

# Guidelines and Information

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# Policies and Procedures

## SERVICES AND FACILITIES INCLUDED IN BASIC RENTAL

- A. Show office allocations coincide with rental of exhibit hall and are available at no charge.
- B. House lighting, ventilation, heat or air conditioning as required during open times. ENERGY CONSERVATION is of prime concern to the Georgia International Convention Center (GICC), and minimal light and comfort levels will be maintained during MOVE-IN AND MOVE-OUT PERIODS. Rehearsals and similar pre-event activities will be assessed a utility charge for special light and comfort level requirements.
- C. Janitorial service during show hours in non-carpeted aisles, corridors, open spaces and restrooms, plus one (1) thorough cleaning of these same areas during non-open hours. Specific times shall be coordinated with Event Services.
  1. Lessee is responsible for removal of bulk trash, crates, pallets, packing materials, lumber, etc., PRIOR to show opening and FOLLOWING move-out.
  2. Convention Center Personnel DO NOT clean interior exhibit booth areas.
  3. Lessee is responsible for cleaning carpeted aisles and lounge areas.

## MEETING ROOM RENTAL

The Convention Center, AT ITS DISCRETION, may grant the use of meeting rooms to lessee under the following conditions:

- A. Such rooms will include full set up as specified by lessee, utilizing available tables, chairs, lecterns, etc., as a ONE-TIME SET-UP BASIS. Changeovers and revised room set ups will incur labor and/or equipment charge.
- B. Meeting room space will be used for purposes directly related to lessee's convention or trade show, and cannot be assigned or sublet to commercial firms or other organizations for hospitality rooms, demonstrations, sales meetings or similar private purposes. Such commercial firms or other organizations will be required to make independent lease agreements for space within the Convention Center.
- C. Meeting rooms will be assigned in consideration of other tenants and commitments by the Convention Center.

## EXHIBIT FLOORPLANS AND REGISTRATION PLAN APPROVAL

- Detailed floorplans are required for exhibit halls, registration or special activities and exhibits scheduled in any public areas of the Convention Center, including exhibits located in meeting rooms and ballrooms.
- Six (6) copies of floorplans should be submitted to Event Services. Event Services will notify show management and their service contractors of problem areas and required modifications.

- Event Services will submit floorplans for final approval. All exhibit floor and registration plans should include the following information:
  - Official name of the show, sponsoring organizations, dates and names of service contractors.
  - All plans should be drawn to 1/16" scale.
  - Aisle widths should be clearly indicated.
  - Primary entrance doors and emergency exits should be readily determined.
  - Service desk locations should be indicated. We ask that electrical and telephone desks operated by the Convention Center be included with other service desks.
  - Service contractor storage areas or "bone yards" should be clearly marked if located on floor.
  - Note if aisles are to be carpeted.
  - Distinction between pipe and drape or hard walls should be indicated.
  - Temporary exhibit floor food service areas should be clearly indicated.

## DELIVERY PROCEDURES

- For outgoing freight, lessee is responsible to provide their own labels, call their own shipper/delivery service, and to deliver outgoing items to security area. Contact Event Services department.

## PUBLIC AREAS

The prefunction areas and permanent food facilities are considered public areas and generally not under lessee control. As such the following guidelines apply:

- All activities utilizing public areas, such as registration, special exhibits or displays, etc., must be approved in advance. Detailed floorplans, with specifications, are to be submitted to Event Services for approval.
- Activities in public areas must take into consideration the requirements of other tenants utilizing the facility.
- Service desks and related "behind the scenes" work stations should not be set in public areas.
- Motorized vehicles, forklifts, gas or electric carts, etc., may not be operated in pre-function areas or any carpeted area of the Convention Center.
- Clear access must be maintained to all permanent food service facilities.

## LOADING DOCKS, EXHIBIT HALLS PARKING AREAS

- Convention Center employee parking areas are for the exclusive use of vehicles identified by a permanent Georgia International Convention Center parking number. All unauthorized vehicles will be removed at owner's expense.
- No parking in fire lanes, service streets, vacant exhibit halls, loading dock areas or any other location posted "no parking" will be strictly enforced.
- Unauthorized vehicles will be removed at owner's expense.
- Use of loading dock(s) allocations will be based upon lessee's contracted exhibition space.
- Utilization of the freight marshalling yard must be coordinated through Event Services. Generally speaking, service contractors will be permitted to schedule marshalling facilities as available in consideration of other tenants and contractors. Marshalling facilities that include parking lot areas are a billable item.
- Crate storage IS NOT PERMITTED in exhibit halls or interior building areas under any circumstances. Crate storage is considered a potentially hazardous situation, and service contractors should submit all crate storage plans to Event Services for approval.
- All labor requirements for move-in, move-out, set-up of display areas, etc., shall be the responsibility of show management and/or exhibitors and their service contractors.
- The Georgia International Convention Center serves as its own telecommunication, electrical and utility contractor. Refer to separate rate and service schedules for details.
- All items to be suspended from exhibit hall ceilings, including signs, displays, light and sound equipment, etc., must be approved in advance through Building Services.

- All ceiling equipment, material and rigging must be removed immediately upon close of the event.
- Utility panels and switchgear, hose cabinets and stand pipes located in exhibit halls and around perimeter walls must remain accessible at all times.
- Tape removal from exhibit hall floors and all other areas of the facility is the responsibility of the lessee and their service contractors. If proper removal does not occur, labor fees may be assessed to lessee and service contractor.
- Clear access is to be maintained to exhibit hall concession stands and restrooms at all times.
- All trash hauls due to show trash removal shall be the responsibility of the lessee.

## MISCELLANEOUS

Events or circumstances not covered in these policies and procedures may be subject to special consideration and stipulations as deemed appropriate by Georgia International Convention Center Management.

# Guidelines by Topic

## ANIMALS

Animals and pets are not permitted in the building except in conjunction with an approved exhibit, display or performance legitimately requiring the use of animals. Service animals are permitted.

## BALLOONS

Helium balloons may not be distributed inside the facility. Helium balloons may be approved through Event Services for temporary attachment to authorized displays.

## BANNERS

Banners, overhead signs and special decorations may not be hung from ballroom, exhibit hall or meeting room ceilings or walls except by Convention Center personnel or authorized service contractors. The Convention Center has definitive sign hanging guidelines for ceiling-mounted exhibit-related signage. Please request a copy of these guidelines from Event Services.

## CARPET/CARPET TAPE

Lessee and lessee's contractors are responsible for the removal of tape residue marks on the exhibit floor and/or Convention Center equipment. The approved tape for use at GICC is industry standard gaffer tape. Installation of carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Heat tape and double-face tape may not be used on permanent surface or carpet.

## CRATE STORAGE

(See "Policies and Procedures," p. 3)

## COAT SERVICE

Coat check service is not included with basic space rental, but may be arranged with the Convention Center's official caterer. Please discuss with Catering Sales Manager.

## DAMAGES

Damage to the Convention Center's property or equipment shall be the responsibility of the lessee and/or the person or organization causing such damage. Show management and service contractors are requested to inspect leased areas prior to move-in and following move-out. Damages should be reported immediately to Convention Center Security or Event Services.

## DECORATIONS

Decorations may not be taped, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls. Special decorations are to be cleared through Event Services as to the method and location of installation.

## EXHIBIT ELECTRICAL AND UTILITY SERVICES

The Convention Center serves as its own electrical and utility service contractor. Please refer to separate electrical and utility rate and service schedules for details. GICC provides these services directly requested by end-users only. Services requested by show management/contractors on behalf of the end-user will not be honored.

## FOOD AND BEVERAGE SERVICE

All food and beverage services will be handled through the Convention Center's exclusive caterer, CulinAero by Proof of the Pudding. NO OUTSIDE FOOD OR BEVERAGE IS PERMITTED. Approval for food and beverage sampling in conjunction with specific exhibits must be approved in writing by Convention Center Management.

## FURNITURE AND EQUIPMENT

The Convention Center does not provide furniture and equipment for use in exhibit booths. All arrangements for exhibit hall and lounge furniture should be made through a service contractor. GICC planters and furniture in public areas, pre-function areas, etc., may not be removed or repositioned.

## GLITTER AND CONFETTI

"Glitter" is not permitted in carpeted areas of the Convention Center.

## JANITORIAL SERVICE

(Refer to "Policies and Procedures," p. 2)

## LIGHTING, HEAT AND AIR CONDITIONING

(Refer to "Policies and Procedures," p. 2)

## MOVE-IN/MOVE-OUT

Move-In/Move-Out hours are normally from 7:00 AM – 11:59 PM daily. Variations from these hours shall be negotiated with Convention Center Management.

## OSHA REGULATIONS

Compliance with OSHA regulations is a responsibility of the lessee and lessee's contractors.

## PARKING

The Convention Center operates a 2,000 car surface lot, adjacent to the Convention Center. Charged at published current rate.

## PORTABLE WALLS

Movement of portable walls is to be performed by Convention Center personnel only. Once they are set, movement of portable walls will be charged at prevailing labor rates.

## PUBLIC TICKET SALES

Lessee shall be responsible for all required licenses and pay all admission taxes required by any government regulation.

## REGISTRATION SPACE

Registration space as required by lessee and in consideration of other tenants will be provided at no charge. Registration equipment, telephones and electrical services are not included. Registration plans and space utilization **MUST BE APPROVED IN ADVANCE** by Convention Center Management.

## REKEYING MEETING ROOMS

The Convention Center has the capability to convert certain rooms to a high security status by recoring the standard locks. This service is recommended for any areas in which valuable products or other material will be stored. The charge for this service is \$50 per room. There is also a \$25 charge per key.

## SECURITY/EMERGENCY MEDICAL TECHNICIAN/FIRE MARSHALL

(Refer to "Safety and Security," p. 6)

## SIGN HANGING

Overhead signs and special decorations may not be hung from ballroom, exhibit hall or meeting room ceilings or walls except by Convention Center personnel or authorized service contractors.

Georgia International Convention Center permanent graphics, signs or displays may not be visibly blocked in any manner nor may temporary signs or decorations be attached to permanent building graphics.

## SIGNAGE – EXTERIOR

Exterior signs and banners may not be fastened to the building superstructure. Temporary exterior directional, information, shuttle bus signs, etc., must be approved in advance by Event Services.

## SMOKING

City Ordinance #92-12 prohibits smoking in all city-owned buildings, which includes the GICC.

## STICKERS

Adhesive-backed decals and stickers may not be distributed inside the facility or on the premises.

## TAPE

Tape removal from exhibit hall floors and all other areas of the facility is the responsibility of the lessee and their service contractors. If proper removal does not occur, labor fees may be assessed to lessee and service contractor.

## TELEPHONE SERVICE

Convention Center office telephones are reserved exclusively for Convention Center business. **THE CONVENTION CENTER NUMBER MAY NOT BE PUBLISHED AS AN OFFICIAL SHOW OR CONVENTION NUMBER.** Complete telephone service is available on the exhibit floor, in show offices, service areas, registration areas, meeting rooms, ballrooms, etc., exclusively through our Communications Department. Contact Event Services department.

## TRASH

All show trash removal shall be the responsibility of the lessee. Lessee and their service contractors are responsible for removal of bulk trash, crates, pallets, packing material, lumber, etc., prior to show opening and following move-out.

## VEHICLES IN EXHIBIT HALLS

Vehicles may be parked in exhibit halls if they constitute an integral part of the display. Vehicles with gasoline engines may be displayed with a maximum of 1/4 tank of gas. A locking gas cap must be installed, or the tank must be adequately sealed by tape or in some other appropriate manner. The vehicle's ignition must be disabled, all battery cables must be disconnected and taped to avoid potential sparks. Additional rules regarding car displays apply, and all car displays plans must be reviewed and approved in advance by Convention Center Management.

# Safety and Security

## SECURITY AT THE GICC

The GICC combines technology and round-the-clock observation for an advanced level of security, including restricted access points, intelligent door locks, surveillance cameras and professional security staff.

- A secure entrance at the rear of the building provides automobile access into the building and a drop-off point at the VIP Green Room.
- The intelligent CyberLock system limits access to the building and all rooms within the building to authorized personnel. If an unauthorized individual attempts to unlock a door, the system prevents access.
- Digital, color, full-coverage CCTV surveillance cameras are monitored around the clock by professional security personnel.

## LifeSafetyGuide EMERGENCY PLAN

The GICC maintains a detailed plan for responding to emergencies in the building. The purpose of the LifeSafetyGuide plan is twofold: initially, to protect the life and safety of every guest, staff member and contractor in the building; second, to protect the facility. The GICC's LifeSafetyGuide is a dynamic program, and includes ongoing awareness and training in all key areas, including guidelines for evacuation and response to fire, medical emergency and severe weather.

## RULES FOR SECURITY

- The Convention Center maintains security for building perimeter, parking, interior public areas and control of people movement within those areas.
- Lessee is responsible for complete security within the exhibit halls, ballrooms, meeting rooms and all other areas specifically leased to lessee.
- Lessee **MAY BE REQUIRED** to provide security in loading dock areas, emergency exits, registration areas and any other leased areas being used from the time of initial occupancy until completion of move-out. Such security, when required, will be at the expense of lessee.
- All security arrangements are subject to approval by Convention Center Management.
- As part of the security for each event, lessee may be required to have an EMT and Fire Marshall support as required by Convention Center Management.
- All service contractor and show-related working personnel, temporary labor, etc., are to be properly badged.
- Areas within the Convention Center identified for "authorized personnel only" are restricted to permanent Convention Center personnel.

- Exterior exhibit hall exit doors and loading dock exit doors are not to be propped open. Automatic closing devices are not to be removed or tampered with.
- Working personnel are not permitted to loiter or take breaks in public areas.
- Abusive language, threats, assault, vandalism, theft and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.
- No soliciting is permitted in the Georgia International Convention Center.
- Safety of all occupants of the Convention Center is of utmost concern. Any and all unsafe conditions or activities will be brought to the attention of the responsible parties, and corrective measures are to be made immediately.

## HAZARDOUS WORK AREAS

Exhibit halls during move-in and move-out, loading dock area and "back of house" service areas are considered HAZARDOUS WORK AREAS. As such, the following guidelines will be strictly enforced:

- Absolutely no drinking of alcoholic beverages.
- No horseplay, practical jokes, etc.
- Use or possession of illegal or controlled substances of any kind is prohibited. Violators will be prosecuted.
- No speeding or reckless use of vehicles or equipment will be permitted.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, in hazardous work areas.
- No refueling activity of any kind permitted. Refueling must be performed a minimum of fifty feet (50') beyond the exterior of the building.
- Exit doors may not be blocked with freight, equipment, display material, etc.
- In general, any and all unsafe conditions or activities are to be corrected promptly. Safety is of primary concern in designated hazardous work areas.

## BASIC FIRE CODE REGULATIONS

- Show management, exhibitors, service contractors and all other involved parties must comply with all federal, state and municipal fire codes which apply to places of public assembly. Sections of the *Life Safety Guide* Code Book pertinent to places of public assembly shall be considered part of all leases whether specifically referenced or not.
- All drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits must be flame retardant. All such material is subject to inspection and flame testing by the Fire Marshall.

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, fire hose cabinets, fire alarm pull stations and stand pipes.
- Crates, wooden boxes, packing material, etc., may not be stored in exhibit halls, meeting rooms or exit areas.
- Crate storage is the responsibility of the appropriate service contractor.
- Crates and show equipment may not be stored in service areas.
- Under no circumstances will crate storage or equipment storage be permitted to obstruct emergency exits from any area of the building. This requirement will be strictly enforced.
- All electrical equipment must be UL approved, and all gasoline engines must be AGA approved. Refer to electrical and utility rate schedules for detailed electrical, gas, water and compressed air requirements for exhibits.
- All emergency exits, hallways and aisles leading from the building are to be kept clear and unobstructed. Vehicles in fire lanes or blocking exits, etc., will be removed at owner's expense.
- The use of welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the College Park, Georgia, Fire Department.
- Written specifications may be submitted to Event Services to request Fire Department approval.
- Service contractors are responsible for removing all grease barrels from center within 24 hours of the move-out of the event, or a fee will be assessed.

# Important Phone Numbers

Audio-Visual Services and Equipment – On Site	770.907.3090
Communications Equipment and Support – MIS Department	770.997.3566
Catering Department	770.997.3566
Event Services Department	770.997.3566
Sales Department	770.997.3566