EVENT PLANNING GUIDE

Georgia World Congress Center Authority

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WELCOME

GEORGIA WORLD CONGRESS CENTER AUTHORITY

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 iconic 22-acre Centennial Olympic Park, our uniquely configured campus located in downtown Atlanta gives Event 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.

Kevin Duvall
Chief Executive Officer
Georgia World Congress Center Authority

CONTACT INFORMATION

Facility Contact Information

GWCCA MAIN NUMBER	404-223-4000
GWCCA SALES	404-223-4200
GWCCA EVENT SERVICES	404-223-4300
GWCCA FOOD SERVICES	404-223-4500
EMERGENCY COMMUNICATION CENTER	404-223-4911
FEDEX BUSINESS CENTER	404-223-4660
PARKING SERVICES	404-223-4105
CCLD – IT SERVICES	404-222-5500
ON SITE AUDIO VISUAL	404-223-4350
EDLEN –UTILITY SERVICES	404-223-8400

Websites

GWCC - https://www.gwcc.com/
GWCCA – https://www.gwcca.org/

Social Media

FACEBOOK – https://www.facebook.com/GeorgiaWorldCongressCenterAuthority/
INSTAGRAM – https://www.instagram.com/gaworldcongressctr/

INTRODUCTION

At the Georgia World Congress Center Authority (GWCCA), the customer is the focus of all we do. The GWCCA 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 Services Representative 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 work with your Event Services Representative as they serve as the primary source of information to answer any questions, coordinate with other departments, and address any event requirements.

EVENT PLANNING TIMELINE

Timeline

90-Days Out

Information provided at least 90 days from the first move-in day will allow GWCC to review event details in relation to other campus activity, work collaboratively with you on your event, anticipate costs and develop our plan of operations for your event.

- High-level Event Schedule
- Forecast Attendance
- Electronic Exhibit Hall Floor Plan
- Exhibitor List
- Exhibit Hall and Public Spaces Floor Plans

60-Days Out

Information provided at least 60 days from the first move-in day will allow GWCC to provide an initial cost estimate and refine and develop the operations and staffing plan for your event.

- Preliminary Room Specifications
- Security, First Aid, Event Action Plan (EAP)
- Updated Exhibit Hall Floor Plans including public spaces
- Preliminary production schedules to include rigging/signage plans
- Updated Exhibitor List
- Transportation Plan (shuttle schedule, routes, loading map, security, traffic management)
- Service Contractor List w/ Contact Information

30-Days Out

Information provided at least 30 days from the first move-in day will allow GWCC to finalize the event details in relation to other events on campus or city activity, work collaboratively with you on your event, provide a cost estimate and refine/develop the operations and staffing plan for your event. Any information submitted after 30 days may incur fees. Final drawings and set up plans are created and will be submitted to you for approval.

- Final Full Event Schedule
- Final exhibit hall plans including storage, vehicle on display (if applicable), concessions and surrounding public spaces
- Forecasted Attendance
- Final Security, First Aid, Event Action Plan (EAP)
- Final room specifications
- Final Exhibitor List
- Detailed Production Schedule to include AV and Rigging
- Sponsorship Plan
- Requirements for High Security Keys and other controlled access needs
- Request Coat and Baggage Check Services

Definitions

Attendance

The number of daily attendees anticipated during your event to include any demographic information that will help us plan to serve you better, such as ratio of male to female attendees, international vs. domestic attendees, percentage of attendees driving-in. Keeping your GWCC Event Services Representative abreast of estimated attendance numbers helps us serve you better.

Event Schedule

A detailed schedule of start and end time, location and final set up for each space for daily events, mealtimes, general sessions, exhibitor show floor hours, registration hours, move-in/move-out hours and building access times for show management and leadership as well as scheduled breaks (to allow for room refreshes), exhibitor service center, bookstore, VIP Lounges, shuttle schedule.

Exhibitor List

A detailed list of all participating exhibitors includes exhibiting company name, main contact name, email address, billing address, phone number and booth number. This list is used by Food Services and Utilities Services personnel to ensure all required orders for exhibitors have been received.

Floor Plans

An electronic copy of the floor plan drawn to scale to include fire exits, storage, vehicles on display, drape plan, public space/concourses, concession/food and beverage areas marked. Every activation and structure that will be part of the event must be displayed on the floor plan.

All events on the exhibit hall floor, ballrooms and public spaces (to include docks and lobbies) must be reviewed and approved by a Fire Marshal.

State Fire Marshal review requires 90 days advance submission to the Georgia State Fire Marshal https://oci.georgia.gov/submit-safety-fire-plan-review. Should you submit your plans directly to the Georgia State fire marshal, approved plans must be submitted to your GWCC Event Services Representative at least 30 days in advance of first move-in day.

The GWCC offers expedited fire marshal review for this requirement for an hourly fee. This request should be made directly to your Event Services Representative as early as possible. Approvals can take a minimum of 7 days, and up to 30 days, so please submit all floor plans for review and approval to your Event Services Representative a minimum of 30 days in advance of your first move-in day. If the plan is not received at least 30 days or before, the planned layout may not be approved.

High Security Key and Controlled Access Requirements

Locks on designated meeting room doors can be changed to high security locks. Rooms with a high security lock will only be accessible to event staff designees. There will be no access for catering, cleaning services. Keys for these rooms will be provided to show management. All other controlled access rooms will be available for catering and cleaning services. Provide your Event Services Representative a list of meeting rooms to be changed to high secure locks and how many keys will be needed per room. Ten (10) keys are provided complimentary. Additional keys are billed at the prevailing rate.

Provide the Event Services Representative a list of authorized persons permitted to access high security designated rooms.

Production Schedule

Production schedules provide detailed move-in, event, move-out and run-of-show information including a detailed list of labor calls for production crews, equipment arrival and deployment, AV schedule, rehearsal times, and VIP arrival. These are to be submitted 30 days from the first day of move-in to your Event Services Representative for all ballroom, auditorium, and exhibit halls in which rigging will occur. The GWCCA Operations team will review and must approve the schedule. The deadline for this requirement allows us to plan labor schedules for your event. Deviation from this time frame could result in additional labor fees.

Rigging Plan

Rigging is exclusive to our in-house provider for Ballroom and Exhibit Hall production. For life safety purposes, in any space where rigging is used, provide a detailed rigging plan to include the amount of weight per point, placement, attachment method, location and date. This will be reviewed by GWCC engineers in-house AV provider and an outside engineer if necessary. Additional fees could be incurred.

Room Specifications

Room specifications are a detailed description of the set up needs for each space. This should include set up style, number of chairs, number of tables, head table, riser needs, AV, staging. Final specifications are due 30 days in advance of the first move in day. This allows our team ample time for developing our operational plan to meet your needs. Layouts are considered final at 21 days prior to your first move-in day. Diagrams for each space will be sent for your final review and approval. Fees for room turns or specialty equipment will be provided in an updated cost estimate.

EVENT PLANNING TIMELINE

Security, First Aid and Vertical Movement Plan (Event Action Plan, EAP)

For life safety reasons you are required to contract security and first aid coverage in all licensed space and related public spaces. To meet these requirements, an Event Action Plan (EAP) is required to be submitted to your Event Services Representative 60 days prior to the first event license day. The EAP must include a vertical movement plan. The EAP requires review and approval by the GWCC Department of Public Safety. GWCC Public Safety is the preferred Contract Services Provider. GWCC does not provide first aid services. Please include the contracted first aid company information in the EAP.

Contact your Event Services Representative for a list of other approved contract security providers. GWCCA Security is exclusive for events in Centennial Olympic Park.

Service Contractor List

A list of all contracted service providers including contact person, email and phone and cell phone number. This includes the General Service Contractor, security provider, first aid provider, shuttle company, audio/ visual company, floral, registration/housing company, and any other service provider(s) contracted for your event.

Signage Plan

A list of all wayfinding and other signage/banners to be placed in public concourses, lobbies and outdoor areas. This plan will be reviewed by the Event Services Representative to ensure there are no conflicts with other events and that signage/wayfinding does not block any GWCC signage.

BUILDING GUIDELINES

The following guidelines are for users of the Georgia World Congress Center when conducting events in the facility. Consult with your Event Services Representative with any questions.

Aerosol Cans

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

Air Conditioning and Heating

Heat and air conditioning (HVAC) will be supplied during scheduled show hours in all licensed space. In the exhibit hall, 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/heating is necessary, the GWCCA will assess if such request can be accommodated. The costs for these extended HVAC services are included at prevailing rates.

If additional air conditioning is required during move-in or move-out, note that condensation gathers and drips onto the floor if the dock and roll-up doors are kept open during these times specifically in the summer months. It is imperative that GWCC Facility Management maintain a safe environment. Should condensation develop due to requested AC running with the dock doors open, GWCC Engineering may adjust the temperature to protect booths/exhibit materials or may request that the dock doors be closed to reduce the condensation.

Animals

Animals and pets are not permitted in the buildings absent authorization from the Executive Director. Submit the authorization form for approval to your Event Services Representative at least 30 days in advance of the first day of the license period. This requirement does not apply to ADA compliant service animals.

Booth Set-Up

The Licensee will determine if exhibitors may set up their own booths, use the licensee's General Service Contractor, or use an Exhibitor-Appointed Contractor (EAC).

Branding, Advertising and Signage

The GWCCA wishes to accommodate customers' requests to promote events or offer wayfinding for their guests with interior signs, banners, and other forms of promotional advertisement. Since there are many 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 facilities.

Generally, these guidelines do not apply to exhibit floor installations by individual exhibitors within or above exhibit booths. These guidelines do apply to any installation connected to the facility's structural elements (e.g., ceilings, columns, beams, walls, floors and windows) and any proposed installation in the common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

Digital Advertising

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.

Digital Signage Inventory	Number of screens	Location
Marietta Billboard	1	Green Deck
TMB Billboard	1	B Building
East Plaza Billboard	1	A Building
LED Walls (5)	5	A,B Bldgs.
A Bldg Monitors (10)	10	A Building
B Bldg Monitors (26)	26	B Building
C Bldg Monitors (17)	17	C Building
Silver Parking Deck (4)	4	Intl. Blvd.
Meeting Rm. Monitors (120)	120	All Rooms
Mobile Monitors (20)	20	Open
LED Banner Box A Bld (1)	1	Ext A Entry
LED Banner Box B Bld (3)	3	Ext B Entry
55" Curve LCD w/ Shelves (1)	1	Open
Restaurant Screens (4)	4	A & B

BUILDING GUIDELINES

Event Sponsorship and Advertising

Show/exhibitor advertising or sponsorship is not allowed in public areas without written 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.

Rigging for Signage

Requests for installation of banners, signs and any rigging should be submitted sixty (60) days prior to the first licensed day. The plans should include a full description of the planned installation including proposed location of sign or banner, suggested copy, name of contractor, dates of installation and removal and other relevant information for GWCCA Engineering review.

Nails, tacks, glue, screws, tape or stickers may not be used to hang or adhere signs anywhere in the facility.

Large complex signs and banners will also require weights, rigging or other means of support. The GWCC or rigging consultant may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building.

Wayfinding

GWCC standard interior/ exterior wayfinding and directional signage is located throughout the campus. Customers may also place directional signage to specific events or to the show floor provided that GWCC signage is not covered. All materials used to display the wayfinding and directional signs must be reviewed by GWCC Facility Management for approval.

Wall, Window and Floor Clings

The use and locations of clings must be approved in advance by your Event Services Representative and are subject to sponsorship fees (15%) if used for exhibitor advertising or sponsorship.

Licensee may use General Service Contractor (GSC) or CCLD Networks (preferred) for installation. Licensee is responsible for any charges for repairs or damages incurred during installation or removal of clings.

Licensee is responsible for measurement and installation of all signs, window and floor clings. Note: Floor clings are not permitted on any terrazzo surfaces.

Prohibited Signage Practices

The GWCC has permanent facility and commercial signage throughout its buildings. This signage 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. Signage on and around escalators and stairwells may also be restricted for safety reasons. Banners and signage may be attached to the facility only in locations and by methods approved by the Event Services Representative.

Coca Cola has exclusive pouring and beverage signage rights at the Georgia World Congress Center and throughout the GWCC Campus. Please contact your Event Services Representative with questions related to competitor products.

Business Center

FedEx Office operates a Business Center in the A/B Lobby. It is open from 8:00 am – 5:00 pm M–F, additional hours can be requested 30 days in advance. FedEx 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
- Photo services and Sony® PictureStation™

An additional location is available in the Building C Lobby. This location is open based on need. Please advise your Event Services Representative should you require the Building C location to be open.

Catwalk Access

Catwalk access in the Thomas Murphy Ballroom, the Georgia Ballroom, and the Sidney Marcus Auditorium is subject to Authority approval and will be coordinated by your Event Services Representative. There are no catwalks in the exhibit halls.

Chemicals

Licensee is responsible for providing and ensuring that its exhibitors supply Material Safety Data Sheets (MSDS) for all materials brought into the facility. MSDS must be made available to GWCCA 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. Licensee is liable to the Authority for all costs incurred for storing and disposing of all chemicals and hazardous materials.

Clean Building

A clean building is provided at move-in unless arrangements are made between the Licensee's General Service Contractor and the building for an early move-in. It is the responsibility of the Licensee making the request to make sure the building is returned clean. This includes all stairwells, parking lots, roads, and catwalks utilized by the Licensee. Licensee's cleaning personnel must be on site on the first day of move-in through the last day of move-out. Fees may be incurred for materials left behind or unclean areas.

Coat and Baggage Check

Hosted: Costs are covered by show management and therefore, offered complimentary for attendees. Costs are billed to the master account. Please refer to the current rates. This service can be scheduled with your Event Services Representative.

Non-Hosted: Costs are covered by the attendee and charged at prevailing rates. Debit or credit card only.

Service includes personnel and supplies. Your Event Services Representative can provide minimum requirements and options for locations.

Columns

Columns in the exhibit halls can be covered in soft (i.e., drape) or hard (i.e., temporary wall panels) materials. Drape must be able to be pulled back to access utilities and life safety equipment. 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.

Adhesives are prohibited on columns. Hanging from or stringing from column to column is prohibited.

Confetti, Balloons, Fog Machines

Confetti

Paper confetti is allowed. A request must be submitted to your Event Services Representative 30 days in advance. A cleaning fee will be applied at prevailing rate. Mylar confetti is prohibited.

Balloons

Helium balloon columns and arches are permitted 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. Mylar balloons are prohibited. Any balloon usage must be approved by your Event Services Representative.

Helium gas cylinders used for refilling balloons 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 prevailing rates.

Fog Machines (Hazing)

Use of all fog machines must be pre-approved by the GWCCA Facility Management department. Please send specifications and schedule to your Event Services Representative at least 30 days in advance.

The fog-generating fluids must be water based and stored in the manufacturer's original containers. The facility reserves the right to limit the amount of haze produced by a show. For cold sparks and pyrotechnics refer to safety section/fire marshal.

BUILDING GUIDELINES

Drilling/Anchoring/Floor Live Load Capacity in Exhibit Halls

Drilling and/or anchoring is not permitted anywhere on the GWCC campus, including the exhibit halls or in outdoor spaces. The exhibit hall floors in Buildings A and B are designed for a compressive uniform live load of 350lbs./sf. Building C and the BC Hall compressive uniform live load is 400 lbs./sf. Steel plates can be used to bolt equipment within these floor load guidelines. Combined equipment and displays shall not exceed floor load capacity.

Elevators and Escalators

Elevators and escalators are provided for the vertical movement of passengers and guests only. Freight is not permitted on passenger elevators. The transportation of dollies, oversized luggage, boxes, or freight and toolboxes is prohibited on escalators.

Freight Elevator Locations

There are freight elevators in each building (refer to building floor plans for exact locations).

Escalators

Escalators are to be managed by your contracted security provider during events. GWCC Public Safety can offer a proposal to provide this service.

A vertical movement plan is required in the Event Action Plan (EAP). Escalators are monitored by GWCCA Public Safety during events and may change direction as necessary to facilitate ingress and egress of patrons; however, additional staffing will be required to manage vertical movement appropriately at the prevailing rates.

Exclusive Providers

- FedEx Business Center
- GWCCA Facility Management
- GWCCA Public Safety in Centennial Olympic Park (Preferred for all other events)
- Edlen – Electrical and utility services
- CCLD – IT Services
- Levy Restaurants – All food and beverage and catering services
- ONSITE AUDIO VISUAL – Rigging services in ballrooms and general sessions in Exhibit halls and house sound
- SP+ – All parking lots, decks and Marshaling yards

Exit Signs

Building exit signs must be illuminated and visible. 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 lighted 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.

Floor Protection

A layer of Masonite floor protection is required on all terrazzo surfaces. The licensee is responsible for laying of Masonite. Visqueen and other forms of plastic coating are not approved as covering for terrazzo surfaces.

A layer of approved protective flooring is required on all carpeted surfaces. Visqueen or other forms of plastic sheeting as a layer of protective flooring can be used on carpeted surfaces. 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 by GWCC Facility Operations. Submit information to your Event Services Representative 30 days prior to license period.

Protective flooring is required for any equipment, freight, furnishings and any other such items where transport is necessary.

Protective flooring is also required in areas used for stationary displays, furnishings, signage, event carpet and where food and beverage are being served or other such items.

The licensee is responsible for damage to terrazzo or carpeted surfaces that occur during the license period. Please coordinate pre- and post-event inspections with your Event Services Representative

Double-faced tape application directly on to terrazzo flooring surface is not permitted. The following tape types are permitted on carpeted surfaces: BRON BT279, BRON BT698, and HBM Supply 1464. Improper use of tape could result in removal fees.

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 feet 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 attached by the General Services Contractor on the lift that includes the date, time, inspector name, and building in which it will be operated. 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.

Powered pallet jacks or forklifts 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 Masonite flooring installed.

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.

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. Stationary displays, equipment, furnishings, signage, and all other items must

either be placed on layer of protective flooring (Masonite) or have protective pads when placed on terrazzo surfaces.

Equipment shall not exceed floor load capacity. Plans for transport of equipment and displays weighing more than 6,000 lbs shall be reviewed by GWCCA Engineers prior to installation.

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 Services Representative at least 30-days prior to the first day of move-in.

All vehicle and boat displays must be approved by the Event Services Representative. Protective flooring must be in place on all surfaces used 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. More about vehicle on display here.

Movement of GWCC planters, furniture or other facility equipment by show management is prohibited. Requests to move facility furniture or equipment must be submitted to your Event Services Representative 30 days in advance and additional fees may apply.

Equipment is subject to GWCCA personnel inspection/ approval. The GWCCA will handle relocation or storage of facility property and if approved, additional fees may apply at the prevailing rates.

Food Services

Levy Restaurants has exclusive food and beverage distribution rights on GWCCA campus.

State law prevents alcoholic beverages from being brought into the GWCC or on the GWCC Campus except by GWCCA Food Services provider, Levy Restaurants.

Licensees, sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products only upon written authorization.

Coca Cola Pouring Rights and Competitor Products

Coca Cola has exclusive pouring and beverage signage rights at the Georgia World Congress Center and throughout the GWCC Campus. If it relative to the purpose of your event to incorporate competitor products, please contact your Event Services Representative as early as possible, ideally one year and not later than 90 days from the first move-in day with questions related to competitor products.

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. We work closely with our hosts to improve the environmental and social impacts of their events.

BUILDING GUIDELINES

Guest Services

Guest services staff can be available during show hours for information, direction and coat check. Contact your Event Services Representative to schedule this service. Additional fees could apply.

Lighting Above Exhibit Booths

Exhibitors may request lights to be turned off above specific sections of their booth, GWCC Facility Management fees for this service are per light.

Load-In Load-Out

The GWCCA will monitor all load-in/load-out activity in public areas of the facility to ensure the approved Event Schedule is followed and to reduce wear and tear/damage to the facility. If non- compliance with facility guidelines is observed, load-in/load-out activity may be halted, and fees could be incurred.

A final detailed Event Schedule is due 30-days prior to move-in detailing load- in, set-up, and load-out of all equipment and materials in all public areas of the facility (inclusive of lobbies, concourses, exterior facility entrances, the A/B Registration Hall and the C lobby). 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.
- Stationary displays/equipment.
- Vehicles on display.
- 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.
- Crate storage plan.
- Any structure being built or brought in.

The Event Services Representative will review the Event Schedule and will advise of any changes needed or approval.

There are weight restrictions for loading and equipment on the Pedestrian Mall. General load-in is not permitted on the Pedestrian Mall. Any activation on the Pedestrian Mall must have load-in/load-out equipment pre-approved. Damage to the area from improper load-in/out will incur fees.

Management of Gate 6 and Gate 20 for load-in/load-out is the responsibility of the General Contractor. Gate 6 and Gate 20 are staffed by GWCC Public Safety from 6:00 am-6:00 pm Monday-Friday. After hours could incur fees.

Lobbies and Other Common Areas

Lobby and other common areas are not exclusively licensed space. Lobbies and other common areas must be kept open for public access and used within guidelines set by the GWCCA.

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

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 ASCAP, BMI, or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption. Please inform your Event Services Representative that this request has been made to these organizations.

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 connectivity to the exhibit hall being used.

Please contact your On-Site Audio-Visual sales team to arrange this service or contact your Event Services Representative to be connected to On-Site Audio Visual.

Payment Terms

An advance deposit of 25% of the license fee amount is required upon execution of license agreement. For new licensees, with no previous GWCCA credit history, the Rental Application History Form must be completed 90 days of move-in day.

The license fee balance is payable 30 days in advance of the event move-in day. Estimated ancillary charges are due no later than 14 days before move-in day. For events licensed more than two years in advance, special arrangements may be negotiated for the advance deposit with approval of the Senior Director of Sales.

If credit is not established, a credit card authorization is required to be on file for remaining balance and/or any additional charges. This card will be charged if the balance is not otherwise paid in full.

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. Events booked under 30 days will be required to pay license fee and estimated ancillary charges at the time of signing of the license agreement.

If a credit remains at the end of the event, a refund will be issued within 14 business days using the same method in which it was paid.

Personal Mobility Devices

The GWCC has a limited number of wheelchairs available for use.

Devices are available for rent from the FEDEX Business Center in A/B Lobby or in C building Lobby. Please contact your Event Services Representative should these be needed for your event. Licensees are able to make arrangements with their own mobile device company.

The use of unicycles, bicycles, tricycles, skates, skateboards, hover-boards, in-line skates, scooters and roller skates are not permitted for use inside the GWCC. This prohibition does not refer to motorized wheelchairs or other ADA mobility devices or similar carriage carrying a person who by reason of a disability uses such wheelchair or personal movement.

Roof Access

All persons requiring roof access must obtain GWCCA approval 30 days in advance. Contact your Event Services Representative for more information.

Shipping and Receiving of Show Management Materials and Exhibitor Products

Show Management

All freight must be managed by the licensee's 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 Service Contractor or the FedEx Business Office. Contact your Event Services Representative with any questions.

Exhibitors

All shipments made directly to the GWCCA must be sent to the attention of the licensee's General Service 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 Service Contractor or the FedEx Business Office.

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 otherwise violates the terms of the rules and regulations of the License agreement and the building policies.

Transportation and Shuttles

Please forward the following traffic plan information to your Event Services Representative for approval at least 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, email and telephone number
- Any potential challenges
- Location of bus staging

Additional police supervision is required for all shuttle services. Police supervision is exclusive to the GWCCA Department of Public Safety. Traffic patterns cannot be reversed for shuttle use during an event. Arrange use of the Transportation Terminal with your GWCCA Sales Manager or with the Event Services Representative. Include this plan in your Event Action Plan EAP.

The **Transportation Terminal** is available for licensed events to use for shuttle drop off and pick up of guests attending events on GWCCA campus. The space must be included in the license agreement. There is no rental for the use of the Transportation Terminal when used for the purpose for which it was intended. GWCCA Public Safety is the exclusive provider for traffic management for shuttles using the Transportation Terminal. Costs for traffic management are the responsibility of the licensee at prevailing rates. It is possible that more than one event could be utilizing the terminal. This will be managed by GWCCA Public Safety. Ride Share pick up and drop off is also coordinated in this space.

Unmanned Aircraft Systems, Aerial Vehicles and Drone Guidelines

Helicopters

Helicopter operations are subject to applicable law and GWCCA approval. Please work with your Event Services Representative and GWCC Public Safety. Helicopters are not permitted to land on the GWCC Roof or in the BC dock area.

Unmanned Aircraft Systems and Model Aircrafts

GWCCA approval is required to operate any Unmanned Aircraft Systems (UAS) anywhere on the GWCCA campus. Complete this form and submit with application fee at prevailing rate to your Event Services Representative for approval.

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 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.

Union and Non-Union

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

Vehicles

For locations other than exhibit halls, use of motorized vehicles, forklifts, gas or electric carts, scooters, and similar equipment must be approved by the Event Services Representative and GWCCA Public Safety. At no time can an individual use a vehicle for passage within GWCC corridors, public space, meeting room or ballroom levels. Any vehicle approved for use (see ADA) must remain on authorized walkways. At no time should a vehicle be traveling at a rate of speed in excess of 5 miles per hour or such lesser rate of speed as may be required so as not to endanger or interfere with other similar or pedestrian traffic.

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

Vehicles used for sponsorship opportunities in public areas (Vehicles on Display) should be communicated to your Event Services Representative and fees may apply.

Electric Vehicles

Electric Vehicles are not permitted inside the GWCC. Electric Vehicles can be used outside. Firewatch is required. Consult with your Event Services Representative for more information.

Food Trucks

Food trucks that produce smoke or grease-laden vapors are prohibited inside the building. Food trucks that do not produce smoke or grease-laden vapors may be considered upon further review by GWCCA Public Safety and State Fire Marshal.

Food truck usage must be included on the floor/site plan to be considered for approval. All food trucks inside the building will require a fire watch during hours of operation. All food trucks inside the building will require shore power (generators are prohibited).

Decking must be used for any food truck to prevent damage to the floor/surface. Food Trucks are not permitted on terrazzo surfaces. Decking must supplied in both absorbent and impervious materials. GWCCA Facility Management can advise or approve of materials.

All food trucks on campus (inside or outside) must comply with all applicable National Fire Protection Association (NFPA) life safety code (see above).

Vehicles on Display

Liquid-fueled or gaseous-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

1. Batteries are disconnected except where the fire code official requires that the batteries remain connected to maintain safety features.
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least). The amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 5 gallons or less. 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.
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

Separate batteries that are used for auxiliary equipment are allowed to remain connected. Visqueen or another floor protector must be placed under the vehicle.

Any vehicles inside the building must be included on the floor plan and EAP plan and are subject to State Fire Marshal approval.

A vehicle handling charge will be assessed at prevailing rates for each vehicle to be placed on any upper level of the GWCC The GWCCA Engineering Team will guide vehicles to their final placement location.

Vehicles that are non-compliant with Vehicle on Display are required to use Fire Watch.

Fire Watch

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Fire Watch Personnel

Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved.

Duties
On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to means of egress and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
3. Take prompt measures to assist in the evacuation of the public from the structures.

The amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 5 gallons or less. 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.

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

Weapons

Georgia law allows lawful weapons carrier 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.

EVENT OPERATIONS, MAINTENANCE AND SET UP

The following guidelines are for users of the Georgia World Congress Center when conducting events in the facility. Consult with your Event Services Representative with any questions.

Clean Building

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

Cleaning Services

The GWCCA provides janitorial services to include public concourses and lobbies, inside meeting rooms, facility restrooms, and dining areas as well as placement of and servicing of waste receptacles in these areas.

Licensee is responsible for the cost of the following cleaning services in the exhibit halls, docks, marshaling yards 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. This is inclusive of aisles, lounges, registration areas, exhibitor service centers, inside exhibit booths, backstage areas, temporary office/green room build outs, and similar customized build outs.
- Cleaning of general sessions sporting events, other unique events and temporary built out theaters on the exhibit hall floor, ballrooms, or auditoriums.
- Cleaning of loading dock areas including service halls, loading dock bays, marshaling yard 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.

Contact your Event Services Representative for additional information and a cost estimate for GWCCA to provide this service.

Compactors

GWCCA provides compactors. They are conveniently located on the loading docks of all 3 buildings at dock bays. Licensee's General Service Contractor teams 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. Licensee's cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash 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 the Licensee's responsibility to have bulk trash removed from the GWCC campus. Fees could be incurred if bulk trash is not removed prior to the last day of the license period.

Parking lots or other external areas used for exhibits are to be cleaned and maintained by Licensee's 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. 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.

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

Set-Up Services

The GWCCA provides standard room sets for meeting rooms, auditoriums, and ballrooms within limits of available equipment inventory. Equipment needs in excess of available facility inventory will need to be outsourced. Contact your Event Services Representative for more details.

The initial set for these spaces is provided complimentary if final event specifications are submitted a minimum of 30-days from first licensed date. Layouts are considered final 21 days prior to first licensed date. Changes after 21 days will be subject to additional fees at prevailing rates.

EVENT OPERATIONS, MAINTENANCE AND SET UP

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

Room Turnovers

Room set changes after the initial set will result in the Licensee 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. Rates for room turnovers can be found on the Room Turnover Fee Schedule.

Labor and equipment including chairs, tables, and risers required for exhibit hall (general sessions, banquets/receptions, sporting events, consumer events, trade shows, etc. or outdoor functions) are charged at the prevailing rate.

Tables and chairs required for food service will be provided by Levy Restaurants.

Subject to available inventory, up to four portable risers will be provided for each meeting room or ballroom function on a complimentary basis.

Upon request, bottled water will be provided at the head table for presenters. Water coolers inside exhibit halls, meeting rooms, or in public areas, can be ordered at prevailing rates through Levy Restaurants.

Licensee will determine if exhibitors may set up their own booths, use the licensee's General service Contractor, or use an Exhibitor-Appointed Contractor (EAC).

Set-Up in Public Spaces

Equipment required in lobbies and 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 licensee.

Tables and chairs required for food service will be provided by Levy Restaurants.

Equipment that is not within the facility inventory shall be provided by the licensee. 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.

Stages used outside of meeting rooms as well as labor to transport and set the units are charged at prevailing rates. Risers are 6'x8' at heights of 16", 24" and 32" and include stage steps and skirting. Also subject to availability the GWCCA can provide up to 24 units for a single stage at either 16" or 24" height or up to 12 units for a single stage at 32" height in exhibit halls and ballrooms.

Trash Hauls

One complimentary trash haul is provided per licensed exhibit hall. Additional trash hauls are charged at prevailing rates.

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. Restroom facilities for disabled patrons are provided throughout the facility. We offer ample designated accessible parking, several passenger drop-off areas, and convenient curb cuts for easy access. The GWCC has limited manual push wheelchairs available for use by attendees at no charge while in the building.

Mobility scooters are available. Please work with your Event Services Representative for contact information to share with your attendees.

Lasers and X-Ray Equipment

Lasers and X-ray equipment may only be used after receiving approval from the Department of Community Health, Healthcare Facility Regulation, https://forms.dch.georgia.gov/Forms/xrayv2.

Contact your Event Services Representative for more information.

FEDERAL AND STATE GUIDELINES

Insurance and Indemnity

Licensee 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 the Licensee as the 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 the Authority(GWCCA). The certificate of such insurance shall be delivered to the Authority no later than forty-five (45) days prior to the license period. If Licensee fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to the Authority, after oral or written notice to Licensee, Authority may, but shall not be required to, purchase such insurance on behalf of Licensee. In that event, Licensee shall reimburse the Authority for all costs of such insurance.

Non-smoking policy

Smoking, including the use of e-cigarettes and vaping 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.

Sales & Use Tax

The Lessee may be liable for collection of tax on the sales of tangible personal property and certain services, as defined by the State of Georgia, unless the transaction is specifically exempt. In addition, Georgia imposes tax on charges by the seller that are necessary to complete the sale of taxable property. O.C.G.A. § 48-8-2(34)(A). For example, if a seller charges $20 for a shirt and $5 to deliver the shirt, sales tax is imposed on $25 ($20 for the shirt plus $5 for delivery). Limited exemptions from the payment of Georgia's sales and use tax are available for qualifying nonprofit organizations. For information on State of Georgia sales and use tax requirements, go to https://dor.georgia.gov/sales-use-tax-instructions.

License fees are not subject to applicable Georgia State sales tax.

Service Animals

The GWCC is ADA compliant in respect of service animals.

Fire Watch

A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Fire Watch Personnel

Where, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved.

Duties

On-duty fire watch personnel shall have the following responsibilities:

4. Keep diligent watch for fires, obstructions to means of egress and other hazards.
5. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
6. Take prompt measures to assist in the evacuation of the public from the structures.

The amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 5 gallons or less. 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.

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

FIRE AND SAFETY GUIDELINES

Floor Plans

The Licensee shall cause to be provided an electronic version of the floor plans drawn to scale with all fire exits marked to the Event Services Representative. Floor plans for trade shows, exhibit events, meeting programs, athletic events, activations and any other function in an exhibit hall are required to be approved by a Fire Marshal. Fees apply at prevailing rates. If the plan is not received by the 60-day deadline, the planned layout may be prohibited.

All floor plans should include:

- Name and date of event
- Area to be used
- Name of developer and date of initial draft and revisions
- Clearly indicated exits
- Total number of booths
- Floor plans drawn to scale with scale indicated
- Storage areas (including docks)

Food Preparation Within Exhibits

GWCC Engineering and Fire Marshal approval is required for event activities and exhibits that involve cooking and cooking equipment within the Georgia World Congress Center. 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. This form cooking form link will be reviewed by the Fire Marshal for approval a fee for review will be incurred at prevailing rates. Please submit the form to your Event Services Representative.

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

Gas-Fired Devices

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.

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.

All cooking equipment using combustible oils or solids shall comply with 9.2.3. of the 2012 Life Safety Code.

Portable fire extinguishers with a minimum of a 2A10BC rating are to be placed within the booth, or an approved automatic extinguishing system shall be required.

Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

This information shall be provided to your Event Services Representative of the Georgia World Congress Center 30 days prior to the first event day.

Hazardous Materials

Hazardous materials or chemicals that are considered dangerous to persons, property or the environment are not permitted in the GWCC. Hazardous materials or chemicals include, but are not limited to, flammable and combustible liquids, pressure cylinder and tanks, hazardous chemicals, toxic or biohazard waste.

Gasoline, kerosene, diesel fuel, or any other flammable or combustible fluids or gases may not be stored in the building during move-in, move-out, or during event times.

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, staging areas and public areas in the main concourse).

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

- No alcoholic beverages or illegal or controlled substances are permitted.
- No horseplay, practical joking, etc., is allowed.
- No speeding (over 5 mph) or reckless use of vehicles is allowed.
- 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.
- Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
- All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
- Oil spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to GWCCA Public Safety.
- 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.

An Event Services Representative from the GWCCA will act as liaison between licensees, subcontractors, and all internal departments.

Multi-Level or Covered Exhibits

Multi-level or Covered/Enclosed exhibit booth plans must be reviewed and approved by the Fire Marshal at the prevailing rates. NOTE: Police Security officers scheduled in 4-hour minimum increments for the first 8 hours.

FIRE AND SAFETY GUIDELINES

Submit exhibit booth plans with a licensed structural engineer's stamp of certification and a completed credit card authorization form to the Event Services Representative for review a minimum of 60 days before move-in. Charges are applied prior to submitting to the Fire Marshal.

The upper deck of a multi-level exhibit with 300 square feet or more shall have at least two remote means of egress. Spiral stairways are permitted if specifically approved by the Fire Marshal. However, spiral stairways are not recommended.

Covered and enclosed areas should be furnished with acceptable smoke detectors that emit alarms audible outside of the covered or enclosed areas.

The Exhibitor is required to provide Fire Watch (through GWCC DPS) within the booth space if the covered or enclosed area is 300 square feet or more. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each covered or enclosed area. Personnel must be trained in the use of extinguishers.

Areas within the exhibit booth that are totally enclosed (i.e. walls and roof/ceiling) must be served by a battery-powered emergency lighting source when such areas lead to exit access from the space (i.e. stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space.) Enclosed areas of the booth with 300 square feet or more shall have at least two (2) remote means of egress.

Portable and Temporary Tents/Structures

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 Services Representative at least 60 days prior to the event for approval.

All requests should include:

- Size of the installation
- Location
- Height
- Method of ballasting
- Utility services required
- If applicable, plans for repair of damaged floors or pavement

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC activities. Consult with your Event Services Representative if your event will need portable or temporary tents.

Propane Tanks

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

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

Pyrotechnics, Special Effects, Cold Sparks and Hot Work

All approved documents for the use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be submitted to the Event Services Representative.

Events using Pyrotechnics:

- At least 10 business days before the event, a Fulton County Probate Court permit should be submitted.
  - Fulton County Probate Forms:
  - https://www.oci.ga.gov/Resources/Forms/AllForms/GID-273-SF.pdf

- Once Fulton County Probate Court approves the permit, then it should be sent to the State Fire Marshal's Office Hazardous Materials Division for approval

Written approval from the GWCCA Executive Director is required.

GWCC Facility Maintenance will review all pyrotechnics and other smoke producing effects to ensure ventilation is sufficient to handle the load produced, cold sparks and state requirements.

Trailers and Empty Storage

Generally, all crates and empties should be stored in the Marshaling Yard.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, service areas or fire exit areas. Please contact your Event Services Representative for exceptions requiring fire watch procedures.

All crate storage locations must be documented on floor/site plan. Any location on GWCC campus used for storage must be included in this plan. Any indoor storage may incur a fire watch fee.

Crate Storage Fire Watch Procedures

The procedures below are for fire watch of designated crate storage area(s) provide additional fire protection to the building, allow for resources and patrons in areas with no fire suppression systems and/ or areas concentrated with combustible materials (i.e. wooden crates). Fire Watch personnel and schedule must be contracted through GWCCA Department of Public Safety at prevailing rates.

FIRE AND SAFETY GUIDELINES

At a minimum of 60-days out from the event, the Licensee's General Service Contractor shall provide the Event Services Representative with a plan of operations for crate storage that includes the following:

1. Map highlighting all areas where crates will be stored. All areas should be labeled for easy reference (i.e. Section A, B, C, etc…). Map should include specific area(s) where fire extinguishers will be supplied.
2. Date(s) crates will be stored in the designated area(s).
3. Plan for qualified fire watch personnel including hours of coverage and what entity is providing coverage. Seven days out from first day of move-in plan should be updated to include names of assigned personnel.

The GWCCA Department of Public Safety will review and approve the plan before it can be executed. Any changes to storage locations and/or dates must be provided to the assigned Event Services Representative before changes can be implemented.

The following parameters are in place for fire watch in crate storage areas:

- Crates cannot be stored within 20 feet of any exit or on the exhibit hall dock ramps.
- Crates cannot impede any emergency egress routes.
- Crate storage maximum height cannot exceed sixteen feet.
- Crates cannot be stored within 18 inches of a sprinkler head.
- Crates cannot block truck access to dumpsters/compactors for emptying purposes.
- A Class 2A10BC fire extinguisher shall be placed every 100' of space crates are stored.
- Assigned fire watch personnel must be trained in the use of fire extinguishers.
- Assigned fire watch personnel should continuously inspect all designated crate storage areas during their designated shift (not to exceed 8-hour shift per assigned personnel).
- Fire watch must be scheduled for 24-hours per day that crates are in place.
- Fire extinguishers must be provided by the entity requesting the crate storage.
- Hourly status identifying all crate storage areas must be provided by the assigned fire watch personnel to the GWCCA Department of Public Safety Dispatch either via radio call or phone call (404-223-4911).

Weapons on Display

Any exhibitor displaying firearms at a trade show must notify the Event Services Representative. 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 displayed.

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 submitted to and approved by the GWCCA Public Safety department at least 30 days prior to move-in.

FOOD SERVICES

Levy Restaurants has exclusive food and beverage distribution rights on GWCCA campus.

State law prevents alcoholic beverages from being brought into the GWCC or on the GWCC Campus except by GWCCA Food Services provider, Levy Restaurants.

Licensees, sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products only upon written authorization.

Bar Service

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center.

Catering Contracts

A signed copy of the Levy contract outlining all catering services must be returned to the Catering Sales Manager prior to the event before services are confirmed or performed. The signed contract, terms, addendums, and specified function sheets constitute the entire agreement between the client and Levy Restaurants. The catering agreement outlines all payment terms; a 75% deposit is due 60 days prior to the event based on estimated catering spend or food and beverage minimums. Full and final payment must be collected 7 business days prior to the event start date.

China Service

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms unless disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outside Events (apart from plated meals) are accompanied by disposable wear. China Service in Exhibit Halls is available for an additional charge of $3.00 per piece.

FOOD SERVICES

Exhibitor Service Standards

Hazardous For all events contracted for an exhibitor booth, Levy Restaurants does NOT provide the following items- Tables, Bars, Trash Service or Electrical Drops. Levy Restaurants does have equipment items available for rent, or items can be rented from the show's general services contractor. The exhibitor is also required to provide adequate space for all requested catering services. All service ware provided in an exhibitor booth is disposable, if china or glass service is requested there will be an additional fee of $3.00 per service piece. There is a minimum order of $250 per day for the exhibiting company, if the minimum is not met there will be a $100 service fee assessed on the catering order.

Food Preparation within Exhibits

GWCC Engineering and Fire Marshal approval is required for event activities and exhibits that involve cooking and cooking equipment within the Georgia World Congress Center. 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. This form cooking form link will be reviewed by the Fire Marshal for approval a fee for review will be incurred at prevailing rates. Please submit the form to your Event Services Representative.

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

Gas-Fired Devices

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.

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.

All cooking equipment using combustible oils or solids shall comply with 9.2.3. of the 2012 Life Safety Code.

Portable fire extinguishers with a minimum of a 2A10BC rating are to be placed within the booth, or an approved automatic extinguishing system shall be provided.

Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

This information shall be provided to your Event Services Representative of the Georgia World Congress Center 30 days prior to the first event day.

FOOD SERVICES

Food Sampling

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

Food Sampling information is listed below. Anyone wishing to offer food samples or prepare food should as part of their Exhibit booth or event experience should complete this form. This form should be submitted to your Event Services Representative and your contact with Levy.

Please note the following conditions for food sampling:

Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of The Show.

All items are limited to SAMPLE SIZE.

- Beverages are limited to maximum of 4 oz.
- Food items are limited to maximum of 2 oz.

The exhibiting company acknowledges they have sole responsibility for the use, servicing, or other disposition of such items in compliance with all applicable laws. Accordingly, the firm will agree 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.

Standard fees for handling, delivery, ice, or other services required from Levy will be charged where applicable at prevailing rates and will be subject to the prevailing service charge and sales tax.

Other food and/or beverage items used as traffic promoters (i.e. coffee, sodas, bottled water, popcorn, etc.) MUST be purchased from Levy Restaurants.

Please return this form to your Levy Restaurants (GWCC Food Services) Representative at least 30 days but not later than 14 days prior to the start of your event.

Guarantees

To provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Final guarantees are due 7 business days prior to the event.

Labor Charge

Additional attendants or service staff may be requested over and above our normal staffing level for your event. The charge is $60.00 per hour, per attendant, with a four-hour $240.00 minimum. Charges for specialized services, such as carvers, chefs, bartenders, and cashiers are noted in the menu. There will be an additional $75.00 service charge on all events with a guarantee for less than fifty (50) people. Any unusual service requirements, late night events, or minimal revenue events may incur additional charges, please contact your Catering Sales Manager for additional information.

FOOD SERVICES

Linen/Decor

Levy Restaurants provides linen for most food and beverage events. For additional decor, we are pleased to assist you! Additional fees will apply for any specialty items. Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

Premium Service Standards

Levy Restaurants has a standard set time of 30 minutes prior to the start time listed on the event order.

Levy Restaurants recommends:

- 1 double sided buffet line per 150 guests:
- 1 server per 30 guests for all plated meals;
  Levy Restaurants recommends 1 bartender per 125 guests

Pricing

Levy Restaurants cannot guarantee pricing for longer than a 12-month period in advance. Pricing is based on market values and in-depth business analysis. Menu pricing typically dose not increase more than 3-5% year over year.

Retail Concepts

If retail concepts are requested by a customer to be set or opened for an event, there will be a minimum of $1,200 per cart per day. Placement of the carts would be is based on attendee flow and access to power and data lines. All Levy Restaurants retail and restaurant concepts are cashless. A pre guaranteed number of paper vouchers can be PRE purchased through your catering sales manager for use at all food outlets inside the convention center. There are voucher requirements and vouchers are not sold on consumption, ask your catering sales manager for details.

Service Charge/Taxes

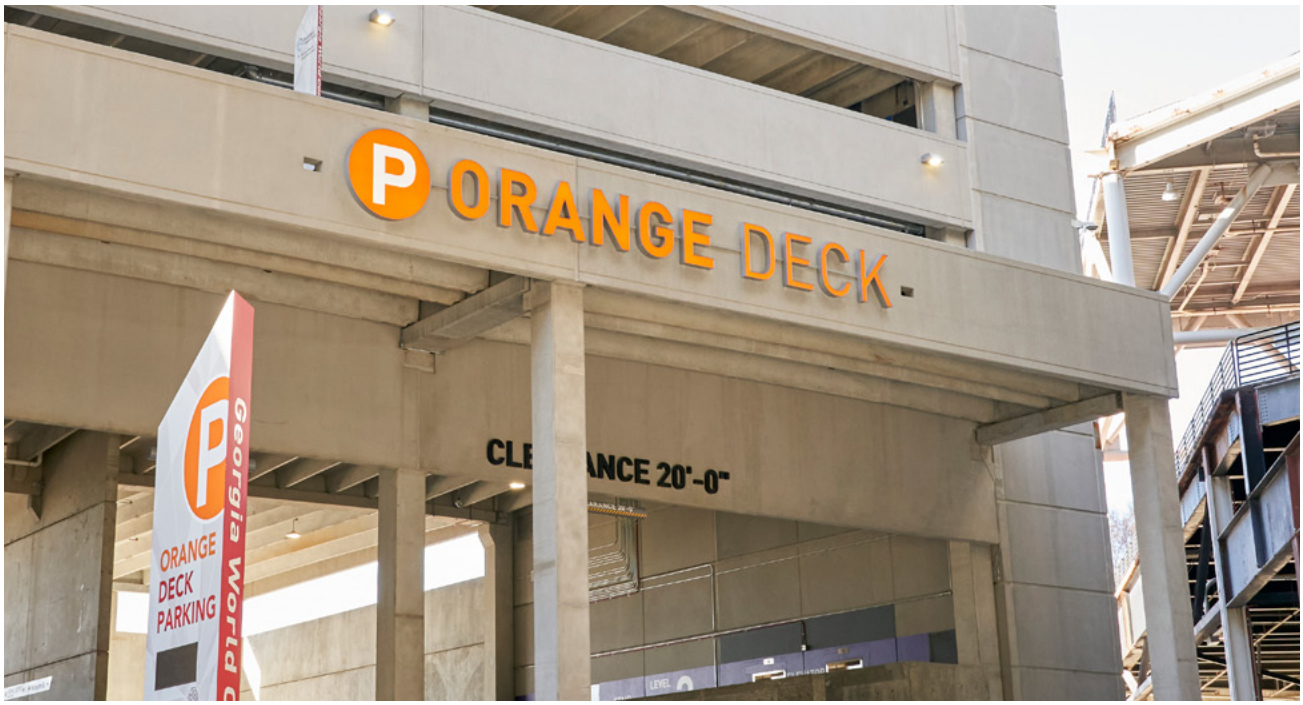
All prices listed in the published catering menu are not reflective of the 24% service charge and 8.9% tax.

- Current service charge is 24%
- Current tax is 8.9%
- Menu prices do not include these charges.

Service Yields

- 1 gallon equals 10-12 servings
- 1 pound equals 12-15 servings

PARKING



The Georgia World Congress Center Authority operates two (2) surface lots (Yellow, Blue) and four (4) parking decks (Green, Red, Orange and Silver) on campus. There are over 5,600 parking spaces to make visiting the GWCC convenient for guests.

Contact your Event Services Representative for additional information. Detailed parking and directions can be found here:

https://www.gwcc.com/parking/

Parking Rates

GWCCA parking facilities offer variable pricing. Standard daily rate for parking $15.00. During major events and all Falcons game days, parking rates are generally higher. Your Event Services Representative can assist with limited pre-paid parking on game days for your attendees. All lots are gated, and attendants are on duty during all show/event hours.

Marshaling 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.

The Marshalling Yard can accommodate approximately 600 trucks just minutes away from GWCC loading docks. Licensee's General Service Contractors may rent portions of the Marshaling Yard to better facilitate load-in activities on a first-come, first-served basis. Licensee's General Service Contractors should contact parking services at Parkingservices@gwcc.com or work with your Sales Representative to arrange this at least one year in advance.

SECURITY

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

Services may be provided by GWCC Public Safety or by a private security contractor. Any third party private security contractor must be approved by GWCCA Department of Public Safety.

As more fully described in the sections 4.1 and 4.2 of the license agreement the customer is responsible for security related to the safe and secure conduct of the event. The GWCCA Public Safety department provides general security for GWCCA Campus through interior and exterior patrols.

Badges/Contractor Photo Identification

The Licensee and all contractors and suppliers are required to 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 the ESCA Badge Policy.

Emergencies

Emergencies of any nature should be reported immediately to GWCC Public Safety at (404)223-4911. Should guests call 911 directly, those calls are rerouted to GWCC Public Safety. To save time in emergencies please dial (404)223-4911 directly or 4911 from a red phone in the GWCC. Copies of the GWCC Emergency Operating Procedures are available through your Event Services Representative.

SECURITY

Facility Walkthrough

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.

General Guidelines

The Georgia World Congress Center Authority Department of Public Safety is open 24 hours a day and patrols all building perimeters, parking decks, exterior grounds, and interior public areas.

Chain locks and other devices that secure mandatory fire exit doors are strictly prohibited.

Covering of Security cameras is prohibited.

Personnel of the GWCCA, the customer, and all service contractors and suppliers must wear identification.

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.

Facility and event staff should avoid loitering in public areas, including restaurants. Restaurants and other facilities in the concourses are reserved for the event attendees.

Solicitation is prohibited.

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.

Upon request, meeting rooms may be converted to "high security" rooms by re-keying locks and installing hardware devices.

GWCCA Employee Access

GWCCA personnel may, from time to time, require access to licensed space in the performance of life safety and property-related maintenance, repairs and other limited but necessary activities.

High Security Key and Controlled Access Requirements

Locks on designated meeting room doors can be changed to high security locks. Rooms with a high security lock will only be accessible to event staff designees. There will be no access for catering, cleaning services. Keys for these rooms will be provided to show management. All other controlled access rooms will be available for catering and cleaning services. Provide your Event Services Representative a list of meeting rooms to be changed to high secure locks and how many keys will be needed per room. Ten (10) keys are provided complimentary. Additional keys are billed at the prevailing rate.

Provide the Event Services Representative a list of authorized persons permitted to access high security designated rooms.

SECURITY

Licensing and Vetting

To promote the safe and orderly conduct of events, the GWCCA requires that all contract security firms (a) be properly licensed under Georgia Law, (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, (e) be approved by the GWCCA Senior Director of Campus Safety Operations.

Security Plan (Event Action Plan, EAP)

The security plan (Event Action Plan) must be submitted to your assigned Event Services Representative and the GWCCA Department of Public Safety no later than 60 days before your event. And as otherwise required in the Event License Agreement.

The contract security provider awarded services for events at the GWCCA is required to manage the high security and non-high security rooms within the Licensee's contracted space. A master key set will be provided to the contract security provider at the prevailing rate beginning on the first date of contracted space..

The contract security provider is responsible for managing vertical movement of Licensee's guests

The contract security provider is responsible for managing the building access each morning for VIPS, show management and leadership.

The security plan (Event Action Plan, EAP) 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)

Updates and Adjustments to EAP

The security plan will be updated as modifications are made to the plan or the site. Authorized personnel of the GWCCA 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. Security staffing must also include a minimum of one half-hour before and following the open hours of an event.

SECURITY

Security Personnel Regulations and Standards

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.

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.

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.

CENTENNIAL OLYMPIC PARK & OUTDOOR SPACES

Outdoor Spaces and Definitions

Centennial Olympic Park (COP)

Atlanta's "front yard" for Georgians and visitors alike to enjoy a beautiful outdoor space. Its primary purpose is general public access during daily operating hours, currently 7:00 am – 11:00 pm.

Additionally, COP is available at prevailing rates for live events for groups hosting events at the GWCC, utilizing at least 100,000 gsf.

East Plaza

Its purpose is to provide access to Building A and outdoor enjoyment to those event attendees using Building A or the Omni Hotel. Additionally, it is available at prevailing rates for live events for groups hosting events at the GWCC

International Plaza

Outdoor space for Georgians and visitors alike to enjoy. Additionally, it is used as an access point from Marta to MBS (Mercedes Benz Stadium), activation space for MBS events and is available at prevailing rates for live events for groups hosting events at the GWCC, when not in use for MBS events.

Pedestrian Mall

Provides a connection from Centennial Olympic Park to Signia by Hilton Atlanta hotel. Additionally, it is used as outdoor enjoyment for GWCC in-house events. The Pedestrian Mall is also available at prevailing rates for live events for groups hosting events at the GWCC (Note weight restrictions for activations and load-in on the Pedestrian Mall. All event food and beverage is provided by GWCC Food and Beverage provider,Levy Restaurants.

Transportation Terminal

A hub for event-related transportation (bus) loading and unloading of attendees for GWCC events as well as share-ride services. Can also be used for transportation loading and unloading of attendees for MBS-sanctioned events. Additionally, the Terminal is available at prevailing rates for live events for groups hosting events at the GWCC when not being used for Transportation related purposes. (See Transportation and Shuttles)

CENTENNIAL OLYMPIC PARK & OUTDOOR SPACES

Outdoor Event Guidelines

Centennial Olympic Park and other outdoor spaces on the Georgia World Congress Center campus may be reserved and used for special events for groups hosting events in the GWCC on a limited basis, depending upon the event's effect on public access, other events at the GWCC, the impact on the landscape and hardscape, and in consideration of other activities and events scheduled in the surrounding areas.

These General Guidelines have been established to ensure Centennial Olympic Park 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 these areas.

COP Hours of Operation

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

Approval

The promotion of any event in Centennial Olympic Park is not permitted until a license agreement is fully executed.

Activities conducted in Centennial Olympic Park or 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 that may or may not require tickets for entry and are open to the general public.

B. PRIVATE EVENTS. Activities conducted by an event organizer or sponsor who is simultaneously hosting an event in the GWCC. 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.

Requesting use of COP or other outdoor spaces:

A. Prospective users of Centennial Olympic Park and other outdoor spaces for events must speak with a GWCC Sales representative. Any event request discussion must include an event overview, list events and activations, route maps, vendor plans, move-in/move-out plans, clean-up operations and any additional supporting or relevant information unique to the event.

B. COP or other outdoor space event requests should be made at least 180 days (6 months) in advance.

C. The Georgia World Congress Center Authority will consider for suitability to Centennial Olympic Park or other outdoor facilities and availability of requested date.

   The availability of Centennial Olympic Park other outdoor facilities will be cross-referenced against other scheduled activities in the Georgia World Congress Center, and areas surrounding Centennial Olympic Park or other outdoor spaces to evaluate potential impact. Modifications to the plan may need to be made to accommodate any previously booked GWCC business.

D. 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.

E. For approved events or activities, a GWCCA license agreement will be generated. 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, portable restrooms, turf protection requirements and security requirements. Marks, Images and Ambush marketing agreements may be applicable.

F. License agreements should be returned with the advance fee of 50% of the total fee. A signed and executed license agreement must be on file before event set-up begins. The balance shall be paid in full 30 days prior to first move-in day.

Conducting an Event at Centennial Olympic Park, International Plaza, East Plaza, The Pedestrian Mall

A full Operations plan must be submitted to GWCCA 60 days from the first move-in day with a summary of details including but not limited to the following:

- Anticipated attendance.
- Cleaning plan including chemicals used and trash removal and name of cleaning company.
- Electric and other utility needs (Generators are not permitted. Edlen is the exclusive provider)
- Event footprint including all vendor locations.
- Full Equipment list (for GWCCA Engineering Approval).
- Load-in/Load-out schedule and locations.
- Method for securing tent(s) (staking is not permitted).
- Production schedule.
- Protective plan for turf, hard surfaces and fountains/water features.
- Security/traffic plan-knowns as the Event Action Plan (GWCC Public Safety is exclusive to outdoor events)
- Ticket process if a ticketed event.
- Vehicle plan.

Plans not submitted by this deadline may require implementation of an operations plan by the GWCCA with any cost to be incurred by licensee and/or subject to cancellation of event.

GWCCA must preapprove the vendor layout plan. The licensee will adhere to this approved plan. Failure to comply with the approved layout will result in cancellation of the event.

These due dates are in place to insure:

- Life safety
- The GWCCA can properly staff and service the event
- Proper lead time for fire marshal approval

If the due dates are not met, the event will be subject to cancellation.

CENTENNIAL OLYMPIC PARK & OUTDOOR SPACES

Food and Beverage

- The GWCCA's Exclusive Food and Beverage Provider (Levy Restaurants) is the official contractor for food and beverage items in Centennial Olympic Park, International Plaza, East Plaza, the Pedestrian Mall and other outdoor spaces. Events requiring catering should submit a request through the Georgia World Congress Center Authority Sales or Event Services Representative. A salesperson from the GWCCA's Exclusive Food and Beverage Provider (Levy Restaurants) will work with event organizers to understand the event and create a proposal including venue areas, equipment requirements and special considerations.
- Georgia World Congress Center Authority's Exclusive Food and Beverage provider 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.
- Food Trucks are permitted and are subject to approval by the GWCCA's Exclusive Food and Beverage Provider. All food trucks must adhere to all load-in/load-out and set up requirements including decking, grease and clean up management and follow the no generator policy.
- Alcoholic Beverages: All alcoholic beverages consumed in Centennial Olympic 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 Centennial Olympic Park and other outdoor spaces in violation of state law.

Landscape

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

Merchandising and Vending

- Georgia World Congress Center Authority Administration must authorize the vending or sale of merchandise in Centennial Olympic Park or other outdoor spaces. It will only be authorized when merchandise relates to and is an integral part of a licensed event.

Noise and Curfew

- Sound Check must not occur prior to 8:00 am on Saturday and Sunday or not before 9:00 am Monday – Friday.
- Curfew is 11:00 pm on Friday and Saturday, 10:00 pm on Sunday. Customer may perform later than 11:10 p.m. only on Friday or Saturday with the advance written permission of the Authority, and only so long as the Customer pays an additional license fee of $500 per minute for such performances extending later than 11:10 p.m. on Friday and Saturday.
- The Customer may perform later than 10:10 p.m. on Sunday with the advance written permission of the Authority, and only so long as the Customer pays an additional license fee of $500 per minute for such performances extending later than 10:10 p.m. on Sunday.
- Portable sound devices shall not unreasonably disturb other users of the Park or those occupying surrounding buildings and properties.

CENTENNIAL OLYMPIC PARK & OUTDOOR SPACES

Pets

- Pets must be always kept on a leash. Pet owners must pick up and dispose of waste in proper containers.

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 Centennial Olympic Park, International Plaza, East Plaza, the Pedestrian Mall, the Transportation Terminal and other outdoor spaces.
- Skates, Scooters, electric scooters, bicycles, electric bicycles, electric skateboards and skateboards are prohibited on the Fountain Plazas and other brick areas including the Pedestrian Mall and the Transportation Terminal, but they are permitted on Centennial Olympic Park's perimeter sidewalks.

Safety

- All events in Centennial Olympic Park, International Plaza, East Plaza, the Pedestrian Mall, the Transportation Terminal and other outdoor spaces on the Georgia World Congress Center campus require GWCCA Public Safety.
- Any request to close streets, lane(s), or sidewalks in and around Centennial Olympic Park, International Plaza, East Plaza, the Pedestrian Mall or the Transportation Terminal or other outdoor spaces must be coordinated with your Event Services Representative Coordinator and GWCC Public Safety. Approval may require a formal permit with the City of Atlanta.

Sports

- Organized team sports are not permitted within Centennial Olympic Park, International Plaza, East Plaza, the Pedestrian Mall, the Transportation Terminal and other outdoor spaces.

Waste

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

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 other outdoor spaces is prohibited.

Weapons

- Must comply with applicable state law and obtain approval from the GWCCA Director of Public Safety.