

2026 Southeastern Funeral Service Summit Exhibitor Know Before You Go
IF YOU ARE NOT ATTENDING, FORWARD THIS TO YOUR ATTENDING REPRESENTATIVE(S).

Venue for All Events: Edgar H. Wilson Convention Center: 220 Coliseum Drive, Macon, Georgia 31217

- The hotel is on the same property as the Convention Center (use the hallway past the lobby hotel bar).
- A map is attached. To drive to the Convention Center entrance and loading dock, use the vehicle entrance at Coliseum Court. Parking is in the front of the Convention Center and the loading dock is in the back (map is attached).
- **Information for shipping items to the venue is attached. You must follow the instructions provided.**

Hotel: Macon Marriott City Center: 240 Coliseum Drive, Macon, Georgia 31217 478-621-5300

- Hotel check-in: 4:30 pm and check-out: 11:00 am.

Summit badges will be required for all events and meals. Our dress code is business casual for all events.

- If you have not registered all attending representatives, email us today so we can prepare their badge.
- If you did not send dietary restrictions, email us so arrangements may be made prior to event.

All Exhibitors must check in with event staff upon arrival and before moving into your space.

If you cannot adhere to the schedule below, contact our office prior to the event to see if other arrangements are possible.

- **No outside food or drink allowed in your exhibit space for attendees.**
- **Move-in – Exhibitor Only – Closed to Attendees**
 - Monday, March 9 (Exhibition Hall) - Opens at 12:00 pm / Closes at 3:00 pm
All exhibits must be finalized by 5:00 pm
- **Exhibit Hall Hours - All Exhibitors and Attendees**
 - **Monday, March 9** – Open for exhibitor representatives 5:00 pm / Ribbon Cutting 5:15 pm /
Open for Attendees 5:30 pm – 6:30 pm
 - **Tuesday, March 10** – Open for exhibitor representatives 11:30 am / Open for Attendees 12:00 pm – 2:30 pm. The Expo Hall will close just before 2:30 PM so everyone (including suppliers) can join the Memorial Service. Please be mindful of the time and this event.
 - **Wednesday, March 11** – Open for exhibitor representatives 7:30 am / Open for Attendees 8:00 am – 10:00 am. If you will be joining us for class, you may move-out after their conclusion of our programs.
- **Move Out – Exhibitors Only – Closed to Attendees** starting at 10:30 am (not before exhibit hall closes)

Exhibitor Drawings: We encourage you to have items for exhibitor drawings.

- During Exhibition Hall hours, we will visit your booth with a microphone, to allow you to announce your drawing winner. It is your choice how you collect the names for your drawings. If you have an item, please advise event staff upon checking in on Monday, March 9. We will be limited for time so please be prepared as we reach your booth. Also, we encourage you have a backup plan if the recipient is not in attendance.
- If you would like to have your prize or item presented at the banquet Tuesday evening, turn the item in at check-in. AGE Board of Directors and GFDA Executive Committee Members will draw and present these items during the banquet. **NOTE:** Vendor presentations of prizes will be made from the exhibit floor during Exhibit Hall hours, not during the banquet.

Each Exhibit Space is 10 x 10 and includes one (1) 8 foot draped table and chair(s).

- We strongly encourage backdrops, tabletop and floor signage to draw attendees to your space. **To keep your cost low, there will be no pipe or drape. For the safety of all participating, signage designed for floor placement must be placed on the floor.** Tabletop signage may be used on your table. Your space within your booth can be modified for your products with additional tables, no tables, and power. If you did not add these items to your registration, email our office prior to the event.
- The Exhibition Hall floor is carpeted. **No vehicles are allowed in the Exhibition Hall.** Vehicle exhibitors will have tabletop space indoors and vehicles spaces outside the Edgar H. Wilson Convention Center.
- Exhibitors will receive a list of attendees **after the Clinic.** This allows us to include registrations received during the Clinic. Representatives may turn in their business card or provide their email address at exhibitor check-in to ensure they receive the attendee list and included in our after clinic Exhibitor list.
- An Exhibitor list will be available for attendees after the Clinic. **We suggest exhibiting representatives provide your contact information to event staff so our attendees can reach to the representatives serving their area.**

Events and Meals

- **Your registration includes all events and meals including Monday evening Reception; Tuesday and Wednesday Breakfast, Breaks, Tuesday and Wednesday Lunch, and Tuesday evening Banquet.**
- You are welcome to join us for our Continuing Education classes. If you have work to do, we understand; however, we ask that all calls and conversations be held away from our classroom spaces.
- **RESPONSIBILITIES FOR CONTINUING EDUCATION:** Bring your license number(s) with you to the event. Visit the CE tables, sign-in for each state you wish to earn CE credit for, and pick-up the state's certificate. Complete your name and license information on your certificate (s). Blank certificates will not be stamped. Be present in the class and for a minimum of 1 hour in the exhibit hall when it is open. Note: Blank certificates will not be stamped. Attendance will be monitored and credit will not be given if you are not present. Partial credit will not be given.
- **VENDOR INTRODUCTIONS** will be made approximately 6:15 pm during the Monday evening reception. We will invite one representative from each company to come forward, say hello and invite the group to their booth during the Summit. Please do not use this time to offer a sales pitch because we are a little limited in terms of time and we want to be respectful of everyone.