

BUDGET TO AVOID SURPRISES

This document is intended to assist customers of the Georgia World Congress Center (GWCC) understand the responsibilities not associated with rent. When planning your event, the event coordinator can walk you through these items and provide a cost estimate at any time. Our goal is to assist you produce a successful event and we want to make sure that we take the surprises out of the planning process. The list below should assist in preparing your event budget.

1. ELECTRICAL CHARGES – The GWCC has developed a special discount for “show management” electrical requirements. Complimentary electrical service is provided for registration counters and the primary show office. Contact your Event Coordinator for utility pricing. Note electrical services requested by a third-party production company for audiovisual equipment is charged to the master account.

2. SECURITY & FIRST AID – All major events at the GWCC require Security and First Aid coverage. This may include minimum requirements within licensed space, surrounding public space, traffic/shuttle/bus coverage, and additional areas as necessary. Plans of Operations will need to be approved by the GWCC. Refer to the GWCC Policies & Procedures for additional information.

3. EXHIBIT HALL TRASH REMOVAL – The GWCC 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. Items left including floor tape following the license period are subject to a removal fee by the GWCC. The GWCC provides one complimentary trash haul (40 cubic yard container) per exhibit hall, per show. Licensee will be billed \$400.00 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, behind registration counters, and loading docks is the responsibility of the licensee or their designated contractor.

4. SPECIALTY CLEANING SERVICES – 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 GWCC. Contact your Event Coordinator for additional information and an estimate.

5. RE-KEYING MEETING ROOMS – GWCC 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/cyber key. All non-returned cyber keys will be charged \$150.00.

6. EXHIBIT HALL AIR CONDITIONING – The GWCC maintains minimal comfort levels during move-in and move-out periods as part of the basic rental 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 GWCC will provide such air conditioning at the rate of \$200.00 per hour, per exhibit hall.

