EVENT PLANNING GUIDE

Los Angeles | CONVENTION CENTER

Managed By ASM GLOBAL

Polices, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to January 1, 2025. This Event Planning Guide and its contents are incorporated by direct reference in the License Agreement. Circumstances and operations not covered in these rules and regulations will be subject to interpretations, stipulations, and decisions deemed necessary and appropriate by the General Manager of the Los Angeles Convention Center.

VENUE SHIELD

TABLE OF CONTENTS

EVENT PLANNING GUIDE | 5

FACILITY GUIDELINES | 22

- 5K Run
- Adhesive Graphics
- Aerial Drones
- Airwall Movement
- Biomedical Specimens
- Cannabis / CBD / Hemp
- Catwalk Access
- Changeovers
- Cleaning
- Covered Areas
- Digital Reader Boards
- Event Insurance
- Event Security
- Fire Life Safety
- Floor Plans
- Floor Protection
- Food & Beverage
- Hazers & Lasers
- Helicopter Landing
- Magnetometers
- Media Guide
- Medical Staffing
- Moving Vehicles
- Parking
- Private Drives
- Radio & Repeater Use
- Rigging / Suspending Lights
- Satellite Trucks
- SDS – Industrial Materia
- Set-Up: Exhibits
- Set-Up: Meeting Rooms
- Staging
- Tape Use
- Temporary Structures
- Union Labor
- WiFi / Internet Service

RESOURCES | 88

- Authorized Contractors List
- Equipment & Labor Rates
- Equipment Specifications
- Event Expenses Checklist
- Local Suppliers
- Floor Plans
- Space Specifications
- Sustainability Guide
- AV Contractor Application
- Smart City WiFi Options

Los Angeles | CONVENTION CENTER

Managed By ASM GLOBAL

VENUE SHIELD

EVENT PLANNING GUIDE

Los Angeles CONVENTION CENTER

Welcome to the Los Angeles Convention Center (LACC). This Event Planning Guide has been created to help you get familiarized with our facility, policies, procedures, rules and regulations which are critical as you plan your event at our venue. This guide will also introduce you to the LACC team who will assist you with executing the logistical aspects of your event to ensure an exceptional experience at the Center.

Please share this guide with contractors/vendors and use it as a reference tool as you develop rules & regulations for your exhibitors and sponsors.

FACILITY INFORMATION

The LACC is one of the most efficiently designed and technologically advanced convention and exhibition facilities in the nation. This premier event venue is owned by the City of Los Angeles and operated by AEG Facilities. It attracts more than 2.5 million trade and public show visitors annually. The LACC complex is comprised of two state-of-the art buildings, the West Hall (opened in 1971) and the South Hall (expanded in 1993). The LACC is located in heart of LA's thriving downtown district where the 110 and 10 freeways meet and has convenient access to public transportation, including Metro Link and Metro Rail. Incorporated into the LA Live entertainment campus, the LACC is at the center of LA's cultural landscape and nightlife, with some of the city's iconic museums, theatres, concert venue, sports arenas, music centers and dining destinations just outside its doors. Our Center is located just 17 miles from the Los Angeles International Airport (LAX) and 15 miles from the Burbank Airport.

FAST FACTS

Did you know that the Los Angeles Convention Center …

- Sits on 54 acres of land: 2,352,240 sq. ft. (The size of approximately 40 NFL football fields)
- Has 5,600 convenient parking spaces, within three garage structures
- Boasts 867,000 sq. ft. total exhibit hall & meeting room space, incorporated within 5 exhibit halls totaling 720,000 sq. ft. and 64 meeting rooms totaling 147,000 sq. ft.
- Has 4.2 million sq. ft. total facility space
- Is one of the most technologically advanced convention and exhibition centers in the world
- Attracts 2.5 million visitors annually and is renowned internationally as a prime destination for conventions, trade shows, exhibitions, and business meetings
- Is designed with emerald-teal twin tower by Gruen Associates / Pei, Cobb, Freed & Partners
- Is recognized as a City of Los Angeles landmark
- An integral economic component to the Southern California area, generating economic benefits through attendee direct and indirect spending and sustaining over 12,500 local jobs.
- Became the first U.S. convention center and first Los Angeles City building of its age and size in the U.S. to be awarded the highly sought after Gold Level certification in Leadership in Energy and Environmental Design for Existing Buildings: Operations & Maintenance (LEED-EB O&M) awarded by the U.S. Green Building Council (USGBC)
- With 2.58 megawatts of solar panels onsite, the LACC is the largest solar arrange on a municipally owned convention center in the United States.
- Is the proud recipient of numerous prestigious industry awards including the Planner's Choice Awards presented by *Meeting News* and the Prime Site Awards from the *Facilities and Destinations* magazine.
- Recognized by the American Heart Association as a community partner for the center's commitment as a leader in emergency response chain of survival programs

CONTACTING US

The Los Angeles Convention Center is located at 1201 South Figueroa, Los Angeles, CA 90015. Our main administration office line is 213.741.1151 and we can be found online at www.lacclink.com.

Sales/Booking	213.765.4665
Event Services	213.765.4656
Taste of LA by Levy	213.765.4480
Encore Event Technologies	213.765.4625
Smart City	213.765.4647
Edlen Electrical	213.765.4676
Business Services Center	213.765.4210
Building Security – 24 hours	213.765.4605

EVENT PLANNING CHECKLIST

Please use this checklist to help with the planning, coordination and implementation of your upcoming event.

18-12 MONTHS PRIOR

- ☐ Schedule a site visit with your Sales Manager to review and finalize required space.
- ☐ License agreement is issued by your Sales Manager.
- ☐ Sign and return license agreement with the initial deposit by due date.
- ☐ An Event Manager is assigned to your event.
- ☐ Obtain copy of the LACC Event Planning Guide and review with your Event Manager.
- ☐ Review the Center's Authorized Contractors List and advise your Event Manager of the designated general service contractor and electrical contractor.
- ☐ Review the LACC Expenses Guide to help with planning your event's budget.
- ☐ Provide your Event Manager and LACC Fire Marshal with the initial draft of the exhibit floor plan to begin selling booth space.

7-11 MONTHS PRIOR

- ☐ If your event has an expected daily attendance of 1,000 or more, discuss LAPD and/or LA City Department of Transportation (LADOT) staffing requirements with your Event Manager.
- ☐ Begin to coordinate audio visual, internet and telecom needs.
- ☐ Obtain menus and begin to coordinate F&B needs with your Taste of LA Catering Sales Manager.
- ☐ Provide your Event Manager with the first draft of event specifications, room sets and program agenda.
- ☐ Obtain necessary forms and guidelines for your exhibitor kits from your Event Manager.
- ☐ Schedule a site tour with Event Manager.
- ☐ Contact state, county or city entities regarding required permits and licenses as applicable.

3-6 MONTHS PRIOR

- ☐ Send revised and updated exhibit floor plans to the LACC Fire Marshal and Event Manager.
- ☐ Send floor plans of proposed use of lobby areas and requested event marketing locations.
- ☐ Begin to finalize food & beverage requirements with your Catering Sales Manager.
- ☐ Choose your event security contractor and begin to develop the security plan with your Event Manager.
- ☐ Coordinate small items shipping/receiving copying needs and signage printing with Image Quest.
- ☐ Review the Center's Authorized Contractors List and provide Event Manager of designated contractors for event security, medical services, cleaning and rigging.

1-2 MONTHS PRIOR

- ☐ Submit the event certificate of insurance. Include media liability coverage if you plan to film, broadcast or stream.
- ☐ Ensure all rental payments are current.
- ☐ Schedule a tie-down planning/production meeting with your Event Manager.
- ☐ Place order for internet and telecommunications with Smart City.
- ☐ Place order for audio visual needs with Encore Event Technologies (if applicable).
- ☐ Place order for parking passes.
- ☐ Provide list of rooms needing lock recore and keys.
- ☐ Submit final event security staffing and posting plan to the VP Security & Guest Services, including LAPD and/or LADOT staffing.
- ☐ Provide final event specifications, production schedules and program agenda/timeline.
- ☐ Schedule loading dock and private drive access with your Event Manager
- ☐ Review and approve final versions of floor plans with your Event Manager.
- ☐ Review and schedule room set changeover plan with your Event Manager.
- ☐ Obtain estimate of expenses from your Event Manager.
- ☐ Sign F&B contract, provide initial guarantees and deposit to your Taste of LA Catering Sales Manager.

2-3 WEEKS PRIOR

- ☐ Sign & return estimate of event expenses to Event Manager.
- ☐ Provide your Event Manager with updated final event specifications and room sets.
- ☐ Confirm catering guarantees with your Taste of LA Catering Sales Manager.

1 WEEK PRIOR & ON-SITE

- ☐ Submit payment for estimate of expenses to your Event Manager prior to move-in.
- ☐ Update your Event Manager daily with any changes or adjustments to event requirements.

ADHESIVE GRAPHICS

Use and placement adhesive graphics requires the advance approval of the Los Angeles Convention Center. Sample test patches are due to your Event Manager no later than (30) days prior to move-in. Adhesive material being used should leave little or no residue after removal. A list of recommended 3M adhesive/cling products is available in the Facility Guideline section of this guide.

AERIAL DRONES

Use of aerial drones (unmanned aircrafts and systems) is limited within the "four walls" of the Center and upon advance approval of the LACC fire marshal. Operation of aerial drones outside of the building requires appropriate Federal Aviation Administration (FAA) registration.

Upon approval, the use or demonstration of aerial drones is permissible in a designated area away from the general public, enclosed by netting or steel mesh (fly-zone area) and requires a City of Los Angeles Special Fire Permit. Licensee is required to provide a floor plan indicating the fly-zone area and a full detailed plan of the aerial drone operation in advance for review and approval.

AIRWALLS

West Halls A/B and South Halls G/H/J/K are fitted with operable airwalls and the initial placement is set without a labor charge as contracted in the License Agreement. Customized airwall configurations and strike/re-set of airwalls throughout a show requires significant labor, appropriate change time and some degree of safety considerations and as such will be subject to a labor fee.

AISLES

Floor plans submitted must incorporate minimum aisle width requirements and are subject to the approval of the Fire Marshal. West Hall, South Hall and Kentia Hall must have 10' wide aisles, 15' perimeter aisles and a 20' wide cross aisle. Petree and Concourse Hall must have 8' wide aisles, 10' perimeter aisles and a 10' wide cross aisle. Meeting rooms must have 4'-6' wide aisle. Please refer to the Fire Safety Guidelines section of this Event Planning Guide for complete details on aisle and perimeter requirements.

AMERICAN WITH DISABILITIES ACT (ADA)

The LACC is in compliance with the Americans with Disabilities Act of 1990 as it relates to permanent facility access accommodations such as, but not limited to, wheelchair ramps, elevator standards, door width standards, parking and restroom accessibility. Service animals are welcome in all areas of the facility where the public is normally allowed to go.

Licensee is responsible for all non-permanent accessibility requirements related to the event they are producing such as, but not limited to, seating accessibility, wheel chair access and auxiliary aids for visually and hearing impaired and mobility.

Our venue has Access Paratransit drop off points on our property. Access Paratransit can be reached at (800) 883-1295 or TTY at (800) 826-7280.

- #4080 is located on Pico Drive
- #4081 is located on Gilbert Lindsay Drive
- #4082 is located on Pico Blvd at the exit to Gilbert Lindsay Drive

ANIMALS

Use or display of non-ADA service animals is allowable within contracted space with a permit from the City of Los Angeles Animal Services. Licensee is responsible for complying with specific rules and regulations governing this and the permit process. The Center may require additional requirements and staffing, including but not limited to, increased liability insurance and event staffing for exotic animals or proposed use of the animals.

In compliance with ADA, the Los Angeles Convention Center welcomes service animals in all areas of the facility where the public is normally allowed to go.

ATM MACHINES

There are six ATM machines located throughout the Center. Two are located in the West Lobby, one is located in the Concourse Corridor next to the Business Service Center and the remaining three are located in the South Lobby.

Licensee may utilize any ATM contractor to provide additional units within contracted space; however, the LACC has exclusivity on any ATM units in non-contracted, public areas.

AUDIO VISUAL

The LACC is proud to have Encore as the venue's preferred audio visual partner. Encore is exclusive on house sound, light systems and non-exhibit rigging in Petree Hall and Concourse Hall.

Licensee may opt to utilize their designated contractor to provide audio visual services. LACC requires that all audio visual contactors be registered with the venue and provide appropriate certificate of insurance. Patching to house sound by an outside audio visual contractor is strictly prohibited.

Please contact your Event Manager to determine the most optimal audio visual equipment placement in your meeting space and to register your audio visual contractor. For additional information on audio visual services, please contact Encore 213.765.8619.

AUTHORIZED CONTRACTORS

For any proposed scope of work in the following, service must be provided by a contractor on the LACC authorized list. There are no exceptions to this without prior approval by the VP Event Services.

- General Service Contractor
- Electrical/Utilities
- Event Security
- Rigging (Exhibits & Production)
- Cleaning Services
- First Aid/Medical Services

Licensee is welcome to contract all other (non-exclusive) services through a designated contractor of their choice. Licensee's audio visual vendor must provide the LACC a general liability certificate of insurance (COI). Please check with your Event Manager on COI requirements, including additional insureds verbiage.

Please refer to the section on Exclusive Services in this guide. Exclusive services are solely provided by the LACC.

Please visit www.discoverlosangeles.com or see your Event Manager for a list of local suppliers providing services not listed in the LACC authorized list.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The LACC is recognized as a model facility for defibrillation by the American Heart Association. Automated External Defibrillators are strategically installed throughout the facility in public spaces easily recognizable by the bright blue LED bulbs with the letters "AED." These devices enable the general public to provide immediate care while trained LACC staff responds simultaneously to assist. Advanced life support paramedic units and California Hospital are located only a few blocks away.

Licensee's event medical service contractor is required to be equipped with AED units at each first aid office utilized and medical personnel on duty must be certified by LA County EMS.

BAG / LUGGAGE CHECK

Bag and luggage check service is available through the LACC Business Services Center. Please contact our Business Services Center at 213.765.4210 for details.

BALLOONS

To mitigate damage to the Center's life safety laser detectors and air handlers, helium-filled balloon are not permissible in West Halls A/B, South Halls G/H/J/K and lobby areas. In Petree Hall, Concourse Hall and meeting rooms, gathered helium balloons are allowed provided the bouquet is tethered and weighted. Mylar balloons are not allowed in all cases. Licensee is responsible for any labor required to remove released balloons.

BIOMEDICAL SPECIMENS

The Los Angeles Convention Center is prepared to host medical/nursing and biotech conventions and can accommodate the unique educational setting inherent in these types of meetings. Use of human or animal tissue is allowable as outlined in the Biomedical Specimen facility guidelines of this guide. Licensee assumes full liability for the responsible handling, cleaning and disposal of biomedical and biohazard elements.

BULK TRASH REMOVAL

Licensee is extended one (1) complimentary 40-yard trash container (4-ton maximum) for each exhibit hall section (West Hall A/B and South Hall G/H/J/K) contracted in the License Agreement. Additional bulk trash removal required to accommodate event-produced trash is billable per container at the prevailing rates.

To heighten efficiency (and reduce cost to Licensee), Licensee's cleaning contractor is encouraged to maximize loads by ensuring loose materials are compacted and waste is properly deposited in trash receptables. The Center is a LEED-certified venue and all cleaning contractors are required to comply with the Center's recycling and waste sorting practices. Please refer to the Sustainability Guide section for full details.

BUSES / TRANSPORTATION OPERATIONS

Buses and other transportation programs may be operated at one of the private drives based on availability. The LACC private drives (Gilbert Lindsay Plaza, Figueroa Drive and Pico Drive) are considered shared, public space among all events booked at the Center. LACC security staffing is required at each access gate any time the private drives are in use. In certain instances, the LACC may also require a traffic controller to be staffed to safeguard public safety. LACC staffing of private drives are billable to Licensee.

LOCATION	CAPACITY (*)
Gilbert Lindsey Drive	(60) buses
Figueroa Drive	(70) busses
Pico Drive	(70) busses

(*) Capacity subject to change based on actual use of the private drives.

Private drives may be used exclusively for events. Please contact our sales department for daily rental rates.

BUSINESS CENTER

The LACC Business Center is located in the Concourse Hall corridor next to the vending machines and is operated and managed by Image Quest Plus, an LA-based business services company. Services available include copying, printing, faxing, scanning, banners/signs, small package shipping and receiving, office supplies. Image Quest Plus will work directly with Licensee to customize hours of operations ideal for events.

The LACC Business Center can also offer luggage and coat check services at a nominal fee. Please contact the LACC Business Center at 213.765.4210.

CABLE TELEVISION

Cable television (RF) access is exclusively provided by Smart City at the LACC. For cable runs (CATV/satellite), installations, distribution and connections related to cable television services in exhibit halls, meeting rooms, offices and all contracted space, please contact Smart City at 213.765.4647.

CANNABIS / CBD / HEMP

The Los Angeles Convention Center is home to many successful cannabis industry tradeshows, consumer shows and meetings. Such events are required to execute an addendum with the Use License Agreement agreeing to specific terms and conditions related to the event, including but not limited to additional event security staffing and LAPD/LAFD requirements.

The Los Angeles Convention Center will strictly enforce the following in accordance to California State law (CA Health & Safety Code § 11360 HS).

- Consumption of marijuana or cannabis products will not be allowed within contracted space, loading docks or public areas.
- The Los Angeles Convention Center is a non-smoking facility (LAMC § 41.50). This includes smoking and vaporizing of any tobacco and non-tobacco products. This extends to, but not limited to, the use of hookahs, electronic cigarettes and vape pens.
- The Los Angeles Convention Center is not a licensed dispensary establishment; therefore, retail sale, trade and sampling of certain cannabis-related products is not allowed.

The display, sale or sampling of any consumable (edible/ingestible) CBD products and/or cannabis-derived CBD products is strictly prohibited. Industrial hemp-derived, topical (non-ingestible) CBD products are allowed for sale or sampling, provided that exhibitor is properly registered with the City of Los Angeles Department of Cannabis Regulations (DCR) and products are labeled in accordance to California AUMA Business and Professions Code. Licensee must advise the LACC of all exhibitors and /vendors expected to offer CBD or hemp products no later than two (2) weeks prior to move-in.

CATWALK ACCESS

The Los Angeles Convention Center has an intricate system of catwalks above West Halls A/B and South Halls G/H/J/K that can assist with a wide variety of production and suspension activities. The Center's main priority in providing access to the catwalks is safety and security for contractors, Licensee staff and venue staff.

LACC authorized contractors may check out and return a catwalk access key at Security Command daily as necessary. Audio visual companies and production houses needing access to catwalks must coordinate through the Licensee's designated electrical contractor and must always be escorted. Alternatively, with a minimum two-week advance notice, Licensee may schedule an LACC security officer to escort and provide catwalk access to contractors at the prevailing hourly rate (4-hour minimum call is required). A fee of $2,000.00/key applies for any unreturned or lost catwalk access keys.

CHANGEOVERS

Rental of meeting rooms includes the initial room set-up (theatre, classroom, banquet, u-shape, hollow-square and conference with standard head table sets) at no charge. This initial room set also applies to Concourse Hall and Petree Hall, when used for non-exhibit events. Banquet rounds with linen are also included in the initial room set if space is being used for a full-service catered meal function.

Room set changes requested after the initial set are subject to a changeover fee equal to the 50% of the prevailing rental of the room being changed. This fee applies to each time a room set change is requested. The changeover fee is waived for room sets requested going to or from a full-service catered meal function.

A schedule of changeover fees is outlined in the Facility Guidelines section of this Event Planning Guide.

CLEANING / HOUSEKEEPING

The LACC is committed to maintaining an attractive and clean facility to be enjoyed by Licensee, exhibitors, vendors and visitors. Contracted space is turned over to Licensee under a "clean hall to clean hall" policy. After the license period, any labor required to return contracted space back to the same condition as is move-in is billable to Licensee at the prevailing rates.

LACC cleaning is responsible for the pre-show, during show, and post-show cleaning of public areas including parking garages, lobbies, corridors and restrooms. We also offer end-of-day cleaning of all breakout meeting rooms and midday refresh service based on programming timeline provided. Additional cleaning service requested in these areas can be provided based on programming and labor availability at the prevailing hourly rate.

Licensee holding events in exhibit halls must employ a cleaning contractor from the LACC-authorized contractors list. This also includes Petree Hall and Concourse Hall when these areas are used for exhibits or special-use events. Areas under the responsibility of the event cleaning contractor must be accomplished within the Licensee's contracted days and hours. In the event the cleaning contractor requires time outside of the contracted days/hours, to accomplish its cleaning responsibility, additional rental fees and labor fees may apply and will be billable to the Licensee.

Licensee's cleaning contractor is also responsible for setting and striking trash receptacle in exhibit halls and the cleaning and trash service in event-related use areas such as registration, offices, lounges, lobby activations, loading docks and event space where equipment, furnishings or floor covering is provided by the general service contractor or a rental vendor. Please refer to the Facilities Guidelines section for complete guidance on cleaning contractor's responsibilities.

ABM, is the Center's preferred, in-house cleaning contractor and can provide competitive pricing and on-site skilled labor on any event cleaning project. Please contact ABM at 213.765.4691 for a proposal.

ABM™
Building Value

CODE OF CONDUCT

The LACC is committed to maintaining an orderly, respectful environment for all who enter our venue. Attendees, exhibitors, contractors, and guests are expected to comply with a code of conduct, including but not limited to, the following prohibited behavior and items.

- Engage in physical force or verbal threat.
- Possess or use any article defined or usable as a weapon, including but not limited to firearms, clubs or sticks over ¼" in diameter, chemical dispensing devices, knives with blades over 2" in length, and any other object(s) that may be used in a way to inflict bodily injury on another person.
- Intimidate or harass others.
- Deface, damage, destroy or remove property of LACC or the City of Los Angeles.
- Wear apparel that is obscene or likely to provoke a conflict or fail to be fully clothed.
- Possess, consume, sell, distribute, or exchange alcoholic beverages (except for consumption in designated areas) or controlled substances, or be under the influence of either.
- Violate any federal or state statute, local ordinance, or LACC policy.

Any person engaging in the above may be removed from the premises immediately. Licensee is encouraged to incorporate this section into their event code of conduct. Please refer to the Event Security guideline for complete details.

CONFETTI CANNONS

Streamer-type confetti projected through a cannon may be allowed in certain circumstances. Cannons must be floor-mounted with a maximum shooting distance of 30' and cannot spray confetti beyond 500 square feet. While these are some of the basic requirements, each request is reviewed and approved on a case-by-case basis by the Center. Licensee is responsible for all cleaning, repair and damages that may result from use of a confetti cannon.

EVENT PLANNING GUIDE

Los Angeles CONVENTION CENTER

COVERED AREAS & STRUCTURES

Enclosed, covered booths with a cover of at least 100 square feet, shall be protected internally by a smoke detector that will sound a local alarm. Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS).

DIGITAL EXTERIOR READER BOARDS

Digital reader boards located at various intersections surrounding the venue are made available to exhibit hall users and consumer exhibit shows at no charge. Events are posted on these boards at two-weeks out and Licensee is allowed up to two slides max (text, image or video).

- Text slides are limited to (4) lines with up to (15) characters per line, including spaces.
- Images/logo slides must be 416 pixels in width x 128 pixels in height in .png (preferred), .jpg, .bmp or .tif format.
- Video files must be 416 pixels x 128 pixels, submitted in .wmv (preferred), .avi or .gif format and cannot exceed (12) seconds in length.

Files are due to your Event Manager no later than (30) days prior to move-in and all content proposed on digital reader boards is subject to the approval of VP Event Services.

DONATIONS / COMMUNITY RELATIONS

The Los Angeles Convention Center can assist show management to identify local charities and community organizations with needs that may benefit from donations from events. Community donations require advance collaboration and coordination, so please contact our Community Relations department at 213.765.4664 early in the pre-planning process.

ELECTRICAL / UTILITY SERVICES

The Los Angeles Convention Center has an infrastructure that can provide electrical, plumbing, compressed air, and natural gas. These utility connections and distributions are available in exhibit halls, meeting rooms and all other interior and exterior spaces of the facility and must be provided by one of the following approved contractors.

Edlen Electrical	213.765.4676	edlen.com
GES Electrical	562.370.1605	ges.com
Freeman Electrical	714.254.3547	freeman.com

In meeting rooms, Licensee may be use existing 20A wall outlets at no charge provided that power is not distributed more than 10' from the wall location to multiple equipment or is used for vendors/exhibits. Licensee is responsible for any labor and damages related to overloading existing wall outlets. Electrical service beyond by 20A wall circuits can be provided by Licensee's electrical contractor.

EDLEN The Power People

GES Freeman

EMERGENCY RESPONSE

For any emergencies, building security can be reached on any house phone by dialing 3000. You can also contact our 24-hour security team for any reason, from any telephone at 213.765.4605. Due to the size of the Center, we discourage dialing 911 directly to ensure that our first responders are given detailed and accurate location information. Please contact your Event Manager to get the complete Los Angeles Convention Center Emergency Preparedness Guide.

EVENT MARKETING

The Los Angeles Convention Center offers opportunities for marketing and promoting your event at no additional charge, including digital exterior reader boards, the Center's website calendar of events and social media. Please refer to the section on digital exterior reader boards in this guide for eligible events and specifications.

Within contracted space, banners, signs and promotional activities may be activated without a marketing fee. Banners, signs, graphics, activations, and event marketing programs outside of contracted space or in public areas must be

approved in advance by your Event Manager and event marketing fees apply based on type of marketing and location. A full schedule of marketing fees is located in the Facility Guidelines section of this Event Planning Guide.

EXCLUSIVE SERVICES

The following services are provided by the Los Angeles Convention Center on an exclusive basis. No outside contractor may provide these services at the venue.

- Food & Beverage – Taste of LA by Levy Restaurants
- Internet & Telecommunications – Smart City
- Network Cabling / Cable Television – Smart City
- House Sound – Encore
- House Light Systems (Meeting Rooms) – Encore
- Production Rigging (Concourse/Petree) – Encore
- ATM (Public Areas) – The ATM Guy

EXPENSES

In addition to rent, Licensee should take into consideration ancillary event expenses when planning its budget. Event expenses will vary based on type of event, space contracted and scope of activity planned. Certain expenses are directly related to the LACC Facility Guidelines, while others may be related to services and equipment needs Licensee requires to produce the event. Please refer to the Event Expenses Guide or contact your Event Manager to help plan and budget for these expenses.

FIRST AID / MEDICAL STAFFING

The LACC has two existing first aid stations available for Licensees to use. One is located at South Lobby by the Pico Blvd entrance and the other is in West Lobby across from Petree Hall.

First aid medical staffing is required for any event with an estimated daily attendance of (1,000) or more and must be provided by an LACC-authorized contractor. First aid coverage during move-in and move-out is strongly recommended. LACC reserves the right to require Licensee to enhance its first aid staffing based on attendance, activity planned during the event or local public health protocols. Full facility rentals require medical staff at the first aid stations in each respective hall.

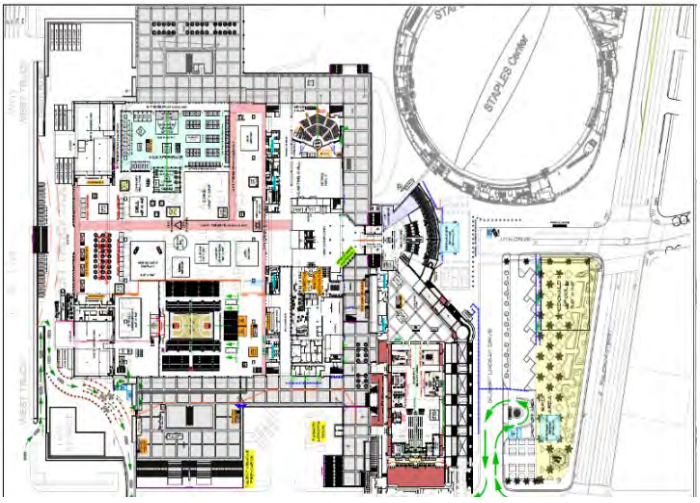
FLOOR PLANS

Licensee designated general service contractor, production team or audio visual provider is responsible for creating scaled floor plans for exhibit halls, meeting rooms, lobby areas and other locations used by the event and must comply with LACC Fire Safety guidelines. Floor plans must be submitted no later than thirty (30) days prior to move-in and is subject to the approval of the LACC fire marshal.

Licensee may opt to have the LACC create a floor plan for **meeting rooms** as follows.

First draft for each meeting room is provided at no charge when Licensee submits set-up needs no later than (30) days prior to move-in. Subsequent revisions requested by Licensee is subject to a $25.00 per plan change fee up to two (2) weeks prior to move-in. Floor plan changes inside of two (2) weeks requested is subject to a $75.00 per plan change fee.

Any room set that requires adjustments after the layout has been set by LACC is subject to a labor fee.



EVENT PLANNING GUIDE

Los Angeles CONVENTION CENTER

FLOOR WEIGHT LOAD

Equipment, vehicles and other displays of a significant weight load must not exceed the noted floor weight loads listed below and Licensee is responsible for obtaining manufacturer specifications to ensure weight distribution does not compromise the integrity of the floor load.

INTERIOR LOCATIONS

West Hall A/B	300 lbs PSF
South Hall G/H/J/K	350 lbs PSF
Concourse Hall	100 lbs PSF
Petree Hall	100 lbs PSF
Kentia Hall	Unlimited
Meeting Rooms	100 PSF
West Lobby	100 lbs PSF
South Lobby	100 lbs PSF
Hall K Foyer	100 lbs PSF
Kentia Foyer	Unlimited
Meeting Room Hallways	100 lbs PSF

EXTERIOR LOCATIONS

Gilbert Lindsay Plaza	300 lbs PSF
Gilbert Lindsay Drive	250 lbs PSF
12th Drive	250 lbs PSF
Figueroa Dr / Pico Dr	Unlmited
All Other Plaza Areas	125 lbs PSF
Loading Docks	250 lbs PSF

FOGGERS & LASERS

Use of fog machines, hazers and lasers in the Center must be approved by the Fire Marshal. Foggers and hazers must be non-toxic and water-based. Please contact your Event Manager for detailed specifications required to begin the approval process with the Fire Marshal.

FOOD & BEVERAGE

TASTE Los Angeles by Levy is the exclusive provider of food and beverage operations in the venue. No outside food and beverage is allowed. TASTE Los Angeles by Levy showcases the freshest, local ingredients and culinary delights that are iconic to the dining experience in the City of Angels. We offer full-service catering, café dining, portable food options, exhibit booth service and so much more. Please refer to the Facilities Guidelines section for additional rules & regulations or contact TASTE Los Angeles by Levy at 213.765.4480 for further assistance.

taste Los Angeles powered by Levy

FOOD & BEVERAGE SAMPLING

As the venue's exclusive food and beverage partner, TASTE Los Angeles by Levy has sole rights on all food and beverage distribution within the Los Angeles Convention Center. Food and beverage sampling is allowable at tradeshows, conventions and food-related consumer shows with **written approval by TASTE Los Angeles by Levy prior to move-in day**. The product being sampled must be germane to the exhibitor's line of business. Sampling size is limited to 2 oz. portion of food samples, 4 oz.of non-alcoholic beverages and requires a permit from the Los Angeles County Public Health Department. Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges. There are no exceptions to this guideline unless specifically approved in writing by Levy Restaurants in advance. Please contact TASTE Los Angeles by Levy at 213.765.4480 for further assistance.

FREIGHT ELEVATORS

There are numerous freight elevators throughout the venue to assist with freight movements. Please coordinate use of these elevators with your Event Manager. The weight capacity for all freight elevators is rated at 20,000 lbs.

F10	Figueroa Freight	9'6"W x 9'9"H x 15'4"D
F11	Pico Freight	9'6"W x 9'9"H x 15'4"D
F12	Concourse Freight 1	9'6"W x 8'8"H x 15'4"D
F13	Concourse Freight 2	9'11"W x 10'H x 15'4"D
F14	Kentia Freight	10'W x 9'11"H x 15'10"D
F15	Petree/Hall A Freight	8'6"W x 9'10"H x 8'6"D

GENDER-NEUTRAL RESTROOMS

There are two gender-neutral restrooms at the Los Angeles Convention Center for your convenience. In the South Hall, restroom is located right outside Hall G and in the West Hall, restroom is in the upper level by Room 510.

Licensee has the option to convert women's restrooms within contracted space outlined in the License Agreement into gender-neutral facilities upon advance approval of the venue. Conversion of these restrooms are exclusively handled by the venue to ensure compliance with State of California's Equal Restroom Access Act at a labor cost of $100.00 per restroom. This includes installation of appropriate all-gender restroom signs at the entrance that comply with Title 24 of the California Code of Regulations. Restrooms located in public, shared areas such as lobbies and hallways must remain intact as designated. Please advise your Event Manager of restroom conversion no later than two (2) weeks prior to move-in.

HELICOPTER LANDING

The Los Angeles Convention Center does not allow commercial or passenger helicopter landing on property. The LACC may consider helicopter landings on property when the helicopter is being used a display or for an exhibit. All helicopter landings must be approved by the LACC Fire Marshal and LACC management no later than thirty (30) prior to move-in.

HOUSE SOUND

House sound is exclusively operated by Encore, the Center's preferred in-house audio visual partner. Patching into house sound by an outside audio visual contractor is strictly prohibited. Please contact Encore at 213.765.4625 for additional information.

HOUSE LIGHTS – MEETING ROOMS

The house lighting system in meeting rooms, Concourse Hall and Petree Hall is exclusively managed by Encore, the Center's in-house, preferred audio visual partner. These areas have existing, pre-set overhead lighting patterns and are available for use at no charge to the Licensee. Customized lighting patterns required to accommodate the event's audio visual placement may be coordinated with Encore and applicable service fees are billable to Licensee.

HOUSE LIGHTS – EXHIBIT HALLS

The Center provides full overhead lighting during open show hours and 50% lighting during move-in and move-out hours at no additional charge. Your Event Manager can provide a cost estimate to request overhead lighting needs beyond this scope.

Lighting patterns in the exhibit halls can also be customized. Customized lighting patterns for exhibits and production are available through your designated electrical contractor. The venue's in-house AV partner, Encore, can also assist with customized production lighting packages.

At 100% operation, overhead lighting output in exhibit halls is as follows:

▪ West Hall A/B	46' foot candles
▪ South Hall G/H/J/K	51' foot candles
▪ Kentia Hall	81' foot candles
▪ Concourse Hall	50' foot candles
▪ Petree Hall	43' foot candles

HOVERBOARDS

The use of self-balancing motorized boards (hoverboards) is limited to public roadways in accordance to California State Law AB 604. At the Los Angeles Convention Center, the operation of hoverboards is strictly prohibited in all areas.

Please advise your Event Manager if use of other motorized transportation to assist with mobility is planned for the event. Use of these devices is subject to the approval of the LACC and the Fire Marshal.

HVAC SERVICE

The Los Angeles Convention Center provides standard HVAC (heating, ventilation or air conditioning) during open show hours. This includes non-move-in/move-out days in show offices and meeting rooms. As stewards of sustainability committed to reducing energy waste, the LACC maintains a comfort zone of 72 degrees and will not operate HVAC service in exhibit halls when freight or roll-up doors are open. HVAC service requested outside of open event/show hours can be provided at an additional hourly rate. Please contact your Event Manager for prevailing rates on HVAC service.

INDUSTRIAL LIQUIDS & CHEMICALS

The LA Fire Department and the LACC require that the delivery, handling, and removal of all industrial liquids or chemicals be accompanied in a proper and safe manner, and that a Material Safety Data Sheet (MSDS) be submitted for any industrial liquids or chemicals that are brought into the LACC.

Licensee must provide their Event Manager a list all exhibitors expected to bring industrial liquids or chemicals onsite with the following information no later than thirty (30) days prior to move-in. Licensee must notify exhibitors to keep a copy of the MSDS in their booth.

Liquids and/or chemicals that can cause harm or injury to personnel and/or the building from exposure thereto (classified as "Hazardous") are NOT allowed at the LACC. Flammable and/or chemicals are not permitted within any of the exhibit halls or interior spaces of the LACC without written approval from the Fire Marshal.

INSURANCE

All events licensed at the facility must provide a certificate of insurance (COI) with evidence of general liability coverage in the amount of $1,000,000 per occurrence and $5,000,000 in the aggregate ($2,000,000.00 for meeting room events). In addition, the COI must include the following coverage as applicable and name AEG MANAGEMENT LACC, LLC, the City of Los Angeles, ASM Global Parent, Inc. their respective affiliates, licensees, lenders and contractors, as well as their respective officers, directors, partners, members, shareholders, employees, agents, representatives, and successors as additional insureds.

- Automobile Liability
- Umbrella Liability
- Workers Compensation
- Media Liability

Please refer to your executed License Agreement or the Event Insurance guideline for detailed event insurance requirements.

INTERNET SERVICES

Internet connectivity and networking services are exclusively provided by Smart City at the LACC. For scalable wired or wireless internet needs in exhibit halls, meeting rooms, offices and all contracted space, please contact Smart City at 213.765.4647.

SmartCity NETWORKS

LACTATION ROOMS

Los Angeles Convention Center recognizes public accommodation for all breastfeeding mothers (CA Civil Code 43.3) in any authorized public locations. For those requiring additional privacy, the Center has two lactation rooms for nursing mothers, located in the First Aid offices in South Hall Lobby (main level by Pico Street entrance) and in West Hall Lobby (outside Hall A – across from Petree C).

LOADING

The LACC had dedicated loading docks for South Halls GHJK and West Hall AB as follows:

Dock	Loading Type	# Truck Bays
South Dock	Drive-up raised docks	34
West Dock	Lift-gate trucks only	9

(*) South Hall G and K have (8) truck bays each; South Hall H and J have (9) truck bays each. West Hall A has (6) truck bays and West Hall B has (3) truck bays. Use of truck bays beyond these allotments is subject to availability.

Concourse Hall / Petree Hall. Concourse Hall and Petree Hall do not have assigned loading docks, instead have adjacent ground-level loading areas which can only accommodate lift-gate trucks or standard truck/vans.

Forklifts. Licensee or their contractors are responsible for renting forklifts (operated by certified driver) and palette jacks needed to unload/load their event. The LACC does not rent out its heavy equipment. Forklifts and other heavy equipment sourced by Licensee or their contractors may be delivered on the first contracted day of occupancy and must be picked up on the last contracted day of occupancy.

Dolly / Hand Carts. It is the responsibility of the Licensee to ensure that contractors, vendors and exhibitors bring necessary equipment like dollys and hand carts to load/unload. Use of LACC equipment for loading/unloading is strictly prohibited. Licensee is solely responsible for damages or injury resulting from unauthorized use of LACC equipment. Please check with your general service contractor on applicable historical union jurisdiction.

Labor. Labor for loading and unloading must be sourced by Licensee or Licensee's contractors, including certified drivers to operate forklifts. Please refer to the Union Labor facility guideline to understand when union jurisdiction applies.

Loading Dock Access. An LACC security officer (or a guard from an LACC authorized event security contractor) must be staffed at each access gates to loading dock areas over hours Licensee or its contractors require access. This labor fee is billed to the Licensee at the prevailing rate. This includes, but not limited to, move-in/move-out activities, show day(s) movement, daily exhibitor/vendor set-up, dock parking for vehicles and trailer movement. In addition, Licensee is required to staff a dock controller within their designated loading dock area during any vehicle traffic activities. Staffing for this may be provided by Licensee's general service contractor or event security contractor.

Dock Parking. All vehicles parked in loading docks are required to have a dock pass displayed at all times. Unauthorized vehicles parked in loading docks are subject to citation by LADOT. Please coordinate dock parking needs with your Event Manager.

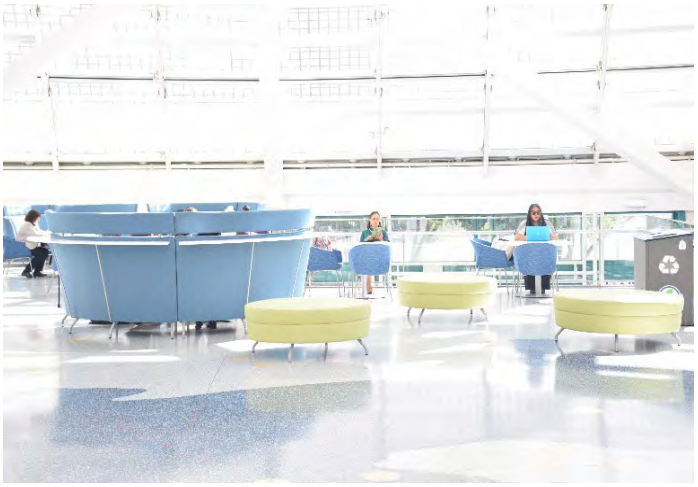
EVENT PLANNING GUIDE

Los Angeles CONVENTION CENTER

LOBBY SPACE

The Center boasts nearly 120,000 square feet of sun-filled lobby space and spacious foyers/hallways. Lobby space is considered shared, public space and use of these areas require review and approval by the LACC and the Fire Marshal. Please submit floor plans for lobby use (registration, queue lines, banner/sign placement and exhibitor/sponsor activations) no later than thirty (30) days prior to move-in.

▪ West Lobby	33,925 GSF
▪ South Lobby	51,522 GSF
▪ Hall K Foyer	7,601 GSF
▪ Concourse Foyer	13,600 GSF
▪ Kentia Foyer	11,000 GSF



LOBBY FURNITURE

The LACC offers a collection of modern furniture arrangements throughout lobby areas and hallways for the shared enjoyment of all events. Lobby furniture cannot be moved or rented for use in Licensee's contracted space.

MAGNETOMETERS

The Los Angeles Convention Center recognizes the world is constantly evolving and we are committed to stay vigilant to ensure the safety of all those who enter our facility. The Center offers magnetometers for rental which includes a full set-up package and stand-by supervision of the units. Please note that the Vice President of Security & Guest Services reserves the right to mandate the use of magnetometers based on the type of event and public safety concerns. Please refer to the facility guidelines section for more details.

MEDIA

Photographs and logo art materials are available for use in promotional brochures and/or editorial illustrations. Photographic, journalistic and media coverage during shows is permissible in accordance to the Center's media/camera guidelines. The LACC marketing team can be reached at 213.765.4664 to assist with your event's media plan.

Licensee is required to provide a certificate of insurance that includes media liability coverage (Errors & Omissions) if any filming, broadcasting or streaming is planned during the event. Please refer to the Insurance clause of the Use License Agreement for complete requirements.

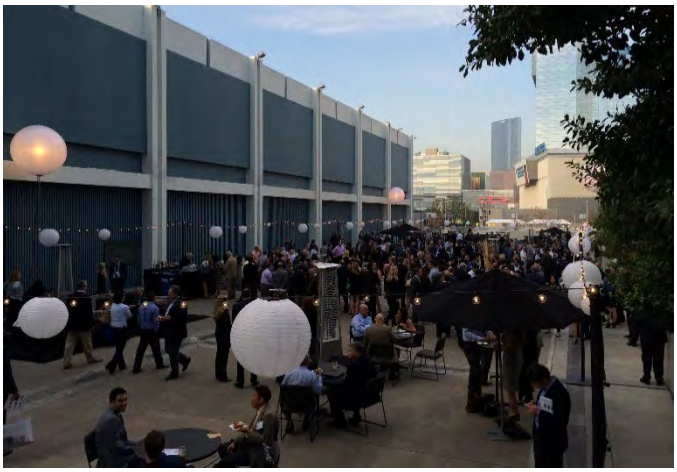
MICROPHONES – PAGING

A complimentary paging microphone is available upon request in exhibit halls provided that placement is limited to 20' from the main entrance doors or inside designated show offices. This service is limited to **exhibit events** in West Hall A/B, South Hall G/H/J/K, Kentia Hall, Concourse Hall E/F and Petree Hall C/D. Installation of the paging microphone in a non-standard location is subject to additional labor charges.

NOISE LEVELS

The LACC recognizes that reasonable use of amplified sound contributes to success of events, however, is also cognizant that use of amplified sounds should not negatively impact other events in the Center. Licensee shall receive prior scheduling approval for any musical presentation, rehearsals or loud activities in advance. The LACC will make the final determination on all sound levels in the facility.

EVENT PLANNING GUIDE



OUTDOOR EVENT SPACE

The Center offers various outdoor event space which lends itself to creative uses while taking advantage of LA's fabulous year-long weather. Unless contracted under a License Agreement, these areas are considered shared, public space. Actual net usable square feet is contingent on the type of event, set-up/décor, attendance and event staffing. Floor plan for events booked in outside space is subject to the advance approval of the fire marshal.

▪ Gilbert Lindsey Plaza	88,440 GSF
▪ Petree Plaza	16,600 GSF
▪ Hall A North Plaza	16,000 GSF
▪ Hall B South Plaza	16,000 GSF
▪ Kentia Foyer	11,000 GSF

Please contact our Sales team at 213.765.4433 to discuss availability and rates.

PARKING – ATTENDEES / EXHIBITORS / CONTRACTORS

The Los Angeles Convention Center has 5,600 public parking spaces available to visitors and located in three convenient parking structures (West Hall Garage, South Hall Garage and Venice Garage). Please note that parking rates and hours of operation are subject to change based on event activity in the LA Live Entertainment District. Please contact your Event Manager for prevailing parking rates applicable to your event.

PARKING – SHOW MANAGEMENT

Rental of exhibit hall space at the Los Angeles Convention Center includes an allotment of courtesy dock passes and/or garage parking passes (limited in/out privileges), which are valid over contracted dates and in marked, designated parking spaces only. These passes are issued to the Licensee (show management) and can be distributed to exhibitors, speakers, contractors, vendors at Licensee's discretion. Based on availability, Licensee may purchase additional parking passes and ramp/dock passes through their Event Manager.

PARKING – LOADING DOCK AREA

Timed temporary parking in dock areas is authorized during move-in and move-out. Vehicles parked for an extended period of time in these areas must display a dock pass at all times. Unauthorized parking in the loading dock area is subject to citation and/or towing.

PAYMENT METHODS

Payment for space rental and building expenses are due as outlined in the License Agreement. Payment for these services can be made by credit card, check (with 10-day advance) and wire transfer. Credit card payments are subject to a 4% processing fee per transaction. Wire transfers may be sent via the following information.

- **Bank:** Bank of America
- **Account #:** 1453617494
- **ABA/Routing Number:** 026009593
- **Swift Address:** BOFAUS3N
- **Account Name:** AEG Management LACC, LLC

Payment terms for services provided by an in-house partner may vary. Please coordinate payment for these services directly with the provider.

Kindly provide payment for all outstanding balances due prior to the first day of occupancy to avoid delaying move-in access. Please coordinate payment with your Event Manager no later than two (2) weeks prior to move-in.

PERMITS / LICENSES

Certain types of activities may require permits and/or licenses from city, county or state agencies in order to be conducted at the Center including, but not limited to, the following. Please contact your Event Manager for specific activities planned but not listed below.

Please use the provided links below to contact the appropriate agencies on permitting requirements.

- Animals
- Amusement Rides
- Tattoo Artists
- Hair Cuts / Cosmetology / Aesthetician Services
- Charitable Solicitation (Donations)
- Raffles

Please refer to the Facility Guidelines within this guide for the following activities.

- Aerial Drones
- Hazers / Foggers
- Food Sampling
- Tents
- Selling of Merchandise – Seller's Permit
- Temporary Structures

EVENT PLANNING GUIDE

Los Angeles CONVENTION CENTER

PRIVATE DRIVE USE

The Los Angeles Convention Center has three private drives available to accommodate various types of events and transportation operations located at Gilbert Lindsay Drive (West Hall), Figueroa Drive (South Hall) and Pico Drive (South Hall). Unless included as contracted space, use of these drives is subject to availability and is considered shared, public space.

LACC security staffing (billable to Licensee) is required at each at each gate over the hours Licensee requires access to the space for event-specific activities, including move-in and move-out. In addition, the LACC may require additional event security staffing based on attendance and type of event.

Standard event marketing fees may apply when private drives are used for exhibits, displays, promotions and any other event-related activations.

PUBLIC HEALTH

The LACC operates under any public health orders issued by the Los Angeles County Department Public Health and any related ordinances by the City of Los Angeles. Event organizers are required to comply with the current public health orders and ordinances in effect at the time of their event. Please refer to the LACC website for the current protocols and guidance.

Licensee may implement additional health and safety protocols above and beyond local requirements.

RADIO & REPEATERS

All use of radio communication and installation of any radio equipment must be provided by a contractor authorized by the venue. A list of pre-authorized vendors can be found on the LACC Local Supplier list. Unauthorized use of radio communication and transmission over frequencies may lead to FCC issues and can disrupt LACC-authorized radio operations, so please refer to the Radio and Repeater Use facility guideline for complete details on how to submit the required information.

RECYCLING

Certified by the U.S. Green Building Council as a gold level LEED facility, the Center prides itself in being a steward of the environment and will endeavor to recover the maximum volume of recyclable waste from previously mentioned areas. Licensee's general service contractor and cleaning contractors are mandated to comply with the venue's bulk trash disposal recycling program and utilize recyclable bins located in the loading dock areas. This includes proper separation of waste in bins labeled as follows: paper; carpet and bottles/cans. Recyclable waste recovered will be sent to diversion sites for "composting" or regeneration.

REGISTRATION AREAS

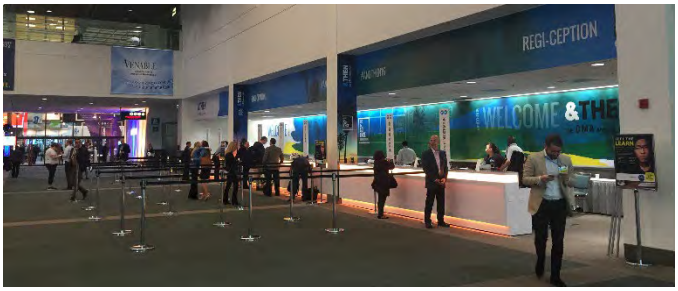
The rental of exhibit halls includes specifically assigned lobby/foyer space to accommodate solely registration. Lobby areas adjacent to these registration areas are considered shared, public space.

West Hall A	Hall A Registration	941 GSF
West Hall B	Hall B Registration	686 GSF
Concourse Hall	Concourse Foyer	13,600 GSF
Petree Hall	Petree Registration	1,171 GSF
South Hall G/H	Figueroa Registration	5,040 GSF
South Hall J	South Tower Registration	3,032 GSF
Kentia Hall	Kentia Foyer	1,105 GSF

In addition, there are foyer space available on the meeting room level for registration. Use of these foyer areas is based on availability and location of meeting rooms contracted. Hallways may not be used for registration without prior approval by the Event Manager.

300's Meeting Rooms	Room 309 Foyer	2,734 GSF
400's Meeting Rooms	403 Foyer	1,590 GSF
400's Meeting Rooms	408 Foyer	1,590 GSF
500's Meeting Rooms	508/509 Foyer	629 GSF

A scaled floor plan showing use of these registration is due to the LACC no later than thirty (30) days prior to move-in and subject to the approval of the Fire Marshal. Please note that use of registration areas and any adjacent lobby space for activations other than registration may be subject to event marketing fees.



EVENT PLANNING GUIDE

Los Angeles CONVENTION CENTER

REGISTRATION TABLES

Licensee shall be extended the following allotment of registration tables at no charge. Registration tables are 8'x30" and include linen/skirting.

Exhibit Halls (General Sessions & Assemblies)	(10) tables per section
Exhibit Halls (Exhibits, Trade Shows & Vendors)	GSC must provide
Meeting Rooms (Breakouts/Meetings)	(5) tables flat
Meeting Rooms (Table-top Exhibits set by LACC)	(5) tables flat
Meeting Rooms (Exhibits/booths set by contractor)	GSC must provide

Registration table allotment may not be used for vendors, exhibits, displays or special uses. Tables used for these purposes are billable at the prevailing equipment rental rate.

RIGGING & SUSPENDING - EXHIBITS

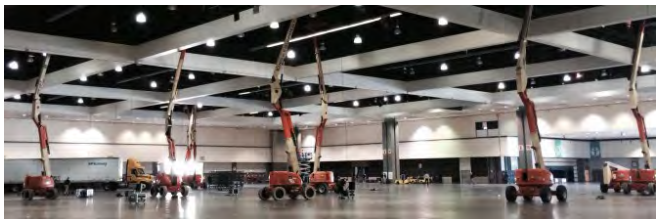
All rigging and suspending activities in the venue must be performed by a contractor on the LACC authorized contractors list and is limited to existing, fixed hang points, within the allowable load per hang point and in accordance to the LACC rigging guidelines. Licensee shall hire only one LACC-approved rigging contractor to handle all non-production facets/areas of the event. Rigging is strictly prohibited from catwalk structures.

RIGGING & SUSPENDING - PRODUCTION

Production rigging (non-exhibit) activities in exhibit halls (except Petree Hall and Concourse Hall) must be performed by a contractor on the LACC list of authorized contractors list. Rigging elements are limited to existing, fixed hang points, within the allowable load per hang point and using truss and chain hoists adhering to the LACC rigging guidelines. In addition to suspended items, the rigging contractor must be used for the installation of all floor supported truss projects in which a portion of the overall structure is suspended; and/or any floor supported truss structure that employs the use of self-climbing truss (either motor or hand winch operated).

Production rigging (non-exhibit) activities in Petree Hall and Concourse Hall is exclusively provided by the Center's preferred audio visual partner, Encore.

Licensee may contract labor to mount and focus lights on truss in separate, stand-alone general session or production areas through the designated rigging contractor, electrical contractor or Center-authorized audio visual provider.



SATELLITE TRUCKS

The LACC has several specifically designated areas for satellite and production trucks. These locations are subject to availability based on venue operations, therefore may not be guaranteed. The Center's exclusive provider of networking and CATV, Smart City, must be contracted for running cable. Licensee is responsible for labor, security staffing and electrical/utilities required to support broadcasting and satellite trucks. Contact Smart City at 213.765.4647 for assistance.

SECURITY – BUILDING

Building Security operates 24 hours a day, 365 days a year and is responsible for the overall protection of LACC property, internal corridors and life safety alarm system. Building security is also responsible for staffing LACC loading docks and private drives (when in use) and labor is billable to Licensee. Licensee's security contractor is responsible for all other event-related security requirements. Beige house phones are scattered throughout the venue to reach building security by dialing 3000 for emergency or dialing 213.765.4605 for non-emergency situations.

SECURITY – EVENT

Event security staffing is required for events with a minimum expected daily attendance of 1,000 people and must be provided by a contractor on the Center's authorized list. Event security is responsible for the general security and safety oversight of all event-related activities including, but not limited to perimeter doors access, freight/dock door access, line/crowd control, badge checking, event entrance control and lost and found.

The Center requires that Licensee provide event security staffing during move-in, event days and move-out at all open and accessed perimeter doors. The show's designated event security contractor agrees to comply with the LACC minimum event staffing requirements.

Licensee must provide the LACC a security staffing plan and posting map no later than thirty (30) days prior to move-in and is subject to approval of the VP Security and Guest Services.

LA Police Department (LAPD) officers are required for events expecting daily attendance of 5,000 or more and the cost is billed to Licensee's settlement. The minimum staffing requirement is (1) sergeant and (2) officers for a 4-hour call. The VP of Security and Guest Services may mandate additional security measures, including but not limited to, additional LAPD staffing, LADOT traffic officer staffing, use of magnetometers, bag checks and canine patrol, upon review of the full event security plan.

SELLER'S PERMIT / TAXES

Licensee is responsible for ensuring that vendors and exhibitors selling merchandise at their event comply with required government permits and licenses to conduct business.

State of California. The State of California Board of Equalization (BOE) requires that exhibitors and vendors selling merchandise, vehicles or other tangible products hold either an ongoing or temporary seller's permit. For complete information on State of California Seller's Permit please contact the BOE at 800.400.7115.

The California Department of Tax and Fee Administration is responsible for the administration of the state's sales tax program. Please contact the CDTFA on how sales and use tax in California may apply to your event.

City of Los Angeles. Conventions and tradeshows conducting business less than (14) days in the Center are exempt from City of LA Business Tax (LAMC § 2.21.168.4). All other events must contact the City of LA Finance Department for tax registration requirements for their line of business at 844.663.4411.

SET-UP – GENERAL STANDARDS

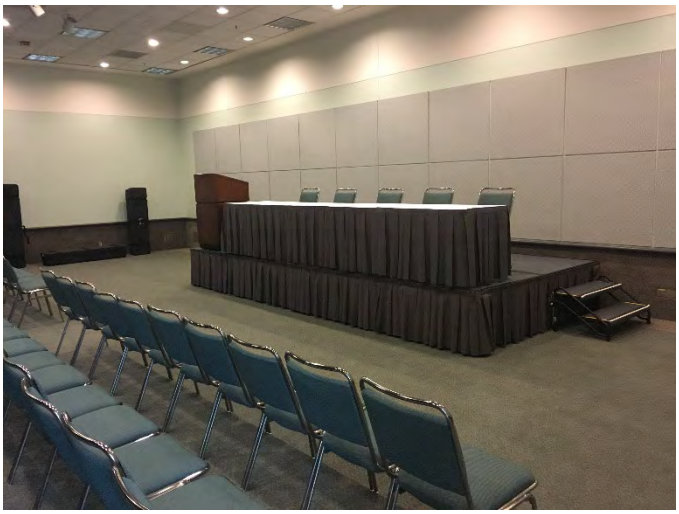
The facility's published capacities are based on set-up standards in accordance to local fire codes. Customized set-up that vary from these standards may impact seating capacity and production capabilities. Cross-aisles are necessary based on room size and location of exit doors. Please refer to the Fire Life Safety and the Floor Plan guidelines for complete details.

- **Theatre** – (14) chairs max in a row and (20) rows max before aisles.
- **Classroom** – (4) chairs per 8'x18" table with (3) tables max per row.
- **Banquet Rounds** – (10) chairs per 66" round table with max grouping of (5) tables x (6) tables.
- **Conference/U-Shape/Hollow-Square** – (4) chairs per 8'x30" table.

SET-UP – EXHIBIT HALLS

Exhibit hall use for assemblies/general session includes chairs (or classroom set), stage, head table and a lectern as outlined in the executed Use License Agreement. For catered meal functions, 66" banquet rounds with linen and chairs are provided as seating with space rental.

Set-up for exhibits (tradeshow, consumer show, fan fairs, etc) is exclusively provided by the event's LACC-authorized general service contractor. With the exception of banquet rounds (with linen) to support food and beverage operations (placement subject to approval by the Fire Marshal), the Center does not provide any tables, chairs and other equipment for these types of exhibit hall uses. Additional equipment that may not be available through the general service contractor (ie. staging) may be provided at the prevailing rental rates through your Event Manager.



SET-UP – MEETING ROOMS

Space rental includes the initial room set-up in contracted meeting rooms (including non-exhibit use of Petree Hall and Concourse Hall) on a complimentary basis. The standard set-up in these areas includes theatre, classroom (no linen), banquet (no linen), hollow-square, u-shape and conference with a riser, a head table and a lectern. Water service for speakers may be ordered directly from Taste Los Angeles by Levy. The size of the riser and the head table will be determined by the size of the meeting space. Any other items and equipment not specifically listed may be subject to a rental fee.

Tables requested for exhibits, vendors, displays or special uses is subject to the prevailing equipment rental fee. Meeting rooms can also be built out with furnishing provided by the general service contractor or rental vendor. In these cases, LACC equipment is not provided and Licensee's contractor/vendor is solely responsible for labor to set-up/strike the room.

Licensee may add linen to banquet rounds and classroom set-up at an additional fee. Linen on banquet rounds for catered meal functions is exempt from linen fees. Room set changes after the initial set-up is subject to a changeover fee.

SIGNS / BANNERS

Licensee must provide and produce all banners and signs related to their event, including wayfinding signs, meeting space signs and event branding. All banners and signs must be professionally produced and subject to the approval of your Event Manager.

Interior, floor-supported signs must be professionally produced on rigid-backed material with a minimum size of 18"x24" (22"x28" is recommended). Hand-written signs and signs smaller than 18"x24" will not be allowed. The LACC Business Center can assist in producing these signs.

Signs must be placed on easels or lollipop sign holders. Based on availability, easels may be rented from the Center at the prevailing rental rate. Signs cannot be taped, tacked, rigged or in any way attached to the facility without prior approval by the Event Manager.

Banner placement in public areas (interior or exterior) is shared with all in-house events and based on availability as approved by the Center. The Center shall designate allowable banner size based on pre-approved placement location. Banner plans must be submitted (30) days prior to move-in to your Event Manager for review and approval.

An event marketing fee may apply for event banners and signs in public areas which promote a commercial or corporate entity other than the Licensee. In addition, exterior banners and graphics is subject to regulations by City of Los Angeles building code (LAMC § 91.6201.2). Please contact your Event Manager for additional information, including a schedule of fees.
availability and must be reviewed and approved in advance.

SMOKE-FREE ZONE

Pursuant to state law (CA Government Code § 7597), the Los Angeles Convention Center is a smoke-free facility and smoking is prohibited within 20 feet from any entryway or operable window. This may include exterior plazas when used for outdoor dining activities, in which case, the smoke-free zone may extend to 10' (dining areas) to 40' (food carts/trucks). In the City of LA, smoking includes use of tobacco or cannabis smoked in any form and use of any electronic smoking/vaping devices (ie. e-cigarettes, hookah pens, vape pens). (LAMC § 41.50)

Additionally, the retail sampling of tobacco products and paraphernalia is strictly prohibited. (LAMC § 46.90d)

SOCIAL MEDIA

The Los Angeles Convention Center can provide additional event exposure through our various social media platforms. We can collaborate with you and your team to make your event not just an experience for attendees, but a memorable moment shared with a broader online community. Please be sure to fill out and return the Event Marketing Form to take advantage of these opportunities.

STAGING & RISERS

The LACC carries 6'x8' risers, with height increments of 16", 24" and 32" with carpeted flooring for meeting rooms and 8'x8' performance staging (carpeted and non-carpeted floor surface), with incremental heights ranging from 48" to 72" for exhibit halls. Additional staging requested above the designated allotment for contracted areas is billable at the prevailing rates and is to subject to availability when final event specs are provided to the Event Manager.

STICKERS

Stickers given out for promotion, used for décor/branding or any other uses is strictly prohibited. Any form of adhesive material (sticker or cling) is not allowed to be attached to escalator handrails. Licensee is responsible for any labor and damages related to sticker distribution during the event.

TATTOO ARTISTS

Use of tattoo artists at public events at the Center is only allowed provided Licensee pulls the proper permit(s) with LA County Public Health. Licensee may call 213.430.5570 for additional information.

TELECOMMUNICATIONS

Telecommunication services are exclusively provided by Smart City at the LACC. For telephone, fax and teleconferencing needs, please contact Smart City at 213.765.4647.

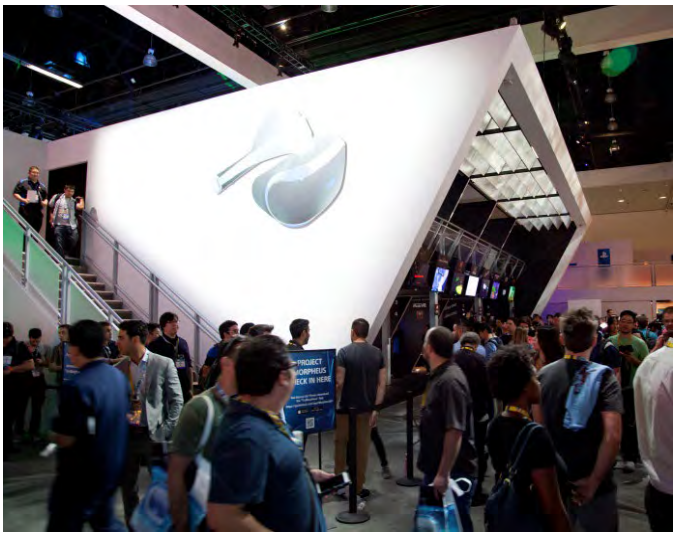
TEMPORARY STRUCTURES

All structures must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. These structures must be designed and built as per all applicable national, state, and local building and fire codes.

Temporary structures and exhibits with any of the following elements are required to submit a wet-stamped, engineered plan of the structure and involve the review/approval by (a) City of LA Building Safety Department AND (b) the LACC Fire Marshal.

- 2-story structures
- Platforms and stages exceeding 30"H above the floor intended to carry live load, or stair/steps exceeding 48"H the floor intended to carry live loads.
- Expansive (20'or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15"H or have multiple screens
- Structures that exceed 12'H or stairs/steps over 30"H constructed in an **exterior area** of the venue.

Please refer to the Temporary Structures Guideline for full requirements, including deadline dates and inspections.



TENTS

Temporary tents, canopies and membrane structures must be properly identified on floor plans and subject to the approval of the LACC Fire Marshal. Those that exceed 450 square feet require a special Fire Safety permit. In addition, a temporary structure permit from the City of LA Department of Building & Safety may also be needed contingent on type, location and size. 4-wall tents that are 100 square feet or more require a smoke detector. Please refer to the Fire Safety Guidelines section of this guide for complete information.

TERRORISM THREAT ALERT

The LACC has established well-defined procedures regarding event support and security in relation to changes in the national and local Terrorism Threat Alert Level (TAL). Should the TAL change during the course of your event, our staff will work closely with you to minimize the impact of required security measures on your event.

UNION LABOR

The LACC is a proud supporter of union labor and recognize historical union jurisdiction on exhibit and structure activations events. Scope of work that include, but not limited to, drayage, decorating, flooring, rigging, exhibit construction, carpentry and freight movement is required to use union labor.

Tradeshow and Sign Crafts Local 831. Local 831 has jurisdiction over the installation/erection, clean up, touch-up, dismantling, repair and building of all temporary exhibits.

Teamsters Union Local 986. The Teamsters are responsible for the loading and unloading (drayage) of all trucks or trailers of common carriers including van lines, as well as the handling of empty crates and the operation of forklift trucks.

International Alliance of Theatrical Stage Employees (IATSE) Union, Local 33. IATSE staging technicians may be used on theatrical lighting projects and rigging projects provided labor is staffed in accordance with LACC's Lighting Policy and Rigging Policy. IATSE staging technicians may also be used for audio visual work, camera operators, stage and scenic assembly (general sessions only), lighting console programming and operation, spotlight operators, and laser operators.

International Brotherhood of Electrical Workers (IBEW). The provision and distribution of all electrical service at the LACC must be provided by one of the LACC's authorized electrical/utility contractors, whose respective staffs are members of IBEW. Licensee may contract labor through their designated electrical contractor to mount and focus lights for separate, stand-alone general sessions or production areas. Please refer to the Center's Rigging and Suspending guideline for complete details.

VEHICLE DISPLAY

Displayed vehicles must be placed on a scaled floor plan and subject to the approval of the LACC fire marshal. At minimum, fuel tanks must not exceed ¼ capacity, vehicle battery must be disconnected, and display cannot obstruct aisles or exit ways.

Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty for the show. Batteries must be disconnected before and after show hours.

Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel source require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields. Please provide detailed information, including a floor plan and complete manufacturer specifications to your Event Manager no later than thirty (30) days prior to move-in. Please refer to the Fire & Life Safety Guidelines for complete requirements.

VISITOR INFORMATION DESK

The Los Angeles Convention & Tourism Board (LA Tourism) operates and staffs two visitor information desks in the Center, located in the West Hall Lobby and the South Hall Lobby. These desks provide visitor information on attractions, dining, transportation, hotel accommodations and much more. Hours of operation vary from event to event. Please contact LA Tourism at 213.624.7300 for additional information.

WEAPONS

A dangerous weapon is any object or device designed or intended to be used to inflict serious injury upon persons or property. The possession of a dangerous weapon, concealed or not, is strictly prohibited in the LACC. Dangerous weapons include, but are not limited to: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc. Guests found in possession of the above-mentioned items will be asked to remove the item from the LACC or dispose of it. Guests who refuse to comply will be removed from the LACC and may be subject to arrest.

Firearms. Only on-duty law enforcement officers assigned to work an event or acting in an official capacity may carry firearms within LACC in accordance with their duties. All others are strictly prohibited regardless of license or status. If firearms are an essential part of an event, an exhibitor may display a firearm as part of its exhibit during an event subject to the following:

- Prior approval from the management of the LACC.
- The exhibitor must comply with all federal, state and local laws governing the possession and/or sale of firearms.
- Firearms must be deactivated by removal of the firing pin, the bolt or otherwise altered so that they are incapable of being fired.
- Firearms may not be loaded or fired in the LACC.
- Exceptions may be granted, at the LACC's sole discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible
- Powder or primers and ammunition are prohibited.
- Any violation of this policy may result in immediate removal from the building

WATER SERVICE

The LACC offers filtered water-filling stations and drinking fountains throughout the lobby areas and hallways. To minimize plastic bottle waste, Licensee are asked to encourage attendees and speakers to replenish personal hydration bottles at these stations.

Water service for head tables and water coolers may be arranged and purchased from TASTE Los Angeles by Levy.

WIFI ACCESS

The Los Angeles Convention Center is pleased to offer complimentary wireless access in all public areas offering shared speeds up to 256kbs up/down. For more robust needs, the Center offers additional WiFi network connections at a nominal fee for hourly and daily access. Please refer to the Facilities Guidelines section for additional rules & regulations or contact Smart City at 213.765.4647.

FACILITY GUIDELINES

Los Angeles | CONVENTION CENTER

Managed By AEG ASM GLOBAL

VENUE SHIELD

lacclink.com

5K RUN & WALK EVENTS

Adding a run/walk may be a great way to engage your attendees, promote healthy living initiatives your organization are advocating, or create a fun revenue source. Based on availability, a 5K run/walk course may be designed on site at the Los Angeles Convention Center (LACC).

RACE ROUTE

A 5K run/walk route has been developed onsite which encompasses the use South Hall Plaza, Figueroa Drive, Pico Drive and Venice Garage. While this route has been activated by past events, Licensee is required to contract with a professional race management company to handle logistics, confirm distance and execute all aspects of the race. Please refer to the following page for the race route template.

Other route options may be available and created by your race management company. This is based on availability of space and other event activity in the venue. Provided that the entire route remains on property of the Los Angeles Convention Center, a City of Los Angeles Special Event Permit is not required.

RACE SPECIFICATIONS & APPROVAL

Holding a 5K run/walk at the Center requires the advance approval of the VP of Event Services and the LACC Fire Marshal. Major factors that will be considered in review of the race plan are (a) potential conflicts with other events in the Center and (b) potential impact to LACC parking operations. To begin the review process of your race plan, please provide the following race-related specs to your Event Manager.

- Date and hours (set-up, race and teardown)
- Expected # of participants
- Race management contractor
- Floor plan of proposed race route
- Entertainment or amplified sound use
- Food & beverage

Licensee must advise the Event Manager of their designated race management company no later than thirty (30) days prior to move-in day. Once approved, the footprint of the race route is added to the License Agreement via addendum.

VENUE EXPENSES

Licensee may be charged a use fee to hold the race on property based on its impact to venue operations. This may include rental for the private drives and/or a buyout fee for the LACC parking garages being used. In addition, a labor fee will apply for LACC staffing required (4-hour minimum).

Use Fee	Varies
(3) Building Security Officers	$40.00/hour, per officer
(2) Traffic Directors	$35.00/hour, per person

Please note that the above is a sample of staffing based on past races held. Staffing may vary based on the specifics of the proposed 5K run/walk. All labor is subject to a minimum (4) hour minimum call.

SET-UP & OTHER EXPENSES

Licensee's designated race management company is responsible to arrange for the following with outside vendors, with the exception where Licensee's designated authorized contractor is noted. The LACC does not provide any building equipment for 5K run/walk events.

- Race directors & guides throughout the course
- Tables, chairs and staging
- All equipment related to set-up the course (cones, tents, flags, bike fencing, signs/banners, etc.)
- Utility services through Licensee's electrical/utility contractor for the show.
- K-rail to designate the "turnaround points" or any pinch points where vehicle traffic must be separated from runners/walkers. (*)
- Cleaning and trash removal by the Licensee's cleaning contractor. Area(s) used must be returned to the same condition as time of set-up.
- Portable restrooms (if necessary)
- Parking for race staff or speakers (if necessary)

(*) Water-filled K-rails must be disposed off-site. Any onsite water dumping is strictly prohibited and subject to a substantial fine.

A final site plan which includes the race course and placement of all equipment and structures is due to the Event Manager no later than (30) days prior to move-in day.

FOOD & BEVERAGE

Taste of LA by Levy is the exclusive provider of food & beverage at the Los Angeles Convention Center and must review and approve all items offered at the race/walk. Please contact your Food & Beverage account manager at 213.765.4480 for assistance.

CITY OF LOS ANGELES SPECIAL EVENT PERMIT

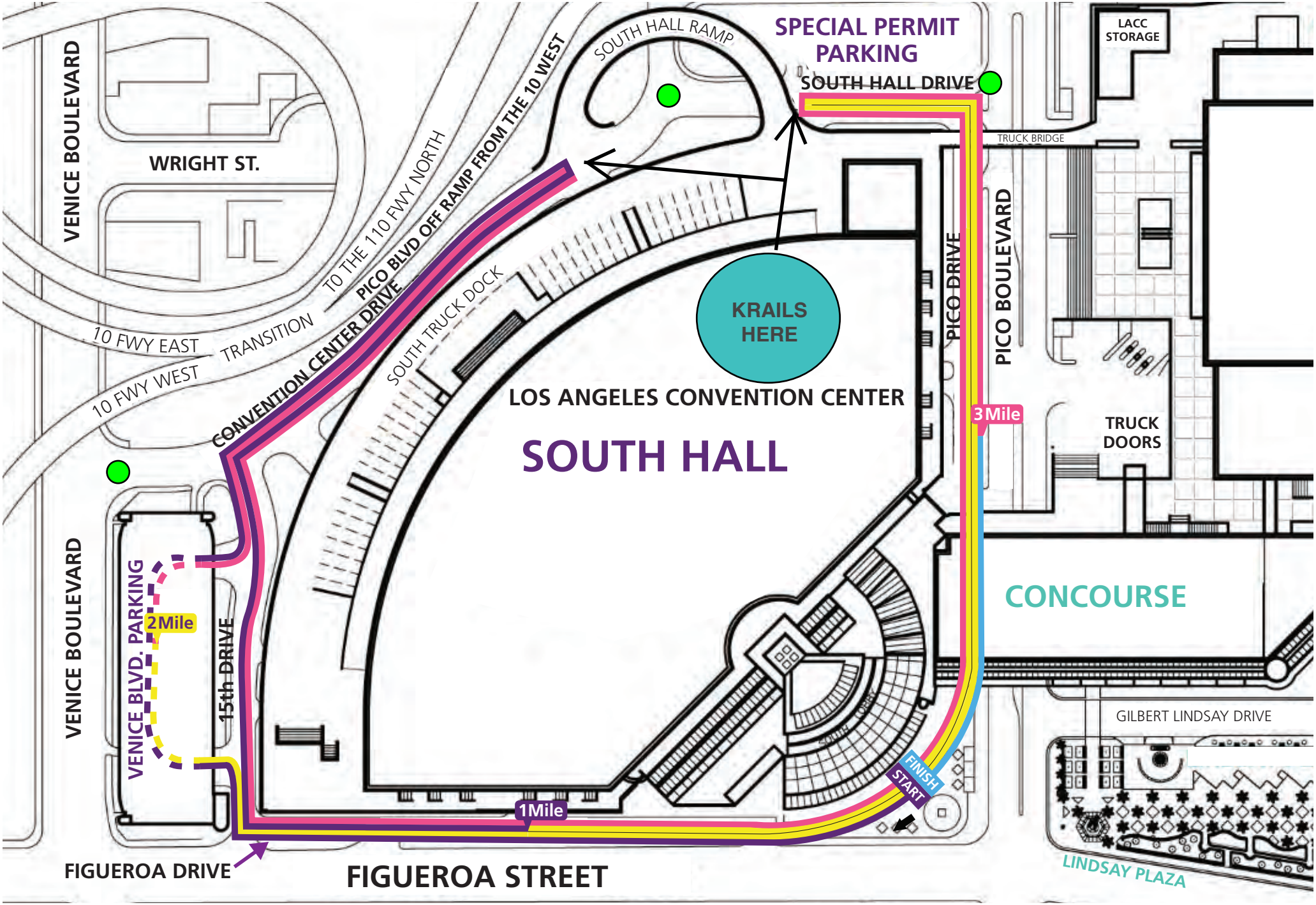
In the event any portion of the run/walk is planned on public city streets or sidewalks, Licensee is required to pull a special event permit with the City of Los Angeles Bureau of Street Services – Special Events. Permit fees may vary based on the City of LA requirements. Please provide a copy of this permit to your Event Manager once issued.

LOS ANGELES CONVENTION CENTER
5K RUN/WALK ROUTE

(Approximately 2 rotations of the route)

IMPORTANT NOTE:
This route is a guide only. Licensee is responsible to conduct on-site inspection and verification of route and distance.

LACC SECURITY POSTING
Convention Center Dr. closed at Venice Blvd. & Pico Blvd.



ADHESIVE GRAPHICS

The Los Angeles Convention Center (LACC) strives to promote and maintain an aesthetically appealing facility for all users of the building and as such has developed the following standards regarding the use of adhesive graphic materials on surfaces around the venue.

LACC approves the use of the adhesive graphic materials specifically listed below that leave little or no residue after removal. These graphics should be easily removable and must not leave fragments on the applied surface.

Please submit a sample (18"x18" minimum) of the proposed graphic adhesive material to your Event Manager for approval by the Center's Facilities Department no later than thirty (30) days prior to your event. Late submissions are subject to be denied if there is not sufficient time to test the material (minimum of 72 hours).

ACCEPTABLE ADHESIVE BASED ON SURFACES

SURFACE AREAS	ACCEPTABLE 3M PRODUCT
Painted Sheetrock/ Drywall	IJ180Cv3 + 8518/8519/8520 overlaminate
Molded Planter Boxes	IJ46-20 + 8509 overlaminate (optional)
All Floors - Terrazzo	40C + 8509 overlaminate
All Floors - Terrazzo - Large Graphics	40C + 3647 overlaminate
Steps and Risers	40C + 8509 overlaminate
Cinder Block Walls	3662 + 8518/8519/8520 overlaminate
Solid Block Walls (smooth concrete)	IJ180Cv3 + 8518/8519/8520 overlaminate
Parking Garage Columns	IJ180Cv3 + 8518/8519/8520 overlaminate
Concrete Walkways	3662 + 3647 overlaminate
Trash Receptacles (interior)	IJ39 + 8509 overlaminate (optional)
Parking Garage Walls	IJ180Cv3 + 8518/8519/8520 overlaminate
Stainless Steel	IJ46-20 + 8509 overlaminate (optional)
Stainless Steel - corrugated	IJ3552C + 8518/8519/8520 overlaminate
Glass (interior or exterior) - no graffiti coating	IJ61 clear; IJ63 white both sides; IJ46 white/ gray back; IJ67 Perforated
Table Tops	IJ46 + 8509 overlaminate (optional)
Concrete Trash Receptacles (exterior; heavy texture)	3662 + 8518/8519/8520 overlaminate
Concrete Columns (interior)	IJ180Cv3 + 8518/8519/8520 overlaminate
Concrete Columns (exterior)	IJ180Cv3 + 8518/8519/8520 overlaminate
Carpet	40C + 8509 overlaminate
Mirrors	IJ61 clear; IJ46 white

AUTHORIZED 3M™ ADHESIVE PRODUCT DETAILS

Product #: 3662
3M™ Scotchcal™ Graphic Film (white/ Gray Back)

Use this durable, removable 2 mil film along with 3M™ Scotchcal™ Matte Overlaminate 3647 to make a slip-resistant graphic for application to unsealed outdoor pedestrian surfaces. Sticks well to unsealed concrete surfaces.

Product #: 40C
3M™ Controltac™ Print Film (White/ Gray Back)

Removable 4 mil Intermediate vinyl film with advanced repositionability and Comply™ adhesive for easier, bubble-free application. Available in a gloss or matte finish, use it where a good, versatile film is needed for general signage, POP, walls, trucks, partial vehicle wraps, and indoor floor and carpet graphics.

Product #: IJ180Cv3
3M™ Controltac™ Graphic Film (White/ Gray Back)

A versatile 2 mil cast film with slideable, positionable, pressure-activated adhesive and Comply™ v3 Adhesive, with an invisible pattern and improved air release and lifting resistance from deep contours. Use this long term, removable, piezo inkjet printable film for signs, fleet graphics and watercraft, even on corrugations and rivets.

Product #: IJ3552C
3M™ Controltac™ Changeable Graphic Film with Comply™ Adhesive (White/ Gray Back)

This film is intended for short term vehicle graphics where fast, easy installation, and clean, easy removal is required. Applications include automobile, bus, commercial vehicle or fleet graphics as well as general signage. This film is designed to be piezo ink jet printed. The ultimate in removability. Use this for short-term vehicle wraps when you still need slideability, repositionability and air release.

Product #: IJ39
3M™ Scotchcal™ High Tack Graphic Film (White/ Clear Adhesive)

3.5 mil vinyl film with high tack pressure sensitive adhesive for hard to stick surfaces. Designed for solvent, UV, and latex-based inkjet printing, as well as, screen printing where a quality film is needed for short-term promotional graphics. Adheres to low energy surfaces such as plastics (including polyethylene and polypropylene) and powder coated paints.

Product #: IJ46-20
3M™ Scotchcal Graphic Film (White/ Gray Back)

A calendared vinyl film with a changeable, pressure-sensitive adhesive. It is designed for screen and digital printing where a good quality film is needed for short-term promotional graphics. Excellent imageability, removes easily without heat, leaving little or no residue.

Product #: IJ61
3M™ Changeable Window Graphic Film (Clear)

Intermediate, clear vinyl film with a low-tack, changeable adhesive, designed for use on windows and glass.

Product #: IJ63
3M™ Scotchcal™ Changeable Translucent Graphic Film (White/ Clear Adhesive)

This 3.2-mil matte vinyl film has changeable, pressure-sensitive adhesive. Use for promotional graphics such as signs, trade show, point-of-purchase displays, windows and taxi tops.

Product #: IJ67
3M™ Scotchcal™ Perforated Window Film

Film IJ67 is a 5.9-mil vinyl film with a 40% perforated pattern and a removable, pressure-sensitive adhesive. This short-term intermediate film allows a full image to be seen on the outside of a window while allowing viewing through building and non-regulated vehicle windows from the inside

AERIAL DRONES

The Los Angeles Convention Center supports the use of cutting-edge technology, such as aerial drones, at events. Use of aerial drones (unmanned aircrafts and systems) is limited within the "four walls" of the Center with advance approval of the LACC fire marshal. Operation of aerial drones outside of the building requires appropriate Federal Aviation Administration (FAA) registration.

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of at least one person and may have the capability to take images, video or provide some type of service.

OPERATION REQUIREMENTS

Use and operation of aerial drones in the Center is subject to the advance review and approval of the LACC Fire Marshal. Terms and conditions of this approval include, but not limited to, the following:

- Aerial drones must be less than 55 lbs.
- Documentation that the drone unit to be operated is registered under the FAA Small UAS Rule (Part 107).
- Drone operator(s) must provide Remote Pilot Certificate issued by the FAA and must fly within visual-line-of-sight at all times.
- Designation of a separate demonstration area (fly-zone area) away from the general public, enclosed by safety netting or steel mesh. The LACC Fire Marshal may require additional safeguards, including but not limited to use of barriers, creation of safety buffer zones and having a fire safety officer(s) on stand-by.
- The fly-zone area must be contained within the Licensee's contracted space or pre-approved lobby areas.
- No other persons, unless authorized by the LACC Fire Marshal, is allowed in the fly-zone area while the aerial drone is in operation.
- Operation of any aerial drone cannot exceed 30' in height inside exhibit halls and no more than 50' in tower lobby areas.

To ensure that aerial drone operations are reviewed in a timely manner, please submit the following no later than **thirty (30) days prior** to the first show day:

- Manufacturer's specifications of each drone unit(s) to include dimensions, weight, construction material and unit function(s).
- Onsite contact information
- Proposed hours of operation.
- A floor plan of designated fly-zone area to include dimensions of proposed space, height of safety netting proximity of general public viewing area and location of safety buffer zone.

OPERATION OF AERIAL DRONES WITHOUT THE EXPRESSED ADVANCE APPROVAL OF THE FACILITY IS STRICTLY PROHIBITED AND MAY RESULT IN THE DRONE BEING CONFISCATED IMMEDIATELY.

PRIVACY ISSUES

The use of this amazing technology also brings with it additional issues, namely with confidentiality and liability. Licensee assumes full responsibility and liability for approved aerial drone operations within its contracted space or approved lobby areas, regardless if such operation is done by an exhibitor, contractor, or show management. In addition, Licensee shall be responsible for properly notifying exhibitors, attendees and the general public to their event that an aerial drone is in operation and may be taking video or images. The LACC may require show management to provide appropriate signage to this end.

OPERATING OUTSIDE THE CENTER

The operation of aerial drones outside the "four walls" of the building but within the property line of the Los Angeles Convention Center requires the advance approval of LACC General Manager and the Los Angeles Police Department.

The Federal Aviation Administration (FAA) allows the commercial and recreational use of a drone in airspace provided that the unit is registered with the FAA, the operator has an FAA-issued remote pilot certificate, the drone is less than 55 lbs flying at or below 400 feet and operator has complied with all FAA requirements to operate a small unmanned aircraft system (UAS).

Please visit the FAA online to get complete information on small UAS operation requirements or call 844.FLY.MY.UA.

Please contact your Event Manager for assistance and to begin the review and approval process.

AIRWALL MOVEMENT

Licensee will receive contracted space with operable airwalls in place as predetermined in the event specifications provided to the Event Manager. In the event Licensee requests airwalls to be moved or adjusted after the initial set-up, labor fees will apply.

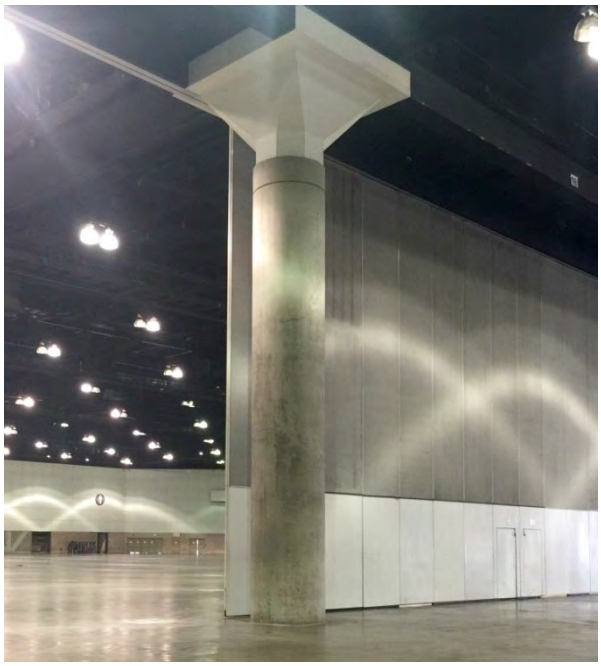
Moving of operable airwalls after the initial contracted placement requires detailed labor planning and is contingent on the complexity of the move, allotted time for the move and the exhibit hall set-up. Due to mechanical and safety considerations, certain customized airwall moves may be limited. Please work directly with your Event Manager early to assist in being strategic when developing floor plans to optimize airwall moves.

LABOR FEES

Labor fee noted is per airwall movement requested after initial contracted placement.

Standard Move (*solid wall or partial anchored* from the east/west well)	$1,200.00
Panel(s) Removal for Single Pass-Through	$1,500.00
Customized Move	$1,500.00 +hourly labor (*)
Petree Hall C/D & Concourse Hall E/F	$35.00/hour per person
Meeting Rooms	$35.00/hour per person

(*) Hour labor rate at $35.00/hour for set-up crew and $80.00/hour for mechanic crew.



GUIDELINES

- Airwall moves are subject to the advance approval of the Los Angeles Convention Center. The following factors will be considered in all airwall move requests:
  - ☐ Complexity of the airwall movement requested
  - ☐ Designated time frame to successfully achieve the move
  - ☐ Availability of labor
  - ☐ Structures and flooring in place
  - ☐ Safety considerations
- Licensee receives the initial airwall placement included with rental, provided airwall requirements are given provided with event specification no later than two (2) weeks prior to move-in for standard moves and no later than thirty (30) days prior to move-in for panel removal or customized moves.
- Any change to the initial airwall placement onsite will be subject to an airwall movement fee including airwall moves requested to support GSC move-in/move-out activities.
- A standard airwall move is defined as solid wall or a partial wall that is anchored from the east and west wall of the exhibit hall.
- A panel removal airwall move is defined as a move that creates a single pass-through break point in the middle of the airwall. Request to remove panels that create more than one (1) pass-through break in the airwall is considered a customized move.
- Airwall panels are 5’ wide. Any requested airwall opening must be in 5’ increments.
- Built-in airwall doors cannot be moved and must remain in their standard manufacturer’s location at all times.
- Upon receipt of airwall requirements, the Event Manager will review the requested move with our LACC mechanics department to determine labor and logistics of the move.
- All portion of the track lines need to support the requested airwall move must be free of any structural obstruction, carpet or temporary flooring.
- Freight doors must be secured during wind-prone days during airwall moves to minimize airwall potential swaying and buckling.
- In the South Hall, the full exhibit hall is limited to having only two solid airwalls set at any given time.

BIOMEDICAL SPECIMENS

The Los Angeles Convention Center (LACC) is prepared to host medical and scientific conventions by accommodating the unique educational setting inherent in these types of meetings. Use of human or animal tissue as a practical element in an educational session is allowable under the following guidelines. The goal of these guidelines is to provide a framework for the proper handling, cleaning, and disposal of these materials to ensure public safety. The LACC assumes no liability for biomedical handling or biohazard waste disposal.

RULES & REGULATIONS

For the purpose of this discussion, this guideline applies to human or animal tissue (whether chemically treated or not), blood or any other bodily fluids and sharps or medical equipment in the handling of these specimens.

Licensee is responsible for complying with and ensuring the following:

- Arrange provision, delivery and handling of specimens through a nationally accredited biobank or biomedical company.
- Provide the appropriate refrigeration storage for specimens, including satellite laboratory trailers if necessary. Levy Restaurants is unable to provide refrigeration units for this use and electrical service and utilities needed to support these the refrigeration units is to be provided by the show's designated utilities contractor.
- Event space will be maintained at the LACC comfort zone of 72°F in accordance to the Center's standard HVAC guidelines. Request to adjust room temperature from the comfort zone to accommodate specimens may be subject to HVAC hourly fees.
- Show general service contractor to provide visqueen on entire flooring and, as applicable, walls and all other surfaces where specimens are used.
- All tables, chairs, staging and other equipment needed to support hands-on practical interaction with human or animal tissue shall be provided by a medical equipment company or the show general service contractor. The LACC will provide audience seating in areas that do not come into contact with the bioskills area.
- All cleaning and waste removal throughout the use of the designated area, including at changeovers, must be provided by a nationally-accredited biowaste/disaster clean-up company. The LACC will not changeover the designated area from a lab setting to a standard meeting room set until space has been released by the biowaste/disaster clean-up company and all equipment used during the specimen session is removed.
- All waste associated with specimen use must be disposed of properly offsite. Use of any LACC trash receptacles, dumpsters or compactors for this purpose is strictly prohibited.
- Any post event clean-up done by LACC to return the designated area in the same condition as at move-in is billable to show management, including any specialized cleaning LACC is required to contract for.

LACC REQUIREMENTS

Licensee will work closely with the Event Manager in the coordination and planning of this process. No later than two (2) weeks prior to the first day of move-in, your Event Manager will ask for a Biohazard/Medical Plan with the following information.

- Name and onsite contact person of the biobank or biomedical company providing and handling the specimen(s).
- Name and onsite contact person of the biowaste/disaster clean-up company.
- A detailed timeline and schedule of delivery, storage and handling of the specimen.
- List of all known functions associated with the use of biomedical specimen to include location, dates, times and description.
- A detailed process plan for medical waste disposal (sharpies, scalps, etc) used during these sessions.
- An emergency contingency plan in the event of improper handling, exposure or disposal.

RECOMMENDED RESOURCES

To research ethical practices, proper accreditation, required licensing, please visit the following resources:

- Biorepositories and Biospecimen Research (www.biospecimens.cancer.gov)
- College of American Pathologist (www.cap.org)
- California Department of Public Health (www.cdph.ca.gov)

CANNABIS / CBD / HEMP

On November 9, 2016, California passed the Adult-Use of Marijuana Act (AUMA) which legalized adult (21 years or older) use of cannabis (marijuana) products and is enforced by the California Bureau of Cannabis Control.

This guideline outlines requirements for cannabis-related events and exhibitors to conduct business at the Los Angeles Convention Center (LACC). Licensee is responsible to communicate and ensure that contractors, exhibitors/vendors, and attendees are aware of and comply with this guideline.

The LACC will strictly enforce the following in accordance to the provisions of the law:

- Consumption of marijuana or cannabis products will not be allowed within contracted space, loading docks or public areas.
- LACC is a non-smoking facility (LAMC § 41.50). This includes smoking and vaporizing of any tobacco and non-tobacco products. This extends to, but not limited to, the use of hookahs, electronic cigarettes and vape pens.
- LACC is not a licensed dispensary establishment; therefore, retail sale, trade and sampling of certain cannabis-related products is not allowed.

IMPORTANT NOTE. Cannabis retailer licenses do not extend beyond the physical place of business registered with the State and/or the City and therefore, does not allow a retailer to conduct such business at the Los Angeles Convention Center.

CANNABIS / CBD INDUSTRY EVENTS

Any event (trade or public) focused on the cannabis industry and culture is required to execute an addendum to the License Agreement. Licensee agrees to:

- Incorporate state and city laws into the exhibitor service manual. The VP Event Services reserves the right to review and approve the exhibitor service manual prior to distribution.
- Restrict admission to verified 18 years of age or older, unless accompanied by parent or guardian. Exhibit booth staff must be 21 years of age or older.
- Professionally produce and display 22”x28” signs regarding the venue’s “no smoking/no consumption” upon request of the venue.
- Obtain advance approval from LACC for event marketing signs/activations proposed in public areas.
- Display and sale of paraphernalia (pipes, bongs, roach clips, cultivating kits, etc) must be in a separate and enclosed area where access is restricted to 18 years or older.
- Provide the LACC with an event security plan and posting schedule no later than thirty (30) days prior to move-in for review and approval by the VP of Security and Guest Services.
- Contract a minimum of (1) stand-by Fire Marshal and (1) LAPD sergeant, plus (2) LAPD officers during event hours. The VP of Security and Guest Services may adjust these minimum staffing based on event specifications.

  The display, sales, and sampling of ingestible (consumable) CBD products, industrial hemp or cannabis products containing tetrahydrocannabinol (THC) is strictly prohibited. The display, sale or onsite cultivation of the marijuana plant is strictly prohibited.
- LACC, LAPD, and LAFD reserve the right to temporarily delay, up to and including explicit closure of the show in the event of violations of this guideline.

CANNABIS / CBD / HEMP PRODUCTS

- Food, beverage, and any form of edible/ingestible products containing cannabis, CBD, industrial hemp or and/or cannabis-derived CBD products cannot be displayed, sold, and sampled at any event in the venue. Please note that the CA Department of Public Health defines “food” as consumable items by man or animal. (CA Health & Code – Section 109935)
- **Cannabis/CBD.** Exhibitors/vendors may exhibit, sell and sample non-edible (non-ingestible) products if exhibiting company is properly licensed by the California Bureau of Cannabis Control and products are labeled in accordance to CA Business and Professions Code. Exhibitor must have license available in the event of inspection by any governing agency or law enforcement.
- **Industrial Hemp.** Topical use industrial hemp and hemp-derived products can be displayed, sold and sampled if limited to topical use only. Topical use is defined as non-edible, non-ingestible products.
- Licensee shall provide LACC with a list of all CBD exhibitors no later than two (2) weeks prior to move-in. Please complete and return following page.

IMPORTANT NOTE:
As of January 2020, California law does not provide for a permit or license for the manufacturing, processing, or selling of non-food industrial hemp or hemp products but this is subject to change with the passage of CA Assembly Bill 228 (AB-228). Licensee is responsible to comply with the most current law passed by the California Legislature.

CANNABIS / CBD / HEMP EXHIBITORS

ATTENTION LICENSEE (SHOW MANAGEMENT):

Please list all exhibitors and vendors who are planning to display, sell, or sample cannabis, CBD or hemp products. Exhibitors/vendors not listed here may be subject to onsite inspection and may not be allowed to sell their products. Licensee acknowledges and understands the LACC Cannabis/CBD/Hemp guideline and assumes full responsibility for exhibitors complying with its requirements and limitations. Please keep records of licenses and permits for these exhibitors/vendors.

Please complete below and return to your Event Manager no later than **two (2) weeks prior to move-in**.

Event Name _____ **Event Date(s)** _____

Licensee (Show Management Contact) _____ **Licensee Cell #** _____

EXHIBITOR/VENDOR NAME	BOOTH #	TYPE OF CBD PRODUCT(S)

CATWALK ACCESS

The Los Angeles Convention Center (LACC) has an intricate system of catwalks above West Halls A/B and South Halls G/H/J/K that can help support a wide variety of production and suspension activities. The Center's main priority in providing access to the catwalks is safety and security for contractors, show management staff, and venue staff.

Catwalk access is strictly limited to contractors on the **annual** LACC Authorized Contractors List who have essential work in the area. Contractors will be issued a dedicated electronic key card and a catwalk elevator key at LACC Security Command. Catwalk access keys are to be checked out daily and returned to Security Command by the end of each work day.

AUDIO VISUAL & PRODUCTION COMPANIES

The LACC will not issue catwalk access keys directly to AV and production personnel. Audio Visual contractors and production companies who are approved for a one-off event must be escorted at all times with the following options.

- **OPTION 1.** AV contractor and production companies can coordinate access and escort through the event's designated electrical contractor or rigging contractor.
- **OPTION 2.** Licensee may coordinate to have an LACC security officer provide catwalk access and escort its AV contractor or production team through the Event Manager. A labor fee of $40.00/hour, per officer (4-hour minimum) is billable on Licensee's settlement. Labor must be scheduled no later than (2) weeks prior to move-in. Catwalk access and escort requested inside of 2-weeks may not be accommodated if labor is not available.

CHECKING OUT CATWALK KEYS

- Catwalk keys shall be issued to contractors on the **annual** LACC's Authorized Contractors List. Each contractor must register personnel authorized to check-out a catwalk key with LACC Security Command.
- Authorized contractor personnel must check-out catwalk access keys at LACC Security Command (located on the lower level of South Hall off of Convention Center Drive at Pico Drive) daily and must return the keys at the end of each work day.
- Personnel checking out keys will be required to provide picture ID.
- Contractors shall be issued a maximum of (4) catwalk access keys per company, per event/show.
- A fee of $2,000.00 per set of catwalk keys applies and is billable to contractor if not returned to LACC Security Command by the designated day/time.

GENERAL RULES & REGULATIONS

In the event that perimeter access doors require in/out access over the course of the day, event security or contractor personnel must be posted at the door. Any open LACC perimeter doors leading to catwalk access must be manned at all times.

(a) Propping open and taping locks to catwalk access doors is strictly prohibited.

(b) Contractor assumes full liability for any damages, actions, costs, losses, claims, and expenses (including attorney's fees) on account of personal injury, death or damage to or loss of property arising out of or resulting, in whole, or in part, from any act, omission, negligence, fault or violation of law or ordinance of Contractor or its employees, agents, subcontractors, exhibitors, or invitees or any other person entering the catwalk area.

(c) All rigging work must be performed by an LACC-authorized exhibit or production rigging contractor and subject to the LACC Rigging Guidelines.

(d) Contractor must notify the Event Manager of all proposed production and suspension specifications no later than thirty (30) days prior to move-in, notably any attachment to the building exceeding forty (40) pounds.

(e) A minimum two-person crew shall work side by side at all times for projects within the catwalks.

(f) No objects shall be hung from the false beam (sheet rock edging).

(g) Use of stretch cables/wires, hang signs, and banners or other objects involving weight on catwalk rails are **strictly prohibited**.

(h) Any attachment to the superstructure of the building shall be done by the use of appropriate slings and/or padding, such as carpet or blankets. No chains or cable shall be directly affixed to the beams or other points of attachment to the building under no circumstances with the expressed written authorization by AEG Management LACC, LLC.

(i) Under no circumstances shall a "Man lift, scissor lift, or boom lift" be used by personnel to access the catwalk.

(j) No equipment or heavy tools shall be transported via the catwalk by the stairwell. Stairs on the second floor to the catwalk are for ***personnel use only***.

(k) In West Halls A and B, hanging or suspending items over five (5) pounds from ceiling channels, including "T" bars from the low ceiling (over freight areas and hall perimeter) is strictly prohibited.

CHANGEOVERS

Rental includes the initial room set-up at no charge as outlined in the License Agreement provided Licensee submits event requirements no later than thirty (30) days prior to move-in. Please refer to the Set-Up Guidelines for Meeting Rooms and Exhibit Hall for detailed information.

CHANGEOVERS / AIRWALLS

Any change to the initial set-up in an exhibit hall is subject to a labor fee, including changes to airwall placement. Please refer to the Airwall Movement guideline on how labor is billed for this type of request.

In meeting rooms, each subsequent change from the initial room set is subject to a fee equal to 50% of the room's published daily rental. In the event the requested change solely involves an airwall move, a labor fee will apply if the airwall move requires more than (15) minutes to complete.

Significant same-day or onsite changeovers requested may be billed at an hourly labor fee in addition to the standard changeover fee and is contingent on time constraints and availability of labor.

CATERED FUNCTIONS

The Los Angeles Convention Center will waive the changeover fee for any set-up change required to accommodate (to or from) a catered meal function. A catered meal function is defined as reception, buffet, or sit-down full meal service. Beverage or snack breaks are not considered meal services.

CHANGEOVER FEE – 300 SERIES MEETING ROOMS

301A	$130.00
301B	$130.00
301A/B	$265.00
302 (Show Office)	$130.00
303A	$130.00
303B	$130.00
303A/B	$260.00
304A	$135.00
304B	$135.00
304C	$135.00
304A/B or 304B/C	$270.00
304A/B/C	$405.00
305 (Show Office)	$130.00
306A	$130.00
306B	$130.00
306A/B	$260.00
307 (Show Office)	$130.00
308A	$135.00
308B	$135.00
308A/B	$265.00
309	$200.00

CHANGEOVER FEE – 400 SERIES MEETING ROOMS

401	$125.00
402A	$150.00
402B	$150.00
402A/B	$300.00
403A	$435.00
403B	$435.00
403A/B	$845.00
404A	$170.00
404B	$170.00
404A/B	$335.00
405	$165.00
406A	$170.00
406B	$170.00
406A/B	$335.00
407	$165.00
408A	$425.00
408B	$425.00
408A/B	$850.00
409A	$170.00
409B	$170.00
409A/B	$335.00
410	$165.00
411 (Theatre)	$395.00

CHANGEOVER FEE – 500 SERIES MEETING ROOMS

501A	$130.00
501B	$130.00
501C	$130.00
501A/B or 501B/C	$238.00
501A/B/C	$350.00
502A	$475.00
502B	$475.00
502A/B	$925.00
503	$240.00
504	$130.00
505	$130.00
506	$130.00
507	$130.00
508A/B/C	$250.00
509A/B/C (Show Office)	$250.00
510	$130.00
511A	$130.00
511B	$130.00
511C	$130.00
511A/B or 511B/C	$240.00
511A/B/C	$345.00
512	$130.00
513	$130.00
514	$130.00
515A	$570.00
515B	$570.00
515A/B	$1,120.00
516	$55.00
517	$55.00
518	$240.00
519	$55.00

CLEANING

The Los Angeles Convention Center (LACC) is committed to maintaining an attractive and clean facility to be enjoyed by show management, exhibitors, vendors, and visitors. Contracted space is turned over to show management under a "clean hall to clean hall" policy. Any additional cleaning needs requested above and beyond what is listed below or is necessary to return the contracted space back to the same condition as is move-in is billable to Licensee at the prevailing rates.

All events held in exhibit halls must employ a cleaning contractor from the LACC-authorized contractors list. This also includes Petree Hall and Concourse Hall when these areas are used for exhibits or special-use events. Areas under the responsibility of the event cleaning contractor must be accomplished within the Licensee's contracted days and hours. In the event the cleaning contractor requires time outside of the contracted days/hours, to accomplish its cleaning responsibility, additional rental fees and labor fees may apply and will be billable to the Licensee.

PUBLIC AREAS

LACC cleaning is responsible for the pre-show, during show, and post-show cleaning of public areas including parking garages, lobbies, corridors, and restrooms. Event registration areas, event marketing programs, exhibitor-related service areas, bookstores and/or other areas that are considered "special in nature" and unique to the event is the responsibility of Licensee's event cleaning contractor.

EXHIBIT HALLS

Exhibit Events and Special Uses. Licensee's event cleaning contractor is responsible for cleaning of exhibit events (conventions, tradeshows, consumer shows) and special-use events (i.e., concerts, sporting events, social events) booked in an exhibit hall, including Petree Hall and Concourse Hall throughout the entire contracted period. This includes maintenance and cleaning of flooring, exhibit booths, temporary structures, posters, table-tops, lounges, show offices, theatre areas, registration/ticket booths, offices, exhibitor service areas, lobby activations and all other auxiliary areas in use. The LACC will provide needed trash receptacles to the event cleaning contractor, however, the contractor shall provide labor to set, maintain, and remove the trash receptacles. This task also includes proper trash sorting in accordance to LACC recycling standards. In addition, the event cleaning contractor is responsible for the maintenance of loading docks/areas and the removal of all floor tape.

A unique exception to the above is when Licensee opts to rent all tables and chairs for table-top exhibits from the Center. LACC cleaning is included when licensed space is set exclusively with LACC tables and chairs, without pipe and drape. Licensee's cleaning contractor is responsible for cleaning table-top exhibit area in the event other equipment or elements are being provided by an outside vendor/contractor.

Assembly/General Sessions. Licensee is responsible for employing an LACC-authorized cleaning when booking West Hall A/B or South Hall G/H/J/K to handle cleaning and trash removal within all areas of the exhibit hall. This also includes placement and management of trash receptacles. The LACC will clean and maintain public restrooms.

MEETING ROOMS

The LACC will clean, maintain trash receptacles, and provide two (2) daily room refresh in meeting rooms, Petree Hall and Concourse Hall when these areas are used for workshops, breakout sessions, show offices, or classrooms. The room refresh will be provided at midday and at the end of the day. Licensee must ensure to program appropriate break time at midday for LACC to accomplish this task.

Licensee's event cleaning contractor is responsible for cleaning meeting rooms where furniture or equipment used is predominantly provided by the general service contractor, an outside vendor, or is used in a manner different than what is outlined in this section.

Based on availability of staff and break time allotted by Licensee, LACC can provide additional cleaning/refresh service at the prevailing labor rate.

FOOD & BEVERAGE

The LACC is responsible for the cleaning and upkeep of the existing concessions stands, dining outlets (Compass Café, Tradewinds and Galaxy Café), bars, and catering service operated by the Center's exclusive food and beverage provider. This includes overall cleanliness, managing the trash receptacles, bussing, cleaning tabletops, maintain food preparation areas, service areas, and the floor of the adjacent dining areas.

Licensee's event cleaning contractor is responsible for cleaning food and beverage areas where:

- Dining and seating areas not immediately adjacent to the LACC food and beverage activation.
- Any dining or lounge areas furnished with rental equipment.
- Temporary flooring (carpet) or décor is placed.
- Exhibit booths/vendor tables.
- Sampling activations.
- Sponsorship activations.

Cleaning responsibilities for unique, multi-function uses related to food and beverage will be determined by LACC on a case-by-case basis.

SPECIALTY CLEANING

Specialty cleaning not specifically outlined in this guideline (i.e.. pressure washing) or is beyond standard venue operations may be available at a premium hourly labor rate based on availability of equipment and labor. Please contact your Event Manager for an advance quote for this service.

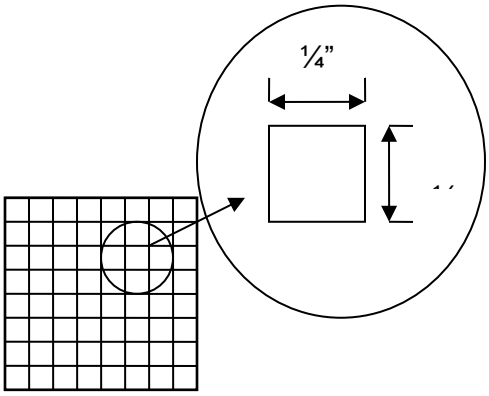
COVERED AREAS

Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS). The following information will assist you in determining whether or not you require an AFSS, and ways to design around it.

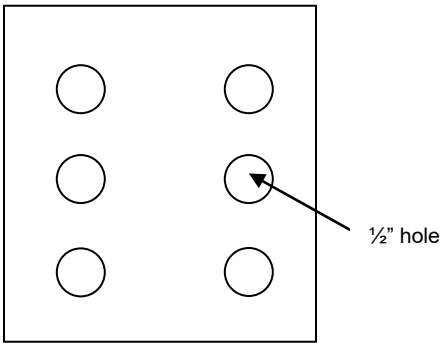
DEFINING COVERED

The term "covered" is defined as any item consisting of covered elements in which the material used for creating the covering has cross sectional openings of less than ¼ inch in two dimensions, and/or a construction that results in less than 50% of the material being open.

Materials/components that are considered covered include standard scrim, sharks-tooth, smoke-out, deck structures, stairs, acoustic ceilings, etc. These common components are considered covered because the cross sectional opening of the material is less than ¼ inch.



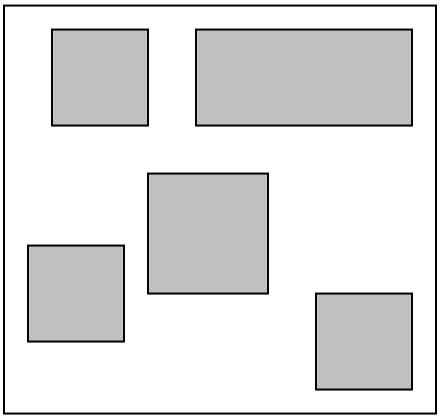
The unobstructed openings in the material must be at least ¼ inch in two directions.



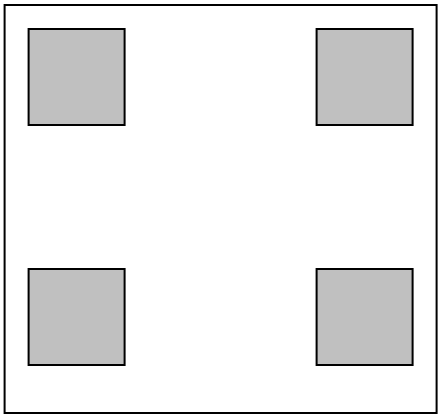
This is an example of steel plating with ½ inch holes. Even though the openings are greater than ¼ inch, this material is considered "covered" due to the majority of the material being covered (less than 50% is open).

DEFINING COVERED AREA

A "Covered Area" is defined as any area containing covered elements that are separated (horizontally) by less than 10 feet. A 50' x 50' booth space that has several covered structures throughout the booth that are all closer than 10 feet (horizontally) would be considered one (1) covered area. However, a 50' x 50' booth space that has four (4) 100 sq. ft. covered structures that are all separated by 10 feet or more would have four separate covered areas within the one booth space.



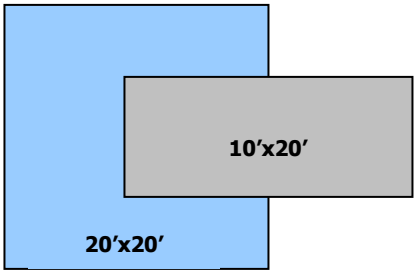
One (1) Covered Area
Covered structures with less than 10 feet of separation.



Four (4) Covered Areas
Covered structures with 10 feet or more separation.

ALLOWABLE COVERAGE

The maximum amount of covering allowed in any one "area" is 750 square feet (sq. ft.). Any area (as described above) that contains covered elements exceeding 750 sq. ft must be protected with an approved Automatic Fire Sprinkler System (AFSS). No other type of protection is allowed for areas exceeding 750 sq. ft. AFSS's must be installed by a LACC approved California licensed Fire Sprinkler Contractor. In addition to the installation of an AFSS, the strategic placement of fire extinguishers and smoke detectors are required as well. Placement will be determined by the Fire Marshal after reviewing design plans. Areas that have overlapping covered elements are not considered when calculating the amount of square footage in a covered area. Calculations are based on a "plan-view perspective" only.



The amount of covered area in this example is 500 sq. ft. based upon a "Plan-View Perspective". Although the two elements total 600 sq. ft., the overlapping portion is not considered in the covered area calculations.

DESIGN GUIDELINES

The key to avoiding an AFSS in large exhibits is to design the booth in such a manner to create multiple "covered areas" by maintaining at least 10 feet of uncovered (horizontal) separation between covered elements of the booth. In a large booth, having four covered structures of 750 sq. ft. is permissible without the need to install an AFSS as long as the covered areas are separated (on all sides) by at least 10 feet.

Creating one covered area that is 1,000 sq. ft. and three others that are 750 sq. ft. or less would result in the need to install an AFSS in the 1,000 sq. ft. area only (the other three would not require an AFSS).

- Neighboring booths must be considered when planning covered elements within 10 feet of the neighboring exhibit. If the neighboring exhibit has a covered structure that is within 10 feet of your structure, then the aggregate total is used to determine the amount of "covered area".
- The total amount of covered area that is allowed in any exhibit hall, or public space cannot exceed 10% of the size of the room as it is configured via the use of airwalls. For example, Petree Hall is 21,500 sq. ft. (when Halls C&D are combined). The maximum amount of ALL cover areas within Petree Hall added together cannot exceed 2,150 sq. ft. (10%). Approvals to build covered areas are given based on the order in which requests containing "complete information" are received. Delaying the submittal of covered area plans may result in the denial to build said covered area.
- Under certain circumstances LACC meeting rooms located on the second level of the Convention Center can be covered up to the lesser of the following two parameters: 70% of the total area of the meeting room, OR, 750 sq. ft. A 24-hour Fire Watch must be established once the covered area has been constructed, until the time it is removed. Show Security personnel shall be used for fire watch duties. There must be a designated officer in the room at all times with a readily available means of communication (i.e., radio or phone) to immediately contact LACC Security in the event of smoke or fire. If the event has multiple rooms with covered areas, a LAFD Fire Marshal may be required to patrol all of the meeting room spaces and corridors that contain covered areas during the non-show hours of the event.
- Sprinkler systems can only be installed in the South, West, and Kentia halls. Installing sprinkler systems in Concourse Hall, Petree Hall, all meeting rooms and public spaces is not allowed. Therefore, projects must be planned in these areas so that no covered area exceeds 750 sq. ft., and that the covered area is in compliance with the 10% (70% in LACC meeting rooms) requirement mentioned above.
- All fabrics and materials must be certified as "Flame Proof" or "Flame Retardant" by the California State Fire Marshal. Flame proof certificates must be kept in the booth for Fire Marshal review. Flame proofing certificates from other states (or countries) will not be accepted. Material believed to be acceptable but not having a California certificate can be sent to the LAFD Fire Marshal for testing. Test samples should be 12"x12" in size and should be mailed with any other pertinent information to the Fire Marshal at the address listed below.
-

- Booths containing more than 400 sq. ft. of covered elements are required to submit a “Covered Area Drawing” to the Fire Marshal and the Vice President, Event Services at the address listed below. Send two (2) plan view drawings of the entire booth indicating (by use of color, shading, or pattern) the areas/elements that are covered and the calculated square footage of each covered area. Also include the respective dimensions (in feet & inches) of the structures/elements and the amount of horizontal separation between them. In addition send perspective/isometric drawings to better define the project. Drawings may be e-mailed in a PDF or JPEG format. Plans must be submitted for ANY proposed covered area in LACC meeting rooms. Plans must show the entire meeting room and the square footage thereof, and the respective design and square footage of the proposed covered elements.

- Non-combustible stages and platforms that do not exceed 5 feet in height “may” be exempt from the 750 sq. ft. limitation provided that no combustible materials or sources of heat are placed under the stage/platform. Projects involving stages/platforms not exceeding 5 feet in height require a covered area drawing to be submitted as indicated above. The covered area plan should denote the height of the platform and use a different shading pattern to distinguish the platform from the other covered elements in the booth.

- LACC fire sprinkler systems shall not be impeded or obstructed. A clearance of 36 inches must be maintained from all LACC sprinkler heads.

- Battery operated smoke detectors must be installed as an early warning device in any covered area that exceeds 100 sq. ft.

- Stairs, ramps, vehicles, and/or equipment are considered “covered” and therefore must be included in the covered area calculations.

For further information, clarification or discussion, please contact:

LACC Fire Marshal
Inspector Clinton Pruiet
Tel: 213.763.6954 / E-mail: clinton.pruiet@lacity.org

FACILITY GUIDELINES

DIGITAL READER BOARDS

The Los Angeles Convention Center (LACC) has five (5) outdoor digital reader boards located around the perimeter of the venue. They offer promotional opportunities that are highly visible on some of LA's most busy thoroughfares.

- Pico/LA Live Way
- Pico/Figueroa St.
- LA Live Way/Chick Hearn Ct.
- Venice Blvd./Figueroa St.
- Venice Blvd./Convention Center Dr.

GENERAL GUIDELINES

Use of the outdoor digital reader boards are extended to events licensed in exhibit halls at no cost under the following parameters.

- Content is limited to promoting Licensee's upcoming event at the LACC. All content is subject to the advance approval by your Event Manager.
- Events are posted at maximum of (2) weeks out.
- Eligible events allowed up to (2) slides (text, image or video)

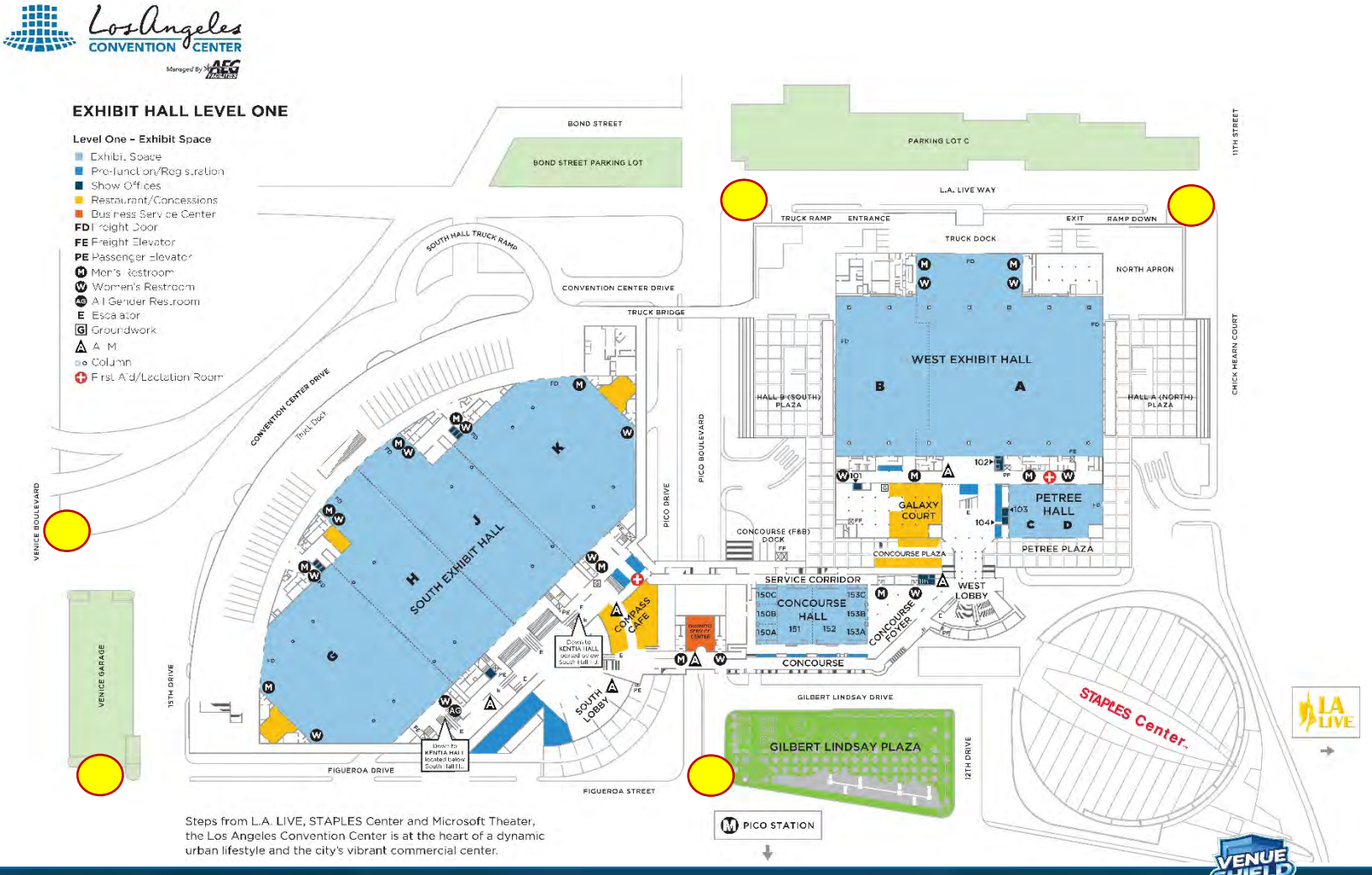
MEDIA CONTENT SPECIFICATIONS

Please provide your Event Manager with the following file(s) no later than (30) days prior to your event. Please refer to your Event Marketing Form for additional details and guidelines.

- **TEXT.** Four lines maximum is suggested
- **IMAGES.** 13:4 ratio - 1248 (w) x 384 (h) pixels recommended in PNG (preferred) or JPG format.
- **VIDEO.** 13:4 ratio - 1248 (w) x 384 (h) pixels recommended in WMV or MP4 format – not to exceed (12) seconds in length

OTHER CONSIDERATIONS

- Views, frequency and impressions are not guaranteed.
- Media content provided will be run concurrently on all digital reader boards. Content cannot be customized to specific locations.
- Based on availability and approval of the LACC, Licensee may run media content outside of (2) weeks prior to the event. A daily advertising fee will apply.



EVENT INSURANCE

All events contracted at the Los Angeles Convention Center must provide a certificate of insurance (COI) listing Licensee as insured entity no later than (5) business days prior to move-in evidencing the following coverage over contracted dates.

COMMERCIAL GENERAL LIABILITY (EXHIBIT HALL EVENTS)

❑ Each Occurrence	$1,000,000.00
❑ General Aggregate	$5,000,000.00
❑ Each Occurrence (pyro / fireworks / fire display)	$10,000,000.00
❑ Damage to Rented Premises	$1,000,000.00
❑ Med Exp (Any One Person)	$5,000.00
❑ Personal & Advertising Injury	$1,000,000.00

COMMERCIAL GENERAL LIABILITY (MEETING ROOM EVENTS)

❑ Each Occurrence	$1,000,000.00
❑ General Aggregate	$2,000,000.00
❑ Each Occurrence (pyro / fireworks / fire display)	$10,000,000.00
❑ Damage to Rented Premises	$1,000,000.00
❑ Med Exp (Any One Person)	$5,000.00
❑ Personal & Advertising Injury	$1,000,000.00

AUTOMOBILE LIABILITY

❑ Combined Single Limit (All Automobiles)	$1,000,000.00

UMBRELLA LIABILITY / EXCESS LIABILITY (EXHIBIT HALL EVENS ONLY)

❑ Each Occurrence	$4,000,000.00
❑ Aggregate	$4,000,000.00

WORKERS COMPENSATION

❑ E.L. Each Accident	$1,000,000.00
❑ E.L. Disease – Each Employee	$1,000,000.00
❑ E.L. Disease – Policy Limit	$1,000,000.00

MEDIA LIABILITY

❑ Per Occurrence	$5,000,000.00

PERSONAL PROPERTY

❑ Minimum	$2,500.00

ADDITIONAL INSURED VERBIAGE

❑ Certificate of Insurance shall name AEG MANAGEMENT LACC, LLC, the City of Los Angeles, ASM Global Parent Inc. and each of their respective affiliates, licensees, lenders and contractors, as well as each of their respective officers, directors, partners, members, shareholders, employees, agents, representatives successors as Additional Insured.

IMPORTANT NOTE: MOVE-IN CANNOT BEGIN UNLESS THERE IS A PROPER COI ON FILE

LICENSE AGREEMENT TERMS

Notwithstanding the above, Licensee agrees to the following terms and conditions in accordance to the License Agreement.

(A) Licensee agrees, at its sole expense, to procure and maintain during the term of this License Agreement: (i) Commercial General Liability insurance, on an occurrence form, including blanket contractual liability, products and completed operations coverage, fire legal liability coverage, personal & advertising injury coverage (including but not limited to libel, slander, defamation of character, and discrimination) for the mutual benefit of Licensee, Operator, the owners of the Licensed Areas and their contractors, successors and assigns, against all claims for personal injury, death or property damage in or about the Licensed Areas arising in the amount of $1,000,000 per occurrence, $5,000,000 in the aggregate ($2,000,000.00 events exclusively in Concourse Hall, Petree Hall or Meeting Rooms). In the event there are pyrotechnics, fireworks or fire displays, the certificate of insurance shall evidence such coverage and with limits specific therein, for a limit of $10,000,000 per occurrence; (ii) Commercial Automobile Liability insurance, on an occurrence basis covering all owned, non-owned, hired & leased vehicles with a limit of not less than $1,000,000 per occurrence covering bodily injury and property and physical damage; and (iii) following form Umbrella or Excess Liability coverage with a limit of $4,000,000 per occurrence in excess of $1,000,000 (Events exclusively n Concourse Hall, Petree Hall or Meeting Rooms are exempt from Umbrella or Excess Liability coverage requirement).

(B) In the event Licensee exploits the Event, media liability insurance coverage as respects errors and omissions resulting from any broadcast emanating from the Licensed Areas or in any way pertaining or related to the Event, with contractual liability endorsements for the mutual benefit of Licensee, Operator, the owners of the Licensed Areas and their respective contractors, successors and assigns, against all claims for personal injury and errors and omissions liability including without limitation defamation of character, libel, slander and other similar causes of action, with policy limits of not less than $5,000,000 per occurrence. Such insurance can be written on a Claims Made basis providing an extended reporting period of not less than 2 years is provided.

(C) The insurance policies set forth in (a & b) above shall name as Additional Insureds: (i) AEG MANAGEMENT LACC, LLC (ii) the City of Los Angeles, (iii) ASM Global Parent Inc. and each of their respective affiliates, licensees, lenders and contractors, as well as each of their respective officers, directors, partners, members, shareholders, employees, agents, representatives, successors and assigns, hereinafter the "Indemnitees." All such insurance shall be primary and non-contributing to insurance maintained by Operator.

(D) Licensee agrees, at its sole expense, to procure and maintain during the term of this License Agreement, Workers Compensation insurance in accordance with statutory limits and Employers Liability at a limit of $1 million per occurrence covering all employees, performers, participants and other personnel of the Event (other than such persons as are employed by Operator and its respective affiliates), which shall be evidenced on the certificate of insurance required. Such insurance shall include a waiver of subrogation in favor of Operator.

(E) Licensee shall obtain and maintain a Personal Property Floater and/or Miscellaneous Equipment insurance coverage on all of Licensee's personal property, trade fixtures, and Licensee's owned alterations, utility installations and third party property damage. Such insurance shall be full replacement cost coverage with a deductible of not more than $2,500.00 per occurrence. The proceeds from any such insurance shall be used by Licensee for the replacement of personal property, trades fixtures and Licensee owned alterations and utility installations. Licensee shall provide Operator with written evidence that such insurance is in force and shall causes its insurers to a waiver of subrogation in favor of Operator.

(F) Licensee shall obtain and maintain loss of income and extra expense insurance in amounts as will reimburse Licensee for direct or indirect loss of earnings attributable to all perils commonly insured against by prudent licensees in the business of Licensee or attributable to prevention of access to the Licensed Areas as a result of such perils.

(G) Operator makes no representation that the limits or terms of coverage of insurance specified herein are adequate to cover Licensee's property, business operations or obligations under this License Agreement.

(H) The insurance shall provide for coverage from the Move-in Time (or, if earlier, such time as Licensee initially occupies or makes use of any portion of the Licensed Areas) through, and including, the Move-out Time (or, if later, such time as Licensee completely quits and surrenders the Licensed Areas). There will be no charge to Operator for such coverage and a certificate of insurance evidencing such coverage shall be furnished to Operator prior to the Move-in Time. Said policy of insurance and endorsements shall provide that the policy of insurance cannot be canceled without 15 days prior written notification to Operator. Said insurance shall not restrict or limit the coverage of the additional insureds. If Licensee fails to provide Operator with the required certificate of insurance at least five (5) business days prior to the Move-in Time, Operator may, in its sole and absolute judgment, either (i) acquire, at Licensee's expense, such insurance as Operator determines in its sole judgment to be necessary in order to protect the Indemnitees from any of the matters to be covered under subparagraph (a) above, or (ii) treat such failure as a default by Licensee and terminate this License Agreement effective as of the Move-in Date.

(I) All insurance shall be effected by valid and enforceable policies issued by insurers of responsibility, licensed to do business in the State of California, such responsibility and the insuring agreements to meet with the reasonable approval of Operator. An insurer with a current A.M. Best rating of at least AVI or better shall be deemed to be acceptable. Receipt by Operator of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same nor is any verbal agreement to modify same permissible or binding. Any agreement to amend this provision of this License Agreement must be in writing signed by the parties.

(J) At the request of Operator, Licensee shall promptly furnish loss information concerning all liability claims brought against Licensee (or any other insured under Licensee's required policies), that may affect the amount of liability insurance available for the benefit and protection of the Indemnitees under this License Agreement. Such loss information shall include such specifics and be in such form as Operator may require.

SAMPLE CERTIFICATE OF INSURANCE

A sample certificate of insurance (COI) is provided in the following page as reference tool. Please forward this guideline and the sample COI to your insurance provider to ensure proper compliance.

EXCEPTIONS

There are no exceptions to the LACC insurance requirements without the expressed, written approval of the VP, Event Services. In the event Licensee takes the position that conflicts with contractual insurance requirements, Licensee must provide LACC with statement outlining this position and addressing the following. Please send this statement to your Event Manager.

MEDIA LIABILITY

- Do you plan to videotape or record?
- Do you plan to broadcast or stream?
- Do you plan to have photography?
- How and where will content be used?
- Who has access to the content?
- Is content downloadable?

AUTOMOBILE

- What area will be used to move-in/move-out?
- Who is expected to access your loading area?
- Will show staff, contractors and/or exhibitors park in loading area?

WORKERS COMPENSATION

- Is show staff onsite employed by Licensee?

UMBRELLA / EXCESS

- What are the limits of your General Liability coverage?
- What space are you licensed in?

EVENT MARKETING

Banners, signs, and promotional activities are critical aspects of any event marketing program. These programs may be activated within Licensee's contracted space/dates without a fee. When available and upon advance approval of the LACC, banners, signs, and promotional activities may be placed in public areas. In these cases, event marketing fees apply for **commercial** event marketing activations.

Commercial event marketing is defined as activations which promote sponsors, products, services, or a non-Licensee business entity/organization, regardless of revenue generated by Licensee for the activation. Show management banners and event-related signs are exempt. When event marketing activations include co-branding by Licensee and non-Licensee entities, the marketing fee applies when a minimum of 80% of the marketing activation recognizes the non-Licensee entity.

Certain event marketing programs may require the Fire Marshal's approval. Any damage or cleaning resulting from an event marketing installation is billable to Licensee.

INTERIOR ACTIVATIONS

BANNERS / SIGNS/ WRAPS

(*) Note: Please contact Event Manager for allowable banner sizes.

South Lobby Tower	$1,100.00/banner
South Lobby – Compass Terrace	$900.00/banner
Hall K Foyer	$600.00/banner
Kentia Foyer	$500.00/banner
West or South Exhibit Hall Entrances	$600.00/banner
West Lobby Tower	$900.00/banner
West Lobby Registration Lobby	$750.00/banner
Concourse Corridor	$500.00/banner
Concourse Foyer	$500.00/banner
Column Wraps	$200.00/column
Floor-Stand Signs (meterboards, roll-ups, lollipops)	$200.00/sign

PROMOTIONAL DISPLAYS

Footprint (Up to 200 sq ft)	$1,500.00
Footprint (201 sq ft – 500 sq ft)	$3,000.00
Footprint (501 sq ft – 800 sq ft)	$4,000.00
Footprint (801 sq ft – 1,000 sq ft)	$6,000.00
Footprint (Greater than 1,000 sq ft)	$8,000.00
Vehicle display	$1,800.00/each
Video or Radio Broadcast	$2,000.00/each
Strolling Distribution	$2,000.00/each

ADHESIVE DECALS / GRAPHICS

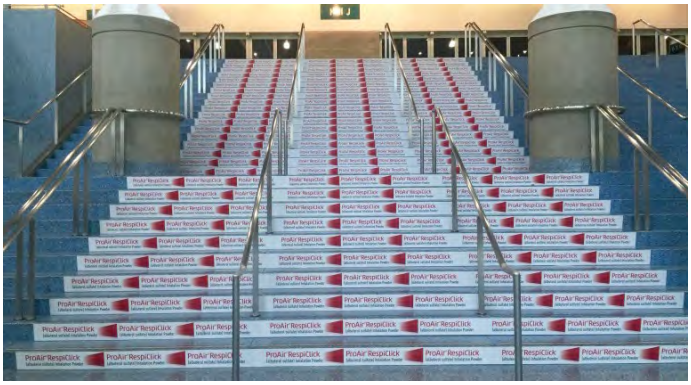
Note: All adhesive material must comply with the venue's Adhesive Graphics guideline and be approved in advance by the Event Manager. Sample is due no later than (30) days before move-in.

Window / Floor / Table Decals	$75.00/each
Escalator Decals (sides & center)	$500.00/set
Lobby Stairs	$1,500.00/section (*)
Super Graphics (5,000 sq ft max)	$8,000.00/each
Restrooms Mirrors/Stalls	$1,000.00/ restroom set

(*) Stair section defined as escalator side to last set of railing.

DIGITAL / ELECTRONIC DISPLAY

Digital Advertising Kiosk	$500.00/each
Charging Stations	$500.00/each
Video Wall – Up to 10'x10'	$2,000.00/each
Video Wall – 10'x10' or greater	$4,000.00/each
Video Wall – 20'x20' or greater	$5,000.00/each



EXTERIOR ACTIVATIONS

BANNERS / SIGNS/ WRAPS

Concourse Plaza	$1,500.00/each
Concourse Walkway	$5,000.00/each
Concourse Walkway (Knuckle)	$5,000.00/each
Pico Boulevard Bridge (East/West)	$6,000.00/each
South Hall K Entry Wall	$4,000.00/each
South or West Hall (Canopy Banner)	$1,800.00/each
South or West Hall (Eyebrow Banner)	$6,000.00/each
South or West Hall (Glass Tower Banner)	$15,000.00/each
South or West Hall (Freeway Banner)	$18,000.00/each
Column Wraps	$400.00/each
Floor-Stand Signs (meterboards, roll-ups, lollipops)	$400.00/each

PROMOTIONAL DISPLAYS

Footprint (Up to 200 sq ft)	$1,500.00
Footprint (201 sq ft – 500 sq ft)	$3,000.00
Footprint (501 sq ft – 800 sq ft)	$4,000.00
Footprint (801 sq ft – 1,000 sq ft)	$6,000.00
Footprint (Greater than 1,000 sq ft)	$8,000.00
South Hall Figueroa/Pico Corner	$5,000.00
Vehicle / Mobile Billboard	$1,800.00/each
Video or Radio Broadcast	$2,000.00/each
Strolling Distribution	$2,000.00/each

SECURITY BOLLARDS

Note: Available to activate only when Licensee is exclusively contracted entirely in West Hall and/or South Hall. Cling, adhesive, and wrap material and graphics must be approved in advance by the LACC and sample is due no later than (30) days before move-in.

Security Bollard	$500.00 each

FOOD & BEVERAGE EVENT MARKETING

Any event marketing program that incorporates food & beverage elements require the advance approval of Taste of LA by Levy. This includes sampling/distribution, sponsorship branding on napkins, cups, café tables, and other F&B opportunities. Marketing fees may apply based on location, type, and scope of the event marketing program.

EVENT SECURITY

In today's unpredictable world, safeguarding all those who enter the Los Angeles Convention Center (LACC) is a collective responsibility. The facility looks to the Licensee to make safety and security a priority and to implement sound security measures inherent when inviting people to assemble for their event. The Center, in turn, has invested in state-of-the-art security infrastructures that has contributes to these efforts.

Building security operates 24 hours a day, 365 days a year and is responsible for the overall protection of LACC property perimeter, internal corridors, and life safety alarm system. Our building security team can be reached on any house phone by dialing 3000 or at 213.765.4605. Due to the size of the Center, we discourage dialing 911 directly to ensure first responders are given detailed and accurate location information to avoid delays.

MINIMUM STAFFING REQUIREMENTS

Event security staffing is required for events booked in the exhibit halls (Halls A/B, South Hall G/H/J/K, Concourse Hall or Petree Hall) OR any event with a minimum expected daily attendance of 1,000 people. Event security staffing must be provided by a contractor on the LACC authorized contractors list. Event security is responsible for the general security and safety oversight of all event-related activities including, but not limited to, line/crowd control, badge checking, oversight of all ingress/egress points, lobby space, managing loading dock door access, admission at event entrance, and lost and found.

Event security staffing is based on a combination of factors, including but not limited to contracted space, type of event, number of attendees, line control, food & beverage service, entertainment, event history, and other items that may require special security considerations. LACC reserves the right to adjust event staffing requirements (including LAPD) based on these factors on a case-by-case basis.

The LACC requires that event security staffing is on duty one (1) hour prior to the start of move-in activity for the duration of occupancy, through one (1) hour after the conclusion of all move-out activities (including removal of all freight and gear).

This guideline identifies the minimum staffing requirements for event security. Show management is responsible for communicating event specifications to the designated security contractor so a complete event staffing plan can be developed.

Staffing minimum represents requirements for supervisor and guard staffing and is contingent on open freight doors or perimeter access doors in use. Please note that move-in/move-out days applies to decorator and/or exhibitor activities, which also includes all activations planned in lobby space.

In addition, the LACC may require Licensee to provide up to four (4) event security guards dedicated to crowd control for lines queued in the lobby, contingent on attendance, location and length of the line. Under event-specific circumstances, the LACC may also require use of magnetometers, wands, bag check and techniques deemed necessary by the LACC VP of Security & Guest Services.

EXHIBIT HALL	MOVE-IN/ MOVE-OUT	SHOW HOURS	OVER NIGHT
West Hall A	1 + 5	1 + 6	3
West Hall B	1 + 3	1 + 4	2
West Hall A/B	1 + 8	1 + 10	1 + 3
South Hall G, H, J or K	1 + 3	1 + 5	3
South Hall G/H or J/K	1 + 5	1 + 6	1 + 2
South Hall G/H/J or H/J/K	1 + 7	1 + 8	1 + 4
South Hall G/H/J/K	1 + 10	1+ 12	1 + 6
Kentia Hall	1+ 4	1 + 6	1+2
Concourse Hall E/F	3	4	1
Petree Hall C/D	3	3	1

NOTE: Staffing numbers above indicate supervisor staff PLUS security guard requirements.

OTHER REQUIRED POSTS

In addition to the minimum staffing outlined above at exhibit halls, Licensee's event security contractor or LACC security is required to post a guard at the following locations if there is expected activity to access these doors. Examples of this type of activities include main event entry points, transportation shuttles, loading in/out, smoking areas, outdoor food & beverage functions.

- Freight Doors
- Main Lobby Entry
- Figueroa Drive and Pico Drive
- South Lobby Freight Access
- Hall K Foyer
- Petree Plaza Slant Doors
- Concourse Plaza Slant Doors
- North Plaza Glass Doors
- South Plaza Glass Doors
- Concourse Freight Doors – Meeting Room Level

Every event is unique, and activities and programming planned at the event will directly impact event security staffing. The LACC may require additional guard not listed above based on event programming.

LAPD / LADOT REQUIREMENTS

Events drawing large crowds require a specific level of security deterrent that can only be provided by the presence of uniformed law enforcement officers. At the LACC, we partner with Los Angeles Police Department (LAPD) to provide officers at larger events.

All events with an expected daily attendance of 5,000 people or more are required to have LAPD officers staffed during open event hours and the cost of which is passed on to the Licensee. LAPD minimum staffing is (1) sergeant and

(2) officers at a 4-hour call and staffing levels is subject to discretion the VP of Security & Guest Services.

When deemed necessary due to public safety, specific events may also be required to hire traffic officers from the Los Angeles Department of Transportation (LADOT).

CODE OF CONDUCT

The LACC is committed to maintaining an orderly, respectful environment for everyone and expect event security contractors to be partners in this commitment. Attendees, exhibitors, contractors, and guests are expected to comply a code of conduct and Licensee is encouraged to incorporate this section into their event code of conduct. The following are **prohibited behavior and items** at the LACC and failure to comply may result in the immediate removal of an individual from the premises.

- Engage in physical force or verbal threat.
- Possess or use any article defined or usable as a weapon, including but not limited to firearms, clubs or sticks over ¼" in diameter, chemical dispensing devices, knives with blades over 2" in length, and any other object(s) that may be used in a way to inflict bodily injury on another person.
- Intimidate or harass others.
- Interfere with orderly conduct of business, or LACC security operations in any manner.
- Operate a moving conveyance, such as skateboards, bicycles, skates, hoverboards, scooters, etc.
- Deface, damage, destroy or remove property of LACC or the City of Los Angeles.
- Obstruct the free flow of vehicle or pedestrian traffic or violate the traffic laws, parking regulations or other vehicle or pedestrian traffic restrictions.
- Wear apparel that is obscene or likely to provoke a conflict or fail to be fully clothed.
- Possess, consume, sell, distribute, or exchange alcoholic beverages (except for consumption in designated areas) or controlled substances, or be under the influence of either.
- Smoking in non-designated areas.
- Violate any federal or state statute, local ordinance, or LACC policy.
- Willfully incite others to violate this Code of Conduct or any federal or state statute, local ordinance, or LACC policy.
- Disregard, ignore or refuse any reasonable order by event security and/or LACC management.

In addition, the following activities require the advance approval by LACC management.

- Expressive activity/solicitation or distribution of promotional materials.
- Commercial/professional photography or filming
- Any form of assembly outside contracted space.

WEAPONS POLICY

A dangerous weapon is any object or device designed or intended to be used to inflict serious injury upon persons or property. The possession of a dangerous weapon, concealed or not, is strictly prohibited in the LACC. Dangerous weapons include, but are not limited to firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc. Guests found in possession of the above-mentioned items will be asked to remove the item from the LACC or dispose of it. Guests who refuse to comply will be removed from the LACC and may be subject to arrest.

Firearms. Only on-duty law enforcement officers assigned to work an event or acting in an official capacity may carry firearms within the LACC in accordance with their duties. All others are strictly prohibited regardless of license or status. If firearms are an essential part of an event, an exhibitor may display a firearm as part of its exhibit during an event subject to the following:

- Prior approval from the management of the LACC.
- The exhibitor must comply with all federal, state and local laws governing the possession and/or sale of firearms.
- Firearms must be deactivated by removal of the firing pin, the bolt or otherwise altered so that they are incapable of being fired.
- Firearms may not be loaded or fired in the LACC.
- Exceptions may be granted, at the LACC's sole discretion, for particularly rare antique firearms displayed in a locked case or otherwise made inaccessible
- Powder or primers and ammunition are prohibited.
- Any violation of this policy may result in immediate removal from the building

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By AEG

ARMED SECURITY

Under no circumstances is an event security contractor allowed to provide armed guard services unless expressly approved in writing by the VP Security and Guest Services AND the LACC General Manager. Any form of firearm or weaponized gear is strictly prohibited at the LACC, except in the case of on-duty law enforcement officers assigned to work an event.

KEY DATES

To ensure that an appropriate security plan is reviewed and approved by the Center in a timely manner, typically a Licensee is responsible to confirm the following with their Event Manager:

- Designate an event security contractor from the LACC-authorized list at thirty (30) days out.
- Submit the security plan (including postings & schedules) at three (3) weeks out.

Should an event security contractor not be identified as noted above, the LACC will obtain a quote from an event security partner that meets the event staffing requirements and will add the cost to Licensee's estimate of expenses. Payment for event security and all other related event expense is payable prior to move-in.

It should be noted that a sixty (60) days and ninety (90) days' timeline to receive an event security plan may be established by the LACC VP of Security & Guest Services based on the event's size and logistics.

SECURITY CONTRACTOR RESPONSIBILITIES

- Develop, manage, and execute an event security plan in accordance to the LACC staffing requirements and provide the Event Manager with the event security plan by the above key dates prior to move-in day to include staffing hours, posting locations and the names and contact information of all on-site supervisors assigned.
- Unlocking of re-cored areas as approved by show management.
- Compliance of badge and credentialing requirement established by show management.
- ADA compliance and support to include knowledge of service animal regulations.
- Immediately communicate incidents of theft, loss, unlawful activity, medical emergencies, or injury to the show's Event Manager or building security supervisor on duty.
- Provide effective crowd management and line control.
- Responsible for ushering and providing directional assistance by being aware with all events happening in the venue.
- Conduct business with the highest standards as a representative of the Los Angeles Convention Center and the event they are under contract with.
- Event security personnel on duty are expected to always represent themselves in a professional manner by way of appearance, dress, conduct, speech, cooperation, and attitude. The LACC reserves the right to remove or re-post event security personnel who do not meet these standards.
- Event security are expected to work in a professional and productive manner with LACC management when dealing with security issues and concerns.
- Security officers must be professional trained in accordance to industry standards and are expected to demonstrate a high competency in skills and procedures inherent in safeguarding the public.
- All security officers must conform to the requirements of the California State BSIS and to always have in their possession a copy of their California State Guard Card. LACC Security reserves the right to conduct Guard Card checks on security contractor personnel working on LACC property at any time.
- Parking for event security personnel is available at any of the LACC garages at the prevailing rates. Unauthorized parking at private drives, plazas and loading docks is strictly prohibited and subject to be cited.
- No weapons of any kind including but not limited to: firearms, chemical spray, ASP, PR-24, Kubatons, handcuffs, electronic control/stun devices, knives or weapon holders are to be worn or carried on LACC property. No off-duty/non-LAPD sworn officers who work as security officers can be armed or wear the uniform of their jurisdiction while working at the LACC. There is no exception to this policy without the expressed written approval of the LACC VP of Security & Guest Services.

FOR ADDITIONAL ASSISTANCE:
Scott Banks
VP, Security & Guest Services
213.765.4460 / sbanks@lacclink.com

VENUE SHIELD

FIRE LIFE SAFETY GUIDELINES

The following are the Los Angeles City Fire Department's minimum requirements for shows and exhibits in the LACC. No variance or alternate method of compliance shall be permitted from these requirements unless a written request is submitted and approved in writing by the LACC Fire Marshal. All requests for Fire Permits must be submitted 21 days prior to the event.

- The show or exhibit will not be permitted to be open to the public, until all identified hazards have been alleviated.
- Special restrictions may be required to monitor and control hazardous conditions and operations not specifically covered by the above.
- Additional fire protection equipment may be required. It shall be accessible, visible, and ready for immediate use.
- LACC is a non-smoking building. Smoking is prohibited in all areas.
- The use of welding or cutting equipment for "demonstration" requires a written permit from the Fire Department.
- Welding as related to exhibit construction, fabrication, repair, etc., is not allowed anywhere inside the exhibit halls or other interior spaces. Any such work requiring welding must be done outside the facility in a location determined and approved by the Fire Marshal. Licensed Fire Sprinkler contractors are allowed to use approved torches to solder copper pipe connections of automatic fire sprinkler systems inside the halls.
- The demonstration or use of equipment using flammable liquid fuel in buildings is prohibited.
- Combustible liquids shall be used only under permit from the Fire Department. They shall be stored or dispensed from an Underwriting Laboratories (U.L.) approved safety can.
- All exits, hallways, and aisles leading from the building or tents are to be kept clear and unobstructed at all times.
- No exit door shall be locked, bolted, or otherwise fastened or blocked at any time an exhibit building is open for business.
- Any rope, chain, or similar control device that is placed across an aisle or exit path must breakaway to the satisfaction of the Fire Department.
- Rubbish, trash, and waste shall be removed from buildings at the end of each working day. Metal cans will be provided for metal cuttings, and cuttings shall be kept separate from ordinary combustibles.
- All electrical wiring shall be installed as per Los Angeles Building and Safety Department Electrical Code.
- Fire extinguishing equipment must be provided and maintained in all special areas as designated by the Fire Department.
- All sprinklers, standpipe hose cabinets, and fire alarm pull boxes shall be kept clear and unobstructed at all times.
- Cylinders of compressed gas, both combustible and non-combustible, shall be installed only by permit from the Fire Department, and shall be half-charged and firmly secured in an upright position.
- Exit signs must be clearly visible.
- Flammable liquids shall be used only outside under permit from the LACC Fire Marshal. It should be stored or dispensed from an U.L. - approved safety can with a maximum of one (1) day usage or one (1) gallon, whichever is less, per booth.
- Where combustible material cannot be removed from the area of operations, another person, competent in the use of fire extinguishing equipment, shall be assigned the duty of preventing or extinguishing any accidental fire that may occur during such operations.
- All appropriate local, state and federal guidelines shall be followed to appropriately dispose of all hazardous waste materials.

FLOOR PLANS

Exhibits containing enclosed rooms, multi-level structures, dynamic or moving elements, display materials that may affect the manner in which persons can exit from inside the booth, or exhibits that are 400 square feet or larger are required to submit two (2) sets of the following types of plans/drawings: Plan view, elevation views, perspective views (isometric), drawings detailing paths of egress from the booth, covered area plan, and structural drawings as required.

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By AEG ASM GLOBAL

REGISTRATION / LOBBIES / PRE-FUNCTION AREAS

Booth areas/exhibits are prohibited in all public areas except those authorized by the LACC and with a Fire Department permit. Pre-function areas will be utilized for social interaction and pre-registration of attendees prior to attending or entering exhibits and meeting functions. All required exit-width through pre-function spaces will be maintained without obstruction.

Note: Foyers, lobbies, and corridors are not overflow space for the exhibit hall. The actual business of the show must stay within the exhibit hall. Any display that the attendees view but do not interact with, are allowed in foyers and some parts of the lobbies with the approval of the LACC.

Note: Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials, cannot be made flame retardant. The use of these items is prohibited.

AISLES & EXITS

All floor plans must incorporate the following aisle and perimeter requirements. No exceptions are allowed without the expressed, written approval of the LACC Fire Marshal.

West Hall A/B and South Hall G/H/J/K (any sections thereof)

- Aisles: 10’ wide
- Perimeter: 15’ wide
- Cross-Aisle: 20’ wide (at the center of the hall)

Note: For Halls H/J, cross aisle must run east/west only.

Petree Hall C/D / Concourse Hall E/F

- Aisles: 8’ wide
- Perimeter: 10’ wide
- Cross-Aisle: 10’ wide (at the center of the hall)

Kentia Hall

- Aisles: 10’ wide
- Perimeter: 15’ wide
- Cross-Aisle: 20’ wide (at the center of the hall)

Meeting Rooms

- Aisles: 4’-6’ wide
- Perimeter: 4’-6’ wide
- Cross-Aisle: N/A

In addition to the above the following regulations must be taken into consideration in regards to aisles and exits:

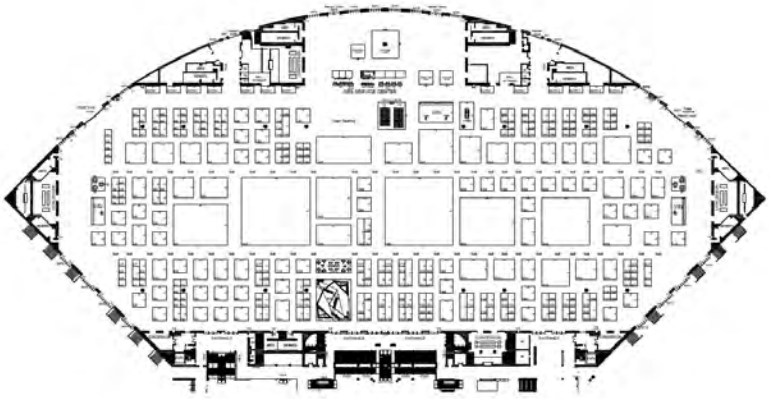
- Aisles and exit doorways, as designated on approved show plans, shall be kept clear and unobstructed. Chairs, tables, easels, signs, display items, exhibit structures, etc., shall not extend beyond the booth area into exit aisles.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time an exhibit building is open for business.
- There shall be no obstruction blocking exit ways from the building to a public way, such as automobiles parked in front of doorways, barricades placed across sidewalks, carts and pallets in front of doorways, or any similar obstruction.
- A clear access aisle of at least three (3) feet shall be provided to all fire protection appliances, fire alarm boxes, and sprinkler valves.
- Exit ways shall not be obstructed by drapes or any similar obstruction, unless such obstructions are on sliding rings and the color contrasts with the adjacent drapes, walls, or booths.
- Exit signs shall be clearly visible at all times. Drapes, signs, or other similar obstructions shall not cover them.

EXHIBIT BOOTHS

- Enclosed, covered booths with a cover of at least 100 square feet, but NOT exceeding 750 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Covered booths within West Hall AB or South Hall G-K and Kentia Hall exceeding 750 square feet shall be protected by a LAFD approved automatic fire sprinkler system. These systems must be installed under permit from the Department of Building and Safety. All portions of the sprinkler system, including the “sprinkler riser” which supplies the water service to the booth, must be installed within the borders of the respective booth space. No portions of the sprinkler system, or any structures or barricades that protect said system are allowed in any portion of an aisle. Sprinkler systems cannot be installed in any other areas of the building. Please refer to Covered Areas and Structure under the LACC Operating Guidelines.

VENUE SHIELD

- Vehicles/boats on display that are FOR SALE as part of the particular type of show may not require sprinkler systems. Contact LAFD for permit and approval.
- The total amount of covered area allowed in any separate space such as an exhibit hall, meeting room, or public space is 10% (1/10) of the total usable space.
- Exhibitor booths are prohibited in corridors or lobbies.
- Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least 2 separate exits. Additional exits may be required on a case-by-case basis. Capacity will be computed at 15 square feet per person.



LOS ANGELES FIRE SPECIAL PERMIT

A Los Angeles Fire Department Special Permit is required in order to:

- Display and operate any heater, barbecue, heat producing device, open flame device, candles, lamps, lanterns, torches, or other forms of ignition.
- Display or operate any electrical, mechanical, or chemical device that is deemed hazardous by the Fire Department.
- Use or store flammable liquids, compressed gases, or other hazardous materials. When approved, the quantities shall not exceed ten (10) gallons used only for maintenance purposes and the operation of equipment when stored in approved containers and at approved locations. Storage in excess of 10 gallons that is used for maintenance purposes and operations of equipment shall be inside approved hazardous materials cabinets. LIQUIFIED FLAMMABLE GAS is PROHIBITED inside any building.
- Operate any videotaping, broadcasting, still photographic, or motion picture equipment for commercial or professional purposes.
- Use open flame and candles.

AUTOMOBILES / MOTOR VEHICLE DISPLAYS

The following are minimum fire safety requirements for public display of motor vehicles in the LACC.

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshall is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed ¼ full. Caps for fuel tank pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternative method, approved by the Fire Marshal may be employed.
- Batteries in vehicles must be de-energized (disconnected) or vehicle keys must be secured with an event representative designated by the Fire Marshal.
- Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty. Batteries must be disconnected before and after show hours.
- Wheels must be chocked in such a manner that will prevent the vehicle from rolling in any direction.
- Vehicles shall be displayed and installed by manual means. Vehicles shall not be driven into occupancy.
- Appropriate floor covering must be placed underneath the vehicle to mitigate spills and leaks.
- Licensee/exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel source require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields. Licensee must provide detailed information on these types of vehicles, including a floor plan and complete manufacturer specifications to your Event Manager no later than thirty (30) days prior to move-in.
- Additional requirements may apply to automobile/vehicle displays based on case-by-case conditions. There is no exception or modifications to the above requirements with the expressed written authorization of the LACC Fire Marshal.

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By AEG ASM global

TENTS

- Tent and canopies must be properly identified on all scaled floor plans.
- Four-walled tents with at least 100 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Tents, canopies or membrane structures with an overall footprint exceeding 450 square feet require a permit from the City of Los Angeles Fire Department. Permit fees are contingent on tent size.
- Tents and canopies must be rated flame resistant by the State Fire Marshal. All décor shall be flame retardant.
- Maintain 7' overhead clearance in all public areas.
- Maintain a 20' fire lane with minimum 14' overhead clearance.
- A minimum 10' clearance must be maintained between tents.
- All exits and aisles must be maintained free and clear at all times.
- Building and Safety Permit is required for all electrical, natural gas and water installation extended to the tented area.
- Properly rated fire extinguishers are required within the tented area placed at locations no less than 75' of travel.
- Generators must be located no less than 20' from the building, grounded with a grounding rod.
- Upon approval by the Fire Marshal, propane tanks must be located at a minimum of 10' from the respective appliance and must be secured with UL-approved hose and fittings.
- All wires, cables and piping (utilities, production, AV, etc.) must be taped, covered and matted.
- No vehicles are allowed in the tented area.
- No cooking is allowed under the tent unless approved in advance by the LACC Fire Marshal. Barbeques must be located in a remote area without public access.
- All booths with cooking shall have 2A-10BC fire extinguisher.
- Maintain a physical barrier separating the cooking area from the public.

CANDLES / OPEN-FLAME

A special permit from the LACC Fire Marshal is mandatory for the use of open flame, candles and holding devices in the Center. The special permit shall be made available for inspection at all times.

- Unprotected and gel type candles are not permitted.
- All candles shall be secured in a nonflammable solid holding device and protected by an enclosure.
- The flame tip from the candle must be maintained a minimum of 2 inches below the top opening of an enclosure or "Hurricane" at all times.
- When used as part of a decoration or centerpiece, the flame of the candle shall not be within 6 inches of cut fresh foliage, nor within 12 inches of dry foliage or other combustibles at any time.

Exceptions to the above include the following, subject to the review and approval of the LACC Fire Marshal:

- Floating candles may not need to be secured.
- Tapered candles (self-extinguishing) used in nonflammable solid candelabras with no additional decoration are not required to be provided with a flame stop or enclosure.
- Self-extinguishing tapered candles may be approved without an enclosure if (A) when used as part of a decoration or centerpiece (as outlined above), the candle must be of a type constructed with an automatic stop, which will prevent burning past a predetermined point or (B) all candles shall be secured with a holding device.

The placement of candles must adhere to the following guidelines and cannot be modified without the expressed, written approval of the LACC Fire Marshal:

- Only one centerpiece used for holding candles shall be approved per table unit regardless of the table size or shape.

VENUE SHIELD

- The use of multiple loose candles or candle holding devices is not permitted. If more than one candle or candle holding device are used on each table, those candles or candle holding devices shall be placed and secured on a common base. The amount of candles or candle holding devices placed on each table unit shall be limited to 4. The base shall be constructed of a noncombustible solid material.

- Candles or candle holding devices shall be placed at least 24 inches from the table's edge, and a minimum of 5 feet from curtains, drapes, or other decorations.

DÉCOR / COMBUSTIBLES

Combustible Decorations. All decorations, including, but not limited to drapes, tablecloths that hang six (6) inches below the edge of the table, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips, wood less than 1/4 inch in thickness (or fiberboard less than 3/8 inch in thickness), foam core, etc., shall be flame retardant treated. Glass or otherwise inherently fire retardant cloth may be used without being flame retardant treated. A California State Fire Marshal certificate of flame-retardant treatment or a sample of material for a field test must be provided upon request of the Fire Marshal. Material failing the field flame test must be treated by a California State Fire Marshal Certified Flame

Retardant Application contractor, or the material must be removed from the building(s).

Field Flame Test. A strip of material shall have a flame applied for approximately twelve (12) seconds. The flame shall then be removed. The material should self-extinguish within two (2) seconds and/or not drip in flames.

Combustibles. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

Rubbish/Trash. All waste shall be removed from buildings daily. Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Metal cans with tight fitting lids shall be provided for metal cuttings. Cuttings shall be separated from ordinary combustibles.

Projection Equipment. Projection equipment using electric arc or Xenon bulbs for illumination shall be installed with an underwriters lab rating permit from the LAFD with the approval of the Department of Building and Safety.

For additional information, please contact the LACC Fire Marshal at 213.763.6954 or Event Services at 213.765.4444.

FLOOR PLANS

Floor plans for contracted areas and other areas activated by the event are due no later (30) days prior to move-in and are subject to review and approval by the Fire Marshal. Diagramming and submission of floor plans vary depending on use of space. Floor plans must comply with LACC set-up standards and the Fire Life Safety Guidelines. CAD files of the LACC is available through your Event Manager.

WHO CREATES FLOOR PLANS

EXHIBIT HALLS
Exhibit hall areas include West Hall A/B, South Hall G/H/J/K, Petree Hall, Concourse Hall and Kentia Hall. When exhibit halls are activated for exhibits, consumer shows, vendors and similar type uses, Licensee's designated general service contractor is responsible for creating scaled floor plans.

Scaled floor plans for meetings, general sessions and assemblies held in exhibit halls are created by the audio visual contractor or production company. LACC diagramming services can provide scaled diagrams when the Licensee does not use an audio visual contractor and no rigging elements are involved.

MEETING ROOMS
Licensee's audio visual provider handles creating scaled floor plans for meeting rooms where audio visual equipment will be used. Floor plans must include seating, staging, AV equipment placement and other technical/production needs.

LOBBIES / PUBLIC AREAS
Diagrams for lobbies, hallways, plazas and public areas are submitted by the contractor/vendor which provides the equipment or décor used to activate these areas for the event.

MARKING FLOORS
The contractor diagramming the floor plan is responsible for marking floors for LACC to set-up tables and chairs. License will be billed for labor necessary to adjust a set-up once LACC has set the room layout.

LACC DIAGRAMMING SERVICES

LACC Event Services can provide diagramming services when Licensee is **not using an audio visual provider** and plan does not include rigging elements. The first draft is provided at no charge when Licensee submits set-up needs no later than (30) days prior to move-in. Revisions to the first draft is billable as follows each time a revision is requested:

West Hall A/B	$150.00 per section
South Hall G/H/J/K	$150.00 per section
Concourse 150 A/B/C	$30.00 per section
Concourse 153 A/B/C	$30.00 per section
Concourse 151 or 152	$50.00 per section
Petree Hall E/F	$50.00 per section
Meeting Rooms 300 / 400 / 500	$30.00 per section

Floor plans requested (2) weeks or less prior to move-in (first draft or revisions) is billable at 2X the rates noted above. LACC diagramming services is not available for exhibit events.

FLOOR PLAN REQUIREMENTS

It is important floor plans are submitted with essential elements incorporated to ensure seamless review by the fire marshal and to avoid labor fees. Any room that requires an adjustment after the layout has been set by LACC is subject to billable labor.

Licensee and contractors should thoroughly review and be familiar with the LACC Fire Life Safety Guideline including its requirements in floor plans. Diagrams for meeting rooms, assemblies, general session or areas where LACC equipment will be used must be drawn using LACC set-up standards outlined on the following page.

In addition, floor plans should include the following:

- Name and dates of event.
- Total quantity of tables and chairs
- Distance between rows of tables or chairs
- Aisles and perimeter widths
- Distance from stage to first row
- Screens, projectors, technical areas, video villages and other production areas
- Food and beverage areas
- Tent and canopies with dimensions
- Car displays and bi-level structures
- Barriers such as stanchions, bike racks or Krails.
- Overhead activities like boom camera operation or aerial drones.
- Theater, demonstration, and congregate areas with capacity.
- Queue lines locations
- Magnetometers and/or bag checks

PRODUCTION SCHEDULE

A complete production schedule from Licensee's general service contractor, audio visual contractor and production team is required with floor plans (30) days prior to move-in. Production schedule should include details on installation and dismantle and necessary changeovers throughout the run of the event. Late submission of production schedules may result in labor charges billable to Licensee.

FLOOR PLANS & PRODUCTION SCHEDULES ARE DUE NO LATER THAN (30) DAYS PRIOR TO MOVE-IN

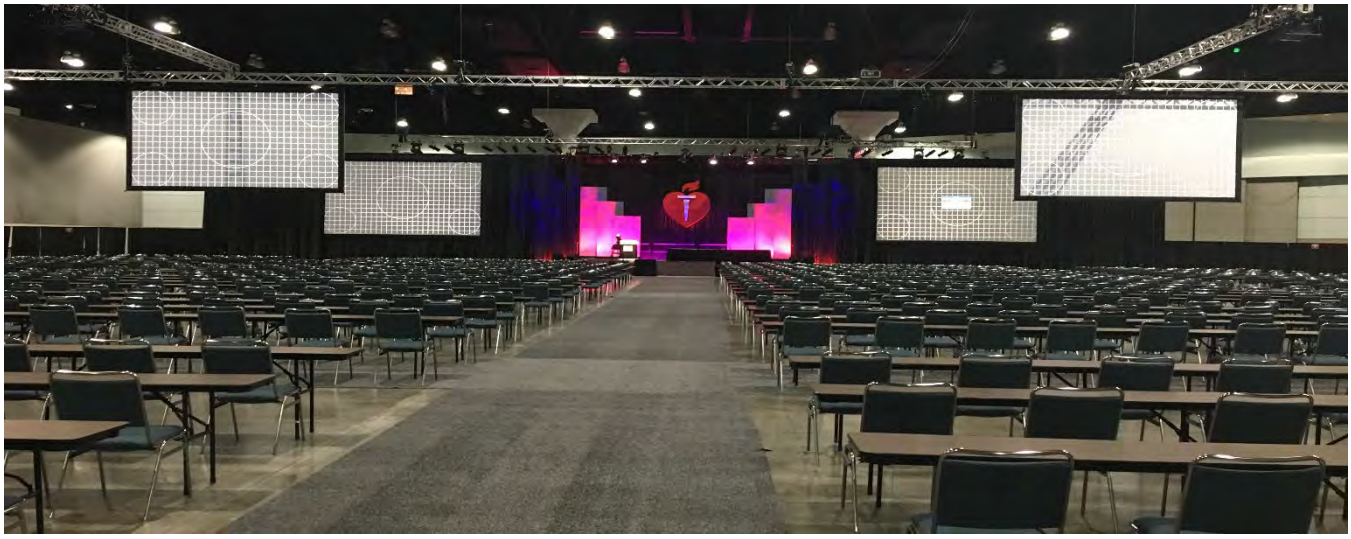
FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By AEG ASM GLOBAL

SET-UP STANDARDS

Please refer to the LACC Equipment Specifications and Fire Life Safety Guideline for complete details.

EQUIPMENT	Chair Seat: 20” wide Standard Tables: 8’x30” Classroom Tables: 8’x18”	Banquet Rounds: 66” Exhibit Hall Staging: 8’x8’ Meeting Room Risers: 6’x8’
THEATER	(14) chairs max per row 16” between each row (20) rows max before aisle	**EXHIBIT HALLS** Aisles: 10’ wide Cross-Aisles: 20’ wide Perimeter: 15’ wide **CONCOURSE HALL / PETREE HALL** Aisles: 8’ wide Cross-Aisles: 10’ wide Perimeter: 10’ wide **MEETING ROOMS** Aisles: 4’-6’ wide Cross-Aisles: N/A Perimeter: 4’-6’
CLASSROOM	(4) chairs per 8’x18” table 36” between each row (3) tables max per row before aisle	
BANQUET	(10) chairs per 66” round 54” between each table or 10’ on center Max grouping @ (5) tables x (6) tables before aisle	
HOLLOW-SQURE **U-SHAPE** **HOLLOW-SQUARE**	(4) chairs per 8’x30” table	



FLOOR PROTECTION

In order to preserve the longevity and quality of the carpet and terrazzo flooring throughout the Los Angeles Convention Center (LACC), the following policy has been established regarding the use, delivery, or display of freight, equipment, display material, or product into all areas of the LACC with carpet and terrazzo flooring. This policy applies only to LACC carpet and terrazzo flooring, and does not apply to temporarily installed "contractor or exhibit carpet".

- All work being performed on any of the carpeted and/or terrazzo surfaces within the LACC must be accomplished in such a manner that NO DAMAGE occurs to said flooring.
- Forklifts, electric carts, bicycles, scooters and the like are NOT allowed on any of the carpeted and/or terrazzo surfaces within the LACC.
- Boom lifts and scissor lifts are allowed provided they are equipped with wheel coverings that will adequately protect the flooring. Boom lifts larger than 45-foot models are only allowed in the areas designated to support their associated weight (see Building Superintendent for details). Further, the access covers located at each end of the escalators and the steel grates in front of the exterior doors are NOT to be driven on under any circumstances.
- Pallet jacks, dollies, road cases, etc., may be used on the carpeted and/or terrazzo surfaces PROVIDED that a protective underlayment such as heavy gauge plastic, cardboard, masonite, contractor carpet, etc., is used to cover and protect the flooring. Note: Dollies and/or road cases may be allowed without the use of a protective underlayment ONLY if the volume of cases is low, and the cases/dollies are equipped with wheels or casters that are in good working order and are of the type and size that will not leave any marks or do any damage to the flooring.
- All freight and equipment that is delivered into carpeted/terrazzo areas using approved methods must be suitable to place onto said flooring without causing any damage. Containers made of wood, metal, etc., that can splinter or may have rough edges, and thereby snag/tear carpet or scratch terrazzo must be placed onto a protective underlayment such as dense cardboard, masonite, contractor carpet, etc., to protect the flooring.
- Any items made of metal, or the like, that are coated with oils or other chemicals that could stain or otherwise damage the carpet/terrazzo must be placed on an appropriate underlayment (as stated above) to protect the flooring. Such items include lighting truss, genie lifts, rigging equipment, base plates, pipes, bars, tools, cabling, hoses, etc. This applies to all facets of the project including staging of equipment, constructing the equipment, and removing the equipment.
- Equipment, containers, displays, or product containing liquids or solids that could spill and stain and/or damage the carpet/terrazzo are NOT allowed in any of the carpeted/terrazzo covered areas.
- Equipment and/or devices that generate heat to the degree that could damage the flooring are NOT allowed in the carpeted/terrazzo areas.

There are no exceptions or modifications to the above without the written approval by the VP Event Services. Please contact your Event Manager for additional information or assistance.

FOOD & BEVERAGE

Taste of LA by Levy is the exclusive provider of food and beverage operations at the Los Angeles Convention Center. Taste of LA by Levy showcases the freshest, local ingredients and culinary delights that are iconic to the dining experience in the City of Angels. We offer full-service catering, café (concession) outlets, portable food options, exhibit booth service and so much more.

GENERAL GUIDELINES

No outside food and beverage may be brought in, consumed or sold at the Center at any time without the written approval of Taste of LA by Levy. Levy reserves the right to charge Licensee a non-compliance fee related to consistent incidents involving the provision of unauthorized outside food and beverage.

All arrangements related to food and beverage must be contracted directly with Taste of LA by Levy. This includes, but not limited to:

- Catering
- Café / Concessions
- Food Trucks
- Sampling
- Demonstrations
- Sponsorships
- Donations

CATERING SERVICES

Taste of LA by Levy believes that every occasion should be extraordinary. It is all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out.

We offer customizable catering menus for banquets, receptions, exhibitor booth service and show staff offices. Labor fees may apply based on final catering specifications.

Please note the following fees apply when ordering catering service:

Service Fee	18.5%
Administration Fee (*)	7.5%
CA State Sales Tax	9.5%

(*) NOTE: Catering services paid with a check, money order or wire transfer by the contractual due date will be extended a 4% discount off the Administration Fee.

KEY MILESTONE DATES

To ensure the success of any event, critical deadline dates are essential in the planning process. Licensee is responsible for ensuring the following timeline is met relative to your move-in day.

- Catering Requirements/Specs (60) Days Out
- Contract Signed (60) Days Out
- Initial Payment (60) Days Out
- Second Payment (30) Days Out
- Balance Due Payment (14) Days Out
- Final Guarantee (5) Days Out

TABLES / LINEN

The Los Angeles Convention Center provides 66” round tables with standard house linen for all catered functions at no charge to Licensee. Specialty tables and linen may be available at an additional rental fee.

ELECTRICAL / UTILIY SERVICES

Licensee is responsible for ordering and assuming related costs on any electrical or utility services required for special events like catering functions, hosted bars and receptions directly from an LACC-authorized contractor. The LACC will provide electrical and utility services to any café operations designated by Taste of LA by Levy at no charge to Licensee.

EVENT MARKETING

Taste of LA by Levy is happy work with Licensee to incorporate food & beverage into event marketing sponsorship programs. Sponsorship branding within café outlets or on service items (cups, napkins, water coolers, etc) may be subject to an event marketing fee.

CAFÉ OUTLETS

The Los Angeles Convention Center offers several café outlets to offer attendees a wide variety of culinary choices. Café outlets are scheduled based on event activity. Minimums may apply. The LACC has two outlets of LA’s own Groundworks Coffee conveniently located in both main lobby areas. The Compass Café is located in the South Lobby, the Galaxy Café is located in the West Lobby and Tradewinds is located in Kentia Hall. In addition to these existing café outlets, portable food options are available.

FOOD TRUCKS

Taste of LA by Levy loves showcasing the local Los Angeles food scene, and using Food Trucks is a great opportunity to do just that! All food trucks are contracted directly by Taste of LA, making it a very easy process. Please speak to your Taste of LA Sales Manager for booking guidelines and additional information.

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By ASM GLOBAL

EXHIBITOR RETAIL SALES

Exhibitors/vendors are **not** allowed to sell any food and beverage items without the expressed, written approval of Taste of LA by Levy. Requests must be submitted Taste of LA by Levy no later than sixty (60) days prior to move-in and will be assessed and approved on a case by case basis.

SAMPLING

The first step in considering food sampling at your event at the Los Angeles Convention Center is to get approval from the Taste of LA by Levy. **Sampling is only allowed for consumer shows and tradeshows/conventions**. Please contact your Catering Sales Manager at 213.765.4480 or email TasteofLA@levyrestaurants.com to discuss the scope of your food & beverage sampling program and obtain approval.

An approved food and beverage sampling program must comply with the following guidelines:

- Items being sampled are limited to products manufactured, processed or distributed by exhibiting companies.
- All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes.

  FOOD ITEMS. Food items being sampled are limited to 2 oz. "bite size" portions, including prepackaged samples.

  NON-ALCOHOLIC BEVERAGES. Samples are limited to 4oz. portion sizes, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.

  ALCOHOLIC BEVERAGES. Sampling of alcoholic beverages is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be sample sizes (2 oz. for beer/wine and .25 oz for liquor) and can only be served by a licensed Taste of LA by Levy Restaurants bartender. Handling and Labor fees may apply, please contact your Catering Sales Manager.
- Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
- Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges.
- Licensee is responsible for utilities, drayage, equipment needs, permits and the disposal of trash/waste and other related fees to support sampling activities.
- Exhibiting company must provide a certificate of insurance showing evidence of Commercial General Liability with each occurrence limit of $1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

Once Taste of LA by Levy has approved the event's food & beverage sampling program, the Licensee must pull an Event Organizer permit with the County of Los Angeles Public Health Division. Additionally, Licensee is responsible for being aware, communication of and ensuring compliance by their exhibitors/vendors of the Health Department requirements.

Please note that there are separate guidelines and permit requirements for TRADESHOWS / CONVENTIONS and CONSUMER SHOWS. Please refer to the section below on specific requirements for your type of event to ensure pre-event inspection by the Health Department is successful.

NOTE ON CANNABIS AND CBD PRODUCTS

In accordance to County of LA Public Health guidelines, the Los Angeles Convention Center strictly prohibits the sale and sampling of any consumable (ingestible) products containing CBD and other cannabinoids.

TRADE SHOWS & CONVENTIONS

Conventions and trade shows are defined as events where admission is limited to a qualified group of members or trade professionals. Attendance to these events are not open to the general public. In addition to LACC sampling guidelines, food and beverage sampling at conventions/trade shows are required to comply with Food Demonstrator requirements, including applicable permit fees, established by the LA County Department of Public Health.

CONSUMER SHOWS

Consumer shows are events open to the general public and not limited to membership and industry affiliation. In addition to LACC sampling guidelines, food and beverage sampling at consumer shows are required to comply with Community Event requirements, including applicable permit fees of the LA County Department of Public Health.

LA COUNTY PUBLIC HEALTH CONTACT

For either Trade Shows/Conventions OR Consumer Shows, Licensee is encouraged to begin the application process by connecting with LA County Public Health early in the planning stages. This should begin no later than thirty (30) days prior to move-in as Licensee is responsible for collecting required documentation from vendors and exhibitor to submit collectively to LA County Public Health. Please contact LA County Public Health at:

Magdy Wahba, REHS
Environmental Health Specialist III
Los Angeles County, Department of Public Health
Bureau of Specialized Surveillance and Enforcement
Specialized Food Services Program
Office: 626.430.5468
Email: mwahba@ph.lacounty.gov

VENUE SHIELD

CHECKLISTS – CONSUMER SHOWS

The following checklists are provided as a resource by the LA County Department of Public Health for Licensee to use to navigate through the department's requirements to serve or sample food and beverage at a **Consumer Shows**. In these checklists, "Temporary Food Facilities (TFF)" refers to exhibitors and vendors at your event. It is the Licensee's responsibility to ensure that event is compliant with requirements outlined in **both** the Event Organizers and the TFF checklists.

For conventions/tradeshows, please contact the Chief Environmental Health Specialist listed above for a checklist of requirements for specific to your event. Please visit www.publichealth.lacounty.gov/eh additional information.

COUNTY OF LOS ANGELES Public Health

EVENT ORGANIZERS (LICENSEE) CHECKLIST

HEALTH PERMIT
- ☐ Organizer permit and approved plot plan are available at the event.
- ☐ All TFFs operating at the event have obtained permits.

FOOD EMPLOYEE TOILET FACILITIES
- ☐ One (1) toilet for each 15 food employees is located within 200 feet of each TFF.
- ☐ One (1) hand washing sink with warm water (100°F), liquid soap, single use towels, and a trash container for towel waste is available for every toilet.

PUBLIC TOILET FACILITIES
- ☐ Adequate toilet facilities (permanent or portable) are available for public use.
- ☐ One hand washing sink is available for every four (4) toilets. Sinks are stocked with liquid soap, single use towels, and a trash container for towel waste.

DISHWASHING SINKS
- ☐ 25 gallons of potable water is available for each TFF using the dish washing sink.
- ☐ No more than four TFFs with food preparation share a dish washing sink.
- ☐ Sinks have hot (120˚F) and cold running water and are properly connected to the sewer system or holding tanks.

HANDWASHING SINKS
- ☐ See temporary food facilities section.

LIQUID WASTE
- ☐ A sewage transport vehicle is available (on call) to service portable toilets and remove liquid waste from sinks' holding tanks.

TRASH & WASTE
- ☐ Trash containers with watertight plastic bag inserts are available adjacent to TFFs and throughout the event as needed.
- ☐ Trash containers are emptied, and bags replaced on a regular basis to prevent a nuisance.

ANIMALS
- ☐ Animals are maintained at least 20 feet away from TFFs (except service animals).
- ☐ Animal waste from petting zoos or other animal attractions is removed daily and stored in a covered container.

TEMPORARY FOOD FACILITES "TFF" (EXHIBITORS) CHECKLIST

HEALTH PERMIT
- ☐ Permit posted at the Temporary Food Facility (TFF).

FOOD
- ☐ Ingredients are purchased from approved sources and prepared in the TFF or a permitted food facility.
- ☐ All potentially hazardous foods (PHF) are held at or below 45˚F or at or above 135˚F.
- ☐ Adequate supply of ice to keep food cold and a separate supply of ice to serve in drinks.
- ☐ Food stored at least 6 inches above the floor.

DISHWASHING SINK
- ☐ A three-compartment sink available to wash, rinse, and sanitize utensils if open foods are handled.
- ☐ Dish washing sink has hot (120˚F) and cold-water running water, overhead protection, and is connected to the sewer or a holding tank.
- ☐ Detergent and chlorine bleach or other approved sanitizer is available to wash, rinse and sanitize equipment and utensils.

HANDWASHING SINK
- ☐ A self-contained portable sink with 5 gallons of warm water (100˚F), liquid soap, single use towels, and a trash container are available in the TFF.
- ☐ For events of three days or less a gravity-fed container (with a catch basin) that can provide a continuous stream of warm water (100˚F) may be used in place of a portable sink.

FOOD BOOTHS – ALL BOOTHS
- ☐ For all food booths, booth has overhead protection and a floor of concrete, asphalt, or wood.

FOOD BOOTHS – WITH OPEN FOOD
- ☐ Booth has four walls of solid material or 16 mesh per square inch screen. Pass through windows for customer service are 216 square inches or less.
- ☐ Alternatively, TFFs offering samples may maintain samples in covered containers.
- ☐ Barbecues, grills, or other approved outdoor cooking equipment are located adjacent to the TFF and with a barrier to prevent public access.

HAZERS / LASERS

Use of lasers or fog/haze machines in the Los Angeles Convention Center must be approved by the Fire Marshal. Requests must be in writing and must adhere to the information enumerated below. Guidelines for using the respective equipment at the LACC are listed below.

FOG & HAZE MACHINES

Please provide the following to your Event Manager:

- A written scope of the project detailing the desired effect, the level of effect
- (heavy, moderate, light), and the proposed dates, times, and duration of each period of operation (performance).
- Drawings showing placement of machines and the areas targeted for effect.
- Quantity of machines and type (model) of machines.
- Name of fogging agent (liquid/chemical/gas) and description of the holding container. (For example: 1-gallon bottle of Roscoe DF-50, 100 lbs. canister of liquid Nitrogen, etc.).
- A Material Safety Data Sheet (MSDS) for the fogging agent and/or any other liquid or gas that will be used.

LAFD requires that a test be performed to ensure the level of fog created will not affect the building's fire/smoke detection system. Arrangements must be made at least 48 hours in advance to schedule a test. Projects found to affect the fire/smoke detection system may be approved depending on circumstances, overall effect on the system, and the exhibitor's ability to meet conditions outlined by the Fire Marshal.

Projects affecting the system that are approved will be subject to LACC labor charges to repair or adjust the fire/smoke detection system, and related charges for hiring a Fire Marshal to monitor the project.

Foggers/hazers must use fogging agents that are non-toxic and present no harmful effects. Fogging agents and the respective use thereof shall be such that no oily residue is deposited on carpet or other walking surfaces that could potentially cause slip & fall hazards, or be deposited on any of the surfaces of the building.

If pressurized containers/vessels are approved for use, containers must be protected from physical damage and secured from falling or overturning. The quantity of containers allowed in the exhibit hall or meeting room shall be determined by the Fire Marshal, which are generally no more than one day's use. Additional containers must be stored outside of the facility in a designated area.

Show management must make arrangements with the freight contractor for storage and delivery of containers. Deliveries must be made during NON-show hours.

Show management is responsible for operating all foggers/hazers in accordance with all Federal, State, and local laws and codes, along with the manufacture's specifications, within the parameters of the Fire Marshal's approval as well as the requirements set forth in this document.

LASERS

Please provide the following to your Event Manager:

- A written scope of the project describing the desired effect, level of effect, dates/times and duration of each period of operation (performance), drawings indicating the placement (location) of lasers, mirrors and the entire path and target area of the beams.
- Quantity of machines and type (model) of machines.
- Electrical service required for each machine (volts, amps, and phase).
- Method of cooling (self-cooling, water cooled, Nitrogen cooled, etc.).
- Name of any liquid/chemical/gas proposed for use, description of the container it comes in, and the respective Material Safety Data Sheets (MSDS).
- Name of company and person(s) certified to operate the laser(s), as well as a copy of their FDA Laser Operation Certificate.

LAFD requires that a demonstration be conducted to evaluate the laser production prior to the opening of the show. Arrangements must be made at least 48 hours in advance to schedule a demo. Lasers, mirrors and other related equipment must be placed in approved locations and targeted in such a manner that prevents the laser beams from coming in contact with any personnel. Lasers are prohibited from targeting any area in which persons may be present such as LACC catwalks, meeting rooms, elevated platforms, etc.

Lasers requiring large volumes of water for cooling may be required to use a recirculation system to conserve water.

Once again, if pressurized containers/vessels are approved for use, containers must be protected from physical damage and secured from falling or overturning. The quantity of containers allowed in the exhibit hall or meeting room shall be determined by the Fire Inspector, which generally exceeds no more than one (1) day's use. Additional containers must be stored outside of the facility in a designated area.

Show management must make arrangements with the Freight contractor for storage and delivery of containers. Deliveries must be made during NON-show hours.

Show management are responsible for operating lasers; in accordance with all Federal, State, and local laws & codes, along with the manufacture's specifications, within the parameters of the Fire Inspector's approval as well as the requirements set forth in this document.

For additional information, please contact:
Phone: 213.765.4656 | eventservices@lacclink.com

HELICOPTER LANDING

The Los Angeles Convention Center does not allow commercial or passenger helicopter landing on property. However, the LACC may consider helicopter landings on property when the helicopter is being used a display or for an exhibit. All helicopter landings must be approved by the LACC Fire Marshal and LACC management no later than thirty (30) prior to the planned landing.

CHECKLIST FOR APPROVAL

- ☐ Site inspection of landing/take-off site with Fire Marshal and LACC prior to proposed activity.
- ☐ Adherence to the City of Los Angeles Fire Bureau Requirement #10. Please see your Event Manager for the complete City of LA requirement.
- ☐ Obtain a Division 5 Permit from the LA Fire Department.
- ☐ Submit detailed operations and plot plan to your Event Manager for review and approval no later than thirty (30) days prior. See upcoming section for details.
- ☐ Provide the LACC a certificate of insurance with $10 million in aircraft liability coverage naming **AEG MANAGEMENT LACC, LLC, ASM Global Parent Inc., the City of Los Angeles, their officers, agents and employees** as additionally insureds.
- ☐ Sign-off and payment on estimate of expenses with will include cleaning and labor fees associated with the helicopter landing.

LANDING LOCATIONS

LACC's Bond Street Lot is the preferred landing area for helicopters. From this location, Licensee is responsible for transporting the helicopter into the designated exhibit hall(s). Other approved locations for landing include the dock areas outside South Hall G or West Hall A, however due to the typical heavy activity and traffic in these areas, these are last options.

Helicopter landings are permitted in Zones A1, A2, P, PB, C2, C4, CM, M1, M2, M3 and SL, unless the city of LA Office of Zoning Administration issues a Conditional Use Variance.

PROPOSED OPERATION & PLOT PLAN

Licensee shall provide the LACC with an operation and plot plan that must include the following specifications no later than thirty (30) days prior to the proposed landing.

- Dates and hours of proposed activity
- Helicopter company or Licensee onsite personnel with assigned scope of responsibility. Ground attendant is required during any operation of the aircraft.
- Type/model of helicopter(s)
- General dimensions and weight load of the aircraft(s)
- Location of landing area denoting the safety perimeter.
- Approach and departure route/flight plan
- Location of two (2) 80BC fire extinguishers with assigned authorized personnel.

GENERAL REQUIREMENTS

Please note that the LACC Fire Marshal and AEG/LACC may require additional items above what is outlined here based on proposed plan presented.

- A no-man (unless authorized personnel) safety perimeter of no less than 100 feet in any direction from the aircraft must be maintained during any period of operation.
- LAFD Fire Safety Officer staffing required other City of LA permit fees apply as determined by the LACC Fire Marshal.
- LACC Security Officer staffing required during landing and take-off operations. Minimum call requirements apply.
- Helicopter landings/take-offs cannot exceed three (3) per day.
- Take-off and landings shall comply with industry Visual Flight Rules and Instrument Flight Rules.
- No obstruction in approach and departure routes.
- Illumination directed onto touchdown area.
- Fire protection provided when required by the LACC Fire Marshal (ie. standpipe, tank wagon, etc.)
- No helicopter fueling is allowed.
- Overnight parking of helicopters on the landing site is strictly prohibited.
- Licensee is responsible for any cleaning
- Absolutely no exception to the above guidelines without the expressed written approval of the LACC Fire Marshal and AEG/LACC.

MAGNETOMETERS

The Los Angeles Convention Center recognizes the world around us is constantly evolving and we are committed to stay vigilant to ensure the safety of our attendees, partners, staff and our community. The LACC offers magnetometers for rental to enhance any event security plan.

Generally, the LACC does not require the use of magnetometers for events; however, the General Manager or the Vice President of Security and Guest Services reserves the right to mandate the use of these security measures based on the type of event and public safety concerns.

SPECIFICATIONS

Make/model	Garret PD 6500i
Dimensions (Overall Exterior)	87”H x 35”W x 23”D
Dimensions (Passageway	80”H x 30”W x 23”D
Power	Automatic 100-240V
Battery Life	10-hour

RENTAL

The rental of magnetometers is $225.00 per unit, flat for up to (3) use days and then $115.00 per unit each day after. Rental is based on availability at the time specs are provided. Please work with your Event Manager to reserve units in advance.

The rental includes the following items:

- Hand wand
- 8’x18” table (no linen/skirting)
- Pass bowls
- Built-in digital turnstile feature
- Stand-by supervision of the unit

In the event Licensee opts to use an outside provider of magnetometers, all equipment and labor needed to support the magnetometers is billable to Licensee at the prevailing rental rates.

RECHARGING & ELECTRICAL REQUIREMENTS

Magnetometers units are equipped with a wireless, rechargeable battery, with a 10-hour battery life, when fully charged. LACC security staff will provide the labor to recharge the magnetometer units daily at no charge, however the electrical service needed to recharge shall be is provided by the Licensee’s electrical/utility contractor. Your Event Manager can assist you in identifying a location to install electrical for recharging.

ADDITIONAL CONSIDERATIONS

Event Security Staffing. Licensee’s designated event security provider is responsible for staffing and properly operating the magnetometers. LACC building security will provide an orientation on operating the units to event security. Event security staffing levels for magnetometers is subject to the approval of the VP, Security & Guest Services.

Trash/Cleaning. Licensee’s cleaning contractor is responsible for placing trash receptacles, managing cleaning and removing trash from the area(s) used for magnetometers.

Licensee is required to use a contractor from the LACC authorized service contractors list to provide event security and show cleaning.

MEDIA GUIDE

Promotion through media outlets is a critical part to the success of your show and the LACC is your partner in this endeavor. It is paramount that the image of your event and that of the LACC are professionally partnered in the media and promotional materials. The following guidelines will assist in these efforts:

- In order to maintain a consistent, positive and professional image that reflects the LACC, we ask that the facility title appear formally written in promotional material including but not limited to billboards, posters and brochures. References such as the Center, Convention Center, LA Convention Center and L.A. Conv. Ctr. are inappropriate forms of identification in promotional material.

- The preferred format for our title is to appear as one (1) unit on the same line within a written body of text. For example, "The Los Angeles Convention Center is one of the largest and finest technologically..."

The acceptable abbreviation, LACC, may only appear as a written body of text such as a report or a set of informational guidelines and when properly prefaced by the complete title. For example, "The Los Angeles Convention Center (LACC) is one of the largest and finest technologically designed facilities on the West Coast." It should never appear on a cover sheet, as title, heading, or subheading.

USE OF PHOTOGRAPHS & LOGO

The LACC logo and photos are available for use on the Los Angeles Convention Center website. Photographs of specific event space are available online in the Interactive Floor Plans section of the website. Please choose the area(s) of interest to access the mini gallery for that space.

With the use of each photographic image, we require a credit line and copyright reading: P*hoto Courtesy of: The Los Angeles Convention Center*. All images are the property of LACC and may not be duplicated or used to advertise commercial goods and/or services. Please contact our Sales & Marketing Department at 213.765.4664 for additional assistance.

CAMERA OPERATION

To ensure safe photographic, journalistic and media coverage during shows and events, the LAFD and the LACC have established the following media and camera guidelines. These guidelines provide an outline of operating any videotape, television broadcast, still photography, or motion picture equipment (commercial or professional) at the LACC. Please contact your Event Manager to discuss the proposed media plans prior to move-in day.

PUBLIC AREAS

- Only self-contained hand-held crews are permitted in the LACC
- Tethered two (2)-person crews cannot move through crowds while attached
- The Fire Marshal must approve tripod locations
- Cameras, equipment and/or personnel should not obstruct any stairs, escalators, ramps or elevators to and from the exhibit halls, meeting rooms and/or corridors

EXHIBIT HALLS

- During show hours, hand-held camera crews may walk the floor
- Tripods are NOT allowed in any aisle or within ten (10) feet of the exit doorways
- Tripods must be located completely inside booth areas
- Carts, racks, or equipment CANNOT be stored or placed in any aisle
- Tethered two (2)-person crews are NOT allowed to move in the aisle
- During non-show hours, equipment such as tripods, carts, cabling, and/or racks may be used on the exhibit floors

MEETING ROOMS

- Obstruction of any aisle or exit is prohibited
- Tripod locations can ONLY be approved by the Fire Marshal
- Only self-contained, hand held cameras are permitted

MEDIA LIABILITY INSURANCE

Licensee is required to provide a certificate of insurance that includes media liability coverage in the event there is photography, videotaping, filming, broadcasting or streaming planned for any portion of the event. Please refer to the License Agreement for specific coverage and limit requirements.

Media liability held by the photographer, videographer or audio visual contractor does not meet the terms and conditions of the License Agreement. The Licensee must be listed as the primary insured party on the certificate of insurance.

NOTICE SIGNS

Licensee is responsible for notifying its attendees of any videotaping, filming, broadcasting or streaming during the event in which attendees' likeness may be used. This includes, but not limited to signs, waivers and permissions. Licensee is solely liable for any injury or damage resulting from this activity.

PRESS PERMIT

A permit will be necessary for the use of any equipment requiring electrical connections and crews of three (3) or more including camera, sound, lighting and/or an interviewer. Permits are free of charge and may be obtained from the Fire Marshal.

FACILITY GUIDELINES

SOCIAL MEDIA

The Los Angeles Convention Center has a large following on Facebook and maintains a robust presence on Twitter and Instagram. Connect with us!

Hashtag: **#LACC**

Twitter: @ConventionLA
Facebook: @ConventionLA
Instagram: @ConventionCenterLA

PRESS PARKING

Due to the traffic volume and LAFD Regulations, press vehicle parking is prohibited along the curb and in the plaza areas adjacent to the West and South Hall Towers. Press vehicles may park in loading docks and/or garages provided Licensee issues the vehicle a garage/dock pass.

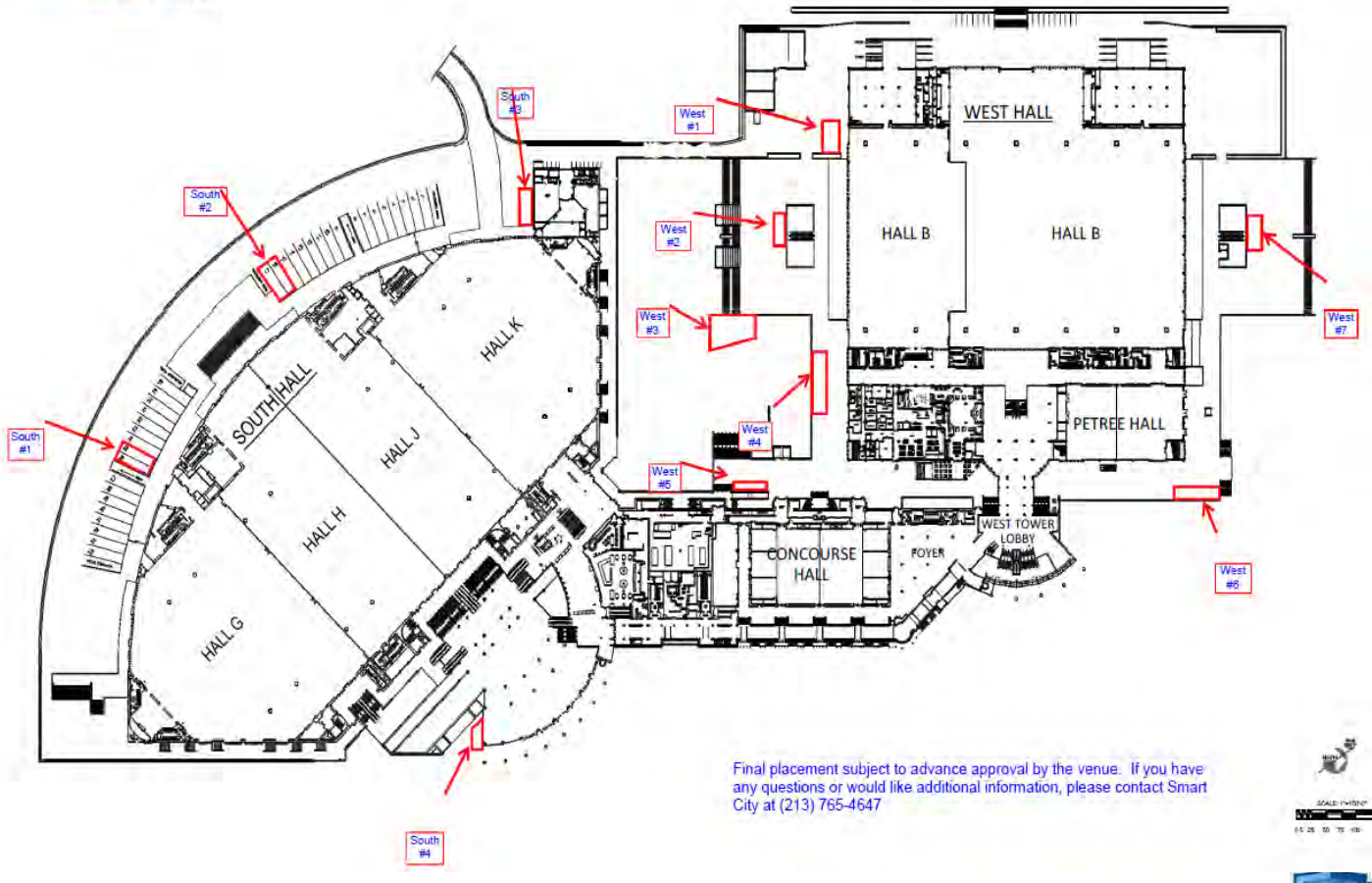
Personal vehicles may park in the any LACC parking garage at the prevailing rates. To purchased parking passes for media and press, please contact your Event Manager

Unauthorized press vehicle parking around the venue may be subject to citation.

SATELLITE TRUCKS

The Los Angeles Convention has several specifically designated areas for satellite and production trucks. These locations are subject to availability based on venue operations, therefore may guaranteed. The Center's exclusive provider of networking and CATV, Smart City, must be contracted for running cable. Licensee is responsible for labor, security staffing and electrical/utilities required to support broadcasting and satellite trucks. Contact Smart City at 213.765.4647 for a proposal and further assistance.

SATELLITE / BROADCAST TRUCK LOCATIONS



MEDICAL SERVICES

The well-being of your attendees and exhibitors is paramount at the Los Angeles Convention Center (LACC). We have partnered with several top emergency medical service (EMS) providers licensed in LA County to provide EMS staffing at larger events. These EMS partners have gone through extensive cross-training with our building security, including being versed in the venue's emergency response procedures and as such, only the EMS contractors on the LACC authorized list may provide this service at the venue.

STAFFING REQUIREMENT

- Emergency Medical Technician (EMT) staffing provided by the EMS contractor is required for events with a daily attendance of (100) or more persons.
- The EMS contractor will be selected from the LACC-authorized list and applies whether the event is private or open to the public.
- EMTs will be on site 30 minutes prior to the start of the event and 30 minutes after the event end time.
- EMT coverage is strongly recommended during move-in and move-out periods as injuries to contractors or exhibitors often occur during this time, however it is not required.
- The Los Angeles Convention Center reserves the right to require additional EMS staffing, including requiring a medical doctor onsite, of specialized types of events where the risk of injury or medical incidents is increased.
- Licensee agrees to enhance EMS staffing to comply and facilitate any public health protocols mandated by LA County Department of Public Health.
- Events booked concurrently in the South and West halls are required to provide EMS staffing at both first aid station locations.
- EMS staffing must be secured no later than (30) days prior to the event move-in date and a staffing plan submitted no later than (14) days to the Vice President of Security & Guest Services for review.
- In the event an EMS contractor and a medical staffing plan is not submitted (14) days prior to move-in, the LACC reserves the right to secure the required medical services and such services will be billed to Licensee.
- There shall be no exception to these guidelines without the expressed written approval of the Vice President of Security & Guest Services, including events where attendees are medical professionals.

MINIMUM STAFFING GUIDE

The following staffing matrix should be used as a guide in determining how many EMTs will be necessary. Attendance levels refer to expected daily attendees.

# ATTENDEES	EMERGENCY MEDICAL PERSONNEL
100-4,000	1 EMT
4,001-8,000	2 EMTs
8,001-12,000	3 EMTs
12,001-16,000	4 EMTs
16,001-20,000	5 EMTs (+1 Supervisor)
20,001-30,000	6 EMTs (+1 Supervisor)
30,001-40,000	7 EMTs (+1 Supervisor)
40,001-50,000	8 EMTs (+1 Supervisor)
50,001-60,000	9 EMTs (+1 Supervisor
60,001+	10 EMTs (+2 Supervisors)

AMBULANCE SERVICES

The Los Angeles Convention Center may require stand-by ambulance services for certain events, including but not limited to, sporting/athletic events and concerts. In the event ambulance services are required, the service must be provided by a medical contractor approved by the venue. The Center's Vice President of Security & Guest Services, has sole discretion to determine this elevated medical staffing.

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By AEG ASM GLOBAL

CERTIFICATION & LICENSING

- In order to work as an EMT in California, you must be certified by one certifying entity (Local EMS Agency). This certification is valid statewide. Additional information on EMT certification is available at the LA County Department of Health Services website.
- All EMTs must complete the *Los Angeles County EMT Scope of Practice* by an approved provider in order to be certified by the EMS Agency or function as an EMT in Los Angeles County. The training requirement covers Los Angeles County only.
- A California EMT certification is valid throughout the entire State of California. Each County may have variable requirements to function as an EMT within their county. To function as an EMT in Los Angeles County you need:
  - A current, valid California EMT certification
  - 2011 Los Angeles County EMT Scope of Practice by an approved provider
  - Current CPR card equivalent to BLS for Healthcare Provider or Professional Rescuer (AHA/Red Cross). Must maintain continuous verification.
- Medical services personnel working within each of the LACC's first-aid stations must also be properly certified to use an automated external defibrillator (AED) device. (Certified in CPR/First Aid/AED).

REQUIRED EQUIPMENT

- Medical contractors are required to provide the following: Bandages, blood pressure cuff and stethoscope, ice packs, personal protective equipment and other basic first aid supplies.
- Oxygen for administration to patients (as deemed necessary per medical protocols).
- Automated External Defibrillators (AED) at each first aid station opened for an event. This AED must be readily available and within easy reach of the EMT, and the AED must travel with the person as they move away from the first aid station.
- Oral glucose or sugar (for diabetic emergencies), aspirin (for adults with suspected myocardial chest pain). EMTs may assist patients with the administration of physician prescribed self-administered emergency medications such as sublingual nitroglycerin, bronchodilator inhaler or nebulizer, or epinephrine auto injector.
- Dispensing, offering for sale, or otherwise providing over the counter medications is not authorized by the Los Angeles Convention Center.
- EMS companies will provide one wheelchair at each first aid station opened for an event to facilitate the transportation of ill or injured persons using a wheelchair as necessary for patient evaluation and treatment. This wheelchair will be provided at no additional cost and is strictly for medical/incident related patient use.
- Rental of wheelchairs, power scooters or other medical assistive devices by EMS providers is not authorized by the Los Angeles Convention Center.
- Equipment will be maintained in good mechanical repair and in sanitary condition. All reusable supplies shall be clean and in ready-to-use conditions and be disinfected or sterilized per manufacturer's recommendations.
- The EMS provider must properly dispose of any medical waste in accordance with the law.
- The Los Angeles Convention Center first aid offices are not offered to EMS providers on an exclusive basis. It is the responsibility of the EMS provider to properly secure their equipment and supplies. The Los Angeles Convention Center is not responsible for unattended items or equipment and supplies left overnight.

UNIFORMED APPEARANCE & CODE OF CONDUCT

- The Los Angeles Convention Center offers lactation rooms for nursing mothers within its permanent first aid offices. EMTs are expected to offer access to this accommodation in accordance with California State Law.
- EMS providers will always conduct themselves as a representative of the Los Angeles Convention Center, the show management, or association with whom they have contracted to provide medical services.
- EMTs will immediately communicate incidents which may come to their attention such as: circumstances which may place the building at risk, cause injury or loss, medical emergencies, suspicious behavior or items, theft, or unlawful activity.
- EMTs on duty are expected to represent themselves and company in a positive, professional manner by way of attitude, conduct, speech and uniformed appearance. They will provide offer basic guest service information, and provide directional assistance within the venue as needed or upon request.
- Uniforms are required to be clean, easily identify them as an EMT, free from wrinkles, neat, properly sized, and project the EMT wearing them as a professional in the medical field. Outer covering garments such as jackets or sweaters should also meet these criteria as to identifying them as an EMT.
- EMS providers are expected to work in a constructive, cooperative and positive manner with members of the LACC management team while dealing with concerns or issues involving medical services.
- EMS companies will provide their EMTs with training and leadership to insure all personnel are active proponents of the ADA policy and adhere to all requirements under the law.
- EMT personnel will wear a visible identification badge bearing the contracted EMS employee's name, their designation as an EMT, and the name of the company. The badge will be standard identification card dimensions (approximately 2 x 3 ½") similar to a driver license and affixed to the uniform via a clip-on attachment or worn on a lanyard.

- EMT personnel will carry all required certifications (EMT license, CPR/First Aid/AED card, etc.) on their person while in the performance of their contracted duties and will show them upon request to any management representative from the Los Angeles Convention Center.
- The Los Angeles Convention Center reserves the right to remove or reassign contracted medical personnel who do not meet these standards.
- Parking on site is available at the prevailing rate, or EMS personnel may choose to utilize any of the local offsite parking areas available around the Los Angeles Convention Center. Parking in the private drives, loading docks, or other lots without the proper authorization or parking pass is strictly prohibited and may subject the vehicle to citation.
- EMS providers are expected to keep the first aid offices in a hygienically clean condition, free of food, beverage, and debris at all times. Please call the event manager on duty to have the trash emptied at the conclusion of the show day or as necessary.

MEDICAL RESPONSE PROTOCOL

- EMT personnel will be assigned a hand-held radio from the Security Command Center prior to going on shift. Communications to and from EMTs will be on Security Channel 3.
- Medical assistance calls may be made using a house phone dialing extension #3000 or by dialing (213) 765-4605 from a cellular or landline phone. Calling 911 is discouraged because the property has two physical addresses and it could cause a delay in the arrival of advanced medical care.

- Classifications of emergencies or injuries are as follows:
  - Minor – those which can be handled with basic first aid procedures and do not require additional medical treatment or transport.
  - Serious (non-life threatening) – those which require immediate medical attention beyond first aid measures which can be provided on site. These injuries likely do not require transport by ambulance.
  - Serious (life threatening) – those which require immediate ambulance transport to a medical facility. These include, but are not limited to, individuals with chest pain, breathing difficulty, severe bone breaks, back injury, severe cuts with uncontrolled breathing, unconscious persons, and severe head injury.
- Upon receipt of a medical call for service, the Security Command Center will broadcast a request for response to the EMT using the designator “West Hall Medic” or “South Hall Medic” depending on the assigned location. EMS personnel will not be referred to by name or company over the radio. If two companies share the same office for different events in the same hall they will be assigned radio identifiers in the following manner: West Medic 1, West Medic #2, etc.
- Calls for service will be documented by the Security Command Center via computer assisted dispatch (CAD) software.
- Requests for LAFD assistance or transport may be made by the on scene EMT, or if the nature of the medical emergency dictates by the responding LACC Officer or Supervisor. Building security will coordinate the arrival and escort of LAFD to the scene using the closest available point of entry.
- Security and/or Guest Services personnel will assist as needed to provide a safety zone of operation to prevent overcrowding or interference from bystanders at the incident scene.

PLEASE CONTACT THE VP SECURITY & GUEST SERVICES AT 310.903.8522 FOR FUTHER ASSISTANCE

MOVING VEHICLES

Movement of vehicles through an occupied exhibit or assembly area are sometimes an integral part of the event program. These guidelines are to ensure that attendees are safeguarded from accidental incidents resulting from moving vehicles or other displays that may come in contact with the general public.

It is the Licensee's responsibility to design productions and related elements in a manner that assures attendee safety. A Licensee requesting to have moving vehicles during their event must submit production designs for review to the Event Manager and LACC Fire Marshal.

Methods offering acceptable levels of protection include the following. In all cases, vehicles must be operated by professional drivers or by personnel employed by the Licensee. All drivers must be well versed and skilled in the proper and safe operation of the specific vehicle being driven.

- Physical barriers and restraints
- Direction of vehicle travel
- Distance (separation)

Physical Barriers and Restraints. This method is defined as any creative solution in which a physical barrier or mechanical restraint is deployed in such a manner that prevents the vehicle from traveling beyond the designated boundaries of the barrier or restraint. Examples of physical barriers and restraints include; wall or barrier structures, voids in which wheels would fall into, tethers, etc. Note: The type of materials used, the construction thereof, and the manner physical barriers and restraints are installed within the booth must result in a barrier or restraint that is substantial enough to adequately stop the vehicle from traveling beyond the approved limit. Barriers/restraints deemed as inadequate to limit vehicle travel will not be approved. Note: Attendees may be positioned within five (5) feet of the designated limit of an approved barrier or restraint system. Direction of vehicle is not a consideration.

Direction of Vehicle. The need for barriers and restraints can be reduced or eliminated by arranging the direction of vehicle travel in a direction that is away from the attendees. Criteria for this option include; staging attendees at least 10 feet perpendicular to the established path of travel, and hiring a Fire Safety Officer to be present to supervise the activity. Note: depending on conditions, Fire Safety Officer may require greater distance between attendees and travel path, and may require Fire Safety Officer supervision for rehearsals as well.

Distance (Separation). The need for barriers and restraints can be greatly reduced by creating 25 feet of space (separation) between the attendees and the designated limit of vehicle travel. Events designed with 25 feet of separation require only small barriers to be placed in the path of the vehicle (if vehicle is to travel toward attendees) Fire Safety Officer supervision.

A fee applies for Fire Inspector supervision at each activated event showcasing moving vehicles. Fire Safety Officer Staffing must be confirmed no later than two (2) weeks prior to the event. Please note that in the event Fire Safety Officer staffing cannot be scheduled due to late submission of hours may result in respective options of protection no longer be considered and solutions would be limited to physical barriers and restraints.

Please send the following to your Event Manager no later than thirty (30) days prior to move-in:

- Design rendering of the event that includes the vehicle path of travel plan.
- Make, model and year of the vehicle.
- Production plans for loading in and loading out the vehicle from the event space.
- Hours of event and vehicle movement.
- Expected attendance of the event.

For additional questions and assistance on events involving moving vehicles, please contact your Event Manager.

FACILITY GUIDELINES

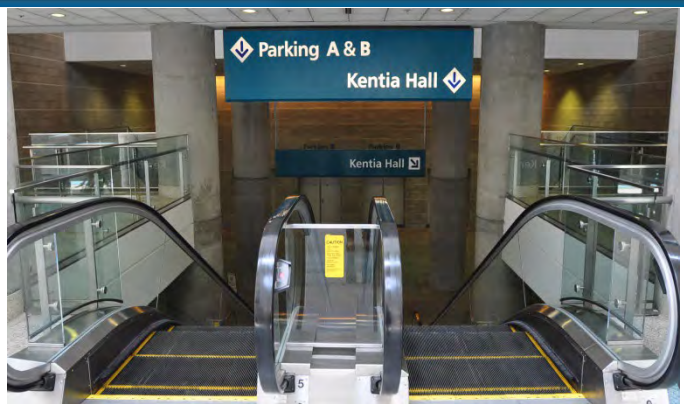
Los Angeles CONVENTION CENTER
Managed By AEG ASM GLOBAL

V.01.01.23

PARKING

The Los Angeles Convention Center has 5,600 public parking spaces available and located within three convenient onsite parking structures. Please note that hours of operation for each garage vary and are determined by event activity. There is no in/out access or overnight parking allowed.

- West Garage – entrance on LA Live Way and on Pico Blvd.
- South Garage – entrance on Convention Center Drive
- Venice Garage – entrance on 15th Drive



PUBLIC PARKING RATES

WEST HALL GARAGE

Standard Parking	$25.00
Premium Event Parking (*)	$30.00
crypto.com Arena / LA Live Events	$35.00
LA Lakers / LA Clippers Games	$35.00
LA Kings Games	$30.00

Parking rates for crypto.com Arena and LA Live events (Lakers / Clippers / Kings games and concerts) are effective at 4:30pm. *Rates are subject to change during NBA / NHL / WNBA playoff & championship season.*

SOUTH HALL GARAGE

Standard Parking	$25.00
Premium Event Parking (*)	$30.00

Note: The prevailing posted day parking rate for South Garage will remain the same for crypto.com Arena and LA Live events.

VENICE GARAGE

Standard Parking	$25.00
Premium Event Parking (*)	$30.00

Note: The prevailing posted day parking rate for South Garage will remain the same for crypto.com Arena and LA Live events.

***(*) 2024 PREMIUM PARKING DATES:** January 20-22, July 4-7; July 25-28; October 4-6; November 20-Decenber 1.*

Please note that 2024 premium parking dates are subject to change – please reconfirm event parking rates with your Event Manager.

SHOW MANAGEMENT PARKING

The Los Angeles Convention Center extends a courtesy allotment of passes for unreserved parking based on Licensee's contracted exhibit space **OR** meeting space rental. These passes are issued to the Licensee (show management) and can be distributed to exhibitors, speakers, contractors, vendors at Licensee's discretion.

	Dock Pass	Garage Pass
West Hall AB	(5) per section	(3) per section
South Hall GHJK	(5) per section	(3) per section
Kentia Hall	(5) passes	(3) passes
Concourse / Petree Hall	N/A	(6) passes
Meeting Rooms (Full Series)	N/A	(3) passes
Meeting Rooms (Non-Full Series)	N/A	(2) passes

Garage passes allow for limited in/out access every two (2) hours and is non-transferable.

LOADING DOCK PARKING

Dock passes are mandatory for any long-term personal vehicle parked in loading dock areas. Temporary, timed dock passes will be issued during move-in or move-out days. Any vehicle without a dock pass or with an expired temporary dock pass may be subject to citation/towing.

Dock parking passes are issued for West Hall A/B, South Hall G/H/J/K and Kentia Hall and are valid in the loading dock area associated with Licensee's contracted exhibit hall. Rental of Concourse Hall, Petree Hall and meeting rooms does not include dock passes.

CONCOURSE HALL / PETREE HALL

Concourse Hall and Petree Hall do not have loading docks. These halls have adjacent loading areas that are also used for pedestrian walkways when the venue is open for events. For public safety reasons, access to these loading areas must be coordinated in advance with your Event Manager. Absolutely no parking or vehicle movement will be allowed in the loading areas of Concourse Hall and Petree Hall when events are open to the public and attendees are present.

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By AEG ASM GLOBAL

V.01.01.23

MEETING ROOM EVENTS

Stand-alone meeting room events will receive an allotment of courtesy garage passes over contracted dates as follows:

Meeting Room Use	(2) passes
Meeting Room – Full Series Use	3 passes/series

The meeting room parking pass allotment does not apply when contracted with exhibit halls, including Petree Hall and Concourse Hall.

EXHIBITOR PARKING

Exhibitor parking is available at all three LACC garages at the posted parking rate upon entry. There is no in/out access for exhibitor parking and advance purchase is currently not available. Long-term exhibitor parking is strictly not allowed at loading dock areas and violators may be issued citations. Limited oversized parking may be available on a first come, first serve basis. Please contact the LACC parking department at 213.765.4454 for assistance.

ADDITIONAL PARKING PASSES

Based on availability, Licensee (show management) may purchase additional parking passes (hard or digital) through their Event Manager. Parking passes are valid for unreserved parking spaces and based availability. Parking passes are not available for purchase to exhibitors, contractors, and attendees.

PARKING PASSES RATES – ALL GARAGES

Daily Pass (Standard)	$25.00/pass, per day
Garage Pass (Standard)	$50.00/pass, per day
Daily Pass (Premium Days)	$30.00/pass, per day
Garage Pass (Premium Days)	$60.00/pass, per day

PARKING PASS SERVICE FEE

Hard Stock Parking Pass	$1.50/pass
Digital Pass	$2.00/pass

All parking pass fees are payable in advance before parking passes will be issued.

With proper advance notice, parking passes may be mailed to Licensed prior to move-in at a mailing fee of $20.00.

DIGITAL PASSES – IMPORTANT NOTE

Licensee will be issued a link to an online portal to access and distribute digital parking passes. This link is unique to Licensee's event and limited to the quantity of parking passes requested. Once the maximum number of passes are accessed, the portal will no longer be operational. It is important to keep in mind that Licensee is solely responsible for the management and distribution of parking passes issued from their assigned online portal. **Do not forward the parking pass link to intended recipients**. Your final event settlement will include billing for actualized system-verified parking passes used. No credit/refund or replacement will be issued for misused, lost or misplaced parking passes.

PARKING BILLING AT SETTLEMENT

Licensee's final event settlement will reflect billing for parking passes (hard pass or digital pass) actually used as verified and reported through the venue's automated parking system. Garage passes is considered used once it has been scanned to gain the initial entrance into the garage.

In the event actual usage is below the original requested amount of parking passes, the Center will adjust the quantity on the settlement and credit back the value of variance, less the non-refundable service fee.

RESERVED PARKING SPACES

Based on availability, parking passes may be purchased for reserved parking spaces at an additional $10.00 above the prevailing parking rate. In addition, Licensee is responsible for parking attendant labor to manage vehicle traffic to the reserved parking location. The LACC Parking Manager has sole discretion to offer reserved parking arrangements based on availability in LACC garages.

Reserved parking does not apply to overnight parking unless approved in advance by the LACC Parking Manager. Please contact your Event Manager for customized parking arrangements.

FACILITY GUIDELINES

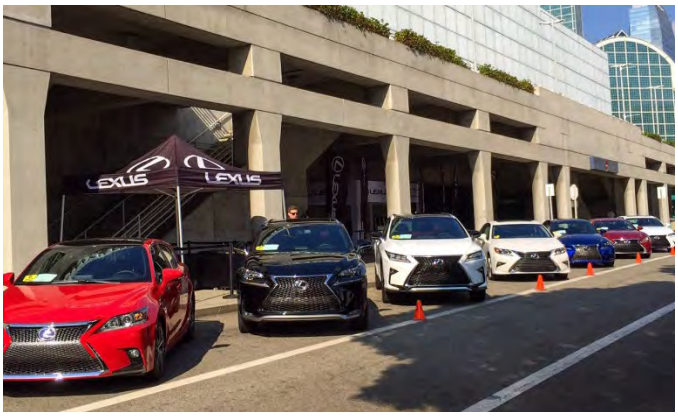
Los Angeles CONVENTION CENTER
Managed By AEG

PRIVATE DRIVES

The Los Angeles Convention Center has (3) private drives on property which lend themselves as ideal outdoor event space for unique, "outside-the-box" activations. These private drives have hosted ride and drives, film shoots, receptions/social functions, media moments and creative marketing programs.

Gilbert Lindsay Drive & 12th Street	39,000 GSF
Figueroa Drive	19,000 GSF
Pico Drive	7,000 GSF

Due to the flexible options and high demand of these areas offers, use of private drives cannot be confirmed until (30) days prior to the event day.



SHARED USE

Private drives are considered shared, public space. Licensee may use these private drives at no rental fee with the understanding that space may be used in conjunction with other uses such as parking, share drive operation and/or shuttle busses. Please work with your Event Manager to determine availability and allocation of space with other events. In these cases, while no rental fee applies, an event activation fee may apply based on the footprint used:

Car Activation (flat for run of the event)	$1,800.00/car
Static Display – Up to 200 sq. ft.	$1,500.00
Static Display – 201 sq. ft.- 500 sq. ft..	$3,000.00
Static Display – 501 sq. ft.-800 sq. ft.	$4,000.00
Static Display – 801 sq. ft.-1,000.00 sq. ft.	$6,000.00
Greater than 1,000 sq. ft.	$8,000.00

EXCLUSIVE USE

Licensee may also want to consider renting the private drive in its entirety to retain exclusive use of the space. In addition to a daily rental fee, a parking buyout fee may apply since LACC private drives are used as parking for the LA Live entertainment district. When rented as licensed space, event marketing fees would not apply. Please contact our sales team to check on availability and contracting terms.

RULES & REGULATIONS

- Use is subject to availability and cannot be confirmed until (30) days prior to the event.
- Licensee is required to have minimum of (1) LACC security officer at each entrance gate when drive is in use. Labor is billed to Licensee at the prevailing labor rate and a 4-hour minimum applies.
- Licensee must contract with its event security contractor to staff the area overnight if equipment, vehicle, or activation displayed on a 24-hour basis, starting from move-in through move-out. This staffing is to be included in Licensee's overall event security plan and subject to the approval of the LACC VP of Security & Guest Services.
- All activities proposed in the contracted space must be detailed in event specifications, including a scaled floor plan and submitted to your Event Manager no later than thirty (30) days prior to move-in. All floor plans, diagrams and promotional displays are subject to the approval of the Fire Marshal.
- Licensee is responsible for any City and governmental agency permits that may apply for the proposed marketing program.
- Food and beverage is exclusively provided by Taste Los Angeles by Levy. No outside food and beverage is allowed.
- Any promotional item, furnishings, equipment needed at the private drives must be provided by Licensee's general service contractor or an event rental vendor. LACC does rent equipment to be used outside on private drives.
- Electrical/utility services must be provided by an LACC-authorized contractor.
- WiFi and networking services must be provided by Smart City, the exclusive IT partner of the venue.
- Licensee is responsible for damages resulting from its use of the private drives.

RADIO & REPEATER USE

The use of radio communication and equipment is an integral part of relaying information and operation during many events. Unauthorized use of radio communication and transmission over frequencies may lead to FCC issues and can disrupt LACC-authorized radio operations.

All use of radio communication and installation of any radio equipment must be provided by a contractor authorized by the venue. A list of pre-authorized vendors can be found on the LACC Local Supplier list.

GENERAL REQUIREMENTS

- All repeater equipment, simplex frequencies and two-way radios utilized at LACC must be properly licensed by the FCC and a current copy of this license must be made available to the LACC upon request.
- Repeaters and antennas must be securely mounted to the provided racks using proper hardware. Tie wraps, tape, etc. are not to be substituted for proper hardware.
- All repeater transmitters must be equipped, at a minimum, with a dual isolator and a single cavity.
- Installation of radio equipment must include consideration of frequency inter-modulation protection.
- Antennas must be mounted with proper isolation to the adjacent antennas.
- Coax runs must be secured with non-metallic strapping or solid cored #12 insulated wire. Antenna runs and related equipment must have proper grounding for lighting protection.
- A band-pass/reject duplexer and a dual isolator are highly suggested. Lighting arrestors are optional.
- The following vendor information must be completed and submitted to the LACC no later than (14) days prior to the first move-in day.

FACILITY GUIDELINES

- Radio equipment installation requires the advance approval of the LACC Technical Services Manager.
- Radio equipment cannot be installed in the catwalk area without the authorization of the LACC. Upon approval, access to the catwalk will require vendor to be escorted by an LACC security officer. Installations exceeding (30) minutes may be subject to a labor fee.
- Installation of radio equipment within storage, electrical, IT and water closets are strictly prohibited. Any radio equipment located in these areas will be immediate confiscated.
- All radio equipment must be properly labeled.
- Temporarily installed radio equipment must be removed no later than the event's move-out day. Radio equipment left on premise after the event's move-out day will be considered abandoned and may be discarded by the LACC.
- Licensee shall be responsible for any damages as a result

For your convenience, please see the **Local Supplier** resource for a list of pre-authorized radio/repeater vendors.

REPEATER / RADIO CONRACTOR INFORMATION

For radio and repeater service providers not pre-authorized by the venue, please send an email to Event Services with the following page filled out.

Radio Services Information Form

Event Name:

Event Date:

Name of Service Provider:

Requested By:

Request Date:

Signature:

Radio Equipment Information

Equipment Type & Model:

Manufacturer:

Date of Install:

List of Frequencies Used:

Notes/Comments:

Date of Removal:

Installation Location:

----The following section is internal use only----

IT ADMINISTRATION AUTHORIZATION

Print Name:

Title:

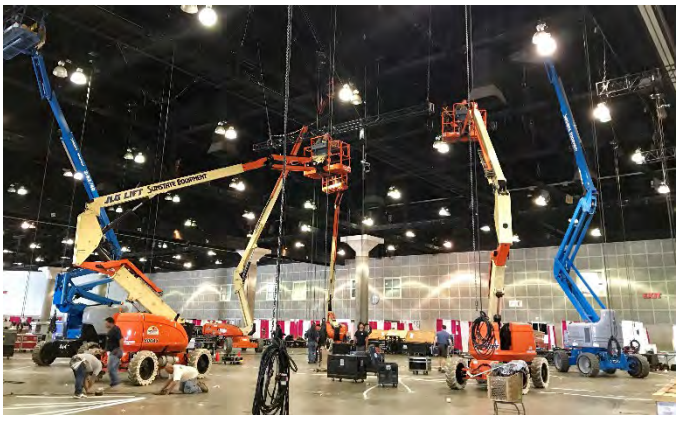
Signature:

Date:

Notes:

RIGGING & SUSPENDING

The following outlines the policy for rigging and attaching anything to and from the LACC building attachments and/or structures. For the purpose of clarification, LACC building structures and mechanical systems shall be referred to as "building attachments".



LACC – AUTHORIZED RIGGING CONTRACTOR

Show management of each show/event requiring the suspension of anything from LACC building attachments and/or structures must contract an LACC approved rigging contractor for said work. Licensee shall hire only one (1) approved rigging contractor to handle all facets/areas of the event. The selected rigging contractor shall be referred to as the "Primary Rigging Contractor" for the event. The primary rigging contractor shall plan, coordinate, review engineering specifications, install, supervise, and remove all rigging and suspended items rigged to LACC building attachments in all areas of the event. Exhibitors and/or technical producers that are working with other rigging personnel and wish to keep them involved with their project may do so in a "design and advisory" status only. Once again, only the selected primary rigging contractor is permitted to perform rigging related work on any facet of the event.

Exception: Events having a "general session" production that is located in a completely separate hall or room, in which the sole activity within said hall or room is a general session type production, management may elect to hire a separate LACC-authorized rigging contractor to be the primary rigging contractor for said production. In this scenario only, Licensee may also elect to have production lights mounted on truss by the designated rigging contractor, the event's electrical contractor or the approved audio visual provider.

In addition to suspended items, the primary rigging contractor must be used for the installation of all floor supported truss projects in which a portion of the overall structure is suspended; and/or any floor supported truss structure that employs the use of self- climbing truss (either motor or hand winch operated). The primary rigging contractor shall also be used for the installation of seismic support cables in which exhibit structures are tied off to LACC building attachments.

PRIMARY RIGGING CONTRACTOR RESPONSIBILITIES

- Plan, coordinate, supervise and install all suspended items in accordance with the parameters and weight/tension limits set forth by LACC. This includes floor mounted and/or supported items that require additional support from building attachments. Weight and/or tension loads applied to LACC building attachments cannot exceed the ratings set forth in this policy. Further, plan, coordinate, supervise and install all truss structures that employ the use of self-climbing truss.
- Assure that installations are accomplished without damage to the building.
- Assure that all rigging is done in a safe and professional manner using only professional rigging methods, and properly trained employees.
- Verify and assure that all lighting truss, equipment and display pieces are designed and engineered by a licensed structural engineer for the intended and actual use in Seismic Zone 4. Light weight banners and display pieces do not require the involvement of a structural engineer as long as said equipment is designed and built in such a fashion as to allow for complete inspection (no hidden connection points), is structurally sound, and is suspended accordingly.
- Inspect and assure that all truss, equipment and/or display pieces are: Assembled properly as engineered, structurally sound, and safe to suspend.
- Inspect all rigging gear, supplies and equipment to assure said gear is in proper and safe working condition.
- Inspect building attachments such as welded hang points to assure they are in good condition and safe to use.
- Assure that all rigging is accomplished in such a manner that no conductive materials can come in contact with electrical buss ducts, or any other electrically energized components.
- Use only rigging supplies and equipment that is industry certified and engineered for the use for which it is intended.
- Coordinate the exhibitor assignment of weight/tension loads to respective building attachments assuring again that no building attachments are overloaded.
- Assure that all lighting truss, equipment and other display pieces are installed and loaded (weight/tension) according to the engineered specifications.
- Raise and lower all equipment into place applying proper rigging principles at all times.

- The rigging contractor is responsible for assuring the safety and mechanical/structural integrity of the entire truss system, related equipment and associated rigging. In addition to suspended items, the rigging contractor must be used for the installation of all floor supported truss projects in which a portion of the overall structure is suspended; and/or any floor supported truss structure that employs the use of self-climbing truss (either motor or hand winch operated). Riggers are expected to use truss and hoists from a recognized manufacturer and adhering to the allowable load tables developed by a third party structural engineer for the truss and the manufacturers recommended use and load limits for the chain hoist. A rigging plot (drawing) must be provided to the rigging contractor that states the maximum weight, in pounds, at each hang point. It is highly recommended that all parties (lighting, audio, video, scenic, etc) provide the rigging contractor with respective loads so that all loading can be calculated into the design.

- Only the rigging contractor is allowed to raise and lower suspended projects and truss systems in the exhibit halls. Once the rigging contractor has suspended the lighting, truss, equipment, or display pieces, no changes may be made to the weight distribution without the approval of the rigging contractor (i.e., adding or moving equipment). The rigging contractor shall be onsite, and be prepared to install, weight measuring devices (Dyno's) where requested by the LACC.

RIGGING GUIDELINES: SOUTH HALL G/H/J/K

- The only building attachments allowed for use in Halls G - K are the fixed welded hang points (shackle points), the fixed points on the purlin beams (high steel), and the pre-existing holes in the corrugated ceiling.

- The maximum allowable load of each fixed hang point (shackle point) in South Halls G – K is 800 lbs. Other requirements include:

  (a) Multiple loads on a single hang point shall be added together. The sum of the loads must not equal more than the maximum allowable load of 800 lbs.

  (b) A properly rated safety cable must be installed around a structural beam to facilitate a "mechanical safety" for safeguarding against point failure. Said cable is to be installed in accordance with professional rigging methods assuring that no slack exists and that the load would not slide down the beam overloading other points of attachment in the event of point failure. Great care must be taken when installing the safety cables around the beams to minimize wear on the fireguard (flame proofing material).

- There are two fixed points located on each purlin beam. The maximum allowable load for each purlin beam is as follows:

  (a) The maximum allowable load that can be applied vertically (dead hung) to a purlin beam is 800 lbs. Either of the two fixed points can be loaded up to 800 pounds, or a combination of load at each point; however, the sum of the load on the two respective points cannot exceed 800 lbs.

  (b) The maximum allowable tension load that can be applied perpendicular ("out of plane") with any purlin beam is 100 lbs. The maximum angle for horizontal loading any purlin beam is 45.

  (c) Purlin beams must be wrapped and padded with burlap or other material to protect the beam and the wire rope.

- With the exception of bridled loads exceeding 1000 lbs, or by special consideration, only ½ ton chain hoists are allowed to be used at LACC.

- The maximum allowable load to the corrugated ceiling steel is 50 lbs. The minimum distance between any two (2) points of attachment to the corrugated ceiling is five (5) feet. Drilling new holes or enlarging existing holes is not allowed. Rigger must use existing holes as they are.

- Rigging must be designed and installed in such a fashion that cables or other equipment do not come in contact with other parts or systems of the building such as drywall fascia, lighting fixtures, HVAC ducting, etc.

- No rigging is allowed from the catwalk railing.

RIGGING GUIDELINES: WEST HALL A/B

- The only building attachments allowed for use in Halls A and B are the purlin beams (high steel), the unistrut channel, the fixed hang points in the freight area of Hall A, and certain sections of the "T"-bar ceiling in the perimeter soffit.

- The maximum allowable load for each purlin beam that is span between two bracing trusses is as follows:

  (a) The maximum allowable load that can be applied vertically (dead hung) to a purlin beam is 800 lbs.The maximum allowable tension load that can be applied perpendicular ("out of plane") with any purlin beam is 100 lbs.

  (b) The maximum angle for horizontal loading any purlin beam is 45°.

  (c) Purlin beams must be wrapped and padded with burlap or other material to protect the beam and the wire rope.

- With the exception of bridled loads exceeding 1000 lbs., or by special consideration, only ½ ton chain hoists are allowed to be used at LACC.
- The maximum allowable load on each of the fixed hang points located in the 25' ceiling area (freight area) of Hall A is 400 lbs. These points can only be loaded vertically (dead hung). No horizontal loading is allowed on the Hall A fixed points.
- The maximum allowable load on the unistrut channel is 45 lbs. vertical load per every five (5) linear feet. NOTE: Unistrut channel is not intended to carry heavy loads.
- The maximum allowable load to be applied to the "T"-bar ceiling in the perimeter soffit is 10 lbs. The only allowable points of attachment are at the intersections in which a permanent structural ceiling support wire is attached. These points can only be loaded vertically (dead hung).
- Rigging must be designed and installed in such a fashion that cables or other equipment do not come in contact with other parts or systems of the building such as drywall fascia, lighting fixtures, HVAC ducting, etc.
- No rigging is allowed from the catwalk railing.

RIGGING GUIDELINES: KENTIA HALL

- The only building attachments allowed for use in Kentia Hall are the fixed eyebolts in the ceiling and existing unistrut channel.
- The maximum allowable load for each of the fixed eyebolts is 100 lbs. These points can only be loaded vertically (dead hung). No horizontal loading of the eyebolts is allowed.
- The maximum allowable load for each separate piece of unistrut channel is 45 lbs. vertical load. NOTE: Unistrut channel is not intended to carry heavy loads. No rigging is allowed from the unistrut channel that is mounted directly above, and running parallel to, the electrical buss ducts.

RIGGING GUIDELINES: CONCOURSE HALL & PETREE HALL

- Any **production (non-exhibit) rigging and attachment activity** in Petree Hall, Concourse Hall and meeting rooms are exclusively provided by the LACC's in-house provider, Encore and subject to the same rules and regulations as outlined above. Please contact Encore at 213.765.4625 or at www.encore-us.com.
- The only building attachments allowed for use in Concourse Hall and Petree Hall are the fixed hang points and the unistrut channel. The air wall track may also be used in Concourse Hall only.
- The maximum allowable load on each of the fixed hang points in Concourse Hall is 500 lbs. These points can only be loaded vertically (no horizontal loading).
- The maximum allowable load on the Concourse Hall air wall tracks is 500 lbs. at 15 foot intervals. Requires use of proper air wall track hangers. Note: Great care must be taken to protect (pad) the finish of the track.
- The maximum allowable load on each of the fixed hang points in Petree Hall is 400 lbs. These points can only be loaded vertically (no horizontal loading).
- The maximum allowable load on the unistrut channel is 45 lbs. vertical load per every five (5) linear feet. NOTE: Unistrut channel is not intended to carry heavy loads.
- No rigging is allowed to the air conditioning vents or the air wall track.
- Rigging must be designed and installed so that a minimum clearance of 24 inches is maintained from every fire sprinkler head.
- Special care must be taken to protect the carpet (flooring).

NOTE:
Non-exhibit rigging in Petree Hall & Concourse Hall is excusive provided by Encore, the in-house audio visual partner. Please contact 213.765.4625 for assistance.

RIGGING GUIDELINES: LOBBY / CORRIDORS

- The overall intended use of the attachments in the lobbies and corridors is for suspending lightweight banners and signs. The only building attachments allowed for use in the South and West lobbies, and in the public corridors are the fixed eye bolts, the vertical supports of selected guard rails, the structural channel above the ceiling slats, and selected drywall encased beams.
- The maximum allowable load for each of the fixed eyebolts is 50 lbs. These points can only be loaded vertically (dead hung). No horizontal loading of the eyebolts is allowed.
- The maximum allowable load to be placed on the vertical guardrail posts is 25 lbs. per post. The only point of attachment allowed on the post is at the very bottom (near the floor). Special care and materials are to be used to assure that the respective finished surfaces of the building are not damaged or marked.
- The maximum allowable load on the black channel, that supports the finished stainless steel ceiling slats, is 25 lbs. The minimum distance between any two (2) points of attachment is five (5) feet. Special care must be taken to protect the finish of the ceiling slats. No horizontal loading is allowed unless said loading is parallel with the ceiling slats. Maximum angle for horizontal loading is 45 degrees. Riggers are not allowed to attach anything to the ceiling slats themselves.
- The maximum allowable load on selected drywall encased beams is 25 lbs. per point. The minimum distance between any two points is 10 feet. Special care and materials must be used to prevent the finished drywall and related corners from becoming damaged or marked.
- Special care must be taken to protect the flooring in the lobbies and corridors.
- Scissor lifts and other lift equipment are not allowed on the metal service covers located at the top and bottom of the escalators and outside of the lobby doors.

EQUIPMENT & PROJECTION DESIGN

All lighting truss and hoists should be installed to meet Seismic Zone 4 requirements. When designing the project, all truss, associated equipment, and display pieces must be used as specified. All components of the electrical system must be U.L. or City of Los Angeles Test Lab approved and in good, safe working condition.

SUSPENDING LIGHTS

All lighting truss and hoists should be installed to meet Seismic Zone 4 requirements. When designing the project, all truss, associated equipment, and display pieces must be used as specified. All components of the electrical system must be U.L. or City of Los Angeles Test Lab approved and in good, safe working condition.

- Licensee's designated electrical contractor has exclusive jurisdiction to mount and focus lights for all activations within exhibit and trade show space. This includes booths, production staging and session set-ups.
- For stand-alone general sessions, production staging, breakout sessions programmed in an area **separated** from the exhibit and trade show space (by hard walls or airwalls), Licensee has the option to contract labor to mount and focus lights with their rigging contractor, electrical contractor or LACC-authorized audio visual provider. Use of temporary structure walls and pipe and drape to designate session areas does not constitute "separated" space. Please note that all rigging projects and electrical projects must still be solely performed by the designated rigging contractor and electrical contractor, respectively.
- Encore is the LACC's exclusive operator of house lighting systems in **Petree Hall**, **Concourse Hall** and **meeting rooms**. There is no charge to set the house lighting system provided that lighting needs can be accommodated within the Center's pre-set lighting patterns in the designated area(s). In the event customized lighting patterns (focusing adjustments, relamping, re-set, etc) are requested in these areas, Encore prevailing labor rates apply. Please contact Encore at 213.765.4625 or at www.encore-us.com.
- Use of **South Hall**, **West Hall** or **Kentia Hall** includes standard pre-set overhead lighting at no charge. Customized house lighting patterns above and beyond standard pre-set overhead lighting are accommodated by the event's electrical/utility contractor at prevailing labor rates.

SATELLITE TRUCKS

The Los Angeles Convention has several specifically designated areas for satellite and production trucks. These areas are subject to availability based on venue operations, therefore may not be guaranteed. Smart City, the Center's exclusive provider of wired, internet, CATV, voice and wireless service, must be contracted for running and installing cable.

The key to securing these areas is show management's advance coordination with LACC, Smart City and your event's electrical contractor.

LACC REQUIREMENTS

Please provide the following to your Event Manager no later than thirty (30) days prior to requested placement:

- Number of production/satellite trucks
- Number of support vehicles (if applicable)
- Approximate size of the trucks
- Provide a detailed date/timeline of arrival, departure, broadcast start and broadcast end.
- Point of contact for each production truck team

SMART CITY REQUIREMENTS

Once, LACC has approved the placement for the satellite and production trucks, please contact Smart City at 213.765.4647 to coordinate the following:

- Provide site plan of placement as coordinated and approved by the Event Manager.
- Specifications on required phone service (# of lines, local, long distance, etc)
- Place order for labor (installation & dismantle), cabling, Internet and WiFi to include schedule technicians are to work.
- Arrange for all fiber and AV cables to be delivered to Smart City no later than one (1) week prior to placement.

FOR ASSISTANCE CONTACT:

Matthew Chavez, Operations Manager, Smart City
213.765.4647 / mchavez@smartcity.com

SmartCity®

ELECTRICAL REQUIREMENTS

To determine if electrical service is needed, the following guidelines apply:

- Satellite and production vehicles that will only be here for six (6) hours or less, AND are outfitted with an on-board generator (no trailers), may use said generator to provide their electrical service.
- Vehicles that are here for less than six (6) hours; however, do not have an on-board generator are NOT allowed to bring a generator. They must order electrical service from the shows preferred electrical contractor.
- Vehicles that will be here longer than six (6) hours must order electrical service.

Please arrange the following with your event's designated electrical contractor no later than two (2) weeks prior to placement:

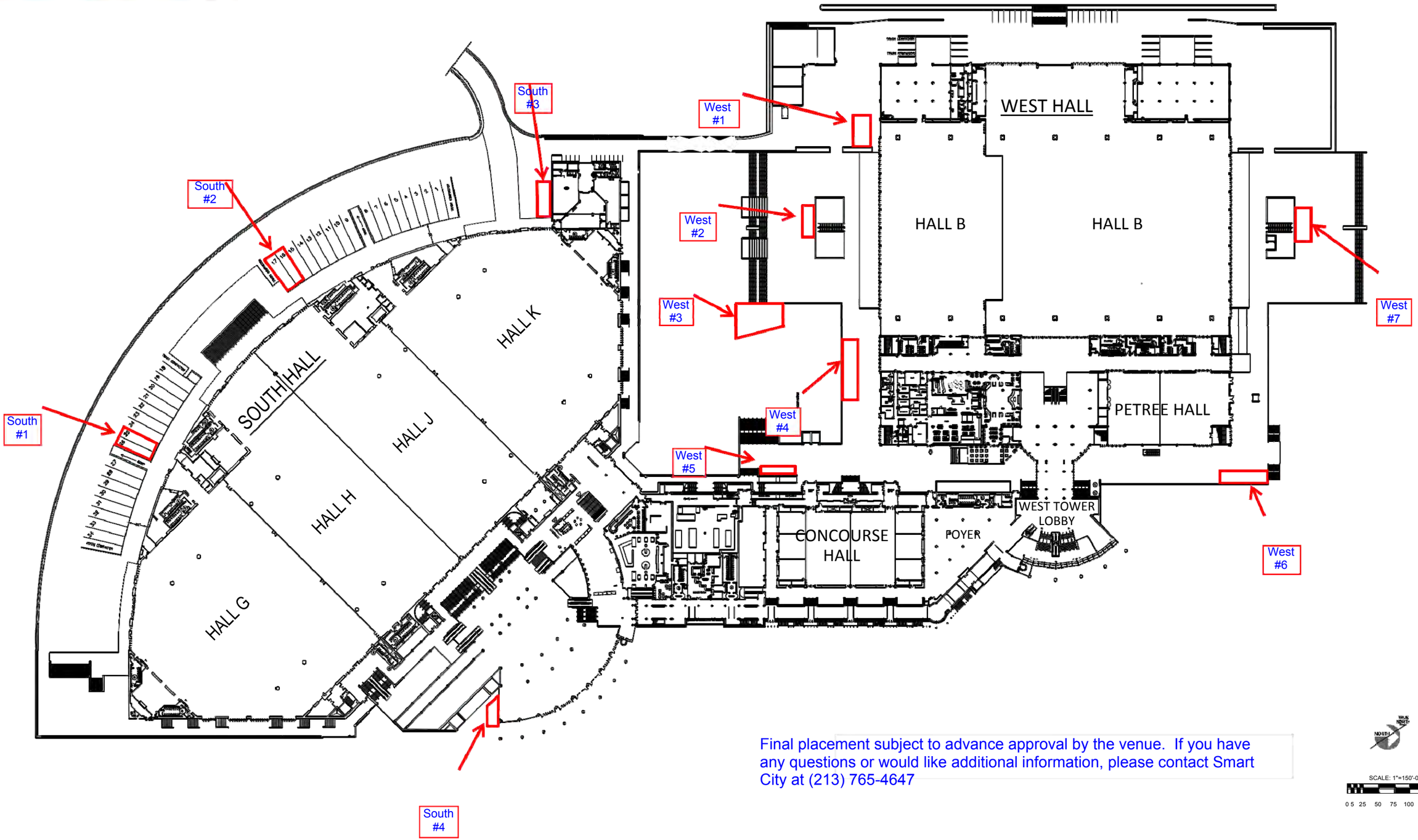
- Submit labor type of electrical service needed for the trucks/trailers (volts, amps, single phase or three phase, Cams (1016) or Bare Ends (pig tails), 24-hour power), etc.
- Consider electrical service needs at the broadcast or stage location.

OTHER GUIDELINES

- Any satellite/production truck placement subject to onsite inspection and approval by LACC Fire Marshal.
- Cable crossovers/ramps/yellow jackets may be required.
- Ramp passes for support vehicles are required and shall be provided by show management. Based on availability, show management may purchase additional ramp passes through the Event Manager.
- Satellite and production teams are required to have show badges or working wristbands as dictated by show management.
- All camera operations must comply with LACC Media Guidelines.
- Show management and satellite/production crew should coordinate required lighting in the broadcast area(s) during off-show hours with the Event Manager.
- Any cable running through exhibitor spaces requires show management approval and with proper cable management.

SATELLITE / BROADCAST TRUCK LOCATIONS

Los Angeles CONVENTION CENTER Managed by AEG



Final placement subject to advance approval by the venue. If you have any questions or would like additional information, please contact Smart City at (213) 765-4647

SCALE: 1"=150'-0"

0 5 25 50 75 100 150

SAFETY DATA SHEET (SDS) ON INDUSTRIAL LIQUID & CHEMICALS

The LAFD and the LACC require that the delivery, handling, and removal of all industrial liquids or chemicals be coordinated in a proper and safe manner, and that a Safety Data Sheet (SDS) be submitted for any industrial liquids or chemicals that are brought into the LACC. All containers must have permanent labeling from the manufacturer identifying the name, and related information of the industrial liquid or chemical, along with the show management and/or exhibitor complete contact information. Show management must notify exhibitors to keep a copy of the SDS in their booth.

One of the primary reasons for submitting the forms and keeping a copy in the booth is to have instant "accurate information" regarding the necessary steps for treatment in the event that persons come in contact with the respective liquid or chemical (i.e. inhalation, splashed into eyes, face, or other parts of the body, etc.). Furthermore, in the event of a spill, fire, etc., the responding personnel must know immediately what liquids or chemicals are involved.

Liquids and/or chemicals that can cause harm or injury to personnel and/or the building from exposure thereto (classified as "Hazardous") are NOT allowed at the LACC. In addition, liquids and/or chemicals that are flammable are NOT allowed within any of the exhibit halls or interior spaces of the LACC without written approval from the Fire Marshal. Under certain controlled and approved conditions, the Fire Marshal may allow small quantities of a flammable liquid to be used in the exhibit hall. Permit cost and LAFD staffing may apply.

For additional information, please contact Event Services at 213.765.4640.

If using more than two different types of liquids/chemicals, please use another sheet to list the additional liquids/chemicals.

Please complete the information below and email to EVENT SERVICES along with the SDS for each item no later than thirty (30) days prior to move-in.

SHOW NAME

EXHIBITING COMPANY

BOOTH #

ONSITE CONTACT (*Responsible for use of liquid/chemical)*

CONTACT EMAIL

CONTACT CELL #

NAME OF LIQUID OR CHEMICAL #1:

INTENDED USE OF LIQUID/CHEMICAL:

QUANITIY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF SDS ATTACHED? ☐ **YES** ☐ **NO**

NAME OF LIQUID OR CHEMICAL #2:

INTENDED USE OF LIQUID/CHEMICAL:

QUANITIY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF SDS ATTACHED? ☐ **YES** ☐ **NO**

SET-UP: EXHIBIT HALLS

Rental of an exhibit hall may include standard equipment depending on the ***actual use*** of the contracted space. This guideline applies to West Hall A/B, South Hall G/H/J/K, Kentia Hall, Petree Hall C/D and Concourse Hall E/F. All equipment outlined below is based on availability at the time event specifications are provided to your Event Manager.

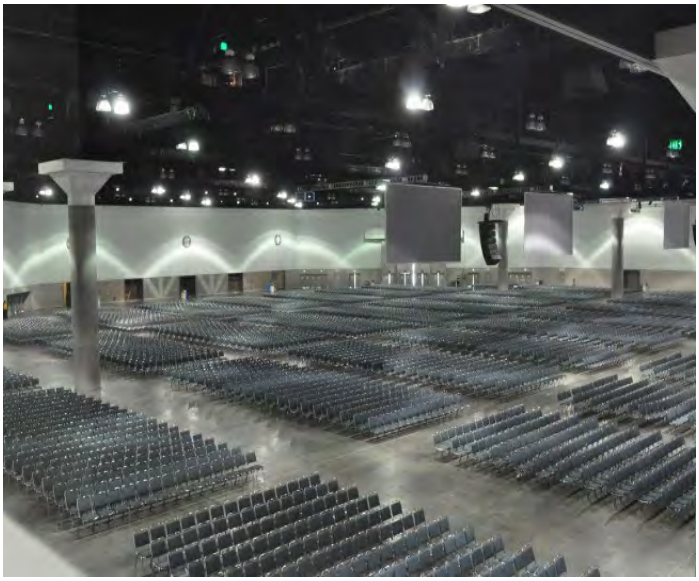
Please note that all floor plans for the exhibit halls require the approval of the Fire Marshal. Details on diagramming and submission of floor plans can be located in the Floor Plan Guidelines.

ASSEMBLIES / MEETINGS

Exhibit halls used exclusively for general sessions/assemblies include an allotment of staging and chairs. Staging include 8'x8' decks or 6'x8' decks with varying heights based on availability. Please refer to the LACC staging guidelines for details. It is important to note that stage size (and other production elements) may impact the seating capacity of event space.

West Hall A – Theatre Seating	7,000
West Hall A – Staging	40' X 56'
West Hall B – Theatre Seating	4,000
West Hall B – Staging	24' X 40'
South Hall G or K – Theatre Seating	5,500
South Hall G or K – Staging	32' X 40'
South Hall H/J – Theatre Seating	7,000
South Hall H/J - Staging	40' X 56'
South Hall G/H/J or H/J/K – Theatre Seating	13,000
South Hall G/H/J or H/J/K - Staging	40' X 56'
South Hall G/H/J/K – Theatre Seating	20,000
South Hall G/H/J/K – Staging	40' X 64'
Concourse Hall – Theatre Seating	2,000
Concourse Hall – Staging	(14) riser decks
Petree Hall – Theatre Seating	2,000
Petree Hall – Staging	(12) riser decks

LACC will provide labor to set the initial seating required at no charge when an exhibit hall is set in standard, published theater or classroom specifications. A standard theater set-up is defined as blocks of straight rows with fourteen (14) chairs max, not to exceed twenty (20) rows deep and having no more than two (2) side sections of chevron seating. Examples of basic set-up can be found in the interactive floorplan page of our website.



General sessions and assemblies that vary from the standard, published theater, classroom or banquet will still be provided contractual allotment venue equipment, however, the set-up will be subject to a special set labor fee. These types of set-up include, but not limited to the following:

- Tiered riser seating
- In the round
- Half-circle
- Clamshell seating
- Auditorium-style
- Stadium-style
- Mix use of bleachers and seats
- Any unique seating arrangements

The special set labor fee will vary based on the overall size and scope of the seating arrangement. Please provide your Event Manager with a scaled floorplan of your special-set general session/assembly area no later than thirty (30) days prior to move-in to develop an estimate of billable labor cost that would apply.

NOTE:
Any changes to seating after the initial room set-up may be subject to a changeover fee.

In addition, LACC will provide the following at no charge based on inventory when requirements are provided to the Event Manager:

- (10) Registration Tables (per section)
- Front-of-the House Tech Tables (linen/skirt)
- Back-of-the-House Tech Tables (no linen)

FACILITY GUIDELINES

Los Angeles CONVENTION CENTER
Managed By ASM GLOBAL

TRADE SHOW / EXHIBITS / EXPOS

When exhibit halls are used as trade show, vendor booths and exhibits, Licensee must contract with an LACC-authorized general service contractor to provide all equipment needed to build out the exhibit halls and registration areas. This includes tables, chairs, stanchions, easels, pipe/drape and all other equipment needed by Licensee for the tradeshow/exhibit area.

Staging and theater seating for general session area within exhibits/tradeshow may be provided by the Center at the prevailing equipment rental rate. Please note that any chairs provided by the LACC in trade show/exposition areas cannot be placed in booths or vendor areas. The LACC does not rent equipment directly to exhibitors or vendors. Any building equipment requested is solely billable to the Licensee.

CAFÉ DINING

The LACC requires a minimum of 20'x20' area be designated on the exhibit floor for each existing café (concession) stand activated for the event. Tables and chairs for dining at these café stands will be provided at no charge to Licensee.

Food portables operated by Taste Los Angeles by Levy may be available to enhance the food and beverage experience on the exhibit floor. Each portable requires a minimum 10'x10 footprint on the floor. Please contact Taste Los Angeles by Levy for additional information at 213.765.4469.

FOOD & BEVERAGE

CATERING / BANQUETS

Based on availability, the LACC will provide 66" round tables with (10) chairs per table and topped with house linen when exhibit halls are used primarily to host a catered function. The banquet seating capacity of each exhibit hall is as follows.

West Hall A	7,500
West Hall B	2,500
West Hall A/B	10,000
South Hall G or K	3,620
South Hall G/H or J/K	6,400
South Hall H/J	5,400
South Hall G/H/J or H/J/K	8,000
South Hall G/H/J/K	12,800
Concourse Hall E/F	1,400
Petree Hall C/D	1,000

The above banquet seating capacity does not include staging or audio visual. Staging as outlined in the Assemblies/Meetings use of this guideline is provided at no charge to Licensee.

REMINDER

Licensee is responsible for all other equipment and services not specifically outlined in this guideline or in the License Agreement. All equipment is based on availability when final event specs are provided.

Floor plans are subject to Fire Marshal review and approval.

SET-UP: MEETING ROOMS

The Los Angeles Convention Center provides a standard set-up package included in the rental fee for meeting rooms used for the purpose of a general session, assembly, meeting and breakout sessions. This standard set-up does not apply when meeting rooms are being used for exhibits (booths/table-tops), tournaments, gaming events or other unique uses, unless specifically noted in the License Agreement. All equipment is based on Licensee providing equipment needs no later than thirty (30) days prior to the event. Please note that any unique room set-up that varies from the publicized standard room set is subject to the approval of the Fire Marshal.

STANDARD MEETING ROOM SET-UP

The LACC will provide the following at no charge to Licensee in licensed meeting rooms. Placement of equipment is based on space availability.

- Initial room seating set-up (theatre, classroom, banquet, u-shape, hollow-square, conference)
- Tables (8'x30") with linen/skirting for head tables, materials tables, check-in tables in hallways or tech tables.
- One (1) standing lectern
- Riser/stage (see below)
- Standard overhead pre-set lighting pattern.
- Standard HVAC service during open event hours
- Use of existing 20-amp wall outlets in the room (cannot be distributed beyond 10' of the outlet or if room is used beyond a standard set)

Please note that classroom tables and 66" round tables do not include linen. Linen on 66' round tables will be included at no charge for fully catered meal functions.

PLEASE NOTE:
Published capacity for meeting space is subject to change based on audio visual, staging placement, room orientation and location of exit doors.

TABLE-TOP EXHIBITS

When meeting space is used for table-top exhibits/vendors, Licensee may opt to rent 8'x30" dressed tables w/ (2) chairs each from the Center at the prevailing rental rate. Each table-top exhibit is limited to 8'W x 5'D footprint.

In the event Licensee requires additional elements to this type of set-up that is provided by an outside contractor/vendor (ie. pipe/drape, décor, flooring, etc), then use of space defined as a traditional exhibit floor and is subject to all rules and regulation for this type of use, including but not limited to, union labor jurisdiction, use of a cleaning contractor and event security staffing.

Any electrical/utility requirements for table-top set-up must be provided by an LACC authorized electrical contractor. Table top exhibits are prohibited from pulling power from the existing wall outlets.

STAGING & RISERS

Staging will be provided as outlined below with the initial (non-exhibit use) meeting room set-up. Additional staging requested above and beyond in guideline or what is outlined in the License Agreement is subject to an equipment rental fee. The availability of staging is contingent on Licensee providing staging requirement no later than thirty (30) days prior to the event. It is important to note that stage size (and other production elements) may impact the seating capacity of event space.

STANDARD MEETING ROOMS (LESS THAN 4,000 SQ FT)
- Up to (2) 6'x8' riser deck per meeting room section

LARGER MEETING ROOMS (MORE THAN 4,000 SQ FT)
- Up to (4) 6'x8' riser decks per meeting room section

PETREE HALL
- Section C or D: (10) 6'x8' riser decks per section
- Section C/D: (12) 6'x8' riser decks

CONCOURSE HALL
- Section E or F: (10) 6'x8' riser decks per section
- Section E/F: (14) 6'x8' riser decks

REGISTRATION TABLES

Unless otherwise noted in the License Agreement, the Center will provide the following registration tables at no charge to Licensee. Registration tables are 8'x30" and include (2) chairs each with linen/skirting for exclusive registration use.

300 / 400 / 500 Meeting Room	(5) tables flat
Petree Hall C/D	(10) tables
Concourse E/F	(10) tables

Registration table allotment may not be used for vendors, exhibits, displays or special uses. Tables used for these purposes will be billed at the prevailing equipment rental rate.

Placement of registration tables in lobby areas must be approved by your Event Manager in advance.

ELECTRICAL USE

Power pulled from existing 20A wall outlets may be used at no charge provided that power is not distributed beyond 10' or is not being used for table-tops, vendors/exhibits or special uses.

Power requirements beyond 20A circuits or distribution to vendors/exhibitors and special use must be provided by an LACC-authorized electrical contractor.

ADDITIONAL EXPENSES

Please keep in mind that additional event expenses may apply to the use of your meeting space, including equipment not included in this guideline, contractual insurance requirements, linen, event security, recore locks/keys, parking, food & beverage, audio visual and other services requested to produce your event. To properly budget, please work with your Event Manager to prepare an estimate of expenses.

STAGING & RISERS

The Los Angeles Convention Center offers two types of staging. All staging is based on availability at the time specs are provided to the Event Manager.

Riser Staging. Riser staging are available in carpeted 6'x8' decks with height increments of 16", 24" and 32" with a weight load of 125 lbs PSF. This staging is primarily used in meeting rooms, Concourse Hall and Petree Hall.

Performance Staging. Decks are 8'x8' sections and come in 8" incremental heights ranging from 48" to 72" with a weight load of 125 lbs PSF. Staging decks have carpeted or non-carpeted floor surface. Performance staging is used exclusively in non-carpeted exhibit halls.

Your Event Manager can provide guidance on appropriate-sized staging in your contracted space based on the following guidelines but may be adjusted based on production, type of seating set-up requested and fire code regulations.

RENTAL RATES

Type of event and how space has been contracted in the Use License Agreement will determine if staging is included or is billable. Unless specifically outlined in this guideline or in the rental terms of the Use License Agreement, staging rates are as follows:

Riser Staging	$100.00 / 6'x8' section
Performance Staging	$200.00 / 8'x8' section

GENERAL SESSIONS / BREAKOUTS / CATERED FUNCTION USE

When any rented space is used as a primarily an assembly, general session, breakouts, meetings or catered functions, the LACC provides the initial staging needs inclusive in the space rental fee as outlined below. Any staging requirements above and beyond this allotment (ie. tech riser, camera riser, etc) is billable at the prevailing rental rate. It is important to note that stage size (and other production elements) may impact the seating capacity of event space.

In the event staging requires to be adjusted after the initial installation (ie. room set changeover), a labor fee shall apply.

WEST HALL / SOUTH HALL
(8'x8' PERFORMANCE STAGING)

EXHIBIT HALL	MAX STAGE SIZE	# DECKS
West Hall A	40' X 56'	35
West Hall B	24' X 40'	15
West Hall A/B	40' X 64'	40
South Hall G, H, J or K	32' X 40'	20
South Hall G/H or J/K or G/H/J	40' X 56'	35
South G/H/J/K	40' X 64'	40

CONCOURSE HALL / PETREE HALL / MEETING ROOMS
(6'x8' RISER STAGING)

Concourse Hall E or F	(10) riser decks
Concourse Hall E/F	(14) decks
Petree Hall C or D	(10) riser decks
Petree Hall C/D	(12) riser decks
Standard Meeting Rooms	Please refer to Meeting Room Set-up Guideline

EXHIBITS / TRADESHOWS / SPECIAL EVENTS

In circumstances when rented space is used (fully or partially) for expositions, exhibits (booths or table-tops), tradeshows or a special event set, staging requirements is provided at the prevailing equipment rental fee. Availability of staging is confirmed when final specs are provided to the Event Manager.

GUARD RAILS

The LACC requires guard rails on staging that is higher than 30. Guard rails cannot be waived without the specific review and approval of the Event Manager.

STAGING BY OUTSIDE VENDOR

Show management or their designated production company may opt to bring in staging decks provided by a third-party vendor. Please note that the following items require a wet-stamped engineered plan and is subject to a City of LA Building & Safety inspection for a temporary structure permit if exceeding the height noted and intended to carry a live load. Please contact your Event Manager for additional information.

Staging	30"H
Stairs/Steps	48"H

TAPE USE

In order to promote and maintain an aesthetically appealing facility, the following standards regarding the use of adhesive tape on surfaces have been established.

- The Los Angeles Convention Center approves the use of tapes that leave little or no residue after removal. These tapes should easily be removable and must not leave fragment on the applied surfaces.
- Taping on any vertical or overhead surfaces us prohibited unless pre-approval is given.
- Taping to LACC equipment is prohibited unless pre-approval is given. Labor and material costs associated with residue and tape removal from equipment will be charged ask to the contractor.
- Staples, nails, and any other damage producing fasteners may not be used on any surface owed by LACC.
- For concrete to carpet installation, the use of high tack tape is acceptable.
- The use of one-sided tack carpet visqueen is prohibited unless pre-approval is given and if it is given, all labor and material costs to remove residue will be charged back to the contractor.
- For carpet to carpet application, the use of low tack tape is required.
- Tapes being used will be reviewed on an on-going basis and contractors will be notified if a tape is not approved for use.
- Labor and or material used to remove residue from unapproved tapes will be charged back to the contractor.

APPROVED TAPE SPECIFICATIONS

TAPE USE	BRAND	TYPE
Carpet to Carpet	Bron	2” cloth double-face #S-94
	Polyke	Low tack
	Scapa	Low tack
	Echo Tape	Low tack
Carpet End Run	Bron	2” colored cloth #N287 / #S507
Carpet to Concrete	Polyken	High tack #105C / #TC-19-100
	Bron	High tack
	Scapa	High tack
	Echo Tape	High tack
Production Marking	Various	Standard gaffers tape
Booth Marking	3M	18”mm (1/4”)
	Nopi	18”mm (1/4”)
	Bron	18”mm (1/4”)
	Echo Tape	18”mm (1/4”)

TEMPORARY STRUCTURES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes in seismic zone #4.

Licensee and Licensee's designated general service contractor are responsible for assuring that temporary structures are designed and built with the highest structural integrity according building code to safeguard the facility and personnel.

An isometric rendering of any structure that meets the temporary structure criteria outlined below must be submitted to the LACC no later than (30) days prior to move-in. Upon review and approval LACC management, License/exhibitor is required to file for a temporary structure permit with City of Los Angeles Building and Safety Department (LADBS).

TEMPORARY STRUCTURE

Structures and exhibits with any of the following elements are defined as temporary structures that require review/approval by LACC managed along with LADBS permit.

- Structures over 12' in height
- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive (15' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15' in height (single or multiple screens)

SUBMISSION & REVIEW PROCESS

STEP (1). Submit isometric renderings of the proposed temporary structure to LACC Event Services and show management (upon request).

STEP (2). Submit for a temporary structure permit through LADBS. Send in stamped, engineering plans to the LADBS inspector and schedule onsite inspection of the structure. Please see section below for guidance on submitting a temporary structure permit.

STEP (3). Send the LADBS temporary structure permit application confirmation to show management (upon request) and LACC Event Services (required).

STEP (4). Be available with copies of the stamped engineering at your booth/structure on the scheduled inspection date.

STAMPED ENGINEERING PLAN

Engineered plans drawn to scale at a minimum size of 11"x17" are to be sent to the LADBS inspectors division no later than two (2) weeks prior to move-in. The plan should include the following:

- Event name and dates;
- Exhibitor name and booth # (or location);
- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the State of California.
- State of California's engineer's original "wet stamp", signature, and current date of license expiration.

Please note that the LACC Fire Marshal will not review any temporary structure plans without an engineer's wet-stamp.

IMPORTANT:
SUBMISSION PROCESS MUST BE COMPLETED NO LATER THAN (2) WEEKS PRIOR TO MOVE-IN DAY. LATE SUBMISSIONS MAY NOT BE CONSIDERED FOR REVIEW.

LADBS PERMIT FEES & INSPECTIONS

Final approval of temporary structures is contingent on an onsite inspection conducted by the City of Los Angeles Building & Safety Department and the LACC Fire Marshal. Standard inspections can be schedule with LADBS on Monday-Friday at 9am-4pm. Inspections scheduled outside of this period or on a City-recognized holiday may be subject to additional fees.

It is important to schedule temporary structure permits with enough lead time to event start. In the event, the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the necessary corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit City of Los Angeles Building and Safety for complete information.

- **Staging.** Live load rating of the stage, platform, or 2nd story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
- **Stairs.** Stair detail showing the rise and tread depth of each stairway. The code requires the **maximum** rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the LACC. The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.

- **Guard Rails.** Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings. The internal construction and make-up of the guard railing must be such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).

- **Towers and Narrow Walls.** For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15' high, the base dimensions should be at least 5' wide and 5' deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.

- **Covered Structures.** Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in LACC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.

- **Door Handles.** All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.

- **Maximum Occupancy – Exhibit Floor Level.** Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.

- **Maximum Occupancy – Elevated Decks.** Two (2) story structures that have only one (1) stairway accessing the 2nd level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) "separate" stairways that access the 2nd level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) exit becomes blocked.

- **Corridors.** The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20'. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20'. Corridors longer than 20' must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20' corridor may require a second exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.

- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal's review and approval. Drawings shall be represented in "plan view" and shall contain arrows that denote all of the paths in & out of the booth space or LACC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other pathway structures that limit the exit path. Dimensions must be in feet and inches.

- **Recessed Exit Doors.** Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.

- **Stair and Turntable Delineation.** The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.

- **Fire Alarm & Suppression Devices.** Exhibitors with booth spaces containing any LACC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.

TEMPORARY STRUCTURE PERMIT PROCESS

Los Angeles Convention Center — Managed By ASM Global

STEP 1

REGISTER FOR CITY OF LOS ANGELES LOGIN

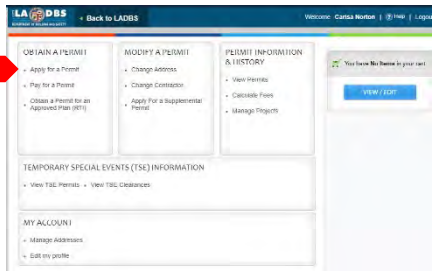
- Register for a City of Los Angeles Angeleno login.
- Confirm login via the email account registered.

STEP 2

SUBMIT FOR LADBS PERMIT APPLICATION

NOTE: *You may initiate this step as early as you like once you have a concept of your temporary structure and the name and license # of the structural engineer who will stamp off on your project.*

- Visit City of LA Department of Building and Safety (LADBS) and click on Apply for Express Permit. Use your Angeleno login to enter.
- Once in the LADB permit portal, click Apply for a Permit
- Enter the address: **1301 S FIGUEROA ST 90015** (Enter address as shown here. Omit any commas or periods)
- **Applicant Information Page**: Verify information and click [next].
- **Project Selection Page**: Click on [new project], enter show/event name as the [project name] and click [submit].
- **Permit Application Page**: Choose [temporary special event the [permit type] and click [next].
- **Temporary Special Event Questionnaire Page**: Answer the following questions, then click [next]
  - Is event in Public Right of Way? [NO]
  - Is event held in residential property? [NO]
  - Is permit for Farmer's Market? [NO]
  - Is event being held at the LACC? [YES]
- **Event Contact Information Page**: Click on [same as applicant information] and click [next].
- **Event Information Page:** In the [event name] field, be as descriptive as possible. For example, "Company ABC – Main Stage" or "Company ABC, Multi-Level Booth." Choose your inspection date and time.
- **Site Information Page:** Choose type of temporary structure, engineer information who stamped the plans and detailed work description.
- **Accept** the LADBS Temporary Structure Bulletin.
- **Permit Fee Review:** Click [next] after reviewing fee structure.
- **Declaration Page:** Accept and Add to Cart
- **Check Out and Pay:** Finish the permit application process by checking out and paying for permit fees.



STEP 3

LADBS APPLICATION CONFIRMATION & PERMIT

- You will receive confirmation email from LADBS with an attachment of the permit application and the permit #.
- Forward this confirmation to LACC Event Services and to show management.

TEMPORARY STRUCTURE PERMIT PROCESS

Los Angeles Convention Center
Managed By AEG ASM Global

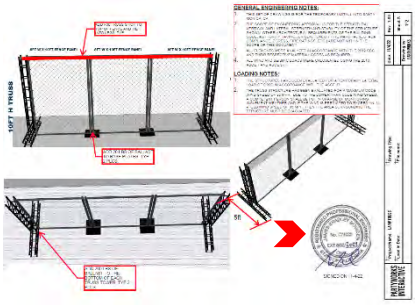
STEP 4

SUBMITTING STAMPED ENGINEERING PLANS

NOTE: *This step must be completed no later than (2) weeks prior to event start.*

Email stamped engineering plans to LADBS inspectors – please copy all:

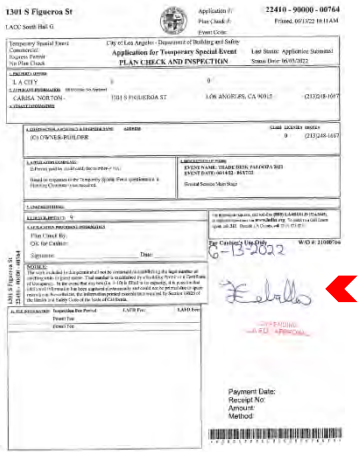
Inspector Felix Ceballos | felix.ceballos@lacity.org
Inspector Dan Varnum | daniel.varnum@lacity.org
Inspector Adam Burgess | adam.burgess@lacity.org



STEP 5

ONSITE INSPECTION

- LADBS inspector will conduct onsite walkthrough of the temporary structure location as scheduled on the LADBS permit application.
- Be available in the booth or structure location to answer questions the LADBS inspector may have.
- Have a copy of the stamped engineering handy in the event the LADBS inspector needs to reference back to it.
- Once LADBS completes a satisfactory inspection, a formal, signed LADBS temporary structure permit will be issued to the exhibiting company or the LADBS applicant company on file.


1301 S Figueroa St

Application #: 22410 - 99000 - 00764

Application for Temporary Special Event
PLAN CHECK AND INSPECTION

UNION LABOR

The LACC is a proud supporter of union labor for events hosted at the LACC. Any LACC-authorized general service contractor (GSC) providing drayage, decorating, rigging, exhibit construction, carpentry and freight movement is required to use union labor.

The following accepted union historical jurisdiction practices apply to all activity within the Los Angeles Convention Center.

TRADESHOW AND SIGN CRAFTS – LOCAL 831

Local 831 has jurisdiction over the installation/erection, clean up, touch-up, dismantling, repair and building of all temporary exhibits. Exhibits can include structures, walls, towers, headers, floor covering, aisle covering, hanging of decorative material from the ceilings, overhead rigging, painting and hanging of all types of signs, pictorial and scenic painting, etc. Their work also covers repairing of all animations and cleaning of the exhibit before the show opens.

An exhibitor is permitted to work with a Union Installer on a one-to-one basis provided he/she is a permanent employee of the Exhibitor's company. This rule does not cover casual workers or a worker hired from an agency or union company. An Exhibitor may install and/or dismantle his own display, providing that the total time for installation of floor covering, drapes, hanging of signs or any material, does not take any more than thirty minutes for one (1) person to complete. This does not mean 15 minutes for two (2) persons or 10 minutes for three (3) people. If the work described above requires more than 30 minutes, properly qualified Union personnel must do the work.

TEAMSTERS UNION – LOCAL 986 (DRAYAGE)

The Teamsters are responsible for the loading and unloading of all trucks or trailers of common carriers including van lines, as well as the handling of empty crates and the operation of forklift trucks. They also have jurisdiction of the loading and unloading of individual company vehicles, with the exception of the companies covered by the Sign, Scene, and Pictorial Painters Union Local 831. The above exception for exhibit builders is in effect only when they have either just built the exhibit or have performed some work on it that would require unpacking some of the exhibit material.

Machine Riggers will have the responsibility for unloading, uncrating, unskidding, leveling, cleaning, and assembling heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of the equipment. Note: The classification of “machine rigger” should not be confused with the classification of “rigger.” A rigger is someone who installs suspended items from the ceiling structure (i.e. overhead rigging).

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES (IATSE) – LOCAL 33

IATSE Staging Technicians may be used on theatrical lighting projects and rigging projects as long as labor is used in accordance with LACC’s Lighting Policy and Rigging Policy. IATSE Staging Technicians may also be used for AV (Audio/Video) work, camera operators, stage and scenic assembly (general sessions only), lighting console programming and operation, spot light operators, and laser operators.

The LACC is the exclusive provider for network installations and cable television (RF) installations. This includes the installation and removal of Category 5 Internet connections, booth to booth networking, satellite cabling, all booths to production vehicle cabling, etc.

INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)

The provision and distribution of electrical and utility services at the LACC must be provided by one of the venue-approved utility contractors, who employ members of the International Brotherhood of Electrical Workers (IBEW).

Licensee may contract labor through their designated electrical contractor to mount and focus lights for a stand-alone general session and production events held in a separate area. Please refer to the Center’s Rigging and Suspending guidelines for complete details.

UNION LABOR GENERAL INFORMATION

Scheduling Rate
For most unions, the minimum labor call is four (4) hours. Lunch is (30) minutes and is from 12pm-12:30pm unless prior arrangements have been made. There is one (1) 15-minute break in each four (4) hour period. Straight time is considered Monday through Friday, 8:00AM to 4:30PM. (excluding holidays); all other times (Saturday, Sunday and holidays) are considered overtime.

Jurisdiction Disputes
All related unions in the Los Angeles area agree that any labor dispute will be handled promptly, professionally, and with the unified goal of not impeding the set-up or tear down of the respective project. Note: Union cooperation and harmony are extremely high at the LACC.

NON-LACC GENERAL SERVICE CONTRACTOR

In the event Licensee is using a general service contractor (GSC) that is not on the LACC-authorized list, Licensee’s GSC must choose one of the following options to comply with union historical jurisdiction outlined in this guideline:

- GSC must contract labor with a contractor on the LACC-authorized list.
- GSC must arrange a project labor agreement directly with Local 831 and Local 986 no later than (60) days prior to move-in and provide LACC with a copy of this agreement.

WIFI / INTERNET SERVICES

The Los Angeles Convention Center is proud to partner with Smart City, the leading provider of telecommunications services for the meetings and conventions industry, to offer wireless (WiFi) service to exhibitors and attendees. The WiFi service can support basic Internet access and web-based email services. Depending on the type of wireless being used, it may also be able to support VPN's. Please contact Smart City at 213.765.4649 for additional information.

COMPLIMENTARY WIFI

The Los Angeles Convention Center offers complimentary WiFi service in café locations and public areas with connectivity speeds up to 256k up/256k down. Complimentary WiFi service is not available in meeting rooms and exhibit halls.

Please note that this is an unsecured, shared service not intended for mission-critical operations such as registration or payment collection.

INTERNET OPTIONS

EVENT-WIDE INTERNET. Customized wireless buyout plans are available based on event needs and the quantity of devices. The standard plan begins at 1.5 Mbps burstable to 3Mbps per device and an upgrade to the premium plan will offer 5 Mbps burstable to 8 Mbps per device. Contact Smart City directly for a quote. This service is available on 5GHz wireless frequency only.

EXHIBITOR INTERNET. Available in exhibit halls, meeting rooms and lobby areas with connectivity speeds up to 1.54Mbps up/1.54Mbps down. This service is available on 5GHz wireless frequency only.

1-Day Service	$79.95
3-Day Service	$227.97
5-Day Service	$359.95

(Note: Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.)

INSTANT INTERNET. Available in meeting rooms and lobby areas (not available in exhibit hall) with connectivity speeds up to 768k up/768k down. This service is available on 5GHz wireless frequency only.

Daily Service	$12.95/day

(Note: Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.)

GENERAL RULES & REGULATIONS

- All internet services offered is available exclusively on 5GHz wireless frequency.
- Each purchase is limited to one (1) device only. One account cannot be shared among multiple devices simultaneously.
- User may use the same credit card when purchasing service for more than one (1) device, however a different email address must be used for each purchase.

CONNECTION GUIDE

- Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer/device's procedure for choosing available wireless networks.
- Open your browser (Internet Explorer, Firefox, Safari or other standard browser). You will land on the Los Angeles Convention Center splash page with the Smart City logo. If you do not see on this splash page, please refresh your bowser.
- If this is the initial purchase, click [BUY NOW]. Follow the subsequent prompts to complete the purchase. Please remember that while both SSIDs (Exhibitor Internet & Instant Internet) may appear as wireless options on your device, networks are only supported in the areas noted under "WiFi Options" of this guideline.
- If logging in to an existing account and returning for an additional session, enter your username (email address), and password.

For questions regarding wireless or wired Internet access at the LACC, please call Smart City at 213.765.4647 or visit online at www.smartcitynetworks.com.

RESOURCES

Los Angeles | CONVENTION CENTER

Managed By AEG ASM GLOBAL

VENUE SHIELD

AUTHORIZED CONTRACTORS

The Los Angeles Convention Center has partnered with the leading contractors in the industry to offer resources and event support to meeting and event planners working in our venue. This list is provided as a convenient tool to assist during the planning process. Licensee is encouraged to interview contractors, solicit multiple competitive bids and request references to properly vet contractors to their event's specific needs.

For the following services, Licensee is required to use a contractor from this list. (⛪) Denotes exclusive services at the Los Angeles Convention Center. No outside contractor may provide these services at the venue.

- Catering / Food & Beverage ⛪
- Internet / WiFi / Networking / CATV ⛪
- Telecommunication ⛪
- Electrical / Utilities ⛪
- General Service Contractor
- Cleaning Services
- Event Security
- First Aid/Medical Services
- Rigging (Exhibits & Production)

Please contact your Event Manager if you do not see your preferred contractor on this list. Audio/Visual contractors are required to provide a certificate of insurance for each event/show they are contracted for.
(Updated May 2025)

AUDIO VISUAL

Encore Global
Karly Watson
karly.watson@encoreglobal.com
213.763.4470

BANNERS + SIGNS

Image Quest Plus
Kyle Floyd
rkyle@iqcopy.com
213.765.4210

CR+A Custom Inc.
Carmen Rad
carmen@cracustom.com
213.749.4440

CABLE TELEVISION ⛪

Boldyn Networks
Luis Dominguez | Carlos Lopez
luis.dominguez@boldyn.com | carlos.lopez@boldyn.com
213.765.4647

CATERING / FOOD + BEVERAGE ⛪

Taste Los Angeles
Rebecca Cooksey
rcooksey@levyrestaurants.com
213.765.4480

CLEANING SERVICES

ABM
Jeffrey Molina
jeffrey.molina@abm.com
213.765.4685

Century Trade Show Services, Inc.
Doc Holliday
dholliday@centuryctss.com
714.240.0298

Expo Cleaning Services
Eddie Maldonando
eddiemaldonadoecs@yahoo.com
323.719.9961

United Service Companies
Trina Tovar
ttovar@unitedhq.com
312.922.8558

ELECTRICAL / UTILITIES

Edlen Electrical
Sylvia Battle
sbattle@edlen.com
714.985.1480

EDLEN
The Power People

Freeman Electrical
Ron Brown
ron.brown@freemanco.com
714.254.3547

GES Electrical
Mark Witthoeft
mwitthoeft@ges.com
562.370.1605

EVENT SECURITY

Allied Universal Event Services
Jennifer Pacheco
jennifer.pacheco@aus.com
714.222.0840

Around The Clock Protection Service,Inc.
Alfonso Cisneros
alcisneros@aroundtheclockprotection.com
714.448.4455

ATF Private Security
Tony Cortes
tony@atfprivatesecurity.com
323.333.0600

Ayvar Security Services
Rosana Ayvar
rosana@ayvarsecurityservices.com
323.470.5568

Contemporary Services Corporation - CSC
Mike Ramirez
mramirez@csc-usa.com
310.320.8418 ext. 28146

JRM Security
Mike Izquierdo
mikei@securitydirectors.org
213.748.1344

Sherman Security
Clarence Tanner
ctshermansec@aol.com
909.941.4167

United Security
Rick Chambers
rchambers@unitedhq.com
619.865.1001

FIRST AID / MEDICAL SERVICES

Emergency-1 Response Inc.
Maren Steiner
maren@emergency1response.com
818.822.2623

First Rescue Emergency Medical Services
Ricky Torres
firstrescueems@yahoo.com
661.225.7254

Joffe Emergency Services
Lindsey Derouen
lindseyd@joffeemergencyservices.com
800.913.6270 ext. 205

GENERAL SERVICE CONTRACTOR

ExpoConvention Contractors
Dustin Blaine
dblaine@expocci.com
305.751.1234 ext. 603

Freeman
Ron Brown
ron.brown@freemanco.com
714.254.3547

GES - Global Experience Specialists
Julie Smith
jsmith@ges.com
562.254.0360

Innovative Expo
Jeff Trofholz
jt@innovativeexpo.com
760.343.2555

Shepard Exposition Services
Lauren Bauer
lbauer@shepardes.com
702.507.1981

Show Ready
Doug Murphy
admin@showreadyexpo.com
909.468.0444

T3 Expo
Nate Derby
nderby@t3expo.com
833.698.3397 ext. 303

Total Expo Inc.
Jon LeCarner
jlecarner@totalexpo.com
310.320.4203

WC3 - West Coast Convention Contractors
Perry McComb
pmccomb@wc3.co
714.784.6340

West Coast Exhibit Services
Michael Taylor
mtaylor@wcexhibit.com
951.248.0000

K-9 SECURITY SERVICES

MSA Security
Glen Anderson
ganderson@msasecurity.net
909.784.8222

INTERNET SERVICES / NETWORKING

Boldyn Networks
Luis Dominguez | Carlos Lopez
luis.dominguez@boldyn.com | carlos.lopez@boldyn.com
213.765.4647

boldyn NETWORKS

RIGGING - EXHIBITS

Freeman
Ron Brown
ron.brown@freemanco.com
714.254.3547

GES - Trade Show Rigging (TSR)
Tammy Van Hooser
tvanhooser@ges.com
714.412.4136

Innovative Expo
Jeff Trofholz
jt@innovativeexpo.com
760.343.2555

Integra Show Services
Bobby Flewellen
bobbyflew@integrashow.com
214.354.4516

Shepard Exposition Services
Lauren Bauer
lbauer@shepardes.com
702.507.1981

RIGGING - PRODUCTION

Freeman
Ron Brown
ron.brown@freemanco.com
714.254.3547

GES Rigging
Tammy Van Hooser
tvanhooser@ges.com
714.412.4136

Icarus Rigging
Russell Draeger
russell@icarusrigging.com
323.660.4112

Innovative Expo
Jeff Trofholz
jt@innovativeexpo.com
760.343.2555

Integra Show Services
Bobby Flewellen
bobbyflew@integrashow.com
214.354.4516

Killswitch Inc.
Nick Vincenti
nick@killswitchinc.com
818.679.4788

Kish Rigging Inc.
Joseph Wright
joe@kishrigging.com
805.532.1300

LA Stagecall
Mike Hirsh
mike@lastagecall.com
310.376.1167

Shepard Exposition Services
Lauren Bauer
lbauer@shepardes.com
702.507.1981

TELECOMMUNICATION

Boldyn Networks
Luis Dominguez | Carlos Lopez
luis.dominguez@boldyn.com
carlos.lopez@boldyn.com
213.765.4647

EQUIPMENT & LABOR RATES

All equipment and staffing are based on availability at the time event specifications are provided and payment is payable prior to move-in. We encourage working with your Event Manager to discuss available inventory and to estimate equipment and labor expenses to assist with your event budget planning. Rates for City of LA services subject to change without notice.

TABLES & CHAIRS

Note: Rental fees apply for tables and chairs not included in the License Agreement. Linen fees are waved for all catered meal functions.

Table – 8'x30" (topped & skirted)	$30.00/each
Table – 8'x30" (no linen)	$20.00/each
Table – 8'x18" (no linen)	$20.00/each
Table – 66" round (no linen)	$20.00/each
Table Linen (no skirting)	$10.00/each
Chairs – Exhibit (Flat) Floor	$7.50/each
Chairs – Gen Session Seat Risers 10'H	$5.00/each (*)
Chairs – Gen Session Seat Risers 10'H +	$8.00/each (*)

(*) Indicates minimum rate for chairs set on seat risers. This rate is subject to change based on set-up time allotted and review of final floor plan specifications.

EQUIPMENT

Note: Equipment rental applies when items requested is above and beyond what is specifically included in the License Agreement.

Risers – 6'x8' (16"H-32"H)	$100.00/section
Performance Stage – 8'x8' (48"H-72"H)	$200.00/section
Lectern – standing or table-top	$35.00/each
Easels	$15.00/each
Stanchion – 7'	$50.00/each
Stanchion – 13'	$80.00/each
Dance Floor – 3'x3' sections	$15.00/section
Whiteboard Package (w/ markers)	$100.00/pkg
Ticket Booth	$150.00/booth

SECURITY SERVICES

Note: Magnetometer rental is for the run of the show – up to (3) show days max. EVOLV® rental noted is per unit. Licensee is responsible for labor and electrical service necessary to operate security equipment.

Magnetometers (*)	$225.00/each
EVOLV® Detection – Single Lane	$1,200.00/first day $750.00/added day
EVOLV® Detection – Dual Lane	$2,000.00/first day $1,000.00/ added day
K-9 Services (6-hour minimum)	$90.00/hour

(*)

LABOR

Note: There is a four (4) minimum-call for all labor. Premium rates may apply over holidays and overtime service. LAPD staffing requires a minimum of (1) sergeant and (2) officers at a 4-hour call.

Set-up Attendant	$38.00/hour
Cleaning Attendant	$38.00/hour
Building Security	$43.00/hour
Dock/Gate Officer	$43.00/hour
Parking Attendant	$38.00/hour
Trades	$85.00/hour
Exhibit Hall Airwall Movement	Starting at $1,200.00
Meeting Room Changeover	50% of retail rental
LAPD Officer	$125.00/hour/officer
LAFD Fire Safety Officer	$134.00/hour/officer
LAFD Plan Check Fee (*)	$500.00
LADOT Officer	$65.00/hour/officer

(*) One-time fee to submit floor plan to Fire Marshal to review and inspect floor plans for West Hall A/B or South Hall G/H/J/K.

HVAC & LIGHTING

Note: Charges apply if requested beyond show/event hours.

HVAC

South, West & Kentia Exhibit Halls	$325.00/hour/section
Concourse Hall & Petree Hall	$215.00/hour
Meeting Rooms	$130.00/hour/section
Fans Only	25% of HVAC rate

LIGHTING

South, West & Kentia Exhibit Halls	$200.00/hour/section

PARKING

Note: Prevailing parking rates may vary based on event activity in the LA Live Entertainment District.

Daily Parking Pass *(no in/out access)*	$25.00 – $35.00/day
Garage Pass *(in/out access)*	$50.00 – $70.00/day
Dock Pass	$100.00/day
Service Fee – Digital Pass	$2.00/pass
Service Fee – Hard Pass	$1.50/pass

OTHER SERVICES

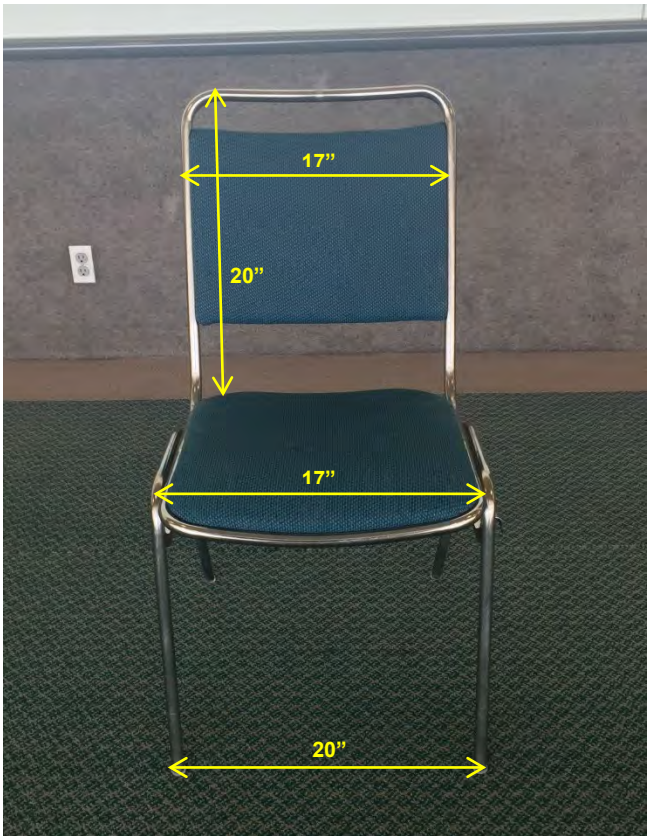
Lock Re-Core – Exhibit Halls	$350.00/section
Lock Re-Core – Petree/Concourse	$85.00/room/section
Lock Re-Core – Meeting Rooms	$85.00/room/section
Lost Keys – Standard	$125.00/each
Lost Keys – Prox Card	$200.00/each
Trash Bin Pull	$1,000.00/each

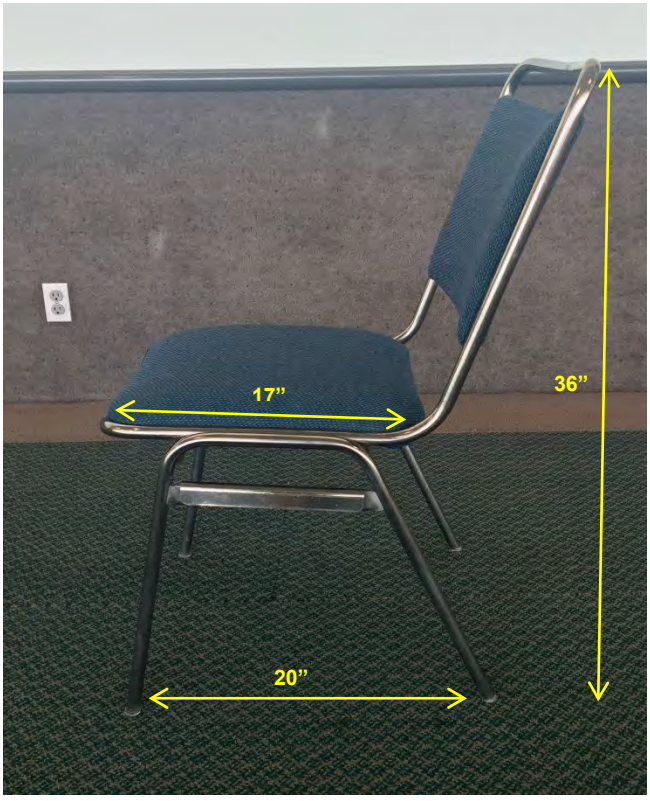
Updated: March 2025

EQUIPMENT SPECIFICATONS

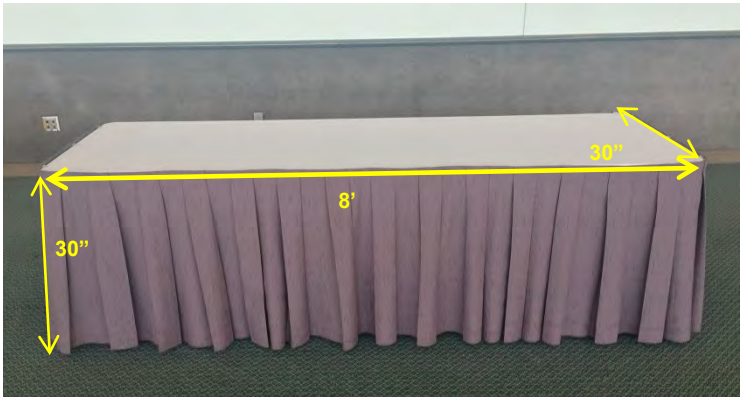
Los Angeles CONVENTION CENTER
Managed By AEG ASM

CHAIRS



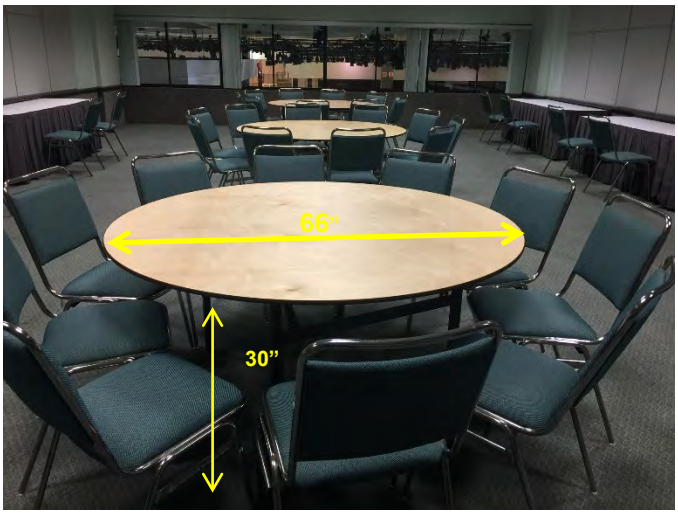


BANQUET TABLES – 8’x30”



CLASSROOM TABLES – 8’x18”

ROUND TABLES

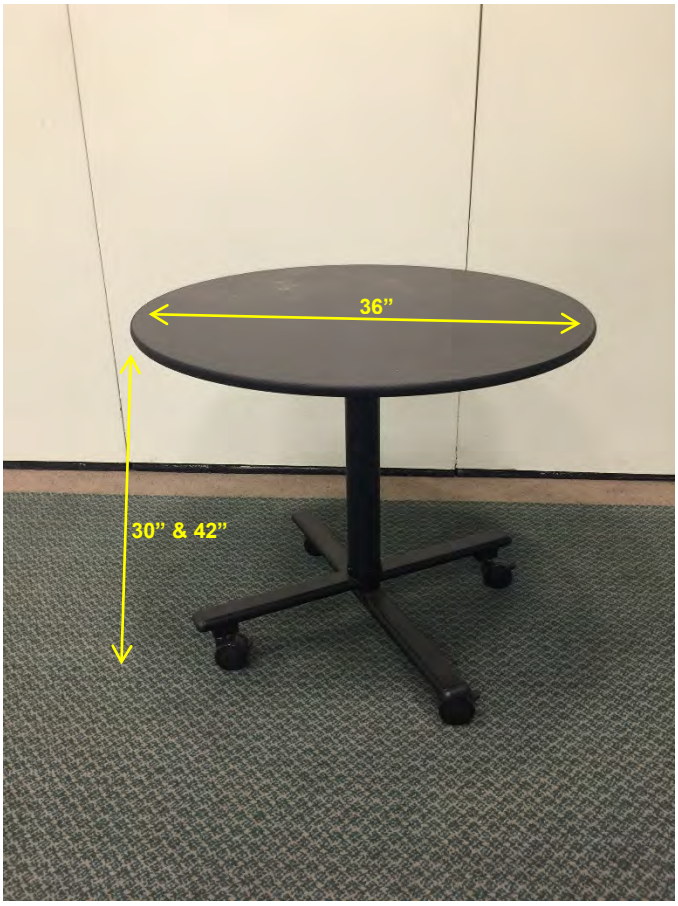


ALL EQUIPMENT SUBJECT TO AVAILABILITY AT THE TIME FINAL EVENT SPECS ARE PROVIDED

EQUIPMENT SPECIFICATONS

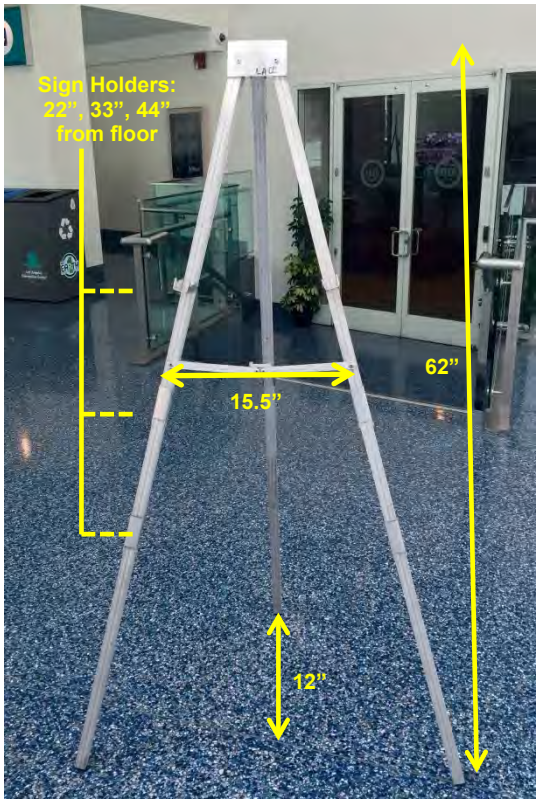
Los Angeles CONVENTION CENTER
Managed By AEG ASM

COCKTAIL/HIGH-BOY TABLES

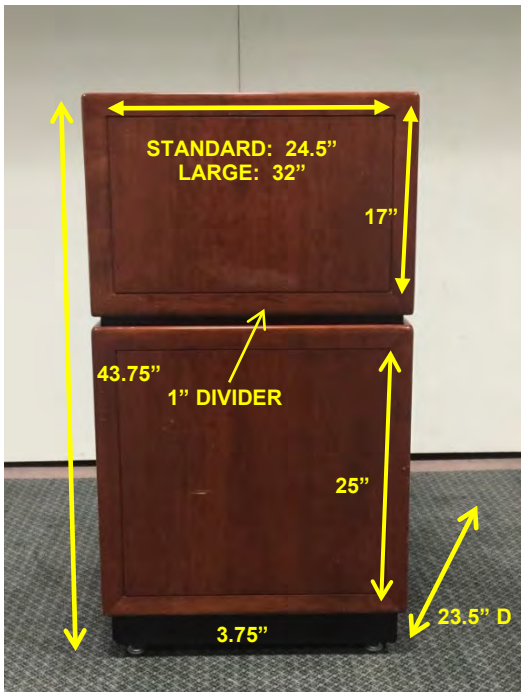


STANCHIONS

EASLES



LECTERNS

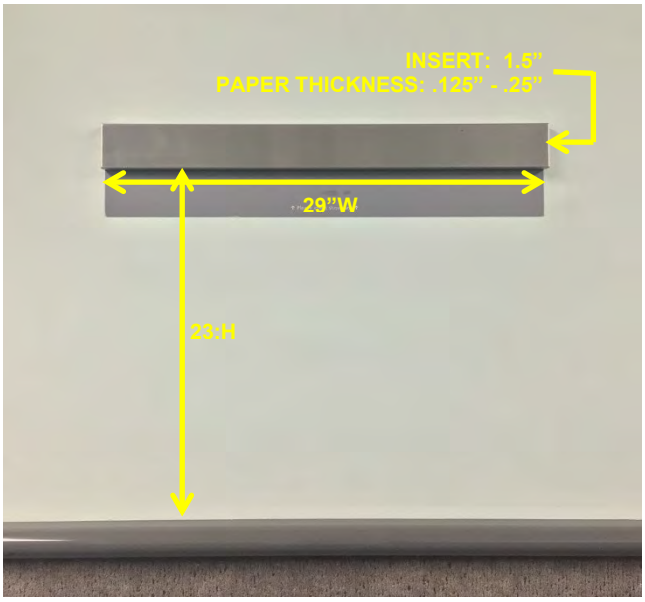


ALL EQUIPMENT SUBJECT TO AVAILABILITY AT THE TIME FINAL EVENT SPECS ARE PROVIDED

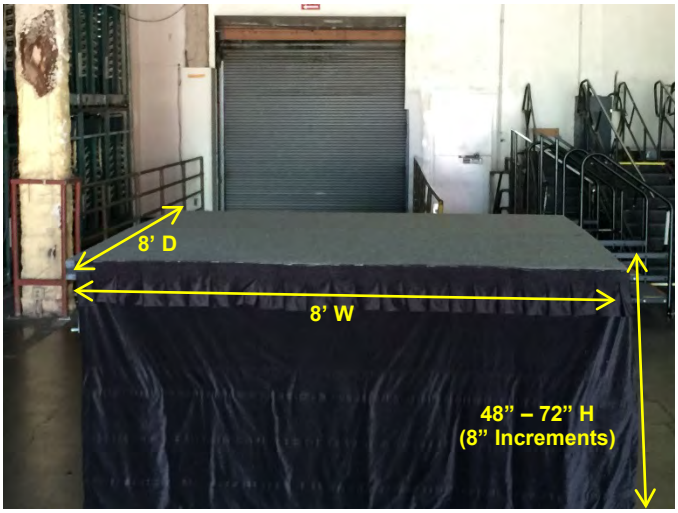
EQUIPMENT SPECIFICATONS

Los Angeles CONVENTION CENTER

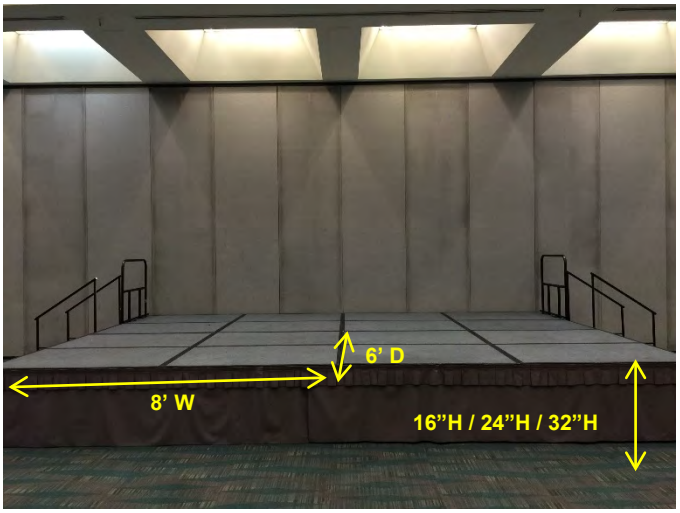
MEETING ROOM SIGN HOLDERS



PERFORMANCE STAGING



RISER – MEETING ROOMS



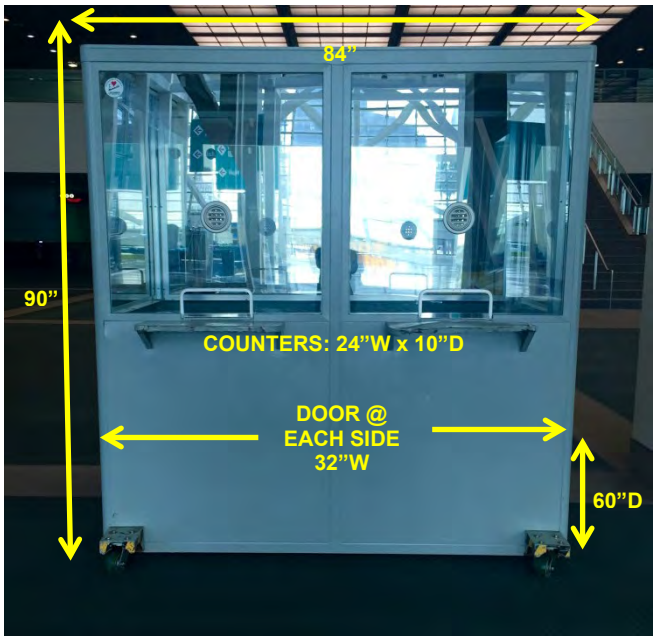
BOX OFFICE - SINGLE

ALL EQUIPMENT SUBJECT TO AVAILABILITY AT THE TIME FINAL EVENT SPECS ARE PROVIDED

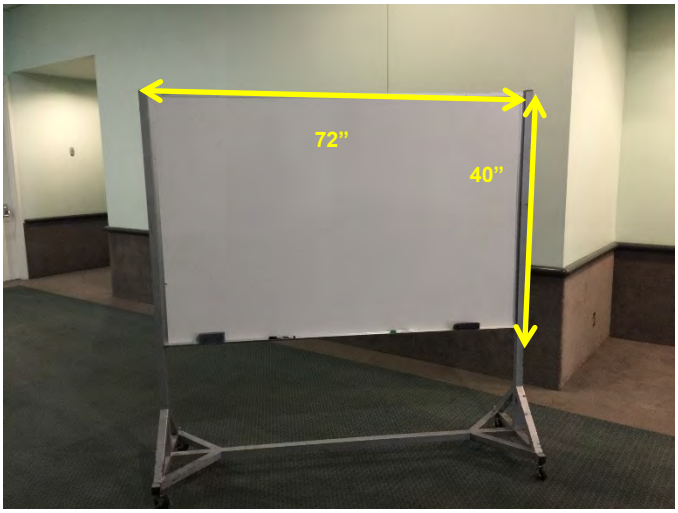
EQUIPMENT SPECIFICATONS

Los Angeles CONVENTION CENTER
Managed By AEG ASM

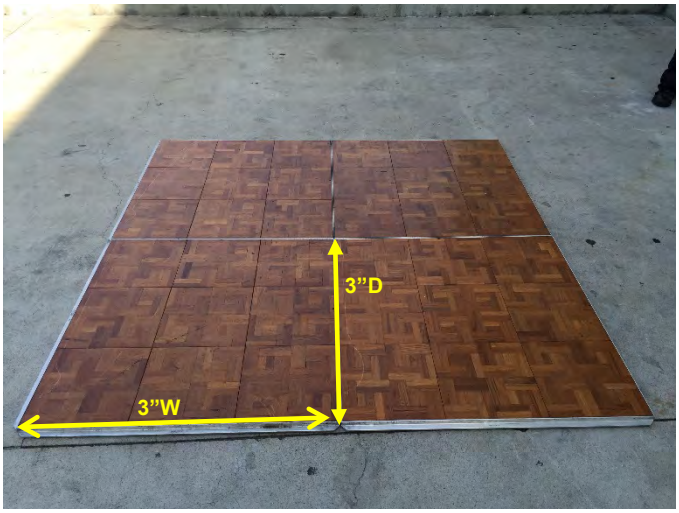
BOX OFFICE - DOUBLE



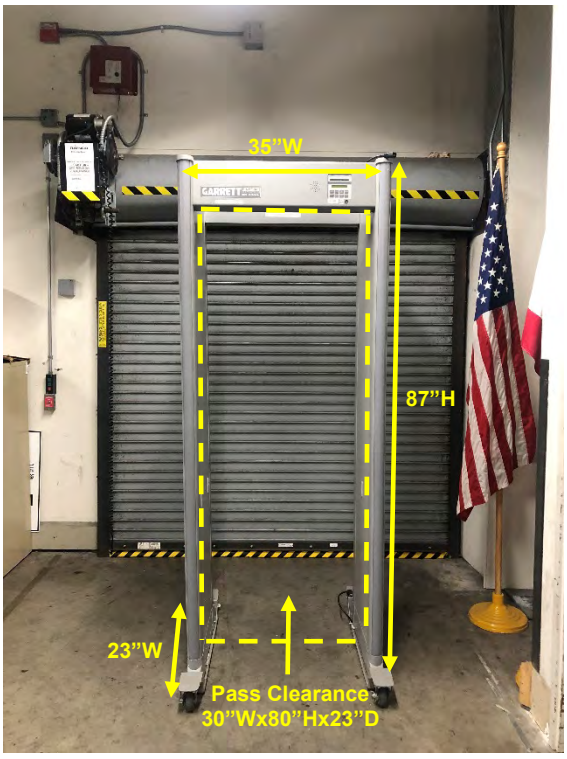
WHITEBOARD



DANCE FLOOR



MAGNETOMETERS



ALL EQUIPMENT SUBJECT TO AVAILABILITY AT THE TIME FINAL EVENT SPECS ARE PROVIDED

EVENT EXPENSES CHECKLIST

Los Angeles CONVENTION CENTER

LET THE SHOW BEGIN!

After your event is licensed, you will want to consider expenses related to ancillary services necessary to produce your event at the LACC. This guide will help provide a framework of expenses to consider when building out your event budget. As each event is unique, please work with your Event Manager on specific needs to make your event a success!

GETTING STARTED

EVENT PLANNING GUIDE
Please review the LACC Event Planning Guide and Facility Guidelines in detail. It is the comprehensive, go-to resource on venue rules/regulations and supersedes this Expenses Guide.

EVENT SPECIFICATIONS
To ensure that your Event Manager prepares a comprehensive and complete estimate of expenses for your review, please submit event specifications, timelines and production schedules no later than thirty (30) days prior to move-in.

ESTIMATE OF EXPENSES
Your Event Manager will prepare an estimate of building expenses about 2-3 weeks out provided final event specifications are submitted as outline above.

PAYMENT
Payment for event expense is due in advance and payable by credit card, wire transfer or company check prior to move-in. A 4% processing fee applies to credit card payments.

CHOOSING A SERVICE CONTRACTOR

Choosing service contractor will be driven by the type of service you will require. Specific services and scope of work are exclusively provided by the LACC while for other services, an LACC-authorized contractor must be used.

EXCLUSIVE SERVICES
The following services are provided on an exclusive basis by either the building or an in-house partner. No other contractor may provide these services in the Center.

- Food & Beverage
- Internet / Telecommunications
- Network Cabling / Cable Television
- House Sound & Lights (Meeting Space)
- Production Rigging (Concourse Hall & Petree Hall)
- ATM (Public Areas)

LACC-AUTHORIZED CONTRACTORS
For the following areas, the Licensee must utilize a contractor on the Center's authorized contractor list without exception.

- General Service Contractor
- Electrical / Utilities
- Rigging (Exhibits & Production)
- Event Security
- Medical Services / EMT

Licensee may choose an outside contractor for any services not specifically outlined above.

EXPENSES CHECKLIST

Use this checklist as a guide in anticipating expenses for your event. Note that list is not all-inclusive.

VENUE EXPENSES
Below are the typical expenses provide by the LACC and incurred by most event. These expenses are billed on the building settlement.

- ☐ Airwall Moves
- ☐ Room Set Changeovers
- ☐ Tables / Chairs / Staging
- ☐ Other Building Equipment Rental
- ☐ Event Marketing
- ☐ HVAC Service (Move-In/Out Days)
- ☐ Linen
- ☐ Recore Lock / Keys
- ☐ Room Refresh Service
- ☐ Parking
- ☐ Building Security – Loading Docks / Private Drives
- ☐ Magnetometers
- ☐ Bulk Trash
- ☐ LAPD Staffing / LAFD Staffing
- ☐ Damages

SERVICE CONTRACTORS EXPENSES
All services listed below must be provided by an LACC-authorized contractor. Those denoted with ⌘ are LACC exclusive services.

- ☐ Catering / Food & Beverage ⌘
- ☐ Internet / Telecom / CATV / Networking ⌘
- ☐ Production Rigging – Concourse & Petree Hall ⌘
- ☐ House Sound & Lights – Meeting Rooms ⌘
- ☐ Paging Mic – Exhibit Halls
- ☐ Audio Visual
- ☐ General Service Contractor
- ☐ Electrical / Utility Services
- ☐ Rigging – Exhibit Halls
- ☐ Union Labor
- ☐ Event Cleaning Services / Booth Cleaning
- ☐ Event Security / Freight Door Security / Lobby Doors
- ☐ Medical Services / First Aid
- ☐ Business Center Services / Luggage Check

OTHER EVENT EXPENSES
(*) Note: Event insurance is mandated per the LACC License Agreement and must include general liability, media, workers comp and automobile coverage.

- ☐ Event Insurance (*)
- ☐ Public Health Compliance Staffing
- ☐ City, County or State Permits
- ☐ Signs / Banners
- ☐ Temporary Staffing / Registration Staffing
- ☐ Transportation Services / Shuttles
- ☐ Ticketing / Registration Services
- ☐ Décor / Event Rentals
- ☐ Plant Rentals / Florists
- ☐ Portable Restrooms (Exterior Events)

LOCAL SUPPLIERS

Los Angeles is a city that host events of all sizes daily throughout the year, which means the country's top event suppliers are right here in our backyard! The following list of Los Angeles Tourism & Convention Board members and local businesses can help you take your event to the next level. Please use this as a helpful resource tool as you plan your event at the Los Angeles Convention Center. Licensees are encouraged to solicit multiple bids and interview suppliers to ensure the best fit for their event.

For additional services and suppliers, please visit the membership directory of the Los Angeles Tourism & Convention Board.

BLEACHERS

Mike Brown Grandstands
www.mbgs.com
800.266.2659

ENTERTAINMENT

Entertainmnet Contractors
www.ecparties.com
323.256.9613

The RLS Entertainment Agency
www.rlsagency.com
310.451.2337

Leonard Neil Productions
www.takemypicture.com
310.453.1137

EVENT PLANNERS & PRODUCERS

In the Game Hospitality Solutions
256.412.3945

A5 Events
www.a5events.com
818.848.6111

Access Destination Services
www.accessdmc.com
562.427.0414

AlliedPRA Destination Management
www.alliedpra.com
310.300.0100

Extraordinary Events
www.extraordinaryevents.net
818.783.6112

EVENT & FURNITURE RENTALS

A1 Party Rental
www.a1partyrental.com
626.967.0500

LA Party Designs
www.lapartydesigns.com
310.410.2650

RWB Party Props
ww.rwbpartyprops.com
714.538.8629

FLORISTS

Athletic Club Flower Shop
www.acflowershop.com
213.622.0778

CJ Mastsumoto & Sons
www.cjmatsumoto.com
323.733.6046

LV Floral Events
lvfloralevents@gmail.com
626.236.8730

INTERPRETING & TRANSLATION SERVICES

American Language Services
www.alsglobal.net/interpreting_meetings.php
310.829.0741

Chinese Language Academy of Los Angeles
www.chineseacademyla.com
424.281.0125

Continental Interpreting Services
www.cis-inc.com
714.283.9050

MOBILITY DEVICE RENTAL

LA Mobility Scooter Rentals
www.lamobilityscooterrentals.com
213.315.2950

One Stop Mobility
www.onestopmobility.com/los-angeles-ca
888.493.0509

Peoples Care Medical Supplies
www.peoplescaremedicalsupply.shop
800.710.5808

Scootaround
www.scootaround.com
888.441.7575

LOCAL SUPPLIERS

Los Angeles CONVENTION CENTER
Managed By ASM GLOBAL

PHOTOGRAPHERS

Corporate Close-Ups
www.corporatecloseups.com
818.305.4292

Jacob Daniel Photography
www.jacobdanielphotography.com
562.726.9465

JKP Events
www.jkpevents.com
626.676.4458

RADIO RENTALS

BearCom
www.bearcom.com
800.546.2327

Commline Inc.
www.commlineinc.com
310.390.8003

Day Wireless Systems
www.daywireless.com
818.557.7390

SJM Industrial Radio
www.sjmradio.com
800.688.1653

RV CAMPGROUNDS

Dockweiler RV Park (18 miles)
http://beaches.lacounty.gov
310.322.7036

Balboa RV Park (22 miles)
www.balboarvpark.com
818.785.0949

SPECIAL EVENT RENTALS

Fencing, barricade, portable restrooms, hand-washing stations, storage, etc.

AAA Traffic Management
Royal St, Los Angeles, CA 90007
213.494.7154

American Rentals
www.american-rentals.com
800.975.7365

Andy Gump Temporary Site Services
www.andygump.com
800.992.7755

SPECIALIZED CLEANING SERVICES

Bio-One Southern California
www.bioonesocal.com
310.773.4599

Poppy Scoop
www.poopyscoop.com
562.619.6699

STAFFING SERVICES

Blaine & Associates
www.blaineandassociates.com
310.461.1339

On Target Staffing
www.ontargetstaffingllc.com
732.798.8134

Prospect Staffing Solutions, Inc.
www.prospectstaffingsolutions.com
909.696.2078

StaffWorkx
www.staffworkx.com
310.337.9900

Trade Show Temps
www.tradeshowtemps.com
888.748.3677

TRANSPORTATION SERVICES

Kushner & Associates
www.kushnershuttles.com
310.274.8819

Production Transport
www.prodtrans.com
310.641.0900

Transportation Management Services
http://www.tms.com
301.337.0640

Los Angeles | CONVENTION CENTER

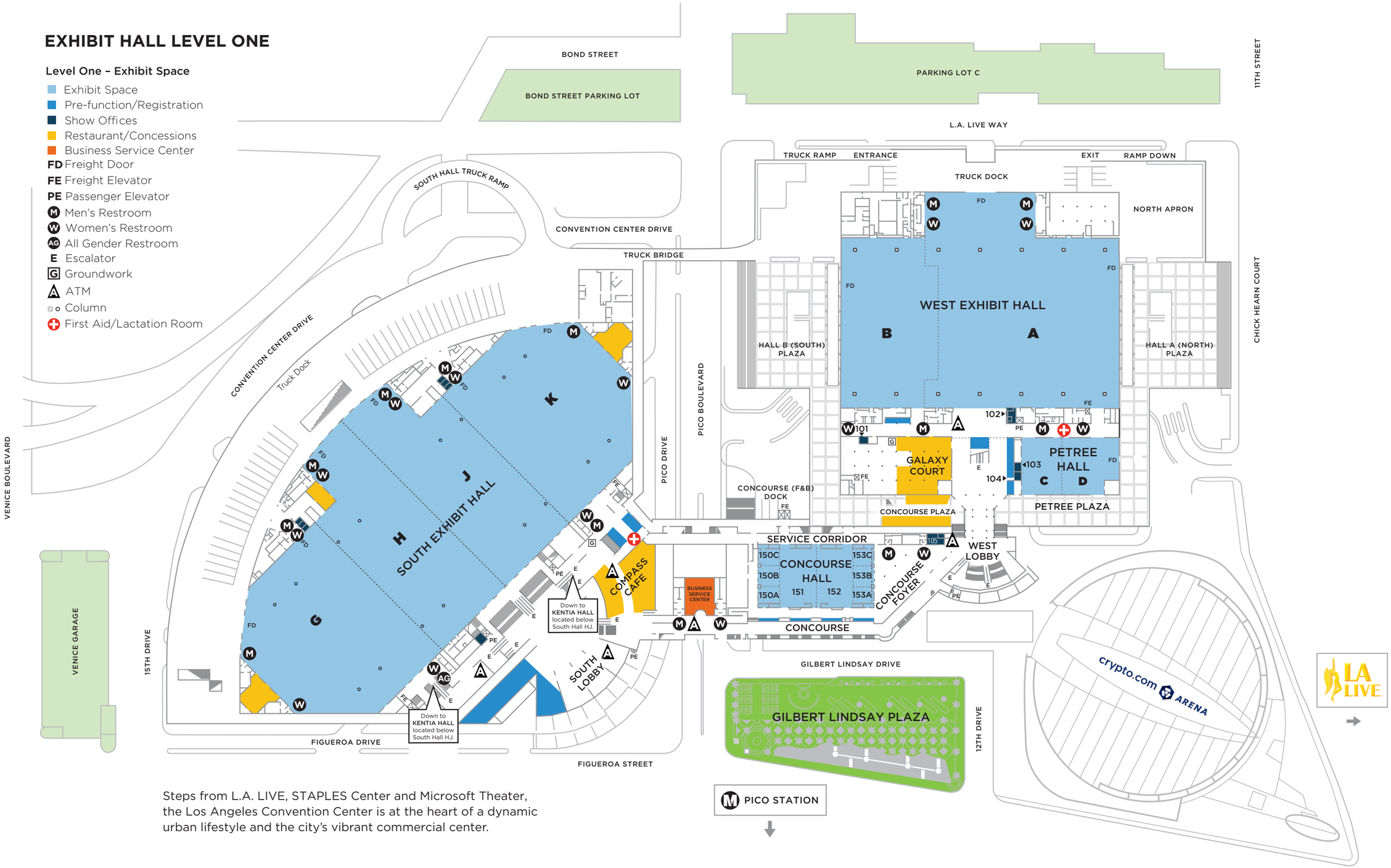
Managed By ASM GLOBAL

EXHIBIT HALL LEVEL ONE

Level One – Exhibit Space

- Exhibit Space
- Pre-function/Registration
- Show Offices
- Restaurant/Concessions
- Business Service Center

FD Freight Door
FE Freight Elevator
PE Passenger Elevator
Men's Restroom
Women's Restroom
All Gender Restroom
E Escalator
G Groundwork
ATM
Column
First Aid/Lactation Room



Steps from L.A. LIVE, STAPLES Center and Microsoft Theater, the Los Angeles Convention Center is at the heart of a dynamic urban lifestyle and the city's vibrant commercial center.

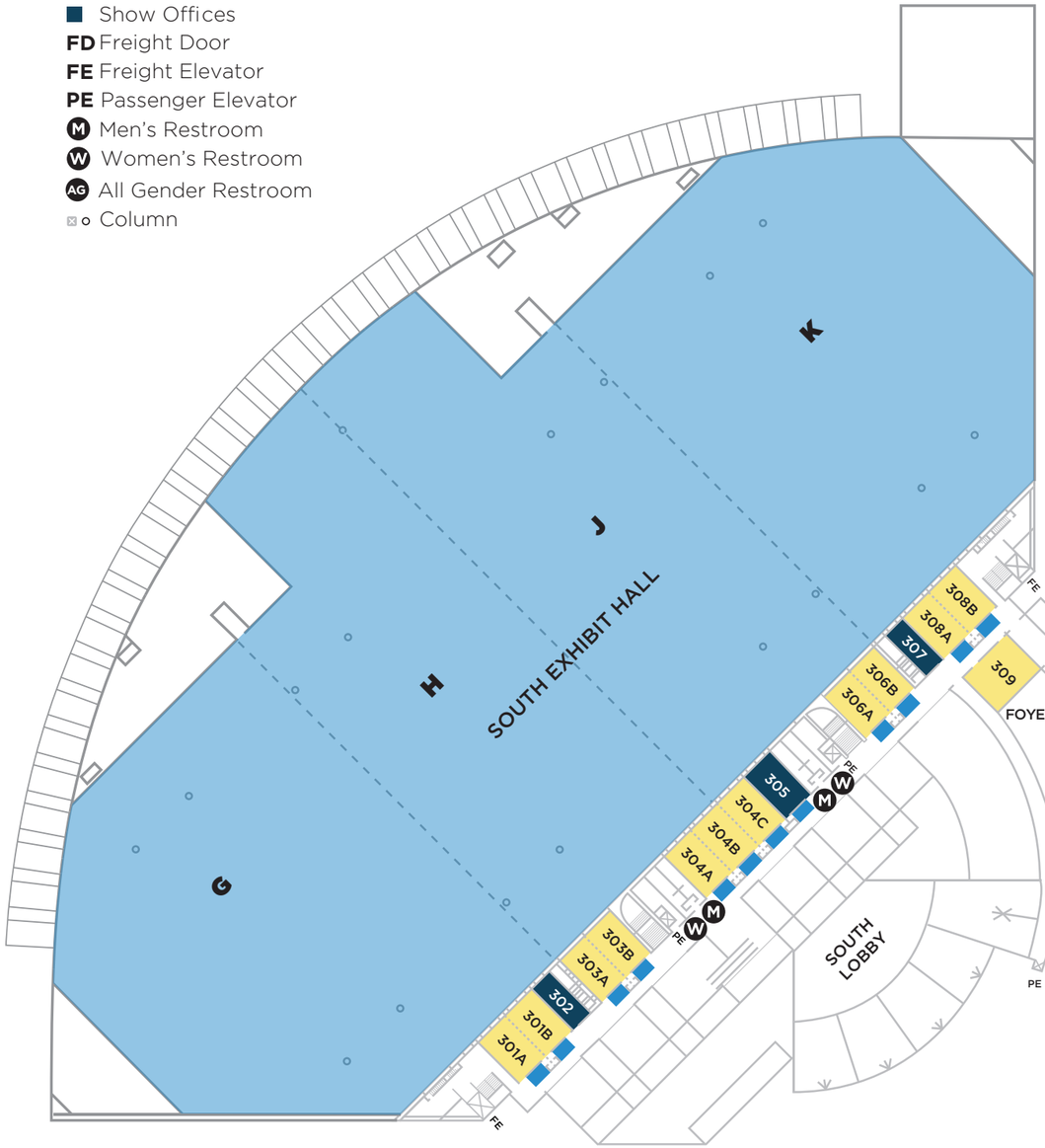
Los Angeles | CONVENTION CENTER

Managed By AEG

LEVEL TWO MEETING ROOMS

- West Hall Meeting Rooms
- Concourse Meeting Rooms
- South Hall Meeting Rooms
- Pre-function/Registration
- Show Offices

FD Freight Door
FE Freight Elevator
PE Passenger Elevator
(M) Men's Restroom
(W) Women's Restroom
(AG) All Gender Restroom
Column



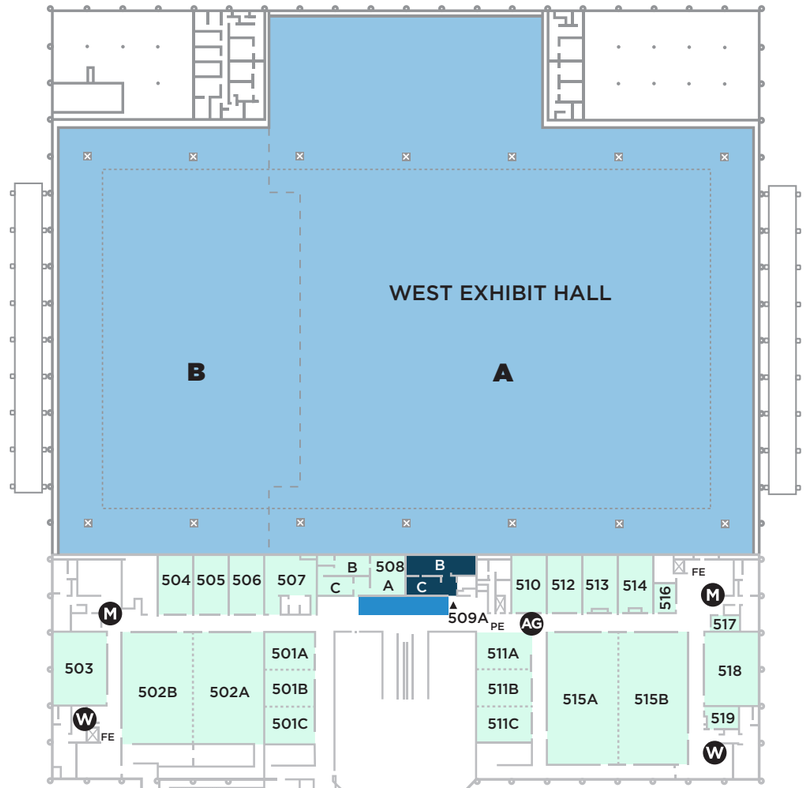


EXHIBIT HALL	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	10'X10'	Maximum Capacity* THEATRE	CLASSROOM (a)	BANQUET (b)
West Hall							
A	342 x 363	147,506	36'**	715	10,000		7,500
B	342 x 194	63,619	36'**	300	5,000		2,500
AB Combined	342 x 557	210,685	36'**	1,050	15,000		10,000
Petree Hall							
C	83 x 114	9,462	17'***	45	1,010	500	470
D	111 x 114	11,926	17'***	60	1,200	600	500
CD Combined	194 x 112	21,557	17'***	115	2,000	1,000	1,000
Concourse Hall Flexible Multi-Use Space							
150A or C, 153A or C	40 x 33	1,320	17'		100	50	50
150B or 153B	40 x 42	1,680	17'		140	100	60
150AB or BC, 153AB or BC	40 x 75	3,000	17'		300	120	110
150ABC or 153ABC	40 x 109	4,360	17'		360	220	180
151 or 152	74 x 117	8,658	17'	40	1,020	590	440
150 & 151	115 x 109/117	13,123	17'	65	1,500	830	675
151 & 152	148 x 117	17,316	17'	100	1,800	1,000	900
152 & 153	115 x 109/117	13,123	17'	65	1,500	830	675
150, 151, 152, 153	230 x 109/117	26,342	17'	135	2,700	1,500	1,400
South Hall							
G	300 x 360	96,660	40'	490	6,300		3,620
H	180 x 360/460	76,785	40'	420	n/a		n/a
J	180 x 360/460	76,785	40'	420	n/a		n/a
K	300 x 360	96,660	40'	490	6,300		3,620
GH combined	480 x 360/460	173,445	40'	880	11,400		6,400
HJ combined	360 x 360/460	153,570	40'	840	10,000		5,400
JK combined	480 x 360/460	173,445	40'	880	11,400		6,400
GHJ/HJK combined	600 x 360/460	250,230	40'	1,371	16,555		8,000
GHJK combined	940 x 360/460	346,890	40'	1,720	22,870		12,800

**Capacities subject to change based on staging and audio-visual. • **25' Soffit • ***15' Soffit • (a) Classroom set based on four (4) per 8'x18" table • (b) Banquet set based on ten (10) per 66" round table.*

MEETING ROOM SERIES	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	Maximum Capacity* THEATRE	CLASSROOM (a)	BANQUET (b)
South Hall						
301 A	46 x 28	1,288	13'9"	100	50	50
301 B	46 x 29	1,334	13'9"	100	50	50
301 AB	46 x 58	2,668	13'9"	260	130	110
302 (Show Office)	46 x 19	874	13'9"			
303 A or B	46 x 28	1,288	13'9"	100	50	50
303 AB	46 x 57	2,622	13'9"	260	130	110
304 A, B, or C	46 x 29	1,334	13'9"	100	50	50
304 AB or BC	46 x 59	2,714	13'9"	260	130	110
304 ABC	46 x 89	4,094	13'9"	350	210	160
305 (Show Office or Meeting Room)	46 x 29	1,334	13'9"	100	50	50
306 A or B	46 x 28	1,288	13'9"	100	50	50
306 AB	46 x 57	2,622	13'9"	260	130	110
307 (Show Office)	46 x 19	874	13'9"			
308 A	46 x 29	1,334	13'9"	100	50	50
308 B	46 x 28	1,288	13'9"	100	50	50
308 AB	46 x 58	2,668	13'9"	260	130	110
309	35 x 57	1,995	13'9"	150	95	90
Concourse						
401	37 x 23	851	15'	50	40	30
402 A or B	37 x 41	1,517	20'	150	60	50
402 AB	37 x 82	3,034	20'	300	160	130
403 A	53 x 82	4,346	20'	500	280	200
403 B	50 x 82	4,100	20'	500	280	200
403 AB	103 x 82	8,446	20'	1,000	560	400
404 A or B	41 x 41	1,681	20'	150	70	60
404 AB	41 x 82	3,362	20'	300	160	150
405	41 x 40	1,640	15'	150	70	60
406 A or B	41 x 41	1,681	20'	150	70	60
406 AB	41 x 82	3,362	20'	300	160	150
407	41 x 40	1,640	15'	150	70	60
408 A or B	52 x 82	4,264	20'	500	280	200
408 AB	104 x 82	8,528	20'	1,000	560	400
409 A or B	41 x 41	1,681	20'	150	70	60
409 AB	41 x 82	3,362	20'	300	160	150
410	41 x 40	1,640	15'	150	70	60
411 (Theatre)		3,940	15'8"	299 fixed seating		

**Capacities listed above subject to change based on staging and audio-visual.*
(a) Classroom set based on four (4) per 8'x18" table
(b) Banquet set based on ten (10) per 66" round table

MEETING ROOM SERIES	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	Maximum Capacity* THEATRE	CLASSROOM (a)	BANQUET (b)
West Hall						
501 A or B or C	41 x 28	1,148	13'6"	100	50	50
501 AB or BC	57 x 41	2,337	13'6"	200	140	100
501 ABC	87 x 40	3,480	13'6"	300	190	150
502 A or B	86 x 55	4,730	13'11"	550	280	200
502 AB	84 x 110	9,240	13'11"	1,125	560	550
503	57 x 42	2,394	13'4"	250	120	100
504	45 x 27	1,215	9'11"	100	50	50
505	45 x 27	1,215	9'11"	100	50	50
506	45 x 27	1,215	9'11"	100	50	50
507	41 x 31	1,213	9'11"	100	50	50
508 A (Lounge)	27 x 31	837	9'11"			
508 B or C (Boardroom)	15 x 28	420	9'11"			
509 A (Show Office)	12 x 15	180	9'11"			
509 B (Show Office)	55 x 16	880	9'11"			
509 C (Show Office)	27 x 15	405	9'11"			
510	45 x 27	1,170	9'11"	100	50	50
511 A or B	42 x 28	1,176	13'6"	100	50	50
511 C	42 x 28	1,176	13'6"**	100	50	50
511 AB or BC	57 x 42	2,394	13'6"**	200	140	100
511 ABC	86 x 40	3,440	13'6"	300	190	150
512	45 x 27	1,215	9'11"	100	50	50
513	42 x 27	1,134	9'11"	100	50	50
514	42 x 27	1,134	9'11"	100	50	50
515 A or B	104 x 55	5,720	13'11"	650	360	240
515 AB	102 x 110	11,220	13'11"	1,300	720	650
516	23 x 14	322	9'11"	20	12	10
517	22 x 14	308	9'	20	12	10
518	57 x 42	2,394	13'4"	250	120	100
519	24 x 15	360	8'11"	20	12	10

**Capacities subject to change based on staging and audio-visual.*
***10' soffit along divider wall tracks*
(a) Classroom set based on four (4) per 8'x18" table
(b) Banquet set based on ten (10) per 66" round table

SOUTH HALL

- **South Lobby**
  - 51,000 gross sq. ft.
  - Ceiling: 28' - 53'
  - Pre-function Space: 8,072 sq. ft. (shared)
  - Freight Door: 12'w x 8'h
  - Permanent First Aid Room
- **Hall G / Hall K**
  - Show Office: (G) Room 302 (847 sq. ft.)
    (K) Room 307 (847 sq. ft.)
  - Freight Docks: 10 each
  - Freight Door: 23'6"w x 37'h
  - Roll-Up Door: 16'1"w x 13'2"h
  - Interior Roll-Up Door: 9'7"w x 8'8"h
  - Pre-function Space: (G) 2,520 sq. ft.
    (K) 7,601 sq. ft.
- **Hall H / Hall J**
  - Show Office: Room 305 (1,334 sq. ft.)
  - Freight Docks: 7 each
  - Freight Door: 16'1"w x 23'6"h
  - Pre-function Space: (H) 2,520 sq. ft.
    (J) 3,032 sq. ft.

South Hall Specifications:

- Floor Load: 350 lbs per sq. ft.
- Floor boxes on 30' centers equipped with
  - Electrical: 208 volt,3-phase up to 150 amps
  - Telecommunication connections
  - Two (2) 1Gb CAT 5 connections to fiber node
  - Potable and industrial water service and drain
  - Compressed air (specialized locations)*
  - Natural gas (specialized locations)*
- Lighting
  - 51' candles
  - 230 watt energy efficient Lunera lamps
- Service available from overhead catwalks or floor ports
  - Electrical: 208 or 480 volt, 3-phase up to 400 amps **
  - High Density WI-FI Connectivity
  - Audio and video connections
- Sound system
  - Digital delay system

WEST HALL

- **West Lobby**
  - 33,925 gross sq. ft.
  - Ceiling: 9'-46'
  - Pre-function Space: 4,310 sq. ft. (shared)
  - Freight Door: 24'10"w x 13'5"h
  - Permanent First Aid Room
- **Hall A**
  - Show Office: Rooms 509ABC (1,465 sq. ft.)
  - Freight Docks: 4
  - Freight Doors: 52'7"w x 25'h
    24'w x 13'4"h (2)
  - Roll-Up Doors: 5'10"w x 6'11"h (2)
  - Pre-function Space: 1,175 sq. ft.
- **Hall B**
  - Show Office: Room 101 (280 sq. ft.)
  - Freight Docks: 3
  - Freight Door: 24'w x 13'4"h
  - Roll-Up Door: 5'10½"w x 6'11"h
  - Pre-function Space: 686 sq. ft.

West Hall Specifications:

- Floor Load: 300 lbs per sq. ft.
- Floor ports on 10' centers to provide service for
  - Electrical: 208 or 480 volt, 3-phase up to 400 amps
  - Telecommunication connections
  - Potable and industrial water service and drain
  - Compressed air (specialized locations)*
  - Natural gas (specialized locations)*
- Lighting
  - 46' candles
  - 230 watt energy efficient Lunera lamps
- Service available from overhead catwalks or floor ports
  - Electrical: 208 or 480 volt, 3-phase up to 400 amps **
  - High Density WI-FI Connectivity
  - Audio and video connections
- Sound system
  - Digital delay system

CONCOURSE HALL

- Concourse Hall EF (150/151/152/153)
  - Carpeted Special Events/Exhibit Hall
  - Show Office: Room 105 (245 sq. ft.)
  - Freight Docks: 2
  - Freight Door: 9'7"w x10'h
  - Pre-function Space: 12,418 sq. ft.

Concourse Hall Specifications:

- Floor Load: 100 lbs per sq. ft.
- Wall boxes and floor boxes equipped with
  - Electrical: 208 or 480 volt, 3-phase up to 400 amps
  - Telecommunication connections
- Services available
  - High Density WI-FI Connectivity
  - Audio and video connections
- Sound system
  - Distributed speaker system
- Lighting system
  - 50' candles
  - 32 watt NaturaLED box lights and 17 watt NaturaLED tube lights

PETREE HALL

- Petree Hall CD
  - Carpeted Special Events/Exhibit Hall
  - Show Office: Room 103 (270 sq. ft.)
  - Freight Docks: 0
  - Freight Doors: 11'3"w x 13'9"h
    9'8"w x 8'11"h (2)
  - Pre-function Space: 196 sq. ft.

Petree Hall Specifications:

- Floor Load: 300 lbs per sq. ft.
- Wall boxes equipped with
  - Electrical: 208 or 480 volt, 3-phase up to 400 amps
  - Telecommunication connections
- Floor ports (specialized locations)* provide access to
  - Potable and industrial water service and drain
  - Compressed air
  - Natural gas
- Services available
  - High Density WI-FI Connectivity
  - Audio and video connections
- Sound system
  - Distributed speaker system
- Lighting system
  - 43' candles

**Compressed air and natural gas available at specialized locations only; consult your service provider for exact locations*
*** Electrical in catwalks available upon special request*

MEETING ROOM TECHNICAL INFORMATION

Electrical
- 120 volt, 20 amp outlets
- 208 volt, 3-phose electrical service

Lighting System
- Pre-programmed settings
- 35 watt energy efficient LG lamps in 300-400 meeting rooms
- Dimming capability

Network
- Two (2) 100/1000 MB, CAT 5 connections to fiber node
- Facility-wide fiber optic cabling backbone

Audio
- Permanently installed sound system
- Audio distribution
  - Overhead speakers
  - Can be patched to other rooms and halls
  - Custom installation available
  - House sound exclusive through in-house AV operator

Video
- Permanently installed video systems
- Video distribution
  - Can be patched to most locations within facility

Telecommunications
- Wireless internet is available throughout the building
- Single-line and multi-line telephones
- Various telephone programming functions (call forwarding, hunt groups, etc.)
- Dedicated modem and ISDN lines

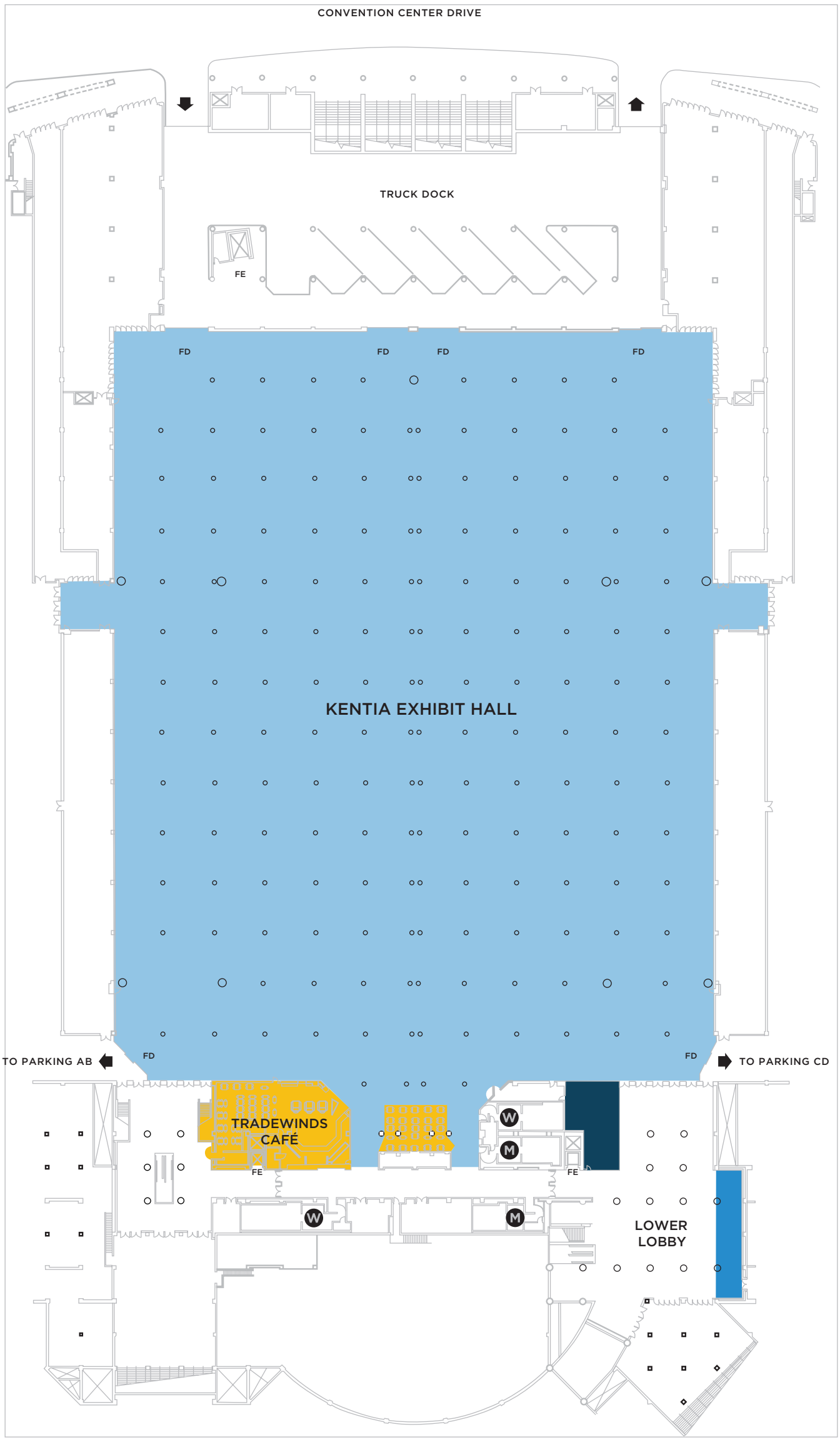
Los Angeles | CONVENTION CENTER

Managed By ASM GLOBAL

1201 South Figueroa Street
Los Angeles, CA 90015

phone: (213) 741-1151
fax: (213) 765-4440

www.lacclink.com



Los Angeles | CONVENTION CENTER
Managed By ASM GLOBAL

KENTIA HALL - LOWER LEVEL

Located below South Hall HJ

- Exhibit Space
- Pre-function/Registration
- Show Offices
- Tradewinds Café

FD Freight Door
FE Freight Elevator (to South Hall Dock)
PE Passenger Elevator
Ⓜ Men's Restroom
Ⓦ Women's Restroom
E Elevator
Column

FEATURES

Overall Dimensions	360' x 450'
Exhibit Hall Floor Area	162,000 sq. ft.
Exhibit Booths	844 (10' x 10')
	64 (8' x 10')
Pre-function/Registration Space	1,000 sq. ft.
Occupancy	9,000
Ceiling	18' minimum
Columns	30" diameter on 30' centers
Freight Doors	4 (25'w x 15'h)
	2 (7'w x 8'8"h)
Truck Docks	6
Floor Loading	Unlimited
Show Offices	1,288 sq. ft.

SUSTAINABILITY GUIDE

FOR SHOW MANAGEMENT

FACILITY STATS

The Los Angeles Convention Center (LACC) is a steward of environmental sustainability and is proud to be the first of its size in the U.S. to achieve LEED EB+OM Gold recertification (2015).

Recent sustainability accomplishments include:

Upgraded over 3,000 exterior & interior lights to LED lamps with projected savings of over 1.5 million kilowatt hours annually.

Replaced over 330 faucets with low gallon per minute faucets, three commercial dishwashers with water & energy efficient models, and 30,000 sq. ft. of turf with drought-tolerant landscaping saving over 1.4 million gallons annually.

Diverted over 9.4 million pounds of construction & demolition waste from the landfill, and recycled over 2.3 million pounds of cardboard, glass, aluminum, plastic and paper.

RECYCLING & COMPOST CHECKLIST

To help with our ongoing waste reduction efforts we ask that you consider using products at your event that are recyclable and/or compostable - please use this checklist. *For a more detailed checklist, please see the Recycling Guide.*

RECYCLABLE

- Aluminum Cans
- Glass Bottles and Jars
- Clean Paper (Brochures, Programs, Fliers, etc.)
- Cardboard Boxes
- Cardboard Signage
- Plastic Shrink Wrap, Sheet Plastic or
- Bubble Wrap*
- Plastic Bottles and Containers
- Plastic Plant Pots
- Scrap Metal
- Sand*
- Wood Pallets*
- Lumber or Other Wood Scraps*
- Brick, Concrete or Other Construction Debris*
- Carpet*

*Additional charges may apply to handle this material.

COMPOSTABLE

- Yard Debris*
- Food Scraps*

DONATIONS

- Books, T-Shirts, Office Supplies, Trinkets, Décor, Potted Plants, Bags, Craft Materials, Garden Supplies
- Prepared Foods, Perishable Food, Dry Goods, Frozen Food, Pet Food
- Name Badges
- Yard/Garden Items

LANDFILL

- Plastic Food Serviceware & Utensils
- Plastic Beverage Cups
- Plastic Signage
- Food Packaging
- Styrofoam Peanuts
- Vinyl Tablecloths
- Vinyl Banners **
- Foam Core Signage **

**Please note this type of signage is nonrecyclable; if utilized, we encourage you to take these back with you.

RECYCLING HOW TO:

Be a waste reduction partner:
If it is on the checklist, it does not belong in the landfill.

We provide recycling stations for exhibitors, decorators and attendees that include separate streams for recyclables and landfill materials; composting stations are only available in the kitchen areas.

Move In and Move Out

Mixed Recycle & Trash*

Two-stream bins available inside meeting rooms & event halls.

Mixed Recycle*

*Paper, metal, plastic & glass

Landfill

When in doubt throw it out.

DONATIONS

The LACC is passionate about giving back to the local community and has developed partnerships with various local non-profit organizations.

If you anticipate having leftover items at the conclusion of your event, please notify your LACC event manager to coordinate the donation.

Frequent partners include: The Salvation Army Red Shield, St. Francis Center, EduCare & Habitat for Humanity.

RECYCLING GUIDE

Los Angeles Convention Center

Managed By AEG

RECYCLABLE STREAMS ACCEPTED

C&D MATERIAL TYPES

Place in low boy (10 yard bin):

- Dirt
- Rock
- Asphalt
- Concrete
- Brick
- Sheetrock

Place in 40YD mixed C&D bins:

- All metal types
- Tile
- Appliances
- Tree stumps & branches
- Wood
- Pallets
- Drywall
- Particle board

FOOD WASTE BINS

All food is acceptable including dairy, meat, and bones. Do not place any paper products or compostable/biodegradable plastic products. Make sure that if placing food in bins that the weight does not exceed the safe loading capacity of 500lbs.

GREEN WASTE BINS

All clean, uncontaminated green waste is accepted except for palm fronds. No dirt is allowed aside from small amounts associated with green waste, such as attached soil. If you have heavy greenery, such as pulling out a grass set, the grass is recyclable but should be loaded into a 10 yard low boy rather than a bin due to the excess weight.

MIXED RECYCLABLES (BLUE BIN)

PAPER

All clean dry paper, including:
**SPECIFIC TO LACC IS SOME OF THE SIGNAGE – NOT THE STYROFOAM OR PLASTIC CORE, BUT OK TO RECYCLE THE PAPER CORE SIGNAGE BOARD.

- Computer paper
- Ledger paper
- Arts & craft paper
- Unwanted mail
- Flyers
- Telephone books
- Note cards
- Newspaper
- Magazines
- File folders
- Paper bags
- Post-it notes
- Catalogs
- All envelopes, including those with windows

CARDBOARD

(Can go in mixed recycle or cardboard only bins.) All cardboard boxes & chipboard, including:
**SPECIFIC TO LACC IS THE CARDBOARD CARPET ROLLS. THESE ARE RECYCLABLE.

- Cereal boxes
- Tissue boxes
- Dry food boxes
- Frozen food boxes
- Shoe boxes
- Detergent boxes
- Paper towel & toilet paper rolls
- Cardboard boxes (broken down/flattened)

CARPET

- Due to a further distance to the facility & a higher cost to recycle, additional fees may apply.

PLASTICS

All plastics #1–7. Empty plastic containers, wiped out if possible, including:
**SPECIFIC TO LACC IS THE RED & BLACK PLASTIC CRATES.

- Soda bottles
- Juice bottles
- Detergent containers
- Bleach containers
- Shampoo bottles
- Lotion bottles
- Mouthwash bottles
- Dishwashing liquid bottles
- Milk jugs
- Tubs for margarine & yogurt
- Plastic planters
- Food & blister packaging
- Rigid clamshell packaging
- Plastic hangers
- All clean plastic bags (grocery bags, dry cleaner bags, & film plastics)
- All clean polystyrene products (plates, cups, containers, egg cartons, block packaging, and packing materials)

CARTONS

- Fruit juice boxes & cartons
- Orange juice cartons
- Milk cartons
- Wine boxes
- Soy milk, rice milk, almond milk boxes/cartons
- Cereal boxes
- Heavy cream cartons
- Egg substitute cartons

GLASS

All glass bottles & jars, wiped out if possible, including:
**NO PLATE GLASS OR OTHER TYPES OF GLASS

- Wine bottles
- Beer bottles
- Spaghetti sauce jars
- Pickle jars
- Broken bottles

METALS

(Can go in blue mixed recycle or metal only bins.) All aluminum, tin, metal, and bi-metal cans, wiped out if possible, including:

- Soda cans
- Juice cans
- Soup cans
- Pie tins
- Wire hangers
- Pet food cans
- Vegetables cans
- Clean aluminum foil
- Empty paint & aerosol cans

NONRECYCLABLE ITEMS TRASH / LANDFILL:

Place all other items into the trash or contact us if you need clarification. This includes:

- Any creosote soaked woods (greenwood)
- Various posterboard that is laminated or contains plastic coating
- Wood or sets that have fiberglass, glue or other items attached to set wood… for example, carpet attached to wood backing
- Restroom waste
- Any contaminated paper, plastic or other recyclables items
- Any wet recyclables
- Any mixed items (2 material types glued or stuck together)

ZERO WASTE EVENT CHECKLIST

Pre-Event Planning

- ☐ With Support of your stakeholders, determine if your event will be zero or reduced waste event.
- ☐ Review our Green Initiatives and Sustainability Guide to become familiar with zero and reduced waste efforts, concepts and benefits.
- ☐ Identify a zero-waste team leader and team to coordinate with the facility's event manager, sustainability manager, and cleaning contractor.
- ☐ Set your goals and objectives for all your zero or reduced waste plans. Be mindful that your goals and objectives are feasible from start to finish.

Event Planning

Catering

The LACC, offers many options to assist meeting your zero waste goals and objectives. Our In-house cater, Levy upholds the ideas of reduced waste and sustainable product purchasing. Within the LACC, we are committed to our efforts of recycling and reusable materials. For more about Levy Restaurants please see https://www.lacclink.com/planners/taste-of-la.

- ☐ Consider reducing unnecessary waste, including:

1. Using reusable serviceware (plates, cups, utensils, etc.)
2. Serving finger foods to reduce or eliminate the need for utensils
3. Serving beverages in pitchers instead of individual servings
4. Serving food buffet-style

- ☐ Review all necessary food and beverage service items with your caterer with a crafted list of acceptable items and food guidelines.
- ☐ Consider appropriate ordering and serving portions to avoid leftover food.

TIP: Forecast the headcount to avoid any unnecessary food waste.

- ☐ Serving condiments in bulk instead of individual packets (ketchup, sugar, creamer, etc.)

TIP: Ask our caterer to pack food in bulk, reducing packaging brought to the event.

- ☐ Coordinate appropriate composting bins with event manager and sustainability manager.

TIP: When composting, be sure to use ONLY BPI-certified compostable products and feel free to ask if our caterers to do the same (We do! 😊).

Operations & Logistics

- ☐ Evaluate all potentials materials in the event waste stream and determine how you will measure waste from the event (lbs./tons vs. # of bags).
- ☐ Once waste streams have been identified, coordinate the allocated compost, recycling, and waste hauling stations to service the event with your event manager, cleaning contractors, and Operations department.
- ☐ Determine how many zero waste stations will be needed for the event.

TIP: Zero waste stations should be located where waste is generated, such as food service and eating areas. Limit the number of waste stations to help control where waste is disposed and reduce the number of zero waste volunteers needed (a diagram is helpful).

- ☐ Recruit zero waste volunteers based on the number of zero waste stations needed for the event. One volunteer is needed per station, with shifts ranging from 2-4 hours in length.
- ☐ Coordinate with your cleaning contractor on any necessary zero waste supplies (compost, recycling, and trash bins and liners), that the facility does not provide.
- ☐ Encourage our guest to use our water filling stations instead of bottled water (see our water filling station map for more information)
- ☐ Communicate with exhibitors to limit giveaways that could introduce unwanted waste streams into the event
- ☐ Provide giveaways that are resource or energy efficient products (cloth bags, reusable water bottles, etc.)

- ☐ When applicable, utilize app-based event sign ups/guides/schedules and reusable name tags, then collect them at the end of the event.
- ☐ Make arrangements *BEFORE* the event to donate or sell leftover food. Speaking to your event manager for any help finding local charities and organizations to work with.

TIP: Coordinate with a local food bank/church/shelter ahead of time to accept leftovers from the event.

Communications & Promotions

- ☐ Be sure to share zero waste guidelines to event staff, exhibitors and vendors.
- ☐ Consider electronic invitations and flyers to limit potential paper waste or consider recycled content paper for any necessary paperwork.

TIP: consider promoting an event through social media and newsletter. Feel compelled to include zero waste information and sustainable practices within your invites, newsletter, and other electronic items or event promotions.

- ☐ Make any poster, banner or signage from recycled materials and plan to reuse it at future events.

TIP: providing banners with interchangeable dates, or no dates to signage can be reused for later dates.

Event Dates

- ☐ Set up compost, recycle, and trash bins into "zero waste stations" and remove all standalone containers. Make sure containers have correct liners.

TIP: Provide a bag/box/container for volunteers to collect unexpected waste or items they are unsure of.

- ☐ Utilize signage to clearly label each container for proper disposal.
- ☐ Designate an area for zero waste volunteers to check-in and receive their station assignments.
- ☐ Provide resources and/or training for zero waste volunteers on what items are recyclable, compostable or landfill trash.
- ☐ Assign zero waste volunteers to each zero waste station to educate and ensure proper use of
- ☐ containers by attendees.

TIP: Provide support for volunteers and ensure all zero waste stations are being monitored carefully to avoid re-sorting contaminated bins.

- ☐ Ensure your cleaning contractor and volunteers properly place material in allocated waste bins within back of house.

Post-Event

- ☐ Ensure all vendors and exhibitors pick-up recyclables, compost, landfill trash, and/or food for donation.
- ☐ Celebrate your success! Communicate accomplishments with event guests, sponsors, and other stakeholders.
- ☐ Work with your event manager on measuring the results by generating a sustainability report on all volumes of materials cycled through the event.

Other Event Considerations

- ☐ When marketing the event, encourage carpooling, biking and walking.
- ☐ Order signage and menu cards to identify sustainable practices and food sources to educate event attendees.
- ☐ Work with your designated AV company to arrange for all presentations to be electronic. Coordinate with presenters and arrange for overhead and necessary equipment.
- ☐ Conduct an exit survey about zero waste for participants. This can be done electronically or onsite, or incorporated into an existing exit survey.
- ☐ Calculate the carbon footprint for the event.

Los Angeles CONVENTION CENTER

DONATION GUIDE

The Los Angeles Convention Center (LACC) is a facility committed to impacting the community for the better, continuously seeking ways to reduce its environmental footprint and serve those in need. In an effort to eliminate waste and benefit the Downtown Los Angeles community, the LACC team works together with area nonprofits to find use for your leftover event items.

If you anticipate having extra items at the conclusion of your event, please notify your LACC event manager to coordinate the donation at your earliest convenience; at least one month's notice is required. Donations of any quantity can make a difference.

Please help us divert waste from the landfill by repurposing your items as gifts for those in need.

PARTNERS

- The Salvation Army L.A. Red Shield Youth & Community Center
- EduCare Foundation
- Habitat for Humanity
- St. Francis Center
- Hope Street Margolis Family Center

DONATION EXAMPLES

- T-shirts/clothing
- Office supplies
- Furniture, decor & carpet
- Water bottles, mugs & tumblers
- Books
- Lanyards & name badges
- Art supplies
- Tote or drawstring bags
- Garden supplies & potted plants
- Prepared food, perishable food, dry goods, pet food & frozen food

Major Environmental Initiatives & Achievements

Working Towards Zero Waste

LEED EB: O+M Gold Recertified 2015 and 2020

- First convention center of its size in the U.S. to be recertified on the Gold level

Water Conservation Efforts

- 80% of sprinklers have been replaced with leak-preventing models
  - Implemented an irrigation zoning plan to cut water waste; in some zones total irrigation time (in minutes) has decreased by more than 50%
- Replaced 710 toilets throughout the facility with low-flow 1.28 gallon per flush (GPF) units
- Replaced 30 urinals with waterless models
- Replaced 330, 0.5 gallon per minute (GPM) faucets with 0.35 GPM in restrooms
- Upgrade of six 2.5 GPM kitchen faucets to 1.5 GPM and four 2.5 GPM kitchen faucets to 1.2 GPM
- Replacement of four locker room 2.0 GPM faucets with 0.5 GPM
- Upgrade of three industrial dishwashers to water/energy efficient models, saving an estimated 1.3 million gallons of water annually
- Replaced 30,000 sq. ft. of turf around the facility with drought-tolerant landscaping; estimated water conservation of 320,000 gallons per year
- Installation of (22) 50-gallon water barrels within the west and south buildings to enhance water conservation efforts
- IReplaced (50) 1.5 GPM faucets to 0.5 GPM within main kitchen, pantries, and concession stands; saving an estimated 706,000 gallons per year.

Recycling / Waste Diversion

- Waste Diversion Annual Average for Past 6 Years: 70%
- Implemented zero waste initiative and diversion reporting
- Diverted more than 9.4 million pounds of construction and demolition waste since 2014
- Recycled more than 2.3 million pounds of cardboard, glass, aluminum, plastic, and paper since 2014
- Highest diversion rate for single event: a recording breaking 90.3% for US Green Build Council Annual (USGBC) 2016
- Ability to provide donation coordination and an overview of metrics
- Waste and recycling bins inside facility made from 97% recycled milk jugs
- Established battery recycling and coffee composting program in employee break rooms and back of house
- Converted landfill compactor to organics compactor, increasing diversion stream
- Implemented straw-less program with Taste of LA by Levy Restaurants saving an estimated 250,000 straws annually

Energy

- Installed a 2.21-megawatt solar array in April 2018 that brings the total solar to 2.58 megawatts, making it the largest solar array on a municipally-owned convention center in the United States
  - 6,228 panels at 355 wattseach
  - 3.4 million kilowatt hours per year = 17% of the LACC's annual energy (powers 565 homes)
  - Reduces carbon footprint by 2,554 metric tons per year (removing 2,794,396 pounds of coal from burning or planting 66,192 trees)

- Installation of a “cool roof” that reflects sunlight and heat away from the building
- Upgrade of over 3,000 exterior and interior lights (including those in exhibit halls) to LED lamps (70% of lamps have been replaced to date) with projected savings of over 1.5 million kWh annually
- Installation of thirteen (13) Level 2 EV chargers in South and West Hall ParkingGarages
- Upgrade of 30 refrigerators to ENERGY STAR® models
- Installation of CO sensors on exhaust fans that control the variable-frequency drive (VFD), saving approximately 280,000 kWh annually
- Purchased new energy-efficient, industrial kitchen appliances including Alto-Shaam kitchen steamers and blast chiller, Baxter walk-in bakery system, Vulcan stove/oven and Southbend kettles
- Installed 48 VFDS throughout our south cooling tower, condenser pumps. Chilled water pumps, and AHUs to maximize energy conservation and provide control comfort throughout the facility.

Sustainable Product Purchasing

- Sustainable purchases account for 80.58% of all ongoing consumables
- Sustainable cleaning products and materials as a percentage of total cost of cleaning products and materials are at 83.51%
- Installed 9,500 sq. ft. rooftop garden with produce that will build on the food service program of 90% locally sourced food

Education

- Events (annual participation)
  - Earth Day, Earth Hour, America Recycles Day and Clean Air Day
- Social Media & Website
  - Weekly #ecoMonday posts educate followers on sustainability
  - Section of website dedicated to environmental initiatives
  - Monthly employee newsletter features new green tips
- Environmental Sustainability Guide
  - Created a sustainability checklist for show management, contractors and attendees to ensure proper recycling and maximize diversion rates
  - Created a Zero Waste Event Checklist for event planners to ensure zero waste and reduced waste efforts during pre, during, and post show.
- Water Filling Stations
  - 21 water filling stations are conveniently located throughout the facility to reduce consumption of single-use plastic bottles
  - Implemented water filling station map and tracking system to log the amount of reduced single-use water bottle usage
- Sustainability Kiosk
  - The kiosk includes two water filling stations. While refilling reusable bottles, guests engage with the kiosk and learn about the LACC’s sustainability initiatives, awards and metrics on the solar panel array.
- Facility Wellness
  - Created Blue Tower Program Plan to promote high standards of safety and wellness within the facility and infectious disease prevention practices.
  - Established Human Experience Survey with Guest Services department to promote a healthy green building, and measure building satisfaction and carbon footprint via transportation among our guest and staff.
- Established waste allocation map, acceptable material disposal list and training for all cleaning contractors
- Sustainability report now available for events upon advance request

Alternative Transportation

- The LACC encourages employees to reduce their carbon footprint; a 44% reduction in conventional commute trips was recorded based on a survey distributed to all employees.
- $100/month transit subsidy for all employees
- Employees traveled 934 miles by carpooling, taking public transportation, driving electric

vehicles, biking and walking to the LACC on Clean Air Day 2018.

- Installed Metro bikes on campus that employees can ride for free for unlimited 30- minute increments

Awards & Recognition

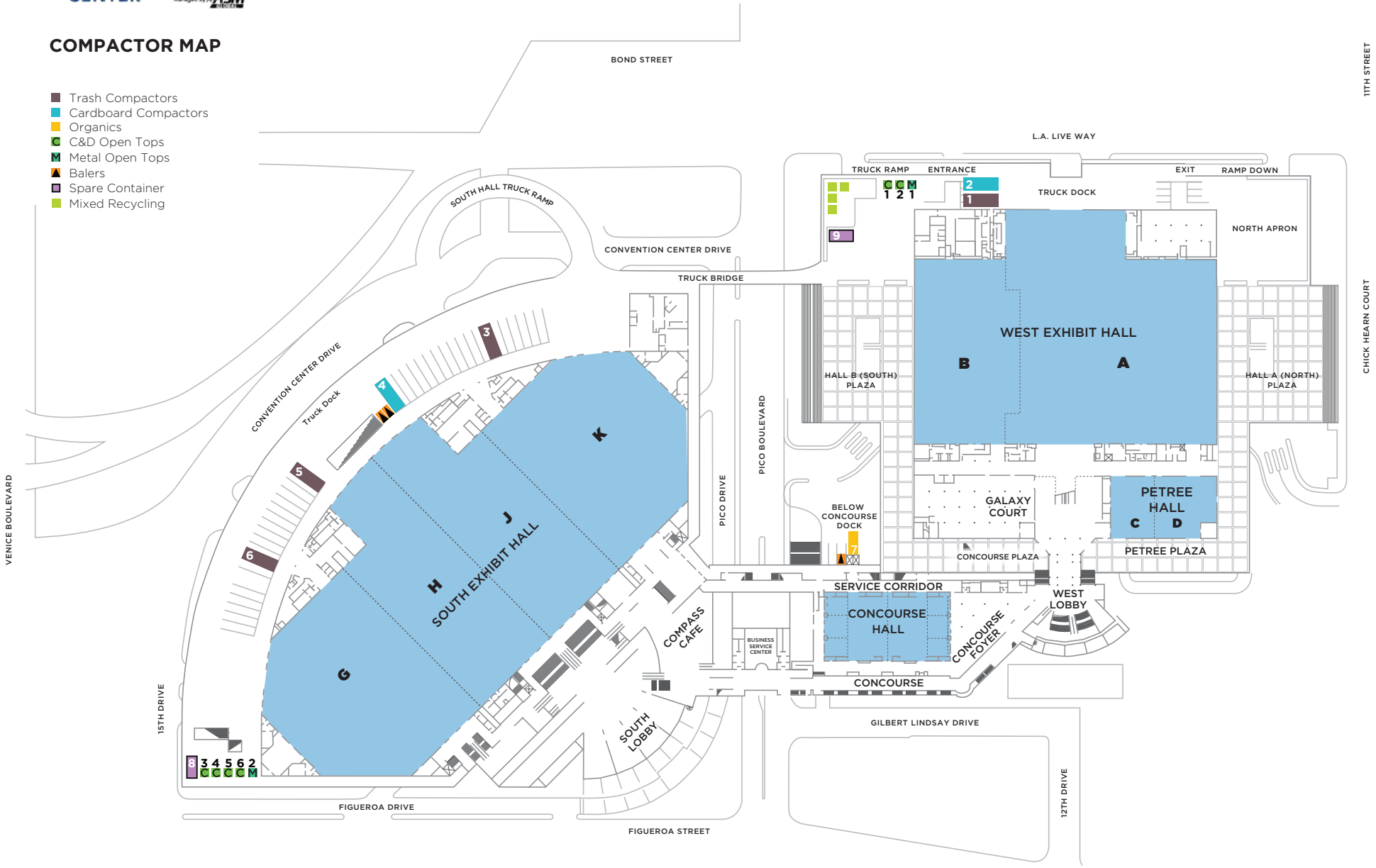
- LEED EB: O+M Gold Recertified (2015 & 2020)
- USGBC LA's Sustainable Innovation Award- Materials & Resources (2015)
- LABBC Innovation Award- Water Efficiency (2016)
- (4) AEG 1EARTH Green Medal Awards -
    - Best Sustainability Initiatives Engagement (2016)
    - Outstanding Leadership in Sustainability (2016)
    - Best Waste Reduction Project (2018)
    - People's Choice Award, 3rd Place(2018)
- Los Angeles Department of Water & Power (LADWP) Sustainability Award - Water Management (2017)
- Governor's Environmental and Economic Leadership Award (GEELA) – Waste Reduction (2017)
- Recognized by Climate Action (in partnership with the United Nations Environment Program) for Sustainable Mobility Operations (2018)
- County of Los Angeles Green Leadership Awards – Business/Private Sector (2018)
- Communitas Award – Excellence in Corporate Social Responsibility, Green Initiatives (2018)
- Los Angeles Better Buildings Challenge (LABBC) Innovation Award – Walk the Walk Energy (2018)
- LADWP Sustainability Award – 3rd Place in Renewables Category (2019)

Los Angeles CONVENTION CENTER

Managed By AEG ASM Global

COMPACTOR MAP

- Trash Compactors
- Cardboard Compactors
- Organics
- C&D Open Tops
- Metal Open Tops
- Balers
- Spare Container
- Mixed Recycling

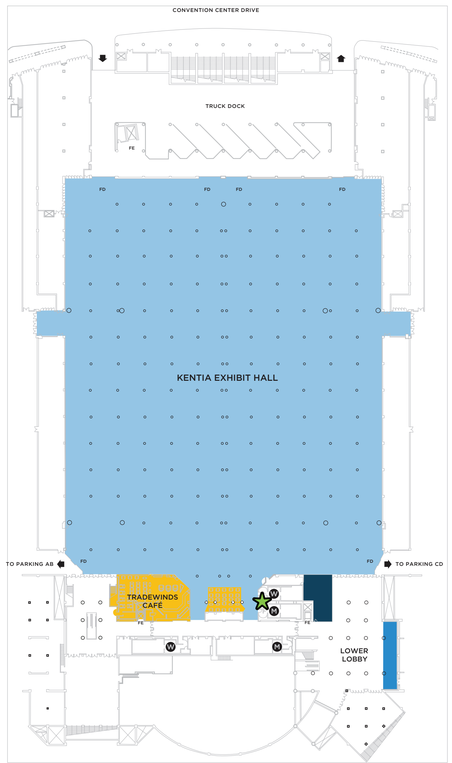


WATER FILLING STATION MAP

EXHIBIT HALL LEVEL ONE

Level One – Exhibit Space

- Exhibit Space
- Pre-function/Registration
- Show Offices
- Restaurant/Concessions
- Business Service Center
- **FD** Freight Door
- **FE** Freight Elevator
- **PE** Passenger Elevator
- Men's Restroom
- Women's Restroom
- All Gender Restroom
- **E** Escalator
- Groundwork
- ATM
- Column
- First Aid/Lactation Room
- Water Filling Station
- Water Fountain



KENTIA HALL - LOWER LEVEL
Located below South Hall HJ

LEVEL TWO MEETING ROOMS

- West Hall Meeting Rooms
- Concourse Meeting Rooms
- South Hall Meeting Rooms
- Pre-function/Registration
- Show Offices
- Water Filling Station
- Water Fountain

AUDIO VISUAL CONTRACTOR SINGLE EVENT 2021-2022

Los Angeles CONVENTION CENTER
Managed By ASM GLOBAL

NOTICE TO CONTRACTOR

This application is subject to the review and approval of the LACC. Upon such approval, contractor is authorized to provide AV services specifically for the event listed on this application. Contractor agrees to comply with facility guidelines within the LACC Event Planning Guide, including drawing scaled floor plans.

Contractor understands that this application does **not** extend to providing rigging services or electrical services. These services must be provided by a contractor on the LACC Authorized Contractors list. In Concourse Hall and Petree Hall, production rigging is exclusively provided by the venue's preferred AV partner, Encore. Encore also exclusively operates the in-house sound/light systems.

EVENT DETAILS

Event Name

Event Dates

CONTRACTOR INFORMATION

Company Name

Address

City, State, Zip

Website

Contact

E-mail

Phone #

VENUE REFERENCES

Please submit (2) references from convention centers (or other large venues) where your company has provided services similar to the size and scope of the event being hosted at the LACC. Email references to eventservices@lacclink.com and include following:

- Venue contact person and contact information.
- Name and dates of event at the venue.
- Event attendance #
- Size of exhibit, tradeshow or consumer show (# of booth or gross square feet of space)

CERTIFICATE OF INSURANCE REQUIREMENT

Please provided a certificate of insurance with the following coverage and limits when submitting this application.

COMMERCIAL GENERAL LIABILITY

❑ Each Occurrence	$1,000,000.00
❑ Med Exp (Any One Person)	$5,000.00
❑ Personal & Advertising Injury	$1,000,000.00
❑ General Aggregate	$2,000,000.00

AUTOMOBILE LIABILITY

❑ Combined Single Limit (All Automobiles)	$1,000,000.00

WORKERS COMPENSATION

❑ E.L. Each Accident	$1,000,000.00
❑ E.L. Disease – Each Employee	$1,000,000.00
❑ E.L. Disease – Policy Limit	$1,000,000.00

UMBRELLA LIABILITY / EXCESS LIABILITY

❑ Each Occurrence	$2,000,000.00
❑ Aggregate	$2,000,000.00

ADDITIONAL INSURED VERBIAGE

❑ Certificate of Insurance shall name AEG MANAGEMENT LACC, LLC, ASM Global Parent Inc., the City of Los Angeles, their respective affiliates, licensees, lenders and contractors, as well as each of their respective officers, directors, partners, members, shareholders, employees, agents, representatives successors as Additional Insured.

APPLICATION, LETTERS OF REFERENCE & COI DUE (30) DAYS PRIOR TO MOVE-IN

RULES & REGULATIONS

☐ *I acknowledge having access to the LACC Event Planning Guide via www.lacclink.com and agree to comply to (i) all rules and regulations listed therein as well as (ii) all insurance requirements set forth in this application. I further agree to conduct business at the Los Angeles Convention Center at highest industry standard, holding employees and staff to the same.*

Signature Date

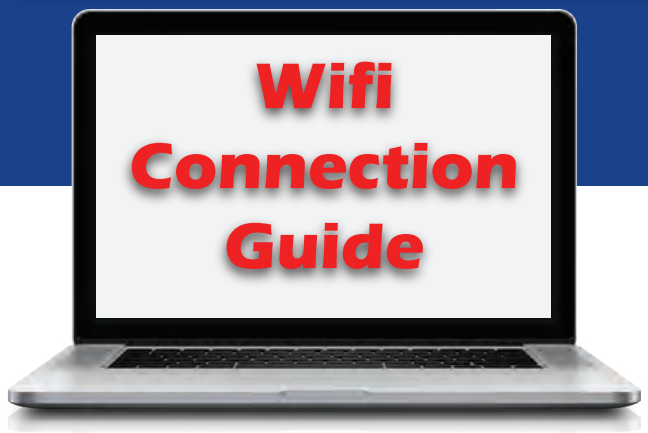
Print Name & Title

Please contact Event Services if you have questions or require assistance.

RETURN APPLICATION, REFERENCES & CERTIFICATE OF INSURANCE TO YOUR EVENT MANAGER

Smart City Wireless Services

Los Angeles Convention Center



1 CONNECT

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

2 OPEN BROWSER

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

3 BUY NOW

If this is your initial purchase click BUY NOW. Follow prompts to complete your purchase. Refer to service options and limitations shown to the right.

4 LOGIN

If you have already created an account and are returning for additional sessions, enter your username and password, then click LOGIN.

Wireless Options

Depending on where you are in the facility, you may see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet

Available throughout the facility.

*Connectivity speeds up to 1.54Mbps up/1.54Mbps down

5 GHz wireless frequency only

1 day for $79.99

3 day for $227.97
5% discount

5 day for $359.95
10% discount

Instant Internet

Available in public spaces and meeting rooms.

*Connectivity speeds up to 768k up/768k down

1 day for $12.95

Complimentary Internet

Available in public spaces only

** Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.*

Questions

For questions regarding wireless services or any other wired Internet and Telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com