EXHIBITOR SHOW MANUAL

Everything you need for a great show

May 7 – 9, 2027 · Jamaica Conference Centre, Kingston

Please read this manual carefully and share it with everyone staffing your booth. Rules apply to all exhibitors and sponsors.

Move-In Schedule

All exhibitors must check in at the Loading Dock Office to collect badges before unloading.

Wed, May 5 · 8:00 AM – 6:00 PM	Sponsor & large booth (10' x 20') move-in
Thu, May 6 · 8:00 AM – 8:00 PM	General exhibitor move-in, all booth sizes
Thu, May 6 · 8:00 PM	All booths must be set; aisles cleared of crates
Fri, May 7 · 7:00 – 9:30 AM	Final touches only — no freight through main doors

Move-Out Schedule

Do not dismantle before the show closes on Sunday. Early tear-down forfeits your deposit and priority for next year.

Sun, May 9 · 6:00 – 11:00 PM	Hand-carry items and small booth breakdown
Mon, May 10 · 8:00 AM – 2:00 PM	Freight move-out; all materials removed by 2:00 PM

Show Hours

Fri, May 7	Exhibitors 8:30 AM · Public 10:00 AM – 8:00 PM
Sat, May 8	Exhibitors 8:30 AM · Public 10:00 AM – 8:00 PM
Sun, May 9	Exhibitors 8:30 AM · Public 10:00 AM – 6:00 PM

Electrical Requirements

Included	One 110V / 5-amp outlet per booth (lighting & phone charging)
Additional power	Order 110V 15-amp or 220V circuits by April 16 through the show office
Equipment	Only grounded, 3-prong, commercial-grade extension cords and surge strips
Not permitted	Daisy-chained power strips, halogen floodlights, space heaters
Cooking appliances	Cuisine exhibitors must declare wattage in advance; venue electrician connects

Badge Requirements

Allocation	6'x8': 2 badges · 10'x10': 3 · 10'x15': 4 · 10'x20': 6
Pick-up	Loading Dock Office during move-in with photo ID
Wear at all times	Badges must be visible inside the venue, including move-in and move-out
Extra badges	Available at J$2,000 each; badges are non-transferable
Contractors	Must wear a Contractor badge issued by the show office

Display & Height Limits

Inline booths (6'x8', 10'x10', 10'x15')	Maximum 8 ft back wall; side walls step down to 4 ft in the front half
Large booths (10'x20')	Maximum 12 ft height in the centre; 8 ft within 5 ft of neighbours
Signage	Hanging signs only for Diamond & Gold sponsors with prior approval
Aisles	Nothing may extend past your booth line into the aisle
Flooring	Carpet or flooring required in all booths; tape must be residue-free
Fire safety	All drapes and décor must be flame-retardant; no open flames

Security Rules

Overnight security	Hall is patrolled overnight, but exhibitors are responsible for their goods
Valuables	Cover displays and remove cash, jewellery and electronics each night
Cash handling	Use card payments where possible; never leave a cash box unattended
Access	No entry to the hall outside exhibitor hours without show-office escort
Incidents	Report loss, theft or injury immediately to the Show Office or any security officer
Insurance	Exhibitors must carry their own liability and property insurance

Venue Logistics

Venue	Jamaica Conference Centre, 14-20 Port Royal Street, Kingston
Loading dock	Accessed from Duke Street; 30-minute unloading limit per vehicle
Exhibitor parking	Dedicated lot with one pass per booth; overflow parking nearby
Shipping	Ship to arrive May 5–6 marked with company name and booth number
Wi-Fi	Free public Wi-Fi; dedicated exhibitor connection available to order
Food & drink	Food sampling allowed in bite-size portions; Cuisine exhibitors need a food handler's permit
Show office	Open throughout move-in, show days and move-out