

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 manager 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 Manager 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 Manager 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.

7. STAGE RISERS - The GWCC maintains an inventory of portable staging units (6'x8') and 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 GWCC inventory be exhausted, the customer will be responsible for rental of additional units from an outside vendor.

GWCC 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.

8. MEETING ROOM WATER SERVICE - The GWCC provides complimentary head table bottled water for each session. Any water coolers requested for inside the meeting rooms, public areas or exhibit halls can be ordered through Levy Restaurants, the exclusive in-house caterer.

9. DANCE FLOOR - The GWCC has available wood parquets dance floor that comes in 4'x4' or 3'x3' sections. The dance floor is available for receptions, recitals, dances and similar activities. [For pricing visit the Special Services, Equipment and Labor rate sheet.](#)

10. 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.

11. ROOM TURNS - The GWCC 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. 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.](#)

12. AUDIO-VISUAL - When a provider other than the in-house provider is selected for service an in-house supervisor is required for the Ballrooms and Auditoriums during move-in and move-out. Additionally, our in-house AV provider is the exclusive rigging provider in our ballrooms and auditoriums, as well as the exhibit halls for any non-tradeshow production rigging.

13. SHIPPING & RECEIVING - All freight must be managed by the designated general service contractor or accepted by the licensee. The GWCC Receiving Warehouse does not accept event-related freight.

14. FREIGHT MANAGEMENT - The GWCC 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.

15. PARKING - GWCC Parking facilities offer variable pricing. Contact your Event Manager for additional information.