

**Exhibitor & Sponsor Kit
2022 GSAE Annual Meeting**



A/V or Electrical Requests

- Due by **May 20, 2022**
- For any A/V or electrical requests, please see the form at the end of this kit or access it online - [JICC Electrical & AV Order Form](#)

Provided for Exhibitors in Ballroom H, Jekyll Island Convention Center

- 6 ft. x 2.5 ft. rectangle table; draped with black linen
- Exhibitor set-up in Ballroom H
 - Thursday morning exhibitors: set-up Wed. 4:00-5:00 pm OR Thurs. 6:30-7:15 am
 - Thursday afternoon exhibitors: set-up Thur. between 10:45-11:45 am
 - Friday morning exhibitors: set-up Thur. 4:00–5:00 pm OR Fri. 6:30-7:15 am

Provided for Annual Meeting Sponsors (does not apply to breakout sponsors)

- 2.5 ft. high boy tables on perimeter of pre-function space
- Sponsor set-up in Marshside Registration Pre-Function – Wednesday, 2:00 –5:00 pm
- Sponsor break-down in Marshside Registration Pre-Function – Friday, noon

***Interactive Rock Star Map instructions will be sent separately through the system.**

**Shipping Information for JICC – Booth supplies (to arrive no later than Wednesday, June 1)
OR Swag Bag items (those must arrive by Tuesday, May 31st for inclusion)**

***GSAE recommends a minimalist approach to your Exhibitor Tabletop set-up**

- Packages will be accepted by the convention center beginning May 30, 2022
- Please include the shipping label information for all supplies being sent directly to the convention center

From: Company Name Address City, State Zip Exhibit Date and Time:	TO: Jekyll Island Convention Center Attn: Company Name GSAE Annual Meeting, Mtg Room 11 75 Beachview Dr. N Jekyll Island, GA 31527
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- Shipment receiving hours: Monday-Friday 8:00 am-5:00 pm Tel: (912) 635-6410
- Daily Storage: \$25/box & \$75/pallet. Fees *only* apply to freight received more than 1 business day prior to the start of the event.
- If shipping to the center, security will place your freight in GSAE’s Meeting Room 11. You’ll need to come by registration for access. This ensures y’all aren’t chasing down JICC staff. 😊

Again, shipping home is your responsibility. Once you label, you may put it back in Meeting Room 11 and security will collect for pick up by your preferred carrier. It will be the responsibility of the exhibitor to

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ensure that all outgoing freight is picked up within two (2) days after the show's conclusion. Jekyll Island Convention Center will not be responsible for items left in the convention center.

Shipping Information - Swag Bag Items sent directly to GSAE's office – to arrive **NO LATER than Friday, May 20**

GSAE
233 Peachtree St., NE, Ste. 751
Atlanta, GA 30303
(770) 601-0171 (Wendy's cell)

JICC: Additional Exhibitor Information

- No smoking within fifty (50 ft) feet of the buildings.
- Parking on loading docks or sidewalks is not permitted (except for loading and unloading). Vehicles are subject to towing at owner's expense.
- No chewing or bubble gum is to be distributed in this facility.
- The use of propane, helium or bottled gas within the building is prohibited. Balloons are not permitted inside the Center.
- No explosives, open flame (candles) or highly flammable materials are permitted.
- Savor...Jekyll Island is the exclusive F&B provider. Outside food & beverage is not permitted. Should a booth require sampling or cooking, approval must be given in advance. Contact your Event Manager for details.
- Decorations, signs, banners, etc., may not be nailed, tacked, stapled, taped, or otherwise fastened to ceiling, walls, doors, or painted surfaces, unless done by or directed by Convention Center Manager.
- No painting of signs, displays, or other objects are permitted in the facility without prior arrangements
- All cardboard boxes left must be broken down and excessive trash removed. Failure to do so will result in a removal fee.

JICC: Additional Services Available

- Wireless Internet: Complimentary Service for Guests
- Indoor Chairs
- Easels
- TV/DVD Services
- AV Equipment
- Electrical Services
- Phone Lines: Must be ordered in advance

Should you have further questions, please contact Savannah Salazar at (912) 635-6410 or ssalazar@jekyllisland.com. We look forward to having you on Jekyll Island and wish you a very successful show!



75 North Beachview Drive
 Jekyll Island, GA 31527
 (P) 912-635-6400
 (F) 912-635-6515

Jekyll Island Convention Center

Electrical & Utility Service

Event Name	Event Dates	Booth Number
		Contract #
Company Name		
Contact Name		
Company Address		
City, State & Zip		
Phone Number		
Fax Number		
Email Address		

Orders MUST be received (5) Days prior to Show to receive ADVANCE RATE

Electrical Service:

Qty	Service	Description	Adv. Rate	Floor Rate	Total
	10 AMP	Up to 1000W	\$ 80.00	\$ 100.00	
	20 AMP	Up to 2000W	\$ 100.00	\$ 120.00	
	60 AMP	208V- Single Phase	\$ 550.00	\$ 570.00	
	100 AMP	208V- Single Phase	\$ 720.00	\$ 740.00	
	100 AMP	208V- Three Phase	\$ 1,100.00	\$ 1,200.00	
		Subtotal:			
		6% Tax:			
		Total:			

Additional Services

Qty	Service	Standard Rate	Total
	Extension Cord	\$ 20.00	
	Power Strip	\$ 20.00	
	Internet Line	\$ 250.00	
	Phone Line & Handset Top	\$ 250.00	
	Water Fill & Drain - per 500 Gallon	\$ 175.00	
		Subtotal:	
		6% Tax:	
		Total:	

Total Order: Electrical Service & Additional Services

Subtotal:		
6% Tax:		
Total:		

Payment Details:

Company Name
PRINT: Name as shown on Card
Email Address:
Credit Card Number: FOR YOUR PROTECTION PLEASE CALL 912-635-6400 with your information!
Exp. Date
Signature:



Processed:	
Receipt:	
SMG Use Only	