

Meeting Rooms and Hospitality Events

Meeting Rooms are available for staff meetings or staff training for exhibitors at the Georgia World Congress Center during International Woodworking Fair 2026. Exhibitors can apply for meeting room space by downloading and completing the **Meeting Room Application** found below. IWF Show Management will review the application and confirm reservation and room location by email. **Cost to reserve meeting room space is determined upon receiving application.** Payment is due within 5 business days from the date of the confirmation if required and there are no refunds.

In-Booth Hospitality Events must be scheduled and approved by IWF Show Management. Any hospitality event in a meeting room or in-booth where alcohol will be served cannot begin until the show closes at 5:30pm. Exhibitors can apply to hold an in-booth hospitality event by downloading and completing the **In-Booth Hospitality Event Application** found below. IWF Show Management will review the application and confirm approval by email.

Under no circumstances can ALCOHOL be served during show hours 8:30a-5:00p Monday – Thursday or 8:30a-2:00p Friday. Alcohol must be served after hours only.

The following guidelines apply for meeting rooms and in-booth hospitality events:

- 1) You must be an exhibitor in good standing to secure meeting space or schedule an in-booth hospitality event. Should you cancel your exhibit space, your meeting space or event will be automatically cancelled.
- 2) Meeting rooms are available on a limited basis. Room assignments are approved on a first-come, first-served basis.
- 3) Exhibitors must provide the purpose of needing a meeting room. Complimentary meeting rooms are used for staff meetings or staff training. IWF will provide a one-hour Pop-Up room at no cost for brief appointments with buyers to discuss confidential business or close a deal. The one-hour limit will be enforced. If more than one hour is needed, there will be an hourly charge of \$500. Daily rates are also available.
- 4) All food and beverages must be pre-ordered through Levy Restaurants for additional costs.
- 5) AV services must be pre-ordered through Pearson Technology.
- 6) Exhibitors must provide specific details for the in-booth hospitality event and a copy of the invitation. The invitation will be used for answering questions or directing people to look for your event.
- 7) All event guests must show badges and guests should be inside the hall at the close of the show. There are no in/out privileges for guests. Any guests found wandering the floor will be escorted out and off the show floor by security.
- 8) Depending on your booth size and number of guests, you are required to secure security for the duration of the event. IWF will determine the number of guards depending on the event size.
- 9) Security must be provided by Dupree Security.
- 10) Under no circumstances can ALCOHOL be served during show hours 8:30a-5:00p Monday – Thursday or 8:30a-2:00p Friday. **Alcohol must be served after hours only.** Exhibitors can have their own barkeeper to serve non-alcohol beverages only.
- 11) All additional charges related to your function, including but not limited to food and beverage and audio visual are your responsibility to pay directly to the vendor(s) involved. Vendor contact information will be provided when application is approved by email.
- 12) IWF has the right to approve or deny applications for meeting rooms and in-booth hospitality events.

Please direct questions and return application to Debbie Hulsey at debbie@iwfatlanta.com or call 404-693-8335.

Meeting Room Application

Company Name: _____ **Booth #** _____

Contact Name: _____ **Mobile #** _____

On-Site Contact: _____ **Mobile #** _____

Contact Email Address: _____

Purpose of Meeting:

Number Attending: _____ **Dates Room Needed:** _____

Actual Time(s) of Use: Start: _____ **Finish:** _____

Meeting Room Set-Up -- Please Check one:

Classroom ☐ *Theatre* ☐ *Banquet* ☐ *Hollow Square* ☐ *U-Shaped* ☐ *Conference* ☐

- 1) *No alcohol served until close of show each day at 5:30p.*
- 2) *Food and beverage served in the Georgia World Congress Center must be purchased through Levy Restaurants.*
- 3) *Audio Visual Services must be provided by Pearson Technology.*
- 4) *Security is required for all in-booth hospitality events and must be provided by Dupree Security*

IWF Only:

Location: _____ **Assignment/Confirmation** _____ **Assigned by:** _____

Notes: _____

In-Booth Hospitality Event Application

Company Name: _____ Booth # _____

Contact Name: _____ Mobile # _____

On-Site Contact: _____ Mobile # _____

Contact Email Address: _____

Purpose of Event: _____

Number Attending: _____ Dates for Event: _____

Actual Time(s) of Use: Start: _____ Finish: _____

Will Alcohol beverages be served: Yes ☐ No ☐

- 1) No alcohol beverages will not be served until close of show each day at 5:30p.**
- 2) Food and beverage served in the Georgia World Congress Center must be purchased through Levy Restaurants.**
- 3) Audio Visual Services must be provided by Pearson Technology.**
- 4) Security is required for all in-booth hospitality events and must be provided by Dupree Security.**

IWF Only:

Location: _____ Assignment/Confirmation _____ Assigned by: _____

Notes: _____
