



COBB GALLERIA CENTRE GUIDELINES



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OUR MISSION STATEMENT

- Enhance the quality of life and provide economic benefit to our community.
 - Develop caring professionals by providing an environment that encourages growth, self worth and well-being.
 - Provide our guest with the foremost multi-purpose convention facility and the highest standard of customer service.
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SCHEDULING GUIDELINES

It is the responsibility of the Cobb Galleria Centre to operate the facilities in a sound business manner. Cobb Galleria Centre reserves the right to promote, solicit, develop and make reservations for any activity deemed appropriate to the Centre's objectives and to qualify all activities requesting use of the facility. Subject to the priorities outlined below, the Centre may exercise discretion in the issuance, modification or termination of scheduling commitments.

For activities that are considered to be competing for specialized local markets, Cobb Galleria Centre may, at its discretion, maintain a clearance period prior to an existing event and any similar event competing for essentially the same special market. However, no agreement with any user will be executed requiring a clearance period. Generally speaking, such special considerations do not apply to conventions and tradeshow and other Category A activities (see below). However, the Centre shall have the right to establish a clearance period for highly competitive activities as deemed appropriate to the welfare of the Centre.

Category A: First priority for the scheduling of dates and space will be available to:

- Regional, national and international conventions, trade shows, corporate meetings and similar activities. These events generate significant attendance from outside the Atlanta metropolitan area and/or are not normally open to the general public
- Local special events that may be deemed appropriate to the overall sales objectives of the Cobb Galleria Centre

The facilities and date scheduling commitments for Category A events and activities may be made as far in advance as is necessary or appropriate and will supersede Category B and C events unless a lease agreement has been previously executed by the Centre and the client.

Category B: Second priority for the scheduling of dates and space will be available to:

- State conventions, consumer or public exhibitions, special events and banquets that essentially draw from, or appeal to, the general public and/or local attendees

The facilities and date scheduling commitments for Category B events and activities may be contracted up to twelve (12) months in advance.

Category C: Third priority for the scheduling of dates and space will be available to:

- Local corporate meetings, seminars, business meetings and similar activities that generate a local attendance. The space may be contracted for Category C events up to six months in advance.

Preference: If alternative dates are offered to accommodate a first priority event, the Cobb Galleria Centre will give preference to long-standing annual public and commercial shows with a proven record of success and significant impact to the community over other second priority scheduling commitments.

EVENT SCHEDULING PROCESS

In the process of scheduling space and dates at the Cobb Galleria Centre, the following definitions shall apply:

First Option: Space and dates reserved on a first option basis are contingent upon the Scheduling Guidelines and may be superseded by a higher category event.

Tentative: Space and dates will be considered tentative once the Cobb Galleria Centre has issued a Lease Agreement to the client. The client is required to sign and return the agreement with the necessary deposit within fourteen (14) days of receipt.

Definite: Space and dates will be considered definite once the deposit has been received and the lessee and the Centre have signed the agreement.

DEPOSITS:

A minimum deposit of twenty-five percent (25%) of the anticipated rental amount is required for all activities upon execution of a formal Cobb Galleria Centre Lease Agreement. First-time events, without a past history at the Centre, may be required to remit up to one hundred percent (100%) of anticipated expenses prior to the event.

SUBLEASING:

Leased space is to be used for purposes directly related to lessee's convention or tradeshow and shall not be assigned or sublet to other organizations. Such organizations will be required to make an independent lease agreement for space within Cobb Galleria Centre.

SERVICES**INCLUDED – BALLROOMS AND MEETING ROOMS (at no charge):**

(Applicable for non-exhibit events, subject to availability and limited to inventory on hand)

- One daily, standard room set for theater, classroom, conference, u-shape, hollow-square or banquet, including chairs, tables and table linens
- Draped and skirted tables, excluding exhibitor tables
- Risers and dance floor
- Ice-water
- Coat racks
- Barstools
- Lecterns, upright or table model, upon request
- Easel
- Wastebaskets
- 20 amps of electrical service to one location in the room
- House lighting
- Heating or air conditioning during event hours
- Pads and pens for classroom sets
- Standard linens
- Carts
- Wheelchairs
- Janus Board listing
- American and state flags
- Daily refresh

ADDITIONAL – BALLROOMS AND MEETING ROOMS (fees apply):

- Additional power requirements
- Additional room sets
- Additional security personnel
- Audiovisual requirements (power charges also apply)
- Balloon removal
- Cable television
- Carpet shield
- Coat/luggage check
- Concert staging
- Extension cords
- Food and beverage
- High security locks
- Internet
- Lift rental
- More than two (2) banner hangings
- Power strips
- Shipping and receiving
- Signs
- Specialty linens
- Telecommunications
- Vehicle handling

Additional labor rates may apply.

INCLUDED – EXHIBIT HALLS (at no charge):

(Applicable for all exhibit events, subject to availability and limited to inventory on hand)

- House lighting (fluorescent and metal halide)
- Heating or air conditioning during show hours
- Continuous restroom refresh
- Continuous public trashcan refresh
- Paging microphone
- Ice-water as requested
- Coat racks
- Lecterns, upright or table model, as required
- Barstools

ADDITIONAL – EXHIBIT HALLS (fees apply):

- 24-hour heating or air conditioning
- Additional lighting sources
- Audiovisual requirements (power charges apply)
- Balloon removal
- Cable television
- Chairs
- Coat/luggage check
- Compressed air
- Concert staging
- Dance floors
- Extension cords
- First aid services
- Food and beverage (excluding concessions)
- High security locks
- Internet
- Lift rental
- Marshaling yard
- Banner hangings
- Natural gas
- Power
- Power strips
- Risers
- Security personnel
- Shipping and receiving
- Signs
- Specialty linens
- Telecommunications
- Tables
- Trash hauls
- Water and drain

Additional labor rates may apply.

EXCLUSIVE SERVICES:

- Electrical service
- Telecommunications
- Water and drain
- Compressed air
- Natural gas
- Food and beverage
- Business Center

PREFERRED SERVICES:

Cobb Galleria Centre has established relationships for services commonly used in our facility. These vendors have a working knowledge of the facility, staff and guidelines. These vendors include: contract security, first aid services, coat/luggage check, transportation, floral/décor and audiovisual.

Please contact your event coordinator for a complete list of preferred service providers. Additionally, visit our web site at www.cobb Galleria.com for all order forms.

OPERATIONAL GUIDELINES

These operating policies and procedures serve as a guideline for all concerned and are in addition to regulatory codes, ordinances and laws governing events and building operations. They are subject to change.

Events or circumstances not covered may be subject to special consideration and stipulations as deemed appropriate by Cobb Galleria Centre. Any questions or requests for variations or exceptions should be submitted promptly to your event coordinator and must be approved in writing by the Centre. Additional fees may apply to the ancillary services outlined below.

Adhesive-backed Decals:

- Adhesive-backed decals and stickers may not be distributed or attached anywhere on the premises.

Audiovisual and Production Installations:

- For those using their own audiovisual company, a sound/light technician will be required to coordinate the use of house sound and lighting systems. The cost for the technician is the responsibility of the lessee. A sound patch fee will be assessed for the use of the house sound system.

- The exhibit halls, ballroom and meeting rooms have limited storage areas for equipment, containers and other production items. Corridors are designated as fire exits and may not be used to store equipment of any kind. All empty cases must be placed back on the truck.
- Cobb Galleria Centre personnel shall perform all major connections to Centre lighting, sound and electrical systems. Additional labor and electrical charges may apply.
- Removal or relocation of any Cobb Galleria Centre lighting, sound, electrical equipment or furniture shall be performed by Cobb Galleria Centre personnel only.
- Audiovisual and production companies shall make arrangements for any lift equipment necessary to install sets.
- Security of all sound and lighting equipment is the responsibility of the audiovisual and production company.

Americans with Disabilities Act: It is the responsibility of the lessee to be in compliance with all ADA guidelines within the leased areas.

Animals: Animals are not permitted in the Centre except as an aid to people with disabilities or in conjunction with an authorized exhibit, display or performance – with a permit from the Department of Natural Resources. Any exceptions must be approved in writing by the Centre.

Banners, Decorations and Posters: Decorations, posters, banners, non-Post-It flipchart sheets, etc. may not be taped, nailed or tacked to the painted or fabric surfaces of the decorative walls, columns or ceiling. All decorative materials must be flameproof in accordance with local fire regulations. Centre personnel will hang banners for clients for a fee (up to 2 are complimentary in meeting rooms and the ballroom).

Boardroom Furniture Removal: For an additional charge, the permanent furniture in the boardrooms can be removed.

Building Structure and Interior Finishes: Modifications or alterations to the building structure or interior finish are not permitted. If modifications are required, these must be approved in advance by the Centre and performed by or under the supervision of Cobb Galleria Centre personnel. Applicable modifications or alterations to the building structure or interior finish include but are not limited to removal of ceiling tiles, removal of lighting fixtures, removal or modification of doors and hardware and cutting holes in dry wall or masonry.

Carpet Runners and Show Carpet: Carpet runners, show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Double-faced tape and heat tape are prohibited.

Carts: Carts and floats are available upon request and are subject to availability. A valid driver's license is required as a deposit.

Confetti and Glitter: Glitter may not be used in any area of the facility, and the Centre must approve in advance the use of confetti. A clean-up fee may apply.

Damages: Lessee is responsible for any damage to the building, furnishings or equipment. Lessee and its contractors are encouraged to inspect the facilities (accompanied by the event coordinator) prior to move-in and following move-out. Damages of any kind should be reported promptly to the event coordinator.

Dance Floor: Cobb Galleria Centre has a dance floor available for use. It is subject to availability.

Detrimental Conduct: Any conduct detrimental to the safety and proper operation of an event – such as excessive or illegal consumption of alcoholic beverages, abusive language, threats, assault, vandalism, theft and all other inappropriate actions – will result in immediate removal from the premises or arrest and prosecution as appropriate.

Emergencies, Safety and Contracted Security: In the event of an emergency such as a fire, bomb threat, inclement weather, medical emergency or criminal activity, notify the Cobb Galleria Centre Public Safety Department and your event coordinator immediately. All calls to outside law enforcement and medical response units shall be made by Cobb Galleria Centre Public Safety in accordance with the Centre's Emergency Operating Procedures. Copies of these procedures are available upon request.

The safety of all occupants of the facility is a primary concern of the Cobb Galleria Centre. Any unsafe condition or activity should be reported immediately to Cobb Galleria Centre Public Safety and to the lessee. Within any work area and throughout the property, the following guidelines will be strictly enforced:

- Personnel will abstain from drinking alcoholic beverages and from using illegal substances of any kind.
- Personnel will refrain from roughhousing, fighting or practical jokes and will abstain from speeding or reckless use of vehicles and equipment.
- To ensure the safety of exhibitors and attendees during move-in, show, and move-out, all privately owned vehicles must use the outside dock area for move-in and move-out only. Contracted security will coordinate with Centre Public Safety in developing a dock-marshaling plan.
- No gasoline, kerosene, diesel fuel or other flammable liquids may be stored – permanently or temporarily – inside the building. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.
- Access to fire exit doors and corridors must be maintained throughout move-in, show, and move-out.
- Oil spills, loose or missing floor box covers or any other visible safety hazard must be reported immediately to the event coordinator.
- Use of lasers and X-ray equipment is subject to review and approval by the Georgia Department of Human Resources-Radiological Division. Contact your event coordinator for specific information on submission requirements.
- Passenger elevators and escalators shall not be used to transport freight, including hand trucks, floats and similar equipment.
- Working personnel are not permitted to loiter or take breaks in public areas of the building.
- Exhibits that demonstrate or include target shooting, ball throwing, dart tossing and/or any other similar activity must provide adequate safeguards to protect patrons and the equipment of the Cobb Galleria Centre. Such activities must be approved in advance and adhere to all life safety codes.

Lessee is responsible for complete security within the leased areas and may be required to provide additional security in loading dock areas, emergency exits, registration areas and ancillary spaces utilized for the event. Additional security arrangements for all events are the responsibility of the lessee and are subject to review and approval by Cobb Galleria Centre. Contact your event coordinator for information regarding our preferred security vendors.

All security firms working with the Cobb Galleria Centre must be registered with the Georgia Secretary of State's Office and must comply with Georgia Code Title 43 Chapter 38 – Operators of Private Detective and Private Security Business. Upon request, firms must provide evidence of this registration. Contract security firms shall submit a Certificate of Insurance for \$2 million naming Cobb-Marietta Coliseum and Exhibit Hall Authority as additional insured and as a certificate holder.

Contract security firms must submit a security plan outlining all post locations, dates, times and positions to be staffed at least seven (7) days prior to event move-in for approval by the Centre. Any changes made to the plan after the original approval will require additional review and approval. The Cobb Galleria Centre Public Safety Manager is to be notified of any on-site changes.

Contract security firms must provide the Centre Public Safety Manager with all incident reports regarding any criminal nature, illness or injury occurring on the Centre's property and must report any damage to property. The Public Safety Manager must be notified during the shift in which the incident occurred.

Event Planning: An event coordinator and catering sales manager (if applicable) are assigned to all events to assist clients/show managers with their event planning needs.

Exhibition Cleaning and Trash Removal: Lessee and its service contractor are responsible for the complete removal of bulk trash, crates, pallets, packing materials and lumber prior to show opening and during move-out. "Bulk trash" is defined as material that cannot be removed with a broom. Pallets and large pieces of lumber and similar trash may not be placed in the Cobb Galleria Centre trash compactors or open top dumpsters, but should be removed off the premises by the service contractor. Lessee will be billed per trash haul per exhibit hall with a minimum of one charge per hall. The decorator must leave the halls and ballrooms in "broom swept condition."

Cobb Galleria Centre provides janitorial services during open show hours in aisles, open spaces and restrooms, plus one thorough cleaning of these areas per day during non-open hours. The Cobb Galleria Centre is not responsible for cleaning the general contractor show carpet.

Firearms: Only authorized law enforcement officers and military personnel are allowed – with written consent from Cobb Galleria Centre – to possess weapons anywhere on the grounds.

Fire Code Regulations: The National Fire Protection Association Life Safety Code and Cobb County Fire Code have been adopted with specific revisions and interpretations for events in this facility. Highlights of pertinent provisions are outlined below, however, not all regulations are included:

- Exhibit booths shall be constructed of noncombustible or limited-combustible materials.
- All drapes, curtains, carpet or any materials used in exhibits must be flame retardant.
- Crates, packing materials, wooden boxes and other highly-combustible materials may not be stored in exhibit halls, ballrooms, meeting rooms or fire exit areas. A minimum of one-hour fire rated room with automatic extinguishing system is required for storage.
- Vehicles on display may contain no more than one half (1/2) tank of fuel or ten (10) gallons of fuel, whichever is less. Vehicles must have a locking cap and battery cables must be disconnected and taped. No vehicles may be moved during event hours.
- All welding must be performed outside the facility.
- Pyrotechnics must be approved by the Cobb County Fire Marshal, and a Probate Court permit is required. A minimum of two weeks notice must be given to accommodate these requirements.
- An automatic extinguishing system must be installed for exhibit booths greater than 300 square feet and covered with a ceiling. Ceilings constructed of open-grate or listed dropout ceilings are not considered ceilings.
- Refueling must be done outside the facility. All fuel must be stored outside the facility.
- Access to fire exit doors and corridors must be maintained throughout the move-in, show and move-out activities. If draping is placed in front of an exit, an illuminated exit sign is required above an opening in the curtain. The opening shall be marked so that it will be easily identified as an exit. This must be shown on the plans.
- Plans must show cross aisles a minimum of 8-feet wide.
- Perimeter aisles and all points of ingress and egress must be a minimum of 10-feet wide.
- Dead end corridors shall be no longer than 20 feet.
- All fire hose, extinguishers and standpipe cabinets must be kept clear of all obstructions and cannot be blocked at any time.
- Space between tables shall be as follows:
 1. The minimum width of aisles serving seating at tables shall be 44 inches (112 cm) when serving an occupant load greater than 50, and 36 inches (91 cm) when serving an occupant load of 50 or fewer.
 2. Where non-fixed seating (chairs) is located between a table and an aisle, the measurement of required clear width of the aisle shall be made to a line 19 inches (48.3 cm) away from the edge of the table. The 19 inches (48.3 cm) shall be measured perpendicularly to the edge of the table.
- Cooking equipment requirements are as follows:
 1. LP-Gas, two 10-oz (0.28-kg) capacity, non-refillable butane containers having a maximum 1.08-lb (0.4-kg) water capacity per container.
 2. Cooking devices shall be isolated from the public by at least 4 feet (1.2 m) or by a barrier between the devices and the public.
 3. Multi-well cooking equipment using combustible oils or solids requires a NFPA 96 hood system. Exception: units 288 square inches or less of cooking surface.

4. 20-B.C. fire extinguisher (K extinguisher) or automatic extinguishing system (required for NFPA 96 hood) provided in each booth.
 5. Combustible materials in booth shall be limited to a one-day supply.
- For larger cooking equipment used in an exhibit, i.e. grills, the following guidelines shall apply:
 1. If the equipment has the ability to use natural gas, a gas line shall be run to the equipment and hooked up by Cobb Galleria Centre personnel. The Centre is responsible for ensuring the gas is turned off to each piece of equipment, each night.
 2. For equipment that cannot use natural gas, a maximum of a 5 lb. LP gas capacity container may be used. If more than one piece of equipment will have a tank, then the tanks shall be separated by at least 20 feet. For any one show, a maximum of four tanks will be allowed. Tanks shall not be manifold together, and spare tanks shall be stored outside of the facility. The Centre is responsible for hooking up the tanks and removal of the tanks each night. Tanks will be stored outside of the Centre.
 3. A NFPA 96 hood system may be required, depending on the type of cooking to take place.
 - The following is a list of common information left off of plans:
 1. Detailed description of what will take place during the show, i.e., cooking, heat producing equipment, large booths with a roof, vehicles, etc.
 2. Location of cooking or heating equipment
 3. Aisle width
 4. Detailed plans and cut sheets of any heat producing equipment and any required ventilation systems
 5. Any unusual set-up requirements

Plans will not be approved until all required information is received by the fire marshal's office. Any exhibits set up without approved plans could result in closure of the exhibit by the fire marshal's office.

Fire Exit Doors: Chain locks and other devices, which secure mandatory fire exit doors, are strictly prohibited.

First Aid Services: First aid services are required 30 minutes before, during, and 30 minutes after any scheduled activity in all exhibit hall events from move-in through move-out operations (including show days). First aid arrangements must be coordinated with the event coordinator and are the financial responsibility of the lessee.

The event coordinator will work with the preferred provider and arrange first aid services for the event. The charges for these services are billed by the provider. If lessee would like to use another first aid provider, the following applies:

- Emergency medical personnel shall be licensed in the state of Georgia as an EMT, RN or paramedic.
- The following information should be submitted to the event coordinator at least thirty (30) days prior to event move-in:
 1. Name of contracted first aid service
 2. List of emergency medical personnel on duty and scheduled hours of operation
 3. Certificates of Insurance for \$2 million in general liability/general aggregate and \$2 million in professional liability naming the Cobb-Marietta Coliseum and Exhibit Hall Authority as additional insured
- In the case of multiple events utilizing adjacent exhibit halls, respective lessees may desire to share common first aid services.
- The first aid contractor shall provide all first aid supplies.
- The first aid room is located on the concourse level between the rotunda and east concourse entrance. All medical personnel shall remain in the first aid location unless called out to an emergency location within the facility. At no time shall first aid personnel loiter in non-contracted areas within the facility.

- First aid facilities should be left in a neat and sanitary manner, and all medical waste is to be disposed of in a safe and orderly manner.
- The first aid contractor shall prepare complete reports on all services rendered during the event. These reports shall be forwarded to the event coordinator and Cobb Galleria Centre Public Safety at the close of the event.

Requests for emergency assistance should be directed to Cobb Galleria Centre Public Safety or show security, which should immediately contact show first aid. Cobb Galleria Centre Public Safety should be informed immediately of all accidents reported either directly or indirectly to first aid. Cobb Galleria Centre is responsible for all emergency ambulance activities and dispatch. The first aid contractor must notify Cobb Galleria Centre Public Safety of a medical situation requiring emergency dispatch. The first aid phone number is 770-989-5219.

Cobb Galleria Centre does not pay for any doctor or hospital expenses. Any inquiries for claims should be directed to show management and Cobb Galleria Centre.

Floor Plan Approval Process:

Non-Exhibit Events

Planning information for non-exhibit events is due to the event coordinator at least 21 days prior to the event.

Exhibit Events

- Initial Plans must be submitted to the event coordinator at least six (6) months prior to show date. The final floor plan, if different from the initially submitted plan, must be re-submitted twenty-one (21) days before scheduled move-in. Four (4) blueprint copies of the show floor plan are required. The event services manager will review and approve the plans prior to forwarding them to the Cobb County Fire Marshal. Please note that the fire marshal will not approve any modifications to the floor plans within 14 days of the event date.
- All floor plans should have the following clearly indicated:
 1. Name and date of event, show type, square footage and dimensions of area
 2. Floor plan developer, date of initial drawing and subsequent revisions
 3. All exits labeled in red
 4. Size and total number of booths
 5. Height and location of any draping utilized to reduce the space. Note any open flames and/or cooking occurring on the show floor.
 6. Location of any gas lines
 7. Location of any vehicles
 8. Location of bone yard
 9. Location of registration counters
- Guidelines for acceptable floor plans include:
 1. All points of ingress and egress should have a minimum of 10-feet clear space on all sides.
 2. All cross aisles must be a minimum of 8-feet wide.
 3. All perimeter aisles must be a minimum of 10-feet wide.
 4. A person shall have to travel no more than 200 feet to an exit.
 5. Dead end corridors should be no longer than 20 feet.
 6. All fire-hoses, extinguishers and standpipe cabinets must be kept clear of obstructions and cannot be blocked at any time.

7. No visual and/or physical obstructions to fire exit doors are permissible.
 8. Building graphics, restroom and storage areas must not be blocked.
 9. When concession stands are in use, a minimum 20-foot aisle must be maintained in front of concession stands.
- All requests for variances of code must be submitted in writing to the Cobb Galleria Centre. After review, the requests will be sent to the fire marshal for final authorization and approval.
 - All floor plans must include the specification sheets and authorization forms for any cooking, heating and gas lines.

Food and Beverage Service: Cobb Galleria Centre is the exclusive provider of food and beverage services; however, exposition sponsoring organizations and/or their exhibitors may distribute sample size food (bite size) and/or non-alcoholic beverage products (4 oz. container) with written authorization by the Centre. The items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.

Ground Transportation Services:

- Hotel and airport shuttle van services must pick-up/drop-off in the designated area outside the rotunda entrance. Staging vehicles in that area is prohibited.
- All other bus services must pick-up/drop-off at the east concourse entrance to the Cobb Galleria Centre and follow the following guidelines:
 1. Parking shuttle buses or other vehicles on sidewalks or grassed areas is strictly forbidden, and staging buses or other vehicles on the property is prohibited.
 2. Cobb County Police and Childress Klein Properties regulate roads and curb lines in the area surrounding the facility, and staging buses, taxis, vans, trucks, or limousines is prohibited.
 3. Signage for shuttle bus stops may be temporarily installed for events with advance approval from the Centre.
 4. For all shuttle bus services, a supervisor is required during all hours of operation at the termination area. Any service using five (5) or more vehicles should have a minimum of one (1) security officer hired to assist in all vehicular and pedestrian traffic control on the public streets.
 5. Shuttle times, dates and number of buses must be provided to the event coordinator.
 6. A written plan of operation, incorporating all of the above items, must be submitted to the event coordinator at least thirty (30) days in advance.
- Taxicabs are available on an as-needed basis. Please inform the concierge when a taxicab is needed, and he/she will arrange for pick up in the rotunda area.

Helium Balloons: Helium balloons may not be distributed inside the building. Exceptions may be considered when balloons are used for event decorations. All authorized balloon displays should be inflated prior to arrival or inflated on the loading dock.

High Security Locks: Cobb Galleria Centre has the capability to convert rooms to high security status by re-coring the stand locks. This service is recommended for any areas in which valuable products or other materials will be stored.

Inventory: When Cobb Galleria Centre's equipment inventory has been depleted, it is the lessee's responsibility to rent additional equipment from a service contractor or an outside vendor.

Loading Dock Parking: Parking at the loading dock or east lot is restricted to authorized personnel only. Dock passes may be issued on a limited basis through your event coordinator. Vehicles must display the dock parking pass on the dashboard and must comply with all customary parking regulations or be subject to removal at the owner's expense.

Marquee: An outdoor marquee that lists Cobb Galleria Centre events is available free of charge for events in the exhibit halls, ballrooms and the Gallery. Only informational messages related directly to the event are allowed and are limited to one screen (three lines of approximately 10 characters) with a two second display. The

Centre does not allow advertising messages, phone numbers, ticket prices, proper names, "free" announcements or web site addresses. Events are posted on the marquee only on the day(s) the event actually is taking place; therefore, it is not necessary to include a time, day or date. Additional time or space may be available for a fee. Please contact your event coordinator regarding all marquee requirements. Message, placement and frequency of message is subject to approval by the Centre.

Move-In and Move-Out: Cobb Galleria Centre has five points of entry, which are restricted to certain types of move-in/move-out. Service contractors and production companies must enter the building through the back loading dock via Galleria Parkway. Exhibitors must use the back loading dock via Galleria Parkway or Hall D roll-up doors at the east entrance, if authorized. Meeting room/ballroom clients may utilize the doors in the rotunda or east entrance for the move in and out of small amounts of materials/exhibits. Materials may be transported through the rotunda entrance or east entrance by hand, cart or rolled luggage/carrier with no more than two wheels. **Please note that off-loading in front of the doors in either location is prohibited.**

Cobb Galleria Centre has 12 dock bays and one roll-up door. Three dock bays are assigned to each exhibit hall unless there is a concurrent ballroom move-in, and then the number is decreased to two. The public safety manager will coordinate the assignment and dock activities with the service contractors/freight managers, and the event coordinator will inform the client of the dock bay assignments. Limited staging is available in the following areas with advance written approval:

- Cobb Galleria Centre marshaling yard on Galleria Parkway or Galleria Lane
- East Lot for personal vehicle staging only

VERY IMPORTANT: The responsibility of marshaling the trucks to and from staging sites belongs to the client/service contractor/production company.

A dock marshal may be required to assist with the management of the dock area, and additional fees may apply. Please contact your event coordinator for additional staging options.

All service contractors and exhibitors must follow the following rules while utilizing the dock:

- Store empty cases and containers on the trailer(s)
- Do not stage trucks/personal vehicles in the loading dock area, Galleria Parkway or any unauthorized area
- Remove bone yard trucks from the property
- Do not double-park vehicles in the loading dock area, park crew vehicles in the dock area, block fire lanes, load or unload from lanes or park in the restricted (permit) area along the retaining wall
- Remove vehicles as soon as loading or unloading is complete
- Keep ramp leading down to the loading dock free from parked cars or trucks
- Limit loading and unloading of personal vehicles to the 17 spaces allotted along the retaining wall and limit to 15 minutes
- Remove motorized equipment (scissor lifts, snorkel lifts, forklifts, etc.) at completion of show
- Remove propane tanks from halls/ballrooms (no storing)
- Remove propane tanks if staging forklifts in an inside designated bone yard
- Follow the safety regulations outlined below:
 1. Forklift drivers must be certified and show credentials
 2. Forklifts must have backup alarms
 3. Forklifts must be driven slowly and safely – pedestrians ALWAYS have the right-of-way
 4. Trailers loaded and unloaded by forklifts must have their wheels chocked
 5. Propane canisters (empty or full) must be stored in an upright position in the secured area on the retaining wall
 6. Forklifts may not be used to lift trailers if they are stuck or hung up – a tow truck must be called
 7. Personnel must employ all regulations as outlined in Life Safety 101

Flooring in the facility must be protected from damage caused by crates, dollies, hand trucks, equipment, etc. by installing a layer of carpet shield during move-in, show days and move-out. The Centre will provide carpet shield for all ballroom events that utilize a production company, and the lessee will be assessed an additional fee. Additionally, the carpet shield must remain in place as long as there is equipment/freight on the carpet. For unusually heavy items, additional measures such as plywood sub flooring may be required.

No crates may be stored in any area of the building or on the dock. Bone yards in leased space must be approved in advance through the event coordinator.

All doors at points of freight entrance and exit from rooms must be covered (cloth, plywood) to protect the panic hardware, locking devices and painted surfaces.

Motorized Vehicles: Motorized vehicles, forklifts, gas or electric carts, bicycles, and similar equipment may not be operated on any carpeted area of the Centre.

OSHA Compliance: Compliance with OSHA regulations is the responsibility of the lessee and their contractor. OSHA mandated personal protective equipment must be utilized at all times (i.e. full body harness for boom/snorkel lifts).

Planters and Furniture: Planters, furniture and other Cobb Galleria Centre equipment may not be moved or repositioned without prior authorization.

Public and Common Areas: Public and common areas of the Centre are generally not considered contracted space and are not under the lessee's control. Facility management must take into consideration other events utilizing the facility simultaneously. All activities utilizing such space for registration, displays, special events and breaks must be approved in advance by the Centre. Additional fees may be incurred if public space is used for revenue-generating exhibits.

Public Ticket Sales: Lessee is responsible for all required licenses and payment of all admission taxes required by the government. Lessee is required to have tickets printed by bonded printing firms and shall submit a certified manifest of all tickets printed to the Centre prior to placing tickets on sale. A final statement shall be submitted upon the show closing. Show management shall provide one hundred (100) complimentary tickets for exhibit hall events to the Centre for its exclusive use.

Pyrotechnics: The use of pyrotechnics is strictly regulated by the Cobb County Fire Marshal, and facility rules and regulations are designed to ensure safety for all attendees and workers as well as protect the facility. The National Fire Protection Association (NFPA) Code 1126 shall be referenced as an overall guideline for such activities subject to additional requirements described below:

- The use of pyrotechnics within the facility shall be approved in advance by the Centre. The lessee is directly responsible to the Cobb Galleria Centre for all pyrotechnics within the facility.
- The pyrotechnics contractor shall hold a valid federal license for use of low explosives from the U.S. Department of the Treasury-Bureau of Alcohol, Tobacco and Firearms. A copy of this license shall be provided to the event coordinator.
- The pyrotechnics contractor shall apply for, and comply with, all permits and requirements of the Cobb County Fire Marshal's Office and shall provide copies of approved permits with submittals.
- In addition to the requirements of the Cobb County Fire Marshal and Cobb Galleria Centre, the pyrotechnics contractor shall prepare and submit five copies of a complete description of the pyrotechnic activity as follows:
 1. Scale plot showing exact location, number and type of devices
 2. Narrative of program including schedule of activities, number of certified pyrotechnic operators on duty and locations
 3. Protective materials and equipment for workers, attendees and building furnishings
 4. Location and number of fire extinguishers provided for activity
 5. Schedule for performing pre-event pyrotechnic test
- The pyrotechnics contractor shall provide certifications on materials and products used in the pyrotechnic display affirming absence of hazardous gases and materials.

- The pyrotechnics contractor shall contact the Cobb Galleria Centre event coordinator thirty (30) days in advance of the event to coordinate special requirements of the building's heating/air conditioning and fire alarm systems. Lessee will be invoiced for additional Cobb Galleria Centre personnel required for this activity at the labor rates shown on the "Equipment - Labor - Special Services" rate sheet, which is available from the event coordinator.
- The pyrotechnics contractor shall provide a current certificate of insurance for review by Cobb Galleria Centre two (2) weeks in advance of the event. The certificate shall be issued for \$5 million in liability by a carrier recognized by the State of Georgia. It shall name the lessee, Cobb-Marietta Coliseum and Exhibit Hall Authority and the Cobb County Fire Marshal as additional insured and as certificate holders.

Registration Space: Reasonable space may be provided for registration purposes and must be approved in advance by the Centre. Floor plans for usable space are available upon request.

Rigging:

- All exhibit booth signs, banners, booth ceilings or canopies, lighting grids or other exhibit related equipment should be free standing and floor supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by the Centre and installed by the service contractor.
- Plans and specifications for all proposed rigging installations shall be submitted to the event coordinator for approval at least fourteen (14) days in advance of the event. If necessary, the Engineering Department will assist the appointed contractor in pre-event site inspections to determine the most practical approach to rigging in these rooms. Rigging plans must show attachment details to the building and weight per point.
- Requests for exceptions and approvals must include a description or drawing of the item(s) to be hung, proposed method of installation, location of hanging points, total weight of the item(s) and any other pertinent technical information.
- For unusual items and installations or items weighing more than 500 pounds, the use of spreader beams may be required. Bridles, with the exception of in-line bridles, are prohibited.
- Cobb Galleria Centre may prohibit the installation of any item(s) not approved in advance.
- Only qualified personnel shall perform rigging installations.
- All rigging to pre-engineered or approved hanging points will be in accordance with the approved rigging plan submitted prior to the event.
- All rigging shall be performed in a safe manner utilizing proper tools, equipment and safety devices (including personal protection equipment).
- All lifts utilized at Cobb Galleria Centre shall be in safe operating condition, and all safety devices (outriggers, etc.) shall be in place prior to use.

Shipping and Receiving: Staff is available for a fee Monday through Friday from 6 a.m. to 6 p.m. to assist with the shipping and receiving of documents or packages.

Exhibit hall freight/packages shipped to or from the Cobb Galleria Centre will be delivered directly to the service contractor during the lease period. Advance shipments will not be accepted by the facility.

Meeting and ballroom freight/packages will be accepted no earlier than 72 hours (3 business days) prior to the scheduled event and will be returned to sender C.O.D if received earlier. Packages up to 150 lbs. gross weight will be accepted and stored in a secure area. The package may be picked up or delivered to the meeting location on the day of the event. Ship packages to Two Galleria Parkway, Atlanta, GA 30339. Please complete the Shipping Notification Form available on the Cobb Galleria Centre web site, and attach it to the package. At a minimum, please include the group name, date of function, meeting room location and booth number (if applicable).

To ship packages from the Centre, please contact the Public Safety office via in-house phones at extension 5065. Street addresses are required for shipping, and the account number and carrier must be identified on the shipping label.

Signage: All signs/graphics in public areas, meeting rooms or ballrooms must be custom created and measure 22" x 28". For meeting room and ballroom events, the Centre can create a sign for a minimal charge. Please coordinate this in advance with your event coordinator.

Exhibitor signs, banners and other forms of advertisement are limited to the exhibit halls. No exhibitor advertisement will be permitted in public areas without the written approval of the Cobb Galleria Centre.

Sign locations for the lessee are limited to the following areas: the top of the escalators and stairs, the concourse and pre-function areas and outside of contracted rooms. Signs are prohibited in the rotunda area unless written approval from the Centre is received in advance. Labor and equipment charges associated with hanging of signs and banners may apply.

Event signs, banners, graphics and aisle signs may be installed in exhibit halls through the service contractor. These signs are subject to review and approval by the Centre. Signs or decorations may not block permanent facility graphics and may not be attached to any building structure. Hand-written signs are not permitted.

Smoking: Cobb Galleria Centre is a non-smoking facility.

Soliciting: Soliciting of any kind is prohibited on the premises.

Stage Risers/Staging: Cobb Galleria Centre maintains an inventory of portable staging units 6' x 8' and 8' x 8' in dimensions. Risers/staging are available upon request and are subject to inventory. A fee may apply.

Tape: Lessee and its service contractor are responsible for the removal of tape, tape backing and tape residue marks on the facility floor and equipment.

Telephone Service for Consumer Shows: Consumer shows are required to have phone service and staff to accept phone calls from move-in through move-out. Cobb Galleria Centre office phones are reserved exclusively for Cobb Galleria Centre business. The Cobb Galleria Centre number may not be published as an official show or convention telephone number.

FREQUENTLY CALLED NUMBERS

Accounting770-989-5013770-989-5096 (fax)
Administration770-989-5001770-955-7719 (fax)
Business Office770-989-5043	
Communications770-989-5016770-989-5222 (fax)
Concierge770-989-5030	
Engineering770-989-5016770-989-5222 (fax)
Event Services770-989-5026770-989-5208 (fax)
First Aid Room770-989-5219	
Food & Beverage770-989-5022	
Meetings Express770-989-5022770-955-7719 (fax)
Public Safety770-989-5065	
Public Safety (24 Hours)770-989-5098	
Sales770-989-5004770-955-7719 (fax)
Shipping/Receiving770-989-5092	
Signs770-989-5092	
Tech Rentals770-989-5043770-989-5046 (fax)

