



# FACILITY USER GUIDE



Georgia World Congress Center Authority

285 Andrew Young International Blvd N.W.  
Atlanta, GA 30313

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# Welcome

## Georgia World Congress Center Authority

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Thank you for choosing the Georgia World Congress Center Authority (GWCCA) to host your event. As the No. 1 convention, sports, and entertainment destination in the world, the GWCCA is the home to many major events both national and international.

With over 1.5 million square feet of exhibit space, 98 meeting rooms, 3 auditoriums, 2 grand ballrooms, various outdoor spaces and plazas, and the newly re-designed 22-acre Centennial Olympic Park, our uniquely configured campus located in downtown Atlanta gives our planners multiple settings to choose from and an array of services to consider.

Whether you are planning a convention, trade show, exposition, entertainment showcase, sporting event, social event or special occasion, this user guide provides you with vast resources to answer most of your event-related questions.

We are excited to serve as your hosts and look forward to creating a compelling experience for your guests.



**Frank Poe**

Executive Director  
Georgia World Congress Center Authority

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# I. Contact Information

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## A. Facility Contact Information

- |                           |              |
|---------------------------|--------------|
| 1. GWCCA SWITCHBOARD      | 404-223-4000 |
| 2. GWCCA EVENT SERVICES   | 404-223-4300 |
| 3. GWCCA SALES            | 404-223-4200 |
| 4. GWCCA FOOD SERVICES    | 404-223-4500 |
| 5. PUBLIC SAFETY DISPATCH | 404-223-4911 |
| 6. FEDEX BUSINESS CENTER  | 404-223-4660 |
| 7. PARKING SERVICES       | 404-223-4105 |
| 8. CCLD - IT SERVICES     | 404-222-5500 |
| 9. ON SITE AUDIO VISUAL   | 404-223-4350 |

## B. Websites

1. GWCCA  
<https://www.gwcca.org/>
2. GWCCA EVENT PLANNING  
<https://www.gwcca.org/event-planning-guide/>

## C. Social Media

1. FACEBOOK  
<https://www.facebook.com/GeorgiaWorldCongressCenterAuthority/>
2. TWITTER  
[https://twitter.com/GWCC\\_ATL](https://twitter.com/GWCC_ATL)
3. INSTAGRAM  
[https://www.instagram.com/gwcc\\_atl/](https://www.instagram.com/gwcc_atl/)

## II. Meet the Team

At the Georgia World Congress Center Authority (GWCCA), the customer is the focus of all we do. Our Event Services team is a dedicated and experienced group eager to assist in every way to ensure your event is successful. The talent and knowledge of our staff is one of the many benefits you'll experience when hosting your event with the GWCCA.

While planning your event, your Event Coordinator will be the key point of contact assigned to you throughout the course of planning and executing your event. This individual is crucial to the success of your event. We welcome you to use your Event Coordinator as the primary source of information to answer any questions, coordinate with other departments, and address any event requirements.

### Event Services Management Team



**Joe Bocherer**



Chief Commercial Officer  
JBocherer@gwcc.com



**Chris Chadwick, CMP**



Event Services Manager  
CChadwick@gwcc.com



**Kelly Ross**



Event Services Manager  
KRoss@gwcc.com



**Melinda Buchanan**



Director of Client and Guest services  
MBuchanan@gwcc.com

To learn more about the Event Services team, visit our site at <https://www.gwcca.org/event-planning-guide/>

# III. Building Guidelines

## A. Advertising and Signage

The GWCCA wishes to accommodate customers' requests to promote events with interior signs, banners, and other forms of promotional advertisement, including exhibitors' requests for signage above booth areas. With the multitude of events scheduled at our facilities, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate building environment. Additionally, these guidelines address safety and maintenance considerations of the buildings.

Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths. These guidelines do apply to any installation connected to the facilities' structural elements (e.g., ceilings, columns, beams, windows) and any proposed installation in the common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

### 1. CUSTOM SIGNAGE IN APPROVED LOCATIONS

All preliminary requests for installation of show banners, signs, and any rigging should be submitted to the Event Coordinator (EC) approximately six (6) months prior to the event. Final requests are to be included in the Plan of Operation required at least sixty (60) days prior to the event. The plans should include a full description of the proposed installation including proposed location of sign or banner, proposed copy, name of contractor, and dates of installation and removal. Nails, tacks, and screws may not be used to hang signs anywhere in the facility. Large complex signs and banners will also require weights, proposed rigging and anchoring methods, and other relevant information for the facility's engineering review. The GWCCA or rigging consultant may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building.

## 2. DIGITAL ADVERTISING

### Signage/Event Information/Sponsorships:

Standard video directories and exterior marquees are provided, as well as interior wayfinding and directional signage. Information and guest services staff will also be available during show hours.

### Sponsorship:

The Georgia World Congress Center Authority is proud to present the [Advantage Program](#). This program highlights unique and traditional sponsorship opportunities, in addition to digital signage. The Advantage Program provides extensive exposure to millions of guests that visit the GWCCA campus on an annual basis. If you have any questions regarding the GWCCA Advantage Program, please contact the [Advertising Sales Manager](#).

## 3. SPONSORSHIP AND ADVERTISING

Show/exhibitor advertising or sponsorship is not allowed in public areas without payment to GWCCA. The current rate for all public areas, indoors and outdoors, is fifteen percent (15%) of show management's gross fee charged. Show Management is required to provide the GWCCA with a list of all advertising sold in public areas 30 days prior to the first day of move-in, including a rate card, and copy of invoice.

Additional branding and sponsorship opportunities are available using GWCCA's full-motion digital billboards located on the exterior of the facility and digital signage located throughout the building, as well as numerous static options.

## 4. WALL, WINDOW, AND FLOOR CLINGS

Use and locations of clings must be approved in advance by your EC, and are subject to sponsorship fees if used

for exhibitor advertising. Check with your EC for approved materials.

All clings must be installed by your General Service Contractor (GSC). The GSC is responsible for any charges for repairs or damages incurred during installation or removal of clings.

Floor clings are not permitted on any terrazzo surfaces in the building.

## 5. PROHIBITED

Permanent facility and commercial signage is found throughout the GWCCA and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc. Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited. Banners and signage may be attached to the facility only in locations and by methods approved by the EC. Signage on and around escalators and stairwells may also be restricted for safety reasons.

### B. Aerosol Cans

Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the building.

### C. Air Conditioning and Heating

Heat and air conditioning will be supplied during scheduled show hours in all contracted and public indoor space. Exhibit Hall Air Conditioning: The GWCCA maintains minimal comfort levels during move-in and move-out periods as part of the basic license fee. If the logistical requirements of an event should demand that temperature be maintained

within a specific range and additional air conditioning is necessary, the GWCCA will provide such air conditioning at the rate of \$200.00 per hour, per exhibit hall.

### D. Animals

Animals and pets are not permitted in the buildings except in conjunction with an authorized exhibit, display, or performance; or as service animals (ADA).

## E. Building Checklist

### 90-Days Out

Provide High-level Event Schedule (including forecast attendance)

Provide Electronic Exhibit Hall Floor Plan for Initial Review

Provide Exhibitor Listing

### 60-Days Out

Provide Preliminary Room Specifications

Submit Security Plan

Submit First Aid Plan

Submit Exhibit Hall Floor Plans for Fire Marshal Approval

Submit Rigging Plan

Provide Updated Exhibitor Listing

Submit Signage Plan

Submit Shuttle Plan (schedule, routes, loading map, security)

Provide List of all Contractors w/ Contact Information

Submit Power Requirements

### 30-Days Out

Provide Final Event Schedules (event, attendee/exhibitor registration, service center)

Provide Room Layout Specs

Provide Updated Exhibitor Listing

Provide Updated Power Requirements

Provide High Secure Key Requirements

Request Coat and Baggage Check Services

## F. Business Center

FedEx Office operates a Business Center in the main A/B Lobby. It is open from 8:00 am – 5:00 pm daily, and offers the following services:

- Black and white and color copying
- Computer workstation rental with Internet access and printing capabilities
- Laptop stations with Internet access and printing capabilities
- Fax services – inbound and outbound
- Packing services and shipping with FedEx Express® and FedEx Ground® (up to 150 lbs.)
- Desktop publishing and document creation services
- Finishing services such as binding options and lamination
- CD and DVD duplication
- Large-format color printing of signs, banners, and posters
- U.S. postage
- Photo services and Sony® PictureStation™

There also is a satellite location in the Building C Lobby that is open based on need. Please advise your Event Coordinator should you require the Building C location to be open.

## G. Catwalk Access

Catwalk access in the Thomas Murphy Ballroom, the Georgia Ballroom, and the Sidney Marcus Auditorium will be granted by the load-in/out supervisor from On Site Audio Visual to production companies moving in or out of the room.

## H. Chemicals

Exhibitors are responsible for supplying show management with all chemical information brought into the facility, and should provide Safety Data Sheets (SDS) upon request.

Arrangements must be made in advance with an outside resource for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines, or drains in the facility.

## I. Decorations (Balloons, Fog Machines, etc.)

### 1. BALLOONS

Helium balloon columns and arches are permitted in public space or meeting room areas as long as they are properly anchored. Helium balloons may not be distributed within the facilities but are permitted as permanent fixtures on authorized event displays.

Helium gas cylinders used for refilling must be secured in an upright position. Balloons must be removed from the property by the exhibitor or the company who provided them. Balloon retrieval from high ceilings will be billed at \$175.00 per balloon.

### 2. FOG MACHINES

Use of all fog machines must be pre-approved by the Engineering department. Please send specs and schedule to your Event Coordinator at least 7 days in advance of hazing. The fog-generating fluids must be water based and stored in the original containers that were provided by the manufacturer. The facility reserves the right to limit the amount of haze produced by a show.

## J. Drilling in Exhibit Hall

Drilling in exhibit halls must be approved in advance. See [Form H](#) for more details.

## K. Elevators and Escalators

### 1. PROHIBITED

Freight is not permitted on passenger elevators. The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is also prohibited.

### 2. FREIGHT ELEVATOR LOCATIONS

Freight elevators for contractor use are located in each individual building:

1. Building A (2)
2. Building B (5)
3. Building C (2)

### 3. ESCALATORS

Escalators are monitored by GWCCA Public Safety during events, and may change direction as necessary to facilitate ingress and egress of patrons.

## L. Exclusives

Exclusive providers at the GWCC include:

1. FedEx Business Center
2. GWCCA Engineering
3. Electrical and utility services
4. CCLD – IT Services
5. Levy Restaurants

All food and beverage and catering services. All arrangements for the serving of food and beverages must be made through Levy Restaurants. State law prevents alcoholic beverages from being brought into the GWCC except by GWCCA Food Services.

6. ONSITE AUDIO VISUAL – Rigging services
7. SP+ – All parking lots/decks on GWCCA campus

## M. Exit Signs

Building exit signs must be illuminated and visible at all times. Exit signs may not be turned off.

Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

There will be no power interruption to the emergency sockets within an exit sign. The GWCCA emergency power supply will not be used as a secondary power source for temporary signs.

## N. Green Initiatives

The Georgia World Congress Center Authority integrates green initiatives campus-wide. The convention center is the largest LEED Gold certified convention center in the world, Centennial Olympic Park is the largest urban green space development in the last two decades, Mercedes-Benz Stadium is the country's first LEED Platinum certified professional sports stadium, and the Savannah International Trade and Convention Center is proudly LEED Gold certified. We work closely with our hosts to improve the environmental and social impacts of their events.

## O. GWCCA Employee Access

The EC will work with show management to allow access to leased space to GWCCA personnel in order for them to perform work-related duties.

## P. Heavy Equipment Procedures

Customers or contractors may not move planters, furniture, or other facility equipment. The GWCCA will handle the relocation or storage of facility property if required for an

event. Fees may apply for labor to relocate facility property, contact your EC for details. Examples include:

- Motorized vehicles, forklifts, gas or electric carts, bicycles and similar equipment (except equipment for persons with disabilities) may not be operated on any carpeted areas of the facilities. Segways or other similar personal mobility vehicles may be permissible. Please contact the EC for further information.
- Service contractor equipment used in special exhibits, displays, etc., must enter the facility through the loading docks and be transported to the upper levels by freight elevator. A dock marshal and elevator operator may be required; if so, they will be provided at the customer's expense.
- Lift equipment shall not exceed floor load capacity. Equipment weighing more than 6,000 lbs. shall be reviewed by the Engineering department prior to entering facility.
- Powered pallet jacks or fork lifts are not allowed at any time in areas other than the exhibit halls. Manual pallet jacks are allowed only on carpeted areas with a layer of Visqueen or on terrazzo areas with protective flooring installed.
- All lifts on the terrazzo must have tire protection and a diaper placed under the body of the lift.
- Permanent facility carpet and floors must be protected from damage caused by crates, dollies, hand trucks, equipment, etc., during the event, including move-in and move-out days. Motorized pallet jacks are not permitted on upper concourses of the GWCC.
- Carpet runners, show carpet, or other temporary floor coverings over permanent carpet must be approved in advance. Double-faced tape and heat tape cannot be directly applied to permanent carpet. Additionally, the customer is responsible for removing all tape from the exhibit hall floor at the end of the event.
- At the entrances to freight elevators and other entry points and aisles, GWCC carpeting must be covered

by a layer of six (6) millimeter Visqueen and then by carpeting supplied by the service contractor. For heavy items and dollies with metal wheels, extra protection like plywood subflooring will be required.

### **Terrazzo Policy**

- See [Form C](#)

## **Q. Janitorial and Cleaning Service**

The GWCCA provides janitorial service during open show hours in aisles, open spaces, and restrooms, plus one thorough cleaning of these areas during non-open hours. Public areas, meeting rooms, and rest rooms will be cleaned by GWCCA during the leased period.

One complimentary trash haul (40 cubic yard container) is provided per exhibit hall, per show. Licensees will be billed \$400.00 per trash haul for all additional trash hauls required.

During move-in and move-out, the GWCCA will maintain restrooms and concession areas.

In addition to cleaning services provided by the GWCCA, the customer is responsible for the following cleaning services:

- The removal of all trash, crates, pallets, packing materials, lumber, and cleaning of all aisles and exhibit areas during move-in and move-out.
- Cleaning of exhibit booths.
- Cleaning of all show areas including aisles, exhibit areas, registration counters, lounges, etc.
- Post-event cleaning of the exhibit hall and loading dock areas. Please contact your EC for GWCCA event cleaning pricing and additional information.
- Cleaning of general sessions, sporting events, and other unique exhibit hall, auditorium, or ballroom events

are subject to labor fees if services are provided by the GWCCA.

- Any other items designated as bulk trash (e.g., crates, pallets, packing material) should be removed by the official service contractor and are the responsibility of the licensee. Items left, including floor tape following the license period, are subject to a removal fee by the GWCCA.

## R. Keys and High Security Locks

GWCCA Access Control will re-program locks for primary show management locations such as the show office, AV storage room, etc. Up to 10 cyber keys will be provided at no charge. Each additional cyber key can be provided at \$25.00 per cyber key. All non-returned cyber keys will be charged \$150.00 per cyber key.

## S. Lobbies

Lobby areas are not leased space and must always be kept open for public access and used within guidelines set by the GWCCA.

### GUIDELINES

- No carpet or flooring may be placed on the existing carpet or terrazzo in the lobbies or public areas without prior approval from your Event Coordinator. If carpet or flooring is approved to cover the existing floor, Visqueen or Masonite must be laid between the building flooring and the carpet being installed. Use only non-residue tape. All carpet must be pre-cut, cutting is not allowed over building carpet.
- GWCCA management reserves the right to determine areas to be used by each show and resolve any conflicts in the event the lobbies are to be shared by two or more shows.

## T. Music Broadcast and Publications

The GWCCA does not regulate, control, approve or disapprove any broadcast, performance, or publication of music or any other audio or visual presentation.

We do not play or perform any music, nor do we offer referrals to anyone who does.

If the Lessee or an exhibitor wishes to use copyrighted material, it is necessary to make arrangements with the ASCAP, BMI, or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.

## U. Paging

One complimentary wired paging microphone is provided for contracted exhibit halls. Additional fees will apply for multiple microphones or wireless microphone upgrades. Wired paging mics must be installed in meeting rooms with existing patch capability conducive to the exhibit hall being used.

Please contact your On Site Audio Visual sales team for more information.

## V. Personal Mobility Devices

The use of skateboards, hover boards, in-line skates, and roller skates are not permitted inside the GWCC. This includes all non-ADA approved mobility devices.

## W. Unmanned Aircraft Systems, Aerial Vehicles/Drone Guidelines, etc.

### 1. HELICOPTERS

See [Form D](#) for information on helicopter use.

### 2. UNMANNED AIRCRAFT SYSTEMS AND MODEL AIRCRAFTS

Approval is required to fly any aircraft inside or outside of GWCC. Complete [Form B](#) and submit to your EC for approval.

For all purposes under these Regulations and Ordinances, the term Unmanned Aircraft System (UAS) refers to unmanned aircraft (sometimes referred to as drones) and all control stations, data links, telemetry, communications equipment, navigation equipment, and all other associated equipment without limitation necessary to operate the unmanned aircraft.

Federal Aviation Administration (FAA) regulations apply to all UAS regardless of size or weight. Notwithstanding any other provision of these Regulations and Ordinances, anyone operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must comply with FAA requirements and all applicable laws. Any person operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must first (1) provide proof of FAA approval (including, as applicable, a 333 exemption, certificate of waiver or authorization, and/or a special airworthiness certificate issued by the FAA) and (2) receive written authorization from the GWCCA

Executive Director. The Executive Director, at his/her sole discretion, may grant such request for approval, may deny such request for approval, or may condition such approval on any terms or conditions which the Executive Director deems appropriate (e.g., payment of a license fee, providing acceptable liability insurance, agreeing to an indemnification and hold harmless agreement acceptable to the Executive Director, etc.).

To operate a UAS taking off from, operating within or over, and/or landing within the facilities, operators must take reasonable precautions to avoid areas normally considered private. Operators of any UAS taking off from, operated within or over, and/or landing within the facilities are prohibited to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, hotel guestrooms, hotel hallways, etc. Such operators also are prohibited to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspace, on a computer display, or other electronic display, etc.

Model aircraft (as that term is defined by and used in the FAA regulations) are regulated also by the FAA but are subject to different regulations than UASs. Use of model aircraft taking off from, operating within or over, and/or landing within the facilities is strictly prohibited. This prohibition applies to all operations of model aircraft, whether for a business purpose or for hobby/recreation.

## X. Roof Access

All persons requiring roof access must obtain approval in advance.

## Y. Sound Levels

The GWCCA retains the right to regulate the volume of any sound, whether it be music, voice, special, or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the rules and regulations of the lease agreement and the building policies.

## Z. Transportation and Shuttles

Please forward the following traffic plan information to your Event Coordinator for approval at least sixty (60) days prior to your first move-in day:

- Name of transportation company
- Schedule of shuttle service
- Number of routes
- Any special requirements
- Number and destination of buses
- Any ADA transportation information
- On-site contact name and telephone number
- Any potential challenges
- Location of bus staging

Additional police supervision is required for all shuttle services. A service using three (3) or more routes and six (6) or more vehicles should retain at least one (1) law enforcement officer to supervise shuttle bus traffic. A service using more than ten (10) routes and twenty (20) vehicles should retain at least two (2) officers. Law enforcement officers must be qualified to perform traffic management services in the public right-of-way. Contact your EC for GWCCA police officer pricing.

## AA. Union and Non-Union Disputes

The State of Georgia is a right-to-work state.

## BB. Vehicles

Vehicles on display shall have full fuel tank. A gas cap must be in place, or the tank must be adequately sealed off.

Trucks or other large vehicles will require a half tank or 10 gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought in to the building.

The minimum amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 10 gallons. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.

Battery cables must be disconnected and taped to avoid sparking. This also applies to electric vehicles. If battery cables cannot be disconnected due to display request of the vehicle electronics, at a minimum, cables to the starter shall be disconnected and taped to avoid sparking.

Separate batteries that are used for auxiliary equipment are allowed to remain connected.

Visqueen or other floor protector must be placed under the vehicle.

A \$325.00 vehicle handling charge will be assessed for each vehicle needing to be placed on any upper level of the GWCC. The GWCCA Engineering Team will guide vehicles to their final placement location.

For locations other than exhibit halls, use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment must be approved by the EC and must remain on authorized walkways.

Vehicles may not be driven or operated on the exhibit hall floor during event open hours.

Vehicles used for sponsorship opportunities in public areas should be communicated to the GWCCA Advertising Sales Manager as fees may apply.

## **CC. Weapons and Firearms on Display**

### **1. WEAPONS**

Georgia House Bill 60 (Georgia Safe Carry Act) – Allows firearm license holders to carry weapons into the Georgia World Congress Center or any government building that is open for business and where ingress is not restricted or screened by security personnel.

### **2. FIREARMS ON DISPLAY**

Any exhibitor displaying firearms at a trade show must contact the EC for approval. The company shipping the firearms to the exhibitor must have a Federal Firearms License.

All firearms must be disabled by either removing the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be used.

The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.

During non-exhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or by contract security guard. Alternatives must be approved by the GWCCA Public Safety department.

# IV. Exhibition and Meeting Space

## A. Booth Setup

Individual show management will determine if exhibitors may set up their own booths, use the show's official service contractor, or use an Exhibitor-Appointed Contractor (EAC). All contractors must have a valid [ESCA identification badge](#) to access and work inside the facility.

## B. Exhibits and Outdoors

Please review the current [Park and Outdoor Spaces Planning Guide](#).

## C. Meeting Room Equipment

### 1. SET UP

Meeting rooms, ballrooms, and auditoriums will be supplied with available tables with tablecloths, chairs, stages, lecterns, etc. Setup information must be submitted at least thirty (30) days before an event is held. Please outline setup requirements in detail in order to receive the most accommodating service.

### 2. INVENTORY

Room sets, depending upon the desired room set, in addition to the base license fee may be subject to fee for any additional chairs, tables and other equipment beyond the available inventory of the GWCCA.

### 3. ROOM TURNS

The GWCCA will provide the first meeting room set used in any room at no charge. Room set changes or turnovers subsequent to the initial set will be assessed a Room Turnover Fee. The GWCCA has established

pre-determined turnover fees for all meeting rooms and ballrooms.

Rates for room turns in exhibit halls are determined on a case by case basis. See the accompanying [room turnover fee rate schedule](#) for additional information and rates.

### 4. SPECIALTY EQUIPMENT

Certain items are provided at a fee including barricade, dance floor, Tensabarrier, etc. Your Event Coordinator can provide additional information on these items.

### 5. STAGE RISERS

The GWCCA maintains an inventory of portable staging units (6'x8') that range in height from 16" to 48". Additionally, 3'x8' stage decks ranging in height from 36" to 52" are available for larger stage needs. Sufficient units to provide a speaker's platform or head table are provided in a meeting room at no charge.

Stages used in the exhibit hall or to extend existing stages in the ballrooms are charged at the rates below. Stage steps and skirting are included at no additional charge. Staging is subject to availability. Should the GWCCA inventory be exhausted, the customer will be responsible for rental of additional units from an outside vendor.

GWCCA stage units can be rented for \$35.00/unit/event day for the 6'x8' risers and \$25.00/unit/event day for the 3'x8' decks.

### 6. TABLES

If tables are used for exhibits as sold by the licensee to exhibitors or as table top exhibits, tables are charged at \$25/table/event day.

## D. Shipping and Receiving of Exhibitor Material and Products

### 1. SHOW MANAGEMENT

All freight must be managed by the designated general service contractor or accepted by show management. The GWCCA receiving warehouse does not accept event-related freight or provide crate storage on site. These items can be arranged through the designated general contractor or the FedEx Business Office.

### 2. EXHIBITORS

All shipments made directly to the GWCCA must be sent to the attention of the General Contractor and include the event name, exhibition company, and booth number. The GWCCA does not have wheeled carts, pallet jacks, dock plates or other equipment for moving freight or other equipment throughout the facility. These items can be arranged through the designated general contractor or the FedEx Business Office.

# V. Federal and State Guidelines

## A. Americans with Disabilities Act (ADA)

Accessibility is a top priority at the Georgia World Congress Center. From parking to the trade show floor, the GWCC is fully accessible to all guests. There are ramps at all entrances and restroom facilities for disabled patrons are provided throughout the facility. The GWCC was originally designed to provide full access to guests with disabilities. We offer ample designated disabled parking, several passenger drop-off areas, and convenient curb cuts for easy wheelchair access. Other services include Braille instructions on elevators.

The GWCC has manual push wheelchairs available for use by attendees at no charge while in the building. A state-issued form of ID is required for a deposit, as well as a valid phone number; the ID will be returned to the patron upon return of the wheelchair to the information desk. Wheelchairs are available on a first-come, first-served basis and can be found at the Information Desks in Buildings B and C. The FedEx Office Business Center located in the main lobby of Building B offers mobility scooters and wheelchair rentals through Scootaround. Call the Scootaround reservation number to make arrangements at 1-855-563-9176.

## B. Service Animals

Under ADA's regulations, the definition of "service animal" is limited to a dog that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. The State of Georgia also recognizes mini-horses as service animals as well, so dogs and mini-horses will be permitted in this capacity.

Under the ADA, "comfort," "therapy," or "emotional support" animals do not meet the definition of a service animal.

## C. Georgia Department of Revenue

The [Georgia Sales Tax Form \(Rev. 04.14.16\)](#) must be completed by vendors of shows that are selling items to attendees during show hours. (See [form G](#))

All license fees are not subject to applicable Georgia State sales tax. [www.sale-tax.com/AtlantaGA](http://www.sale-tax.com/AtlantaGA)

## D. Non-smoking Policy

Smoking, including the use of e-cigarettes, is not permitted anywhere within the Georgia World Congress Center. Smoking outside the building is permitted, provided that it takes place at least 25 feet from any entrance doors to the facility. Covered smoking areas have been provided for contractor use during move-in and move-out on the loading docks in designated areas.

## E. Raffles

The Sheriff of Fulton County is charged with the responsibility of issuing licenses to any nonprofit, tax-exempt organization desiring to operate raffles within the county. The Office of the Sheriff has compiled guidelines outlining the prerequisites and procedures for filing an application to operate raffles within the county. Your Event Coordinator can provide further information, as well as the Raffle License Application form (Form I).

# VI. Leasing and Insurance

## A. Insurance and Indemnity

Customer shall provide to Authority a certificate of commercial general liability insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming Customer as insured and naming additional insureds “The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Georgia World Congress Center Authority, and their respective officers and employees.” The limit of such insurance shall be not less than \$1,000,000 per person, \$3,000,000 per occurrence. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to Authority. The certificate of such insurance shall be delivered to Authority no later than forty-five (45) days prior to the license period. If Customer fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to Authority, after oral or written notice to Customer, Authority may, but shall not be required to, purchase such insurance on behalf of Customer. In that event, Customer shall reimburse Authority for all costs of such insurance.

## B. Lease

In the process of scheduling facilities and dates, the following terms and definitions apply to scheduling commitments:

### 1. TENTATIVE

Facilities and dates will be temporarily held pending notification to the contrary by either party with a firm, agreed upon decision date. Until a License Agreement is

executed by both parties, no rates, dates and/or facilities shall be considered confirmed or held.

### 2. FIRST OPTION

Facilities and dates reserved on first option are reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to either execute a license agreement or release its reservation.

### 3. SECOND OPTION

Facilities and dates will be reserved tentatively, but the tentative reservation will be contingent upon release of a prior reservation that is considered first option.

### 4. CONFIRMED

Facilities and dates are considered a confirmed or contractual commitment only upon execution of the facilities' license agreement by the event organizer and the Executive Director specifying all details of the commitment.

However, facilities and dates may be held as “firm” upon receipt of a letter of confirmation signed by both the event organizer and Executive Director pending the preparation of a license agreement. In the event both parties execute such a letter of confirmation, no conflicting scheduling will be made during a reasonable period to permit preparation and execution of a license agreement.

No variance from the facilities' agreement represented in the above terms may be made in any case, except upon the prior, express written approval of the Executive Director.

## C. Deposits

Deposits are required for all activities upon execution of a formal license agreement.

A deposit of the anticipated rental amount is required upon execution of license agreement. For events licensed several years or more in advance, special arrangements may be negotiated, at the option of the Director of Sales, for a lesser deposit upon license execution with the deposit balance due and payable twelve (12) months in advance of the event.

However, events without a proven history may be required to remit up to 100% of anticipated rental and related expenses upon execution of license agreement.

# VII. Official Service Contractor Rules and Regulations

## A. Badges/Contractor Photo Identification

Personnel of the GWCCA, the customer, and all service contractors and suppliers should wear identification badges at all times, and enter and exit licensed areas through specified service access doors.

Please visit <https://wis.esca.org/> for more information regarding our [ESCA Badge Policy](#).

## B. Bike and Cart Policy

No bicycles or carts are allowed on upper levels. Carts and bicycles are prohibited from blocking entrances to buildings, stairways, handicapped ramps, or main thoroughfares. Use of electric carts on carpet is permitted only when carpet is protected by reinforced Visqueen.

## C. Cleaning

A clean building is provided at move-in unless arrangements are made between the Official Service Contractor and the building for an early move-in. If this is done, it is the responsibility of the Official Service Contractor making the request to make sure the building is returned clean. This includes all stairwells, parking lots, roads, and catwalks utilized by the Official Service Contractor and show. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out.

GWCCA provides compactors. They are placed around the building, conveniently located on the loading docks of all 3 buildings at dock bays. Your personnel will pick up the trash in the hall and take it to those compactors. The compactor bays of all compactors utilized during any phase of show activity must be cleaned and clear of debris as each one is changed out daily and on the last day of move-out. Failure to do so may result in an additional fee.

All cardboard boxes must be broken down when placed in the compactors. Cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast and there will be delays due to the ordering of the change out of the compactor.

All wood (pallets, display materials, etc.) is to be placed in designated bulk trash areas. It is your responsibility to have bulk trash removed from our property.

Parking lots or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.

Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.

All items must be removed from building, including discarded booth furniture that the clients have left behind. All left over publications must be removed.

All tape and residue must be removed from the floors during move-out. Trash must be removed from behind draped areas.

All residues must be removed from glass and windows both internally and externally if unauthorized materials are used.

Paint spills, hydraulic leaks, medical waste, or anything of this nature should be handled immediately by the Official Service Contractor and/or cleaning contractor.

## D. Floor Plans

The general service contractor will need to provide the EC an electronic version of the floor plan drawn to scale with all fire exits marked. Floor plans for trade show and exhibit events within the exhibit hall are required to be approved by the State of Georgia Fire Marshal's Office. If the floor plan is not received by the 60-day deadline, the planned layout may be prohibited.

All floor plans should include:

1. Name and date of event
2. Area to be used
3. Name of developer and date of initial draft and revisions
4. Clearly indicated exits
5. Total number of booths
6. Floor plans drawn to scale with scale indicated

The following specifications are required:

1. Entrance and exit points must have a minimum of 20 feet of clear space on all sides.
2. Cross aisles must be at least 8 feet wide.
3. Perimeter aisle must be at least 10 feet wide.
4. No person should ever be more than 225 feet from an exit.
5. Dead-end corridors should be no longer than 20 feet.
6. Fire hoses, fire extinguishers, and standpipe cabinets must be kept clear of obstructions.
7. No visual or physical obstructions to fire exits are permitted.

8. Building graphics, restrooms, and concession areas must not be blocked.

## E. Hazardous Work Areas

Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors and staging areas), but may also include public areas in the main concourse.

Within these areas and throughout the premises, the following guidelines will be enforced:

1. No alcoholic beverages or illegal or controlled substances are permitted.
2. No horseplay, practical joking, etc., is allowed.
3. No speeding (over 5 mph) or reckless use of vehicles is allowed.
4. No flammable liquids may be brought into or stored in the building. Nor may anyone refuel their vehicle in these areas. Refueling must occur at least seventy-five (75) feet outside the building or covered areas.
5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
6. All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
7. Oil spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to GWCCA Public Safety.
8. Work activities in the upper level concourse areas require additional supervision to ensure safety of guests attending other events. Control rope, signage, and other warning devices may be required.

## F. Rigging

Our in-house AV provider is the exclusive rigging provider in our ballrooms, auditoriums, as well as the exhibit halls for general sessions. A full move-in and move-out plan, including installation and rigging plans, should be submitted to the Event Coordinator sixty (60) days prior to the event.

An EC from the GWCCA will act as liaison between clients, subcontractors, and all internal departments. Please contact the Event Services department to speak with the appropriate EC.

### 1. INSTALLATION

- Show-related signs, banners, directional graphics, aisle signs, etc., may be installed in exhibit halls under the direction of the show service contractor following Entertainment Technician Certification Program (ETCP) Rigging Guidelines and Requirements.
- Building signs for restrooms, concession stands, and all fire exit doors and fire exit signs shall not be covered or blocked in any manner.
- Any proposed rigging to the structure or ceilings of the exhibit hall must be submitted for review and approval.
- Installation should be provided by the official service contractor or approved rigging contractor. Rigging plan must go through approval process, fees may apply.

### 2. SUBMITTAL PROCEDURE

The review of all signs, banners, and rigging by the GWCCA is restricted to general conformity to these policies, procedures, and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure to accept the loading of the proposed installation.

The GWCCA and its structural engineering consultant assume no responsibility or liability and make no

representation regarding the structural adequacy and integrity of the signs, banners, lighting trusses, or equipment to be rigged, including the connection devices used to attach the devices to the facility.

## G. Trailers and Empty Storage

Limited storage facilities are available in the service corridors of the GWCC ballrooms and auditoriums. Most corridors are designated fire exits and cannot be used for storage. Please contact the Event Coordinator to identify available storage areas.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, or fire exit areas.

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# VIII. Parking Information

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## A. Parking

The Georgia World Congress Center Authority operates three surface lots and three parking decks (Gold, Green, Red) on campus. There are over 5,600 parking spaces to make visiting the GWCC convenient for guests.

Contact your EC for additional information. Detailed parking and directions can be found here: <https://www.gwcca.org/parking-directions/>

## B. Parking Rates

GWCCA parking facilities offer variable pricing. Standard daily rate for parking is \$15. During major events and game days, parking ranges from \$15 - \$50 on campus. All lots are gated and attendants are on duty during all show/event hours. Additionally, GWCCA Public Safety patrols the lots and decks ensuring the safety of you and your automobile.

## C. Marshalling Yard

The Georgia World Congress Center Authority operates an on-site 540,000-square-foot marshalling yard on Ivan Allen Jr. Blvd. next to the Yellow Lot. Not many convention centers across the country offer an on-site marshalling yard, which can save you time and money.

The Marshalling Yard can accommodate approximately 600 trucks just seconds away from GWCC loading docks. General service contractors may rent portions of the Marshaling Yard to better facilitate load-in activities on a first-come, first-served basis.

# IX. Safety

## A. Fire and Safety Exhibit Guidelines

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) code standards for grandstands, folding and telescopic seating, tents, and membrane structures. The GWCCA will review all installation requests to ensure that they comply with facility regulations and do not interfere with other events. Written requests for each installation should be submitted to the Event Coordinator at least twelve (12) weeks prior to the event.

All requests should include:

- Size of the installation
- Location
- Height
- Anchoring details
- Utility services required
- If applicable, plans for repair of damaged floors or pavements

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC activities. The Event Coordinator can provide additional details.

## B. Food Preparation within Exhibits

Review [Form E](#) for information on exhibition and display cooking, and [Form F](#) for food sampling information.

## C. Multi-level and/or Covered Exhibits

Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.

The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.

Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.

Exhibit booth plans must be submitted to the Georgia World Congress Center Authority Event Coordinator for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.

The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.

Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.

## D. Permits

Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources–Radiological Division.

Call the Event Coordinator and review [Form G](#) for more information.

## E. Propane Tanks

The use of a small propane bottle is allowed with the following restrictions:

1. The bottle must have a capacity of two pounds or less.
2. The bottle must be of the non-refillable type.
3. If multiple bottles will be needed, they must be separated from each other by at least 20 feet.
4. The exhibitor must have a portable fire extinguisher readily available in the booth.

## F. Pyrotechnics and Special Effects

Each planned use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Coordinator and the Fire Marshal.

# X. Security

All events on the Georgia World Congress Center Authority campus require security coverage and a security plan.

Services may be provided by a private security contractor and must be approved by GWCCA Department of Public Safety. Smaller events, including most meeting room and banquet functions, may not require a contract security company but are encouraged to speak with the GWCCA Sales and Public Safety department to verify if security and medical coverage are needed. Any waiver to providing a security plan and appropriate security coverage must be arranged with GWCCA Public Safety management and approved in writing.

As more fully described in the license agreement and rate schedules, the customer is responsible for security related to the safe and secure conduct of the event. The GWCCA provides general security for the building exterior and interior patrols. Contract security is mandatory for events in the GWCC at the discretion of GWCCA Public Safety (see Contract Security Firms, Section 2).

## A. Emergency Contingencies

Emergencies of any nature should be reported immediately to GWCCA Public Safety, who will coordinate any required response. Copies of each facility's Emergency Operating Procedures are available through Event Services.

## B. Facility Walkthroughs

In an effort to ensure both GWCCA and the security firm are aligned with the schematics of the building, GWCCA policies, procedures, and the footprint in which they'll be performing their duties, a facility walkthrough may be required before any contract security plans are approved.

## C. General Guidelines

1. The Georgia World Congress Center Authority Department of Public Safety is open 24 hours a day and patrol all building perimeters, parking decks, exterior grounds, and interior public areas.
2. Copies of each facility's Emergency Operating Procedures are available through the Event Coordinator.
3. Chain locks and other devices that secure mandatory fire exit doors are strictly prohibited.
4. Personnel of the GWCCA, the customer, and all service contractors and suppliers must wear identification badges to include GWCCA ID, Exhibition Services & Contractors Association (ESCA), and exhibitor issued badges. All contractors must enter and exit licensed areas through specified service access doors.
5. Facility and event working staff should avoid loitering in public areas, including restaurants of either facility. Restaurants and other facilities in the concourses are reserved for the event attendees and patrons.
6. Solicitation is prohibited.
7. Abusive language, threats, assault, vandalism, theft, and other conduct detrimental to the successful staging of an event are grounds for immediate removal from the premises or arrest, depending on the nature of the offense.
8. Upon request, meeting rooms may be converted to "high security" rooms by re-keying locks and installing hardware devices. See the Special Services Manual for more information.

## D. Licensing and Vetting

To promote the safe and orderly conduct of events, the GWCCA requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act, (c) have a current City of Atlanta business license, and (d) Certificate of Insurance, along with being vetted by the GWCCA and placed on the approved vendor list.

## E. Security Plans

The security plan must be submitted to your assigned Event Coordinator and the Public Safety Assistant Security Manager no later than sixty (60) days before your event.

The security plan template must include the following key information:

- Number of supervisors and security personnel
- Event duty dates
- Times and assigned posts (including booth posts that individual exhibitors request and their post orders)
- The emergency telephone numbers of contract security personnel
- VIP movement
- Any unique circumstances
- A traffic plan (the traffic plan is to be based on the expected attendance of the event to include shuttle routes, traffic lane closures request, crosswalk guards, and police coverage)

## F. Security Regulations and Standards

### 1. CONTRACTED SECURITY EMPLOYEES

Contracted security employees should report to and depart from GWCCA in uniform, as mandated by the rules and regulations of the State of Georgia (GA.COMP.R. & REGS.R.509-4-02). Security firms must have the appropriate ESCA credentials to enter and exit the facility at the designated labor entrance at B1 (located by the Department of Public Safety). Recruitment and distribution of payroll must be handled off premises.

### 2. LAW ENFORCEMENT OFFICERS

Any sworn police officer employed by a contract security firm must notify GWCCA Public Safety if he or she is required to carry a firearm as part of their duty. This includes non-uniformed law enforcement officers working "off-duty" for contract security firms.

The law enforcement coordinator must check in with GWCCA Public Safety upon their arrival, advising the officers' names, phone numbers, and locations. Any sworn police officer working at the GWCCA must have legal jurisdiction on the GWCCA campus and must have written approval from their agency.

### 3. WEAPONS

Security firms are prohibited from allowing or having firearms or other self-defense equipment, whether provided by the firm or owned by the security officer, while performing services at GWCCA.

## G. Updates and Adjustments

The security plan will be updated as modifications are made to the plan or the site. Authorized personnel of the facility will maintain all plans in confidence. The GWCCA reserves the right to deny and/or modify any contract security plan that does not meet the minimal coverage requirements as determined by GWCCA Public Safety. Security plans must reflect security coverage during move-in and move-out, and one half-hour before, during, and following the open hours of an event.

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# XI. Forms

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## A. Guidelines for Animals in Exhibit Booths

FULTON COUNTY ANIMAL CONTROL  
404-794-0358

### DOMESTIC ANIMALS

The exhibitor must adhere to the following when there is a domestic animal in their booth. Domestic is classified as any animal that is not inherently dangerous to humans, i.e., dogs, cats, certain birds, etc.

1. Proof of current rabies vaccine for each animal is required.
2. Animal(s) must be physically restrained at all times, i.e., leash, and enclosed area such as cage or fence.
3. There must be a person with the animal(s) at all times.
4. Sufficient water, food, and sanitation provisions must be provided.
5. All leashed animals must be taken off GWCCA property (grassy area) to be relieved.

### ENDANGERED SPECIES OR WILDLIFE

In the event of endangered species or other wildlife, the above still applies; however, in Georgia the exhibitor or client must also do the following:

1. Obtain a Georgia Wildlife Exhibition Permit for Endangered Species or Wildlife, or a Wild Animal License for Exotic or Wild Animals. The license can be obtained through the Georgia Department of Natural Resources, Game and Fish Division, Wildlife Permit office, (404) 918-6404.
2. A minimum of \$40,000 liability insurance per animal may be required to obtain the license.
3. They must also possess a Class "C" certification from the U.S. Department of Agriculture, which states they are certified to exhibit these animals. (Please note that the USDA permit does not negate the need for the license from the Georgia Department of Natural Resources.)

Wildlife is simply classified (Wildlife 27-5-4.5 & 4.6) as any animal that is inherently dangerous to humans and also any native wildlife, i.e., squirrels.

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Signature

Print Name

Date

## B. Request to Operate Unmanned Aircraft Systems

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

FAA Pilot's License number (if applicable): \_\_\_\_\_

Certificate of Authorization number (if applicable): \_\_\_\_\_

Make and Model of your Unmanned Aircraft System: \_\_\_\_\_

Written Description of UAS: \_\_\_\_\_  
including its color and the approximate size and weight

Where on the GWCCA Campus do you seek to operate the UAS? \_\_\_\_\_

On what date(s) do you seek to operate the UAS, and during what hours? \_\_\_\_\_

Who will be operating the UAS, and from what location will you operate the UAS?  
\_\_\_\_\_

UAS Number (if applicable): \_\_\_\_\_

Intended Use of UAS: \_\_\_\_\_

Is your UAS equipped with a camera? \_\_\_\_\_

Is your UAS capable of releasing any form of payload? \_\_\_\_\_

You also are required to attach a photograph of your UAS.

The Applicant listed below hereby requests authorization to operate an Unmanned Aircraft System ("UAS") as that term is defined in the Georgia World Congress Center Authority's Campus Regulations and Ordinances (Section 4.29), which UAS shall take off from, operate within or over, and/or land within the Georgia World Congress Center Authority's campus. By signing this form I certify that all information stated herein is true and that I have read the Georgia World Congress Center Authority Regulations and Ordinances, Section 4.29, regarding Unmanned Aircraft Systems.

Signature

Print Name

Date

## C. Terrazzo Flooring Policy

These policies and guidelines provide information to aid customers, general service contractors, and other users of the Georgia World Congress Center in operating in areas of the facility with terrazzo (non-carpeted hard-surface) flooring. Please consult with your Event Coordinator for any specific questions.

A plan of operations is due from all customers or general service contractors 30 days prior to move-in detailing load-in, set-up, and load-out of equipment in all areas with terrazzo flooring. This plan should include the following information:

- Type of protective flooring and type of adhesives to secure protective flooring (if applicable) to be installed in areas of transporting equipment as well as stationary displays/equipment.
- Location of boom or scissor lift operation as well as the type of diaper under the body to catch fluid leaks and type of tire socks for the lift(s).
- Timeline of installation and removal of protective flooring as well as use of lifts.

The Event Coordinator will review the plan of operation and will advise of any changes or approval.

1. The customer, general service contractor, or other service provider using the space is responsible for any damages that occur to terrazzo or carpeted surfaces of the facility that occur during load-in and load-out or during event operation. Please coordinate pre- and post-event inspections with your Event Coordinator.
2. The general service contractor is responsible for providing a layer of approved protective flooring on all terrazzo surfaces in which equipment, freight, furnishings, and other items will be transported as well as all areas for stationary displays, furnishings, signage,

or other items. Double-faced tape application directly to the terrazzo flooring surface is not permitted. Masonite, contractor carpet with soft base, or dense cardboard are options for protective flooring. Visqueen or other forms of plastic sheeting are not approved as a layer of protective flooring. The following tape types are permitted on the terrazzo surface: 47TT Tunnel Tape 7 mil polyethylene tape, Scapa 125 vinyl coated clothe tape, Polyflex 136 single coated polyethylene tape.

3. Electric aerial lifts including boom and scissor lifts are allowed on terrazzo and carpeted surfaces of the building if the tires are wrapped with an approved wrap from TireSocks, Inc. and a diaper is placed under the body of the lift to catch any leaks. Tire socks must be installed no more than 5' from the terrazzo or carpeted floors to reduce likelihood of picking up debris prior to rolling onto the terrazzo or carpet surface. All lifts must be inspected prior to each use to ensure there is no debris on the tire sock or items stuck in the tire that may damage the floors. An inspection tag must be included on the lift that includes the date, time, inspector name, and building the lift is in use. The tag is subject to review by authorized GWCCA personnel.
4. Powered pallet jacks or fork lifts are not allowed at any time. Manual pallet jacks are allowed only on carpeted areas with a layer of Visqueen or on terrazzo areas with protective flooring installed.
5. Dollies, rolling cases, or other rolling stock are permitted only if they have non-marking wheels. Contractors are responsible for inspecting, cleaning, and maintaining wheels to eliminate damage to the floor.
6. Equipment is subject to Georgia World Congress Center Authority (GWCCA) personnel inspection/ approval.

7. Sliding or dragging crates, equipment, or other materials is not permitted. Crates must be kept on approved transport carts or placed on contractor provided protective flooring.
8. Stationary displays, equipment, furnishings, signage, and all other items must either be placed on layer of protective flooring or have protective pads.
9. Adhesive floor graphics are not permitted on terrazzo or other hard surface flooring. Any adhesive floor graphics to be used on carpeted surfaces must be approved by the Event Coordinator in advance.
10. All vehicle and boat displays must be approved by the Event Coordinator. Protective flooring must be in place on all surfaces to transport the vehicle to the display area. Wheel plates must be set under all tires and plastic set under the body of the vehicle or boat to collect any fluid leaks.

Activities that fall outside these established parameters are not allowed. If special conditions exist, the customer or contractor may apply for a temporary (one time only) waiver of procedures by submitting a written plan to the Event Coordinator a minimum of 30 days prior to the first move-in day. Any waiver granted will be on a one-time basis. Waiver approvals are not transferable from year to year, or to or from different events.

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Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

## D. Landing and Display of Aircraft

Please use the following format when addressing a request for the landing and display of an aircraft for any event at the Georgia World Congress Center Authority:

"To accommodate the display of the aircraft identified (helicopter, plane, etc.) during the (show name and dates) at the Georgia World Congress Center, the following conditions that must be addressed:

1. All external tanks are siphoned until empty.
2. Static ground wiring is to be attached to the aircraft.
3. "No Smoking" signs shall be posted within 50 feet of the aircraft.
4. There shall be two people stationed at the aircraft trained in the use of portable fire extinguishers.
5. All external and internal tanks shall be taped to create a vapor seal at each fueling point.
6. Type A jet fuel shall be used in lieu of type B.
7. There shall be two (2) 20-pound dry chemical fire extinguishers on board the aircraft.
8. A minimum of one person shall be placed at the booth for fire watch detail.

The above conditions are based on:

1. Type A jet fuel is a kerosene based fuel which is not as volatile as type B jet fuel.
2. External tanks are siphoned and internal tanks are to be full to capacity to minimize vapors.
3. 24 hour fire watch detail will be stationed at the booth.

Further, in regard to the landing of the helicopter in the (specify location for landing) adjacent to the Georgia World Congress Center, the following stipulation will apply:

- This activity shall be in full compliance with all FAA regulations.

If you are in agreement with the conditions and stipulations as outlined, please sign this letter where indicated and return to the Event Coordinator no later than (date and time prior to aircraft arrival). Agent of/ Company requesting landing or display. Please note that a copy of this letter with required signature must be received prior to landing and/or display of aircraft."

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Signature

Print Name

Date

## E. Regulations for Cooking and Cooking Equipment

Approval is required for event activities and exhibits that involve cooking and cooking equipment within the Georgia World Congress Center. The information requested will be used to evaluate the safety of operations and decisions will reference NFPA 101 Life Safety Code and NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations), as well as the recommendation and final decision of the Georgia Fire Safety Division and the Georgia World Congress Center Authority.

Cooking and food-warming devices in exhibit booths shall comply with the following regulations:

1. Gas-fired devices shall comply with the following:
  - Natural gas-fired devices shall be in accordance with the following fire codes adopted by the Safety Fire Commissioner's Rules and Regulations.
  - The use of LP-gas cylinders shall be prohibited.  
EXCEPTION: Non-refillable LP-gas cylinders not

exceeding 2.5 pounds may be permitted to be used where permitted by the authority having jurisdiction.

2. The devices shall be isolated from the public by not less than 4 feet (1.2 m) or by a barrier between the devices and the public.
3. All cooking equipment using combustible oils or solids shall comply with 9.2.3. of the 2012 Life Safety Code.
4. Portable fire extinguishers with a minimum of a 2A:10B: C rating are placed within the booth, or an approved automatic extinguishing system shall be provided.
5. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

Please provide the following information to the Event Services department of the Georgia World Congress Center Authority (404-223-4300) 30 days prior to the first event day.

Company Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Primary Contact for Exhibit Booth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Office: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Exhibit Booth #: \_\_\_\_\_

Please list equipment to be used and attach manufacturer's specification sheets to this form (required):  
\_\_\_\_\_

Please indicate food item(s) you would like to prepare and fuel source (electric, gas, etc.):  
\_\_\_\_\_

**Please direct information to:**

Name: Event Coordinator

Email Address:

Georgia World Congress Center  
285 Andrew Young International Blvd., NW  
Atlanta, GA 30313

FAX: 404-223-4311

Equipment and method of operation must be approved in advance.

## F. Sample Food and/or Beverage Distribution

Levy Restaurants has exclusive food and beverage distribution rights within the Georgia World Congress Center Authority. Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products ONLY upon written authorization.

PLEASE RETURN FORM TO LEVY RESTAURANTS AT LEAST TWO WEEKS PRIOR TO START OF SHOW

General Conditions:

1. Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show.
2. All items limited to SAMPLE SIZE.
  - Beverages limited to maximum of 4 oz.
  - Food items limited to maximum of 2 oz.
3. The firm named below acknowledges they have sole responsibility for the use, sale, servicing, or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Georgia World Congress Center Authority from all liabilities, damages, losses, costs, or expenses directly or indirectly from their use, sale, serving, or other disposition of such items.
4. Standard fees for handling, delivery, ice, or other services required from Levy will be charged where applicable, including 21% service and 8% sales tax.
5. Other food and/or beverage items used as traffic promoters (i.e. coffee, sodas, bottled water, popcorn, etc.) MUST be purchased from Levy Restaurants.

Name of Event \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Product(s) you reason you wish to dispense items \_\_\_\_\_

Portion size and method of dispensing items \_\_\_\_\_

Approved \_\_\_\_\_

General Manager / Levy Restaurants

For additional services and information, please contact Levy Restaurants.

## G. Miscellaneous Sales Event



Lynnette T. Riley  
Commissioner

State of Georgia  
Department of Revenue  
314 East Main Street  
Suite 150  
Cartersville, GA 30120  
(770) 387-4060

Staci Guest  
Chief Tax Officer

**MISCELLANEOUS SALES EVENT**

**INSTRUCTIONS:**

- 1) Complete seller's information.
- 2) Complete event information.
- 3) Report the amount of taxable sales. If no taxable sales are made, a zero should be entered on this line.
- 4) Collect Georgia sales tax at the rate of the county in which the event is held. Report the amount of taxable sales made and sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.  
**DO NOT SEND CASH.**
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on your regular return, please provide your sales tax number: \_\_\_\_\_ .

<b>1. SELLER'S NAME</b>	
<b>SELLER'S ADDRESS</b>	
<b>SELLER'S TELEPHONE NUMBER</b>	<b>SELLER'S E-MAIL ADDRESS</b>
<b>2. NAME OF EVENT (IF APPLICABLE)</b>	<b>DATE OF EVENT</b>

<b>COUNTY OF EVENT</b>		<b>TAX RATE OF COUNTY OF EVENT. Sales tax rate charts are available on the Department's website, <a href="http://www.dor.georgia.gov">www.dor.georgia.gov</a></b>	
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<b>3. TAXABLE SALES</b>	<b>4. TAX COLLECTED</b>
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**5. AT THE CLOSE OF THE EVENT, THIS FORM AND ALL TAXES COLLECTED MUST BE:**

Returned to the Revenue Agent on duty.     Mailed within 3 days to the address below.

Should you have any questions, please contact:  
**Georgia Department of Revenue**  
 314 East Main Street  
 Suite 150  
 Cartersville, GA 30120

\_\_\_\_\_  
 Authorized Agent for State Revenue Commissioner

**TELEPHONE NUMBER:** (770) 387-4060

**DATE:**

## H. Anchoring Guidelines

The Georgia World Congress Center Authority is in agreement to install our anchors in certain areas and in small numbers. The exhibit hall floors in Buildings A and B are designed for a compressive uniform live load of 350 lbs./sf while Building C is designed for a compressive uniform live load of 400 lbs./sf. Floor anchors are limited to a depth of 5" and have to maintain a clear distance from expansion and control joints a minimum of 18". These joints are located from the centerline of the columns on a 45' grid. In addition, in an effort to maintain the structural integrity of the floor slab, a limited number of anchors can be installed in a given area, preferably to a maximum of one anchor per three square ft. While GWCCA will do its best to accommodate our customer needs, the integrity of our floor systems must be protected for future business.

Please keep in mind distances from the proposed anchor location in relation to the expansion/control joints when

setting your equipment in your booth. Adjustments may need to be made to the location of the equipment in the booth to facilitate your anchoring needs.

The following link is for a standard anchor that we use: <https://www.itwredhead.com/products/screw-anchors/large-diameter-tapcon-ldt>

The cost for this service is \$250 per hole. This price includes the labor to install and remove the anchor, the anchor itself, and patching of the hole. Authorization to drill exhibit hall floors must be secured from the GWCCA Director of Engineering or his designee. Please submit a detailed description of the equipment and/or machinery that will be anchored to the exhibit hall floor along with a completed and signed copy of this form to the address or email below. A minimum of 60-days prior to first event load-in day.

Exhibitor assumes full responsibility for any damage or injury resulting from the drilling of holes in the floor of Exhibit Hall \_\_\_\_\_, and for the full cost of repair to the floor after drilling. All repairs to the floor will be performed by the GWCCA Engineering department.

Exhibitor/Company Name: \_\_\_\_\_

Exhibitor/Company Address: \_\_\_\_\_

Exhibitor/Company Main Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Show Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Signature

Print Name

Date

**Please submit to:**

Georgia World Congress Center Authority  
Facility Management Department  
285 Andrew Young International Blvd NW  
Atlanta, GA 30313-1591

Or email to [engorders@gwcc.com](mailto:engorders@gwcc.com) with the subject line 'Show Name' Anchoring Request. Please contact the Facility Management Department at 404-223-4800 with any questions.

