

BUDGET TO AVOID SURPRISES

BUDGET GUIDELINES

In the same sense that no two meetings or trade shows operate in the same way, no two convention centers operate in exactly the same way. From our experience, there are a handful of service-related items that are accommodated in a wide variety of ways from one venue to the next. We affectionately refer to these items as our nine most misunderstood invoice items. Neither the Congress Center nor our customers enjoy surprises. Consequently, we offer this brief explanation of these items in an effort to assist with preparing advance budgets and avoiding surprises.

1. **ELECTRICAL CHARGES-** The Georgia World Congress Center has developed a special discount for "show management" electrical requirements. Complimentary service is provided to the following integral event components: Registration Counters, Welcome Desks, VIP Lounge, Information Kiosks, Primary Show Office. All other show management areas such as the bookstore, speaker ready room, general sessions, etc. will receive a 50% discount off of the Published Rate on the GWCC Engineering Service Order Form.
2. **EXHIBIT HALL TRASH REMOVAL-** The Georgia World Congress Center provides janitorial service during open show hours in aisles, open spaces and restrooms, plus one thorough cleaning of these areas during non-open hours. 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. The Georgia World Congress Center also provides one complimentary trash haul (40 cubic yard container) per exhibit hall, per show. Licensee will be billed \$325.00 per trash haul for all additional trash hauls required.

During move-in and move-out the GWCC will maintain restrooms and concession areas. Cleaning of aisles, exhibit areas and loading docks is the responsibility of show management or their designated contractor.

3. **EXHIBIT HALL AIR CONDITIONING**- The Georgia World Congress Center maintains minimal comfort levels during move-in and move-out periods as part of the basic rental fee. If the logistical requirements of a particular event should demand that temperature be maintained within a specific range and additional air conditioning is necessary, the GWCC will provide such air conditioning at the rate of \$200 per hour, per exhibit hall.
4. **STAGE RISERS**- The Georgia World Congress Center maintains an inventory of portable staging units (6'x8') and range in height from 16" to 48". Normally, sufficient units to provide a speaker's platform or head table are provided in a meeting room at no charge. Stage steps and skirting are included, at no additional charge. Staging is subject to availability. Should the GWCC inventory be exhausted, the customer will be responsible for rental of additional units from an outside vendor.

Additional units can be rented for \$25/unit/day.

5. **RE-KEYING MEETING ROOMS**- GWCC Public Safety will provide cyber key systems rooms for primary show management locations such as the show office, accounting room, AV storage rooms, etc. For all other rooms, there is a charge of \$60 per room to change the locks. All non-returned cyber keys will be charged \$150.
6. **MEETING ROOM WATER SERVICE**- The Georgia World Congress Center provides complimentary head table water for each session as well as complimentary water bubblers in the rear of each room. These bubblers are regularly serviced.

Any water coolers requested for the public areas or in the exhibit halls would need to be purchased through Levy Restaurants, the exclusive in-house caterer.

7. **DANCE FLOOR**- The Georgia World Congress Center has available a high quality wood parquet portable dance floor that comes in 4'x4' sections. The dance floor is available for receptions, recitals, dances and similar activities. For pricing visit the [Special Services, Equipment and Labor Sheet](#)
8. **TABLES**- In the event that tables are used for exhibits as sold by the client to exhibitors or as table top exhibits, tables are charged at \$25/table/day.
9. **ROOM TURNS**- The Georgia World Congress Center 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 GWCC has established pre-determined turnover fees for all meeting rooms and ballrooms. [See the accompanying room turnover fee rate schedule for additional information and rates.](#)

There are many variables from event to event. While we try to make every effort to avoid surprises for our customers, we occasionally are surprised ourselves with unforeseen circumstances or requests. We sincerely hope this somewhat light-hearted reminder will help in your planning. If there are other areas in which we may offer planning or budget assistance, please review them with us.