** Live animal (s) meeting the following general criteria may be permitted in the facility at Center’s sole discretion, and by proper execution of this waiver.

**Policy:** Certified Service Animals, i.e., guide dogs, either working or under directed training; and animals which are part of an approved Exhibit or professional seminar *and* licensed for the purpose under applicable Georgia law (statute) may be permitted in the facility at Center’s sole discretion and by proper execution of this waiver. Pets, companion animals, and service animals not in current service or under directed training are not permitted in the Center.

**Control:** Permitted Class III animals will be under leash control at all times while in or on Center grounds, or secured in a cage/kennel or other secure enclosure. Permitted Class I and Class II animals will be secured in an approved cage or secure enclosure at all times while in or on Center grounds. Georgia Code applies.

**Indemnification and Loss or Damage:** The Party executing this waiver accepts full responsibility to determine and obtain any permit or license required under City, County, or State regulation; and to bear the full cost of, and hold harmless and defend Center from, any loss or damage or injury, or any action or suit arising, caused by any permitted animal, to any person or thing in or on Center grounds, *arising from whatever cause or provocation.*

**Rejection or Removal:** Center in its sole discretion may deny entry to, or cause to be removed, any animal which it finds to be maintained or otherwise treated or behaving in an unsafe, inhumane or unsanitary manner; provided that Center will defer in such matters to State of Georgia or other authority having jurisdiction.

**ACKNOWLEDGED AND AGREED:**

\_\_\_\_\_ By: \_\_\_\_\_  
Event Name and Date Licensee

Please address any questions or comments to General Manager, JICC. Effective: Jan 2015



### Helium Balloon Waiver

**General:** Use of confetti and helium balloons is permitted in or on Convention Center grounds only at the discretion of Center management and by execution of this waiver.

**Policy:** Use of paper confetti only is permitted in Center under this waiver. Metallic, mylar and plastic confetti, sequins and glitter **are specifically prohibited at all times.**

**Control:** Permitted helium balloons must be **securely anchored** to display location. Permitted helium balloons remain the property and responsibility of Licensee until removed from the property, and **may not be sold or distributed** within or on Center grounds.

**Responsibility:** Licensee is responsible for the cost of removal or recovery of any balloon (s) which become unsecured arising from any cause; and for any costs (i.e. Fire Alarm) associated with disabling of security or fire alarm if necessitated by the presence of such balloons in the Center as well as any other costs associated with removal of balloons. Licensee will be responsible for any non-routine costs of cleanup/removal of permitted confetti/balloons.

**Rejection or Removal:** Center reserves the right to immediately remove materials which are in violation of this waiver; with any associated costs to be borne by Licensee.

### ACKNOWLEDGED AND AGREED:

\_\_\_\_\_ By: \_\_\_\_\_  
Event Name and Date Licensee



**Property Responsibility Waiver**

**Policy:** Under provisions of Center’s Use License Agreement (incorporated by reference), Client/Licensee is solely responsible for the security of Client’s property or that of its employees and agents, while such property is located in or on Center grounds. No property belonging to Client may be stored on Center grounds before or after the licensed period without prior written approval of Center, by execution of this Waiver.

**Abandonment:** Property left in or on Center grounds in excess of 5 days will be considered to be abandoned by its Owner, and Center reserves the express right to dispose of such abandoned property at its option without compensation to any party.

**Waiver:** I acknowledge and accept responsibility for the security of my personal or organizational property as described below, including property rented from others, while such property is located in or on Center grounds; and if granting temporary custody of such property to Center for storage purposes, I further release and hold harmless Center, SMG, and the Jekyll Island State Park Authority and their respective agents from any claim arising from loss or damage to such property. I further understand that Center may impose a fee for storage of such property.

Description of Property: \_\_\_\_\_

Event Name & Date: \_\_\_\_\_

**ACKNOWLEDGED AND AGREED:**

\_\_\_\_\_ By: \_\_\_\_\_  
Event Name and Date Licensee







75 North Beachview Drive  
Jekyll Island, GA 31527

## Jekyll Island Convention Center

### 2014-2015: Equipment & Service Listing

#### Equipment (Up to inventory)

Ballroom Chairs	Keyboard
Grey Chairs	Flags: US/GA
Lectern	Hand Truck
Dance Floor (3x3 section)	Pallet Jack (per/hr)
Staging (4x8 Risers)	Compactor Pull
Staging (4x8 Decks)	Table Cloth
Round Table: 60" & 72"	Table Top Exhibit Table
Tables: 6ft/8ft Schoolie	Coat Rack
Tables: 6ft/8ft Full Size	Stanchions (Retractable)
Tables: High/Low Boy	Fire Extinguisher
Tables: Serp or 1/2 Round	

#### Electrical Service

10AMP-120V	150 AMP
20AMP-120V	200 AMP - Three Phase
204V-Single Phase 50A	300 AMP - Three Phase
60AMP 208V-Single	400 AMP
60AMP - Three Phase	Power Strip/Extension Cord
100 AMP - Single Phase	Water Fill & Drain (500 Gallons)
100 AMP - Three Phase	

#### Telecommunications (Advanced notice Required)

Phone Line & Handset	Internet Line (Wired)
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#### Event Labor/Staffing

First Aid EMT (req 150+)	Booth Cleaning (per sqft)
Fire Guard	Aisle Cleaning (per sqft)
Armed Guard (G&P)	Outside Setup Fee
Non Armed Guard	Bartender
Badge Checker	Cashier
Electrician (per hr)	

#### Copy Services (CASH ONLY)

Black & White (per page)	Color Copy (per page)
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Effective: Jan. 2015  
\*\*Rates subject to change\*\*





**SAVOR ... JEKYLL ISLAND**

**BOOTH CATERING ORDER FORM**

Jekyll Island Convention Center  
 75 North Beachview Drive, Jekyll Island, GA 31527  
 Tel: (912) 635-6405 Fax: (912) 635-4100  
[www.jekyllislandconventioncenter.com](http://www.jekyllislandconventioncenter.com)

Pricing Effective: Nov 2014

Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

Event Name: \_\_\_\_\_ Order Date: \_\_\_\_\_  
 Event Date(s): \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Food Delivery Time: \_\_\_\_\_

QUANTITY ORDERED	ITEM	PRICE	PER	TOTAL	QUANTITY ORDERED	ITEM	PRICE	PER	TOTAL
	<b>APPETIZERS</b>					<b>BEVERAGES</b>			
	Assorted Cheeses with Crackers, Grapes and Strawberries	\$450.00	100 servings			Bottled Water	\$2.50	each	
	Garden Fresh Vegetable Crudites with Ranch Dip	\$300.00	100 servings			Assorted Soft Drinks	\$2.50	each	
	Fried Chicken Tenders w/Honey Mustard	\$300.00	100 pieces			Freshly Brewed Coffee or Decaffeinated Coffee	\$35.00	gallon	
	Hot Spiced Chicken Wings with Blue Cheese and Celery	\$325.00	100 pieces			Iced Tea (Sweet or Un-Sweet)	\$30.00	gallon	
	Fried Shrimp with Cocktail Sauce	\$425.00	100 pieces			Fresh Lemonade	\$30.00	gallon	
	Italian OR Swedish Meatballs	\$275.00	100 pieces			<b>SNACKS/SWEETS</b>			
	Miniature Cheeseburgers	\$400.00	100 pieces			Warm Jumbo Pretzels with Mustard*	\$40.00	dozen	
	Miniature Crab Cakes	\$450.00	100 pieces			Potato Chips with French Onion Dip	\$14.00	pound	
	with Cajun Remoulade					Mixed Nuts	\$17.00	pound	
	Miniature Deep Dish Pizza	\$285.00	100 pieces			Assorted Fresh Baked Cookies	\$20.00	dozen	
	Miniature Quiche	\$375.00	100 pieces			Fudge Brownies	\$24.00	dozen	
	Mozzarella, Tomato and Pesto Crostini					Assorted Danish OR Muffins	\$25.00	dozen	
	Petite Assorted Sandwiches (Ham, Cheese, Turkey and Roast Beef)	\$275.00	100 pieces			Ice Cream Bars*	\$24.00	dozen	
	Sausage Puffs	\$375.00	100 pieces			Popcorn (popped onsite)* plus Attendant Fee	\$30.00	per 3 hrs	
	Smoked Chicken Mini Quesadillas	\$275.00	100 pieces			Granola Bars	\$21.00	dozen	
	Spanakopita	\$275.00	100 pieces						
	Veg. Eggrolls w/Sweet & Sour Sauce	\$275.00	100 pieces						
	Veal/Onion and Cheese Souffle								
	Crostini	\$325.00	100 pieces						

\*Indicates items that require electricity - client must contact Customer Service to order electrical service.

Special Instructions: \_\_\_\_\_

Payment Information: Please send this completed form with payment (check, AmEx, MasterCard or Visa) to the address above. Make checks payable to: Jekyll Island Convention Center

CC: \_\_\_\_\_ Exp: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**\*\*ALL ORDERS AND PAYMENTS MUST BE RECEIVED AT LEAST (14) BUSINESS DAYS IN ADVANCE TO GUARANTEE AVAILABILITY\*\***

\*\*\*Please add Current Service Charge and Applicable Sales Tax. All orders will incur a \$25.00 delivery fee.\*\*\*

\*\*\*\*Please Note: SAVOR... Jekyll Island is the exclusive Caterer for the Jekyll Island Convention Center.

No food or beverage items are permitted to be brought into the facility without express written consent from SAVOR... Jekyll Island Catering.™  
 For any additional requests or questions, please contact Judith Vazzi at (912) 635-6405 or via e-mail: jvazzi@jekyllisland.com

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**SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION  
AUTHORIZATION REQUEST**

**Savor... Jekyll Island Catering** has the exclusive food and beverage distribution rights within the Jekyll Island Convention Center. Exposition sponsoring organizations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization ONLY.

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**GENERAL CONDITIONS:**

- 1) Items dispensed are limited to products manufactured or produced by the exhibiting firm.
- 2) All items distributed are limited to sample sizes:
  - a. Beverages limited to maximum of 2 oz Containers.
  - b. Food items limited to "bite size" (1 oz. or less).
- 3) Use of cooking equipment must have prior approval of the Jekyll Island Convention Center.  
\*\*\*Sampling Company must comply with all state and local fire and health codes.
- 4) Standard fees for storage, handling, delivery, etc... will be charged where applicable.
- 5) Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, etc.) MUST be purchased from **Savor... Jekyll Island**. Please contact our Catering office with questions on traffic promotions items.
- 7) The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless **Savor... Jekyll Island Catering**, the Jekyll Island Convention Center, the City of Jekyll Island and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use distribution or other dispensed food and beverage items.
- 8) At the discretion of Jekyll Island Convention Center any product not approved for sampling will be subject to fees or commissions.

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Name of Event \_\_\_\_\_ Event Date (s) \_\_\_\_\_  
Firm Name \_\_\_\_\_ Telephone \_\_\_\_\_ Booth # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
On Site Contact \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

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Product (s) you wish to dispense \_\_\_\_\_  
Size of portion to be dispensed \_\_\_\_\_ Quantity Distributed \_\_\_\_\_  
Proposed method of dispensing and reason for offering samples \_\_\_\_\_

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**SERVICES REQUIRED:** Please notify **Savor... Jekyll Island Catering** at (912) 635-6405 regarding any special services or requests related to your sample distribution. A state sales tax applies to all charges and service charge where applicable.

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**NOTE:** All samples MUST receive prior approval and confirmation from the Show Manager, **Savor Jekyll Island** and The Jekyll Island Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

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APPROVED \_\_\_\_\_  
Food & Beverage Manager  
**Savor... Jekyll Island Catering**

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APPROVED \_\_\_\_\_  
Catering Sales Manager  
**Savor... Jekyll Island Catering**

PLEASE RETURN TO OUR CATERING OFFICE AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW.

Updated: Nov 2014

## **Appendices**

<b>Appendix A</b>	<b>Event Security Coverage</b>	<b>Page 36</b>
<b>Appendix B</b>	<b>Room Capacity Charts</b>	<b>Page 38</b>
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<b>Appendix D</b>	<b>Service Contractor's Policy</b>	<b>Page 42</b>

# **Event Security Coverage: Appendix A**

## **Purpose**

**The Center's Objective** is to define Center policy for assignment of event security staff to events at the Center.

**General:** The Jekyll Island Convention Center (Center) reserves the exclusive right to hire, assign and direct Event Security staff for events conducted in or on Center grounds. In consultation with Licensee, Center will determine staffing requirements based on this policy; Center's assessment of the public safety environment, and other factors such as the mix of events and attendees present in the facility. Event Security required for traffic control or checkpoints due to presence of two or more concurrent events may be shared among affected events.

## **Definitions**

### **Facility Security – Center's Security Staff:**

Responsibilities include physical security (locking/unlocking doors, monitoring entrances and service areas); personnel security (monitoring and badging visitors, vendors, temporary employees, etc.) and fire-watch, particularly during non-event hours. Facility security is not available to perform as or replace event security.

### **Event Security – Licensed Contract Security Staff:**

Responsibilities include crowd or traffic control at public entrances, monitoring and controlling access at various public and back-of-house (service) entrances being used by the event; Dockmaster (staging, marshalling, load-in/out traffic control by specially trained staff) and credential or badgechecking as needed. Event security staffing is charged by the hour; and a 4-hour minimum labor call is required.

### **Public Entrances:**

For this purpose, public entrances are located at Atlantic Hall Pre-Function area, Ocean Side Lobby and Marsh Side Lobby.

## **Policy**

Certain larger events, whether public or private, may require that two or more public entrances be open at once. Center may require event security coverage at such entrances at Licensee(s) expense to assist in traffic control, directional, incident/emergency response, and public-safety-related screening of persons entering the facility. Generally, one guard will be placed on each public entrance during event hours, although one guard may be assigned to cover adjacent entrances if practical. Center will work to ensure that these costs are minimized through careful selection of entrances, routing of attendees, etc.

## **Shows, Expositions, Ect. Requiring use of Exhibit Space**

*Event Security will be assigned as follows during Move-In/Out:*

**Decorator/Contractor/Move-In/Out:** No coverage required unless the size or complexity of the move-in requires Dockmaster services.

**Exhibitor Move-In/Out:** One guard is required for the full duration of, and on each entrance use for, exhibitor move-in/out. A single guard may be assigned to closely adjacent entrances if possible. Event Security will be assigned as follows during Event Hours:

**Public Entrances:** Guard(s) will be assigned to public entrances as above.

**Exhibitor Entrance:** Guard(s) will be assigned to any back-of-house or service area entrance used by exhibitors for smoke breaks or to visit the parking lot.

**Badge Checkers, Show Floor:** Center does not require Badge-checkers or show-floor security coverage, but will provide such at a prevailing rate if requested by Licensee.

**Dockmaster:** Center requires that Licensee, through its appointed Contractor or other trained resource, exercise reasonable control over the load-in/out process in loading dock and Service Quad areas, particularly during exhibitor move-in/out when numerous private vehicles are present. Center may provide such services at prevailing rates upon request.

**Meetings, Banquets, Conferences & Other Private Events**

*Event Security will be assigned as follows:*

Public Entrances: Guard(s) will be assigned to public entrances as above; and/or to internal traffic control point(s) if necessary in Center's judgment to direct/segregate attendees of different events.

School Proms, Graduations and other student-centered events: Requires a School Resource Officer to monitor the event and assist Event Security personnel in enforcing School and Center rules and regulations.

## Room Capacity Chart: Appendix B

<b>BALLROOM/EXHIBIT SPACE</b>	<b>Square Feet</b>	<b>Max Capacity (Reception)</b>	<b>Theater Capacity</b>	<b>Banquet Capacity</b>	<b>Classroom Capacity</b>	<b>8x10 Exh. Booths</b>	<b>Ceiling Height</b>
- Atlantic Hall - Entire Ballroom	45,140	6,450	4,068	2,520	2,100	250	22'
- Atlantic Section ABCDEF	31,000	4,440	2,844	1,704	1,200	185	22'
- Atlantic Section ABCD or EFGH	22,500	3,220	2,034	1,320	1,050	116	22'
- Atlantic Section CDEF	17,000	2,430	1,620	768	900	106	22'
- Atlantic Section AB or GH	14,000	2,010	1,224	720	600	80	22'
- Atlantic Section AC, BD, EG or FH	11,250	1,610	972	660	525	65	22'
- Atlantic Section A, B, G or H	7,000	1,005	578	360	300	38	22'
- Atlantic Section CD or EF	8,460	1,215	738	384	450	50	22'
<b>BREAKOUT ROOMS</b>							
- Oceanside B/O 1, 2, 3 separate	720	100	54	40	36	3	14'
- Oceanside B/O 1-2 combo	1,440	200	108	80	72	6	14'
- Oceanside B/O 1-2-3 combo	2,170	300	162	120	108	10	14'
- Oceanside B/O 4, 5 separate	1,000	135	126	50	60	4	14'
- Oceanside B/O 4-5 combo	2,000	275	270	110	144	8	14'
- Ben Porter Oceanside Salon # 6	3,000	400	350	160	196	17	18'
- Marshside B/O 7,8,9,10 separate	1,300	160	150	60	64	8	16'
- Marshside B/O 7-8 or 9-10 combo	2,600	320	300	130	130	16	16'
- Marshside B/O 7-8-9 or 8-10 combo	3,900	480	450	190	200	24	16'
- Marshside B/O 7-10 combo	5,200	650	600	260	252	30	16'
- Marshside B/O 11	800	120	112	50	48	4	16'
<b>OUTDOOR SPACE</b>							
- Porte Cochere & Lawn	2,666	380		180			
- Gazebo and Lawn							
- Terrace & Oceanside Lawn							
<b>OFF-SITE SPACE</b>							
- Great Dunes Beach Deck	3,000	250		200			
- Village Green							
- Upstairs McCormick's Grill	1,600	200	100	100	75		



## Facility Booking Policy: Appendix C

The purpose of this policy is to (1) clearly communicate to users of the Jekyll Island Convention Center the booking policies that govern the reservation system; (2) provide continuity and fairness to the maximum practical extent for all who use the Jekyll Island Convention Center facilities; (3) maximize facility usage and facility revenue potential; (4) maximize economic and cultural benefits to the community; (5) recognize that the Jekyll Island Convention Center serves as an “economic magnet” for convention spending on Jekyll Island, and is operated for the primary purpose of attracting and serving conventions and trade shows; that conventions and trade shows provide primary benefits to the community; and that conventions and trade shows are given primary consideration in the booking policy.

### DEFINITIONS:

- A. **Facilities** - All buildings, halls, meeting rooms, grounds, and parking facilities managed by SMG, including those facilities managed via contract with other organizations.
- B. **General Manager** - the General Manager of the Jekyll Island Convention Center, or his or her designee.
- C. **Booking** – The act of blocking specific space within the Jekyll Island Convention Center for a specific event at a specific time.
- D. **Consideration for Booking** – the act of providing a preferential assignment of dates and/or space to a specific license applicant or Licensee for a specific event or events. This is generally agreed to mean that conventions and trade shows are provided first choice of dates more than twelve (12) months in advance, and that conventions and trade shows as well as other users are not given that consideration without prior qualification by the Jekyll Island Sales & Marketing.
- E. **Scheduling Calendar** – the official record of all Jekyll Island Convention Center facility reservations which is updated only as authorized by the General Manager or designee.
- F. **Calendar of Events** – The Jekyll Island Convention Center Listing of definite reservations, which is subject to additions, deletions and/or changes at any time.
- G. **License Applicant** – any person or entity that applies to produce, direct, manages, organize or exhibit any event at the facility.
- H. **Licensee** – Any person or entity, including non-profit organizations, which contracts with the Jekyll Island Convention Center to produce, direct, manage, organize, or exhibit any event at the facility.
- I. **License Agreement** – Written legal document guaranteeing space, dates, and payment schedule signed by both parties.
- J. **Tentative Reservation**- A reservation which is documented by a completed license application sent to the Jekyll Island Convention Center Sales department indicating use of a specific date/dates and specific space requested. Client has thirty days to enter into a License Agreement otherwise space/date hold may be canceled without notice.
- K. **Definite Reservation** – A reservation wherein a License Agreement has been executed and all required scheduled fee payments have been received on schedule at the Jekyll Island Convention Center for an event on a specific date or set of dates.
- L. **Conventions and Trade Shows** – Events at which attendance is by invitation or registration only and which include a significant number of out-of-state registrants who utilize a guaranteed block of hotel/motel rooms in addition to convention center space and which qualify for first consideration booking status as determined by the General Manager and the Jekyll Island Sales & Marketing department.
- M. **Meetings** – Events at which attendance is by invitation or registration only but do not qualify as a convention by utilization of a significant enough guaranteed block of hotel/motel rooms in addition to convention center space therefore not making a significant economic impact on the community in terms of hotel/motel

occupancy tax, sales tax and other expenditures necessary to qualify for first consideration booking status as determined by the General Manager and the Jekyll Island Sale and Marketing department.

- N. **Challenge** - Situation when another license applicant wants a date or dates that has been reserved but is not yet under License Agreement.

#### POLICY AND PROCEDURES:

A. Booking Responsibilities

1. The booking of reservations more than twelve (12) months before an event is within control of the Jekyll Island Sales & Marketing department unless otherwise specified in paragraph F, Scheduling Considerations.
2. The booking of reservations inside twelve (12) months of an event is within the control of the Jekyll Island Convention Center Sales department (SMG).

B. Reservation Application and Approval

Any person or entity wanting to reserve any part of the Jekyll Island Convention Center must first complete and submit a license application or a convention bureau booking form to the Sales and Marketing Department for approval. No date(s) will be reserved until the application or form is returned and approved.

C. Tentative Reservations

Tentative reservations are subject to the following:

1. Tentative reservations are non-transferable and will only be considered for the originally approved license applicant.
2. All tentative reservations are subject to challenge as set forth in paragraph "D".
3. The General Manager reserves the right to refuse to renew or continue a tentative reservation at his/her discretion based on past performance of the Licensee or the event(s).

D. Challenges

1. A date challenge occurs when another license applicant wants a date(s) that has been reserved with a tentative reservation by or for another license applicant, and such license applicant ("the challenger") is willing to immediately execute and deliver to the General Manager a signed License Agreement that is acceptable to the General Manager together with an initial scheduled fee payment of 25 percent (25%) or more of the estimated total license charges.
2. The General Manager will advise the license applicant(s) having the reserved date(s) or space ("The date holder") of the challenge. Such notice may be by telephone, letter, or fax. The Date holder must immediately notify the General Manager their commitment to use the date(s) on hold and within five (5) business days of such notice execute a License Agreement and give a scheduled fee payment equal to 25 percent (25%) of the estimated total license charges. The General Manager may at his/her discretion extend the time limits if geographical, logistic, or other considerations warrant. If the "date holder" does not respond and move to license agreement the challenger may be given the dates/space and a license agreement will be executed immediately.

E. Definite Reservations

A license applicant requesting that a reservation be made definite will be sent a License Agreement for signature. Once a definite reservation is requested the date or set of dates is not subject to challenge unless the person or entity fails to return the License Agreement executed, without modifications, and with the required fees requested by the Agreement. Failure to return the executed Agreement and required fees within the time requested may automatically and without notice release the reservation.



F. Scheduling Consideration – For this Policy events are categorized as to projected economic benefit to the island and the county. Estimates of hotel room usage are based on event history and subject to verification by Jekyll Island Marketing

- Category I. Major multi-day conventions and trade shows generating significant economic impact on Jekyll Island, and at least 400 verifiable hotel room- nights on each of two nights, in two or more hotels on the island. Bookings and Contracts may be made as far in advance as Center- JIA Marketing deem appropriate, and may override other tentative bookings held by Category II and Category III where contracts have not been executed.
- Category II. Conventions and trade shows generating at least 175 verifiable hotel room-nights on each of two nights on Jekyll Island; with significant revenue potential for the Center. Bookings are accepted up to 3 years in advance, and until contracted may be over-ridden by a Cat I booking. Contracts may be issued up to 18 months in advance.
- Category III. Meetings including religious, fraternal, athletic, civic and other events may request tentative bookings up to two years in advance. Until their dates are contracted and fully executed might be over-ridden by a Cat I or II event. Contracts may be issued up to 12 to 6 months in advance at Center’s discretion.
- Waiver of Booking Criteria. Requests for waiver of Cat I and Cat II booking criteria (in favor of a candidate booking not meeting the criteria) shall be promptly evaluated by Jekyll Island Marketing in terms of overall benefit to the community; and approved, modified and / or denied at JIA Marketing’s sole discretion, according to an accepted process.

G. Moving of Dates and/or Space

Every effort shall be made to accommodate all license applicants requesting space in the Jekyll Island Convention Center. Therefore, at the discretion of the General Manager or designee and as existing contractual obligations permit, requests for dates may be accommodated by moving one or more events into other dates and/or spaces. This may include moving definite reservations upon the mutual agreement of the General Manager and the Licensee.

H. Multiple Occupants

To accommodate as many license applicants as possible and to achieve maximum occupancy and space efficiency, Jekyll Island Convention Center bookings will often result in simultaneous facility use by multiple occupants. Consideration will be given to minimize possible disruption.

I. License Agreement

1. No person or entity shall be permitted access to the facilities for the purpose of producing an event or conducting any activity without entering into a properly executed License Agreement and the payment of the required fees.
2. A License Agreement outlining payment, insurance and other pertinent requirements will be issued at the time the reservation is made definite. The License Agreement must be fully executed and returned with the required fees within the specified time period to secure date(s) and space.
3. License Agreements for Conventions and Trade Shows will normally be issued at a minimum of twelve (12) months in advance of the event date(s).

## **Service Contractors Policy- General Conditions: Appendix D**

### **Attachment**

Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. Proper precautions should be taken to prevent damage from occurring to building surfaces.

### **Boneyard & Crate Storage**

Center will assign, and Contractor's floor plans will indicate, boneyard/crate storage locations. Storage areas may not block access to any door, fire hose/extinguisher cabinet or pull-station. Contractor will respond to Center's reasonable requests for consolidation/cleanup of storage areas during the event.

**Pallets or Contractor/exhibitor packing material left on property will be subject to a disposal charge.**

### **Carpet**

Show carpet will be properly stretched and secured to eliminate uneven walking surfaces and inspected throughout the show for needed adjustments. A double-faced tape, 105 C or the like, must be used to tape down all carpet edges. Transitions at aisle ends between carpet and bare floor will be taped down to minimize tripping hazard. Carpet overlap in show areas may not exceed two layers.

Utility cord runs should be located wherever possible in non-traffic areas; and marked with caution tape when run across traffic areas.

### **Cleaning**

#### **Before the Event:**

Center will perform a final cleanup of common and back-of-house areas.

#### **During the Event:**

Contractor will maintain its service, storage and boneyard areas. **Center maintains an exclusive to booth and aisle-cleaning services.**

#### **Post-Event:**

Contractor will leave the premises in "**vacuum friendly**" condition (no trash or debris left which cannot be swept/vacuumed up by ordinary means). Contractor will be charged for removal of tape or additional debris and removal.

### **Damage**

Contractor is strongly encouraged to inspect the premises with a Center representative to note any pre-existing damage. Licensee by contract will be held liable for any damage caused by Contractor, unless Contractor requests and Center approves direct billing for this purpose.

### **Dockmaster Services**

**Contractor will be responsible to provide Dockmaster control of the load-in/out process**, with its own personnel or trained personnel provided by Center at prevailing rates.

### **Employee Identification**

At Center's option, Contractor employees may be required to sign in & out. Service contractors and decorators are responsible to see that their employees and management staff are badged from the first day of move in until move out is complete.

### **Equipment Rental**

Center's equipment is available for Contractor's use at prevailing rental rates. Use of Center equipment is conditional upon proper operating safety and certification.

### **Event Manager**

The Center's Event Manager is Contractor's main contact for all aspects of the event. Contractor is expected to respond to Event Manager's reasonable requests, particularly as to life safety and security. Event Manager coordinates and forwards your utility needs to the appropriate department. Forms may be obtained through the Decorator and/or Licensee. **Orders which are received 14 days prior to an event will receive an advance rate on services. JICC will provide utility forms only to the contractors/decorators who then are responsible to distribute to their exhibitors.**

### **Fire Exits, Fire Hose/Extinguisher Cabinets, Alarm Stations**

Contractor may not obstruct or obscure visibility from show floor to any marked Fire Exit, Hose/Extinguisher Cabinet, or Alarm ("Pull") Station. **Center will not permit an event to open or to continue, in violation of Center fire and safety regulations.**

### **Floor Marking**

Show Contractor or decorator shall use standard stick or non residue tape in marking the exhibit floors. Liquid chalk, water paint, or liquids of any nature are expressly forbidden. Licensee or contractor as appropriate will be responsible for cost of removing any of these items.

### **Floor Plans and Fire Marshal Inspections**

Contractors will submit for Center and Fire Marshal approval detailed full-size, drawn-to-scale (1/16") Floor Plan(s) for any area being used for exhibits or displays, including permanently-carpeted areas. Plans will show aisle width, location of and clearance from walls, doors, fire exits, fire alarm stations and cabinets, boneyard/crate storage; and layout conforming to the 30x30' Atlantic Hall Utility Grid. Aisle dimensions/locations are subject to Fire Marshall approval. Aisles must be a minimum of 8' wide. No exhibit booth, registration table or related material may be placed within 20' of main entrance/exit. Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits or other fixtures. Clear access must be maintained to all Center services (i.e. restrooms, utility rooms, etc.)

Carpet runners or show carpet installed over the Center's permanent carpet is prohibited without the prior written approval of the Center. Direct access to fire extinguishers cannot be blocked. **All decisions of the Jekyll Island Fire Department and Fire Marshall will be considered final.**

**Note:** Final floor plans are due to the Event Manager 30 days before the event. Please send one 8 ½ x 11 copy, and three full-size layouts to your Event Manager.

### **Food & Beverage**

Contractor should remind its employees that outside-sourced food and beverages are not permitted in the Center. Your Event Manager may arrange exceptions for move-in/out periods when the facility is otherwise dark.

### **Freight & Drayage**

Event-related freight must be addressed to Licensee or Contractor or consigned through Contractor. Freight sent directly to facility must arrive during the licensed period; and accepted and handled by Contractor. **The facility will not accept or store freight addressed to the Center or**

***Center staff or which arrives prior to the licensed period. Center will not be liable for the security of freight left in the facility following the conclusion of your move-out date(s), nor can we assume responsibility for the shipping of such freight. Freight left in the center will be disposed of at the Licensee's expense.***

### **HVAC and Lighting**

The facility will supply adequate levels of lighting necessary for set up and tear down. Full lighting, heat, and/or air conditioning will be provided during show hours. Requests for full lighting, heat and air conditioning during set up and tear down will result in additional charges. HVAC service is not available while loading dock doors are open.

### **Insurance**

Service Contractors and Decorators must have a current Commercial General Liability insurance certificate on file with the Facility.

### **Loading Dock**

The Loading Dock and Service Quad are hazardous areas. Contractor will ensure employee attention to safety, trip-and-fall hazards etc. Where possible, equipment such as lift attachments, carpet rolls etc should be stored in trailers and not on the dock. No cars will be allowed to park in service area. Cars should be attended at all times and moved immediately after unloading or loading. All unattended areas may be towed at the owner's expense. Bays will be assigned by the Event Manager.

### **Load in/Out Entrances**

Load in/out entrances are designated by your Event Manager. Front-of-house entrances, when permitted for load-in/out, are subject to the same safety / security and Dockmaster requirements as regular service entrances. Loading dock areas are for the loading and unloading of vehicles only. All vehicles parked in these areas without prior authorization will be removed at the owner's expense.

Coordination of loading dock activity during leased periods in compliance with Convention Center regulations is the Licensee's responsibility. When two or more events require loading dock access, Convention Center management reserves the right to assign necessary dock space to ensure all parties are serviced.

### **Parking**

Contractor employees will park in areas designated by your Event Manager. Vehicles parked in Fire Lanes or which obstruct Fire and Emergency Services may be towed at the owner's expense.

### **Permanently-Carpeted Areas Used for Exhibits**

Carpets will be protected during load-in/out with 5mil or thicker plastic sheeting over any area traversed by lifts, pallet jacks, or vehicles; used to drop palletized items; or where plants or permitted plant matter is placed. Lift / equipment wheels will be protected by clean plastic booties when traversing unprotected carpeted areas. Contractors are urged to consider limited utility service connections in carpeted areas, particularly ballroom, when laying out/assigning exhibitor space.

### **Rigging**

Center retains final approval of proposed rigging and may require submission of a detailed Rigging Plot conforming to Center's truss loads. Cables may be required to be flown in Ballrooms. Temporary exterior signs and banners must be approved by the Convention Center and may not be fastened to the building without the approval of Convention Center Management.

### **Right to Inspect**

The Convention Center Management and Public Safety personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage, or package brought into or taken out of the Convention Center.

### **Safety**

Contractor will comply with Center safety regulations, including proper use of safety equipment / harnesses, and equipment operator / rigger and man lift certifications.

### **Smoking**

The Center is a non-smoking facility at all times, including load-in/out periods. Smoking is only permitted in designated area(s) in the Service Quad. As this is a matter of State law, Contractors are strongly encouraged to observe and support this policy.

### **Staging and Marshalling Area**

Center's main Parking lot is available for staging/marshalling or off-premise trailer storage. Larger shows may be required to be taken off-site. Please check with your Event Manager for details.

### **Sub-Contractors**

Contractors are responsible under these Guidelines for the safety, conduct, and performance of their sub-contractors.

### **Tape & Residue**

Only professional contractor or gaffer tape may be used on Center floor surfaces. The use of Duct tape, clear "cellophane" or packing tape on hard-surface floors and walls is specifically prohibited. Licensee or Contractor as appropriate will be liable for cost of any work necessary to remove tape or residue.

### **Utilities**

The show will be laid out whenever practicable on the Atlantic Hall's 30x30' Utility Grid, (or consistent with the limited utility service availability in carpeted areas) to minimize intrusions into/across traffic areas. Show infrastructure may not block access to floor, column or perimeter utility cabinets, fire cabinets, or alarm stations. Utility connections may not originate in traffic areas, or otherwise create a public safety hazard. For large electrical loads please coordinate with Event Manager for placement.

### **Vehicles**

Licensee is responsible for safe operation of and any damage from the presence of vehicles in the facility, consistent with Center policy. All operators of such vehicles must have available their operators training certificate. Vehicles not part of an approved display must be removed prior to event opening. Vehicles must have protective material (carpet, visquine) underneath the vehicle, bumper to bumper, at all times. Vehicles must be pushed in all areas inside the JICC. Vehicles must have battery discounted, less than ¼ tank of gas required and no refueling.