

*Exhibitor Rules and Regulations*  
*2018 Share the Wealth*  
*Physical Education Conference*

**Complimentary Registrations for Exhibitors**

Complimentary registrations for representatives in rented booth spaces will be allocated in the following manner:

**Commercial Booth** – 3 complimentary registrations

**Non-Profit** – 2 complimentary registrations

**Educational** – 1 complimentary registration

*If there are more representatives in attendance than complimentary registrations allowed for the booth space, the additional representatives must register at regular conference rates.*

**Sale of Products**

Only those companies and individuals who have paid for a commercial booth space may sell items from their booth.

**Exhibit Set Up and Breakdown**

Exhibit set up begins at 12 noon on Thursday, January 25, 2018 and ends at 6:00 p.m. Exhibits must be in place by this time. There will be no late set-up allowed after this time due to security concerns unless prior arrangements have been made with the Exhibits Coordinators. Exhibitors may enter the Exhibit Hall at 7:30 a.m. on Friday to complete set-up. Exhibit breakdown will begin on Saturday at 2:00 p.m. and all exhibits must be removed by 6:00 p.m. of the same day.

**Exhibit Hall Hours of Operation**

Exhibit hours are 8:30 a.m. to 4:00 p.m. on Friday, January 26, 2018 and 8:30 a.m. to 2:00 p.m. on Saturday, January 27th. Exhibits must remain in place until 2:00 p.m. on Saturday, January 27th. **Please note:** for security reasons, exhibitors are requested to cease transactions at 4:00 p.m. on Friday so that the Exhibit Hall can be vacated at that time. Those exhibitors who continue to conduct business after closing time may be assessed a security fee of \$100. On Saturday, commercial exhibitors may continue to transact business after 2:00 p.m. as long as they have cleared the Exhibit Hall by 6:00 p.m.

**Services**

For any special services, arrangements, or needs, contact Kim Thompson, Executive Director at least two weeks prior to the conference. For some services and arrangements, an additional cost may be charged. The STW Exhibits Co-Managers will be available to assist you during the setup time and throughout the convention.

**Arrangement of Displays**

Exhibitors are required to arrange their displays so as not to obstruct the general view or conceal other exhibits. Background height will be limited to a height of eight (8) feet. The front half of all exhibit booths will be left open to permit side viewing of adjacent exhibits. Nothing may be taped or nailed to walls. Special or unusual exhibit construction or installations must be approved in advance by the STW Exhibits Co-Managers.

**Sub-Letting of Space**

No space shall be sublet without express written permission from the STW Exhibits Co-Managers.

### **Fire Regulations**

Fire regulations state that doors must be kept free and clear at all times. No open flames, i.e., candles, are permitted in the exhibit area. Aisle space must be kept free of exhibits.

### **Shipping Directions and Storage Information**

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 Convention Center can only be arranged through prior communication and will necessitate additional fees. These fees are **paid directly to the Jekyll Island Authority** and not to Share the Wealth. It will be the responsibility of the Customer to insure that all outgoing freight is picked up within two (2) days after the event's conclusion. Jekyll Island Authority will not be responsible for items left in the Convention Center longer than two (2) days. Freight charges may be pre-paid by calling 912-635-3400. The address for shipping convention materials is:

**Jekyll Island Convention Center  
Attn: Share the Wealth PE Conference  
75 North Beachview Drive  
Jekyll Island, GA 31527  
(912) 635-3400**

### **Liability**

The exhibitor agrees to indemnify and hold harmless the Georgia Association for Health, Physical Education, Recreation and Dance, Share the Wealth PE Conference, and all of the officers and agents from each agency against any and all liability and expenses for personal injury and property damage or loss arising from or out of the use of the exhibitor or its exhibit space or its activities in connection therewith.

### **Security and Insurance**

Every reasonable precaution will be taken by STW staff to protect property during installation, exhibit hours, and removal. However, neither STW nor its officers or agents are responsible for the safety of the property of exhibitors from theft or damage by fire, accident, vandalism or other causes. The premises will be secured before, during and after show hours but the security of all exhibitors' property ultimately rests with the exhibitor. Exhibitors are advised to carry appropriate insurance to cover possible losses due to theft, fire, or other incidents.

### **Picture Projection – Noise Making Exhibits**

Exhibits which include operation of musical instruments, radios, ipods, public address systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb other exhibitors and their patrons. Picture projection should be limited in size so as not to disturb or obscure any part of any adjacent exhibit.

### **Recognition of Exhibitors**

All exhibitors will be listed in the Share the Wealth Conference Program and on the STW website (if they reserve an exhibit space prior to December 15, 2017) and recognized at the opening session on Thursday evening (7:00 – 10:00 p.m).