

**PURPOSE**

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe requirements and approvals for rigging in the facility and installation of signs.

**PLANNING**

The GWCC and Dome wish to accommodate customers' requests to promote events with interior signs, banners and other forms of promotional advertisement, including exhibitors' requests for signage above booth areas. With the multitude of events scheduled at these facilities, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate building environment. Additionally, these guidelines address safety and maintenance considerations of the buildings. However, rigging is generally prohibited at the Georgia Dome due to the design and nature of this facility, and most equipment must be floor supported.

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

All preliminary requests for installation of show banners, signs and any rigging should be submitted to the Event Services Department approximately six (6) months prior to the event. Final requests are to be included in the Plan of Operation required at least sixty (60) days prior to the event. The plans should include a full description of the proposed installation including proposed location of sign or banner, proposed copy, name of contractor and dates of installation and removal. Large complex signs and banners will also require weights, proposed rigging and anchoring methods and other relevant information for the facility's engineering review. In the GWCC, any signs or structures weighing over 500 pounds may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building. In the Dome, all requests for rigging must be submitted to the Event Services Department and will be reviewed by the Dome's structural engineer.

**SPECIAL NOTICE REGARDING RIGGING REVIEW AND APPROVAL**

The review of all signs, banners and rigging by the GWCC or Dome is restricted to general conformity to these policies, procedures and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure to accept the loading of the proposed installation. The GWCC, Dome and its structural engineering consultant assume no responsibility nor liability and make no representation regarding the structural adequacy and integrity of the signs, banners, lighting trusses or equipment to be rigged, including the connection devices used to attach the devices to the facility.