

Georgia World Congress Center
Georgia Dome
Centennial Olympic Park

Policies and Procedures



TABLE OF CONTENTS

EVENT POLICIES AND PROCEDURES

These policies, procedures and guidelines provide information to aid customers in planning and preparing budgets for events at the Georgia World Congress Center (GWCC) or Georgia Dome (Dome). As some policies and guidelines may not apply to every event, please consult with your sales or Event Services representative for any specific questions. The GWCC's or Dome's approval of the customer's plan of operation as referenced in the license agreement is based in part upon these guidelines. For events at Centennial Olympic Park, please refer to Park Operating Policies and Procedures under Section 4.

		Georgia World Congress Center ■ Georgia Dome		
General Policies and Procedures- All Events		Section	1	<ul style="list-style-type: none"> Scheduling Policies General Guidelines Safety Facility Maintenance Security Food and Beverage Services Exclusive Services and Labor Guidelines
		Georgia World Congress Center ■ Georgia Dome		
Exhibit Hall and Major Meeting Events		Section	2	<ul style="list-style-type: none"> Exhibitor Service Manual Facility Floor Plans Multi-Story Exhibit Booth Guidelines General Installation Policies Contract First Aid Services Contract Security Firms Interior Signage and Ceiling Rigging
		Georgia World Congress Center ■ Georgia Dome		
Miscellaneous		Section	3	<ul style="list-style-type: none"> Exterior Show Banners and Signs Ground Transportation Services Installation of Tents and Canopies Audio-Visual Installation Pyrotechnics
		Centennial Olympic Park		
Centennial Olympic Park		Section	4	<ul style="list-style-type: none"> General Operating Policies and Procedures Posted Rules and Regulations Event Application and Approval Process Safety Maintenance, Cleaning and Protection of Property and Equipment Food, Beverage and Merchandising Sales Security First Aid

GENERAL POLICIES AND PROCEDURES

Georgia World Congress Center
Georgia Dome

1

- 1.1 Scheduling Policies
- 1.3 General Guidelines
- 1.4 Safety
- 1.5 Facility Maintenance
- 1.6 Security
- 1.7 Food and Beverage Services
- 1.8 Exclusive Services and Labor Guidelines



PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) are multipurpose facilities owned by the State of Georgia and managed by the GWCC Authority. The Dome was developed as home venue for the NFL's Atlanta Falcons.

Both facilities were developed with the primary objective of promoting and facilitating national and international events and activities that generate economic benefits to the State of Georgia and the City of Atlanta.

In addition, the facilities were developed with a secondary objective of providing services and facilities to respond to the needs of state and local activities that promote business and generally enhance the quality of life for the community they serve.

SCHEDULING PRIORITIES

Generally speaking, first priority for scheduling facilities and dates in the Georgia World Congress Center is available to regional, national and international conventions, trade shows, corporate meetings and similar activities that are not normally open to the general public and/or which generate significant attendance from outside the City of Atlanta and the State of Georgia.

First priority for scheduling facilities and dates in the Georgia Dome, in addition to Atlanta Falcons' NFL football games, is available to regional, national and international sports, entertainment and special events requiring mass seating capacities. Such events may include professional, collegiate and amateur sports, touring concerts, large conventions and a variety of ticketed special events.

In addition, certain state and local conventions, trade shows or other special events may be deemed appropriate to the overall objectives of the GWCC and Georgia Dome and may be offered equal scheduling priority at the discretion of the Executive Director.

Facilities and space scheduling commitments (i.e., reservations for first priority events and activities) may be made as far in advance as is necessary or appropriate and may supersede requests for other events and activities, unless a license agreement has been previously executed for such other events.

Second priority for scheduling dates in the facilities is available to consumer or public exhibitions, local corporate meetings, special events, banquets, entertainment events, business meetings and other activities that essentially draw from or appeal to the general public and/or local attendees and participants.

Facilities and date scheduling commitments for second priority events and activities are generally made not more than two (2) years in advance and are subject to change to accommodate first priority events unless a license agreement has been previously executed for such events. However, large consumer and public exhibitions held on an annual basis may, at the discretion of the Executive Director, obtain tentative scheduling commitments for facilities and dates on a long-term basis, subject to revision to accommodate first priority activities.

Within the second priority category, facility management will give preference to longstanding annual public and commercial shows with a proven record of success and of significant impact and may offer alternate dates in a given year that may result in termination of other second priority scheduling commitments.

Subject to the priorities set forth above, the Executive Director may exercise discretion as to the issuance, modification or termination of tentative scheduling commitments.

SPECIAL CONSIDERATIONS

It is the responsibility of GWCC and Dome management to operate the facilities in a sound business manner in an effort to maximize both economic benefit and financial stability of the facilities. Consequently, GWCC and Dome management reserve the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the facilities' objectives and to qualify all activities requesting use of the facilities. For activities which are considered to be competing for specialized and specific local markets (e.g., public boat shows, automobile shows, home product shows, certain entertainment and sporting events, etc.), the Executive Director may, at his or her discretion, maintain a clearance period of ninety (90) days prior to and/or forty-five (45) days following an existing event and any similar event competing for essentially the same special market. But no license agreement with any customer will be executed requiring such clearance period. Generally speaking, such special considerations do not normally apply to conventions, trade shows and other first priority activities. However, the Executive Director shall have the right to establish a clearance period for highly competitive activities, as deemed appropriate to the welfare of the facilities.

DEFINITION OF TERMINOLOGY

In the process of scheduling facilities and dates, the following terms and definitions apply to scheduling commitments, (i.e., reservations issued by the facility management):

TENTATIVE — Facilities and dates will be temporarily held pending notification to the contrary by either party. In the event a tentative commitment is released by the facilities, the requesting party will be notified that the facilities and/or dates have been released.

FIRST OPTION — Facilities and dates reserved on first option are reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to either execute a license agreement or release its reservation.

SECOND OPTION — Facilities and dates will be reserved tentatively, but the tentative reservation will be contingent upon release of a prior reservation that is considered first option.

CONFIRMED — Facilities and dates are considered a confirmed or contractual commitment only upon execution of the facilities' license agreement by the event organizer and the Executive Director specifying all details of the commitment. However, facilities and dates may be held as "firm" upon receipt of a letter of confirmation signed by both the event organizer and Executive Director pending the preparation of a license agreement. In the event both parties execute such a letter of confirmation, no conflicting scheduling will be made during a reasonable period to permit preparation and execution of a license agreement.

No variance from the facilities' agreement represented in the above terms may be made in any case, except upon the prior, express written approval of the Executive Director.

DEPOSIT SCHEDULES

Deposits are required for all activities upon execution of a formal license agreement.

FIRST PRIORITY EVENTS — A deposit in the amount of 25% of the anticipated rental amount is required upon execution of license agreement. For events licensed several years or more in advance, special arrangements may be negotiated, at the option of the Executive Director, for a lessor deposit upon license execution with the deposit balance due and payable twelve (12) months in advance of the event.

SECOND PRIORITY EVENTS — A minimum deposit in the amount of 25% of the anticipated rental amount is required upon execution of license agreement. However, events without a proven history may be required to remit up to 100% of anticipated rental and related expenses upon execution of license agreement.

Events and circumstances not covered in the above scheduling policies may be subject to special conditions, as deemed appropriate by the Executive Director.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these basic guidelines for the safe and orderly conduct of events. These guidelines are a supplement to requirements of the Life Safety Code, OSHA, Georgia Right-to-Know Act and other applicable codes, ordinances and laws governing operations within these facilities.

- A. Common (Public) Areas:
 - 1. Gate E Lobby of the Dome, the GWCC's entrance concourses, Buildings A, B and C meeting room concourses, exhibit hall connector concourses, exterior plazas and permanent concessions at both facilities are common (public) areas available to all users of the facilities. All activities and installations in these areas must be approved by the Event Services Department in consideration of other events and permanent shops and services.
 - 2. Service desks, storage areas and similar activities should not be stationed in public areas. The Event Services Department must approve locations.
 - 3. Permanent advertisement panels and displays may not be blocked from view and access.
 - 4. Animals and pets are not permitted in the buildings except in conjunction with an authorized exhibit, display or performance; or as service animals (ADA).

- B. Loading Docks, Exhibit Halls and Staging Areas:
 - 1. Parking at loading docks and staging areas is prohibited unless authorized by the service contractor and the Event Services Department. Dashboard passes are available through the Event Services Department and must be displayed at all times. All parking rules must be observed or vehicles may be removed at the owners' expense.
 - 2. Restrooms, concession stands and emergency exits must be visible and accessible at all times.
 - 3. Furniture and equipment for exhibit booth use (trade shows) should be arranged through the official show service contractor.

- C. Mail:
 - 1. Mail sent to either facility should be addressed to the appropriate event.
 - 2. Mail will be delivered to the customer upon arrival.

- D. Telephones and Faxes:
 - 1. The GWCC and Dome office telephones and faxes are reserved for internal business and their numbers may not be distributed for event use.

- A. Unsafe conduct or conditions including maintenance hazards should be reported immediately to GWCC or Dome Security and supervisory event personnel of the responsible party.
- B. 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 and staging areas), but may also include public areas in the main concourse. Within these areas and throughout the premises, the following guidelines will be enforced:
 - 1. No alcoholic beverages or illegal or controlled substances are permitted.
 - 2. No horseplay, practical joking, etc., is allowed.
 - 3. No speeding (over 5 mph) or reckless use of vehicles is allowed.
 - 4. 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 fifty (50) feet outside the building.
 - 5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
 - 6. All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
 - 7. Oil spills, loose or missing floor box covers and other apparent safety hazards should be reported immediately to GWCC or Dome Security.
 - 8. 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.
- C. The National Fire Protection Association (NFPA) 101 Life Safety Code has been adopted, with specific revisions and interpretations, as a guideline for the review of events held at the GWCC or Dome. Information regarding the fire code may be obtained through the Event Services Department. Please note the following highlights:
 - 1. Two-story exhibit booths are addressed in special regulations provided by the Fire Marshal. See MULTI-STORY EXHIBIT BOOTH GUIDELINES in Section 2 of this event policy manual.
 - 2. All drapes, curtains, table coverings, skirts, carpet and any materials used in exhibits must be flame retardant.
 - 3. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, routes of egress and any other fire safety device must not be hidden from view or have its accessibility blocked.
 - 4. No crates, packing material, wooden boxes or other highly combustible materials may be stored in exhibit halls, meeting rooms or fire exit areas.
 - 5. Vehicles on display may have a maximum of one-half tank, not exceeding two (2) gallons, of fuel in the tank. A gas cap must be in place, or the tank must be adequately sealed off. Battery cables must be disconnected and taped to avoid sparking.
 - 6. Each planned use of pyrotechnics and welding equipment, open flames, smoke-emitting materials or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Services Department and the Fire Marshal.
 - 7. Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources—Radiological Division. Call Event Services for more information.
- D. Passenger elevators and escalators are not to be used to transport freight or other setup materials. Freight elevators are available for this purpose.

- A. The Georgia World Congress Center and Georgia Dome are “no smoking” facilities.
- B. Damages of any nature should be reported immediately to GWCC or Dome Security. All damages sustained during move-in/move-out and during the event are the responsibility of the customer. The customer is encouraged to inspect the facilities with the Event Coordinator prior to and after the event.
- C. Helium balloons may not be distributed within the facilities but may be approved as permanent fixtures on authorized event displays.
- D. Adhesive-backed decals and stickers are prohibited.
- E. Glitter and confetti are prohibited.
- F. Customers or contractors may not move planters, furniture or other facility equipment. The GWCC or Dome will handle the relocation or storage of facility property if required for an event.
- G. Food, beverages and smoking are prohibited in the Auditorium.
- H. Motorized vehicles, forklifts, gas or electric carts, bicycles and similar equipment (except equipment for persons with disabilities) may not be operated on any carpeted areas of the facilities.
- I. Carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Double-faced tape and heat tape cannot be directly applied to permanent carpet. Additionally, the customer is responsible for removing all tape from the exhibit hall floor at the end of the event.

As more fully described in the license agreement and rate schedules, the customer is responsible for security related to the safe and secure conduct of the event. The GWCC and Dome provide general security for the building exterior and interior patrols. Contract Security is mandatory for exhibit hall events in the GWCC and Dome and for events with attendance exceeding 5,000 (see Contract Security Firms, Section 2). Smaller events, including most meeting room and banquet functions, are not generally required to engage a contract security company but are encouraged to provide security personnel to assist with admissions, property security and other functions. Security personnel may be obtained from the GWCC and Dome for exclusive use for an event as an extra service (see Labor Rate Schedule). Additional security guidelines are as follows:

- a. Emergencies of any nature should be reported immediately to GWCC or Dome Security, who will coordinate any required response from outside law enforcement and emergency response agencies.
- b. The Security Departments are open 24 hours a day and patrol all building perimeters, parking decks, exterior grounds and interior public areas.
- c. Copies of the facilities' Emergency Operating Procedures are available through Event Services.
- d. Chain locks and other devices that secure mandatory fire exit doors are strictly prohibited.
- e. Personnel of the GWCC, Dome, the customer, and all service contractors and suppliers should wear identification badges at all times and enter and exit licensed areas through specified service access doors.
- f. Facility and event working staff should avoid loitering in public areas, including restaurants of either facility. Restaurants and other facilities in the concourses are reserved for the event attendees and patrons.
- g. Solicitation is prohibited.
- h. 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, depending on the nature of the offense.
- i. Upon request, meeting rooms may be converted to "high security" rooms by re-keying locks and installing hardware devices. See the Special Services Manual for more information.
- j. The GWCC Exhibit Hall Alarm System is provided free of charge for the supervision of exhibit hall perimeter doors. Customers are encouraged to use this system.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these basic guidelines for food and beverage services. These services, including all alcoholic beverages, are provided exclusively by Levy Restaurants.

PLANNING

Levy Restaurants typically operate during all show hours, including move-in and move-out times. All food service arrangements must be coordinated with Levy, which may arrange special hours of operation upon request. Banquet catering is also available in most areas of the GWCC and Dome. Dispensing of small food and beverage samples or other consumable products by trade show exhibitors or the customer may be permitted with the written approval of the GWCC, Dome and Levy. Authorization Request Forms are available upon request.

NOTE: State law prohibits alcoholic beverages from being brought into the GWCC and Dome except by Levy. Security personnel are instructed to confiscate any such alcoholic beverage entering the GWCC and the Dome in violation of state law.

GUIDELINES

No alcoholic beverages or containers are allowed on the premises except those licensed by Levy Restaurants.

Levy will refuse alcoholic beverages to all persons unable to offer proper identification confirming that they are at least twenty-one (21) years of age, or persons who, in Levy's sole judgment, appear to be intoxicated.

No alcoholic beverages or containers may be removed from the premises unless removed by Levy.

Levy reserves the right to restrict cash bar operations to compliance with the following conditions:

- a. The client must provide adequate security to control crowds and to check identifications.
- b. The cash bar must be opened in conjunction with a food buffet or meal.
- c. The cash bar must be held in conjunction with trade or public shows, sporting events or concerts.
- d. The customer must fulfill all required contracts and comply with all terms and conditions.

For ticketed events at the Dome, please refer to the Catering Guidelines for Ticketed Events available upon request from Dome Event Services.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe services that are provided on an exclusive basis, preferred basis and other information regarding event labor.

EXCLUSIVE SERVICES

A. The GWCC provides the following services on an exclusive basis:

- Electrical and Plumbing utilities
- Telecommunications
- Internet
- Cable TV
- Food and Beverage (including alcoholic beverages and all consumable products)

B. The Dome provides the following services on an exclusive basis:

- Electrical and Plumbing utilities
- Telecommunications
- Internet
- Cable TV
- Food and Beverage
- First Aid (ticketed events)
- Security (ticketed events)

NOTE: State law prohibits alcoholic beverages from being brought into the GWCC and the Dome except by Levy. Security personnel are instructed to confiscate any such alcoholic beverage entering the GWCC and the Dome in violation of state law.

PREFERRED AND ADDITIONAL SERVICES

- A. The GWCC Business Centers are located in the Andrew Young International Blvd. entrance (Buildings A and B) and the Northside Drive entrance (Building C) and are open for all major events. The Business Centers offer a variety of products and services, including fax, stamps, copies, packaging, shipping, office supplies and notary service. The Business Centers are a non-exclusive preferred service. Customers may provide their own business center within licensed space, if desired.
- B. The GWCC Cyber Center offers state-of-the-art computer equipment for use by attendees. The Cyber Center is a non-exclusive preferred service. Customers may provide their own computer center within licensed space, if desired.
- C. The gift shops offer gifts and sundries and are open for all major events. These stores, located in the Andrew Young International Blvd. entrance lobby and the Northside Drive entrance lobby, are a non-exclusive preferred service. Customers may not provide a competing store in any common (public) area.
- D. The GWCC Technical Services Division of the Engineering Department provides audio-visual services for events. A complete listing of equipment is described in the Special Services Manual and on the Technical Services Order Form. GWCC Technical Services is a non-exclusive preferred service. Please refer to Rate Schedule 2 for information on technical services included in the license fees for meeting rooms and other areas. Customers may provide their own audio-visual services, if desired.
- E. The GWCC Public Safety Department provides supplemental security personnel for exclusive use by an event. Please refer to Rate Schedules for information on overall services provided within the license fee and the Special Services, Equipment and Labor Manual for information on fees for additional or exclusive security services.

LABOR GUIDELINES

- A. Georgia is a "Right-to-Work" state. The GWCC and Dome, as part of the Georgia World Congress Center Authority, an authority of the State of Georgia, do not have any relationship with any organized labor union or other collective bargaining organization.
- B. Show organizers, however, generally recognize certain union contracts established with certain show contractors and suppliers and have established certain exclusive and non-exclusive show rules and regulations to govern the operations of the shows. The GWCC and Dome acknowledge these show rules and regulations as part of the approved plan of operation of the event.



Georgia World Congress Center
Georgia Dome

2

- 2.1 Exhibitor Service Manual
- 2.2 Facility Floor Plans
- 2.3 Multi-Story Exhibit Booth Guidelines
- 2.4 General Installation Policies
- 2.5 Contract First Aid Services
- 2.6 Contract Security Firms
- 2.7 Interior Signage and Ceiling Rigging



PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe materials to be considered for inclusion in Exhibitor Service Manuals. Forms are available in bulk quantities from Event Services.

1. Exhibitor Service Manuals are generally prepared and distributed by the official show contractor.
2. The GWCC, Dome and their exclusive contractors provide forms and materials for inclusion in the Exhibitor Service Manual. Current edition forms, including electronic versions, are available from the Event Services Department.
3. The GWCC and Dome require these forms to be included in the Exhibitor Service Manual in their original form. They may not be reprinted, reformatted or altered in any way without prior approval of the GWCC or Dome.
4. The forms to be included in Exhibitor Service Manuals for GWCC trade shows, consumer shows and conventions are as follows:
 - General Operating Policies
 - General Installation Policies
 - Guidelines for Multi-Story Exhibits
 - Electrical Service Order
 - Cable Service Order
 - Compressed Air-Water-Drain-Natural Gas-Steam Order
 - Telephone, Internet, and Long Distance Service Order
 - Levy Restaurants Exhibitor Booth Services
 - Levy Authorization Request, Sample Food and Beverage
 - Business Center Information
 - Parking Information

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to assist show organizers in the preparation of exhibit hall floor plans (Plan of Operation) for review by Event Services and the State Fire Marshal's office.

Preliminary exhibit hall floor plans should be submitted to the Event Services Department approximately ten (10) months prior to the event date for initial review. Final floor plans for submission to the Fire Marshal are required at least sixty (60) days prior to the event date. In all, eleven (11) copies must be submitted: two (2) for the Fire Marshal, two (2) for the service contractor, one (1) for the client and six (6) for the GWCC and/or Dome. If the final floor plan varies in any way from the approved plan, the final plan must be resubmitted at least one (1) month prior to move-in.

All floor plans should include:

1. Name and date of event.
2. Area to be used.
3. Name of developer and date of initial draft and revisions.
4. Clearly indicated exits.
5. Total number of booths.
6. Floor plans drawn to scale with scale indicated.

The following specifications are required:

1. Entrance and exit points must have a minimum of 20 feet of clear space on all sides.
2. Cross aisles must be at least 8 feet wide.
3. Perimeter aisle must be at least 10 feet wide.
4. No person should ever be more than 225 feet from an exit.
5. Dead-end corridors should be no longer than 20 feet.
6. Fire hoses, fire extinguishers and standpipe cabinets must be kept clear of obstructions.
7. No visual or physical obstructions to fire exits are permitted.
8. Building graphics, restrooms and concession areas must not be blocked.

All requests for exceptions to these rules must be submitted in writing to the Event Services Department. They will be reviewed and, where appropriate, forwarded to the Fire Marshal for final review.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to clarify the requirements for multi-story exhibit booths. The Fire Marshal has provided basic guidelines for compliance with Paragraph 9-4.4.3.7 of NFPA 101 Life Safety Code, which governs multi-level exhibit booths. In addition, the GWCC and Georgia Dome have developed additional guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are as follows:

- a. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
- b. The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
- c. Spiral stairways are not recommended for areas occupied by the public, visitors or clientele, unless specifically approved.
- d. Exhibit booth plans must be submitted to the Georgia World Congress Center/Georgia Dome Event Services Department for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.
- e. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
- f. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space).

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.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe requirements for contract first aid services as required by the license agreement.

PLANNING

- A. All major trade shows, conventions and sporting events in the GWCC and Dome require contract first aid service. For all events included in Dome Rate Schedule 3, first aid personnel will be retained by the Dome at the customer's expense.
- B. All contract first aid services should be able to provide current proof of insurance upon request and are required during move-in and move-out hours, and one half-hour before, during and one half-hour following the open hours of an event.
- C. The exhibit hall level of the GWCC includes fully equipped first aid facilities in Buildings A, B and C. A fourth first aid center is located in Room B410 and is open to all guests (Monday – Friday, 8:30 a.m. – 5:00 p.m.) at the GWCC. At the Dome, first aid facilities are available on the floor, lower and upper levels.
- D. The customer should submit all information on its contracted first aid service at least sixty (60) days prior to event move-in. Relevant information includes the name of the service firm, a list of emergency medical personnel on duty, hours of operation and planned locations of first aid rooms. All emergency medical personnel must be state-certified.

GUIDELINES

- A. First aid supplies should be provided by the contract first aid service. All first aid supplies must be stored and secured in the first aid supply cabinet. GWCC or Dome supplies should not be removed from first aid rooms. All contracted first aid services' supplies and equipment should be removed at the conclusion of the license period.
- B. All first aid rooms are keyed separately from the buildings' key systems. Keys will be available at GWCC or Dome Security offices.
- C. Contracted first aid service will be supplied with a two-way radio, if available, and a permanent telephone in all first aid rooms. Emergencies and accidents should be reported immediately to the GWCC or Dome Security Department.
- D. The facilities' Building Services Department will clean all first aid rooms.
- E. Requests for ambulance services should be coordinated with GWCC Security at 404-223-4900 or Dome Security at 404-223-8900. In case of an emergency, security personnel will be dispatched to the patient's location and will coordinate the patient's transfer to an ambulance and to the hospital.
- F. The contracted first aid firm is responsible for submitting to GWCC or Dome Security a complete list of all accidents and services rendered during events.
- G. The GWCC and Dome are not responsible for doctor or hospital expenses. Any claims inquiries should be directed to facility or event management.
- H. Complete emergency operating procedures for the GWCC and Dome may be obtained from the Event Services Department.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe requirements for contract security firms required for all major events.

PLANNING

- A. All major events in the GWCC, Dome and Centennial Olympic Park require a contract security service. However, based upon size, location or unique circumstances, some events may not require this service. Any waiver must be arranged with facility management and approved in writing. The Dome will retain crowd management personnel at the customer's expense for events included in Dome Rate Schedule 3.
- B. To promote the safe and orderly conduct of events, the GWCC Authority requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act and (c) have a current City of Atlanta business license. In addition, these policies require that all security personnel satisfactorily complete a criminal background check.
- C. Security plans must be submitted to your assigned Event Coordinator of the facility no later than sixty (60) days before your event. These plans shall include the number of supervisors and security personnel; the duty dates, times and assigned posts, including booth posts that individual exhibitors request; and the emergency telephone numbers of contract security personnel. In addition, this plan shall be continually updated as changes are made to the plan or on site. Authorized personnel of the facility will maintain all plans in confidence.
- D. The GWCC Authority requires that anyone employed as a security guard must meet the Private Investigators and Security Agencies Act minimum qualifications as required for full-time security guards. Therefore, your security firm will conduct background checks on all full-time and part-time guards it assigns to duties on the premises. These background checks are required no later than three (3) days before the beginning of your event's first day of move-in and shall be submitted (in confidence) directly to the facility's security department.
- E. Your security firm should arrange for its employees to report to and depart from work in uniform with proper show credentials and to enter and exit the facility at designated event labor entrances. Arrangements for recruitment and distribution of payroll checks should be handled off premises. Only authorized law enforcement personnel with legal jurisdiction are allowed to carry firearms or other self-defense equipment on premises. Non-uniformed law enforcement officers working "off-duty" for contract security firms or other security personnel may not carry firearms on premises.
- F. The GWCC, Dome and Centennial Olympic Park have specific incident reporting procedures that must be coordinated with your contract security firm. Copies of all incident reports during your event will be furnished to show management upon request.
- G. The GWCC Authority provides access to facility alarm systems and security storage spaces. The GWCC has securable storage space at its A1G, B1G and B5G dock areas. The Dome and Centennial Olympic Park have no storage facilities. Fire code strictly prohibits the use of chain locks to secure personnel doors.
- H. Please contact your Event Services Department representative for more information and a detailed copy of the GWCC Authority's contract security firms policies and procedures, which you should give to prospective security companies.

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.

GUIDELINES

PUBLIC AREAS, MEETING ROOMS, ETC (GWCC AND DOME)

- A. Plans for all directional and informational signs weighing 100 pounds or less—as well as plans for banners, special graphics or decorations in public concourses and meeting rooms—will be reviewed for general conformity to event purposes, plans and schedules.
- B. In consideration of other users of the facilities, signs in entrance concourse areas should be installed just prior to an event opening and promptly removed at the close of the event. Schedule of installation and removal must be coordinated and approved by the Event Services Department.
- C. General commercial advertising unrelated to purposes of the event is prohibited.
- D. Permanent facility signs and directional graphics may not be blocked in any way, nor may event signs be attached to them.
- E. Signage on and around escalators and stairwells may be restricted for safety reasons.

EXHIBITION HALLS (GWCC ONLY)

- A. Show-related signs, banners, directional graphics, aisle signs, etc., may be installed in exhibit halls under the direction of the show service contractor following approved rigging methods.
- B. Building signs for restrooms, concession stands and all fire exit doors and fire exit signs shall not be covered or blocked in any manner.
- C. Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other related equipment should be freestanding and floor-supported. Any proposed rigging to the structure or ceilings of the exhibit hall must be submitted for review and approval as described above. Installation should be provided by the official service contractor or approved rigging contractor.

STADIUM

- A. Exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other related equipment should be freestanding and floor-supported. Ceiling rigging is strictly prohibited.



Georgia World Congress Center
Georgia Dome

3

- 3.1 Exterior Show Banners and Signs
- 3.2 Ground Transportation Services
- 3.3 Installation of Tents and Canopies
- 3.4 Audio-Visual Installation
- 3.6 Pyrotechnics



PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe restrictions and requirements for planning any signs, banners or other temporary show installations on the grounds or exterior of the facility.

PLANNING

The GWCC and Dome wish to accommodate customers' requests to promote events with outdoor signs, banners and other forms of promotional advertising. With the multitude of events scheduled at these facilities, Centennial Olympic Park and Philips Arena, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate and welcoming environment. Additionally, these guidelines address traffic and safety regulations on the public roadways within the campus and safety and maintenance considerations of the buildings.

All preliminary requests for installation of exterior 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.

At the time of installation, a representative of the facility shall be present to verify with the customer's installer the condition of the area. Following removal, a re-inspection shall document any damages.

GUIDELINES

1. The following locations (only) at the GWCC have been designated for use by GWCC events for exterior show banners and signs:
 - Building A entrance lower beam (only) over entrance doors
 - Auditorium wall (east side) at East Plaza entrance
 - Buildings A and B entrance logo boxes (steel framework)
 - Buildings A and B entrance bus loading canopy column kiosks
 - Andrew Young International Boulevard sidewalk bollards
 - Building B Ballroom wall (east side facing flagpoles)
 - Building C entrance (four cable locations facing west)
 - Building C north exit (one cable location)
 - Building C sidewalk bollards
 - Building C banner poles (27)
2. No exterior banners or signs may be installed on the Georgia Dome or on International or West Plazas. Generally, signs and banners are also prohibited at Centennial Olympic Park.
3. The GWCC and Dome reserve the right to review all sign copy. Signs and banners should relate to show promotion and related show activities and be consistent with acceptable exterior (public) display criteria. Commercial advertising not related to show promotion is prohibited.
4. Exterior signs and banners shall be inspected daily or more frequently to ensure stability and secure installation. Necessary repairs shall be made promptly or the sign/banner will be removed.
5. In accordance with Department of Transportation regulations, no signs or banners may be installed within the right-of-way of the public roadways.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe requirements for planning shuttle bus and other ground transportation services on the campus and to facilitate smooth traffic flow between the GWCC, Dome, and the adjoining Philips Arena and CNN Center.

PLANNING

An operation plan must be submitted sixty (60) days prior to the event to the Event Services Department as part of the overall plan of operation for the event. To avoid conflicts with finalized plans, the shuttle bus contractor should review preliminary plans with the Event Services Department. The total number of shuttle buses to be used and all shuttle schedules must also be submitted prior to the start of an event. All plans must acknowledge the following guidelines:

GUIDELINES**GENERAL**

- A. Andrew Young International Boulevard and Northside Drive must remain open as active public streets. There is no parking for ground transportation staff or law enforcement officers. Parking on sidewalks and plaza areas is strictly prohibited.
- B. Special and complex events requiring alternate traffic schemes must be coordinated with the GWCC Department of Public Safety (Police).
- C. Curblines along Andrew Young International Boulevard are regulated by the GWCC, Dome, CNN Center, Philips Arena and law enforcement officers. Designated areas have been established for shuttle buses loading/unloading, shuttle bus staging, taxi unloading and taxi staging. Additionally, areas have been designated for guests with disabilities, airport shuttles and limousines.
- D. Should traffic control become necessary beyond the immediate vicinity of the facilities, the GWCC and Dome will help the customer coordinate with the City of Atlanta Police.

FOR SHUTTLE BUSES AT THE GWCC

- A. Shuttle bus signs should be hung from the overhead sign stands provided for this purpose. All shuttle bus stops and signs should be included on the Plan of Operation submitted to the Event Services Department. Sidewalks should not be blocked with ground-mounted signs.
- B. Additional police supervision is required for all shuttle services. A service using three (3) or more routes and six (6) or more vehicles should retain at least one (1) law enforcement officer to supervise shuttle bus traffic. A service using more than ten (10) routes and twenty (20) vehicles should retain at least two (2) officers. Law enforcement officers must be qualified to perform traffic management services in the public right-of-way.

FOR TAXICABS AND AIRPORT SHUTTLES AT THE GWCC

- A. Taxicabs and Atlanta Airport Shuttle services have assigned termination points and may not park elsewhere.
- B. Taxicabs must drop off passengers at the designated points and should not block inside lanes or designated shuttle bus areas.

FOR LIMOUSINES AND HOTEL SHUTTLE VANS/TOUR BUSES AT THE GWCC AND DOME

- A. See the Event Services Department for locations.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines for the temporary installation of tents, awnings and canopies.

PLANNING

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) Code 102 “Standards for Grandstands, Folding and Telescopic Seating, Tents and Membrane Structures.” The GWCC and Dome 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 Department at least twelve (12) weeks prior to the event. All requests should include:

1. The size of the installation.
2. Its location.
3. Its height.
4. Anchoring details.
5. Utility services required.
6. If applicable, plans for repair of damaged floors or pavements.

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC or Dome activities. The Event Services Department can provide additional details.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe special requirements and restrictions in the installation of audio-visual equipment in the facilities.

PLANNING

Coordination for all audio-visual installations will involve the Engineering, Technical Services and Event Services Departments at the GWCC or Dome. An Event Coordinator can organize coordination meetings between these departments and the production company. The Event Coordinator will also take responsibility for the distribution of all pertinent written documents.

For audio-visual installations at the GWCC and Dome, plans must be submitted for approval at least eight (8) weeks in advance. In general, all audio-visual equipment at the Dome is floor-supported. Technical Services staffs at both facilities are available to help production companies develop an installation plan that uses these devices.

The customer is responsible for all charges, damages and liabilities—including safety and structural-related ones—accrued during installations.

GUIDELINES

For installations that weigh more than 500 pounds in the GWCC, a registered structural engineer may be retained by GWCC management to review and approve plans and final installations. Also, special liability and property damage insurance may be required for such installations. The costs of insurance and the structural engineer are the responsibility of the audio-visual production company and/or the customer.

Supplemental lighting and sound equipment should be attached to hanging devices established for that purpose.

The audio-visual production company may not alter GWCC or Dome structures or surfaces in any way. If any modifications are necessary, the facilities will perform them. The audio-visual production company may request from the GWCC modifications to include:

1. Removal of ceiling tile or track.
2. Removal of lighting fixtures (fixed or portable).
3. Removal or modification of doors and hardware.
4. Cutting holes in drywall or masonry.
5. Removal or relocation of permanent draperies.
6. Removal or relocation of in-house sound or electrical equipment or furniture.

CONNECTION TO LIGHTING/SOUND SYSTEMS

A GWCC or Dome technician is assigned to every event in the ballrooms, auditoriums or stadium and will handle the connection and use of all house sound and lighting equipment. The technician's fee is the responsibility of the audio-visual production company and/or the customer. All electrical work on subsystems of the audio-visual production company must be performed by qualified personnel.

RESTRICTED TECHNICAL SERVICE AREA

- A. Only the GWCC or Dome sound and lighting technician in charge of the event may grant access to overhead catwalks, sound room and backstage areas.
- B. Safety cables must be affixed to all lighting equipment located on overhead catwalks.
- C. The audio-visual production company will be responsible for the safety and security of all equipment stored in these locations.

LIFT EQUIPMENT

- A. The audio-visual production company is responsible for acquiring any lift equipment needed during installation. When not in use, these vehicles must be stored in approved areas or removed from the premises.
- B. All lift equipment used must be in safe operating condition and all safety devices must be in place before the vehicles are used.
- C. Lift equipment shall not exceed floor load capacity. Equipment weighing more than 10,000 lbs. shall be reviewed by the Engineering Department prior to entering facility.

RIGGING

- A. The audio-visual production company is responsible for retaining qualified personnel for all rigging installations. All rigging must be performed in the safest manner possible, using proper safety equipment and tools.
- B. All rigging must comply with the rigging plan submitted prior to installation.

MISCELLANEOUS

- A. Limited storage facilities are available in the service drive of the Dome and in the GWCC ballrooms and auditoriums. Most corridors are designated fire exits and cannot be used for storage. Please contact the Event Coordinator to identify available storage areas.
- B. Electrical service will be provided at prevailing rates. Please submit all electrical requirements to the Event Services Department.
- C. See the General Operating Policies and Procedures section for additional information.

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to ensure the safe installation and display of pyrotechnics. In order to protect employees, guests and facility interiors, the City of Atlanta Fire Marshal, the Fulton County Probate Court, and the GWCC and Dome rigidly regulate the use of pyrotechnics on the premises. Code 1126 of the National Fire Protection Association (NFPA) serves as the facility guide for the proper use of pyrotechnics.

PLANNING

The customer may sanction the use of pyrotechnics in the licensed area but will be directly responsible for all activities described in the License Agreement. To help protect the customer from liability, the customer and the pyrotechnics contractor will be responsible for submitting the following items to the Event Services Department:

- a. A valid federal license from the U.S. Department of the Treasury — Bureau of Alcohol, Tobacco and Firearms—for the use of “low explosives.”
- b. All relevant permits and approvals from the City of Atlanta Fire Marshal’s office and the Fulton County Probate Court.
- c. Certification that pyrotechnic materials used are free of hazardous gas, applicable to indoor use and will not splinter into guest areas.
- d. Advance notice (60 days) of any special requirements for the facilities’ HVAC and fire alarm systems.
- e. As additional security for damages to the facility, the customer or the pyrotechnic contractor shall be required to provide a minimum \$1,000 damage deposit submitted to the Event Services Department at least three (3) days prior to a pyrotechnic event. Such deposit shall be refunded less any damages resulting from the pyrotechnic event.
- f. Five (5) copies of a detailed description of the pyrotechnic activity planned for an event, including:
 1. Grid showing exact location, number and type of devices to be used, and spread and height of the materials used.
 2. Narrative of program, including schedule of events and number and location of certified pyrotechnicians involved.
 3. Safety materials and equipment for workers, facility guests and interiors.
 4. Number and location of fire extinguishers available for pyrotechnic event.
 5. Plans for smoke removal, fire alarm monitoring and the safety of audio equipment.
 6. Plans for pre-function pyrotechnics testing.
- g. The customer will be responsible for arranging a demonstration a minimum of 24 hours in advance of the event, with the Fire Marshal present. The customer will be responsible for any cost incurred to have the Fire Marshal present.

Any GWCC or Dome personnel needed to fulfill these requirements will be obtained at the customer’s expense. Please see the Special Services, Equipment and Labor Manual for exact pricing.



Centennial Olympic Park

4 Introduction

- 4.1 General Operating Policies and Procedures
- 4.1 Posted Rules and Regulations
- 4.2 Event Application and Approval Process
- 4.3 Safety
- 4.4 Maintenance, Cleaning and Protection of Property and Equipment
- 4.5 Food, Beverage and Merchandising Sales
- 4.6 Security
- 4.7 First Aid



GENERAL OPERATING POLICIES AND PROCEDURES

Centennial Olympic Park (Park or COP) is designed to provide a comfortable space for relaxation in downtown Atlanta balanced with providing a venue for scheduled programs and activities. Its primary purpose is general public access during daily operating hours.

The Park may also be reserved and used for special events on a limited basis, depending upon the event's effect on public access, the impact on the landscape and hardscape, and in consideration of other activities and events scheduled in the surrounding areas.

These General Operating Policies and Procedures have been established to ensure Centennial Olympic Park, its personnel, licensees and related service providers are working in a safe and orderly environment and to assure the ongoing maintenance and appearance of the Park. These Policies and Procedures should serve as a guideline governing event and Park operations. Any questions, requests for variations or exceptions should be promptly submitted to Centennial Olympic Park Administration for approval.

POSTED RULES AND REGULATIONS

To protect the Park, to ensure public safety and for all Park users' enjoyment, please observe the following posted guidelines:

HOURS OF OPERATION

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

WATER FEATURES

The Fountain of Rings is designed for your enjoyment and interaction, however, please do not enter the Park's other water features (i.e., reflecting pools and water gardens).

LANDSCAPE

Please do not enter flower and shrub beds. Damaging or defacing Park property and landscaping is prohibited.

WASTE

Please help protect the commemorative bricks and landscape. Place all waste in trash receptacles. Rummaging in trash receptacles is prohibited.

PETS

Pets must be kept on a leash at all times. Pet owners must pick up and dispose of waste in proper containers.

NOISE

Radios, compact disc players and other sound devices shall not unreasonably disturb other users of the Park or those occupying surrounding buildings and properties.

SPORTS

Organized team sports are not permitted within the Park. Skates, bicycles and skateboards are prohibited on the Fountain Plazas and other brick areas, but they are permitted on Andrew Young International Boulevard and the Park's perimeter sidewalks.

PROHIBITED ACTIVITIES

Panhandling, soliciting, commercial activity including vending without a permit, camping, campfires and barbecue grills, feeding the pigeons, drug use and outside alcohol are prohibited in the Park.

EVENTS

Special events may be held in the Park only upon obtaining a permit issued by Centennial Olympic Park. Only alcohol purchased or permitted in the Park during special events may be consumed.

Activities conducted in the Park generally belong in one of three categories. They are defined as follows:

- a. **GENERAL PUBLIC EVENTS.** All events conducted or hosted by Centennial Olympic Park or another outside organization that may or may not require tickets for entry and are open to the general public. Examples: public concerts, festivals, cultural events, fairs and celebrations.
- b. **PRIVATE EVENTS.** Activities in the Park conducted by an event organizer or sponsor granted special permit for use of designated areas. 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. Examples: weddings, receptions, private parties and corporate events.
- c. **SPECIAL USE.** Any activity conducted outside the parameters of daily Park usage by the general public. Such activities will require a specific use permit. Examples: meetings, photo or video shoots, rallies, musical, theatrical or artistic performances, or any organized activity that may prevent general public use of an area.

EVENT APPLICATION AND APPROVAL PROCESS

- A. Prospective users of the Park for private events and special use must complete an event application that is available through the Centennial Olympic Park administration office. The Park will review the application for suitability to Park facilities and availability of requested date. The Park may need to request additional information from the applicant.
- B. Completed applications should be returned to Park office at least ninety (90) days in advance for events with expected attendance over 10,000; sixty (60) days in advance for events with an expected attendance over 2,000; and thirty (30) days in advance for other events. Plans of proposed layout, route maps and support information should be submitted along with the application.
- C. The availability of Park facilities will be cross-referenced against other scheduled activities in the Georgia World Congress Center, the Georgia Dome and areas surrounding the Park to evaluate potential impact.
- D. An event operation and production meeting may be held between Park Administration and the event organizer to discuss plans and to identify any additional information needed.
- E. Upon review and acceptance of a completed application and/or acceptance of the logistics plan, a Centennial Olympic Park license agreement will be issued to the client. The client must sign all copies of the license agreement and return them to Centennial Olympic Park Administration for signature by the General Manager or Executive Director of the Georgia World Congress Center Authority. A file copy of the executed license agreement letter will be issued to the client.
- F. Signed license agreement should be returned within thirty (30) days to the Centennial Olympic Park office, along with a minimum deposit of 25% of the total fee. A signed and executed license agreement must be on file before event setup begins.
- G. For approved events or activities, 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 and security requirements.
- H. Proposed event layouts should be submitted for approval to Centennial Olympic Park Administration at least one (1) month prior to event date.

1. Safety of all visitors to Centennial Olympic Park is of primary concern. Any unsafe condition or activity should be reported immediately to Centennial Olympic Park Public Safety or Park Administration staff.
2. Hazardous work areas are defined as any area on the premises where maintenance or event-related equipment is being handled, service areas, Park Operations Building, 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. All authorized event-related vehicles must remain on the reinforced brick walkway and may not be driven on grass.
 - f. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, on Park property.
 - g. All other visible safety hazards should be reported immediately to Centennial Olympic Park Public Safety.
 - h. The staking of tents in the Park is prohibited due to underground utilities. All tents must be secured using alternative means (e.g., water barrels, sandbags, cinder blocks).
3. Basic Fire Code Regulations: The National Fire Protection Association (NFPA) 101 Life Safety Code 1997 has been adopted with specific revisions and interpretations for review for events at this facility. Reference copies of the fire code are available from Centennial Olympic Park Administration. Summaries of pertinent provisions are included below.
4. The customer may sanction the use of pyrotechnics in the licensed area with the written approval of Centennial Olympic Park Administration, but the customer will be directly responsible for all activities described in the License Agreement. To help protect the customer from liability, the pyrotechnics contractor will be responsible for submitting the following items to Centennial Olympic Park Administration (see also PYROTECHNICS in Section 3):
 - a. A valid federal license from the U.S. Department of the Treasury—Bureau of Alcohol, Tobacco and Firearms—for the use of low explosives.
 - b. All relevant permits and approvals from the City of Atlanta Fire Marshal's office. The customer must apply for these and submit completed copies to Centennial Olympic Park Administration.
 - c. Certifications that the pyrotechnic materials used are free of hazardous gas and will not splinter into guest areas.
 - d. Insurance certification and \$1,000 damage deposit submitted to Centennial Olympic Park Administration at least three (3) days prior to the event.
 - e. Five (5) copies of a detailed description of the pyrotechnic activity planned for an event, including:
 1. Grid showing exact location, number and type of devices to be used and spread and height of materials used.
 2. Narrative of program, including schedule of events and number and location of certified pyrotechnicians involved.
 3. Safety material and equipment for workers, event attendees and Park.
 4. Number and location of fire extinguishers available for pyrotechnic event.
 5. Plans for pre-function pyrotechnics testing.
 - f. The customer shall be responsible for arranging any demonstration required by the Fire Marshal a minimum of 24 hours prior to the event. The customer will be responsible for any cost incurred to have the Fire Marshal present.
 - g. The customer shall be responsible for providing any additional security for road closures and crowd control for pyrotechnic displays.
 - h. Any Centennial Olympic Park personnel needed to fulfill these requirements will be obtained at the customer's expense.

1. Damage of any kind should be promptly reported to Centennial Olympic Park Public Safety. The licensee is responsible for any damages to permanent fixtures, trees, plants or any Park structure. Licensees and their contractors are invited to inspect the facility, accompanied by the Program Coordinator, prior to move-in and following move-out.
2. The placement of any signs, banners, posters or placards associated with an event or activity must be submitted to Centennial Olympic Park Administration for approval prior to installation. Under no circumstances will attachment of signage to fences, permanent fixtures, trees, plants or any Park structure not specifically designated for same be allowed.
3. Adhesive-backed decals and stickers may not be distributed anywhere on the premises.
4. Park benches, planters and other Park features may not be removed or repositioned. COP personnel shall handle any movement of Park equipment for event purposes.
5. Use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment must be approved by COP Administration and must remain on authorized walkways.
6. Licensees and their service contractors are responsible for the removal of trash, crates, pallets, packing materials, staging materials, lumber, etc., prior to the event opening and during move-out.
7. Cleanup and trash removal is the responsibility of the client. A plan detailing types and placement of trash receptacles, refuse removal during and after the event, staffing and final cleanup is required at least two weeks before the start of the event. A deposit may be required to cover any cleaning cost incurred by the Park.
8. The Park does not permit the staking of tents. All tents must be secured using alternative means (e.g., water barrels, sandbags). Any tent that will be placed on sidewalks or bricks must have rubber tips or wood under the footings to protect the hardscape.
9. Absolutely no personal or delivery vehicles are allowed on any of the walkways or sidewalks within or surrounding Centennial Olympic Park.
10. Clients and service contractors must submit a completed Load-In Information Sheet to Centennial Olympic Park Administration to gain access to the reinforced walkway in North Park. Vehicles that enter the Park without prior approval of Centennial Olympic Park Administration may be ticketed or towed.
11. Glitter and confetti are prohibited in the Park.

1. Catering (internal) — Levy Restaurants is the official contractor for food and beverage items in the Park. Events and functions requiring catering should submit a request for services through the Park Administration office. A Levy salesperson will forward a proposal to the client including venue areas, equipment requirements and special considerations.
2. Catering (outside) — Park Administration must approve catering by companies other than Levy. Outside catering will be subject to a 10% surcharge of the total catering invoice (or of the retail market price of donated items). A copy of the final invoice must be provided to Centennial Olympic Park Administration no later than three (3) business days following the event.
3. Alcoholic Beverages — All alcoholic beverages consumed in the Park must be sold, served or licensed by Levy. State law prohibits alcoholic beverages from being brought into Centennial Olympic Park except by Levy. Security personnel are instructed to confiscate any alcoholic beverage brought into the Park in violation of state law.
4. Merchandising/Vending — Centennial Olympic Park Administration must authorize the vending or sale of merchandise in the Park. It will only be authorized when merchandise relates to and is an integral part of a licensed event.

1. In the event of any crime, medical or other emergency condition, please contact Centennial Olympic Park Public Safety (404-223-4911). The Georgia World Congress Center Security Department is open 24 hours for the facility perimeter, parking decks, exterior grounds, interior public areas and people movement within these areas and for emergency response. All calls to outside law enforcement and medical response units shall be made by Centennial Olympic Park Public Safety in accordance with the Georgia World Congress Center Authority Emergency Operating Procedures, copies of which are available upon request.
2. The client is responsible for event-related security. Security arrangements are subject to review and approval by Centennial Olympic Park Public Safety. Additional event security may be required for restricted access events, ticketed events or events determined by Centennial Olympic Park Administration to require additional security.
3. Centennial Olympic Park Administration reserves the right to have, at customer's expense, additional security personnel if required to ensure public safety.
4. All security firms working in Centennial Olympic Park must be registered with the Georgia Secretary of State's office and must comply with requirements of CONTRACT SECURITY FIRMS guidelines, Section 2 of these Event Policies and Procedures.
5. All security operational and setup plans must be submitted to Centennial Olympic Park Administration sixty (60) days prior to the event move-in. All setup plans shall be confidential and will not be distributed to unauthorized staff or other security firms.
6. Security plans shall include all security posts and the dates and times these positions will be staffed.
7. Any changes in the security plans are to be submitted for review.
8. Contract security firms will provide Park Public Safety reports of any incident of a criminal nature, illness or injury to an attendee occurring on Park property or damage to any property. Notification to Park Public Safety shall be made during the shift in which the incident occurred.
9. Only authorized law enforcement personnel with legal jurisdiction are allowed to carry firearms or other self-defense equipment on the premises. Non-uniformed law enforcement officers working "off-duty" for contract security firms or other security personnel may not carry firearms on the premises.
10. In the event of an emergency (e.g., fire, bomb threat, criminal activity, severe weather), contract security firms will notify Park Public Safety immediately.
Copies of Park Emergency Operation Procedures are available upon request.
11. Any conduct detrimental to the safe and proper operation of an event, abusive language, threats, assault, vandalism and all other inappropriate actions will result in immediate removal from the premises or arrest and prosecution as appropriate.

1. On-site emergency medical support is the responsibility of the client and may be required for public events or events with an expected attendance of more than 5,000 participants. Smaller events with a greater level of risk (e.g., organized runs, walks, etc.) may also require medical personnel in attendance.
2. All first aid arrangements are subject to review by Centennial Olympic Park Administration.
3. The emergency medical personnel shall be licensed by the State of Georgia.
4. Please submit to Centennial Olympic Park Administration at least seven (7) days prior to the event move-in, the name of contract first aid service, a list of emergency medical personnel on duty, the scheduled hours of operation and the desired location of the first aid facility.
5. All requests for ambulance or other outside services should be coordinated with COP Public Safety. COP emergency procedures provide for the dispatch of security personnel to the patient's location and to an ambulance rendezvous point for coordination with emergency medical personnel and transfer of patient to a hospital.
6. Please note Centennial Olympic Park does not pay for doctor or hospital expenses. Any inquiries for claims should be directed to the event organizer and Centennial Olympic Park Administration.

Please refer to Centennial Olympic Park Emergency Operating Procedures for additional information on emergency conditions. Copies of these procedures are available from Centennial Olympic Park Administration.