

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe requirements for freight handling and event setups in the concourses, meeting rooms and other “finished” areas of the facilities.

PLANNING

A full move-in and move-out plan, including installation and rigging plans, should be submitted to the Event Services Department sixty (60) days prior to the event. An Event Coordinator from the GWCC or Dome will act as liaison between clients, subcontractors and all internal departments. Please contact the Event Services Department to speak with the appropriate Event Coordinator.

PUBLIC AREAS AND MEETING ROOMS

- A. Service contractor equipment used in special exhibits, displays, etc., must enter the facility through the loading docks and be transported to the upper levels by freight elevator. A dock marshal and elevator operator may be required; if so, they will be provided at the customer’s expense.
- B. At the entrances to freight elevators and other entry points and aisles, GWCC or Dome carpeting must be covered by a layer of six (6) millimeter visqueen and then by carpeting supplied by the service contractor. For heavy items and dollies with metal wheels, extra protection like plywood subflooring will be required.

EXHIBITS IN DOME, BALLROOMS, MEETING ROOMS AND LOWER LEVEL CONCOURSES

- A. Permanent facility carpet and floors must be protected from damage caused by crates, dollies, hand trucks, equipment, etc., during the event, including move-in and move-out days.
- B. Exhibit booths in carpeted areas must also be covered by six (6) millimeter visqueen by the service contractor. The GWCC or Dome must approve this covering, which must remain in place throughout the event, including move-in and move-out days. Booth carpet may be used over visqueen.
- C. Crates may not be stored in the upper levels, nor may a contractor establish “bone yards” in the upper levels during event days.
- D. Signs and decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns or split-block, fabric or decorative walls.
- E. Doors located at freight entrances and exits should be covered with cloth, plywood or similar material in order to safeguard the panic hardware, locking devices and painted surfaces.
- F. Passenger elevators and escalators shall not be used for any equipment movement.

UTILITIES

Costs for utility services (e.g., electrical, plumbing and telephone) for commercial exhibits in the Dome’s Lower Level Concourse, the Ballrooms and meeting rooms will be the customer’s responsibility. These charges will be assessed at prevailing utility rates. Permanent facility utility outlets are not considered part of an exhibitor’s booth space. Certain utilities, like plumbing, may be limited in certain areas. The Event Services Department can provide specific availability and requirements.