

## Guidelines

- ◆ **Nothing** may be affixed to the walls. This includes using painter's style tape or Post-It easel paper.  
  
For your convenience, meeting rooms in the conference center have fixtures that hold large easel paper.
- ◆ No cooking is allowed in the catering kitchen or in meeting rooms.
- ◆ If your firm chooses to use a caterer other than those recommended by AGC Georgia, and they will be onsite serving food and/or drink during your event, you are required to provide association with a copy of the caterer's license and insurance.
- ◆ The center is available for rental on Saturday and Sunday. An additional \$35 per on-site hour will be added to the rate of your event.
- ◆ Additional \$35 per on-site hour will be added to your rate if center is used prior to 7:00 am or after 4:30 pm on Monday-Friday.
- ◆ A \$250 security deposit is required from all parties. It will not be returned in the event the center is not cleaned properly after use or damages occur during use.
- ◆ Caterer and your representatives are responsible for placing all trash (including left over food and drink) in trash cans at end of event. It is very important no food is left in the catering kitchen refrigerator.



## Associated General Contractors of Georgia, Inc.

AGC Georgia is a statewide trade association that is a Chapter of The Associated General Contractors of America, Inc. (AGC of America). Our members represent over 500 of the top general contractors, residential/light commercial builders, construction managers, design builders, municipal-utility contractors, heavy and highway contractors, specialty contractors, service providers, and suppliers comprising the state's commercial construction industry. Since 1928, we bring a strong, influential and single voice to the industry.

### Hotels in AGC Georgia Office Park *just two blocks from Conference Center*

Courtyard by Marriott/ Windy Hill  
2045 South Park Place  
770.955.3838

Doubletree Hotel Atlanta NW/Marietta  
2055 South Park Place  
770.272.9441

### Do you have additional questions? Want to schedule a site visit?

Please contact Cherri Watson, Director, Safety, Education and Workforce Development at 678.298.4104 or watson@agcga.org.

## AFFORDABLE CONFERENCE CENTER AMENITIES



## conference center guide

### KEY AMENITIES

Audio/Visual Equipment  
Wireless Connectivity  
Catering Facilities  
Abundant Parking  
Choice of Room Set-Up

## ASSOCIATED GENERAL CONTRACTORS OF GEORGIA, INC.

### Conference Center

1940 The Exchange  
Atlanta, GA 30339

*Just off Windy Hill Road at I-75*

678.298.4100

[www.agcga.org](http://www.agcga.org)

**ONLY AVAILABLE TO AGC GEORGIA MEMBERS!!**

## Accommodations Per Meeting Space

### ♦ Augusta Room

Classroom - 50 people  
Theater - 60 people  
Rounds - 35 people

### ♦ Blue Ridge Room

Classroom - 25 people  
Theater - 30 people  
Rounds - 20 people

### ♦ Columbus Room

Classroom - 50 people  
Theater - 60 people  
Rounds - 30 people

### ♦ Columbus & Blue Ridge Rooms *Combined*

Classroom - 75 people  
Theater - 80 people  
Rounds - 50 people

### ♦ Board of Directors Room

20 seats

**NOTE ABOUT SET UP OPTIONS  
SHOWN IN LEFT COLUMN.**

**If guests are served a meal,  
please note, you'll need  
more space at each seat,  
thus the max for each room  
set up option should be  
reduced by approximately  
10 people.**

**Compared to hotel prices, AGC Georgia  
serves your needs at an affordable rate.**

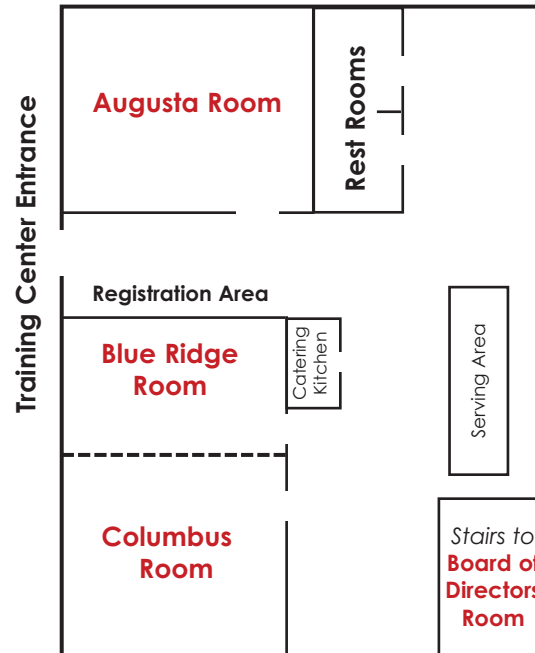
### AGC Georgia Member

#### ♦ Daily Rate (7:00 am - 4:30 pm)

Augusta Room	\$350
Blue Ridge Room	\$150
Board Room	\$125
Columbus Room	\$350
Columbus & Blue Ridge Rms	\$450

### Conference Center Floorplan

90 Parking Spaces in Front of Building



## Spaces Include...

### ♦ Augusta Room contains

- Lectern
- 5'5" x 9'6" stationary screen
- HDMI and VGA connection for A/V
- Wireless lavalier & handheld microphones
- Stand to hold flip chart
- Open Wireless Connection

*\*Your Choice of Seating Arrangement*

### ♦ Blue Ridge & Columbus Rooms each contain a

- Lectern
- 15' x 15' stationary screen
- VGA connection for A/V
- Wireless lavalier microphone
- Wired podium microphone
- Stand to hold flip chart
- Open Wireless Connection

*\*Your Choice of Seating Arrangement*

### ♦ Board of Directors Room contains

- Stationary oval table with rolling rocking chairs
- Movable 6' x 6' screen
- Movable projector
- Conference calling equipment
- Stand to hold flip chart
- Open wireless connection

**An Apple TV connector is available for use in any meeting room. Please notify AGC Georgia staff you will need access to the Apple TV when you book your meeting space.**