



Jekyll Island Convention Center Event Planning Guide

Revised 2025

Welcome to Jekyll Island!

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

Our Event Planning Guide has been developed to provide useful information to assist you in the planning and execution of your upcoming event. This guide 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. Your Event Manager will help you understand the Center's policies and procedures as well as communicate event needs to the respective Center departments to ensure a successful event. Your Event Manager will also act as your main point of contact while on-site. You may contact our Event Services Department through our main switchboard at (912) 635-6400.

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

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 July 2025. This Event Planning Guide and its contents are incorporated by direct reference in your License Agreement.

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ABOUT JICC

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 hours during events can be found in your License Agreement. Licensee access outside of the contracted times will result in additional charges.

Contact Information:

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

Main: (912)635-6400

Fax: (912)635-6515

<https://www.jekyllisland.com/venues/convention-center/>

Administrative Offices	(912) 635-6400
Audio Visual Services	(912) 506-1520
Catering Sales	(912) 635-6405
Event Services	(912) 635-6400
Finance	(912) 635-6402
Food and Beverage	(912) 635-6412
General Manager	(912) 635-6403
Human Resources	(912) 635-6402
Public Safety/Security	(912) 635-6413
Sales & Marketing	(912) 635-6404

The information found in this Event Planning Guide can be found in PDF format on the Center's web site at <https://www.jekyllisland.com/venues/convention-center/services/>.

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

From 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, showers, laundry, as well as pool and hot tub access. 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 day. Multi-day passes are available for your convenience, and an Annual Parking Decal is available. Bicycles and pedestrians can enter at no charge.

Parking

For 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. 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 privately-owned vehicle parking in the Loading Dock area is permitted.

AUDIO/VISUAL

INSPIRE Event Technologies is the exclusive on-site audiovisual provider for the Jekyll Island Convention Center. INSPIRE has been charged with maintaining the technical integrity of our facility's meeting rooms and function space during all events requiring audiovisual resources. Groups are permitted to bring in third-party audiovisual suppliers but shall incur liaison fees for required technicians, use of the Center's house sound system, and the cost for any electrical needs.

Production Events

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

Rigging

INSPIRE retains exclusive rights to all rigging points located within the Jekyll Island Convention Center. All rigging is required to meet current state industry and safety standards. 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 and INSPIRE thirty (30) days prior to move-in to assure coordination of your room setup.

FACILITY BOOKING POLICY:

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 ASM, 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 the use of a specific date/dates and specific space requested. A 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 the control of the Jekyll Island Sales & Marketing department unless otherwise specified in paragraph F, Scheduling Considerations.
2. The booking of reservations within twelve (12) months of an event is within the control of the Jekyll Island Convention Center Sales department (ASM).

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 of 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 the 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 are 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 rooms- 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 deems 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 overridden 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 overridden by a Cat I or II event. Contracts may be issued up to 12 to 6 months in advance at the 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 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).

FINANCIAL INFORMATION

Deposits & Payments

Rental Payment:

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

Food and Beverage Charges:

Full pre-payment of estimated Food & Beverage charges is required 30 days 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 the Catering Sales Manager provides approval for other payment arrangements.

Event Charges:

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

Final Invoice:

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.

Acceptable Forms of Payment:

- U.S. Currency
- Cashier's Checks
- Money Orders
- Approved Local or National Company Check
- Personal Checks (must provide photo ID)
- Wire Transfer (processing fee may apply)
- Credit Card (only up to \$5000)

Gratuities

It is the policy of the Jekyll Island Convention Center that individual employees may not accept cash gratuities from Licensee or exhibitors. 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.

Insurance

Insurance is required for all groups. Certificates of Insurance are due to your Event Manager thirty (30) days prior to the first event day. See **Additional Forms, Policies, and Waivers** for a sample COI. Should you require assistance in obtaining insurance, 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 ASM 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 a form acceptable to ASM, 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 a form acceptable to ASM 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, ASM 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 worker's 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) ASM 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 ASM certificates of insurance evidencing the existence thereof, all in such form as ASM 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 ASM or Owner nor without first giving thirty (30) days' written notice thereof to ASM, 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 ASM 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 ASM 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 ASM.

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 two weeks 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. Please consult your Event Manager for current charges.

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

- 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 ASM, 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) days written notice prior to any termination, cancellation, or material change in the insurance coverage.

Resale or Markup of Service

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

Safe/Cash Handling

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

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.

FOOD & BEVERAGE SERVICE

“Savor Jekyll Island...” – Catering by ASM 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 offers the finest quality product and service for all your events. A complete range of services is 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/Banquet Event Orders (BEOs) 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 30 business days prior to your function date. Contact your Catering Sales Manager for exceptions.

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.

No outside food or beverage is permitted except for verifiable dietary or medical purposes.

Catering Policies

Proposals, agreements, and contracts regarding the use of service and facilities of Savor Jekyll Island Catering by ASM 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 ASM.
2. **GUARANTEES:** Please refer to your Catering Event Contracts/Banquet Event Orders (BEOs) for the guarantee due date. Guarantees given are not subject to reduction. Savor Jekyll Island Catering by ASM will use the tentative planning number as the guaranteed figure if a guarantee is not submitted when due.
3. **OVERSET:** Savor Jekyll Island Catering by ASM 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 seven days are subject to a surcharge and 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 30 days 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 checks, cashiers checks, cash, and credit cards (accepted up to \$5000 balance).
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/Banquet Event Orders (BEOs) are returned to your Catering Sales Manager 30 days 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 to 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. **ADMIN FEE AND SALES TAX:** Food and beverage charges (including alcohol) are subject to a twenty two percent (22%) admin fee. This admin fee is not distributed to the wait staff as wages or gratuity. The current sales tax is six percent (7%) and is added to all food and beverage sales, beverages, equipment rental, and service charges.
 11. **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 ASM. Food and beverage sampling is limited to the exhibitor’s own product or service line, and only 1 ounce (food) and 2 ounce (beverage) per patron. Sampling to the trade show attendees and to the public fall under different health department regulations. Food Sampling Form must be submitted for approval to Catering Sales Manager at least 2 weeks prior to event. 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 FACILITY INFORMATION & POLICIES

Abandoned Equipment or Materials

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

ADA

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

Advertising

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

Animals

Apart from 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.

Carpet & Surface Protection Requirements

Licensee required to protect carpeted areas used for exhibits, props, plants etc., vehicle movement, or other equipment during move-in/out. Licensee 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. Plywood may be required for certain equipment. Carpet protection is required in all entrances for move-in and move-out. No forklifts are allowed in the public concourse or contracted meeting and ballroom spaces without prior approval from the Event Manager.

Contractor Policies

The Center has established policies for your general contractors and service providers. Please be sure all sub-contractors are permitted by the Center and receive a copy of our **Service Contractors Policy**. Licensee and/or 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 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 Center regulations as a specific condition of operating in the facility.

Damage to the Facilities

Licensee is responsible for any damage caused by License's staff, contractors, exhibitors, or attendees. A walkthrough before and after your event is recommended to verify the condition of the facility. All damages, except for normal facility wear and tear, are the responsibility of the Licensee. Without prior

agreement, the 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 your Event Manager or the Center's Security Department.

Decorative Materials & Signage

All decorative materials displayed or installed in the Center must be flameproof in accordance with 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, or walls. Cleaning and/or removal of décor items will incur additional charges.

Use of helium balloons, confetti, silly string, candles, glitter, etc. is prohibited without Center's prior written permission. Metallic or mylar materials are specifically and entirely prohibited. See **Decorative Materials Waiver**.

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.

Banners and Signage:

Please advise your Event Manager in advance of the quantity, size, and exact location of your banners. The copy on all banners and signs as well as their proposed locations must be reviewed and approved by the Center. Licensee will not place or permit to be placed any signage on Center walls, columns, movable walls, etc. Licensee signage should be placed on easels or other portable mounts, and banners may be hung through INSPIRE by prior arrangement.

Display Vehicles

Display vehicles are permitted only in the Ballroom with prior approval from the Event Manager. During event hours, the use of battery chargers as well as fueling or moving display vehicles is prohibited.

Regulations on display vehicles are as follows:

- Fuel in fuel **tanks cannot exceed ¼ tank or 5 gallons** of gasoline
- Both battery cables must be disconnected
- Vehicles must always have a protective covering over the carpet
- Vehicles must be pushed by hand unless you have an exception from the Event Manager

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 Rental/Service Listing**.

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/pickup 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.

Exhibitions/Expos/Tradeshows

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 Licensee will incur cleaning fees.

Exhibit Floor Regulations:

- Drapery systems must be supported by sandbags or similar weights.
- Visqueen (and plywood in certain instances) 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 distribution. Please include all information concerning registration, rules and regulations, as well as necessary order forms. Your Event Manager will review all the information to ensure it is correct.

Floor Plans:

The Center's floor plan approval process is closely involved with the Jekyll Island Authority. Before commencing the sale of your exhibit space and entering into contract with your exhibitors, floor plans must be sent to your Event Manager and submitted for Fire Marshal approval three months prior to event. These plans must be prepared by Licensee or service contractor and must include floor plans for all exhibit areas, including lobby spaces. Floor plan drawings of meeting rooms, including those with standard room sets (class, theater, and banquet), are available from your Event Manager upon request.

All decisions of the Jekyll Island Fire Department will be considered final.

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 the withdrawal of permission to conduct the event.

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.

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 10 ft.
- Nothing may intrude into the aisle space.
- 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 20 feet of clearance in front of all exits.
- Travel distance within any booth or exhibit enclosure to exit access may not be greater than 50 ft.
- No exhibit booth, registration table, or related material may be placed within 20 feet of the main entrance/exit.
- Clear access must be maintained to all Center services (restrooms, concessions, utility rooms, etc.).
- Doors 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.

All exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways and aisleways must always be clear. Exit signs must be visible at all times. Fire extinguishers, fire protection valves, and fire hose cabinets must be kept clear at all times.

Movable Walls

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

Move-in & Move-out

Please confirm move-in/-out location for staff and exhibitors with Event Manager. Commercial vehicles requiring access to the loading dock for move-in/-out should be scheduled through your Event Manager. The Center may be hosting several events simultaneously and must maintain access to loading docks as well as lobby entrances for all clients.

Outdoor Events

In the event of a National Weather Service forecast of 30% or greater inclement weather, the Center reserves the right to decide 24 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 outdoors will incur additional labor/handling charges. Food stations are limited to the Oceanside Terrace area.

Pre-/Post-con Meetings & Event Evaluation

Pre-con meetings will be scheduled at the Licensee's request. Center may require pre-con meeting for major events. It is an informal meeting for your staff and Center 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, audiovisual company, etc.) are encouraged to attend. At the conclusion of your show, post-con meetings will be scheduled at the Licensee's request. You will also receive an event survey from Legends Global Insights, which will allow you to evaluate your entire event experience from beginning to end.

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 **Pyrotechnic Devices Waiver**.

Room Sets

Banquets:

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

Meetings:

Included in the rental of each meeting room is a one-time standard room setup (theater, classroom, conference, u-shape, crescent, or hollow square) of tables and chairs, to your specification. Additional linen charges will apply for meeting room sets that require classroom or round tables. Charges may apply if changes are made to the room set 24 hours prior to your first contracted move-in day.

Shipping & Storage

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 may result in additional fees.

Center will not accept deliveries for events or exhibits prior to the licensed period. **Deliveries arriving before the License Period or without proper prior arrangements with Event Manager may be refused and will incur a charge.**

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/pickup. The Center will not be liable for the security of freight left in the facility prior to or following the conclusion of your License Period, 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.

Exhibitor Shipments:

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.

Non-exhibitor Shipments:

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; however, you as the Licensee will be charged a service fee.

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. Consult your Event Manager for additional information.

Refrigerated Storage:

We have limited space available for exhibitors requiring refrigeration of their products. Please contact the Catering Sales Manager for more information.

Smoking

Under the Georgia Clean Air Act, smoking and vaping 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.

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 gaffer or carpet tape (Bron BT279) may be used. Applying tape to anything that is the property of the Center is strictly prohibited. Damages resulting from the use of tape are the Licensee's responsibility and cleaning charges may apply.

HOUSEKEEPING & CLEANING SERVICES

Restrooms, lobbies, corridors, and other public areas will be maintained by the Center during event hours without charge (i.e. spill/stain removal). 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.

Post-event Cleaning

Licensee will remove or bear cost to remove crates, pallets, cardboard and other debris, floor tape, abandoned banners or signage, and excess trash.

Room Refresh

One mid-day room refresh is provided for each meeting room in use. The refresh includes straightening of tables and chairs as well as 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 and provide additional details if needed.

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.

SAFETY GUIDELINES & SECURITY

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.

Emergency Evacuation

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

Fire Prevention and Safety

Center's 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 Marshal has final authority to enforce these regulations. If required, Fire Guard will be provided through the Jekyll Island Fire Department at Licensee's expense.

Decorations and Display Guidelines:

- Candles are prohibited.
- Combustible materials in display areas will not exceed one day's supply; and may not be stored in a way that hinders inspection.
- Curtains/Bunting/Drapes etc. must be treated with fire-retardant.
- Dead vegetation, mulch, etc. must be fire-retardant treated. Baled hay is strongly discouraged due to risk of spontaneous combustion.
- Display structures of any size that are enclosed by walls and ceiling/roof must be equipped with an approved smoke detector and fire extinguisher. Enclosed exhibits of 300+ square feet or with more than one level accessible to the public will require additional fire protection.
- No display or prop may obstruct access to or visibility of any marked Fire Exit, hose cabinet or pull station.

Fire Protection:

- Center is fully protected by an automatic fire sprinkler system. A fire pump provides water for the sprinklers and fire fighting services. Fire hose cabinets, fire alarms, a smoke detection system, and manual pull stations are located throughout the facility.
- Fire Doors must remain closed during event hours or be staffed with a dedicated Fire Guard.
- Permanent hose cabinets, fire extinguishers, pull stations, etc. must always be visible and accessible.

Flammable liquids and gases are prohibited, except for non-refillable LPG containers (5lb max) for permitted users.

Hazers/fog machines, open flame, or pyrotechnics for decorative or production enhancements must be requested in writing to your Event Manager at least 60 days prior to your event. Requests shall include information on the type of material being used, quantity, program dates, rehearsal times, and duration of use. Only water-based hazers are permitted. The Center requires that a Fire Watch be arranged for the entire duration in which the materials and/or equipment are in use.

Open flame devices are strictly regulated. When permitted, devices may only be used for product demonstrations or for preparation of demonstration foods. Only LPG fuel is permitted. Devices must be protected with Type B-C fire extinguisher and by a 4ft radius buffer zone not accessible to the public. Smoke-emitting or pyrotechnic devices may require Pyrotechnic Permit and Fire Guard at Licensee's expense.

First Aid/Emergency Medical Services

The Center requires contracted EMT services on-site for events with (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 Licensee's 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 invoice. 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 attendees or those with disabilities.

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 Center 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 house" service areas are considered hazardous areas. As such, the following guidelines will be strictly enforced to ensure 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.

Loading Dock and Service Compound:

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. Licensee is solely responsible for the safety and conduct of its staff, exhibitors, volunteers, etc. accessing the Loading Dock/Service areas.

Service Areas:

Service areas (kitchen, service hallway, staff restroom, storage areas) are off-limits to the public and exhibitors, except when escorted by Center staff or when required to transit between function areas. Licensee must receive Event Manager approval for service hallway access.

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.

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

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.

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**, apart from 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.

Facility Security:

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.

Room Security:

The Center provides a convenient locking system to help you maintain security of the various rooms you use. 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.

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.). The Center reserves the exclusive right to hire, assign and direct Event Security staff for events conducted in or on Center grounds. Such coverage will be at Licensee's expense. Event Security required for traffic control or checkpoints due to presence of two or more concurrent events may be shared among affected events. Event Security staffing is charged by the hour with a 4-hour minimum required.

Responsibilities may 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), as well as credential or badge checking as needed.

For events that require exhibit space, Event Security will be assigned as follows:

- **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 and on each entrance being used for exhibitor move-in/out. A single guard may be assigned to closely adjacent entrances.
- **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 Compound areas. Center may provide such services at prevailing rates upon request.

For school proms, graduations, and other student-centered events, Center requires a School Resource Officer to monitor the event and assist Event Security in enforcing Center rules and regulations.

Public Entrances:

Public entrances include the Atlantic Hall Pre-Function area, Oceanside Lobby and Marshside Lobby. 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.

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 be reminded that security of their property is solely their responsibility.

Unsafe Conditions

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

UTILITY SERVICES

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 to ensure that your event needs are met in a timely manner. Basic room rental includes standard house lighting 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.

Floor Boxes

Floor boxes located in the Atlantic Ballroom contain the following

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

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.

Lighting

Meeting Rooms:

The Meeting Rooms are equipped with fluorescent fixtures, LED courtesy lights and down lights, with digital dimming control panels. Please contact your Event Manager for lighting adjustments.

Atlantic 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.

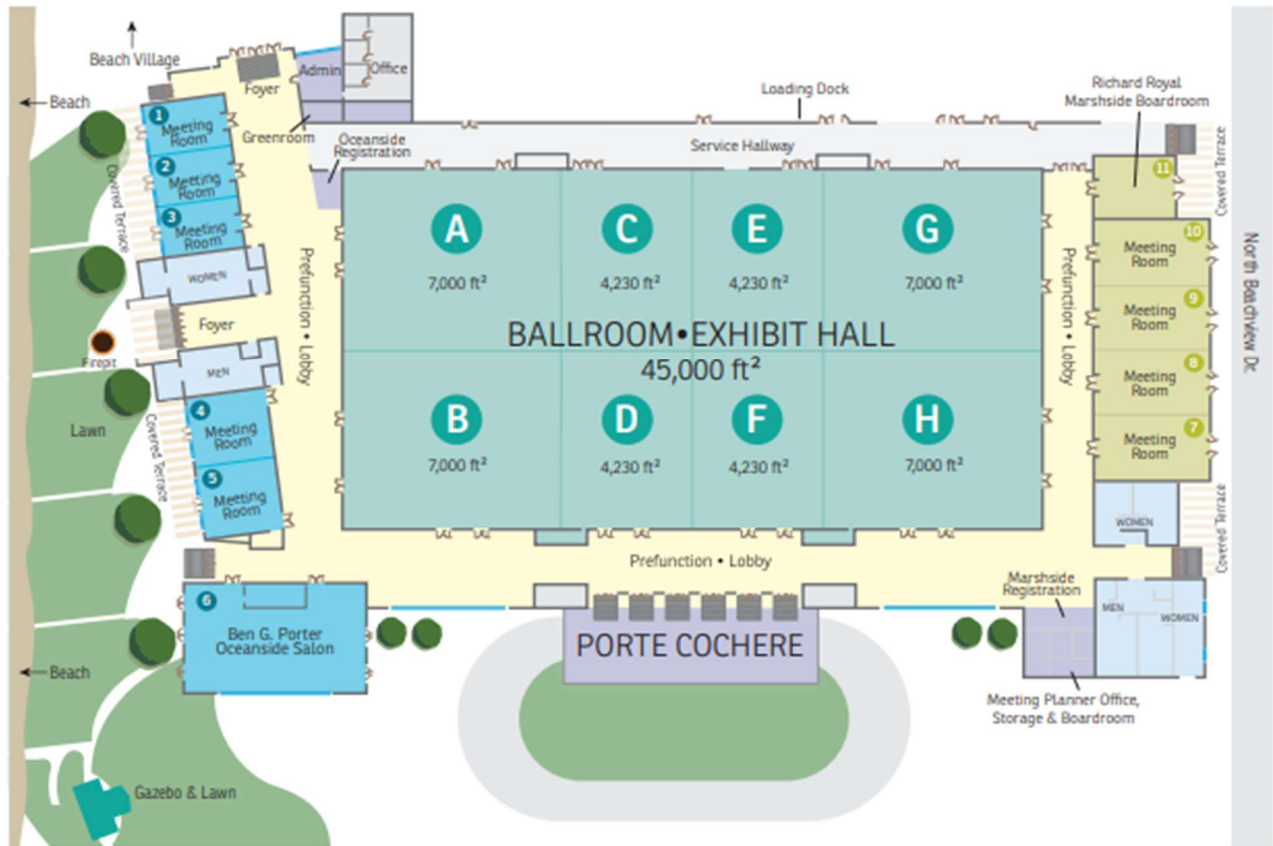
Telecommunications

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.

Additional Forms, Policies, and Waivers

CAPACITY CHART & FLOORPLAN

Ballroom/Exhibit Space	Square Feet	Room Dimensions	Reception Capacity	Theater Capacity	Banquet Capacity	Classroom Capacity	10x10 Booths	8x8 Booth	Ceiling Height
ATLANTIC HALL									
Entire Ballroom	45,140	288' x 157'	6,450	3,600	2,000	1,800	238	302	22 ft
Sections ABCDEF	31,000	198' x 157'	4,440	2,520	1,500	1,300	155	195	22 ft
Sections ABCD or EFGH	22,500	160' x 140'	3,220	1,568	1,000	1,050	117	144	22 ft
Sections CDEF	17,000	160' x 106'	2,430	1,350	540	800	78	96	22 ft
Sections AB or GH	14,000	160' x 87'	2,010	1,140	500	550	68	80	22 ft
Sections AC, BD, EG, or FH	11,250	140' x 80'	1,610	760	400	488	47	52	22 ft
Sections A, B, G, or H	7,000	87' x 80'	1,005	578	250	260	30	35	22 ft
Sections CD or EF	8,460	54' x 157'	1,215	738	300	368	39	48	22 ft
OCEANSIDE BREAKOUTS									
1, 2, 3 separate	720	22' x 23'	100	60	30	32	2	4	14 ft
1-2 combo	1,400	44' x 33'	200	120	60	55	4	8	14 ft
1-2-3 combo	2,170	66' x 33'	300	180	90	90	6	10	14 ft
4, 5 separate	1,000	33' x 33'	135	97	40	48	4	6	14 ft
4-5 combo	2,000	66' x 33'	275	180	80	88	8	11	14 ft
Ben G. Porter Oceanside Salon	3,000	74' x 38'	400	256	160	160	11	15	18 ft
MARSHSIDE BREAKOUTS									
7, 8, 9, 10 separate	1,300	46' x 28'	160	126	50	62	4	10	16 ft
7-8 or 9-10 combo	2,600	46' x 56'	320	256	110	124	11	14	16 ft
7-8-9 or 8-9-10 combo	3,900	46' x 84'	480	384	170	181	14	18	16 ft
7-10 combo	5,200	112' x 46'	650	500	220	240	16	22	16 ft
Richard Royal Marshside Boardroom	800	35' x 25'	120	66	30	32	2	6	16 ft
OUTDOOR SPACE									
Gazebo & Lawn	25,000	137' x 188'	4,000	-	1,000	-	-	-	-
Oceanside Lawn	12,000	169' x 74'	1,700	-	500	-	-	-	-





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER XYZ Company 1234 Oak Street Anywhere, USA 12345	CONTACT NAME: PHONE: [A/C No. Ext]: E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: XYZ Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Tennants Name: Mailing Address: City, State Zip	NAIC #

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ACORD FORM (ISSR / END)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR		XXX-XX-XXXX	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) MEDICAL (per one person) PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPLETED \$ 3,000,000
	OTHER: ☐ POLICY ☐ PROJECT ☐ LOC					
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRER AUTOS NON-OWNED AUTOS		XXX-XX-XXXX	MM/DD/YY	MM/DD/YY	PERSONAL INJURY (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (per accident)
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/RETIRED (Excluded) (Mandatory in NH) If yes, describe under "EXCLUDED PERSONS" on back of policy	Y/N ☐ N/A	XXX-XX-XXXX	MM/DD/YY	MM/DD/YY	IF STATE MANDATORY LIMITS EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

ASM Global & Jekyll Island State Park Authority are named additional insured as it relates to General Liability.

CERTIFICATE HOLDER Jekyll Island Convention Center 75 N. Beachview Drive Jekyll Island, GA 31527	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE FURNISHED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2010/05)

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Clear All



Decorative Materials 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

Please address any questions or comments to General Manager, JICC. Effective: January 2023



Display Vehicles Regulations

Getting to the Facility & Setup:

- Clear the Greeting Station & continue straight over the bridge
- Take a left on Riverview Rd, followed by the first right onto Stable Rd, then the first right onto Shell Rd and then a right on Beachview Dr N and then into the convention center parking lot
- For vehicles that will be on display inside the facility, enter the CC Loading Dock Area/Employee parking lot at the first left turn after the main entrance.
- All vehicles will be inspected to ensure supplies are on hand before entry (protective materials).
- Post inspection, vehicles will enter the facility via the ramp & through the loading dock door.
- Vehicles that will be displayed under the Porte Cochere or in the parking lot may proceed to the front of the building.
- ALL trailers and equipment/vehicles must be **no longer than 40ft** in length.

Venue Regulations:

- **Facility does not provide material, tools or labor. Please plan accordingly.**
- Vehicles must be **PUSHED** into facility unless you receive prior approval from Event Manager.
- Only **ONE** vehicle/engine may be on and/or moving inside the Center at any given time.
- Fuel in fuel tanks cannot exceed **¼ tank or 5 gallons** of gasoline.
- During move-in & move-out of display vehicles, a path of protective material must be laid on all carpeted areas. Facility does NOT provide this.
- For the duration of the event, vehicles must have **protective material** (e.g. additional carpet, tarp, visqueen) underneath—bumper to bumper.
- Both **battery cables must be disconnected**. If you cannot complete this task, you must notify the Event Manager prior to the show to seek approval for entry.



75 North Beachview Drive
Jekyll Island, GA 31527
Tel: 912-635-6400

Jekyll Island Convention Center

2024 Equipment Rental Pricing and Service Listing

EQUIPMENT

(Rental per day. Availability up to inventory)

In addition to standard room set, the following items are available to rent / subject to rental fees:

Ballroom Chairs	\$3	Tabletop Vendor Display	\$100
White Folding Chairs	\$2.50	(2' skirted table, 2 chairs, waste basket)	
Small Lectern	\$40	Electric Keyboard	\$200
Medium Lectern	\$55	Flags: US/GA	\$30
Large Lectern	\$75	Pallet Jack	\$100/hr
Dance Floor (3x3 section)	\$16	Compactor Pull	\$400
Staging (4x8 Risers: 16" or 24" h)	\$45	Table Linen	\$10
Staging (4x8 Performance Decks: 4ft)	\$55	Additional Napkin	\$3
Round Table: 60" & 72"	\$40	Coat Rack	\$15
Tables: 6ft/8ft Classroom (18")	\$30	Scissor Lift	\$300/day
Tables: 6ft/8ft Full Size (30")	\$40	Operator Labor	\$45/hr
Tables: High/Low Boy	\$30	(in-house operator required)	
Tables: Serp or 1/2 Round	\$30		

ELECTRICAL SERVICE

(Advance / On-site Pricing*)

20 AMP - 120V	\$100 / \$120*	Power Strip	\$20
100 AMP - Single Phase	\$720 / \$740*	Extension Cord	\$20
100 AMP - Three Phase	\$1,100 / \$1,200*	Water Fill & Drain (500 Gallons)	\$175
200 AMP - Three Phase	\$2,500 / \$2,600*		
300 AMP - Three Phase	\$3,200 / \$3,500*		
400 AMP	\$4,400 / \$4,700*		

TELECOMMUNICATIONS

(advance notice required at least 2 weeks prior to event)

Phone Line & Handset	\$250	Internet Line (wired)	\$250
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EVENT LABOR / STAFFING

(4 hour minimum required)

First Aid EMT	\$50/hr	Furniture Removal	\$350
Fire Guard	\$50/hr	Outside Setup Fee	\$600
Armed Guard (GSP)	\$70/hr	Bartender	\$150
Unarmed Guard	\$40/hr	Cashier	\$150
Badge Checker	\$30/hr	Same Day Room Reset	50% of room rental fee

PRINT / COPY SERVICES

Black & White Copy (per page)	\$0.20	Color Copy (per page)	\$0.40
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*Rates subject to change



Effective 03/2024



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: January 2023



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 firework 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**. 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.
7. Licensee must inform the Event Manager if there will be any use of cold sparks, fog machines, laser lights, haze(water based only), and/or dry ice a **minimum of thirty (30) days in advance of the date and time intended for the display**.

ACKNOWLEDGED AND AGREED:

_____ By: _____
Event Name and Date Licensee

Please address any questions or comments to General Manager, JICC. Effective: January 2023



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:

Event Name and Date Licensee By: _____

Effective: July 2014

Please address any questions or comments to General Manager, JICC. Effective: January 2023



**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.

GENERAL CONDITIONS:

- 1) Items dispensed are limited 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, ect... will be charged where applicable.
- 5) Food and beverage items used as traffic promoters (i.e. coffee, popcorn, bottled waters, sodas, bar service, ect.) MUST be purchased from **Savor...** *Jekyll Island*. Please contact our Catering office with questions on traffic promotions terms.
- 6) The applicant named below acknowledges they have sole responsibility for the 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 of distribution or other dispensed food and beverage items.
- 7) At the discretion of Jekyll Island Convention Center any product not approved for sampling will be subject to fees or commissions.

Name of Event _____ Event Date(s) _____
First Name _____ Telephone _____ Booth # _____
Address _____ City _____ State _____ Zip Code _____
On-Site Contact _____ Title _____
Signature _____ Email _____

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

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 charges where applicable.

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.

APPROVED _____
Food & Beverage Manager
Savor... *Jekyll Island Catering*

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: Jan 2023

SERVICE CONTRACTORS POLICY

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.

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 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.

Decorative Materials

All decorative materials displayed or installed in the Center must be flameproof in accordance with the Public Safety and Fire Regulations. Use of helium balloons, confetti, silly string, candles, glitter, etc. is prohibited without Center's prior written permission.

Employee Identification

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. Center may also require contractor employees to sign in & out.

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. Please contact your Event Manager for details.

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. Event Manager coordinates and forwards your utility needs to the appropriate department. Utility forms may be obtained through the Decorator and/or Licensee. **Orders which are received 5 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 Floor Plan(s) for any area being used for exhibits or displays **3 months** prior to event. Final plans are due to Event Manager **30 days** prior to event. 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 Marshal approval. Aisles must be a minimum of 10'. 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.**

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. Freight sent directly to facility must arrive during the licensed period and handled by Contractor. **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 Center at least 30 days prior to the event.

Loading Dock

The Loading Dock and Service Compound are hazardous areas. Contractor will ensure employee attention to safety, trip-and-fall hazards etc. Equipment 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 cars 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 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, Center 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

INSPIRE retains final approval of proposed rigging and may require submission of a detailed Rigging Plot. Temporary exterior signs and banners must be approved by the Convention Center and may not be fastened to the building without the approval of Center.

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 as well as 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) at least 50 feet away from the Center.

Staging and Marshalling Area

Center's main parking lot is available for staging/marshalling or off-premises 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 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, visqueen) underneath the vehicle, bumper to bumper, at all times. Vehicles must be pushed in all areas inside the JICC unless Event Manager has given an exception. Vehicles must have battery disconnected and fuel **tanks cannot exceed ¼ tank or 5 gallons** of gasoline.



Vendor Guidelines

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

Freight/Shipping Information:

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

*shipment receiving hours: Monday-Friday

8:00am-5:00pm Tel: 912-635-6400

Daily Storage: \$75/box & \$150/pallet

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

Additional Services:

Wireless Internet: Complimentary Service for Guests

Tables: 6ft & 8ft

In-Door Chairs

Staging Risers/Decks

Easels

TV/DVD Services

All AV Equipment

Electrical Service

Phone Lines: Must be ordered in advance

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

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

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

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