

GENERAL OPERATING POLICIES AND PROCEDURES



These General Operating Policies and Procedures with referenced publications have been established to ensure the Georgia World Congress Center, its personnel, licensees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline governing event and building operations. Any questions, requests for variations or exceptions should be promptly submitted to the Event Services Department and must be approved in writing by GWCC management.



General Operating Procedures

1. Animals and pets are not permitted in the facility except in conjunction with an authorized exhibit, display or performance; or as aids to the disabled.
2. Building signage, graphics, displays, restrooms, elevators, escalators and similar features may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to permanent building graphics.
3. The Center does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through a service contractor.
4. House lighting, ventilation, heat or air conditioning will be provided as required during open show hours, rehearsals or special conditions. Energy conservation mandates reduced lighting and ventilation during move-in and move-out periods.
5. GWCC provides the following services on an exclusive basis.
 - Electrical services, including power and lighting.
 - Utility services consisting of water, drain, compressed air, and natural gas
 - Food and Beverage service
 - Telecommunication services*Rate schedules for these services are available from Event Services Dept.*
6. A "house electrician or Engineering Technician" must perform all wiring, electrical installations and other exclusive services; however, authorization may be granted for company engineers or technicians to perform special electrical work on their own company exhibit equipment. Authorization may also be granted for licensed electricians to perform certain audio/visual installation on theatrical sets. Contact GWCC Engineering for further information (404-223-4800).
7. The use of anchors and drilling of exhibit hall floors will only be performed by House Engineers. Please contact GWCC Engineering for further information (404-223-4800).

Safety

1. Safety of occupants of the Center is of primary concern. Any unsafe condition or activity should be immediately reported to GWCC Security (x4911 on Red House Phone) and supervisory personnel of the responsible party for corrective measures.
2. Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas; exhibit halls, services corridors, marshaling yards, etc. Within these areas and throughout the premises, the following guidelines will be strictly enforced:
 - a. Absolutely no drinking of alcoholic beverages.
 - b. No horseplay, practical jokes, etc.
 - c. Possession or use of an illegal or controlled substance of any kind is prohibited.
 - d. No speeding (over 5 mph) or reckless use of vehicles and equipment.
 - e. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the building. No refueling activity of any kind permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
 - f. Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.
 - g. Utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
 - h. Oil spills; loose or missing floor box covers or any other visible safety hazard shall immediately be reported to GWCC Security (x4911 on Red House Phone).

- i. Work activities in Galleria areas on upper levels require additional supervision to ensure safety for attendees to other events.
3. Basic Fire Code Regulations:
 - a. The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility. Reference copies of this fire code are available in the Event Services Department. Highlights of pertinent provisions are outlined below.
 - b. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.
 - c. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.
 - d. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.
 - e. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons of fuel, whichever is less. At least one battery cable shall be removed from the battery used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.
 - f. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by GWCC Event Services and the Fire Marshall for the State of Georgia. All request must be submitted in writing and include appropriate and required documentation.
 4. Special Conditions
Use of lasers and x-ray equipment, is subject to review and approval by the Georgia Department of Human Resources-Radiological Division. Contact Event Services for specific information on submission requirements for this approval.
 5. Passenger elevators and escalators may not be used for freight, including hand trucks, floats and similar equipment.

Food Service

Levy Restaurants is the exclusive caterer for all food and beverage services on the premises. No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking decks, truck docks and drives constituting the "premises". Contact Levy Restaurants at (404-223-4500) for food and beverage requests.

Maintenance, Cleaning and Protection of Building Furnishing, Equipment and Finishes:

1. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls.
2. Helium balloons may not be given out inside the building but may be authorized for permanent attachment for authorized displays - See Event Services Department.
3. Adhesive-backed decals and stickers may not be distributed anywhere on the premises.
4. "Glitter" and confetti may not be used in carpeted areas of the building.
5. Planters, furniture and other building equipment may not be removed or repositioned. GWCC personnel shall handle any movement of furniture for event purposes.
6. Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas of the building.
7. Carpet runners; show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Contact Event Services Department for specification of approved tapes to use when installing carpet. Double-faced tape and heat tape are prohibited for direct application to permanent carpet.
8. Tape removal from exhibit hall floor is the responsibility of the licensee and their service contractor(s).
9. Food and beverages are not permitted in any Auditorium of the GWCC.