



Georgia World  
Congress Center  
Authority

# EVENT POLICY AND PROCEDURES MANUAL

## A Facility User Guide

Georgia World Congress Center Authority

285 Andrew Young International Blvd N.W.  
Atlanta, GA 30313

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# Welcome

## Georgia World Congress Center Authority

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Thank you for choosing the Georgia World Congress Center Authority (GWCCA) to host your event. As the No. 1 convention, sports, and entertainment destination in the world, the GWCCA is the home to many major events both national and international.

With over 1.5 million square feet of exhibit space, 98 meeting rooms, 3 auditoriums, 2 grand ballrooms, various outdoor spaces and plazas, and the newly re-designed 22-acre Centennial Olympic Park, our uniquely configured campus located in downtown Atlanta gives our planners multiple settings to choose from and an array of services to consider.

Whether you are planning a convention, trade show, exposition, entertainment showcase, sporting event, social event or special occasion, this user guide provides you with vast resources to answer most of your event-related questions.

We are excited to serve as your hosts and look forward to creating a compelling experience for your guests.



**Frank Poe**

Executive Director  
Georgia World Congress Center Authority

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# Table of Contents

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<b>I. Contact Information</b>	<b>7</b>
<b>A. Facility Contact Information</b>	7
<b>B. Websites</b>	7
<b>C. Social Media</b>	7
<b>II. Meet the Team</b>	<b>8</b>
Event Services Management Team	8
<b>III. Event Planning Timeline</b>	<b>9</b>
<b>IV. Guide to Your Plan of Operations</b>	<b>10</b>
<b>A. 60 Days From First Move-in Date</b>	10
<b>B. 30 Days From First Move-in Date</b>	11
<b>C. Plan of Operations Checklist</b>	13
<b>V. Building Guidelines</b>	<b>14</b>
<b>A. Advertising and Signage</b>	14
<b>B. Aerosol Cans</b>	16
<b>C. Air Conditioning and Heating</b>	16
<b>D. Animals</b>	16
<b>E. Business Center</b>	16
<b>F. Catwalk Access</b>	16
<b>G. Chemicals</b>	16
<b>H. Columns</b>	16
<b>I. Decorations (Balloons, Fog Machines, etc.)</b>	16
<b>J. Drilling in Exhibit Hall</b>	17
<b>K. Elevators and Escalators</b>	17
<b>L. Exclusives</b>	17

<b>M. Exit Signs</b>	17
<b>N. Floors (Terrazzo &amp; Carpeted Surfaces)</b>	17
<b>O. Green Initiatives</b>	19
<b>P. GWCCA Employee Access</b>	19
<b>Q. Keys and High Security Locks</b>	19
<b>R. Lobbies</b>	19
<b>S. Music Broadcast and Publications</b>	20
<b>T. Paging</b>	20
<b>U. Personal Mobility Devices</b>	20
<b>V. Unmanned Aircraft Systems, Aerial Vehicles, Drone Guidelines, etc.</b>	20
<b>W. Roof Access</b>	21
<b>X. Sound Levels</b>	21
<b>Y. Transportation and Shuttles</b>	21
<b>Z. Union and Non-Union Disputes</b>	21
<b>AA. Vehicles</b>	21
<b>BB. Weapons</b>	22

## **VI. Exhibition and Meeting Space** **23**

<b>A. Cleaning Services</b>	23
<b>B. Set-up Services</b>	23
<b>C. Booth Setup</b>	24
<b>D. Outdoor Events</b>	24
<b>E. Shipping and Receiving of Exhibitor Material and Products</b>	24

## **VII. Federal and State Guidelines** **25**

<b>A. Americans with Disabilities Act (ADA)</b>	25
<b>B. Service Animals</b>	25
<b>C. Georgia Department of Revenue</b>	25
<b>D. Non-smoking Policy</b>	25

## **VIII. Leasing and Insurance** **26**

<b>A. Insurance and Indemnity</b>	26
<b>B. License</b>	26
<b>C. Deposits</b>	26

**IX. Official Service Contractor Rules and Regulations 27**

**A. Badges and Contractor Photo Identification 27**  
**B. Bike and Cart Policy 27**  
**C. Cleaning 27**  
**D. Floor Plans 28**  
**E. Hazardous Work Areas 28**  
**F. Rigging 28**  
**G. Trailers and Empty Storage 29**

**X. Parking Information 30**

**A. Parking 30**  
**B. Parking Rates 30**  
**C. Marshalling Yard 30**

**XI. Safety 31**

**A. Fire and Safety Exhibit Guidelines 31**  
**B. Food Preparation within Exhibits 31**  
**C. Multi-level and/or Covered Exhibits 31**  
**D. Permits 32**  
**E. Propane Tanks 32**  
**F. Pyrotechnics and Special Effects 32**  
**G. Weapons on Display 32**

**XII. Security 33**

**A. Emergency Contingencies 33**  
**B. Facility Walkthroughs 33**  
**C. General Guidelines 33**  
**D. Licensing and Vetting 34**  
**E. Security Plans 34**  
**F. Security Regulations and Standards 34**  
**G. Updates and Adjustments 35**

**XIII. Forms 36**

**A. Guidelines for Animals in Exhibit Booths 36**

<b>B. Request to Operate Unmanned Aircraft Systems</b>	37
<b>C. Landing and Display of Aircraft</b>	38
<b>D. Sample Food and/or Beverage Distribution</b>	39
<b>E. Regulations for Cooking and Cooking Equipment</b>	40
<b>F. Credit Card Authorization Form</b>	41
<b>G. Miscellaneous Sales Event</b>	42

## **XIV. Centennial Olympic Park & Outdoor Spaces** 43

<b>A. Introduction</b>	43
<b>B. Event Application &amp; Approval Process</b>	44
<b>C. Safety</b>	45
<b>D. Maintenance, Cleaning &amp; Protection</b>	46
<b>E. F&amp;B and Merchandising Sales</b>	47
<b>F. Security</b>	48
<b>G. First Aid</b>	48

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# I. Contact Information

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## A. Facility Contact Information

- |                              |              |
|------------------------------|--------------|
| 1. GWCCA SWITCHBOARD         | 404-223-4000 |
| 2. GWCCA EVENT SERVICES      | 404-223-4300 |
| 3. GWCCA SALES               | 404-223-4200 |
| 4. GWCCA FOOD SERVICES       | 404-223-4500 |
| 5. PUBLIC SAFETY DISPATCH    | 404-223-4911 |
| 6. FEDEX BUSINESS CENTER     | 404-223-4660 |
| 7. PARKING SERVICES          | 404-223-4105 |
| 8. CCLD - IT SERVICES        | 404-222-5500 |
| 9. ON SITE AUDIO VISUAL      | 404-223-4350 |
| 10. EDLEN - UTILITY SERVICES | 404-223-8400 |

## B. Websites

1. GWCCA - <https://www.gwcca.org/>
2. GWCCA EVENT PLANNING - <https://www.gwcca.org/event-planning-guide/>

## C. Social Media

1. FACEBOOK - <https://www.facebook.com/GeorgiaWorldCongressCenterAuthority/>
2. TWITTER - [https://twitter.com/GWCC\\_ATL](https://twitter.com/GWCC_ATL)
3. INSTAGRAM - [https://www.instagram.com/gwcc\\_atl/](https://www.instagram.com/gwcc_atl/)

## II. Meet the Team

At the Georgia World Congress Center Authority (GWCCA), the customer is the focus of all we do. Our Event Services team is a dedicated and experienced group eager to assist in every way to ensure your event is successful. The talent and knowledge of our staff is one of the many benefits you'll experience when hosting your event with the GWCCA.

While planning your event, your Event Coordinator will be the key point of contact assigned to you throughout the course of planning and executing your event. This individual is crucial to the success of your event. We welcome you to use your Event Coordinator as the primary source of information to answer any questions, coordinate with other departments, and address any event requirements.

### Event Services Management Team

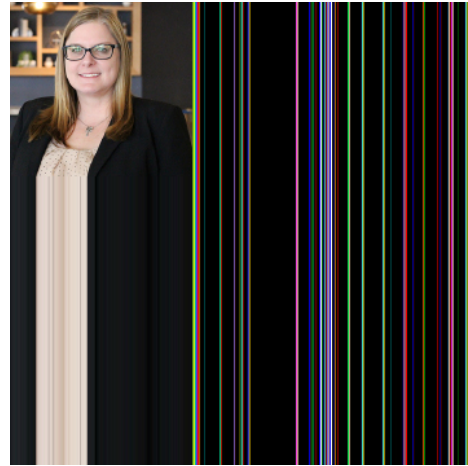


Joe Bocherer



Chief Commercial Officer

JBocherer@gwcc.com



Melinda Buchanan



Director of Client & Guest Services

MBuchanan@gwcc.com

To learn more about the Event Services team, visit our site at <https://www.gwcca.org/event-planning-guide/>



# III. Event Planning Timeline



# IV. 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:

- [GWCCA License Fees](#)
- [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.

## A. 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.

### 1. CREDIT

Submission of credit application is due if credit is requested from the GWCCA for your event. Returning event? Ask your Sales Person if credit is needed! If you do not want to establish credit or fail to receive approved credit, a credit card authorization will be due as your form of payment on file. Events under 60 days will be required to submit full prepayment and a credit card authorization form with any form of payment due 30 days prior to arrival.

### 2. 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.

### 3. EXHIBIT HALL FLOOR PLANS

The general service contractor will need to provide the Event Coordinator/Manager an electronic copy of the floor plan drawn to scale with fire exits marked. Floor plans for trade shows, exhibit events, meeting programs, athletic events and other functions in an exhibit hall are required to be approved by a Fire Marshal. Current rate for floor plan review is \$55/hour with charges applied to post-event billing. If the plan is not received by the 60-day deadline, the planned layout may be prohibited.

### 4. 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.

### 5. 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).

### 6. 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>

## 7. 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.

## 8. ROOM LAYOUT

Provide initially set-up specifications for all meeting space to include the details listed below. Refer to Section VI. [Exhibition and Meeting Space](#) for further information on Set-up and Cleaning services.

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

To ensure staff availability and order linen service, layouts generally are considered final 21-days prior to license period beginning. Any changes following this date are subject to fees – contact your Event Manager/Coordinator for additional information. Room turnovers confirmed less than 21-days from first licensed date generally will be charged at 2x the [standard room turnover fee](#) for that room.

## 9. SECURITY & 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 only space. Your selected provider will complete the Event Action Plan form to be reviewed by the GWCCA Department of Public Safety to ensure sufficient coverage has been met. The fee for review of the Event Action Plan when the GWCCA is not the security provider is \$200. If the Event Action Plan is not received by the due date, the GWCCA Department

of Public Safety will create the Event Action Plan and bill the master account at prevailing rates. 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. The contract security provider awarded services for events at the GWCCA are required to manage the high security and non-high security rooms within the licensee’s contracted space. A master key will be given to the contract security provider beginning on the first date of contracted space. Contact the Event Coordinator/Manager for a list of approved providers.

## 10. 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](#)

## 11. 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/Manager to ensure there are no conflicts with other events.

# B. 30 Days From First Move-in Date

## 1. COAT & BAGGAGE CHECK

### Two options are available:

Hosted – Complimentary service to the attendee. Contact the Event Coordinator/Manager 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/ Manager and directional signage provided.

## 2. CREDIT

At 30 days prior to the event’s arrival, full pre-payment of balance and estimated charges will be charged unless approved credit is established or another form of payment is provided. If a wire transfer or check has been submitted for any or all of the payment schedule, a credit card authorization is still required to be on file for remaining balance and/or any additional charges. Failure to comply with establishing credit and/or approved form of payment could result in loss of deposits/funds submitted and Authority’s right to cancel your event.

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

## 4. HIGH-SECURE ROOM REQUIREMENTS

Locks on designated meeting room doors can be changed and keys provided to show management. Provide your Event Coordinator/Manager a list of meeting rooms to be changed to high secure locks and how many keys needed per room. Ten keys are provided complimentary. Additional keys are \$10/standard key and \$25/high secure key. Non-returned keys are \$100/high secure key and \$20/standard key. Key sets for contracted security providers are \$150/set and non-returned contract security key sets are \$500/set. Both fees are billed to the master account for post-event billing.

## 5. MISCELLANEOUS SCHEDULES

The schedule and location for the following activities:

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

## 6. ROOM LAYOUTS

Final specifications for all licensed space. To ensure staff availability and order linen service, layouts generally are considered final 21-days prior to license period beginning. Any changes following this date are subject to fees – contact your Event Manager/Coordinator for additional information. Room turnovers confirmed less than 21-days from first licensed date generally will be charged at 2x the standard room turnover fee for that room.

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

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.

## C. Plan of Operations Checklist

### 90-Days Out

Provide High-level Event Schedule (including forecast attendance)

Provide Electronic Exhibit Hall Floor Plan for Initial Review

Provide Exhibitor Listing

### 60-Days Out

Provide Preliminary Room Specifications

Submit Security Plan

Submit First Aid Plan

Submit Exhibit Hall Floor Plans for Fire Marshal Approval

Submit Rigging Plan

Provide Updated Exhibitor Listing

Submit Signage Plan

Submit Shuttle Plan (schedule, routes, loading map, security)

Provide List of all Contractors w/ Contact Information

### 30-Days Out

Provide Final Event Schedules (event, attendee/exhibitor registration, service center)

Provide Room Layout Specs

Provide Updated Exhibitor Listing

Provide High Secure Key Requirements

Request Coat and Baggage Check Services

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# V. Building Guidelines

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The following policies provide guidelines to aid customers, general service contractors, and other users of the Georgia World Congress Center in operating events in the facility. Following review of this document, consult with your Event Coordinator/Manager with any questions. Activities that fall outside these established parameters are not allowed. If special conditions exist, the customer or contractor may apply for a temporary (one time only) waiver of procedures by submitting a written plan to the Event Coordinator/Manager a minimum of 30 days prior to the first move-in day. Any waiver granted will be on a onetime basis only. Waiver approvals are not transferable from year to year, or to or from different events.

The GWCCA will monitor all load-in/load-out activity in public areas of the facility to ensure the approved plans of operation received from either the general service contractor or customer are followed and to reduce wear & tear/damages to the facility. If non-compliance to facility guidelines is observed, load-in/load-out activity may be halted.

A plan of operations is due from either the customer or general service contractor 30-days prior to move-in detailing load-in, set-up, and load-out of equipment in all public areas of the facility (inclusive of lobbies, concourses, exterior facility entrances and the A/B Registration Hall). This plan should include the following information:

- Schedule of installation/dismantle activity.
- Type of protective flooring and type of adhesives to secure protective flooring (if applicable) to be installed in areas of transporting equipment as well as stationary displays/equipment.
- Location(s) of boom or scissor lift operation as well as the type of diaper under the body to catch fluid leaks and type of tire socks for the lift(s).
- Timeline of installation/removal of protective flooring.

The Event Coordinator/Manager will review the plan of operation and will advise of any changes or approval.

## A. Advertising and Signage

The GWCCA wishes to accommodate customers' requests to promote events with interior signs, banners, and other forms of promotional advertisement, including exhibitors' requests for signage above booth areas. With the multitude of events scheduled at our facilities, these guidelines have been developed to protect the interests of all users

of these facilities and maintain an appropriate building environment. Additionally, these guidelines address safety and maintenance considerations of the buildings.

Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths. These guidelines do apply to any installation connected to the facilities' structural elements (e.g., ceilings, columns, beams, windows) and any proposed installation in the

common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

### 1. CUSTOM SIGNAGE IN APPROVED LOCATIONS

All preliminary requests for installation of show banners, signs, and any rigging should be submitted to the Coordinator/Manager approximately six (6) months prior to the event. Final requests are to be included in the Plan of Operation required at least sixty (60) days prior to the event. The plans should include a full description of the proposed installation including proposed location of sign or banner, proposed copy, name of contractor, and dates of installation and removal. Nails, tacks, and screws may not be used to hang signs anywhere in the facility. Large complex signs and banners will also require weights, proposed rigging and anchoring methods, and other relevant information for the facility's engineering review. The GWCCA or rigging consultant may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building.

### 2. DIGITAL ADVERTISING

#### Signage/Event Information/Sponsorships:

Standard interior wayfinding and directional signage is provided. Information and guest services staff will also be available during show hours.

#### Sponsorship:

The Georgia World Congress Center Authority is proud to present the [Advantage Program](#). This program highlights unique and traditional sponsorship opportunities, in addition to digital signage. The Advantage Program provides extensive exposure to millions of guests that visit the GWCCA campus on an annual basis. If you have any questions regarding the GWCCA Advantage Program, please contact CCLD Networks Business Development at 404-222-5557.

### 3. SPONSORSHIP AND ADVERTISING

Show/exhibitor advertising or sponsorship is not allowed in public areas without written permit authorization of the

GWCCA. The current rate for all public areas, indoors and outdoors, is fifteen percent (15%) of show management's gross fee charged. Show Management is required to submit requests to the GWCCA with a list of all advertising to be sold in public areas not less than 30 days prior to the first day of move-in, including a rate card, and copy of invoice.

Additional branding and sponsorship opportunities are available using GWCCA's full-motion digital billboards located on the exterior of the facility and internal digital signage located throughout the building, as well as numerous static options.

### 4. WALL, WINDOW, AND FLOOR CLINGS

Use and locations of clings must be approved in advance by your Coordinator/Manager, and are subject to sponsorship fees if used for exhibitor advertising or sponsorship.

All clings must be installed by your General Service Contractor (GSC) or CCLD Networks if using the GWCCA's internal service provider. The GSC is responsible for any charges for repairs or damages incurred during installation or removal of clings.

Floor clings are not permitted on any terrazzo surfaces in the building.

### 5. PROHIBITED

Permanent facility and commercial signage is found throughout the GWCCA and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc. Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited. Banners and signage may be attached to the facility only in locations and by methods approved by the Coordinator/Manager. Signage on and around escalators and stairwells may also be restricted for safety reasons.

## B. Aerosol Cans

Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the building.

## C. Air Conditioning and Heating

Heat and air conditioning will be supplied during scheduled show hours in all contracted and public indoor space.

Exhibit Hall Air Conditioning: The GWCCA maintains minimal comfort levels during move-in and move-out periods as part of the basic license 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 GWCCA will provide such air conditioning at the rate of \$200.00 per hour, per exhibit hall.

## D. Animals

Animals and pets are not permitted in the buildings except in conjunction with an authorized exhibit, display, or performance; or as service animals (ADA). Submit the form linked [here](#) to your Event Coordinator/Manager at least 30-days prior to the event for review and approval.

## E. Business Center

FedEx Office operates a Business Center in the main A/B Lobby. It is open from 8:00 am – 5:00 pm daily, and offers the following services:

- Black and white and color copying
- Computer workstation rental with Internet access and printing capabilities
- Laptop stations with Internet access and printing

capabilities

- Fax services – inbound and outbound
- Packing services and shipping with FedEx Express® and FedEx Ground® (up to 150 lbs.)
- Desktop publishing and document creation services
- Finishing services such as binding options and lamination
- CD and DVD duplication
- Large-format color printing of signs, banners, and posters
- U.S. postage
- Photo services and Sony® PictureStation™

There also is a satellite location in the Building C Lobby that is open based on need. Please advise your Event Coordinator/Manager should you require the Building C location to be open.

## F. Catwalk Access

Catwalk access in the Thomas Murphy Ballroom, the Georgia Ballroom, and the Sidney Marcus Auditorium will be granted by the load-in/out supervisor from On Site Audio Visual to production companies moving in or out of the room.

## G. Chemicals

Exhibitors are responsible for supplying show management with all chemical information brought into the facility, and should provide Safety Data Sheets (SDS) upon request.

Arrangements must be made in advance with an outside resource for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines, or drains in the facility.

## H. Columns



Columns in the exhibit halls can be covered in soft (i.e. drape) or hard (i.e. temporary wall panels) materials. A minimum of 18" clearance must be kept around all four sides of the column if using a hard material and at least one door must be included to provide access to utilities located on the columns. Drapes must be able to be pulled back to access utilities. Adhesives are prohibited for use on columns.

## I. Decorations (Balloons, Fog Machines, etc.)

### 1. BALLOONS

Helium balloon columns and arches are permitted in public space or meeting room areas as long as they are properly anchored. Helium balloons may not be distributed within the facilities but are permitted as permanent fixtures on authorized event displays.

Helium gas cylinders used for refilling must be secured in an upright position. Balloons must be removed from the property by the exhibitor or the company who provided them. Balloon retrieval from high ceilings will be billed at \$175.00 per balloon.

### 2. FOG MACHINES

Use of all fog machines must be pre-approved by the Engineering department. Please send specs and schedule to your Event Coordinator/Manager at least 7 days in advance of hazing. The fog-generating fluids must be water based and stored in the original containers that were provided by the manufacturer. The facility reserves the right to limit the amount of haze produced by a show.

## J. Drilling/Anchoring in Exhibit Hall

Drilling and/or anchoring is not permitted in the exhibit hall or in outdoor spaces. The exhibit hall floors in Buildings A & B are designed for a compressive uniform live load

of 350lbs./sf while Building C is 400 lbs./sf. Steel plates can be used to bolt equipment to within these floor load guidelines.

## K. Elevators and Escalators

### 1. PROHIBITED

Freight is not permitted on passenger elevators. The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is also prohibited.

### 2. FREIGHT ELEVATOR LOCATIONS

Freight elevators for contractor use are located in each individual building:

1. Building A (2)
2. Building B (5)
3. Building C (2)

### 3. ESCALATORS

Escalators are monitored by GWCCA Public Safety during events, and may change direction as necessary to facilitate ingress and egress of patrons.

## L. Exclusives

Exclusive providers at the GWCC include:

1. FedEx Business Center
2. GWCCA Engineering
3. Edlen: Electrical and utility services
4. CCLD – IT Services
5. Levy Restaurants  
All food and beverage and catering services. All arrangements for the serving of food and beverages must be made through Levy Restaurants. State law prevents alcoholic beverages from being brought into the GWCC except by GWCCA Food Services.
6. ONSITE AUDIO VISUAL – Rigging services
7. SP+ – All parking lots/decks on GWCCA campus

## M. Exit Signs

Building exit signs must be illuminated and visible at all times. Exit signs may not be turned off.

Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

There will be no power interruption to the emergency sockets within an exit sign. The GWCC emergency power supply will not be used as a secondary power source for temporary signs.

## N. Floors (Terrazzo & Carpeted Surfaces)

1. The customer, general service contractor or other service provider using the space is responsible for any damages that occur to Terrazzo or carpeted surfaces of the facility that occur during load-in/load-out or during event operation. Please coordinate pre- and post-event inspections with your Event Coordinator/Manager.
2. A layer of approved protective flooring on all Terrazzo and carpeted surfaces in which equipment, freight, furnishings and other items will be transported as well as all areas for stationary displays, furnishings, signage, event carpet or other items is required.
  - a. Masonite, contractor carpet with soft base, or dense cardboard are options for protective flooring.
  - b. Visqueen or other forms of plastic sheeting are not approved as a layer of protective flooring on Terrazzo surfaces but can be used on carpeted surfaces.
  - c. If event carpet is to be installed over facility carpet or Terrazzo both reinforced Visqueen and Masonite must be laid before the carpet can be installed.

This must be approved in advance of installation.

- d. Double-faced tape application directly to Terrazzo flooring surface is not permitted.
  - e. The following tape types are permitted on the Terrazzo surface: 47TT Tunnel Tape 7 mil polyethylene tape, Scapa 125 vinyl coated clothe tape, Polyflex 136 single coated polyethylene tape.
  - f. The following tape types are permitted on carpeted surfaces: BRON BT279, BRON BT698, and HBM Supply 1464.
3. Electric aerial lifts including boom and scissor lifts are allowed on Terrazzo and carpeted surfaces of the building if the tires are wrapped with an approved wrap from TireSocks, Inc. and a diaper is placed under the body of the lift to catch any leaks. Tire socks must be installed no more than 5' from the Terrazzo or carpeted floors to reduce likelihood of picking up debris prior to rolling onto the Terrazzo or carpet surface.

All lifts must be inspected prior to each use to ensure there is no debris on the tire sock or items stuck in the tire that may damage the floors. An inspection tag must be included on the lift that includes the date, time, inspector name, and building the lift is in use. The tag is subject to review by authorized GWCCA personnel.

When lifts are used where pedestrian traffic is present, the service contractor must block off the work area with stanchion, drape, and/or signs.
  4. Powered pallet jacks or fork lifts are not allowed outside the exhibit hall at any time. Manual pallet jacks are allowed only on carpeted areas with a layer of Visqueen or on Terrazzo areas with protective flooring installed.
  5. Dollies, rolling cases, or other rolling stock are permitted only if they have non-marking wheels. Contractors are responsible for inspecting, cleaning and maintaining wheels to eliminate damage to the floor.
  6. Equipment is subject to Georgia World Congress

Center Authority (GWCCA) Personnel inspection/ approval.

7. Sliding or dragging crates, equipment, or other materials on Terrazzo or carpeted surfaces is not permitted. Crates must be kept on approved transport carts or placed on contractor provided protective flooring.
8. Stationary displays, equipment, furnishings, signage, and all other items must either be placed on layer of protective flooring or have protective pads when placed on Terrazzo surfaces.
9. Equipment shall not exceed floor load capacity. Plans for display/transport of equipment and displays weighing more than 6,000lbs shall be reviewed by GWCCA Engineers prior to installation.
10. Adhesive floor graphics are not permitted on Terrazzo or other hard surface flooring. Any adhesive floor graphics to be used on carpeted surfaces must be approved by the Event Coordinator/Manager in advance at least 30-days prior to move-in.
11. All vehicle and boat displays must be approved by the Event Coordinator/Manager. Protective flooring must be in place on all surfaces to transport the vehicle to the display area. Wheel plates must be set under all tires and plastic set under the body of the vehicle or boat to collect any fluid leaks.
12. Movement of GWCCA planters, furniture or other facility equipment is prohibited by general service contractors or customers. The GWCCA will handle relocation or storage of facility property and fees will be applied to the event master account.

## O. Green Initiatives

The Georgia World Congress Center Authority integrates green initiatives campus-wide. The convention center is the largest LEED Gold certified convention center in the world, Centennial Olympic Park is the largest urban green

space development in the last two decades, Mercedes-Benz Stadium is the country's first LEED Platinum certified professional sports stadium, and the Savannah International Trade and Convention Center is proudly LEED Gold certified. We work closely with our hosts to improve the environmental and social impacts of their events.

## P. GWCCA Employee Access

The Event Coordinator/Manager will work with show management to allow access to leased space to GWCCA personnel in order for them to perform work-related duties.

## Q. Keys and High Security Locks

GWCCA Access Control will change meeting room door locks and provide high secure and standard keys as requested.

Ten keys are provided complimentary. Additional keys are \$10/standard key and \$25/high secure key. Non-returned keys are \$100/high secure key and \$20/standard key.

Key sets for contracted security providers are \$150/set and non-returned contract security key sets are \$500/set. Both fees are billed to the master account for post-event billing.

## R. Lobbies

Lobby areas are not leased space and must always be kept open for public access and used within guidelines set by the GWCCA.

GWCCA management reserves the right to determine areas to be used by each show and resolve any conflicts in the event the lobbies are to be shared by two or more shows.

## S. Music Broadcast and Publications

The GWCCA does not regulate, control, approve or disapprove any broadcast, performance, or publication of music or any other audio or visual presentation.

We do not play or perform any music, nor do we offer referrals to anyone who does.

If the Lessee or an exhibitor wishes to use copyrighted material, it is necessary to make arrangements with the ASCAP, BMI, or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.

## T. Paging

One complimentary wired paging microphone is provided for contracted exhibit halls. Additional fees will apply for multiple microphones or wireless microphone upgrades. Wired paging mics must be installed in meeting rooms with existing patch capability conducive to the exhibit hall being used.

Please contact your On Site Audio Visual sales team for more information.

## U. Personal Mobility Devices

The use of skateboards, hover boards, in-line skates, and roller skates are not permitted inside the GWCC. This includes all non-ADA approved mobility devices.

## V. Unmanned Aircraft Systems, Aerial Vehicles/Drone Guidelines, etc.

### 1. HELICOPTERS

See for information on helicopter use.

### 2. UNMANNED AIRCRAFT SYSTEMS AND MODEL AIRCRAFTS

Approval is required to fly any aircraft inside or outside of GWCC. Complete [Form B](#) and submit along with a \$100 deposit (checks made payable to the Georgia World Congress Center Authority) to your EC for approval.

For all purposes under these Regulations and Ordinances, the term Unmanned Aircraft System (UAS) refers to unmanned aircraft (sometimes referred to as drones) and all control stations, data links, telemetry, communications equipment, navigation equipment, and all other associated equipment without limitation necessary to operate the equipment, navigation equipment, and all other associated equipment without limitation necessary to operate the unmanned aircraft.

Federal Aviation Administration (FAA) regulations apply to all UAS regardless of size or weight. Notwithstanding any other provision of these Regulations and Ordinances, anyone operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must comply with FAA requirements and all applicable laws. Any person operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must first (1) provide proof of FAA approval (including, as applicable, a 333 exemption, certificate of waiver or authorization, and/or a special airworthiness certificate issued by the FAA) and (2) receive written authorization from the GWCCA Executive Director. The Executive Director, at his/her sole discretion, may grant such request for approval, may deny such request for approval, or may condition such approval on any terms or conditions which the Executive Director deems appropriate (e.g., payment of a license fee, providing acceptable liability insurance, agreeing to an indemnification and hold harmless agreement acceptable to the Executive Director, etc.).

To operate a UAS taking off from, operating within or

over, and/or landing within the facilities, operators must take reasonable precautions to avoid areas normally considered private. Operators of any UAS taking off from, operated within or over, and/or landing within the facilities are prohibited to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, hotel guestrooms, hotel hallways, etc. Such operators also are prohibited to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspace, on a computer display, or other electronic display, etc. Model aircraft (as that term is defined by and used in the FAA regulations) are regulated also by the FAA but are subject to different regulations than UASs. Use of model aircraft taking off from, operating within or over, and/or landing within the facilities is strictly prohibited. This prohibition applies to all operations of model aircraft, whether for a business purpose or for hobby/recreation.

## W. Roof Access

All persons requiring roof access must obtain approval in advance.

## X. Sound Levels

The GWCCA retains the right to regulate the volume of any sound, whether it be music, voice, special, or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the rules and regulations of the lease agreement and the building policies.

## Y. Transportation and Shuttles

Please forward the following traffic plan information to your Event Coordinator/Manager for approval at least sixty (60) days prior to your first move-in day:

- Name of transportation company

- Schedule of shuttle service
- Number of routes
- Any special requirements
- Number and destination of buses
- Any ADA transportation information
- On-site contact name and telephone number
- Any potential challenges
- Location of bus staging

Additional police supervision is required for all shuttle services. This police supervision is exclusive to the GWCCA Department of Public Safety for shuttle operation on Andrew Young International Blvd and the Building C bus lane.

## Z. Union and Non-Union Disputes

The State of Georgia is a right-to-work state.

## AA. Vehicles

All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors; fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gal (38 L) of fuel, whichever is less.

Trucks or other large vehicles will require a half tank or 10 gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought in to the building.

The minimum amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 10 gallons. These vehicles are required to have a shut-off valve on the storage container. For

Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.

At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped.

Separate batteries that are used for auxiliary equipment are allowed to remain connected.

Visqueen or other floor protector must be placed under the vehicle.

A \$325.00 vehicle handling charge will be accessed for each vehicle needing to be placed on any upper level of the GWCC. The GWCCA Engineering Team will guide vehicles to their final placement location.

For locations other than exhibit halls, use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment must be approved by the Event Coordinator/Manager and must remain on authorized walkways.

Vehicles may not be driven or operated on the exhibit hall floor during event open hours. Fueling or defueling of vehicles is prohibited.

Vehicles used for sponsorship opportunities in public areas should be communicated to your Event Coordinator/Manager as fees may apply.

## **BB. Weapons**

As a general rule, Georgia law allows properly licensed individuals to carry weapons into the Georgia World Congress Center or any government building that is open for business and where ingress is not restricted or screened by security personnel.

# VI. Exhibition and Meeting Space

## A. 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 cost of the following cleaning services in the exhibit halls and any area used for temporary built displays.

- 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](#).

## B. Set-up 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 generally are considered final 21-days prior to license period beginning. Changes later than deadline may be subject to additional fees.

Room set changes subsequent to the initial set may result in the Customer being 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 Customer.

Equipment not within facility inventory shall be provided by the Customer. 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 shall be provided by the Customer.

## C. Booth Setup

Individual show management will determine if exhibitors may set up their own booths, use the show's official service contractor, or use an Exhibitor-Appointed Contractor (EAC). All contractors must have a valid [ESCA identification badge](#) to access and work inside the facility.

## D. Outdoor Events

Please review the current [Park and Outdoor Spaces Planning Guide](#).

## E. Shipping and Receiving of Exhibitor Material and Products

### 1. SHOW MANAGEMENT

All freight must be managed by the designated general service contractor or accepted by show management. The GWCCA receiving warehouse does not accept event-related freight or provide crate storage on site. These items can be arranged through the designated general contractor or the FedEx Business Office.

### 2. EXHIBITORS

All shipments made directly to the GWCCA must be sent to the attention of the General Contractor and include the event name, exhibition company, and booth number. The GWCCA 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.



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# VII. Federal and State Guidelines

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## A. Americans with Disabilities Act (ADA)

Accessibility is a top priority at the Georgia World Congress Center. From parking to the trade show floor, the GWCC is ADA compliant. There are ramps at all entrances and restroom facilities for disabled patrons are provided throughout the facility. We offer ample designated disabled parking, several passenger drop-off areas, and convenient curb cuts for easy wheelchair access. Other services include Braille instructions on elevators.

The GWCC has manual push wheelchairs available for use by attendees at no charge while in the building. A state-issued form of ID is required for a deposit, as well as a valid phone number; the ID will be returned to the patron upon return of the wheelchair to the information desk. Wheelchairs are available on a first-come, first-served basis and can be found at the Information Desks in Buildings B and C. The FedEx Office Business Center located in the main lobby of Building B offers mobility scooters and wheelchair rentals through Scootaround. Call the Scootaround reservation number to make arrangements at 1-855-563-9176.

## B. Service Animals

The GWCC is ADA compliant in respect of service animals.

## C. Georgia Department of Revenue

The [Georgia Sales Tax Form \(Rev. 04.14.16\)](#) must be completed by vendors of shows that are selling items to attendees during show hours. (See [Form G](#))

All license fees are not subject to applicable Georgia State sales tax. [www.sale-tax.com/AtlantaGA](http://www.sale-tax.com/AtlantaGA)

## D. Non-smoking Policy

Smoking, including the use of e-cigarettes, is not permitted anywhere within the Georgia World Congress Center. Smoking outside the building is permitted, provided that it takes place at least 25 feet from any entrance doors to the facility. Covered smoking areas have been provided for contractor use during move-in and move-out on the loading docks in designated areas.

# VIII. Leasing and Insurance

## A. Insurance and Indemnity

Customer shall provide to Authority a certificate of commercial general liability insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming Customer as insured and naming additional insureds “The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Georgia World Congress Center Authority, and their respective officers and employees.” The limit of such insurance shall be not less than \$1,000,000 per person, \$3,000,000 per occurrence. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to Authority. The certificate of such insurance shall be delivered to Authority no later than forty-five (45) days prior to the license period. If Customer fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to Authority, after oral or written notice to Customer, Authority may, but shall not be required to, purchase such insurance on behalf of Customer. In that event, Customer shall reimburse Authority for all costs of such insurance.

## B. License

In the process of scheduling facilities and dates, the following terms and definitions apply to scheduling:

### 1. TENTATIVE

Facilities and dates maybe held temporarily pending execution of a license agreement. Until a License Agreement is executed by both parties, no rates, dates and/or facilities shall be considered confirmed or held.

### 2. FIRST OPTION

Facilities and dates designated first option maybe reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to execute a license agreement.

### 3. SECOND OPTION

Facilities and dates may be reserved tentatively, but the tentative reservation will be contingent upon release of a prior reservation that is considered first option.

### 4. CONFIRMED

Facilities and dates are considered a confirmed with an enforceable commitment only upon execution of the facilities' license agreement by the event organizer and the Authority specifying all details.

## C. Deposits

Deposits are required for all activities upon execution of a formal license agreement.

A deposit of the anticipated license fees amount is required upon execution of license agreement. For events licensed several years or more in advance, special arrangements may be negotiated, at the option of the Director of Sales, for a lessor deposit upon license execution with the deposit balance due and payable twelve (12) months in advance of the event.

However, events without a proven history may be required to remit up to 100% of anticipated license fees and related expenses upon execution of license agreement.

# IX. Official Service Contractor Rules and Regulations

## A. Badges/Contractor Photo Identification

Personnel of the GWCCA, the customer, and all service contractors and suppliers should wear identification badges at all times, and enter and exit licensed areas through specified service access doors.

Please visit <https://wis.esca.org/> for more information regarding our [ESCA Badge Policy](#).

## B. Bike and Cart Policy

No bicycles or carts are allowed on upper levels. Carts and bicycles are prohibited from blocking entrances to buildings, stairways, handicapped ramps, or main thoroughfares. Use of electric carts on carpet is permitted only when carpet is protected by reinforced Visqueen.

## C. Cleaning

A clean building is provided at move-in unless arrangements are made between the Official Service Contractor and the building for an early move-in. If this is done, it is the responsibility of the Official Service Contractor making the request to make sure the building is returned clean. This includes all stairwells, parking lots, roads, and catwalks utilized by the Official Service Contractor and show. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out.

GWCCA provides compactors. They are placed around the building, conveniently located on the loading docks of all 3 buildings at dock bays. Your personnel will pick up the trash in the hall and take it to those compactors. The compactor bays of all compactors utilized during any phase of show activity must be cleaned and clear of debris as each one is changed out daily and on the last day of move-out. Failure to do so may result in an additional fee.

All cardboard boxes must be broken down when placed in the compactors. Cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast and there will be delays due to the ordering of the change out of the compactor.

All wood (pallets, display materials, etc.) is to be placed in designated bulk trash areas. It is your responsibility to have bulk trash removed from our property.

Parking lots or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.

Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.

All items must be removed from building, including discarded booth furniture that the clients have left behind. All left over publications must be removed.

All tape and residue must be removed from the floors during move-out. Trash must be removed from behind

draped areas. All residues must be removed from glass and windows both internally and externally if unauthorized materials are used.

Paint spills, hydraulic leaks, medical waste, or anything of this nature should be handled immediately by the Official Service Contractor and/or cleaning contractor.

## D. Floor Plans

The general service contractor will need to provide the Event Coordinator/Manager an electronic version of the floor plan drawn to scale with all fire exits marked. Floor plans for trade shows, exhibit events, meeting programs, athletic events and other functions in an exhibit hall are required to be approved by a Fire Marshal. Current rate for floor plan review is \$55/hour with charges applied to post-event billing. If the plan is not received by the 60-day deadline, the planned layout may be prohibited.

All floor plans should include:

1. Name and date of event
2. Area to be used
3. Name of developer and date of initial draft and revisions
4. Clearly indicated exits
5. Total number of booths
6. Floor plans drawn to scale with scale indicated

The following specifications are required:

1. Entrance and exit points must have a minimum of 20 feet of clear space on all sides.
2. Cross aisles must be at least 8 feet wide.
3. Perimeter aisle must be at least 10 feet wide.
4. No person should ever be more than 225 feet from an exit.
5. Dead-end corridors should be no longer than 20 feet.
6. Fire hoses, fire extinguishers, and standpipe cabinets must be kept clear of obstructions.

7. No visual or physical obstructions to fire exits are permitted.
8. Building graphics, restrooms, and concession areas must not be blocked.

## E. Hazardous Work Areas

Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors and staging areas), but may also include public areas in the main concourse.

Within these areas and throughout the premises, the following guidelines will be enforced:

1. No alcoholic beverages or illegal or controlled substances are permitted.
2. No horseplay, practical joking, etc., is allowed.
3. No speeding (over 5 mph) or reckless use of vehicles is allowed.
4. No flammable liquids may be brought into or stored in the building. Nor may anyone refuel their vehicle in these areas. Refueling must occur at least seventy-five (75) feet outside the building or covered areas.
5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
6. All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
7. Oil spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to GWCCA Public Safety.
8. Work activities in the upper level concourse areas require additional supervision to ensure safety of guests attending other events. Control rope, signage, and other warning devices may be required.

## F. Rigging

Our in-house AV provider is the exclusive rigging provider in our ballrooms, auditoriums, as well as the exhibit halls for any non-tradeshaw production rigging. A full move-in and move-out plan, including installation and rigging plans, should be submitted to the Event Coordinator sixty (60) days prior to the event.

An Event Coordinator/Manager from the GWCCA will act as liaison between clients, subcontractors, and all internal departments. Please contact the Event Services department to speak with the appropriate Event Coordinator/Manager.

### 1. INSTALLATION

- Show-related signs, banners, directional graphics, aisle signs, etc., may be installed in exhibit halls under the direction of the show service contractor following Entertainment Technician Certification Program (ETCP) Rigging Guidelines and Requirements.
- Building signs for restrooms, concession stands, and all fire exit doors and fire exit signs shall not be covered or blocked in any manner.
- Any proposed rigging to the structure or ceilings of the exhibit hall must be submitted for review and approval.
- Installation should be provided by the official service contractor or approved rigging contractor. Rigging plan must go through approval process, fees may apply.

### 2. SUBMITTAL PROCEDURE

The review of all signs, banners, and rigging by the GWCCA is restricted to general conformity to these policies, procedures, and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure to accept the loading of the proposed installation.

The GWCCA and its structural engineering consultant assume no responsibility or liability and make no representation regarding the structural adequacy and

integrity of the signs, banners, lighting trusses, or equipment to be rigged, including the connection devices used to attach the devices to the facility.

## G. Trailers and Empty Storage

Limited storage facilities are available in the service corridors of the GWCC ballrooms and auditoriums. Most corridors are designated fire exits and cannot be used for storage. Please contact the Event Coordinator/Manager to identify available storage areas.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, or fire exit areas.

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# X. Parking Information

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## A. Parking

The Georgia World Congress Center Authority operates three surface lots and three parking decks (Gold, Green, Red) on campus. There are over 5,600 parking spaces to make visiting the GWCC convenient for guests.

Contact your Event Coordinator/Manager for additional information. Detailed parking and directions can be found here:

<https://www.gwcca.org/parking-directions/>

## B. Parking Rates

GWCCA parking facilities offer variable pricing. Standard daily rate for parking is \$15. During major events and game days, parking ranges from \$15 - \$50 on campus. All lots are gated and attendants are on duty during all show/event hours. Additionally, GWCCA Public Safety patrols the lots and decks ensuring the safety of you and your automobile.

## C. Marshalling Yard

The Georgia World Congress Center Authority operates an on-site 540,000-square-foot marshalling yard on Ivan Allen Jr. Blvd. next to the Yellow Lot. Not many convention centers across the country offer an on-site marshalling yard, which can save you time and money.

The Marshalling Yard can accommodate approximately 600 trucks just seconds away from GWCC loading docks. General service contractors may rent portions of the Marshaling Yard to better facilitate load-in activities on a first-come, first-served basis.

# XI. Safety

## A. Fire and Safety Exhibit Guidelines

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) code standards for grandstands, folding and telescopic seating, tents, and membrane structures. The GWCCA will review all installation requests to ensure that they comply with facility regulations and do not interfere with other events. Written requests for each installation should be submitted to the Event Coordinator/Manager at least twelve (12) weeks prior to the event.

All requests should include:

- Size of the installation
- Location
- Height
- Anchoring details
- Utility services required
- If applicable, plans for repair of damaged floors or pavements

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC activities. The Event Coordinator/Manager can provide additional details.

## B. Food Preparation within Exhibits

Review [Form D](#) for food sampling information and [Form E](#) for information on exhibition and display cooking. Form E will be reviewed by the Fire Marshal for approval at a fee of \$250/form. Submit a completed Credit Card Authorization form, [Form F](#), with the Cooking and Cooking Equipment form. Charges are applied prior to submitting to the Fire Marshal.

## C. Multi-level and/or Covered Exhibits

Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.

The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.

Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.

The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.

Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.

Exhibit booth plans must be reviewed by the Fire Marshal for approval at a fee of \$250/booth. Submit exhibit booth plans with a licensed structural engineer's stamp of certification and a completed Credit Card Authorization Form to the Georgia World Congress Center Authority Event Coordinator/ Manager for review a minimum of sixty (60) days before move-in. Charges are applied prior to submitting to the Fire Marshal.

## D. Permits

Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources–Radiological Division.

Contact your Event Coordinator/Manager for more information

## E. Propane Tanks

The use of a small propane bottle is allowed with the following restrictions:

1. The bottle must have a capacity of two pounds or less.
2. The bottle must be of the non-refillable type.
3. If multiple bottles will be needed, they must be separated from each other by at least 20 feet.
4. The exhibitor must have a portable fire extinguisher readily available in the booth.

## F. Pyrotechnics and Special Effects

Each planned use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Coordinator/Manager and the Fire Marshal.

## G. Firearms on Display

Any exhibitor displaying firearms at a trade show must notify the Event Coordinator/Manager for approval. The company shipping the firearms to the exhibitor must have a Federal Firearms License.

All firearms on display must be disabled by either removing

the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be used.

The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.

During non-exhibit hours, firearms must be secured.

Options include: cable lock, locked display cabinet, or by contract security guard. Alternatives must be approved by the GWCCA Public Safety department.



# XII. Security

All events on the Georgia World Congress Center Authority campus require security coverage and a security plan.

Services may be provided by a private security contractor and must be approved by GWCCA Department of Public Safety. Smaller events, including most meeting room and banquet functions, may not require a contract security company but are encouraged to speak with the GWCCA Sales and Public Safety department to verify if security and medical coverage are needed. Any waiver to providing a security plan and appropriate security coverage must be arranged with GWCCA Public Safety management and approved in writing.

As more fully described in the license agreement and rate schedules, the customer is responsible for security related to the safe and secure conduct of the event. The GWCCA provides general security for the building exterior and interior patrols. Contract security is mandatory for events in the GWCC at the discretion of GWCCA Public Safety (see Contract Security Firms, Section 2).

## A. Emergency Contingencies

Emergencies of any nature should be reported immediately to GWCCA Public Safety, who will coordinate any required response. Copies of each facility's Emergency Operating Procedures are available through Event Services.

## B. Facility Walkthroughs

In an effort to ensure both GWCCA and the security firm are aligned with the schematics of the building, GWCCA policies, procedures, and the footprint in which they'll be performing their duties, a facility walkthrough may be required before any contract security plans are approved.

## C. General Guidelines

1. The Georgia World Congress Center Authority Department of Public Safety is open 24 hours a day and patrol all building perimeters, parking decks, exterior grounds, and interior public areas.
2. Copies of each facility's Emergency Operating Procedures are available through the Event Coordinator/Manager.
3. Chain locks and other devices that secure mandatory fire exit doors are strictly prohibited.
4. Personnel of the GWCCA, the customer, and all service contractors and suppliers must wear identification badges to include GWCCA ID, Exhibition Services & Contractors Association (ESCA), and exhibitor issued badges. All contractors must enter and exit licensed areas through specified service access doors.
5. Facility and event working staff should avoid loitering in public areas, including restaurants of either facility. Restaurants and other facilities in the concourses are reserved for the event attendees and patrons.
6. Solicitation is prohibited.
7. Abusive language, threats, assault, vandalism, theft, and other conduct detrimental to the successful staging of an event are grounds for immediate removal from the premises or arrest, depending on the nature of the offense.
8. Upon request, meeting rooms may be converted to "high security" rooms by re-keying locks and installing hardware devices. See the Special Services Manual for more information.

## D. Licensing and Vetting

To promote the safe and orderly conduct of events, the GWCCA requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act, (c) have a current City of Atlanta business license, and (d) Certificate of Insurance, along with being vetted by the GWCCA and placed on the approved vendor list.

## E. Security Plans

The security plan must be submitted to your assigned Event Coordinator/Manager and the Public Safety Assistant Security Manager no later than sixty (60) days before your event.

The contract security provider awarded services for events at the GWCCA are required to manage the high security and non-high security rooms within the licensee's contracted space. A master key will be given to the contract security provider beginning on the first date of contracted space.

The security plan template must include the following key information:

- Number of supervisors and security personnel
- Event duty dates
- Times and assigned posts (including booth posts that individual exhibitors request and their post orders)
- The emergency telephone numbers of contract security personnel
- VIP movement
- Any unique circumstances
- A traffic plan (the traffic plan is to be based on the expected attendance of the event to include shuttle

routes, traffic lane closures request, crosswalk guards, and police coverage)

## F. Security Regulations and Standards

### 1. CONTRACTED SECURITY EMPLOYEES

Contracted security employees should report to and depart from GWCCA in uniform, as mandated by the rules and regulations of the State of Georgia (GA.COMP.R. & REGS.R.509-4-02). Security firms must have the appropriate ESCA credentials to enter and exit the facility at the designated labor entrance at B1 (located by the Department of Public Safety). Recruitment and distribution of payroll must be handled off premises.

### 2. LAW ENFORCEMENT OFFICERS

Any sworn police officer employed by a contract security firm must notify GWCCA Public Safety if he or she is required to carry a firearm as part of their duty. This includes non-uniformed law enforcement officers working "off-duty" for contract security firms.

The law enforcement coordinator must check in with GWCCA Public Safety upon their arrival, advising the officers' names, phone numbers, and locations. Any sworn police officer working at the GWCCA must have legal jurisdiction on the GWCCA campus and must have written approval from their agency.

### 3. WEAPONS

Security firms are prohibited from allowing or having firearms or other self-defense equipment, whether provided by the firm or owned by the security officer, while performing services at GWCCA.

## G. Updates and Adjustments

The security plan will be updated as modifications are made to the plan or the site. Authorized personnel of the facility will maintain all plans in confidence. The GWCCA reserves the right to deny and/or modify any contract security plan that does not meet the minimal coverage requirements as determined by GWCCA Public Safety. Security plans must reflect security coverage during move-in and move-out, and one half-hour before, during, and following the open hours of an event.

# XIII. Forms

## A. Guidelines for Animals in Exhibit Booths



**Animal Display Request**

Please complete and submit this form to your Event Manager.

\_\_\_\_\_  
Show/Event Date(s)                      Event Title

\_\_\_\_\_  
Exhibitor/Booth Number                      Type of Animal(s) Displayed

\_\_\_\_\_  
Animal Display Dates                      Animal Display Times

\_\_\_\_\_  
Requestor Signature                      Date

**Brief Description of Display. Provide additional information if needed as an additional attachment. (Ages/Sizes)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**

\_\_\_\_\_  
Event Manager                      Department Head

\_\_\_\_\_  
Approved or Not Approved

\_\_\_\_\_  
Authorized Signature                      Date

## B. Request to Operate Unmanned Aircraft Systems

The following form along with a \$100 deposit (checks made payable to the Georgia World Congress Center Authority) should be sent to your Event Coordinator/Manager for approval.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

FAA Pilot's License number (if applicable): \_\_\_\_\_

Certificate of Authorization number (if applicable): \_\_\_\_\_

Make and Model of your Unmanned Aircraft System: \_\_\_\_\_

Written Description of UAS: \_\_\_\_\_

including its color and the approximate size and weight

Where on the GWCCA Campus do you seek to operate the UAS? \_\_\_\_\_

On what date(s) do you seek to operate the UAS, and during what hours? \_\_\_\_\_

Who will be operating the UAS, and from what location will you operate the UAS?  
\_\_\_\_\_

UAS Number (if applicable): \_\_\_\_\_

Intended Use of UAS: \_\_\_\_\_

Is your UAS equipped with a camera? \_\_\_\_\_

Is your UAS capable of releasing any form of payload? \_\_\_\_\_

You also are required to attach a photograph of your UAS.

The Applicant listed below hereby requests authorization to operate an Unmanned Aircraft System ("UAS") as that term is defined in the Georgia World Congress Center Authority's Campus Regulations and Ordinances (Section 4.29), which UAS shall take off from, operate within or over, and/or land within the Georgia World Congress Center Authority's campus. By signing this form I certify that all information stated herein is true and that I have read the Georgia World Congress Center Authority Regulations and Ordinances, Section 4.29, regarding Unmanned Aircraft Systems.

Signature

Print Name

Date

## C. Landing and Display of Aircraft

Please use the following format when addressing a request for the landing and display of an aircraft for any event at the Georgia World Congress Center Authority:

"To accommodate the display of the aircraft identified (helicopter, plane, etc.) during the (show name and dates) at the Georgia World Congress Center, the following conditions that must be addressed:

1. All external tanks are siphoned until empty.
2. Static ground wiring is to be attached to the aircraft.
3. "No Smoking" signs shall be posted within 50 feet of the aircraft.
4. There shall be two people stationed at the aircraft trained in the use of portable fire extinguishers.
5. All external and internal tanks shall be taped to create a vapor seal at each fueling point.
6. Type A jet fuel shall be used in lieu of type B.
7. There shall be two (2) 20-pound dry chemical fire extinguishers on board the aircraft.
8. A minimum of one person shall be placed at the booth for fire watch detail.

The above conditions are based on:

1. Type A jet fuel is a kerosene based fuel which is not as volatile as type B jet fuel.
2. External tanks are siphoned and internal tanks are to be full to capacity to minimize vapors.
3. 24 hour fire watch detail will be stationed at the booth.

Further, in regard to the landing of the helicopter in the (specify location for landing) adjacent to the Georgia World Congress Center, the following stipulation will apply:

- This activity shall be in full compliance with all FAA regulations.

If you are in agreement with the conditions and stipulations as outlined, please sign this letter where indicated and return to the Event Coordinator no later than (date and time prior to aircraft arrival). Agent of/Company requesting landing or display. Please note that a copy of this letter with required signature must be received prior to landing and/or display of aircraft."

---

Signature

Print Name

Date

## D. Sample Food and/or Beverage Distribution

Levy Restaurants has exclusive food and beverage distribution rights within the Georgia World Congress Center Authority. Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products ONLY upon written authorization.

PLEASE RETURN FORM TO LEVY RESTAURANTS AT LEAST TWO WEEKS PRIOR TO START OF SHOW

General Conditions:

1. Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show.
2. All items limited to SAMPLE SIZE.
  - Beverages limited to maximum of 4 oz.
  - Food items limited to maximum of 2 oz.
3. The firm named below acknowledges they have sole responsibility for the use, sale, servicing, or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Georgia World Congress Center Authority from all liabilities, damages, losses, costs, or expenses directly or indirectly from their use, sale, serving, or other disposition of such items.
4. Standard fees for handling, delivery, ice, or other services required from Levy will be charged where applicable, including 21% service and 8% sales tax.
5. Other food and/or beverage items used as traffic promoters (i.e. coffee, sodas, bottled water, popcorn, etc.) MUST be purchased from Levy Restaurants.

Name of Event \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Product(s) you reason you wish to dispense items \_\_\_\_\_

Portion size and method of dispensing items \_\_\_\_\_

Approved \_\_\_\_\_

General Manager / Levy Restaurants

For additional services and information, please contact Levy Restaurants.

## E. Regulations for Cooking and Cooking Equipment

Approval is required for event activities and exhibits that involve cooking and cooking equipment within the Georgia World Congress Center. Review by the Fire Marshal is at a fee of \$250/form. Submit a completed Credit Card Authorization form (Form F below) with the Cooking and Cooking Equipment form. Charges are applied prior to submitting to the Fire Marshal. The information requested will be used to evaluate the safety of operations and decisions will reference NFPA 101 Life Safety Code and NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations), as well as the recommendation and final decision of the Georgia Fire Safety Division and the Georgia World Congress Center Authority.

Cooking and food-warming devices in exhibit booths shall comply with the following regulations:

1. Gas-fired devices shall comply with the following:
  - Natural gas-fired devices shall be in accordance with the following fire codes adopted by the Safety Fire Commissioner's Rules and Regulations.

- The use of LP-gas cylinders shall be prohibited.  
EXCEPTION: Non-refillable LP-gas cylinders not exceeding 2.5 pounds may be permitted to be used where permitted by the authority having jurisdiction.
2. The devices shall be isolated from the public by not less than 4 feet (1.2 m) or by a barrier between the devices and the public.
  3. All cooking equipment using combustible oils or solids shall comply with 9.2.3. of the 2012 Life Safety Code.
  4. Portable fire extinguishers with a minimum of a 2A:10B:C rating are placed within the booth, or an approved automatic extinguishing system shall be provided.
  5. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

Please provide the following information to the Event Services department of the Georgia World Congress Center Authority (404-223-4300) 30 days prior to the first event day.

Company Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Primary Contact for Exhibit Booth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Office: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Exhibit Booth #: \_\_\_\_\_

Please list equipment to be used and attach manufacturer's specification sheets to this form (required):  
\_\_\_\_\_

Please indicate food item(s) you would like to prepare and fuel source (electric, gas, etc.):  
\_\_\_\_\_

**Please direct information to:**

Name: Event Coordinator/Manager

Email Address:

Georgia World Congress Center

285 Andrew Young International Blvd., NW

Atlanta, GA 30313

FAX: 404-223-4311

Equipment and method of operation must be approved in advance.



F. Credit Card Authorization Form



**GWCCA Accounting Department  
Charge Authorization Form**

Mail To: Georgia World Congress Center  
Accounting Department  
285 Andrew Young Intl Blvd, NW Atlanta,  
GA 30313-1581

OR

Fax To: 404-223-4003

Date: \_\_\_\_\_

From: \_\_\_\_\_

Please charge the amount of \$ \_\_\_\_\_ for invoice(s) \_\_\_\_\_

To the credit card circled: AMX VISA MC DINERS DISCOVER

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

V-Code: \_\_\_\_\_

(3 digits on back for VISA, MC, Diners, & Discover or 4 digits on front for Amex)

Cardholder's Name: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**This card may be used for any remaining balance.**

**GWCCA will add 3% processing fee to all credit card transactions. You also have the option to pay by check or wire at no additional cost.**

G. Miscellaneous Sales Event

FORM Rev. (04/14/16)



Lynnette T. Kiley  
Commissioner

State of Georgia  
Department of Revenue  
314 East Main Street  
Suite 150  
Cartersville, GA 30120  
(770) 387-4060

Staci Guest  
Chief Tax Officer

MISCELLANEOUS SALES EVENT

INSTRUCTIONS:

- 1) Complete seller's information.
- 2) Complete event information.
- 3) Report the amount of taxable sales. If no taxable sales are made, a zero should be entered on this line.
- 4) Collect Georgia sales tax at the rate of the county in which the event is held. Report the amount of taxable sales made and sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.  
**DO NOT SEND CASH.**
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on your regular return, please provide your sales tax number: \_\_\_\_\_.

<b>1. SELLER'S NAME</b>	
SELLER'S ADDRESS	
SELLER'S TELEPHONE NUMBER	SELLER'S E-MAIL ADDRESS
<b>2. NAME OF EVENT (IF APPLICABLE)</b>	<b>DATE OF EVENT</b>

<b>COUNTY OF EVENT</b>		<b>TAX RATE OF COUNTY OF EVENT.</b> Sales tax rate charts are available on the Department's website, <a href="http://www.dor.georgia.gov">www.dor.georgia.gov</a>	
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<b>3. TAXABLE SALES</b>	<b>4. TAX COLLECTED</b>
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<b>5. AT THE CLOSE OF THE EVENT, THIS FORM AND ALL TAXES COLLECTED MUST BE:</b>	
<input type="checkbox"/> Returned to the Revenue Agent on duty.	<input type="checkbox"/> Mailed within 3 days to the address below.

Should you have any questions, please contact: Georgia Department of Revenue 314 East Main Street Suite 150 Cartersville, GA 30120  _____ Authorized Agent for State Revenue Commissioner
TELEPHONE NUMBER: (770) 387-4060 DATE:

# XIV. Centennial Olympic Park & Outdoor Spaces

## A. Introduction

### GENERAL OPERATING POLICIES AND PROCEDURES

Centennial Olympic Park is designed to provide a comfortable space for relaxation in downtown Atlanta balanced with providing a venue for scheduled programs and activities. Its primary purpose is general public access during daily operating hours. Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus may also be reserved and used for special events on a limited basis, depending upon the event's effect on public access, the impact on the landscape and hardscape, and in consideration of other activities and events scheduled in the surrounding areas.

These General Operating Policies and Procedures have been established to ensure Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus, its personnel, licensees and related service providers are working in a safe and orderly environment and to assure the ongoing maintenance and appearance of the Park. These Policies and Procedures should serve as a guideline governing event operations. Any questions, requests for variations or exceptions should be promptly submitted to the GWCCA Event Coordinator/Manager for approval.

### POSTED RULES AND REGULATIONS

To protect the Park and to ensure public safety for all Park users' enjoyment, please observe the following posted

guidelines:

#### HOURS OF OPERATION

Park use is permitted only during open hours. Open times are 7:00 a.m. – 11:00 p.m.

#### WATER FEATURES

The Fountain of Rings is designed for your enjoyment and interaction, however, entry into other water features including reflecting pools and water gardens in Centennial Olympic Park, International Plaza and West Plaza is prohibited.

#### LANDSCAPE

Entering flower or shrub beds as well as damaging or defacing property and landscaping is prohibited.

#### WASTE

Place all waste in either trash receptacles or recycle bins. Rummaging in trash receptacles is prohibited.

#### PETS

Pets must be kept on a leash at all times. Pet owners must pick up and dispose of waste in proper containers.

#### NOISE

Portable sound devices shall not unreasonably disturb other users of the Park or those occupying surrounding buildings and properties.

#### SPORTS

Organized team sports are not permitted within the Park, International Plaza or West Plaza. Skates, bicycles and skateboards are prohibited on the Fountain Plazas and other brick areas, but they are permitted on the Park's perimeter sidewalks.

#### PROHIBITED ACTIVITIES

Panhandling, soliciting, commercial activity including busking, vending without a permit, camping, campfires and barbecue grills, feeding the pigeons, drug use and outside

alcohol are prohibited in the Park, International Plaza and other outdoor spaces.

**EVENTS**

Special events may be held in the Park, International Plaza and other outdoor spaces only upon obtaining a permit issued by the Georgia World Congress Center Authority. Only alcohol purchased or permitted in the Park and other outdoor spaces during special events may be consumed. Activities conducted in the Park and other outdoor spaces generally belong in one of three categories. They are defined as follows:

- a. **GENERAL PUBLIC EVENTS.** All events conducted or hosted by the Georgia World Congress Center Authority or another outside organization that may or may not require tickets for entry and are open to the general public. Examples: public concerts, festivals, cultural events, fairs and celebrations.
- b. **PRIVATE EVENTS.** Activities in the Park and other outdoor spaces' conducted by an event organizer or sponsor granted special permit for use of designated areas. Such events may or may not require tickets for entry and are not open to the public. They may also be restricted to specific individuals, members of a group, association or invited guests. Examples: weddings, receptions, private parties and corporate events.
- c. **SPECIAL USE.** Any activity conducted outside the parameters of daily Park usage by the general public. Such activities will require a specific use permit. Examples: meetings, photo or video shoots, rallies, musical, theatrical or artistic performances, or any organized activity that may prevent general public use of an area.

**B. Event Application & Approval Process**

A. Prospective users of the Park and other outdoor spaces for private events and special use must complete an event application that is available through the Georgia World Congress Center Sales Department. The Georgia World Congress Center Authority will review the application for suitability to Park and other outdoor facilities and availability of

requested date. Use of these spaces for professional photography and/or filming requires a permit. The Georgia World Congress Center Authority may need to request additional information from the applicant.

- B. Completed applications should be returned to The Georgia World Congress Center Authority at least ninety (90) days in advance for events with expected attendance over 10,000; sixty (60) days in advance for events with an expected attendance over 2,000; and thirty (30) days in advance for other events. Plans of proposed layout, route maps and support information should be submitted along with the application.
- C. Any professional photography and/or filming requires a permit.
- D. The availability of Park and other outdoor facilities will be cross-referenced against other scheduled activities in the Georgia World Congress Center, and areas surrounding the Park to evaluate potential impact.
- E. An event operation and production meeting may be held between Georgia World Congress Center Authority Administration and the event organizer to discuss plans and to identify any additional information needed.
- F. Upon review and acceptance of a completed application and/or acceptance of the logistics plan, a Georgia World Congress Center Authority license agreement will be issued to the client. The client must sign all copies of the license agreement and return them to Georgia World Congress Center Authority Administration for signature by the Chief Commercial Officer, Chief Operating Officer or Executive Director of the Georgia World Congress Center Authority. A file copy of the executed license agreement letter will be issued to the client.
- G. Signed license agreement should be returned within thirty (30) days to Georgia World Congress Center Authority Administration, along with a minimum deposit of 25% of the total fee. A signed and executed license agreement must be on file before event setup begins.
- H. For approved events or activities, the license agreement will include specific use areas, logistic requirements and appropriate usage fees. The license

agreement will also detail specific terms regarding deposit, payment, insurance, cleanup, turf protection requirements and security requirements.

- I. A Plan of Operation including a summary of details including but not limited to the following must be submitted for approval to the GWCCA Event Coordinator a minimum of 60-days prior to the first move-in date. Plans not submitted by this deadline may require implementation of an operations plan by the GWCCA with any cost to be incurred by licensee. Further details for these items is listed in the following sections of this document.

- Proposed event layouts
- Cleaning plan
- Method for securing tent(s)
- Protective flooring plan
- Load-in/load-out schedule
- Electrical plan
- Signage plan

## C. Safety

1. Safety of all visitors to Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus is of primary concern. Any unsafe condition or activity should be reported immediately to the Georgia World Congress Center Authority Department of Public Safety or Georgia World Congress Center Authority Administration.
2. Hazardous work areas are defined as any area on the premises where maintenance or event-related equipment is being handled. Within these areas and throughout the premises, the following guidelines will be strictly enforced:
  - a. Absolutely no drinking of alcoholic beverages.
  - b. No horseplay, practical jokes, etc.
  - c. Possession or use of an illegal or controlled substance of any kind is prohibited.
  - d. No speeding (over 5 mph) or reckless use of vehicles and equipment.

- e. All authorized event-related vehicles must remain on the reinforced brick walkway and may not be driven on grass.
- f. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, on Park property.
- g. All other visible safety hazards should be reported immediately to GWCCA Department of Public Safety.
- h. The staking of tents in the Park is prohibited due to underground utilities. All tents must be secured using alternative means (e.g., water barrels, sandbags, cinder blocks).

3. Basic Fire Code Regulations: The National Fire Protection Association (NFPA) 101 Life Safety Code 1997 has been adopted with specific revisions and interpretations for review for events at this facility. Reference copies of the fire code are available from Georgia World Congress Center Authority Administration. Summaries of pertinent provisions are included below.
4. The customer may sanction the use of pyrotechnics in the licensed area with the written approval of Georgia World Congress Center Authority Administration, but the customer will be directly responsible for all activities described in the License Agreement. To help protect the customer from liability, the pyrotechnics contractor will be responsible for submitting the following items to GWCCA Event Coordinator/Manager (see also PYROTECHNICS in Section 3):
  - a. A valid federal license from the U.S. Department of the Treasury—Bureau of Alcohol, Tobacco and Firearms—for the use of low explosives.
  - b. All relevant permits and approvals from the Fire Marshal of the State of Georgia and the City of Atlanta Fire Marshal's office. The customer must apply for these and submit completed copies to GWCCA Event Coordinator.
  - c. Certifications that the pyrotechnic materials used are free of hazardous gas and will not splinter into guest areas.
  - d. Insurance certification and \$1,000 damage deposit

submitted to Georgia World Congress Center Authority Administration at least three (3) days prior to the event.

- e. Five (5) copies of a detailed description of the pyrotechnic activity planned for an event, including:
    - Grid showing exact location, number and type of devices to be used and spread and height of materials used.
    - Narrative of program, including schedule of events and number and location of certified pyrotechnicians involved.
    - Safety material and equipment for workers, event attendees and Park.
    - Number and location of fire extinguishers available for pyrotechnic event.
    - Plans for pre-function pyrotechnics testing.
  - f. The customer shall be responsible for arranging any demonstration required by the Fire Marshal a minimum of 24 hours prior to the event. The customer will be responsible for any cost incurred to have the Fire Marshal present.
  - g. The customer shall be responsible for providing any additional security for road closures and crowd control for pyrotechnic displays.
  - h. Any Georgia World Congress Center Authority personnel needed to fulfill these requirements will be obtained at the customer's expense.
5. Any request to close streets, lane(s), or sidewalks in and around Centennial Olympic Park, International Plaza, West Plaza or other outdoor spaces must be coordinated with the GWCCA Event Coordinator. Approval may require a formal permit with the City of Atlanta.

#### **D. Maintenance, Cleaning & Protection**

- 1. Damage of any kind should be promptly reported to the GWCCA Event Coordinator/Manager. The licensee is responsible for any damages to permanent fixtures, turf, trees, plants or any Park and other outdoor

structure. Licensees and their contractors are invited to inspect the facility, accompanied by the GWCCA Event Coordinator prior to move-in to assess condition of licensed areas and following move-out to assess for damages and assign cost. Any licensee that opts to forgo an inspection prior to move-in must sign a waiver provided by the GWCCA Event Coordinator.

- 2. The placement of any signs, banners, posters or placards associated with an event or activity must be submitted to the GWCCA Event Coordinator for approval prior to installation. Under no circumstances will attachment of signage to fences, permanent fixtures, trees, plants or any GWCCA structure not specifically designated for same be allowed.
- 3. Adhesive-backed decals and stickers may not be distributed anywhere on the premises.
- 4. Benches, planters and other features may not be removed or repositioned. GWCCA personnel shall handle any movement of GWCCA equipment for event purposes.
- 5. Use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment must be approved by Georgia World Congress Center Authority and must remain on authorized walkways.
- 6. Licensees and their service contractors are responsible for the removal of trash, crates, pallets, packing materials, staging materials, lumber, etc., prior to the event opening and during move-out.
- 7. Cleanup and trash removal is the responsibility of the client. As part of the operations plan due a minimum of 60-days from first move-in date, a plan detailing types and placement of trash receptacles, recycling bins and open top dumpster(s), refuse removal during and after the event, and plan for staffing during move-in, event hours and final cleanup should be included. A deposit may be required to cover any cleaning cost incurred by the GWCCA.
- 8. The GWCCA does not permit the staking of tents. All tents must be secured using alternative means (e.g., water barrels, sandbags). Any tent that will be placed on sidewalks or bricks must have rubber tips or wood under the footings to protect the hardscape. The plan

of operations due 60-days from first move-in date must include method of securing tent(s) and protective footings as necessary.

9. Absolutely no personal or delivery vehicles are allowed on any of the walkways or sidewalks within or surrounding Centennial Olympic Park or International Plaza with the exception of re-enforced sidewalks. The assigned GWCCA Event Coordinator can provide additional information.
10. As part of the plan of operations due 60-days from first move-in date a detailed load-in/load-out schedule including any vehicle access required on International Boulevard and/or the reinforced walkway in North Park. Vehicles that enter the Park without prior approval of Georgia World Congress Center Authority Administration may be ticketed or towed.
11. Glitter, paint, and confetti are prohibited in the Park and other outdoor spaces.
12. Protective flooring is required on all sensitive areas (including but not limited to: spaces with high foot or vehicle traffic, under stages, under tents, in and around food & beverage preparation and concession areas). Based on the the proposed plan of operations due 60 days prior to move-in, GWCCA will identify all areas requiring portable flooring.
13. Customer is responsible for providing all required event related equipment including tables, chairs, tents, staging, barricade, etc... Please refer to the GWCCA Special Services, Equipment and Labor rate sheet if equipment is to be provided by the GWCCA. Any usage of GWCCA equipment must be arranged in advance with the GWCCA Event Coordinator/ Manager.
14. Edlen is the exclusive provider for all utility services in Centennial Olympic Park. An Event Manager with Edlen will coordinate all services required.

## E. F&B and Merchandising Sales

1. The GWCCA's Exclusive Food and Beverage Provider

is the official contractor for food and beverage items in the Park and other outdoor spaces. Events and functions requiring catering should submit a request for services through the Georgia World Congress Center Authority Administration. A salesperson from the GWCCA's Exclusive Food and Beverage Provider will forward a proposal to the client including venue areas, equipment requirements and special considerations.

2. Georgia World Congress Center Authority Administration must approve catering by companies other than the GWCCA's Exclusive Food and Beverage Provider. These other catering providers will be subject to a catering surcharge fee based on the itemized scope of service or the retail market price of donated items. A copy of the final invoice or plan detailing the total scope of service must be provided to Georgia World Congress Center Authority Administration upon request.
3. Alcoholic Beverages – All alcoholic beverages consumed in the Park and other outdoor spaces must be sold, served or licensed by the GWCCA's Exclusive Food and Beverage Provider. State law prohibits alcoholic beverages from being brought into Centennial Olympic Park and other outdoor spaces except by the GWCCA's Exclusive Food and Beverage Provider. Security personnel are instructed to confiscate any alcoholic beverage brought into the Park in violation of state law.
4. Merchandising/Vending – Georgia World Congress Center Authority Administration must authorize the vending or sale of merchandise in the Park. It will only be authorized when merchandise relates to and is an integral part of a licensed event.

## F. Safety

1. Emergencies of any nature should be reported immediately to the GWCCA Department of Public Safety at 404-223-4911 who will coordinate any required response from outside law enforcement and emergency response agencies. The GWCCA

Department of Public Safety is open 24 hours a day and patrol all building perimeters, parking decks, exterior grounds and interior public areas.

2. All major events in Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus require a contract security service. However, based upon size, location or unique circumstances, some events may not require this service. Any waiver must be arranged with facility management and approved in writing. Security arrangements are subject to review and approval by the Georgia World Congress Center Department of Public Safety. Additional event security may be required for restricted access events, ticketed events or events determined by Georgia World Congress Center Authority Administration to require additional security.
3. The licensee is required to secure the entire licensed area for the full duration of the licensed period.
4. The Georgia World Congress Center Department of Public Safety reserves the right to have, at customer's expense, additional security personnel if required to ensure public safety.
5. To promote the safe and orderly conduct of events, the GWCC Authority requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act, (c) have a current business license and (d) Certificate of Insurance.
6. Security plans must be submitted to the assigned Event Coordinator/Manager and the Security Manager of the venue no later than sixty (60) days before the event. These plans shall include the number of supervisors and security personnel; the duty dates, times and assigned posts; the emergency telephone numbers of contract security personnel and a traffic plan. The traffic plan is to be based on the expected attendance of the event. In addition, this plan shall be continually updated as changes are made to the plan on site. Authorized personnel of the facility will maintain

all plans in confidence.

7. Contract security firms will provide GWCCA Department of Public Safety reports of any incident of a criminal nature, illness or injury to an attendee occurring on Park property or damage to any property. Notification to GWCCA Department of Public Safety shall be made during the shift in which the incident occurred.
8. In the event of an emergency (e.g., fire, bomb threat, criminal activity, severe weather), contract security firms will notify GWCCA Department of Public Safety immediately. Copies of Park Emergency Operation Procedures will be provided prior to load-in of your event.
9. Any conduct detrimental to the safe and proper operation of an event, abusive language, threats, assault, vandalism and all other inappropriate actions will result in immediate removal from the premises or arrest and prosecution as appropriate.

## G. First Aid

1. All major events at Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus require contract first aid service during move-in and move-out hours, and one half-hour before, during and one half-hour following the open hours of an event.
2. All first aid arrangements are subject to review by Georgia World Congress Center Authority Administration.
3. The emergency medical personnel shall be licensed by the State of Georgia.
4. Please submit to your Event Coordinator/Manager at least sixty (60) days prior to the event move-in, the name of contract first aid service, a list of emergency medical personnel on duty, the scheduled hours of operation and the desired location of the first aid facility.
5. All requests for ambulance or other outside services



should be coordinated with the GWCCA Department of Public Safety. Park emergency procedures provide for the dispatch of security personnel to the patient's location and to an ambulance rendezvous point for coordination with emergency medical personnel and transfer of patient to a hospital.

6. The Georgia World Congress Center Authority does not pay for doctor or hospital expenses. Any inquiries for claims should be directed to the event organizer and Georgia World Congress Center Authority Administration.

Refer to Centennial Olympic Park Emergency Operating Procedures for additional information on emergency conditions. Copies of these procedures are available from the GWCCA Event Coordinator.

