



# 2024 EVENT PLANNING GUIDE POLICIES & PROCEDURES



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# PLANNING YOUR EVENT

We are excited you have chosen to host your event with us here at Gas South District! Below we will review the contractual steps to moving forward with your event, operational guidelines and required regulations. While some items may not apply, we encourage you to review the entire packet, and please let us know if you have any questions.

## **SCHEDULING & BOOKING YOUR EVENT**

As you work through the booking process with your Sales Manager, you will discuss potential event dates and availability. Once a date has been agreed upon for the event, your dates will then be placed on hold. Dates can be held for up to two weeks. If the Client has not confirmed the event dates by the end of the two-week timeframe, then the dates will be released. If the Client does confirm the dates within the allotted time a contract will be prepared and sent to the Client.

Once a contract is sent, the Client would then have two-weeks to review the contract. By the end of the two-week timeframe, the contract would be due back signed in order to secure the event. The contract will then be counter signed and returned to the Client for their records. Once the required deposits have been made, the Client will then be assigned and introduced to their Event Manager/Coordinator and will then be able to begin planning, promoting and or selling tickets to attend their event accordingly.

## **DEPOSIT TIMELINE & INSURANCE REQUIREMENTS**

**Due with the Contract:** A minimum deposit of 50% of the rental is due with the return of the contract in the form of a check made payable to Gas South District or an online payment may be made by visiting: [www.GasSouthDistrict.com/payonline](http://www.GasSouthDistrict.com/payonline).

**Ninety (90) Days before the event:** The remaining 50% rental balance will be due ninety (90) days prior to the first scheduled date of the rental.

**Fourteen (14) Days before the event:** An Estimate of Expenses will be sent to the Client in advance of the Event. The Estimate of Expenses including all additional charges will be due fourteen (14) days prior to the first scheduled date of the rental.

All Clients will be required to provide Gas South District a certificate of commercial general liability insurance, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming Customer as insured and naming additional insureds "Sugarloaf Gwinnett District dba Gas South District, Gwinnett County Convention & Visitors Bureau & Gwinnett County Government". The limits should include comprehensive public liability and property damage insurance with a combined single limit of at least two million dollars (\$2,000,000) and will be due thirty (30) days prior to the first contracted rental date.

## **COMPETING EVENTS**

Gas South District may, at its discretion, maintain a clearance period prior to or following an existing event that is competing for essentially the same special market. No agreement with any user will be executed requiring a clearance period. Such special considerations do not apply to conventions and trade show activities. Gas South District shall have the right to establish a clearance period for highly competitive activities as deemed appropriate to the welfare of Gas South District.

# SERVICES

## **INCLUDED SERVICES**

- One standard room set for the event. Standard room choices include theater, classroom, conference, u-shape, hollow square, or banquet seating, including chairs, tables, and standard table lines (if applicable).
- American and State of Georgia Flags
- Two (2) Coat Racks
- Complementary parking passes for the Client and their staff based on contracted event space(s) and date(s)
- One (1) Daily room refresh
- Two (2) Draped and skirted tables, excluding exhibitor tables.
- Five (5) Easels
- House lighting – during move in / move out.
- Show lighting (Exhibit Halls)– during show hours.
- HVAC During contracted hours
- Wastebaskets / Trash Receptacles
- 20 amps of electrical service to one location in the event space
- Continuous public trash can refresh.
- Continuous restroom refresh
- Complementary Wi-Fi throughout the District

**\* All equipment is subject to the District's Inventory limitations.**

**\*Exhibitor set up of any room or area to be used for exhibit purposes will be charged at the District's standard rates.**

## **ADDITIONAL SERVICES (ADDITIONAL FEES APPLY)**

- Additional power requirements
- Extension cords or E-Strips
- Additional room setups / room turns.
- Audiovisual requirements
- Balloon removal.
- Stage Decking
- Meeting Room Carpeted Riser(s)
- Dance Floor – carpeted areas only.
- Dedicated security or event staff
- Food and beverage
- Hard-Wired Internet Services
- Banner Hanging (approval required)
- Parking
- Production company move-in / move-out monitoring – requested or required.
- VOIP Telecommunications
- Chairs
- Tables
- Coat / Luggage Check Staff
- Required or Requested Dock management.
- Required or requested event staff such as: Med Techs, Police Officers, Ticket Sellers, Ticket Takers, Ushers, Guest Experience, etc.
- Natural Gas\*
- Water connections / drainage\*

**\*Available in limited locations – see Event Manager/Coordinator for more information**

## **EXCLUSIVE SERVICES**

- ATM Services
- Electrical Services
- Fire Inspection / Watch
- First Aid
- Food & Beverage
- Information Technology
- Natural Gas
- Telecommunications
- Valet Parking
- Vending Machines
- Water & Drainage
- Rigging Service

## **EXCLUSIVE CATERING SERVICES**



We are proud to partner with [Proof of the Pudding](#) as the Exclusive in-house Catering Company here at the District. Proof of the Pudding is Atlanta's Go To Company for delicious food, operating five state-of-the-art-kitchens in the Atlanta market alone. Your Event Manager/Coordinator can connect you with a Catering Manager to review all of the options available to you for your catered event.

Concessions are also provided throughout the District by Proof of the Pudding with a variety of menu options to choose from.

As Proof of the Pudding is the Exclusive in-house catering company for the District, they have been issued the Alcoholic Beverage Control license by the State of Georgia providing them with exclusive sale and distribution of alcoholic beverages throughout the District.

## **PREFERRED SERVICES**



[Ticketmaster](#) is our preferred ticketing platform. For more information on how to utilize the Ticketmaster ticketing system for your event, please contact your Event Manager/Coordinator.



[Cherry Convention Services, Inc.](#) is our preferred full-service contractor specializing in Tradeshow, Expo, and Special Event Production. They deliver personalized, detailed planning, top quality products, and timely, professional, and friendly service. For more on what special details they can bring to your event, please contact your Event Manager/Coordinator.



[ON Site Audio Visual](#) is the exclusive audio-visual service provider in our Convention Center meeting rooms. Offering a variety of audio-visual support, they are available as our preferred vendor throughout the rest of the Convention Center spaces. From impressive, eye-catching stage design, to flawlessly executed breakout sessions, ON Site will help you provide exceptional experience, no matter the size or scope. For more information about how they can assist with your event technology, please contact your Event Manager/Coordinator.

[ON Site Rate Sheet](#)

[ON Site Rigging Rates](#)

[AV Standards and Policy Guidelines](#)



# PRICING



**Services & Equipment are available at the following rates:**

Equipment	Size	Rate	Utilities	Advanced Rate	Show Rate
Chairs		\$2.00	20 AMP 120volt 1 Phase	\$95.00	\$125.00
White & Black Dance Floor			30 AMP 120volt 1 Phase	\$120.00	\$140.00
8'x8' up to 16'x16'		\$300.00	60 AMP 208volt 3 Phase	\$180.00	\$210.00
20'x20' up to 36'x24'		\$575.00	100 AMP 208 Volt	\$215.00	Must Be Pre-Ordered
Easel		\$15.00	200 AMP 208 Volt	\$340.00	Must Be Pre-Ordered
Pipe & Banjo Drape	8'	\$7.50 (per Ln ft)	400 AMP 208 Volt	\$565.00	Must Be Pre-Ordered
Carpeted Riser	6' x 8'	\$2.00 (sq ft)	3MB Wired Connection	\$260.00	\$312.00
Staging	4' x 8'	\$3.00 (sq ft)	5MB Wired Connection	\$465.00	\$558.00
Tables Bare	8' or 6'	\$15.00	10MB Wired Connection	\$775.00	\$930.00
Tables Draped	8' or 6'	\$25.00	50MB Wired Connection	\$1,250.00	\$1,500.00
Tables Draped & Skirted	8' or 6'	\$36.00	Wireless Router	\$75.00	\$90.00
Pads & Pens		\$1.00 ea. per day	SSID 1-3 Rooms	\$750.00	Must Be Pre-Ordered
<b>Services</b>		<b>Rate</b>	SSID 4+ Rooms	\$1,250.00	Must Be Pre-Ordered
Room Turn Fee		Call for Rates	SSID Halls or Ballroom	\$1,750.00	Must Be Pre-Ordered
Trade Show Cleaning		Call for Rates	SSID Convention Center Buyout	\$2,500.00	Must Be Pre-Ordered
Merchandise Fee		Call for Rates			
Water Connections / Water Fill Service		Call for Rates			
Forklift & Operator (4hr minimum)		\$250.00			
Genie Lift & Operator (4hr minimum)		\$250.00			

**SSID speed = 25MB per user**  
**Please contact your event manager for further information**  
**Advance show rates available up to 7 days prior to event day**

**\*Equipment rates are limited to the Gas South District Inventory\***

**Audio Visual equipment available upon request through our preferred provider ON Site.**  
**An ON Site representative will be in touch with you once your contract has been**

## Event Personnel

Position	Rate	Personnel & Fees for Ticketed Events	Rate
Event Staff	\$18.60	Event Staff	\$18.60
Event Staff Supervisor	\$22.00	Event Staff Supervisor	\$22.00
Head Electrician	\$42.00	Ticket Sellers	\$20.00
Gate Guard	\$23.50	Ticket Takers	\$18.60
Dock Master	\$23.50	Ticket Office Supervisor	\$25.00
Parking Attendant	\$25.00	Emergency Medical Technician	\$55.00
Fire Marshal	\$35.00	Uniformed Police Officer (3hr mini)	\$55.00
Coat Check Attendant	\$20.00		
Low Steel Rigger	Call for Rates	Ticket Office Setup Fees	Call for Rates
High Steel Rigger	Call for Rates		

**All personnel have a 4hr minimum. Any staff member scheduled before 7am, past midnight or on holidays may be at a higher rate.**  
**Electricians scheduled before 7am, after midnight or past 10 hours in one day will be at a rate of time and one half.**

**All staff must be confirmed no less than two weeks before the first contracted date.**  
**Any staff changes made within the 72 hour window may not qualify for a refund.**

**Rates are subject to change and can be confirmed within 30 days of an event during the detailing with your event manager or coordinator.**

# WORKING WITH YOUR EVENT MANAGER/COORDINATOR

In advance of your scheduled event, you will have the opportunity to speak or meet with your Event Manager/Coordinator to discuss the plans for your event. Prior to the meeting, the following details should be shared with the Event Manager/Coordinator:

## Hours of Operation

Gas South District's daily rental hours are between 7am-11:59pm daily. Any extension to these hours can be discussed with your Sales Manager or your Event Manager/Coordinator in advance. If the extension is approved, additional fees may apply. Listed within your fully executed contract will be the access hours contracted for your event each day, based on the information you provided. The move-in, event times and move-out should fall within the contracted hours accordingly. If the contracted hours are not followed, additional fees may apply.

## Event Schedule

Provide a general schedule of the event including load in, load out, show hours, breakouts, general sessions, etc. Please include any security lock down requests.

## Exhibit Hall Floor Plans

Provide a full floor plan drawn to scale with fire exits marked. All diagrams are required to be approved by the Event Manager/Coordinator and are subject to review by the Gwinnett County Fire Marshal. If the layouts are not received by the requested deadline, the planned layout may be denied.

## Room Layouts

Room Set Up & Seating Style (i.e., Theater, Classroom, Banquet Rounds, Solid/Hollow Square conference)

- Including audio/visual components to ensure proper spacing.
- Catering requests per room
- Any additional requests including easels, registration sets, etc. Riser and or Staging Requirements (head table size, podium requirements)
  - We will assess inventory levels to ensure requests can be accommodated.
  - Fees for room turns or special equipment will be provided in the Estimate of Expenses.

## Stage Decking

- Built using 4' x 8' decks at a height: 36" – 56."
- Primarily used only in the Exhibit Halls as a forklift is necessary to build and strike.



## Carpet Risers

- Carpet risers are built using 6' x 8' dimensions at a height of 16" – 32."
- Used for Meeting Room Stages as well as 95% of Ballroom Stages.



## Expected Attendance

Current estimated attendance, including any group demographics that will assist our team in hosting your event.

**Exhibitor List**

A full list of participating exhibitors for the event that includes the name of the company, main contact's name, phone number, email address and booth number.

**Rigging Plans (if applicable)**

All requested rigging within the Exhibit Halls and Ballroom are required to be scheduled and conducted by our in-house audio-visual company, ON Site. Plans must be submitted and approved in advance with the Event Manager/Coordinator and ON Site.

**Power Requirements**

A detailed list of requested electrical services is required, including the amount, use and location of the power and the installation date/time. An estimate of cost for these services will be provided on the Estimate of Expenses.

**A List of Service Contractors**

Provide a list of all contracted service providers including email and phone numbers.

**A Signage Plan**

All wayfinding and other signage/banner requests in public areas including galleries and outdoor areas will be reviewed by the Event Manager/Coordinator to ensure there are no conflicts with Gas South District policies and or other events.

**Promoting Your Event**

To promote your event on our website, click the following link and complete any applicable information: <https://www.gassouthdistrict.com/event-set-up>

**The Detailing Process**

Once all the information is shared with your Event Manager/Coordinator, they will begin detailing your event out and share layouts, event paperwork and an estimate of expenses with you to confirm all the details of your event.

Two weeks prior to the event, the final Event Paperwork will be sent to the Client in advance of the Event. The Event Paperwork including the layouts and Estimate of Expenses would need to be signed by the Client and returned to the Event Manager/Coordinator including the final payment, paid in full, fourteen (14) days prior to the first scheduled date of the rental.

# OPERATIONAL GUIDELINES

The following operational policies and procedures are to aid customers, general service contractors, and other users of Gas South District in operating events in the facility. These guidelines are in addition to regulatory codes, ordinances and laws governing events and building operations, and all guidelines are subject to change. Following the review of this document, consult with your Event Manager/Coordinator with any questions.

The District will monitor all load-in / load-out activity in rented spaces and in public areas of the facility to ensure the approved plans of operation received from either the Client, general service contractor or customer are followed and to reduce wear & tear/damages to the District. If non-compliance to guidelines is observed, load-in/load-out activity may be halted.



## **Americans with Disabilities Act (ADA)**

It is the responsibility of the Client to follow all ADA guidelines within their leased space.



## **Audio Visual Services**

While we do have an in-house preferred Audio Visual provider, ON Site, Clients are permitted to bring in third-party audio-visual contractors, but shall incur charges for patching into the Facility's house sound systems and a required load in / load out supervisor. All third-party vendors will need to be approved by the Event Manager/Coordinator.



## **Advertising & Signage**

All advertisements and or sponsorship signage requests to be displayed in public areas within the facility and/or on the grounds must be submitted to the Event Manager/Coordinator for approval no less than thirty (30) days prior to the event. This includes wall, window and floor clings, exterior signs, banners, directional information, shuttle bus signs, etc.

The District's permanent graphics, signs, or displays may not be visibly blocked in any manner, nor may any temporary signs or decorations be attached to permanent building graphics.

Events sold through TM, regardless of the number of attendees, and public events, both TM and non-TM, with 3,000 or more attendees per day have the opportunity to advertise the upcoming event on the I-85 Marquee. The event name/logo and date shall be displayed no earlier than (2) weeks prior to the scheduled event. Gas South District reserves the right to designate the rotation start time and approve all text and/or graphics at its discretion.



## **Aerosol Cans**

Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the District.



## **Animals**

Animals are not permitted in the District except in conjunction with an approved exhibit, display, or performance legitimately requiring the use of animals. Trained service animals are permitted.





### **Balloons**

Written permission is required for all Helium Balloons to be within the District. It is mandatory to submit a Balloon Waiver form, along with credit card information for payment. If a Balloon is released inside the District, a \$100 fee per balloon will apply.



### **Candles**

Fueled candles or lanterns are prohibited. Any wax candles with open flames on a stable base and enclosed by glass must be specifically approved on an individual basis by the Event Manager/Coordinator and the Gwinnett County Fire Plan and Review, and a Gwinnett County Fire Marshal must be present at the event during use. Client is responsible for the required permits as it relates to Gwinnett County Code and for associated expenses of additional staff and any insurance surcharges.



### **Carts**

Flatbed carts are available upon request at our Security Office located on the Exhibit Hall loading dock and are subject to availability. A release form must be completed in order for the equipment to be checked out.



### **Chemicals**

Client is responsible for supplying the Event Manager/Coordinator with all chemical information brought into the facility by the show or the show's vendors. Safety Data Sheets (SDS) should be available upon request. Disposal of hazardous materials on property is strictly prohibited.



### **Cleaning & Sanitization Services**

Each of the Client's rented spaces will be presented to them clean, sanitized, and ready for their event. Regular janitorial services including restroom services will be conducted throughout the event as part of the Client's rental. The District provides one daily room refresh for all meeting rooms. Additional services may be available upon request and are subject to additional charges. An excessive cleaning fee may apply based on the specifics of the event. This will be determined during the planning process with your Event Manager/Coordinator.



### **Coat Check**

Coat Checks are available by request. Please speak with your Event Manager/Coordinator for an estimate for these services. If approved, a location can be arranged with your Event Manager/Coordinator, and directional signage provided.



### **Conference Rooms**

Gas South District offers multiple conference rooms which are available for rent. Please speak with your Event Manager/Coordinator for additional rental information. Please note, the permanent furniture in the boardrooms may not be removed.



### **Confetti**

The use of confetti at the District would require authorization by the Event Manager/Coordinator and would be subject to additional cleaning fees. All requests should be submitted to the Event Manager/Coordinator no less than thirty (30) days prior to the event.



### **Controlled Substances**

The use or possession of illegal or controlled substances of any kind is prohibited.



### **Damages**

Client is to return their rented space back to the District in the same condition that it was received. Client is responsible for any damage to the building, furnishings or equipment during their contracted dates and times. Damages of any kind should be reported promptly to the District's Security Department. Damages are subject to repair fees charged to the Client at the prevailing rate. A refundable Security Deposit may be applied during the detailing process by your Event Manager/Coordinator.



### **Decorations**

Decorations and/or signs may not be fastened to ceilings, painted surfaces, columns, fabric and or decorative walls. All signage must be displayed on an easel, individual holders, free-standing, and or be ground supported.



### **Demonstrations**

Demonstrations of equipment/machinery with moving parts or debris that may cause injury must be safely secured from attendees and any other persons who may be harmed by proximity as deemed necessary.



### **Displays (Tents, Exhibits, Structures)**

Tents, displays & exhibits, structures, etc. must be approved by the Event Manager/Coordinator thirty (30) days prior to the first rented date. Please see your Event Manager/Coordinator for additional requirements. Displays of any size enclosed by walls and ceiling/roof must be equipped with an approved smoke detector and fire extinguisher. Enclosed displays of more than 300 square feet or with more than one level accessible to the public will require additional fire protection.

When a display includes garden soil or similar materials, animal pens or enclosures containing live animals, a protective coating such as plastic or visquine must be used to protect the floor. Curbing must be provided to retain loose materials within the limits of the gardens or pens, and watering must be controlled to prevent leakage or seepage.



### **Drilling / Anchoring in Exhibit Halls**

The District does not allow any drilling or anchoring into any of the flooring within any interior space or on the exterior grounds. Violation of this policy will result in damage & repair fees charged to the Client at the prevailing rate.



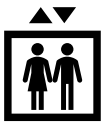
### **Dock Master Services**

A Gas South District Dock Master is required to be present for all Exhibit Hall & Ballroom events for safety and security. Additional Dock Master's may be required based on the size of the event. The Event Manager/Coordinator will discuss this with you during the planning process and will notify the Client if additional staff are required. Charges will apply to the Client at the prevailing rate.



### **Electrical**

The Facility serves as its own electrical contractor, and all requested electrical drops will be billed at the prevailing rate. The standard power order for a show is a 20Amp 120V Circuit. Client, vendor, or third-party audio-visual contractor must provide their own extensions, e-strips and feeder cables as needed. All electrical cords provided by the Client or vendors must be three (3) wire grounded. All cords must be taped down when they are in public areas or across doorways. Any requests for special power outside of the Exhibit Hall should be submitted to the Event Manager/Coordinator for review.



### **Elevators & Escalators**

Escalators and passenger elevators are for use by the general public and may not be blocked and are not to be used to transport equipment or freight. Freight elevators are to be used for all freight and equipment movement. All wheeled materials or items regardless of size must be brought in through the rear building loading dock area and checked in with security. Escalators are monitored during events by Facility staff accordingly.



### **Emergency Evacuation**

The District reserves the right to evacuate the premises at any time it deems necessary for the safety of the public.



### **Event Staff (requested or required)**

All requested and/or required Event Staff, Gate Guards, Dock Masters, Medical Technicians, Fire Marshal, armed Security Personnel, etc. are provided and contracted by the District at the prevailing rate paid by the Client. Any requests should be made to the Event Manager/Coordinator no fewer than thirty (30) days prior to the event. There is a four (4) minimum for staffing and overtime fees do apply for after midnight and specified holidays.

The District reserves the right to require additional security personnel for the purpose of public safety, crowd management and logistical control as it relates to public and private events.



### **Exit Signs & Doors**

Exit signs & Exit Doors must be visible at all times and may not be blocked.



### **Facility Equipment**

All equipment owned by the District must be handled by the District's personnel only.



### **First Aid**

Public events, trade shows and/or events comprising of one thousand (1,000) or more attendees will require emergency medical staff to be on-site. This requirement cannot be waived. Required staff will be charged to the Client at the prevailing rate.



### **Floors**

Any applied floor tape is required to be removed by the Client during load out. Heat tape and double face tape may not be used on permanent carpet. If tape is not removed, additional post-event cleaning charges will apply. Installation of carpet runners, show carpet or other temporary floor coverings must be approved in advance by the Event Manager/Coordinator. The approved tape of the District is standard gaffer tape.



### **Fog, Haze & Dry Ice Machines**

The use of fog machines, hazers or dry ice must be pre-approved by the Event Manager/Coordinator. Please send specifics and requested schedule of usage to the Event Manager/Coordinator thirty (30) days in advance. All fog and haze machine fluids must be water based and stored in the original containers that were provided by the manufacturer. The Facility reserves the right to limit how much fog, haze and dry ice is produced by the event.



### **Food & Beverage**

All Food & Beverage must be arranged through our Exclusive In-House Caterer, Proof of the Pudding. No outside Food or Beverage is allowed. Various vending machines are available throughout the District including our Food Hall.



### **Food Shows**

Contracted "Food Shows" where food services and products are the actual reason for the show, are allowed to offer food. However, approval must be obtained by our Exclusive in-house catering company, Proof of the Pudding. Additional buyout fees may apply. If approved, all food vendors selling or serving food or beverage must obtain a Gwinnett County Health Department permit, and the vendor may not sell competing products would be sold through our in-house concessionaire, Proof of the Pudding.



### **Galleries**

Gallery areas are not considered contracted space and are not under the Client's control. Galleries must always be kept open for public access and used within the guidelines as set by the District. Furniture, planters, and equipment owned by the District in gallery areas may not be removed or repositioned.



### **Gasses**

Helium and compressed air canisters must be approved by the Event Manager/Coordinator and if allowed, they must be secured per OSHA regulations.



### **Georgia Department of Revenue**

The Georgia Sales Tax Form (Rev. 04.14.16) must be completed by vendors or shows that are selling items to attendees during show hours. All license fees are not subject to applicable Georgia State sales tax.



### **Glitter, Decals & Stickers**

Glitter, adhesive backed decals and stickers are not permitted.



### **Harassment**

Abusive language, threats, assault, vandalism, theft, and all other inappropriate actions will result in immediate removal from the premises and prosecution if appropriate.



### **Hazardous Materials**

Exhibitors cannot bring any material, substance, equipment or object which reasonably may endanger the life of, cause bodily harm to, any person at the District, or which may reasonably constitute a hazard to the building or the property therein. Under no circumstances may grease or other waste material be poured into drains. Such material must be removed in proper containers in accordance with applicable regulations and ordinances.





### **Hazardous Work Areas**

Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors and staging areas), but may also include public areas in gallery spaces. Within these areas and throughout the premises, the following guidelines will be enforced:

1. No alcoholic beverages or illegal or controlled substances are permitted.
2. No speeding or reckless use of vehicles or equipment will be permitted.
3. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, in hazardous work areas.
4. No re-fueling activity of any kind is permitted. Re-fueling must be accomplished a minimum of fifty feet (50') beyond the exterior of the building.
5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
6. All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
7. Spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to the Event Manager/Coordinator.



### **House Lighting & HVAC**

House lighting, ventilation, heat, or air-conditioning will be provided during show/event times. Energy conservation is of prime concern and minimal light and comfort levels will be maintained during move-in and move-out periods. The District maintains an average temperature of 70 degrees plus or minus 2 degrees; during event times a request for deviation could result in additional charges.



### **Identification**

The District personnel, Clients, service contractors, suppliers and other approved vendors should wear identification badges at all times to enter and exit leased space through specified service access doors.



### **Inflatables**

Inflatable, fabric, or air supported structures (i.e., bounce houses, bubbles, domes, moonwalks, Inflatable Slides, etc.) are prohibited.



### **Inventory**

The District has an inventory of operational materials that can be rented by the Client to use throughout their event. Please see page #4 of this packet for a list of available equipment including pricing.



### **Keys & Lock-Down Procedures**

Room keys may be requested for Client use of their rented space during contractual times. All key requests are subject to a \$25 refundable deposit fee. All areas to be locked and secured by the Client must be approved by the Event Manager/Coordinator. Automated closing devices are not to be removed or tampered with. High Security lock down procedures are available upon request. Please speak with your Event Manager/Coordinator for further details.



### **Labor**

All labor requirements for move-in/move-out, set-up of display areas etc. shall be the responsibility of the Client, show management and/or exhibitors and their service contractors.



### **Laws & Regulations**

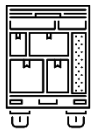
The Client shall comply with all Federal, State, and local law ordinances, rules and regulations pertaining to the event and contracted use of Gas South District.



### **Lifts – Boom Lift, Scissor Lift, Forklift & Pallet Jack**

Lift rental requests should be submitted to the Event Manager/Coordinator no less than thirty (30) days prior to the event. Requests will be fulfilled based on availability. If approved, the Client would have to provide proof of a licensed driver before the equipment can be released to them.

Manual pallet jacks are available upon request at our Security Office located on the Exhibit Hall loading dock and are subject to availability. A release form must be completed in order for the equipment to be checked out.



### **Loading & Unloading**

Loading or unloading is permitted only through the back-of-house loading docks. No loading or unloading is permitted through the front of the building. **NO EXCEPTIONS.** When two or more events require loading dock access the Event Manager/Coordinator will allocate specific docks to each event as deemed appropriate. (See also Dock Master Services).



### **Motorized Vehicles**

Motorized vehicles, gas or electric carts may only be displayed in galleries with written permission from the Event Manager/Coordinator. All carpeted areas must be completely protected before any equipment will be allowed on the carpet.



### **Music Broadcast & Publications**

The District does not regulate, control, approve or disapprove any broadcast, performance or publications of music or any other audio or visual presentation. If the Client or its contractors/vendors wish to use copyrighted material, it is necessary to make arrangements with ASCAP, BMI, or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.



### **Occupancy**

The District reserves the sole discretion to restrict the number of persons on the premises, or in any room or part, at any time, consistent with public safety and Gwinnett County Fire Code.



### **OSHA Compliance**

Compliance with OSHA regulations is the responsibility of the Client and its contractors. OSHA mandates personal protective equipment must be utilized at all times (i.e., full body harness for boom / scissor lift).



### **Outdoor Plazas**

Outdoor Plaza's around the District are not considered contracted space and are open for public access and use within the guidelines as set by the District.



### **Parking**

Paid parking is available throughout the campus in various parking decks and flat lot areas. Parking rules and rates may be viewed by visiting: <http://www.GasSouthDistrict.com/parking>.

Exhibitor parking varies by event. The Event Manager/Coordinator will work with the Client to detail a parking plan. All parking areas are under the exclusive control of the District. No parking in the fire lanes, service roads, vacant exhibit halls, loading dock areas, or any other location posted "no parking" will be allowed, and this rule will be strictly enforced. Unauthorized vehicles will be removed at owner's expense. No overnight RV parking permitted on site and all trucks parked at the loading docks must be chalked.

The District operates an on-site Marshalling Yard near Parking Deck 3 on our campus. Usage of the Marshalling Yard will be discussed during the planning process with your Event Manager/Coordinator when the parking plan is reviewed.



### **Paging**

With rental of the Exhibit Halls, one complementary wired microphone will be provided for client and emergency announcements. Placement will be determined by the Event Manager/Coordinator based on final room layout. Additional services including wireless paging are available upon request with additional charges applied.



### **Personal Mobility Devices**

The use of bicycles, skateboards, in-line skates, roller skates, scooters and hoverboards are prohibited within the District and on the grounds. This includes all non-ADA approved mobility devices.



### **Photography/Videography**

Professional photographers and videographers hired by the Client are permitted to take photos/videos within the contracted event space on contracted event dates. Outside of the contracted space or dates, photographers and videographers will not be permitted at the District without prior written approval. All requests should be submitted to the Event Manager/Coordinator describing the requested shoot schedules and locations. Photography sessions shall not obstruct guest traffic or interfere with the guest experience in any way. Photography of the Districts architecture or artwork or usage of District interiors as a backdrop must be approved by the Director of Marketing. Commercial photographers and videographers not working on behalf of a Client of the District are not permitted on property.



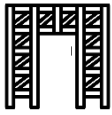
### **Pyrotechnics**

Each planned use of pyrotechnics, welding equipment, open flames, smoke emitting materials, fireworks, cold pyro, explosives, or large amounts of combustible materials as part of an exhibit and or performance must be specifically approved on an individual basis by the Event Manager/Coordinator and the Gwinnett County Fire Plan and Review, and a Gwinnett County Fire Marshal must be present at the event during use. Client is responsible for the required permits as they relate to Gwinnett County Code and for associated expenses of additional staff and any insurance surcharges.



### **Restrooms**

Restrooms are available throughout the District. Restrooms must remain accessible at all times and may not be blocked.



### **Rigging**

All requested rigging within the Exhibit Halls and Ballroom are required to be scheduled and conducted by our in-house audio-visual company, ON Site. Plans must be submitted and approved in advance with the Event Manager/Coordinator and ON Site. NO EXCEPTIONS. All requests for installation of show banners, signs and any rigging should be submitted to the Event Manager/Coordinator & ON Site sixty (60) days prior to the event.



### **Room Divider Walls (Airwalls)**

Movement of room divider walls (airwalls) is to be performed by the District staff only. Once the room is set per the approved diagram, additional charges will apply for a wall to be moved.



### **Room Turns**

If a Client requests more than one setup in a rented space in a day or over the course of their event, this would result in a room turn. Room turns are subject to additional charges. The Event Manager/Coordinator will discuss this with you during the planning process, and all applicable charges will be listed on the Estimate of Expenses sent to you prior to your event.



### **Safety & Security**

Safety of all occupants of the Facility is of utmost concern. The Event Manager/Coordinator will bring any and all unsafe conditions or activities caused by the Client or it's vendors, staff, volunteers, or attendees to the attention of the Client and corrective measures are to be taken immediately. Client will bring any and all unsafe conditions or activities to the Event Manager/Coordinator immediately and corrective measures will be taken.

The District maintains twenty-four-hour security of the building and grounds while monitoring the life safety systems and conducting routine security safety inspections throughout the District. The Client is responsible for the materials and products left in their rented spaces. Additional security staff may be requested through the Event Manager, and all security arrangements are subject to approval by the Event Manager/Coordinator.

The District reserves the right to require additional security personnel for the purpose of public safety, crowd management and logistical control as it relates to public and private events. The Event Manager/Coordinator will review the required staff during the planning process with the Client accordingly. All required personnel will be listed on the Estimate of Expenses provided to the Client prior to the event.



### **Sampling**

Food and beverage sampling is specifically limited to Exhibitor's own product or service line and may not exceed 1oz food and 2oz beverage portions per patron. Alcoholic beverage sampling is not permitted. All sampling must follow the Gwinnett County Health Department's regulations and may be subject to inspection. All sampling requests



must be submitted to the District no less than thirty (30) days prior to the event for review and approval by our Exclusive in-house caterer, Proof of the Pudding.



### **Setup**

Clients will receive one standard room set, per rented space for theater, classroom, conference, u-shape, hollow square, or banquet seating, including chairs, tables, and standard table lines, as applicable, in meeting rooms and the Ballroom. For Exhibit Hall rentals, setups are a la carte, and charges will be assessed based on approved diagram setup. Additional setups of risers, staging, registration sets, etc. are available upon request with applicable charges applied.



### **Shipping & Receiving**

No packages or freight will be accepted prior to the contracted move-in dates. The moving of shipped freight from dock to assigned spaces is the sole responsibility of the Client. Return shipments are the sole responsibility of the Client and must be completed within twenty-four (24) hours following the end of the event.



### **Smoking / Vaping**

Under the Georgia Clean Air Act, smoking is prohibited in the facility at all times, including load-in/load-out periods. The facility has designated exterior smoking areas.



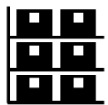
### **Soliciting**

Soliciting is not permitted on property.



### **Sound Levels**

The District Management Team reserves the right to regulate the volume of any sound, whether it be music, voice, special or artificial effects, within the District if it interferes with or is determined to be offensive or otherwise disruptive to other events. Sounds at or below 70 DBA are generally considered safe.



### **Storage**

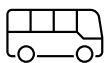
Empty crate storage is not permitted in the exhibit halls and service/dock/interior building areas. The District accepts no responsibility for loss of equipment left unsecured in the exhibitor's area.



### **Telecommunications**

Gas South District serves as its own Telecommunications contractor with various offerings including VOIP phone lines, ISDN service, and wired internet access. In addition, the District offers complementary Wi-Fi across the campus.

Telephone service for consumer shows is required for staff to accept phone calls for move-in through move-out. The District's office phones are reserved exclusively for the District's business. The District's number may not be published as an official show or convention telephone number.



### **Transportation & Shuttles**

The District's Rideshare pick-up location is outside the Arena in the A5 parking lot. Please refer to the District's campus map for exact location. A staging area for all services including Uber, Lyft, taxi, and limo will be located in this area.



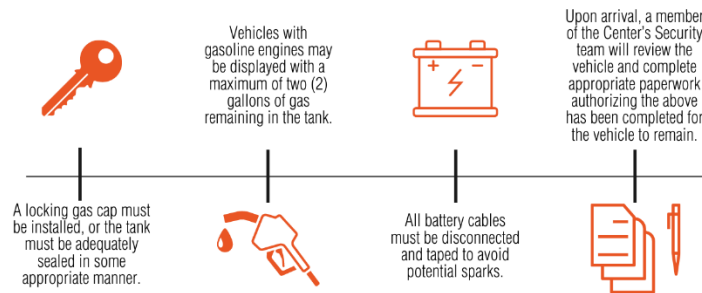
### **Unmanned Aircraft Systems, Ariel Vehicles/Drone Guidelines, etc.**

Operation of any Unmanned Aerial System (UAS) or drone in the airspace above Gas South District is prohibited unless advance authorization is received. Requests should be submitted to the Event Manager/Coordinator for approval. Restricted Areas within the District designated "authorized personnel only" are restricted to the District's personnel only.



### **Vehicles**

Requests to showcase a Vehicle with a gasoline engine at the District must be submitted to the Event Manager/Coordinator no less than thirty (30) days prior to the event.



### **Weapons & Firearms**

Weapons, including firearms, knives, and swords, are not allowed at Gas South District. Management reserves the right to remove any items deemed undesirable or not in the best interest of the District.

Any exhibitor displaying firearms at a trade show must notify the Event Manager/Coordinator for approval. All firearms on display must be disabled by either removing the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be used. Additional staffing may be required and charged to the Client at the prevailing rate.



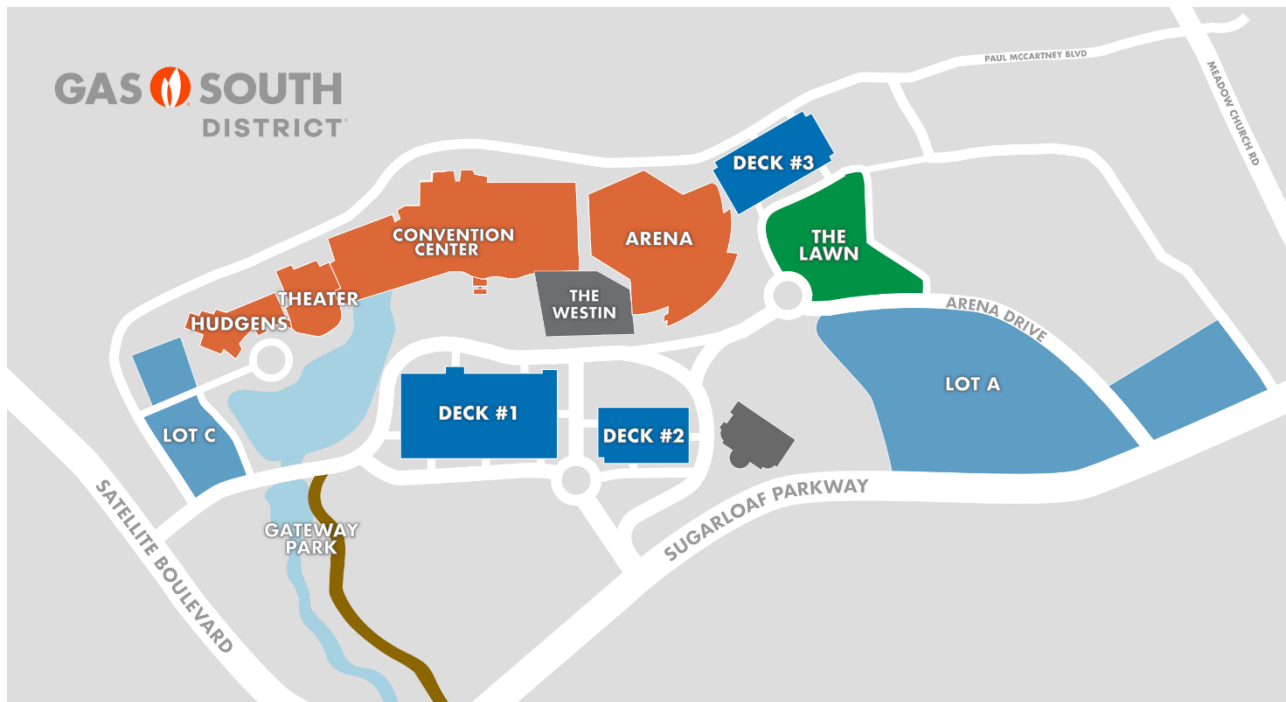
### **Wheelchairs**

The District's wheelchairs are reserved for emergency medical use only. Clients should plan to provide wheelchairs and other assistance devices for public events as needed.

## **FEDERAL AND STATE GUIDELINES**

Show management, exhibitors, service contractors and all other involved parties must comply with all Federal, State, and Municipal fire codes which apply to places of public assembly. Sections of the Life Safety Code Book, which are pertinent to places of public assembly, shall be considered a part of all leases whether specifically referenced or not. Reference copies of the Life Safety Codes are available in the District's Management office. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers and fire hose cabinets, fire alarm pull stations, standpipes, utility panels, and switch gear.

## CAMPUS MAP



## QUESTIONS?

Questions and clarifications should be directed to your assigned Sales Manager or Event Manager/Coordinator. Events or circumstances not covered in these operating policies and procedures may be subject to special consideration and stipulations as deemed appropriate by Gas South District.

## HELPFUL LINKS AND CONTACTS

**Website:** click [here](#)

**Payment Link for Deposits & Expenses:** click [here](#)

**Promoting Your Event:** click [here](#)

**Equipment Service Form Request:** click [here](#)

**Parking Information:** click [here](#)

**Georgia State sales tax form:** click [here](#)

**Balloon Authorization Form:** click [here](#)

**Sample Food and or Beverage Distribution Form:** click [here](#)

**Regulations for Cooking and Cooking Equipment:** click [here](#)

**Animal Display Request Form:** click [here](#)

**Request to Operate Unmanned Aircraft Systems:** click [here](#)

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**Thank you for reviewing our  
Event Planning Guide. We look  
forward to hosting your event!**

