

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. CLEANING SERVICES

The GWCCA provides janitorial services to include public concourses & lobbies, inside meeting rooms, facility restrooms, and dining areas as well as placement of & servicing of waste receptacles. Licensee is responsible for the following cleaning services in the exhibit hall and any area used for temporary built displays. Any services listed below not completed at the end of the license period is subject to labor fees from the GWCCA.

- Cleaning services during open event days and move-in/move-out periods to include removal of all bulk trash, crates, pallets, packing materials, furnishings, carpet, lumber and other debris from exhibit halls and lobbies/public concourses used for temporary built displays. This is inclusive of aisles, lounges, registration areas, exhibitor service centers, inside exhibit booths, backstage areas, temporary office/green room build outs, etc....
- Cleaning of general sessions and temporary built out theaters on the exhibit hall floor, sporting events and other unique events in the exhibit hall, ballrooms, or auditoriums. Contact your Event Manager/Coordinator for additional information and a cost estimate for GWCCA to provide this service.
- Cleaning of loading dock areas including service halls, loading dock bays, and around trash compactors/open top dumpsters.
- Removal of all floor-marking debris (i.e., tape, chalk) whether for exhibit booths, audio visual services or other purposes.
- One complimentary trash haul provided per exhibit hall rented. Additional trash hauls are charged per rate listed in the [Special Services, Equipment and Labor form](#).

4. SETUP SERVICES

The GWCCA provides standard room sets for meeting rooms, auditoriums, and ballrooms within limits of available equipment inventory. Additional equipment needs required above available facility inventory will need to be outsourced; contact your Event Manager for more details. The initial set for these spaces provided complimentary if final event specifications submitted a minimum of 30-days from first licensed date. Layouts are considered final 21-days prior to license period beginning. Changes following this date are subject to fees.

Room set changes subsequent from the initial set assessed a **room turnover fee**. Room turnovers confirmed less than 21-days from first licensed date will be charged at 2x the standard **room turnover fee** for that room.

Equipment and labor including chair, table, and staging required for exhibit hall or outdoor functions (general sessions, banquets/receptions, sporting events, consumer events, trade shows, etc.) are charged per rate listed in the **Special Services, Equipment and Labor form**.

Production schedules for ballroom and exhibit hall functions required a minimum of 30-days from beginning of license period. Additional labor fees may be assessed if sufficient time is not provided for setting equipment or if the production company is behind schedule shifting start time for GWCC Set-up operation.

Apart from tables/chairs required for food service, equipment required in lobbies/public concourses for use at temporary buildouts such as registration, offices, storage rooms, shuttle/information kiosks, exhibitor service centers, etc.... shall be provided by the general service contractor.

Equipment not within facility inventory shall be provided by the general service contractor. This includes, but not limited to, easels, sign holders, flip charts, pipe & drape, dance floor, retractable barriers for crowd control/queuing, turnstiles, floor length mirrors, depository safes, pianos, and cork/white/chalk boards.

Portable risers within inventory are available for meeting room functions up to four units in a room complimentary. The GWCCA can provide up to 24 units for a single stage in the exhibit hall. Stages used outside of meeting rooms as well as labor to transport/set are charged at rates listed in the **Special Services, Equipment and Labor form**. Risers are 6'x8' and heights of 16", 24" and 32" and include stage steps and skirting.

Bottled water provided at the head table for presenters. Water coolers inside exhibit halls, meeting rooms, or in public areas, can be ordered through Levy Restaurants, exclusive in-house caterer.

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. 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.

8. 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

9. 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.

10. PARKING

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