



SAVANNAH
CONVENTION CENTER



SERVICE CONTRACTOR GUIDE

UPDATED MAY 2025

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INTRODUCTION

The Savannah Convention Center (SCC) values its partnerships with the Contractors and Service Providers who have been selected by our shared clients for their events in our facility. We have the common goal of producing and servicing a successful event for our clients, exhibitors and guests. To that end, the information contained in this document is intended to provide guidance to these Contractors in the planning and performance of their work at the SCC.

The following information has been developed as an overview of the policies and procedures for the safe and efficient operation of our clients' events and to avoid damages, delays, financial penalties, or other preventable issues. The SCC rules and regulations are applicable, but not limited, to all General Service Contractors, Service Providers and Vendors as defined below. The SCC reserves the right to change, modify, or add to these rules and regulations without prior notice.

Additionally, the License Agreement between SCC and Show Management contains certain contractual obligations pertaining to the use of the facility and operation of the event. Contractors should be aware of the obligations described in the License Agreement.

It is the responsibility of each Show Contractor to communicate and enforce these requirements with their employees, subcontractors, and exhibitors. Any questions relating to the information in this document should be directed to the SCC Event Manager or Exhibitor Services Coordinator (ESC) assigned to the event or the SCC Director of Event Services.

CONTRACTOR CHECKLIST & TIMELINE

To ensure that all necessary steps are followed and completed by the Events/Exhibitor Services Department for your upcoming event, below is a summary of the deadlines for information needed by the Savannah Convention Center.

Please Note: This is only a guide, and additional steps not listed may also be required.

12 - 6 Months Prior

- Provide Contact information to Event Manager including Account Manager and On-Site Representatives.
- Submit a copy of **Certificate of Liability Insurance**.
- Provide a copy of the **Exhibitor Packet/Prospectus** being submitted to Exhibitors for review and reference.
- Provide an Initial Floor Plan for approval **prior** to space being sold on the floor.

3 Months Prior

- Online Exhibitor Services Portal Opens to Exhibitors to order utility services.
- Add exhibitorservices@savtcc.com to email distribution list for all Exhibitor communications.
- Submit Updated Floor Plans, Tentative Production Scheduled & Exhibitor List with Contact Information.

2 Months Prior

- Submit the **Request for Decorator/Production Information Form** which includes the following:
 - Final **Production Schedule** (move-in/out, set-up/tear-down, walk through, show hours, daily cleaning, etc.).
 - Schedule for Freight and Lift Rental Equipment.
 - Marshalling Yard Plan.
- Submit Initial **Rigging Plans for Aisle Signs, Banners and Production** to ENCORE for review and approval.
- Submit Building Graphics Request and **Notification of Excessive Weight Load Items** and Vehicle Displays.

1 Month Prior

- Schedule Planning Review Meeting with Event Manager to review details.
- Finalize coverage and hours for **On-Site Service Desk**. Submit utilities requests. Notify Event Manager.
- Finalize **Request for Rigging and Rigging Plans** to ENCORE, if applicable.
- Deadline for Advance Pricing for all **Exhibitor Services Orders**.

3 Weeks (21 Days) (Prior to 1st move in day)

- Confirm **Rigging Plans (including Up/Call Times)**, if applicable.
- Notify Exhibitors of **Rigging Request Deadline** and confirm materials will be onsite and ready for call times.

2 Weeks (14 Days) (Prior to 1st move in day)

- Provide **Final Exhibitor List with Booth Numbers & Updated Floor Plan** from Decorator/Production.

1 Week (7 Days) (Prior to 1st move in day)

- Deadline for Standard Pricing for all **Exhibitor Services Orders**.

On-Site Activities

- Perform **Move-In Inspection** with client/ decorator or contractor.
- Conduct **Move-Out Inspection Tours/Walkthrough** prior to client, decorator, or contractor departure.

Post Event Activities

- Provide **Post Event Follow-up** with Contractor to discuss the overall Event Services Experience.

DEFINITIONS

Show Management

The organization or individual contracting for the use of the facility by means of a signed Event License Agreement.

General Service Contractors/Decorator (GSC)

The primary contractor designated to provide overall freight, drayage, decorating, signage, production, theatrical and other event related services by the Show Management as defined in Sections A and B.

A. General Service Contractor shall mean entities which perform anyone, or combination, of the following tasks/duties or responsibilities:

1. Advanced Receipt of Exhibitor or Show Management Freight at an outside storage facility,
2. Trucking to and unloading such freight at the convention center facility,
3. The charging and collection of drayage fees associated with freight which is shipped, unloaded and/or received,
4. The fabrication or erection of exhibit booths or display stands in an exhibit hall including the placement of carpet for the purposes of a tradeshow/exhibit booth event only,
5. The rental and set up of pipe and drape in an exhibit hall for the purposes of a tradeshow/exhibit booth event only,
6. The receipt and delivery of exhibitor freight and delivery of empty cases to exhibitors in an exhibit hall for the purposes of a tradeshow/exhibit booth event only, or
7. The creation and layout design of exhibit hall floors for the purpose of positioning exhibit booths or another element of a tradeshow/exhibit booth event.

B. In addition to those activities permitted in the **SCC Exhibitor Ordering Kit**, entities other than General Service Contractor may perform activities, including but not limited to, the following:

1. The unloading of trucks and pushing freight to any space such as ballroom, meeting room, or exhibit hall, for non-tradeshow events or non-tradeshow portions of events (i.e. general sessions, concerts).
2. The setting and dismantling of pipe and drape in any space for any purpose is not associated with an exhibit booth event in exhibit hall space.
3. The building and/or setting or arranging of set pieces, (such as décor items or other ground-supported elements, either on a stage or as part of a room/area design) stage, platform, or furniture, or the entire set of area for any event, including carpet outside those areas described in A(4).
4. Specialty set-ups on the exhibition hall floor including but not limited to skating rinks, general sessions, concerts, volleyball courts and other similar set-ups.

Service Provider(s)

Any company, business entity or individual providing event-related services directly to exhibitors or show management in addition to those provided by the General Service Contractor.

Contractor(s)

Consolidation of terms referring to all General Service Contractors/Decorator (GSC), Service Providers and Vendors authorized to use the facility.

Exhibitor Appointed Contractor (EAC)

Any individual or companies hired to set-up and dismantle or provide service to your booth who is not an employee of your company. EAC's include but are not limited to Installation and Dismantle Contractors, Booth Designers and Builders, Non-Official Florists, Furniture Suppliers, Piano Movers and Laborers.

SERVICE CONTRACTOR GUIDE



Exhibitor Ordering Kit

General Service Contractors must submit the Exhibitor Service Manuals, kits and/or online information to the Event Manager and Event Services Coordinator for review and approval **before** distribution or publication to exhibitors.

Production Schedule

Show Contractors are required to submit to the Event Manager all production schedules for their activities in the facility at least 45 days in advance. This is to ensure appropriate staff levels, access to the Loading Dock and timing for placement of facility equipment such as production risers and audience seating.

Acknowledgement Form

The Savannah Convention Center formally requests that each General Service Contracts signs this form acknowledging that they have read, understand and agree to all terms and conditions of this **Service Contractor Guide**. Furthermore, the GSC acknowledges that they understand that failure to comply with policies stated herein and enforce them may result in financial penalties or the inability to services events at the Savannah Convention Center.

BUILDING POLICIES & PROCEDURE

Trade Show Management

Trade Shows are required to hire an approved GSC to perform drayage, decorating, loading dock control, and the loading and unloading of freight. The tradespeople that perform these functions are employees of the GSC. Exhibitors and company employees may participate in the off-loading and setup of their booth under certain parameters (see **SCC Exhibitor Ordering Kit**). Exhibit floor deliveries to the GSC require that the GSC load/off-loads all equipment and display material from commercial carriers/common carriers or van lines. Further, all vehicles received by the GSC over 24 feet require GSC labor to off-load or load. The GSC will have skilled craftsmen to assist exhibitors who wish to hire personnel to perform the above services. Arrangements for all temporary labor should be made through the GSC.

Facility Contact

The facility is organized so that an Event Manager and Exhibitor Services Coordinators are assigned to every event. The Event Manager is the primary contact for Contractors and Show Managements, but the Exhibitor Services Coordinator is the facility personnel dedicated to managing all aspects of Exhibitor Services. All communication must take place between the Contractors and both the Event Manager and Exhibitor Services Coordinator relative to activities taking place on site.

Building Care

- The SCC expects the facility to be returned to the condition in which it was received except for normal wear and tear. Excessive cleaning required by the SCC will be invoiced to Show Management.
 - GSC should schedule a pre-show and post-show inspection of all event areas with their Event Manager. Any damage to event spaces that are not noted during the pre-show inspection may be billed to Show Management.
 - The State Fire Marshal may perform an onsite inspection of event areas for compliance with fire permit conditions. These inspections are unscheduled and typically occur before the show's opening and at random during show hours. Failure to comply with fire permit conditions may result in doors being held and/or citation.
 - Equipment and materials should not be leaned or placed against walls or any painted surfaces. A reasonable distance and care should be maintained at all times.
 - The Show Management and/or decorating company will be invoiced for any damage incurred during the move-in, show and move-out days resulting from their activities.
- Contractors must use the utmost care to protect all surfaces in the facility from damage.
 - Protection may include padding, the use of non-marring products, Visqueen, plywood, rubber bumpers and tires, and proper supervision.
 - No pin, tacks or adhesives of any sort are permitted on any wall or door.
 - Holes may not be drilled, cored, or punched into any surfaces of the SCC.
 - Any item or supplies used to fasten material (tape, nails, screws, etc.) must be removed at the conclusion of the event.
 - Only approved tape may be used to secure carpets to flooring.
- The Show Management and/or service contractor are responsible for the removal of all tape and residue from the exhibition hall(s), concourse and meeting room floors.
 - The repair cost for any damage caused to a surface using inappropriate cleaning chemicals or tools will be billed to the Show Management.
 - The use of high-residue tape is prohibited on floors and carpeted areas.
 - On carpeted areas, the SCC requires the use of SHURTAPE PC 628 GAFFERS tape.
 - If any tape or residues are to be removed by the SCC after the event, Show Management will incur all labor and material expenses.
 - If the carpet is damaged using inappropriate cleaning chemicals, Show Management will be billed for any carpet replacement.

SCC Code of Conduct

SCC Code of Conduct provides general guidelines regarding the SCC's expectations of contractor employees conduct while working on SCC property. It is not intended to address every situation or behavior that may occur. The SCC reserves the right to impose appropriate remedial action for any inappropriate conduct not specifically covered in this code. The SCC is the final authority on the interpretation of this Code of Conduct and on decisions relating to violations of the Code. This Code of Conduct is designed to help ensure that ALL contractor employees working in the SCC facility conduct themselves in a friendly, courteous and respectful manner at all times and applies to all contractors working on all SCC Property. Any violation of any rules contained herein, as determined by the SCC, may result in violators being immediately removed, trespassed and/or facing possible criminal prosecution.

1. **SCC Identification:** SCC requires that all contractors are to be in uniform, wear an Exhibitor Services Contractor Association (ESCA) issued identification badge or any other form of approved identification on their outermost garment at all times while working at an SCC facility. The Service Contractor is responsible for ensuring that all non-regular working labor (EAC's, Temps, Union Labor, etc.) will need to be issued a wristband, temp badge or daily printed pass upon presentation of a current and valid government issued photo identification (driver license, passport, military ID) by the Service Contractor prior to entering the facility. If the Service Contractor is not able to provide these services, the SCC Public Safety Department can supply personnel to check in labor charged to Show Management at prevailing rates. All employees and contractors working within the SCC facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

Lost/missing credentials shall be reported to, and recorded by, the GSC and SCC Public Safety. The SCC, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the SCC.

2. **Access to Work Areas:** The appropriate route to and from the work area is through the loading dock corridor or service corridors of SCC facilities.
3. **Inspections:** ALL persons, bags, briefcases, backpacks, coolers, vehicles, and other containers are subject to inspection at any time.
4. **Unauthorized Vehicles:** Unauthorized vehicles are prohibited from being parked in the Loading Dock or Exhibit Hall areas at any time. There are no exceptions.
5. **Motorized Equipment Operation:** Operation of all motorized equipment on SCC property must be done in a safe manner in accordance with the appropriate license for each specific piece of equipment. All motorized equipment licenses must always be present with the operator while working at an SCC facility and available upon request.
6. **Violence:** Fighting, physical violence, attempted physical violence, intimidation, creating disturbance, horseplay, disorderly conduct or the use of abusive language toward any employee or visitor is strictly prohibited. No threats, pressure or coercion may be used by any person where the object is to influence any of the Authority's customers, users, Show Managements, exhibitors, clients, contractors, suppliers or attendees to use any particular vendors, products, services or goods.
7. **Harassment:** The SCC is committed to providing a work environment that is free from harassment in any form. All forms of harassment against any employee or visitor, or by the SCC's customers, users, Show Managements, exhibitors, clients, contractors, sub-contractors, suppliers or attendees who conduct business with the SCC is strictly prohibited. Individuals must immediately report any form of harassment which they experience or observe to the SCC Public Safety Department, or to her or his employer's supervisor/manager. All reports of harassment will be taken seriously and will be investigated and dealt with appropriately. The SCC does not tolerate retaliation against those who report suspected violations. Retaliation must be reported immediately to the Public Safety Department so that the SCC can investigate promptly and take appropriate actions.
8. **Weapons:** The SCC observes all current firearms and weapons laws within the State of Georgia.

9. **Theft:** Theft, attempted theft, misappropriation of property or the aiding/abetting of such acts is strictly prohibited.
10. **Drug & Alcohol-Free Workplace Policy:** The consumption, possession or being under the influence of alcohol, and/or being under the influence of tested-for-substances, illegal drugs, prescribed or over-the-counter drugs is prohibited while performing SCC business, in a vehicle or other motorized equipment, or working in the SCC's facility, is strictly prohibited.
11. **Access to Events:** No one may use their identification badge, uniform or position as a means of admission into any event at SCC facilities, unless that person is assigned to work in that area.
12. **Client & Exhibitor Work Interference:** No contractor employees may approach or interfere with the work of the clients of the SCC or exhibitors for the purpose of mandating specific labor work requirements. Any issues or complaints regarding specific labor work rules must be directed to the GSC and/or SCC. Continued violations of this provision will result in trespass from SCC facilities, for contractors and employees.
13. **Signs, Banners and Handouts:** The posting or placement of any notices, signs, placards, banners, announcements or distribution of any material or periodicals is prohibited.
14. **No Smoking:** By State Law, SCC facilities are smoke free facilities. Smoking is not permitted inside the building or within 25 ft. of any entrance or outside air vent. Smoking is permitted in designated areas ONLY.
15. **Reports to Public Safety Department:** Every individual working on SCC Property is required to report to the Public Safety Department the following: damage to any property or equipment immediately after occurrence; theft or unauthorized possession of any property or equipment; any unsafe condition or activity; and, any emergency, such as fire or medical emergency, any and all accidents involving physical damage to individuals, property or equipment.
16. **Violations:** Those contractor employees trespassed/ejected from SCC facilities cannot regain access until such time that the contract employer has contacted the SCC's Public Safety Department, and the SCC has subsequently approved the employer's personnel actions, including disciplinary action taken.

OPERATIONAL GUIDELINES: A TO Z

Abandoned Property

Any products or materials not removed by the end of the contract and that has not been claimed is considered abandoned by the Show Management, its contractors or exhibitors. The SCC may take possession of and dispose of such property without liability. **The Show Management will invoice the cost of such disposal.**

Bulk Trash

The Show Contractor is responsible for the disposal of all exhibitors and bulk trash generated during move-in and move-out. The Contractor is responsible for the appropriate disposal or removal of all bulk trash, whether produced by exhibits or other event-related activities (e.g. registration, show bag stuffing, event publications, etc.). Bulk trash includes, but is not limited to boxes, pallets, crates, carpet, carpet tubes, carpet padding, and lumber. The SCC also require contractors to use the appropriate containers for cardboard and mixed recycling. **(See also Compactors).** Bulk trash is to be removed from the premises by the Contractor at the conclusion of the event.

Cleaning

SCC provides event space in a **“Clean Hall”** condition; facility clients and contractors must return the spaces in a like condition. The Contractor is responsible for the removal of tape and its residue from floors. Registration and service desks provided by Contractors will be cleaned by the contractor, whether in carpeted or non-carpeted areas. This includes the removal of trash from behind registration counters or tables. SCC personnel will maintain meeting rooms and ballrooms, restrooms, common areas, and lobbies during attendee activities. Trash receptacles for attendee use will be placed in tradeshow aisles not more than two hours prior to show opening and maintained by SCC staff. Receptacles will be removed from exhibit areas at the conclusion of the show.

Show Contractors, including AV contractors, must leave their work areas in clean condition at the end of the event. All general trash, tape, stickers, “empty” decals, etc. must be removed from the floor. Exhibit Halls must be broom-swept and carpeted areas must be vacuumed upon the completion of move-out. If event areas are not left in a clean condition, SCC will invoice Show Management at the prevailing rate for any post- show cleaning.

Cleanliness of Loading Dock

Time must be set aside by the Contractor to perform a daily cleanup of the loading dock area. All debris must be disposed of, and decorating materials and forklifts, as well as other equipment, must always be arranged in an orderly fashion, to maintain a safe and clean loading dock area (dock, bays, platforms). At the completion of an event, convention or tradeshow, the loading dock area must be left in a clean and orderly manner that satisfies SCC standards.

Compactors

All SCC waste compactors will be locked and only accessible by SCC Staff. All recycled waste should be placed in large bins designated by SCC Staff. Carpet tubes must be cut no longer than two (2”) feet in length and cardboard boxes must be flattened to be disposed of in the recycle compactor. Pallets, lumber, furniture, carpet padding, and other non-compactable items are not to be placed in the trash compactors. Receptacles used for the removal of exhibitor trash must be emptied by Contractor personnel. Under no circumstances should full receptacles be left on the Loading Dock. Should the compactors become full or otherwise inoperable, contractors must notify SCC dock or security personnel promptly. Fees for excess disposable will apply. **(See also Bulk Trash and Dumpster Rentals).**

Conditions Of Premises

The leased premises are delivered to Show Management in as-is condition, including the condition of walls, floors and ceiling surfaces and placement of common area furniture and fixtures. Show Management will bear the cost of any rearrangement of standard furniture, fixtures and equipment, to the extent permitted by the Center.

Contractor Employee Break Areas

Contractor personnel, regardless of jurisdiction, affiliation or employer, may not take breaks or lunch in public areas (pre-function spaces, meeting rooms, front of house hallways and corridors, exhibit halls after move-in is completed, etc.) of the SCC. It is the responsibility of the contractor to monitor their personnel in this regard. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the contractor's expense.

Crew Meals

No outside catering is allowed in SCC. Contractor employees are permitted to bring in their own meals for personal consumption onsite. Should the Contractor choose to provide meals to their employees while onsite, services must be provided by the SCC. Employee break areas are for the use of SCC staff only. It is the responsibility of Show Management and/or the Show Contractor to provide appropriate space for employees' meals and breaks.

Damages

Show Management is solely responsible for any damage to licensed premises during the license period, including loading, transit, lobby and common areas used. If the SCC determines that the Contractor is responsible for causing damage of any kind, the party agrees to reimburse the SCC for the total cost of repair or replacement upon submission of invoice. This includes any residual items left in the SCC including, but not limited to tape, adhesives, paints or other materials. We strongly recommend a walk-through of licensed space with a Center representative to note any pre-existing damage or abnormal conditions. Without prior agreement, the SCC will not hold any other party responsible other than Show Management for damages.

Dock Masters

SCC Dock Masters (DM) are personnel responsible for the safe and efficient operation of all loading dock activity. Show Contractors and their personnel must comply with the direction of DM personnel. Failure to cooperate with DM staff may result in the removal from the premises.

Dumpster Rentals

General Service Contractor and Show Management are responsible for securing any dumpsters needed to accommodate contractor, exhibitor and client bulk trash. The Service Contractor and/or Show Management must notify the Event Manager thirty (30) days prior to the first load-in date of the number of dumpsters needed and number of pulls requested (if applicable). Dumpster Rentals are not complimentary, and each rental and pull will be invoiced to the Show Management at the prevailing rate. Usage of SCC designated dumpsters and compactors is strictly prohibited. The SCC is not responsible for the Service Contractor not requesting the accurate number of dumpsters needed for the event. The Service Contractor and Show Management are responsible for the removal of any excess trash not accommodated by the dumpsters ordered at the conclusion of the event. **(See also Bulk Trash and Compactors).**

Elevators and Escalators

Passenger elevators and escalators are not to be used for the movement of freight or equipment. Contractor employees are not permitted to transport equipment or material on escalators at any time. If possible, all deliveries should be made using the service elevators. Light loads are permitted on passenger elevators only to those areas not serviced by freight elevators. Contractors shall be held responsible for any damage to the freight elevators as a result of negligent operation, including over-loading and improper procedures. Service and freight elevators are also used by facility operations and catering staff and must be shared accordingly. The Event Planning Guide has more detailed information on elevator dimensions and capacities.

Both the North (20,000 lb. capacity) and South (12,000 lb. capacity) Loading Docks are equipped with freight elevators and Service Elevator (5,000 lb. capacity) on each side.

The SCC reserves the right to assign a Dock Master/Elevator Operators as it deems necessary at Show Management's cost at a minimum of 4hrs to operate this equipment. Use of freight elevator must be scheduled in advance.

Emergency Procedures

In the event of an emergency, all work will cease until further notice. Please listen to instructions via the public address system or from SCC Public Safety Department staff.

To report an emergency in the SCC: Call the Public Safety Command Center at 912.447.4077, reporting the nature of the emergency and your location.

Building Evacuation:

If it is necessary to evacuate the facility:

- Listen for directions via the public address system;
- Direct individuals to the closest exit; and
- Prevent individuals from re-entry until “All Clear.”

Entrance Unit / Registration Counters

Entrance Units and/or Registration counter placement is limited to the actual entrance of the show space. **NO** other location can be used without the prior written approval of the center. Entrance units must be a minimum of 10’ away from the exhibit hall doors.

Exclusive Services

The SCC Exhibitor Services Department handles and processes all Exhibitor Service orders. Show Contractors are responsible for providing information to exhibitors regarding SCC Exhibitor Services online ordering and exclusive service providers as shown below. An information page will be provided for the exhibitor kit to inform exhibitors of these services and where they can locate the link to order. SCC reserves the right to review and approve Show Contractor’s printed information regarding exclusive services prior to publication. All services can be ordered through the [SCC Exhibitor Portal](#).

- Catering – All catering and concessions must be provided by the SCC. Exhibitors requested to serve, offer or sample food and beverage items from their booth must get prior approval from SCC Exhibitor Services.
- Utilities – All power, air, water and drain service.
- Technology – All internet, phone or telecommunication services.
- Rigging – All rigging services for Service Contractors, Show Management and Exhibitors.

A service desk will be set alongside the service contractors service desk. Please allocate a 10’ x 10’ space in the same area for our service desk. The SCC’s service desk hours will be established with show management but are typically the same hours as the exhibitor move-in and 1 hour prior to show opening each day. If the show is a heavy utility show, the hours will stretch over exhibit hours as well. Your Event Manager will establish working hours with you and show management.

Facility Equipment

Contractors and their employees are prohibited from use, move, rearrange, or compress SCC equipment, including but not limited to the following: public safety/life safety equipment, such as fire extinguishers, AEDs, mechanical equipment, such as fork lifts, scissor lifts, pallet jacks, moveable walls, tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles and tilt trucks, without express written permission from the SCC. SCC equipment is not to be used in exhibit, registration, or other display areas serviced by the Contractor. All SCC equipment used without permission will be confiscated or charged for at SCC standard rental rates. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine. Any damage resulting from the unauthorized use or movement of facility equipment will be invoiced to Show Management. Please contact the EM for assistance with the movement, placement, or use of facility equipment. **(See also Damages)**

Fire Regulations

All Show Contractors are required to comply with the National Fire Protection Association (NFPA) and State Fire Marshal regulations. **(See “Fire Prevention and Safety Requirements” for details on Page 21)**

Floor Loads

If there are heavy floor-load requirements for the event, please send the specifications to the Event Manager prior to shipment of the equipment. Any equipment that approaches or exceeds the maximum floor loads must be reviewed and approved by your Event Manager at least forty-five (45) prior to the first move-in day of the hall. This includes, but is not limited to heavy objects, large machinery, and water-filled tanks.

- Lobbies and Meeting Rooms – 100 lbs. per sq ft.
- Exhibit Halls – 350 lbs. per sq ft.
- Ballrooms – 150 lbs. per sq ft.
- North/South Exterior - 350 lbs. per sq ft.
- Parking Garage – 50 lbs. per sq ft.

Floor Markings

The Contractor must use the standard stick or ball-type chalk in marking exhibit floors. Contractors are responsible for the removal of all floor markings from the exhibit halls, ballrooms and lobbies. The cost of cleaning or damage resulting from inappropriate floor marking methods will be billed to Show Management at the prevailing rate. Liquid chalk, water paint or liquids of any other nature are not allowed. Shoe polish is also not permitted. Requests for early move-in to mark floors are taken one (1) week prior to the first move-in day and fees may apply.

Floor Plans

Show Contractors are required to furnish detailed, to-scale floor plans of event areas in advance of the event to the Event Manager. Contact the Event Manager regarding dimensions of facility equipment (chairs, tables, risers, etc.) and location of catering or other service areas to ensure accurate representations of meeting or ballroom sets. All floor plans must comply with the National Fire Protection Association (NFPA). This includes AV contractors for placement of their equipment, screens, technical risers, etc. **(See “Floorplans Requirements” for details on Page 19)**

Floor Protection

Responsibility for protecting all carpeted areas and walls and the terrazzo flooring rests solely with the Contractor performing the work in these locations. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large/heavy materials likely to cause carpet/wall/floor damage. No cutting of carpet, foam core or other materials is permitted at the SCC without proper floor protection. Placement of registration counters or any decorative elements that could damage the terrazzo/marble flooring will require carpet to be laid under counters and/or decorative elements. All areas (except for the exhibit hall floor) that require double-sided tape must utilize Bron Tapes (Low Tack Double-Face, product #BT 100 DX).

The following rules will be strictly enforced:

- All contractor equipment is subject to inspection and approval by the SCC.
- Registration counters or any decorative elements placed in the North and East Lobby will require a carpet underlay to protect the terrazzo floor.
- Battery-powered equipment is prohibited from being used in the meeting rooms and ballrooms.
- All forklifts are prohibited from use in the lobbies, pre-functions, meeting rooms and ballrooms.
- Flat trucks with polyurethane and polyolefin wheels with a diameter of not less than five inches are approved for use in meeting rooms and ballrooms without floor protection.
- Homasote® or Masonite® is required with approved fat trucks, furniture dollies, pallet jacks and all other equipment and crates.
- Aerial lifts and scissor lifts on carpeted surfaces must be equipped with wheel covers and diapers for battery and hydraulic mechanisms.
- Electric carts are not allowed in the meeting rooms and ballrooms at any time.
- Wheeled fiberglass cases with clean wheels are allowed on carpeted areas without protection.

Floor Protection (Cont'd)

- If any carpeted area is to be covered with contractor carpet, a ¼” tempered Masonite® with seams taped must be laid over Visqueen® before the contractor carpet is installed.
- Only polycoated cloth tape, coated with high quality and high shear adhesive that will not deposit residue upon removal, will be allowed.
- Motor vehicles used for display must be pushed to their designated locations. A drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display. Vehicles may not be started or moved under power for any reason while on carpeted surfaces.
- Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal, glass or other similar items.

Freight Deliveries

Due to limited storage capabilities, SCC does not accept deliveries of freight, crates, road cases, or mail for Contractors, exhibitors, or attendees. Deliveries arriving before contracted move-in dates will be declined by SCC Loading Dock staff. Such deliveries may be rerouted to the Contractor’s warehouse or rescheduled for later delivery. Contractors should coordinate with carriers such as UPS and FedEx when the permitted drop off and pick up times will be during load in and out. Shipments delivered during the show must be sent to the attention of the Contractor and include the exhibitor’s name and booth number. Contractors are responsible for notifying employees, exhibitors and sub-contractors of this policy.

If by chance the SCC does accept exhibitor freight, storage fees will apply and will need to be paid prior to items being retrieved. Any freight accepted by the center will **NOT** be delivered to individual booths. All freight must be loaded in and out through the loading dock area. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the SCC.

Hazardous Materials

Each Contracted Service Provider will have in place a written plan and materials on-site to contain any liquid spills occurring on SCC property due to equipment failure (forklifts, carts, GSC vehicles, etc.), or the transporting of event/show materials. Spills include, but are not limited to, hydraulic fluid, fuel, battery acids and other corrosives. The plans must include a method to prevent spills, containment and a procedure for the proper disposal of materials. All spills must be reported to the Public Safety Department at the time they occur.

Hours Of Operations

Please contact Show Management/Show Management and the assigned Event Manager for actual contracted hours and labor coverage for their event. Any extension of licensed activity prior to or after these hours must be arranged in advance through your Event Manager. Additional charges may apply for such extended hours.

HVAC & Lighting

The SCC will supply adequate levels of lighting necessary for set-up and teardown. Full lighting, heat and/or air conditioning will be provided during show hours ONLY. Requests for full lighting, heat and air conditioning during set-up and teardown will result in additional charges. HVAC service is not available while loading dock doors are open.

Inspections

Contractors should schedule a pre-show and post-show inspection of all event areas with the Event Manager. Any damage to event spaces that are not noted during the pre-show inspection may be billed to Show Management. **(See also Cleaning and Damages)** Additionally, State Fire Marshal will perform an onsite inspection of event areas for compliance with fire permit conditions. These inspections are unscheduled and typically occur before the show’s opening and at random during show hours. Failure to comply with fire permit conditions may result in doors being held and/or citation.

Labor Building Access

All Service Contractors and personnel are required to enter the facility through the Loading Dock entrance adjacent to Exhibitor Parking Area Lot 7 unless otherwise noted.

Loading Docks

The Loading Docks are shared by facility operations, catering and concurrent event activity, and must be shared accordingly. The Service Contractor is responsible for providing a representative that **MUST** be stationed on the dock during load in/out times to ensure proper management of loading dock. The Center will only assist in traffic management within the loading dock provided by SCC Dock Master (DM). General Service Contractors will be responsible for the placement and logistics of decorator and freight trucks within the loading docks they have been assigned. The SCC will handle the management of POV's only. To maintain the safe operation of the Loading Docks, Contractors and their personnel must comply with the direction of DMs at all times. **(See also Dock Master)**

SCC always maintains control of access to the Loading Docks. The loading dock's normal hours of operation are Monday through Friday 7am – 5:30pm and Saturday from 7am – 12:30pm unless otherwise dictated by the needs of the event. Delivery vehicles that arrive outside of scheduled times will be turned away until the designated time. To ensure appropriate access and staffing of the Loading Docks, Service Contractors must provide detailed production schedules to the Event Manager at least forty-five (45) days in advance.

SCC does not endorse exclusivity for Service Contractors to handle exhibitor materials at the Loading Dock. Exhibitors may load or unload items from their POV at SCC's loading docks areas during scheduled hours. SCC will honor the decisions of its clients relating to the methods by which they contract to handle the delivery of materials. The Service Contractor's must provide the approved Hand-Carry Policy signs and post at all entrances to the exhibit halls during the exhibitor move-in, and no less than two (2) hours before the exhibit hall closes on the last exhibit hall date, until the move-out ends.

The SCC operates two loading docks, both located on the 1st floor of the facility, adjacent to the exhibit halls featuring (18) dock bays and (4) ramps. Access to the loading docks is by way of a two-lane road which enters the building from International Drive.

South Loading Dock

- Serves Exhibit Halls AB, Chatham Ballrooms and South Meeting Rooms Levels 1 & 2
- Height clearance of 16 feet
- Eight (8) bays which accommodate street-legal truck/trailer combinations and two (2) ramps
- All bays are equipped with dock plates and Bay 8 with a leveler

North Loading Dock

- Serves Exhibit Halls CD, Governor's Ballrooms and North Meeting Rooms Levels 1 & 2
- Height clearance of 16 feet
- Ten (10) bays which accommodate street-legal truck/trailer combinations and two (2) ramps
- All bays are equipped with dock plates and one (1) bay with a leveler

Designated Loading Dock Bays

The Service Contractor will be assigned loading dock bays based on the events contracted space. A detailed dock utilization plan is required to be submitted by all Service Contractors to the Event Manager so that we can best coordinate the most efficient use of our loading dock bays especially when we have multiple events requiring access. In the event the Service Contractors need additional time, storage or access to the SCC loading dock, a formal request must be submitted to the SCC Event Manager approval. Also note that all empty trucks, trailers and crates must be removed from loading dock bays unless requested and approved (IN ADVANCE) by SCC Management. **Note: Loading Dock Bays 1 and 18 have been allocated for internal SCC deliveries and usage and will take priority over any other usage.**

Marshalling Yard and Direct Deliveries Information

The SCC has a limited number of dock spaces to unload/load freight. The marshalling yard is a location where all trucks carrying exhibitor freight are required to wait their turn to be called to the show facility's dock for unloading/loading in the order they arrived and checked in. Marshaling Yards eases congestion of surrounding streets in the vicinity of the facility, maintains an orderly flow of freight and better utilizes the available dock space at the convention center.

The SCC does not have an onsite truck marshalling yard. If your event requires one, the Event Manager can provide recommendations, but it is the responsibility of the Service Contractor to make arrangements and manage the process. Show management and their designated Service Contractor are responsible for submitting a ***Marshalling and Loading Dock Plan*** for SCC review. Please contact your Event Manager for additional details.

General Service Contractors will manage the following Marshaling Yard process:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded, the number of booths on a truck, level of pre-planning and organization by the General Service Contractor, etc.
- All drivers are expected to adhere to the SCCs' policies and procedures with respect to the loading and unloading of trailers.

Marshaling Yard Best Practices:

Do:

- Do provide target move-in and/or move-out information, your 24/7 on site contact name and phone number, any hired contractor(s) name and phone numbers, hall location and booth number to your driver for a smoother move-in.
- Do inform the drivers of the targeted check-in time vs. freight unload time. There is usually a waiting period between the two. The more advanced information your driver has, the better prepared they are to handle the situation.
- Do tell your driver to pay attention to his cell phone while in the marshalling yard. This is the recommended form of communication between drivers and the service contractors to move ahead in the dispatch line for loading/unloading.

Don't:

- Do not have drivers check in any earlier than the established move-in time or assigned target date unless you have received an early delivery approval from the Event Manager.
- Do not send drivers to the marshalling yard without the proper paperwork (clearly stating freight type, itemized piece weights, facility address, and booth number). There will be a delay in checking in without all the required information.

Material Handling Equipment

Contractors will always observe and abide by posted SCC operation and safety rules/signs. All forklifts that operate within the SCC must be equipped with the proper, functional safety devices (seat belts, horn, lights, strobe warning lights for visual movement of equipment, and a backup tone). All equipment operators must always drive with caution and at a reduced speed. It is the responsibility of the Contractor/Service Provider to ensure that all equipment operators are fully licensed or certified with applicable state and any other applicable regulatory agencies. Mechanized equipment is not allowed in any carpeted areas.

Lobby Areas, Meeting Rooms, Carpeted Areas

Mechanized equipment is not allowed in any lobbies, meeting rooms or carpeted areas. Only rubber wheeled carts may be used to transport items across tiled or stone flooring. Published load limits of any floor area and ceiling tracks will not be exceeded. No hand-trucks, carts, or other devices to move equipment or freight will be allowed in meeting rooms or carpeted areas, without the use of plywood, Masonite®, Homasote® or Visqueen®. Heat tape and double-face tape may not be used on carpeted or terrazzo floors. Any floor covering over permanent carpet must be approved in advance by the Event Services Manager.

Motorized Equipment (Lifts)

Identification and Inspection

Lift operators are required to conduct and document daily inspections of equipment at the beginning of each day or change in shift. The Service Contractor will maintain an approved inspection sheet on-site and be available for inspection by the SCC Public Safety Department. The Service Contractor shall maintain the original inspection sheet on file for a minimum of 180 days after the last day of the event. Should an incident or accident occur, the Service Contractor and involved personnel must complete a SCC incident report. Remedial training and/or re-certification may be required before the operator can return to work involving motorized lifts.

Service Contractors and their personnel are prohibited from using SCC forklifts, pallet jacks, scissor lifts, or other motorized equipment. The delivery and pick-up of rented lift equipment must be arranged to occur within 24 hours of contracted event dates. The Event Manager must be notified of anticipated delivery/pick-up times.

Lifts may not be used when event space is occupied by attendees. Contractors are responsible for ensuring their personnel comply with safety requirements, including but not limited to:

- Use of seatbelts
- 5 mph speed limit
- Operational back-up alarms
- Ground spotter for stacking equipment, crates, etc.
- Propane tanks (empty or full) secured in designated areas
- Compliance with floor protection requirements

Operation

All operators of lifts or other motorized equipment must have appropriate training and necessary certifications. The operator is required to have the appropriate class license in their possession and available for inspections.

No forklifts, lifts, carts or motorized equipment are allowed on unprotected carpeted, tiled or stone surfaces. Forklifts/motorized equipment may not use emergency exits or exit doors — all freight must travel through portals reserved for freight access. Forklifts and other motorized equipment are also forbidden in all SCC Parking Areas. All Service Contractor forklifts, and motorized equipment are prohibited from entering and/or operating within any and all SCC parking facilities, whether public or private.

Motorized Equipment (Lifts) – cont'd

All forklifts and motorized equipment (including rental equipment) must be removed from the SCC within 24 hours after an event, convention or tradeshow.

Mechanized equipment may not be started or operated within the exhibit hall for the first fifteen (15) minutes after the exhibit hall closes to the public for the day or final closing of the event. Motor vehicles, farm, yard and recreational equipment are also included in this regulation.

Safety

Forklifts/motorized equipment operated on SCC property must have fully functional and proper safety equipment including seat belts, horn, strobe warning light, backup tone, headlight and taillights. Forklifts/motorized equipment must pass all emissions and safety standards as required by OSHA and the SCC, including reverse indicators and seatbelts.

Service Contractors must enforce safe speed limits for all equipment operating in the SCC including but not limited to trucks, forklifts, electric carts, delivery vehicles, etc. Electric carts may not be used in any public areas. The Contractor must post safety related signage at all high traffic intersections. All Contractors are responsible for the proper operation of all motorized equipment and proper licensing/permitting of their employees. It is the responsibility of the employer to provide training in proper operation of all motorized equipment. Failure to abide by these rules may result in the suspension or cancellation of the Contractors' permit to operate within the SCC.

The SCC reserves the right to remove, at the expense of the Contractor, all equipment or personnel not complying with these regulations.

Moveable Walls & Roll-up Doors

The movable airwalls and roll-up doors in the exhibition halls, meeting halls, and ballrooms must be operated by SCC personnel only.

Pallet Removal and Shipping Crates

The Contractor shall remove wooden pallets and shipping crates from the exhibit hall floor as soon as possible. Wooden pallets and shipping crates are not permitted in the exhibit halls during events. It is the responsibility of the Contractor to remove all pallets from SCC premises at the conclusion of the event. This includes pallets resulting from Show Management, exhibitors, or other Service Contractor activity. The cost for removal of excess pallets will be invoiced to Show Management at the conclusion of the event. **(See also Bulk Trash)**

Parking

The SCC will provide up to three (3) parking spaces for Contractor managers from move-in through move-out, for each event. The Contractor must request parking two (2) weeks before the event, identifying the manager and the vehicle used. All vehicles must properly display the issued dashboard permit, and parking is restricted to designated spaces. Failure to follow parking guidelines will result in loss of parking and/or towing of vehicles at the owner's risk and expense.

Complimentary parking for contractor employees is not provided unless prior arrangements have been made. All contracted employees will be directed to park in our Surface Lot or Parking Garage during event/show days at their expense. Please contact the Event Manager to arrange pre-paid parking for contractor employees.

Unauthorized parking on the Loading Dock or on the dock ramp is not allowed and violators may be towed at the owner's expense. Overnight parking is prohibited unless special arrangements are made in advance and approved by the Event Manager, subject to availability and current regulations.

Rigging (Exclusive Service)

The SCC retains the exclusive rights of all overhead suspension (rigging) for events held on the premises, which shall be provided through ENCORE Event Technologies, the SCC's Exclusive Rigging Service Provider (ERSP). Specific rules and regulations regarding approved locations and weight capacities for rigging in the facility should be obtained from ENCORE. **(See "Rigging Rules & Regulations" for details on Page 24)**

Security and Safety

SCC provides 24-hour security to monitor the facility perimeter, public areas, emergency response and the life safety system. Contractors must comply with the direction of facility security personnel. Failure to cooperate with Security staff may result in the removal from the premises.

Contractors and their personnel must promptly report any incidents, accidents, or medical emergencies that occur on SCC premises in one of the following manners:

- Directly to the EM
- Dial extension 4077 from a house phone
- Dial (912) 477-4077 from an outside line
- Contact any uniformed SCC personnel
- Use of "911" is not recommended, as facility staff will direct emergency response

Minors under the age of sixteen (16) are not allowed in exhibit areas during move-in and move-out.

Service Corridors

Service corridors are for safe and efficient movement and storage of SCC equipment. Service corridors must be kept clear of freight, equipment, crates, and associated handling gear unless specific advance arrangements are made with the Event Manager. The storage of event freight or equipment in the meeting room or ballroom service corridors is strictly prohibited. Eating or loitering in the service corridors is strictly forbidden. If available, Contractors may arrange to rent their own office space if space is available. **(See also Storage/Special Requests)**

Signage and Banners

Signage and banner locations must be discussed with your Event Manager/Event Service Manager at least forty-five (45) days in advance of move-in of your event to coordinate with concurrent event activity. Signage or banners must be reviewed and approved by the Event Manager. Special rules apply for the placement of signage externally, in public areas and for sponsored signage. **(See Branding Guidelines)**. Graphics may not be placed anywhere externally/internally at the SCC without submitting a written plan should include the following: Graphic use (identify locations for show branding, directional signage, sponsorship and advertising signage), installation schedule and removal schedule.

All clings, wall and floor graphics must be tested and approved by the SCC at least forty-five (45) days prior to the first contracted move-in day before being installed. Preferred materials to be used for clings, wall and floor graphics are Photo Tex (low tac) and 3M products. Materials should be water-based or static (no adhesives). Vinyl is the preferred material for banners. If any clean-up is required, the SCC will provide such a service and bill all charges to the Contractor. Graphics and tape are not allowed on mirrors at any time without prior written approval.

All items that are freestanding may not obstruct exit doors, exit lights, fire alarm pull boxes, fire hose cabinets, fire extinguishers or facility signage. Suspension points do not include light fixtures, sprinkler heads, cable trays, conduit, HVAC ducts, etc. Exit & Restroom signs must not be blocked and must always remain visible to all attendees. In the event an exit or restrooms sign is blocked, it is the responsibility of the contractor to create and display supplemental signage. Signs and banners must be hung from appropriate locations such as facility beams and installed rigging points. No pins, tacks or adhesives of any sort are permitted on any wall or door. No signs or banners may be placed on the exterior or facing outward from the facility without specific advance approval from the Director of Event Services. **All connections to the ceiling, banner points, or supporting structure of the venue over 25 lbs. must be made by Encore.** **(See Rigging Rules & Regulations)**

Smoking

SCC is a smoke-free facility. Georgia State law prohibits smoking inside the building or within 25 feet of any entrance to a building or outside air vent. Smoking is permitted in designated areas ONLY.

Storage/Special Requests

The SCC does not provide or reserve permanent storage areas for Contractors. The SCC reserves the right to approve all proposed layover areas. The storage of materials and equipment shall never impede general operating space, workshops, offices, electrical or telephone closets, storage rooms, stairwells, security cameras, exit doors and dock levers.

Storage of freight, equipment, empty crates or other containers is not permitted without the advanced approval of the Event Manager. This should be requested no later than forty-five (45) days in advance of move-in. Storage in meeting rooms is strictly forbidden. Limited storage is available with advance notification to the Event Manager within specifically designated areas of the facility. Storage in the facility corridors is not permitted without advance approval of the Event Manager. Combustible storage is not allowed on the show floor.

Use of Loading Dock, truck bays, or other areas for storage without advance and specific approval of the Event Manager may result in storage fees being invoiced to Show Management. When approval is obtained to use loading dock or truck bays as storage, equipment must be confined to the allocated areas. Contractor will respond to Centers requests for consolidation/ cleanup of storage areas during the event. Aisle passages must be maintained between storage areas. Equipment, freight, empty crates, or other equipment may be stacked with a minimum three (3) foot clearance to any duct, pipe, conduit, sprinkler head, or other fixture. Stored items may not block doorways, exits or fire hose/extinguisher cabinet or pull-station.

Bone yards are allowed in the SCC with advanced approval. The proposed location(s) must be identified on all applicable floor plans submitted by the Service Contractor for Fire Marshal Review/Approval. The proposed bone yard location(s) cannot block any ingress or egress of the exhibit hall floor and cannot block/hide AEDs and fire extinguishers. Emergency exit signs must be visible. These areas are to be kept clean, well-organized and maintained by the Contractor on a daily basis. All locations must have at least a 16' pipe/drape that covers the entire area and is not visible from Level 1.

Storage of Propane Tanks

During move-in, event and move-out days, propane tanks shall be stored safely (cages), and removed on a daily basis if empty, in accordance with SCC rules and regulations. Propane tanks will not be stored within SCC property under any circumstances. SCC propane storage is located at the bottom of the dock ramp adjacent to Bay 1. Propane tanks must be removed from SCC property after each event.

Contractors are not allowed to store propane tanks inside of the SCC or loading dock area. Propane tanks must be removed from forklifts and stored in the metal cages located adjacent to the Bay 1 on a daily basis. Propane tanks, including empties, may not be stored outside of the approved cages. Propane tanks in excess of storage capabilities must be removed from the property. Propane tanks left in any other area will be considered a hazard and will be confiscated.

Storage of Mechanical Equipment

Storage of service contract provider equipment such as forklifts, truck trailers etc., is not permitted before or after the lease premises date(s) specified on the contract. Please refer to the Event Services Manager to plan and identify placement location.

Trip Hazards

Contractors must take necessary and appropriate action to prevent trip hazards in event spaces. Wires, electrical cords, or cables must be taped, ramped, or bridged when they are in doorways, aisles, exit paths, or service access areas. Wires or cables running under aisle carpeting in exhibit areas must be indicated with caution tape. Special consideration must be given to catering access points to ballrooms and exhibit halls.

FLOORPLANS REQUIREMENTS

Fire Marshal approved exhibitor floor plans are required for all events where exhibitors will have booth spaces. The SCC will submit all Floor Plans to the State Fire Marshal of Georgia. Below are the requirements for these floor plans:

General Criteria

1. **Twelve (12) to Ten (10) months prior to the event**, the GSC must forward three (3) full-scale copies of working floor plans to the Event Services Manager for **Initial Fire Marshal review and before booth sales begin**. This must also include the usage of a bone yard.
2. A **FINAL** 'to scale' diagram of all contracted spaces is required no less than **90 days prior** to the first load-in day of the event for advance approval by the Fire Marshall.
 - If the final floor plan is different from the initially approved plan, the final plan must be resubmitted and processed for a second approval.
3. Requests for drop-off equipment or marking of the floor prior to check-in day must be approved by the Event Manager in advance.

Registration

1. Registration area layouts are required for approval.
2. Registration areas, entrance units and other show specific displays may be installed during times that do not conflict with the activity of events already in progress.
3. Entrance unit and/or registration counter placement is limited to the actual entrance of show space. No other location can be used without prior written approval of SCC management.

Concession Requirements

1. The Center requests a ten by thirty (10' x 30') area for concession equipment and seating in each exhibit hall used. When using more than one exhibit hall, total concession area required may be combined. If the space cannot be allocated due to booth layout, please contact the Event Manager to discuss prior to submission for Fire Marshal approval.

Aisles And Exits

1. Public aisles must be a minimum of ten feet (10') wide. Requests for an aisle less than ten feet (10') must be approved in writing by the State of Georgia Fire Marshal.
2. Entry/Exit space must have a minimum of ten feet (10') between the egress/ingress point and any structural activity (booth, signage, kiosk, etc.)
3. Booth Perimeter from walls must be a minimum of eight feet (8') wide.
4. Access to pedestrian exits must be always maintained clear.
5. Aisles to exits should not be blocked by equipment, concessions or booths.
6. Access to restrooms, concession stands, janitor and utility closets, wall telephones, etc., must be always maintained.
7. Service aisles (double-back drape) must be adjacent to any booth receiving any utility, must be placed so that a utility box is inside of the aisle, and must be masked by double-back drape. No exhibitor materials can be stored in this service aisle. Additional charges will be incurred by the Show Management for any booth needing a utility that is not adjacent to a service aisle
8. Show management, contractors and exhibitors must comply with all National Fire Protection Association (NFPA) and fire regulations of the State of Georgia.

Floor Plan Submission

The proposed floor plan submitted for approval must include the following:

- In the text box form, please include the following information:
 - Show Name
 - Show Dates
 - Space the Event is Taking Place
 - Number and Size of Booths
 - Gross Square Footage Utilized by Exhibits, Vehicles, and Banquet Space
 - Scale
 - Drawing Date
 - Revision Number
 - Creator/Decorator and Company Name and Address
- Booth configurations must be drawn to scale, including base dimensions heights and locations.
- Must show aisle/service aisles (minimum 10-foot) locations and dimensions.
- Must show dimensions of all fixtures including, but not limited to, stages, risers, registration areas, lounge areas, entertainment areas, pipe & drape lines, etc.
- All permanent and temporary concession and merchandise/novelty stands.
- Must show the location of primary entrance, AEDs, fire exits, hose cabinets and pull boxes.
- Must show boneyard and crate storage.
- Must show General Service Contractor Booths/Service Desk.
- If in Exhibit Hall, the floor plan must be on the hall's 30'x30' utility grid and show location of boxes.
- Must be sent in either an "Arch D" format (24" by 36") or an "Arch E1" format (30"x42").
- Must be sent in PDF format.

First draft floor plans must be submitted a minimum of twelve (12) months in advance. Please contact your Event Services team member for floor plans submitted in less than six (6) months. Late Fees may apply. Once the floor plans are received, the Center will be placing a stamp of approval or approval with notes that will also include the estimated attendance of the event. Only Fire Marshal approved floor plans may be used.

FIRE PREVENTION & SAFETY REQUIREMENTS

Fire prevention and public safety are of paramount and overriding importance in this facility. Clients and contractors are advised no event will be permitted to open or continue while a fire or safety hazard exists on the floor. Center's fire and safety regulations are based on NFPA 101 -Life Safety Code (2000) and Title 30, Code of Georgia, incorporated by reference into these Conditions and available through Event Services. The information contained in this outline is a summary of relevant provisions contained in these Codes as well as standard operating procedures established in cooperation with the Fire Marshal of the State of Georgia. The Fire Marshal has the final authority to interpret and enforce these regulations.

General Requirements

1. **Combustible Materials** – May not be stored behind or between booths or in a way that prevents ready inspection and is limited to one day's supply.
2. **Curtains, Bunting, Drapes, Etc.** – Must be flame proofed.
3. **Dead Vegetation, Mulch, Pine Straw, Wood, Etc.** –Untreated baled or bundled hay, dead vegetation, pine straw, and wood is strictly prohibited unless it has been treated with a fire retardant. **Items must be treated 24 hours prior to entering the facility. Proof or testing may be required onsite. All carpeted areas must be protected within the Center.**
4. **Decorative Materials**
 - All materials, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of a non-flammable material or shall be treated and maintained in a flame-retardant condition by means of an approved flame-retardant solution.
 - Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from the building.
5. **Exhibit Construction** – Exhibit Construction is allowed on site but limited to non-power cutting tools. Any items that require power tools for cutting **MUST** be taken outside. Painting is also allowed inside, but any form of spray painting or power painting/wash **MUST** be taken outside.
6. **Exhibit Structures** – Exhibits of any size enclosed by walls and ceiling/roof must be equipped with an approved smoke detector and fire extinguisher. Enclosed exhibits of more than 300 square feet or with more than one level accessible to the public will require additional fire protection.
7. **Fire Doors** – Fire doors must remain closed during event hours or be staffed with a dedicated fire guard.
8. **Fire Equipment and Alarm Devices** – Clear visibility and access to fire extinguishers, fire hose cabinets and connections, fire alarm pull stations, fire alarm strobe lights and all fire and HVAC control equipment must be maintained at all times.
9. **Fire Exits** – No display or prop may obstruct access to or visibility of any marked fire exit, hose cabinet or pull station. No curtains, drapes, or decorations shall be hung in such a manner as to cover any exit signs. Exit signs must always be visible. At no time may an exit door be blocked or obstructed with freight, equipment, display material or trash.
10. **Fire Guard/Watch** – If required, will be provided through SCC Public Safety Department at Show Management's expense.

11. **Fire Marshal** – The Fire Chief or Fire Marshal has the authority to require Fire Rescue personnel to stand-by during certain events at the SCC.
12. **Fire Rescue Services** – No person shall interfere with the Fire Rescue Department when performing emergency and non-emergency functions at the SCC. All orders issued by a member of the Fire Rescue Department shall be obeyed immediately.
13. **Flammable Liquids or Gases** – Strictly prohibited, except for non-refillable LPG containers (max 5lb) for permitted product or cooking demonstrations. These containers must be approved by the State Fire Marshal.
14. **Fog or Haze Machines** – The Center only allows water-based fog machines due to concerns over oil-based residues. Tests will be conducted prior to use. A fire watch is mandatory when smoke or fog machines are being used.
15. **Hazardous Materials** – Including flammable liquids, chemicals and devices, may be present in the facility only by the Center’s specific prior permission.
16. **Large Booths** – Aggregate booth square footage totals of 300 or more square feet shall have a minimum 2A: 10B:C extinguisher available. Additional fire extinguishers may be required.
17. **Obstructions**
 - All exits, hallways, and aisles are to be kept clear and unobstructed at all times.
 - No part of a stairway, whether interior or exterior, hallway, corridor, vestibule, balcony, or bridge leading to a stairway or exit, shall be used in a manner that will obstruct its use as an exit or that will present a hazardous condition.
 - Fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. ***A minimum of 3 feet clearance.***
18. **Occupancy** – No overcrowding of any area of the SCC will be allowed. Persons shall not be in excess of posted occupant loads, nor can persons stand in aisles, or block exits.
19. **Open-Flame Devices** – Are strictly regulated. When permitted, devices may be used only for product demonstrations or for preparation of demonstration foods. Only LPG fuel is permitted, and containers are limited to non-refillable 5lb. bottles. Open flame devices must be protected with a Type B-C fire extinguisher and by a 4-foot radius buffer zone not accessible to the public. Smoke emitting or pyrotechnic devices may require the disabling of fire detection system, a Pyrotechnic Permit and Fire Guard are required at Show Management’s expense.
20. **Pyrotechnic Displays** – This includes so-called “cold” devices and fireworks of any kind, require a Pyrotechnic Permit through Chatham County, approval by the State Fire Marshal and a trained Fire Safety Officer and or Fire Watch at the event. The Show Management is responsible for submission of the permit request (allow a minimum of two weeks for processing) and for associated expenses, including any insurance surcharges.
21. **Storage** – Storage of any kind is prohibited behind back drapes & display walls or inside display areas. All cartons, crates, containers, and packing materials that are necessary for re-packing shall be removed from the show floor. The SCC inspects all exhibits to ensure compliance.

Items Requiring Fire Marshal Approvals

Written authorization from SCCC General Manager and the Fire Marshal is required for the following:

1. **Dangerous Chemicals** – Use of storage of flammable liquids, compressed gas, or dangerous chemicals.
2. **Open Flame Devices** – Display and operation of any heater, heat producing or open flame devices such as barbeques, candles, lanterns, torches, fireplaces, etc. Candles may be used on tables if securely supported on substantial noncombustible bases so located as to avoid danger of ignition of combustible materials and only if approved by the authority having jurisdiction. The candle flame shall be protected.
3. **Oversized/Multi-Level Booths** – Exhibit booths which have enclosed ceilings, upper decks or any large overhead advertising device in excess of 100 square feet; these require the use of perforated or porous materials that will not obstruct fire sprinkler protection. The State of Georgia Fire Marshal requires such booths to be equipped with portable fire extinguishers, as well as an automatic smoke detection system.
4. **Specialty Devices** – Display and operation of any electrical, mechanical, or chemical devices which may be deemed hazardous by the State of Georgia Fire Marshal.

DISPLAY OF MOTORIZED VEHICLES

Both the Fire Department and your Event Manager must be notified in advance if motorized vehicles are to be displayed during an event.

1. Motorized Vehicles displays must comply with the following rules and regulations required by the Fire Marshal:
 - Vehicles must have at least six feet (6') of spacing between each.
 - Vehicles must be pushed inside all areas of the Center, with exception to Exhibit Halls.
 - Vehicles with gasoline engines may be displayed with a maximum of 1/4 tank or 5 gallons of gas, whichever is less. Motorcycle tanks cannot exceed a maximum of 1/4 tank or 2.5 gallons of gas, whichever is less.
 - All fuel tank openings shall be locked or sealed in an approved manner to prevent the escape of vapors.
 - At least one battery must be disconnected from the ignition. Electric vehicles must have their battery disconnected once placed in position. If you are unable to disconnect the battery due to battery location, then the ignition fuse must be removed.
 - A Visqueen or other liquid-proof barrier must be placed from bumper-to-bumper under each car to catch any leaking fluids at all times.
 - No vehicle may be started or operated within any assembly building during show hours without approval of the Fire Marshal.
 - Adding or removing fuel on site is prohibited (must be done outdoors).
 - Vehicle keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of emergency.
 - If the vehicle is to be kept in the facility overnight a set of keys must be left with the SCC Security office. Keys to the vehicle will be locked in a safe in the office.
 - No tracked or studded tires may be driven across exhibit hall or carpeted floors. Convention Center staff and/or management reserves the right to restrict the movement of any vehicle per their discretion. While moving vehicles over permanently carpeted areas, tires must be wrapped.
 - Floor plans must indicate where vehicles are to be located.
 - Placement of display vehicles in carpeted areas requires the prior written approval of the General Manager or designee. Show Management must submit a written request no later than 30 days prior to the event.
2. Fire protection for motor vehicle events shall be approved by the State of Georgia Fire Department. The level of protection required shall be determined for each event.

RIGGING RULES & REGULATIONS

Definition

The term 'rigging' as used in this document refers to the overhead suspension of objects from any portion of the physical building.

Introduction

The SCC has contracted ENCORE Global to be the Exclusive Rigging Service Provider (ERSP).

Provision of Rigging Services

The SCC has contracted ENCORE to provide exclusive rigging services at the Facilities, subject to the jurisdiction described in these Rigging Rules and Regulations; this jurisdiction supersedes any existing contracts the Show Management may have with other parties. Among other responsibilities, the ERSP approves the design and equipment for all rigging systems to be used within the SCC; is the exclusive source for the installation and dismantle of all rigging points (defined below); and in most cases maintains the exclusive right to make necessary attachments to those rigging points.

SCC Rigging

The hanging or rigging of signs, displays or banners shall not interfere with the building fire sprinkler system. Rigged items shall not exceed 300 square feet in the surface area in a horizontal plane, nor be more than a 15-degree angle from a vertical plan relative to the exhibit hall floor.

Exhibit Halls and Ballrooms

The ERSP is the exclusive provider of all aerial rigging and motors, within SCC exhibit halls and ballrooms. This includes, without limitation, all physical attachments (motors, etc.) and detachments to the facility structure; all attachment of items hanging overhead, the assembly and installation of trusses; safety inspection and approvals of equipment; and provision of rigging labor for these tasks. The ERSP will provide and operate all aerial lifts for the purpose of providing this service. The ERSP is the exclusive provider of rigging services to exhibitors in the exhibit halls, including hanging of signs, banners, overhead lighting or electrical rigging, and the assembly and attachment of any trusses, in the booth space. ERSP is exclusive for providing all motors. Any prefabricated truss systems, specific to an event, must receive approval from the ERSP prior to use. **All equipment is subject to safety inspection and approval of the ERSP on behalf of the SCC. If the ERSP deems any equipment unsafe, then such equipment will not be rigged until the safety issue is corrected.**

Lobbies, Registration and Pre-Function Areas

Aerial rigging is prohibited.

Meeting Rooms

Aerial rigging is prohibited.

Exterior Rigging

Aerial rigging is prohibited.

Cabling

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorway at any time. If cables must cross a doorway, cables must be flown - cable trays are not an acceptable substitute.

Rigging Plan Submission

Show Contractors must submit full rigging plans showing the location of hang points and weight loads, with a schedule of Move-In/Out and intended call times to ENCORE for review and approval a minimum of twenty-one (21) days in advance of move-in.

Encore Rigging Services Standard Practices

Pre-Show Standards

- Fill out the online form at <https://encoreglobal.com/rigging-portal/>
- All submissions should be made at least **twenty-one (21) days prior to load-in**. Events scheduled with less than twenty-one (21) days' notice may incur additional charges.
- There will be a charge per space for a comprehensive safety review by our rigging staff. This review verifies point load calculations, staffing and equipment needs, and CAD support to provide feedback on the initial rigging plot. Further CAD assistance is available for an additional charge. No quotes can be provided prior to submission and approval of the plot by the rigging staff.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. The rigging staff will provide you with our CAD file as your design template once the online form has been received.
- All drawings must be attached to the rigging advance in one of the following formats: .dwg, .dxf, or .vwx. Arrangements can be made to transfer larger files. Hard copies will be accepted at a scale of no smaller than 1/8":1'-0".

Rigging Equipment Standards

- Encore is pleased to provide Prostar chain hoists, optimized for hotel, convention center, and entertainment rigging use.
- Encore is exclusive for chain hoists, attachment hardware, and banner hanging.
- Specialty truss and exhibit truss must have written approval from an Encore representative before it can be used.
- All flown equipment and materials must meet American National Standards Institute (ANSI) guidelines and be approved by Encore.
- A steel safety backup is required on all suspended items.
- Rigging hardware must be rated for overhead use and forged if possible (wire rope clips, eyebolts, etc.) unless approved by Encore. General hardware (nuts and bolts) should be Grade 5 or better.

Ballroom Standards

- The Chatham Ballroom is equipped with specific rigging points with 500 lbs. load rating. The Governor's Ballroom is equipped with specific rigging points with 1,000 lbs. load rating. Please refer to the facility CAD files for exact locations of the rigging points and ratings.
- **All connections to the ceiling, banner points, or supporting structure of the venue over 25 lbs. must be made by Encore.**
- Flown truss may only be moved by an Encore rigger. Adjustments to any flown equipment will only be made under the supervision of Encore.
- Additional weight cannot be applied to flown equipment without an Encore rigging representative present.
- Excluding known, vetted aerial performance acts, under no circumstances may a person be suspended, walk, or climb upon any point or supporting structure attached to the ceiling. Aerial performances require additional documentation, including additional terms and conditions, waivers, and specialized insurance certificates. Please contact Encore if your event involves aerial performances.

Encore On-Site Practices

- Late schedule changes or changes to the previously approved and submitted CAD plot may result in additional charges.
- Encore will make all connections to the ceiling and will assist your staff in lowering equipment attachments.
- Encore will not "dead hang" items over 100 lbs. or 10' in length with a scissor lift. Chain hoists or crank towers must be used.
- If cable bundles exceed four socapex or other similar multi-cables, a cable bridge truss is required. Please contact your Encore representative for additional information.

Rigging Labor*

- All rigging crews will consist of a minimum of two riggers. The overall number of riggers and equipment required for your event will be determined by Encore.
- 5 or 8-hour minimums will apply to all calls, per rigger. Time beyond 8 hours will be billed in full-hour increments. Contact your Encore representative for further details.

Décor And Banner Rigging

- For all décor items over 25 lbs., including banners and scenic elements, Encore requires general construction details, a full materials list, appropriate through-bolted attachment points with a 5:1 minimum safety factor, and pictures of all suspended décor items and their attachment methods. All rigging hardware must be rated for overhead lifting and suspension. General hardware must be Grade 5 or better.
- For manufactured décor items, Encore requires manufacturer specification drawings.
- The onsite rigging staff may deny suspending any item that deviates from the information given, specified weight, or is constructed in an unsafe manner.
- As the sign/scenery/décor supplier, it is ultimately your responsibility to provide a safe product to your customers and their attendees.
- Banner hanging placement must be approved by the SCC. Please contact your Event Services Manager directly.

Rigging Submission Process

- To schedule Rigging Services, please visit: <https://encoreglobal.com/rigging-portal/>
- By submitting your rigging request electronically, it will go directly to our rigging operations team, ensuring a prompt response and follow-up tracking.
- The Encore rigging staff will review your information and forward the approved request to the appropriate on-site Encore team members. An Encore representative will then forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.

General Provisions – Rigging

- A. Show Management is ultimately responsible for any damage, injury, etc. occurring out of or because of the hanging or attachment to the Facility by any exhibitor, contractor, subcontractor, representative, agent, etc. during the Show Management Period.
- B. At no time will any item be attached to the ceiling grid, ceiling tile or a false ceiling of the Facilities.
- C. All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached, to ensure no damage occurs to painted surfaces.
- D. At no time will electrically lighting conduits, utility pipes or sprinkler systems be used as support or as a source for attachment.
- E. Whatever goes up must come down. No wires, ropes, etc. should be left behind. All items must be completely removed before the end of the final event move-out day.
- F. The SCC or ENCORE, may refuse permission to hang, stop, terminate or delay the hanging/attachment process if it is concerned about safety or damage to the Facilities. The SCC's decision will be final in all cases. The SCC has the right to assign an on-site Encore supervisor, at published rates, at time of rigging to approve any and all rigging.
- G. The use of any type of tape/adhesive for attaching signs, banners or decorations to the building walls or decorative surfaces is not permitted.
- H. All assembly of equipment, signs and products necessary prior to hanging will be the responsibility of the exhibitor.
- I. All equipment, signs, products, etc. must be designed to suspend safely. If it is determined that your hardware does not meet industry standards and requirements for safe work and overhead lifting, you will be asked to replace or repair any affected items, which may incur additional charges. The SCC or ENCORE may substitute or deny hanging any equipment, signs or objects it deems to be unsafe for overhead suspension.

AUDIO VISUAL SERVICE CONTRACTOR GUIDELINES

Event Spaces

Exhibition Halls

Most General Sessions are held in one of the four (4) Exhibition Halls, referenced (south to north) as: Hall A, Hall B, Hall C and Hall D. Air walls are used to divide or configure the halls to suit the event.

Access to audio, video, data, CATV, telephone and power is available through utility floor boxes and columns throughout the Exhibit Halls.

Ballrooms

The Chatham Ballroom is just over 24,000 square feet and can be divided into three spaces with air walls. The Governor's Ballroom is just under 40,000 square feet and the air walls are used to divide into three spaces or configured to suit the event. In the Governors Ballroom, Ballroom B can also be further divided by an air wall into B1 and/or B2.

Meeting Rooms

The SCC has 27 carpeted meeting rooms. The majority of rooms have a ceiling height of 16'. The meeting rooms on Level 1 South (Rooms 100 - 106) have a ceiling height of 13' 9". Storage is not permitted in any meeting room.

Audio Patching

Meeting rooms, ballrooms, and exhibit halls are equipped with a data port. The data port will provide access for internet and phone lines (provided by CCLD), cable, and house sound. When patching please see the SCC Equipment and Ancillary Fees for current rates. All patches must be mic level, not line level. Wired paging mics can be provided by Encore and placement will be coordinated between the Event Manager and Show Manager. Paging mics will cover exhibit hall space and concourse space if requested.

Storage of Equipment, Dead Cases, Freight Containers and Crates

Storage of equipment cases will be the sole responsibility of the A/V vendor. Bone yards are not permitted on the exhibition hall floor without written permission.

The storage of materials and equipment shall never impede general operating space, workshops, offices, electrical or telephone closets, storage rooms, stairwells, security cameras, exit doors, dock levers, AEDs and fire extinguishers. Storage of freight containers will be the sole responsibility of the General Service Contractor, and with SCC approval the loading docks may be used.

Facility Equipment

Services Contractors may not use, move, rearrange, or compress SCC Facility equipment including, but not limited to public safety/life safety equipment, such as fire extinguishers and AEDs, and tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles and tilt trucks without express written permission from the SCC. All Facility equipment used without permission will be confiscated or charged for at SCC standard rental rates.

Cabling

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorway or high traffic pedestrian walkways at any time. If cables must cross a doorway, cables must be flown—cable trays are not an acceptable substitute.

Lift Regulations

Propane and electric lifts may be operated inside the SCC. Diesel lifts are not permitted.

Levels 1

- Forklifts may be operated inside the exhibit halls and the loading dock.
- Forklifts may not be operated in the concourse or the alcove areas of the exhibit hall entrance ways.
- Approved scissor lifts may operate in the concourse area. Lift tires must be white or wrapped with a protective coating to protect the carpet

Level 2 & 3

- Forklifts may not be operated inside the Ballrooms or in the hallway between freight elevators and ballroom doors.
- Forklifts may not be operated in the pre-function space outside of the ballroom.
- Approved scissor lifts may operate in the pre-function space on Level 2. Lift tires must be white or wrapped with a protective coating to protect the carpet.

When operating boom or scissor lifts in the Ballrooms

- Equipment with design loads greater than 1,400 pounds per wheel must always maintain a clear distance of at least 6' beyond the area bounded by the wheels, e.g. Booms/baskets of aerial lifts can be positioned next to each other as long as a clear distance of 6' is maintained at the base. Up to 2 personnel can be within a clear distance if required for operations.
- Four-wheeled scissor lifts, carts and similar equipment with design loads less than 1,400 pounds per wheel can operate without restriction.
- Equipment is not to be used in such that any individual wheel is located in alcoves or within 20 feet of the perimeter walls.
- Equipment with a gross weight (machine weight plus payload) less than 10,000 pounds with conventional four-wheel layouts, regardless of track or wheelbase dimensions, is acceptable.

Lighting

Natural light is the main source of lighting for Halls A & D. Darkening shades have been installed in Halls A & D for when there are General Sessions and the need for less daylight to allow for presentations. The shades are to be set at the beginning of the show and remain in place for the duration of the event. There is not an option for only closing half of the shades. The shades cannot be operated while anyone is present inside of the hall.

Lighting options in the hall are as follows:

Halls ABCD

- Highbay lighting (LED) – Dimmable
- Cannot be operated from light switch or lighting board inside halls.
- Recommend building in “walk in lighting” to lighting designs if you are wanting to manage lighting during all portions of the event.

Concourses, Pre-functions, Lobbies

- Highbay lighting (LED)
- No dimming capability

Chatham & Governors Ballroom

- 2 Levels of lighting:
 - Work lights for setup and strike and high lighting needs such as exams - Highbay lighting (LED) dimmable
 - Show lights - Incandescent- dimmable lighting, with light switches in each ballroom
- Each ballroom has an on/off button along with a 8 preset panel to change lighting levels within each room.
- To turn off certain sections of lighting, a light pad will be required. Please discuss special lighting arrangements with your Event Manager to determine is a Lighting Control Rental will be required for your event needs.

Meeting Rooms

- Highbay lighting (LED)
- Each room has an on/off button on the entrance side of the meeting room. Each room also has a 4 preset panel to change lighting levels within each room. This panel is located on the service corridor side of the room where presenters typically present from.

Podium Signs

Velcro may not be used to attach signs to the front surface of the podiums. Remo Tape is the approved tape for affixing signs to podiums. Please see the SCC Branding Opportunities Package for placement. If signs have been affixed to podiums using Velcro, damage fees will be applied.

If you are unable to provide Remo Tape, the SCC has in stock and may be purchased for use. Please see the SCC Equipment and Ancillary Fees sheet for current pricing.

Rigging - Audio Visual (exclusive)

For the safety of all attendees and exhibitors, rigging is exclusive to the SCC. When coordinating rigging installs; please discuss needs directly with ENCORE Event Technologies. ENCORE will provide a quote based on number of motors, distros, points, and static cable picks. For rates and pricing, please refer to the Equipment and Ancillary Fee sheets provided by your Event Manager. To assist in your planning process, please see below for guidelines and requirements.

Equipment provided by ENCORE includes:

- Chain hoists per layout print
- High side hardware (steel, burlap, shackles, etc.) as necessary
- Low side hardware (GAC slings, span sets, lifting points, safeties, shackles, etc.) as necessary
- All necessary power distribution and cable
- Static cable pick hardware as necessary
- Competitive truss pricing and fixture packages included for all rigging clients
- If all AV rentals are through ENCORE, lifts are included at no cost. If AV services are with a different provider, one scissor or boom lift will be provided for motor install/dismantle. If lift needs fall to additional days, appropriate lift rental rates will apply.

When submitting your rigging request to ENCORE:

- Rigging Service Request form must be submitted with a scaled rigging plot 21 days prior to load in to avoid late fees.
- Rigging plots to contain all flown equipment in addition to a reflective ceiling plan with hang-points and point loads.
- Any rigging plot that does not meet the rigging requirements of the SCC will need to be re-submitted or drawn by our designers for a pre-paid fee.
- All drawings to be received electronically as a DWG and PDF.
- A ENCORE Rigging Manager will be present to supervise installation.
- No rigging is allowed from the air-wall tracks.
- Additional weight cannot be applied to flown equipment after ENCORE's final approval of installation.
- Based on the information submitted, ENCORE will determine the number of riggers needed for installing and dismantling.
- ENCORE will supervise all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.
- ENCORE will provide a labor estimate, and the invoice will also be through the Event Manager to the Show Management.
- ENCORE will advise of power requirements for operating of rigging structure(s). Please advise your Event Manager of the power requirements. The Event Manager will invoice for all utilities.
- The ENCORE rigging contract is to be signed and submitted with full payment prior to load in.

Tape

Approved tape to use in ALL areas of the SCC is U-line BT698 Gaffers Tape or PRO-GAFF. Our AV Technicians know to look at tape prior to installation. If the proper tape has not been supplied, you will not be allowed to use it and will be required to purchase from the SCC. The Service Contractor is responsible for the removal of all tape and tape residue from the exhibition hall(s), concourse, and meeting room floors. The repair cost for any damage caused by the use of inappropriate cleaning of chemicals or tools will be billed to you. If any tape or tape residues are removed by the Center after the event, you will be billed for all expenses.

Visual

The suggested screen size for meeting rooms is 8' x 8'. Meeting rooms 100 – 106 & 200 - 205 are our lecture halls. Screens are included in these rooms and are 9'x12' in size.

When presentations are planned for Tondee's +or Pre-function Spaces, please know there are windows with no shades, and they are on the eastern side of the building. They will experience more direct sunlight in the morning versus afternoon.

Show Offices with windows overlooking the exhibit halls have been equipped with shades that can be operated to open or close. The switch to operate is located next to the lighting panel by the Service doors.

REQUEST FOR DECORATOR INFORMATION

Decorator Information is to be sent to the Event Manager sixty (60) days prior to the move-in date.

EVENT INFORMATION

Event Name:		Show Dates:	
Move-In Dates:		Move-Out Dates:	
Service Contractor/Decorator:			
Company Address:		City/State:	Zip Code:
Account Manager:		On-Site Contact:	
Account Manager Phone:		On-Site Cell:	
Account Manager Email:		On-Site Email:	
On-Site Foreman:		On-Site Freight Foreman:	

GENERAL INFORMATION

Decorator Arrival (Date & Time):	
Marking Floors (Date & Time):	
Decorator Equipment/Truck Arrival (Date & Time):	Number of Loading Bays Requested:
Lift/Equipment Rental Delivery (Date & Times):	Provider(s):
On-Site Freight Delivery (Acceptance Date):	
Registration Area Set By (Date & Time):	
Booth Installation (Dates & Times):	
Carpet Installation (Date & Time):	
Equipment/Trailer Pick-Up (Date & Time):	
Exhibit Hall Cleaned & Clear by (Date & Time):	
Number of Dumpsters & Pulls Requested:	Date(s) for Delivery/Pulls:

SERVICE DESK

Location of Service Desk:	
Will electric be needed (please check): <input type="checkbox"/> YES <input type="checkbox"/> NO	How many 20amps needed? :
Exhibitor Listing in both alpha and numerical has been provided (please check): <input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>**If NO, please email this to exhibitorservices@savtcc.com with this form.</i>	
Will you be providing a desk for SCC Exhibitor Services? (please check) <input type="checkbox"/> YES <input type="checkbox"/> NO	
What are the dates and times your desk will be staffed?	

REQUEST FOR DECORATOR INFORMATION – Page 2

PRODUCTION SCHEDULE

TIME SCHEDULE
Please indicate *beginning AND end* times for all categories.

Decorator Move-In			Exhibitor Move-In		
Date	Start Time	End Time	Date	Start Time	End Time

Booth Installation			Aisle Carpeting Installation		
Date	Start Time	End Time	Date	Start Time	End Time

Please select one:

Wall-to-Wall Carpet Normal Booth and Aisle Carpeting
 Booth Carpeting ONLY Aisle Carpeting ONLY

Decorator Access on Show Days			Exhibitor Access on Show Days		
Date	Start Time	End Time	Date	Start Time	End Time

Show Hours			Show Hours		
Date	Start Time	End Time	Date	Start Time	End Time

Exhibitor Move-Out			Decorator Move-Out		
Date	Start Time	End Time	Date	Start Time	End Time

MISCELLANEOUS

<input type="checkbox"/> YES <input type="checkbox"/> NO	Marshalling Yard Needed
<input type="checkbox"/> YES <input type="checkbox"/> NO	Rigging Aisle, Booth, Banner Sign Hanging Required – <i>If yes, provide up-call/down-call dates and times.</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Special Permits Required - <i>Covered exhibits over 100 sq. ft., multi-level, cooking, alcohol, tents, etc.</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Heavy Equipment or Vehicle Display - <i>If yes, provide a complete list of equipment & weights.</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Heavy Freight Event – <i>Provide Expected Weight:</i>
<input type="checkbox"/> YES <input type="checkbox"/> NO	Early drop-off of trailers - <i>If yes, provide dates, times & # of trailers.</i> <i>Approval must be obtained in advance.</i>

REQUEST FOR AUDIO VISUAL INFORMATION

Decorator Information is to be sent to the Event Manager **thirty (30) days** prior to the move-in date.

EVENT INFORMATION

Event Name:	Show Dates:	
Production/AV Contractor:		
Company Address:	City/State:	Zip Code:
Account Manager:	Phone:	
Email:		
On-Site Contact:	Phone:	
Email:		
Move-In Dates:	Move-Out Dates:	

PRODUCTION INFORMATION

Production Crew Arrival (Date & Time):	
Production Equipment/Truck Arrival (Date & Time):	
Number of Loading Dock Bays Requested:	
Lift Rental Delivery (Date & Times):	Provider:
Lift Rental Pick-Up (Date & Time):	
Equipment/Trailer Pick-Up (Date & Time):	
Exhibit Hall/Ballroom Cleaned & Clear by (Date & Time):	

PRODUCTION EQUIPMENT NEEDS

Main Stage Size:	Secondary Stage Size & Location:
Front of House Riser Size:	
Camera Riser Size:	
Entertainment Stage/Drum Riser:	
Number of Steps:	
ADA Ramp Needed (Y / N):	
AV Tables: Front of House (6' x 30") - ____ # Needed	Back of House (6' x 30") - ____ # Needed
Meeting Room Risers: Size:	Location(s):



APPENDIX II

REQUEST FOR AUDIO VISUAL INFORMATION – Page 2

POWER NEEDS – General Session Room

Audio:

Video:

Front of House (FOH):

Rigging:

POWER NEEDS – Banquet/Breakout Rooms

If you need more than (1) 20 amp – 120 volts in each breakout room, Please Advise below.

ROOM/LOCATION	POWER NEEDS	INSTALL DATE

PRODUCTION SCHEDULE

	Day	Date	Daily Start Time	Daily End Time
Move-In			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
Rehearsal			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
Show Schedule <i>(Including Door Opening)</i>			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM
Move-Out			AM/PM	AM/PM
			AM/PM	AM/PM
			AM/PM	AM/PM

SERVICE CONTRACTOR ACKNOWLEDGEMENT FORM

This acknowledgment form is for the following:

Event Name: _____

Show Management: _____

The period of occupancy under this form is from _____ **to** _____.

This Acknowledgement Form dated _____, is provided to the **Georgia World Congress Authority**, a State of Georgia Authority (“GWCCA”) as agent for the **SAVANNAH CONVENTION CENTER**., One International Drive, Savannah, GA 31402 on behalf of

GSC Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

I acknowledge by my signature that I have read, understand and agree to all terms and conditions of the **SERVICE CONTRACTOR GUIDELINES** provided by the Savannah Convention Center. Furthermore, I understand failure to comply with policies stated herein and enforce them will result in financial penalties or the inability to services events at the Savannah Convention Center.

Lead Contractor Signature: _____

Print Name: _____

Title: _____

Date: _____

Sign and return the original to the Event Manager



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