

1. ELECTRICAL CHARGES

Edlen honors their Advanced Rate Pricing for all “show management” electrical requirements, even throughout the show. Please contact Edlen for utility estimates at Atlanta@edlen.com.

2. SECURITY AND FIRST AID

Security and First Aid coverage is required for all exhibit hall events, and most events in the auditoriums and ballrooms as well as some large events in meeting room space only. This may include minimum requirements within licensed space, surrounding public space, traffic/shuttle/bus coverage, and additional areas as necessary. *Event Action Plans* will need to be approved by the GWCC. Refer to the GWCC Policies & Procedures for additional information.

Floor Plan Review/Fire Marshal

Item	Time
1 Hall	1 hour
2 Halls	1.5 hours
3 Halls	2 hours
COP	1 hour
Exhibitor Booth Review Fee	\$250.00
Fee	\$55.00/hour

Event Action Plan Review

Flat Fee	\$200.00
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3. EXHIBIT HALL TRASH REMOVAL

The GWCC provides janitorial service in exhibit halls for restrooms and dining areas. Additionally, the GWCC will provide and maintain waste and recycling receptacles in aisles for open show 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 \$425.00 per trash haul for all additional trash hauls required.

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. Licensee responsible for all cleaning services for outdoor events during move-in/move-out and open event hours.

5. RE-KEYING MEETING ROOMS

GWCC Access Control will change locks for primary show management locations such as the show office, AV Storage room, etc.

The Department of Public Safety Access Control - Key structure and fees

- 10 high security keys provided complimentary
- Additional keys provided at a cost of \$10/key for non-high secure keys and \$25/key for high secure keys

Lost/non-returned keys

- \$20.00 per non- high security key
- \$100.00 per high security key
- Contract security master key cost to the licensee
 - \$150.00 per set
 - Master contract security key sets issued (includes non-standard/high security keys/allen wrench)
 - A Building 1 set
 - B Building 2 sets
 - C Building 1 set

Lost /non-returned Contract Security

- \$500.00 (per key set billed to licensee)

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 32". 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. GWCC stage units can be rented for \$35.00/unit/event day for the 6'x8' risers.

Stages require in exhibit hall above a certain size or to extend existing stages in the ballrooms should be outsourced from a third party.

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. 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.

10. 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.

11. 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.

12. SHIPPING & RECEIVING

All freight must be managed by the designated general service contractor or accepted by the licensee.

All shipments sent for shows/exhibitions must be addressed as:

GWCC c/o (General service Company)
285 Andrew Young International Blvd
(Show Name) & (Booth/Room Number)(Exhibition Hall)
Atlanta, GA 30313

Packages received that are not labeled correctly may be delayed

13. 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.

14. PARKING

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