

GUIDE TO YOUR PLAN OF OPERATIONS



We are excited to host you at the Georgia World Congress Center! Our goal is to ensure you have a successful event and a memorable experience. Below you'll find links to information to help you get started with your planning process:

[Facility User Guide](#)
[GWCCA License Fees Guidelines](#)

[Special Services, Equipment & Labor Rate Sheet](#)
[Budgets to Avoid Surprises](#)

Following you will find information that will be used to communicate your event needs to our Operations teams. While some items may not apply, we encourage you to review this information. Please let us know if you have any questions.

60 DAYS FROM FIRST MOVE-IN DATE



Information provided at least 60 days from the first move-in day will allow us to review the event details in relation to other campus or city activity, provide an initial cost estimate, and develop our operations plan for the event.

Event Schedule: Provides a general schedule overview highlighting times for key functions such as show floor hours, general session hours, and other main function times.

Expected Attendance: Current estimated attendance, including any group demographics that will help our team better service your event (i.e. male/female ratio, local/out-of-state/international attendees).

Room Layout: Preliminary specifications for all licensed space.

- Room Set Up and Seating Style (i.e. theater, classroom, banquet rounds, solid/hollow square conference table, u-shape, registration tables, other)
- Staging Requirements (head table size, podium requirements)
- Audio/Visual Components to ensure space can be allocated

Note our stages come in 6'x8' sections and heights of 16", 24", 32", 40" and 48". Banquet rounds are 66".

We will assess inventory levels to ensure requirements can be accommodated. Fees for room turns or special equipment will be provided in the cost estimate.

Security & First Aid: Security and first aid coverage is required for all exhibit hall events, and some large events in the auditoriums and ballrooms. Your selected provider will submit the coverage plan to be reviewed by the GWCCA Department of Public Safety to ensure sufficient coverage has been met. If the security and first aid plan is not received by the due date, the GWCCA Department of Public Safety may create a security and first aid plan and bill the master account at prevailing rates.

Contact the Event Coordinator for a list of approved providers.

Service Contractors: Provide a list of all contracted service providers including email and phone number. This includes the general service contractor, security provider, first aid provider, shuttle company, audio/visual company, registration/housing company, and any other key service provider(s) contracted for the event. We participate in the Exhibition Services & Contractors Association (ESCA) program. All contracted service personnel are required to have an ESCA badge and check-in at the designated employee entrance before reporting to work detail.

ESCA Brochure

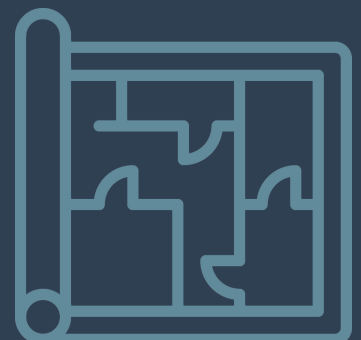
Exhibit Hall Floor Plans: The general service contractor will need to provide the Event Coordinator an electronic copy of the floor plan drawn to scale with fire exits marked. Floor plans for trade shows and exhibit events within the exhibit hall are required to be approved by the State of Georgia Fire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

Exhibitor Listing: A detailed listing of all participating exhibitors that includes the exhibiting company name, main contact's name, email address and phone number, and booth number. This listing is utilized by our Food Services and Exhibitor Services personnel to ensure all required orders for exhibitors have been received.

Signage Plan: All wayfinding and other signage/banners to be placed in public concourses, lobbies and outdoor areas will be reviewed by the Event Coordinator to ensure there are no conflicts with other events.

Rigging Plan: Provide for any licensed space in which truss will be rigged, including the amount of weight per point. This will be reviewed internally by GWCC engineers and if necessary, by an outside engineer, where additional fees may be incurred.

Promoting Your Event: To promote the event on our website, click the following link and complete any applicable information: <https://www.gwcca.org/event-information-form>



30 DAYS FROM FIRST MOVE-IN DATE

Information required 30 days out should include a higher level of detail for us to provide an updated cost estimate, diagrams for review, and finalize our plan of operation.



Event Schedules: A detailed schedule for all licensed space that includes the activity in each room, start and end time of each function, and scheduled breaks to allow for room refreshes.

Miscellaneous Schedules: The schedule and location for the following activities:

- Exhibitor Registration
- Attendee Registration
- Exhibitor Service Center
- Shuttle Service

Room Layouts: Final specifications for all licensed space.

- Room Set Up and Seating Style (i.e. theater, classroom, banquet rounds, solid/hollow square conference table, u-shape, registration tables, other)
- Staging Requirements (head table size, podium requirements)
- Audio/Visual Components to ensure space can be allocated

Diagrams for each space will be sent for final review and approval. Fees for room turns or specialty equipment will be provided in an updated cost estimate.

Power Requirements: A detailed list of electrical services required including the amount, use, and location of the power, and the installation date/time. Include layouts as necessary. A summary of cost for these services will be provided. If power requirements are not received by the deadline, additional utility fees for show management may be assessed.

High-Secure Room Requirements: Locks on designated meeting room doors can be re-programmed. Provide the Event Coordinator a list of authorized persons permitted to access these designated rooms.

Example:

1. John – A306, A308a, A308b, A401
2. Jane – A308a
3. David – Master Key
4. A/V Tech (x3) – A310



Ten electronic cyber keys are provided complimentary. Additional keys requested are \$25 per cyber key. Unreturned cyber keys are \$150 per key.

Coat & Baggage Check: Two options are available:

Hosted – Complimentary service to the attendee. Contact the Event Coordinator for a cost estimate.

Non-Hosted – The attendee will pay \$5/bag and \$3/coat. Debit or credit card only.

A location can be arranged with the Event Coordinator and directional signage provided.