



## 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 1/4" 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





## 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.

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

- 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.

