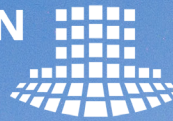


Los Angeles

CONVENTION
CENTER

Managed By
AFG
FACILITIES



EVENT PLANNING GUIDE

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, 2019. 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.



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

The Los Angeles Convention Center supports the use of cutting-edge technology, such as aerial drones, at events held within the Center. Approved use of this technology is limited within the “four walls” of the Center. Operation of aerial drones outside of the building requires appropriate authorization from the Federal Aviation Administration (FAA).

Use of 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 to the LACC Fire Marshal in advance for review and approval. Please contact your Event Manager for complete rules and appropriate submission to operate aerial drones.

AIRWALLS

West Halls A/B and South Halls G/H/J/K are fitted with operable airwalls which divide the respective sections 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 to accompany people with disabilities 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 to accompany people with disabilities 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

Audio visual services are offered on a preferred basis by Encore Event Technologies. Encore Event Technologies has exclusivity over 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 contractors 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 Event Technologies at 213.765.4625.



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 partner 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 outside of the LACC Authorized Contractors 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 as a practical element in an educational session is allowable under specific guidelines that provide a framework for the proper handling, cleaning and disposal of these materials to ensure public safety, which Licensee must comply with. The LACC assumes no liability for biomedical handling or biohazard waste and disposal.

These guidelines include, but are not limited to the following:

- Use of a nationally accredited biobank or biomedical company to manage all handling of the specimens to include storage and delivery.
- Provide LACC-approved protective material on any venue equipment coming into contact with biomedical material.
- All cleaning and disposal of biomedical material and equipment must be provided by a nationally accredited biowaste/disaster clean-up company.



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 LACC-authorized cleaning contractor is encouraged to maximize loads within trash containers by ensuring loose materials are compacted and waste is properly deposited in trash containers. The Center is a LEED-certified venue and all cleaning contractors are required to comply with the Center's recycling and waste sorting practices.

BUSES / SHUTTLE OPERATIONS

Buses and shuttles 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 (billable to Licensee) is required at each access gate over hours the space is being used for event-specific busses or shuttle drop-off and pick-up. In addition, the LACC may require a traffic controller (billable to Licensee) to be staffed to safeguard public safety.

In the event Licensee requires exclusive use of a private drive at the Center, in addition to the staffing required, a daily space use fee shall apply.

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 EVENTS

Cannabis tradeshows, consumer shows and meetings are limited to attendees and exhibit staff 18-years or older and Licensee is 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 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-related 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 any cannabis-related products is not allowed.

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.

Contractors on the LACC annual authorized list must check out and return a catwalk access key at Security Command daily. Audio visual companies and production houses needing access to catwalks must coordinate this through the event's designated electrical contractor and must be escorted at all times. 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 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.

The LACC is responsible for the maintenance of all public spaces, restrooms and food and beverage areas. The building will also cover cleaning of general sessions, assembly events and breakout meeting rooms when LACC equipment has been set, excluding flooring provided by a service contractor.

The show's official cleaning contractor (chosen from the LACC-authorized contractors list) is responsible for setting and striking trash receptacles, cleaning and removal of trash in exhibit/tradeshow areas, including registration, contracted areas including exhibit halls, show offices, lounges, and registration areas and any space where Licensee's general service contractor has provided the equipment and/or furniture. Licensee must ensure that show's official cleaning contractor completes the project within Licensee's contracted period.

Additional cleaning needs required to return the contracted space back to the same condition as is move-in is billable to Licensee at the prevailing rates. Please refer to the Facilities Guidelines section for additional rules & regulations.

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.



CONFETTI CANNONS

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 SF from the cannon. Confetti must be "streamer" types. 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.

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
Trade Show Electrical	562.370.1600	Tradeshowelectrical.com
Freeman Electrical	714.254.3400	Freemanco.com

In meeting rooms, Licensee may use existing 20A wall outlets at no charge provided that power is not distributed to multiple equipment, exhibits and any use beyond 10' from the wall location. Licensee is responsible for any labor and damages related to overloading existing wall outlets.



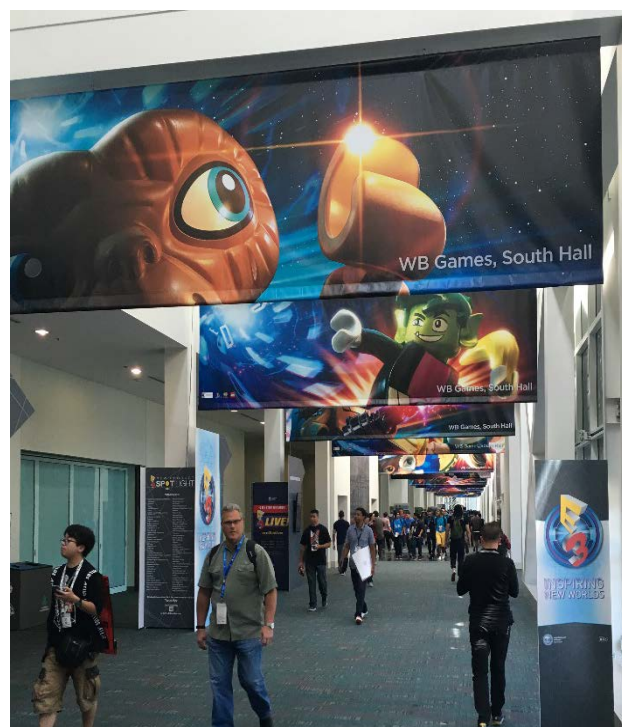
EMERGENCY RESPONSE

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. Please contact our Marketing specialist at 213.765.4664 for additional assistance.

Within contracted space, banners, signs and promotional activities may be activated without a marketing fee. Banners, signs and event marketing programs outside of contracted space and in public areas must be approved in advance by your Event Manager and event marketing fees will apply based on location, size of activation and commercial use (80%+ sponsorship branding). Location and availability of public areas for event marketing is subject to the approval of your Event Manager. A 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 Event Technologies
- House Light Systems (Meeting Rooms) – Encore Event Technologies
- Production Rigging (Concourse/Petree) – Encore Event Technologies
- ATM (Public Areas) – The ATM Guy



EXPENSES

In addition to rent, Licensee should take into consideration event expenses. 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 to help plan and budget for these expenses.

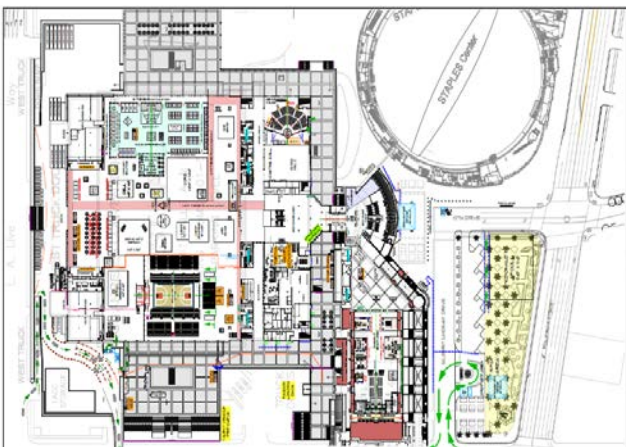
FAMILY RESTROOMS

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

FIRST AID / EMT STAFFING

First aid staffing is required for any event with an estimated daily attendance of 1,000 or more and must be provided by a contractor on the Center's authorized contractors list. First aid staff must be on duty 30 minutes prior to the show floor opening and 30 minutes after close of event. First aid coverage during move-in and move-out is strongly recommended. LACC reserves the right to require Licensee to provide additional EMT's during higher volume or specialized events. Full facility rentals require medical staff in the first aid stations in each respective hall.

Licensee's designated event medical services and/or EMT services must self-provide AED units for each first aid stations being used and medical personnel on duty must be certified by LA County EMS.



FLOOR PLANS

Floor plans for meeting space can be designed with the assistance of your Event Manager to ensure fire code requirements are met. Licensee may also opt to have their designated audio visual provider or their production company provides floor plans for review and approval by the LACC Fire Marshal.

Your designated general service contractor will help you design your exhibit hall space (including lobby use). Exhibit hall and lobby use floor plans must be submitted to your Event Manager no later than thirty (30) days prior to move-in day to obtain review and approval by the LACC Fire Marshal. Please refer to the Facilities Guidelines section for additional rules & regulations.

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

▪ Plaza Areas	125 lbs PSF
▪ Private Drives	Unlimited
▪ 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 of LA by Levy is the exclusive provider of food and beverage operations in the venue. No outside food and beverage is allowed. The 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 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 of LA by Levy at 213.765.4480 for further assistance.





FOOD & BEVERAGE SAMPLING

As the venue's exclusive food and beverage partner, Taste of LA by Levy Restaurants has sole rights on all food and beverage distribution within the Los Angeles Convention Center. Food and beverage sampling is allowable at tradeshow, conventions and food-related consumer shows with **written approval by Taste of LA 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 of LA by Levy Restaurants 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

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 as 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.

HOUSE SOUND

House sound is exclusively operated by Encore Event Technologies, 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 Event Technologies 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 Event Technologies, 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 Event Technologies and applicable service fees are billable to Licensee.



HOUSE LIGHTS – EXHIBIT HALLS

In order to best manage electrical consumption, the Center provides full overhead lighting during open show hours and 50% lighting during move-in and move-out hours at no additional charge. Please contact your Event Manager to coordinate and discuss applicable service fees for 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 Event Technologies, 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 SERVICES

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 and reduce energy waste, the Center 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 events booked in carpeted meeting space). In addition, the COI must include the following coverage as applicable and name AEG MANAGEMENT LACC, LLC, the City of Los Angeles, 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
- Errors & Omissions (Media Liability)

Please refer to the Event Insurance section of the Facility Guidelines in this Event Planning Guide 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.



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 DOCK ACCESS

Access and use of LACC dock areas require a minimum level of LACC security staffing. Events in West Hall A/B, South Hall G/H/J/K, Concourse Hall and Petree Hall must have a LACC dock gate security officer posted anytime the loading dock area needs to be accessed, which is billable to Licensee at the prevailing hourly labor rate. This includes 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.

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.

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.

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 and 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.

MICROPHONES – MEETING ROOMS

Upon request, the Center can provide (1) complimentary wired microphone tied into the house sound system in each meeting room with the initial room set-up. This does not include stand-by labor for technical services. Room set changes, sound mixing, multiple audio system support and more complex requirements are subject to additional technical labor charges.

Encore Event Technologies has exclusivity to the use of the house sound system and any equipment that is not provided by Encore Event Technologies is not permitted to be added or tied into the house system. Please contact Encore Event Technologies at 213.765.4625 for assistance.

NOISE LEVELS

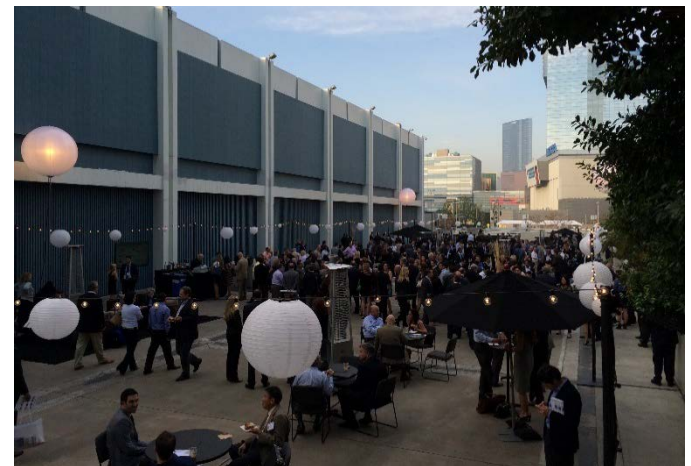
The LACC recognizes that reasonable use of amplified sound contributes to success of events, however is also cognizant that use of amplified sounds should not negatively impact other events in the Center. Licensee shall receive prior scheduling approval for any musical presentation, rehearsals or loud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

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.

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

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



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.



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/Vendors)	(5) tables flat

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.

RIGGING & SUSPENDING - EXHIBITS

All exhibit show-related rigging and suspending activities 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 (1) approved rigging contractor to handle all non-production facets/areas of the event. Rigging is strictly prohibited from catwalk structures. Please refer to the Facilities Guidelines section for additional rules & regulations.



RIGGING & SUSPENDING - PRODUCTION

Production rigging (non-exhibit) activities in West Halls A/B, South Halls G/H/J/K must be performed by a vendor on the LACC list of authorized contractors list and is limited to existing, fixed hang points, within the allowable load per hang point and using truss and chain hoists adhering to the allowable load limits in accordance 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 Event Technologies.

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. Please refer to the Center's Rigging and Suspending guidelines for complete details.



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 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 tradeshow 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. Your Event Manager can guide you through the most efficient manner to set-up space.

- **Theatre** – (14) chairs max in a row and (20) rows max before aisles.
- **Classroom** – (4) seats 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 – without linen), stage, head table with water service 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 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 with water service and a lectern. 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.

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 all linen fees. Room set changes after the initial set-up is subject to a changeover fee. Please contact your Event Manager for additional information.

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 foam-core 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)



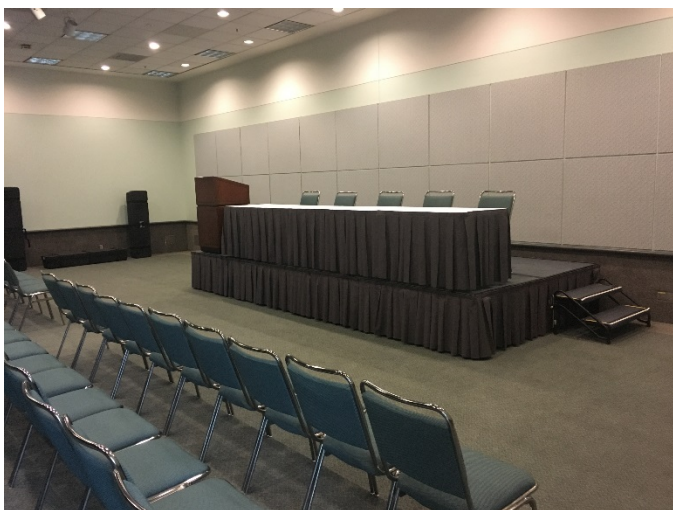


SOCIAL MEDIA

The Los Angeles Convention Center has a large following on Facebook and maintains a robust presence on Twitter and Instagram. We can work with your team to enhance and support your event's social media campaigns. Please contact our Marketing team at 213.765.4664 for additional information.

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 the contracted areas is billable at the prevailing rates and is 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.

TATOO 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.

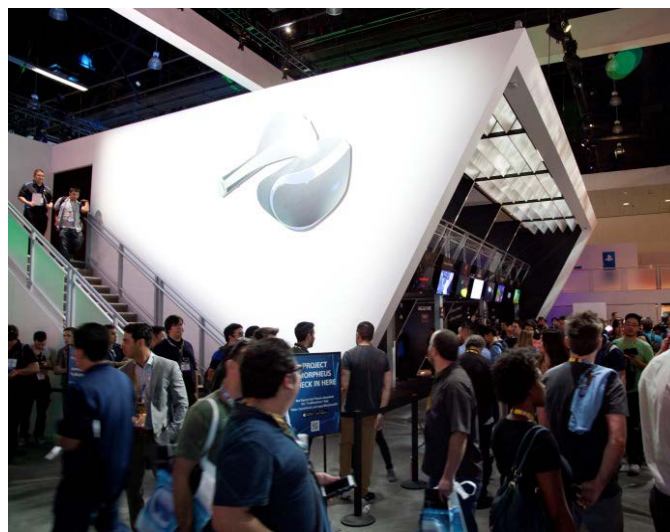
TEMPORARY STRUCTURES

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. 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 for exhibit/expo 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.

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 as long as labor is used 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, spot light 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 Center'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 $\frac{1}{4}$ capacity, vehicle battery must be disconnected and display cannot obstruct aisles or exit ways. Please refer to the Fire & Life Safety Guidelines for complete requirements.

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.



VISTOR 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.



WATER SERVICE

The Los Angeles Convention Center provides bottled water service for head tables at no charge. A day's worth of bottled water is stocked at the head table or at the lectern based on event specs provided to the Event Manager. This service is provided at the start of each day and is refreshed at the midday break. In the event Licensee would like to have head table water service refreshed more frequently and/or require pitcher service, a labor fee will apply.

Filtered water filling stations and drinking fountains are located throughout the lobby areas and hallways. Water coolers for inside exhibit halls and meeting rooms are available through Taste of LA by Levy. Please place your order with your Catering Manager.

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

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, 2018. 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.



5K RUN & WALK EVENTS

Adding a run/walk may be a great way to engage your attendees, promote healthy living campaigns 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 race/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 race/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 is (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/race 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 race/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.

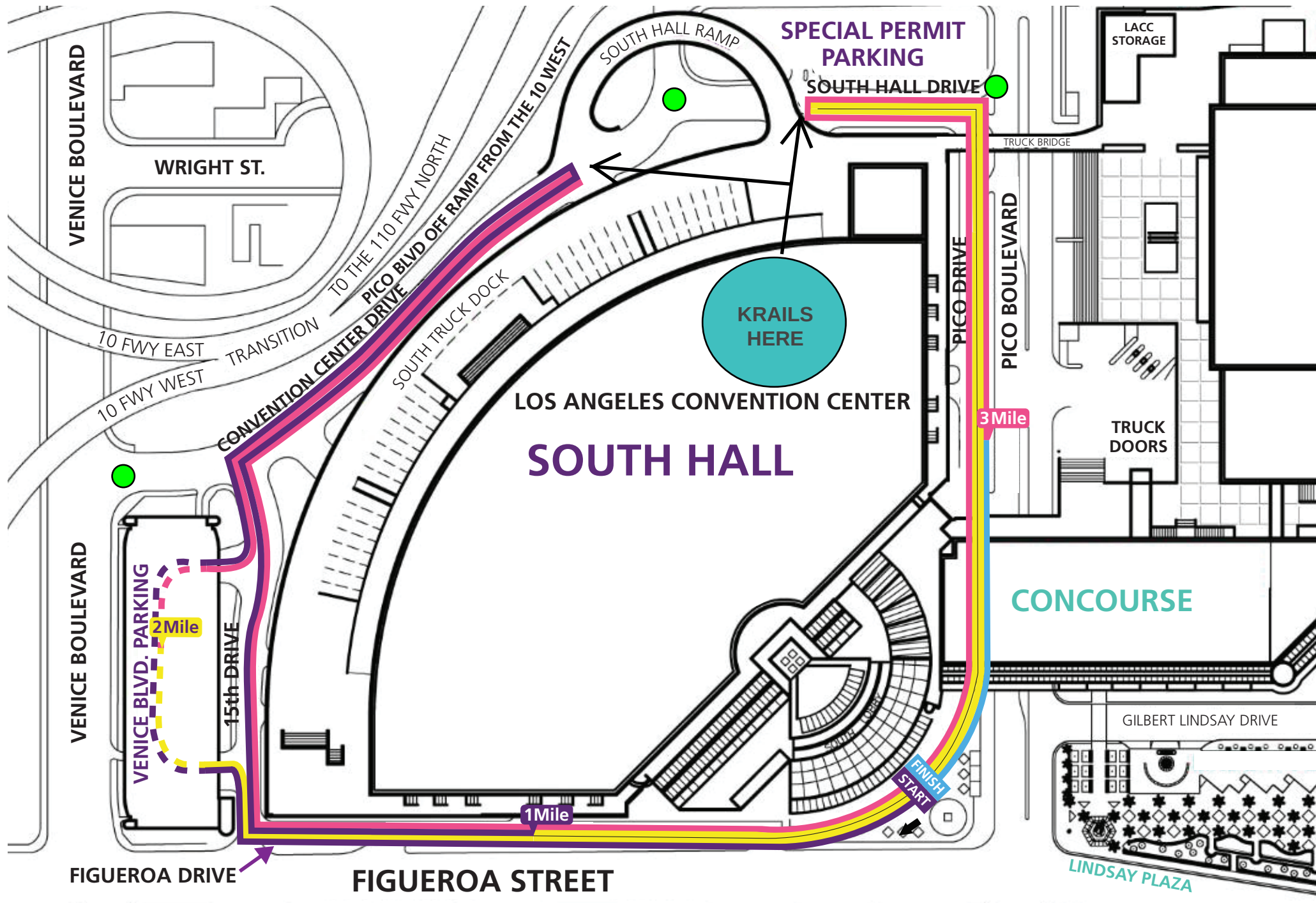
LOS ANGELES CONVENTION CENTER 5K RUN/WALK ROUTE

(Approximately 2 rotations of the route)

IMPORTANT NOTE:

This route is provided for reference 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 LACC strives to promote and maintain an aesthetically appealing facility for all users of the building and as such have developed the following standards regarding the use of adhesive graphic materials on surfaces around the venue.

The Los Angeles Convention Center 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 overlamine
Molded Planter Boxes	IJ46-20 + 8509 overlamine (optional)
All Floors - Terrazzo	40C + 8509 overlamine
All Floors - Terrazzo - Large Graphics	40C + 3647 overlamine
Steps and Risers	40C + 8509 overlamine
Cinder Block Walls	3662 + 8518/8519/8520 overlamine
Solid Block Walls (smooth concrete)	IJ180Cv3 + 8518/8519/8520 overlamine
Parking Garage Columns	IJ180Cv3 + 8518/8519/8520 overlamine
Concrete Walkways	3662 + 3647 overlamine

Trash Receptacles (interior)	IJ39 + 8509 overlamine (optional)
Parking Garage Walls	IJ180Cv3 + 8518/8519/8520 overlamine
Stainless Steel	IJ46-20 + 8509 overlamine (optional)
Stainless Steel - corrugated	IJ3552C + 8518/8519/8520 overlamine
Glass (interior or exterior) - no graffiti coating	IJ61 clear; IJ63 white both sides; IJ46 white/gray back; IJ67 Perforated
Table Tops	IJ46 + 8509 overlamine (optional)
Concrete Trash Receptacles (exterior; heavy texture)	3662 + 8518/8519/8520 overlamine
Concrete Columns (interior)	IJ180Cv3 + 8518/8519/8520 overlamine
Concrete Columns (exterior)	IJ180Cv3 + 8518/8519/8520 overlamine
Carpet	40C + 8509 overlamine
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 Overlamine 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 held within the Center. Approved use of this technology is limited within the “four walls” of the Center. Operation of aerial drones outside of the building requires appropriate authorization from the Federal Aviation Administration (FAA).

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images 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. All costs related to establishing the approved fly-zone is the responsibility of the Licensee or exhibitor.
- 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 to your Event Manager 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 wall)	\$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 manufacturers 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 a disposal of these materials to ensure public safety. The LACC assumes no liability for biomedical handling or biohazard waste and disposal.

RULES & REGULATIONS

For the purpose of this discussion, this guideline applies to human/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 does not come into contact with specimens.
- 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. For additional questions, please contact your Event Manager.

- Name and onsite contact person of the biobank or biomedical company providing and handling the specimen.
- 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 (sharps, 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.
- 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.

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 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):

Kindly include 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 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 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 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 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

Based on the terms of the License Agreement, rental may include the initial room set-up at no charge 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

For exhibit halls, any changes to the initial room is subject to a labor fee. Additional fees may apply to airwall movement. Please refer to the Airwall 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 simply involved 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	\$238.00
302 (Show Office)	\$130.00
303A	\$130.00
303B	\$130.00
303A/B	\$238.00
304A	\$130.00
304B	\$130.00
304C	\$130.00
304A/B or 304B/C	\$238.00
304A/B/C	\$300.00
305 (Show Office)	\$130.00
306A	\$130.00
306B	\$130.00
306A/B	\$238.00
307 (Show Office)	\$130.00
308A	\$130.00
308B	\$130.00
308A/B	\$238.00
309	\$150.00

CHANGEOVER FEE – 400 SERIES MEETING ROOMS

401	\$125.00
402A	\$135.00
402B	\$135.00
402A/B	\$250.00
403A	\$325.00
403B	\$325.00
403A/B	\$625.00
404A	\$135.00
404B	\$135.00
404A/B	\$250.00
405	\$135.00
406A	\$135.00
406B	\$135.00
406A/B	\$250.00
407	\$135.00
408A	\$325.00
408B	\$325.00
408A/B	\$625.00
409A	\$135.00
409B	\$135.00
409A/B	\$250.00
410	\$135.00
411 (Theatre)	\$325.00

CHANGEOVER FEE – 500 SERIES MEETING ROOMS

501A	\$130.00
501B	\$130.00
501C	\$130.00
501A/B or 501B/C	\$283.00
501A/B/C	\$263.00
502A	\$325.00
502B	\$325.00
502A/B	\$625.00
503	\$238.00
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	\$238.00
511A/B/C	\$263.00
512	\$130.00
513	\$130.00
514	\$130.00
515A	\$325.00
515B	\$325.00
515A/B	\$625.00
516	\$55.00
517	\$55.00
518	\$238.00
519	\$55.00



CLEANING / HOUSEKEEPING

The 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 housekeeping/cleaning needs requested above and beyond what is listed below or necessary to return the contracted space back to the same condition as is move-in is billable to Licensee at the prevailing rates.

Exhibit events and special events must employ a cleaning contractor from the LACC-authorized contractors list. Areas under the responsibility of the show cleaning contractor must be accomplished within the Licensee's contracted hours of use. In the event the cleaning contractor requires time pre or post event to accomplish its cleaning responsibility, additional rental fees and labor fees may apply and will be billable to the Licensee.

PUBLIC AREAS

The LACC housekeeping staff is responsible for the pre-show, during show, and post-show cleaning of public areas including parking garages, lobbies, corridors and restrooms, with the exception of 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, which is the responsibility of the show's cleaning contractor.

EXHIBIT HALLS

Exhibits/Tradeshows/Consumer Shows. Cleaning of an exhibit/tradeshow/consumer show floor is the responsibility of the show cleaning contractor, which includes pre-show, open show hours and post-show. This includes maintenance and cleaning of show carpet, exhibit booths, posters, table-tops, exhibitor lounges, show offices, theatre areas, show registration, exhibitor service areas, lobby activations and all other auxiliary areas in use. The LACC will provide needed trash receptacles to the show cleaning contractor, however, the contractor shall provide labor to set, maintain and remove the trash receptacles. In addition, the show cleaning contractor is responsible for the maintenance of loading docks/areas and the post scrapping of exhibit hall tape. The LACC will be responsible for oversight of all restrooms and maintenance of the Center's food and beverage outlets and operations.

A unique exception to the above is Licensee opts to rent all tables and chairs for table-top exhibits. LACC cleaning is included when licensed space is set exclusively with LACC-owned equipment 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. The LACC will provide general cleaning in the exhibit hall, including trash receptacles, restrooms and housekeeping within the LACC food & beverage operation for stand-alone assemblies and general sessions.

For areas where the floor is covered by contractor-provided décor, structure or carpet/flooring, the Licensee is responsible for contracting with an LACC-authorized cleaning contractor to provide cleaning.

Food & Beverage Concession Areas. The LACC is responsible for the cleaning and upkeep of the all the concession and dining areas within an exhibit hall show floor and existing dining outlets (Compass Café, Tradewinds and Galaxy Café) operated by the Center's exclusive food and beverage provider. This includes managing the front of the house maintenance of trash receptacles and the floor in the dining areas. The Center's exclusive food and beverage partner will be responsible for cleaning back of the house areas and monitoring and bussing of tables in the dining area, including linen upkeep.

MEETING ROOMS

The LACC housekeeping team will clean and maintain trash receptacles for meeting rooms used for workshops, breakout sessions, show offices and classrooms. However, the exception is when a meeting room is set-up with furniture or equipment predominantly provided by the general service contractor or an outside vendor in which case, the Licensee must contract with an LACC-authorized contractor to handle cleaning.

CATERING

In contracted space primarily used for catered functions, housekeeping is handled by the LACC including overall cleanliness, managing trash receptacles, removal of debris and oversight of all restrooms, while the Center's exclusive caterer will oversee bussing of tables and maintaining food prep, bars and service areas. Any décor or flooring elements (carpet) added to the catering function area is the responsibility of Licensee's cleaning contractor to maintain.

For catering service within the exhibit/tradeshow floor, Levy Restaurants will be responsible for bussing tables in the immediate catered function area, maintaining buffet displays and any F&B back-of-the-house service areas, while show management's designated cleaning contractor is responsible all other front-of-the-house housekeeping tasks, including floors and trash. Food and beverage items served or left in exhibitor booths is handled by the show cleaning contractor.

For unique multi-function use space, arrangements may be made to share cleaning responsibilities between LACC and the show cleaning contractor. This will be determined by the Event Manager once complete event requirements are provided and a full scope of the use of space can be determined.

SPECIALTY CLEANING

In the event Licensee requires specialty cleaning above and beyond what is included in the space rental as outlined in this guideline (tape removal, pressure washing, etc.) or in addition to standard venue operations, a premium hourly labor rate would apply and is contingent on availability of labor and equipment. Please contact your Event Manager for an advance quote for this service.

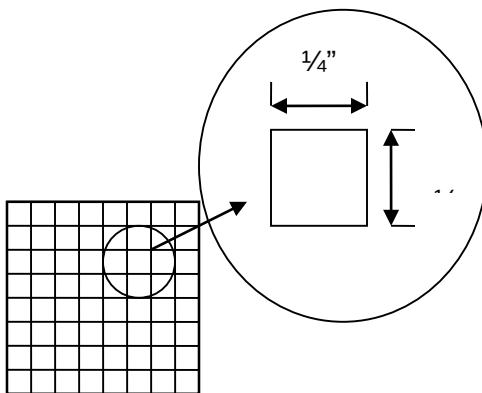
COVERED AREAS

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.

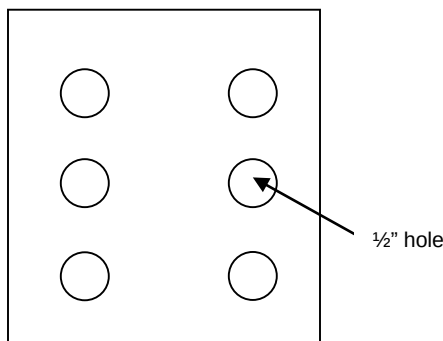
DEFINING COVERED

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 $\frac{1}{4}$ 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 $\frac{1}{4}$ inch.



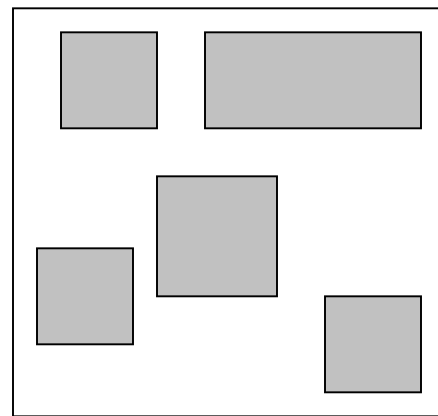
The unobstructed openings in the material must be at least $\frac{1}{4}$ inch in two directions.



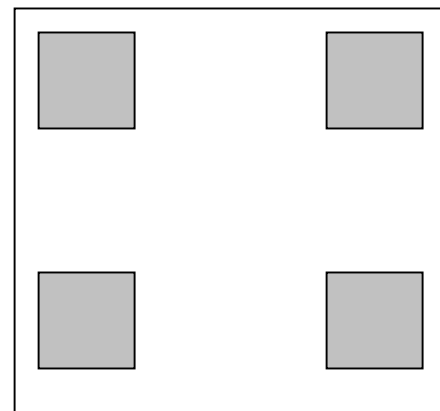
This is an example of steel plating with $\frac{1}{2}$ inch holes. Even though the openings are greater than $\frac{1}{4}$ inch, this material is considered "covered" due to the majority of the material being covered (less than 50% is open).

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.

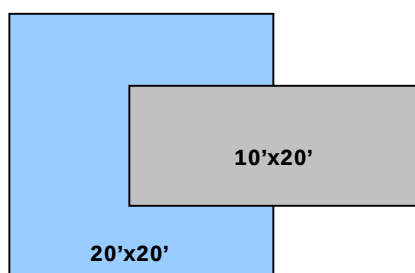


Four (4) Covered Areas
Covered structures with 10 feet or more separation.



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



EVENT INSURANCE

All events contracted at the Los Angeles Convention Center must provide a certificate of insurance (COI) no later than (5) business days prior to move-in evidencing the following coverage. Insured entity must be the Licensee on the License Agreement and insurance must be valid over contracted use dates.

IMPORTANT NOTE: WITHOUT A PROPER COI ON FILE, ACCESS TO MOVE-IN WILL BE PROHIBITED

COMMERCIAL GENERAL LIABILITY

- | | |
|--|-----------------|
| ☐ Each Occurrence | \$1,000,000.00 |
| ☐ 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 |
| ☐ General Aggregate | \$5,000,000.00 |

GENERAL LIABILITY AGGREGATE AT \$2,000,000.00 FOR EVENTS BOOKED EXCLUSIVELY IN MEETING SPACE (PETREE, CONCOURSE, MEETING ROOMS)

AUTOMOBILE LIABILITY

- | | |
|--|----------------|
| ☐ Combined Single Limit (All Automobiles) | \$1,000,000.00 |
|--|----------------|

UMBRELLA LIABILITY / EXCESS LIABILITY

- | | |
|--|----------------|
| ☐ Each Occurrence | \$4,000,000.00 |
| ☐ Aggregate | \$4,000,000.00 |

UMBRELLA/EXCESS LIABILITY NOT REQUIRED FOR EVENTS BOOKED EXCLUSIVELY IN MEETING SPACE (PETREE, CONCOURSE, MEETING ROOMS)

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.

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 in 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?

EXAMPLE - STANDARD

LICENSEE: Please provide this example to your insurance broker/agent to prepare the COI verbatim to what is outlined here to comply with the terms of the License Agreement.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BROKER/AGENT INFORMATION	CONTACT NAME:	
	PHONE (A/C. No. Extl):	FAX (A/C. No.):
INSURED NAME OF LICENSEE	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A : INSURANCE CARRIER	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
☒ GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR ☒ SIR (if any) ☒ PYRO/FIRE GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC	X	X	POLICY #	MOVE-IN	MOVE-OUT	EACH OCCURRENCE	\$ 1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	
						MED EXP (Any one person)	\$ 5,000	
						PERSONAL & ADV INJURY	\$ 1,000,000	
						GENERAL AGGREGATE	\$ 5,000,000	
						PRODUCTS - COMPI/OP AGG	\$ 1,000,000	
☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS	X	X	POLICY #	MOVE-IN	MOVE-OUT	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
						BODILY INJURY (Per person)	\$	
						BODILY INJURY (Per accident)	\$	
						PROPERTY DAMAGE (Per accident)	\$	
							\$	
							\$	
☒ UMBRELLA LIAB ☒ EXCESS LIAB DED ☐ RETENTION \$	X		POLICY #	MOVE-IN	MOVE-OUT	EACH OCCURRENCE	\$ 4,000,000	
						AGGREGATE	\$ 4,000,000	
							\$	
							\$	
							\$	
							\$	
☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	X	POLICY #	MOVE-IN	MOVE-OUT	WC STATUTORY LIMITS	OTH-ER
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
								\$
								\$
☒ MEDIA LIABILITY ☒ PERSONAL PROPERTY	X	X	POLICY #	MOVE-IN	MOVE-OUT	\$5,000,000 per Occurrence \$250,000 minimum		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVENT DATE: MM/DD/YY

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.

CERTIFICATE HOLDER

CANCELLATION

AEG MANAGMENT LACC,LLC
1201 South Figueroa St
Los Angeles, CA 90015

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
SIGNATURE



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, banners, signs and promotional activities may be placed in public areas and requires the advance approval of your Event Manager. Event marketing fees apply for **commercial** event marketing activations.

Commercial event marketing is defined as activations which promote sponsors, products, services or a 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 show management and sponsors logo/branding, commercial use is determined when a minimum of 80% of the marketing activation recognizes the sponsor(s).

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

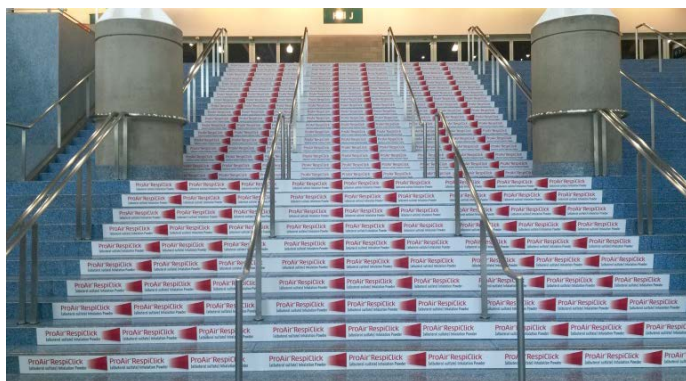
Note: All adhesive material must comply with the venue's Adhesive Graphics guideline and be approved in advance by the Event Manager. Sample is due no later than (30) days before move-in.

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
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FOOD & BEVERAGE EVENT MARKETING

Any event marketing program that incorporates food & beverage product distribution or sampling requires the approval of Taste of LA by Levy. This includes sponsorship branding on napkins, cups, café tables, café dining locations 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 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 contributed 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 Center's 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 + 4	1 + 5	2
West Hall B	1 + 2	1 + 3	1
West Hall A/B	1 + 6	1 + 7	1 + 3
South Hall G, H, J or K	1 + 2	1 + 4	2
South Hall G/H or JK	1 + 4	1 + 6	1 + 2
South Hall G/H/J or H/J/K	1 + 6	1 + 7	1 + 3
South Hall G/H/J/K	1 + 8	1 + 10	1 + 4
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.

PERIMETER DOORS

The Los Angeles Convention Center posts non-event-specific building security officers at the main entrance of West Lobby and South Lobby when doors are opened at 6am to 11pm daily at no cost to Licensee. These posts are independent of any event security staffing requirements outlined in this guideline.

In the event Licensee requests other perimeter doors to be opened and accessible, Licensee must post an event security guard at the perimeter access door. This applies on move-in/move-out day and show days. Unless staffed, these doors will remain secured at all times.

- West Hall – North & South Plaza glass doors
- West Lobby – Petree Plaza slant doors
- South Lobby – Figueroa Drive & Pico Drive doors

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).



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.



EVENT SECURITY CONTRACTOR RESPONSIBILITIES & CODE OF CONDUCT

- 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 have in their possession a copy of their California State Guard Card at all times. 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:

Ruben Lechuga
VP, Security & Guest Services
213.765.4460 / rlechuga@lacclink.com



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.



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.

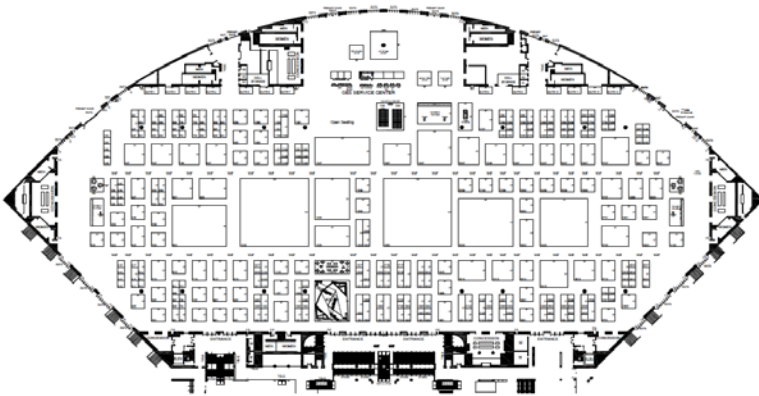


EXHIBIT BOOTHS

- 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.



- 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 Marshal is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed $\frac{1}{4}$ 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. Exceptions to the battery disconnection requirement apply to vehicles with computerized systems upon prior approval.
- 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.



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.



- 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 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 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.

- 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.





LASERS / FOGGERS

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:

LACC Event Services
Tel: 213.765.4656 / E-mail: eventservices@lacclink.com



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:

- Sampling
- Demonstrations
- Sponsorships
- Donations

CATERING SERVICES

Taste of LA by Levy believes that every occasion should be extraordinary. It's 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.

Catering Service Fee	21%
CA State Sales Tax	9.5%



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.

TABLES

The Los Angeles Convention Center provides 66" round tables for all catered functions at no charge to the Licensee. Specialty tables may be available at an additional rental fee.



LINENS

Standard house linen is provided for all catered services at no additional charge to the Licensee. Please contact your Catering Sales Manager to discuss special customized linen options for your event.

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. Please contact your Catering Sales Manager at 213.765.4480 to create a creative culinary branding experience.

RELATED SERVICES

Food and beverage related services, including but not limited to, storage, delivery or any service required for products brought from the outside are the responsibility of Taste of LA by Levy. Based on availability of labor and resources, the following fees will apply:

Storage	\$200.00/pallet, per day
Small Visi Cooler	\$200.00/day
Large Double Visi Cooler	\$400.00
Steward Labor	\$75.00/drop-off and pick-up

TAKE-AWAY / PRE-PACKAGED ITEMS

Take-away are pre-packaged items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Take-away items will be assessed and approved on a case by case basis by Levy.



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 Restaurants, the venue's exclusive food & beverage provider. Sampling is only allowed for tradeshow and exposition events. 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.

Once Taste of LA by Levy Restaurants has approved the event's food & beverage sampling program, the Licensee must pull a health permit with the County of Los Angeles Public Health Division. Please refer to the section below on specific requirements in obtaining this permit and pass the County's onsite inspection.

Each exhibiting company offering food or beverage samples must submit a sampling form along with a certificate of insurance.

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.

A sampling program shall be approved based on the following conditions:

- Food and beverage items being samples 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 fees may apply, please contact your Catering Sales Manager.

- In accordance to LA County Public Health Department, Licensee and exhibitors are jointly responsible for meeting outlined requirements and securing all necessary license, permits, etc. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water. Please refer to the section below.
- 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.

LA COUNTY HEALTH PERMIT

The following checklists as a resource for Licensee to use to navigate through the County of LA Public Health Department's requirements in order to obtain the proper permit and pass onsite inspection.

Licensee is strongly encouraged to reach out to County of LA Public Health shortly after licensing to develop a partnership that results in open, two-way communication throughout the pre-planning process.

Please visit www.publichealth.lacounty.gov/eh for complete details or contact for assistance:

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





EVENT REQUIREMENTS CHECKLIST: EVENT ORGANIZER (LICENSEE)

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 on a daily basis and stored in a covered container.

The event organizer is not required to provide booths, dish washing sinks, or hand washing facilities to each individual TFF operator; however, it is the organizer's responsibility to ensure that TFF operators have approved booths and required dish washing and hand washing facilities prior to the start of the community event.

EVENT REQUIREMENTS CHECKLIST: TEMPORARY FOOD FACILITIES (EXHIBITORS)

Note: For the purpose of this checklist the "Temporary Food Facilities (TFF)" refers to the vendor exhibiting at the show.

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.

Additional information regarding the requirements for community events, including variances to the requirement for one dishwashing sink per four TFFs with food preparation, is available in the Requirements for Community Events booklet available at www.publichealth.lacounty.gov/eh.

Taste of LA by Levy
213.765.4480 / TasteofLA@levyrestaurants.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 as 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, 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 Interior)	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 over all show days. 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 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 is available at <http://www.lacclink.com/planners/download-lacc-logo>.

Photographs are available for use in promotional brochures and/or editorial illustrations at www.lacclink.com. Click on Interactive Floor Plans and choose the area(s) interested in. Each space has its own mini gallery.

With the use of each photographic image, we require a credit line and copyright reading: *Photo 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

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

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.

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.

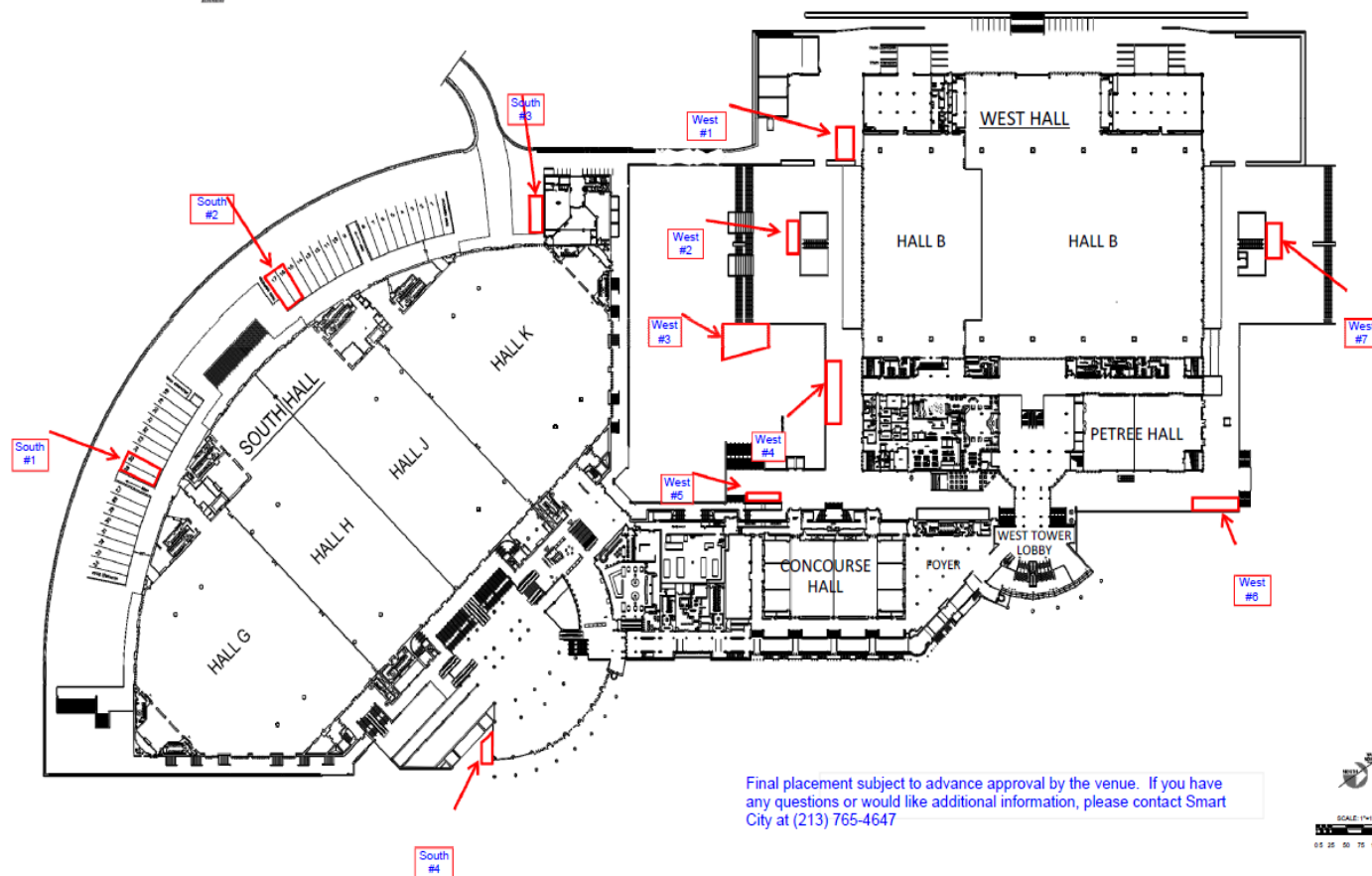
Personal vehicles may park in the any LACC parking garage at the prevailing rates. To purchased parking passes for media and press, please contact your Event Manager

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. We have partnered with several top emergency medical service providers licensed in LA 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 providers on the LACC authorized list may provide this service at the Los Angeles Convention Center.

STAFFING GUIDE

- First Aid-Emergency Medical Services staffing by an Emergency Medical Technician services provider is required for events with a daily attendance of 1,000 or more persons.
- The EMS provider will be selected from the Los Angeles Convention Center's approved list and applies whether the event is private or open to the public.
- This requirement is intended to help ensure that, in addition to the Los Angeles Fire Department (LAFD), medical services are available in a timely manner should they become needed during an event at the LACC. The costs of the EMS staffing shall be the responsibility by the licensee.
- 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 EMT staffing for athletic, sporting or other types of specialized events where the risk of injury is increased. Medical coverage may also be placed effect even if the daily attendance does not meet the minimum required for EMT coverage based upon the profile, size and type of the event. If an EMS provider is not selected, but deemed to be necessary, the Los Angeles Convention Center reserves the right to secure these services and charge the event as appropriate.
- Events booked concurrently in the South and West halls are required to provide EMT staffing in both first aid stations in each respective hall.
- 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.

- The following EMT attendance staffing matrix should be used as a guide in determining how many EMTs will be necessary – daily attendees per event.

# ATTENDEES	EMERGENCY MEDICAL PERSONNEL
1,000-4,000	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)

- There shall be no exception to the above medical staffing requirements without the expressed written approval of the Vice President of Security & Guest Services, including events where attendees are medical professionals.

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.





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. For questions concerning EMT certification in LA County, check the Certification <http://ems.dhs.lacounty.gov/Certification/Cert.htm> section web page or email: emtinfo@dhs.lacounty.gov.
- All EMTs must complete the *2011 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:
 - o A current, valid California EMT certification
 - o 2011 Los Angeles County EMT Scope of Practice by an approved provider
 - o 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 1/2") 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 bleeding, 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
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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 LACC SECURITY MANAGER AT
213.765.4221
FOR FURTHER 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 questions on events involving moving vehicles, please contact your Event Manager of Event Services at 213.765.4656.

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

2018-2019 PUBLIC PARKING RATES

WEST HALL GARAGE

Standard Parking	\$20.00
Premium Event Parking (*)	\$25.00
STAPLES Center/ LA Live Events	\$30.00
LA Lakers Games	\$30.00
LA Clippers / LA Kings Games	\$25.00

SOUTH HALL GARAGE

Standard Parking	\$20.00
Premium Event Parking (*)	\$25.00

Note: Rates in South Garage remain the same for games or events at STAPLES Center and LA Live.

VENICE GARAGE

Standard Parking	\$15.00
Premium Event Parking (*)	\$20.00

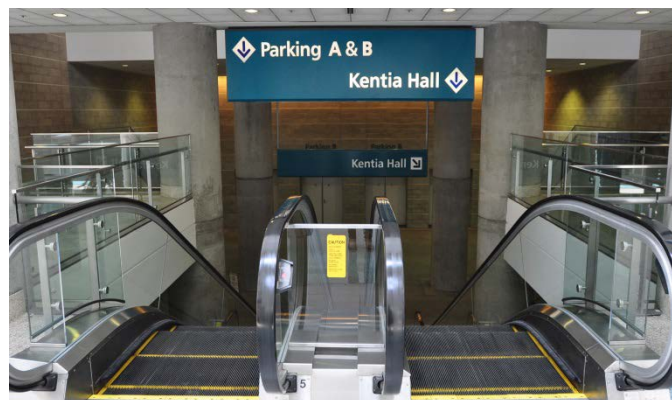
Note: Rates in Venice Garage remain the same for games or events at STAPLES Center and LA Live.

Parking rates for LA Live events, including games and concerts at STAPLES Center are effective at 4:30pm. Rates subject to change during NBA/NHL/WNBA playoff & championship season.

(*) 2018 PREMIUM PARKING DATES: January 6-7; February 15-18; June 12-14; June 23-24; July 4-8; November 26-December 9

(*) 2019 PREMIUM PARKING DATES: January 26-27; June 11-13; June 21-22; June 28-29; July 3-7; October 4-6; October 11-13; November 19-December 1.

(Note: 2019 premium parking dates 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 are valid at LACC garages and 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.



MEETING ROOMS

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

Meeting Room Use	1 pass/room, up to 2 max
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.

ADDITIONAL PARKING PASSES

Based on availability, Licensee (show management) may purchase additional parking passes through their Event Manager.

STANDARD

Daily Parking Pass	\$15.00-\$20.00/pass, per day
Garage Pass	\$30.00-\$40.00/pass, per day

PREMIUM

Please refer to premium dates above

Daily Parking Pass	\$25.00/pass, per day
Garage Pass	\$50.00/pass, per day

A service charge of \$1.50/hard pass or \$2.00/digital pass applies. Parking passes will be included in the estimate of expenses and is payable in advance.

With proper advance notice, parking passes may be mailed to Licensed prior to move-in at a mailing fee of \$10.00.

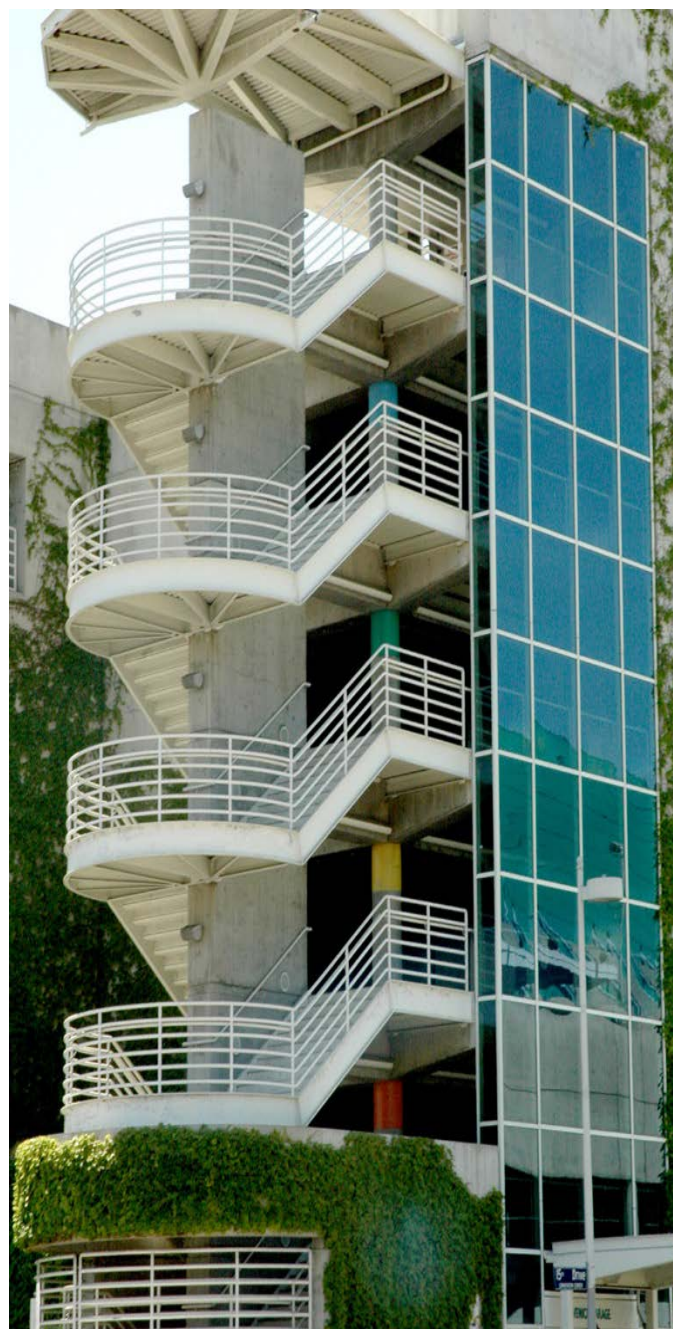
DIGITAL PASSES – IMPORTANT NOTE

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. It is strongly recommended for show management to manage and send out parking passes rather than forwarding the parking link via mass email to recipients. Your final event settlement will include billing for all 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 activated 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.



RIDE & DRIVE

With three dedicated private drives and located in the heart of an expansive system of usable roadways, the Los Angeles Convention Center is an ideal venue to host ride and drive events. The following areas are available for use to conduct ride & drive events:

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



SHARED USE

Based on availability, Licensee may use the venue's private drives at no rental fee with the understanding that space may be shared for other uses by the facility. It's important to note that these areas are considered public, shared space. They may be used to accommodate taxi service, Uber/Lyft service or personal vehicle drop-off or pick-up or venue parking at any time.

Please work with your Event Manager to determine availability and allocation of space with other events. In these cases, while no rental fee applies, Event Marketing fee applies as noted below.

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

When available, the Licensee has the option to rent one of the LACC's private drives on an exclusive basis at a daily rental fee. Since the private drive is incorporated into the License Agreement as contracted space, Event Marketing fees would not apply to this rental use. Please contact our sales department at 213.765.4665 to check availability and contracting terms.

Daily Rental Fee – Gilbert Lindsay Plaza	\$2,500.00/day
Daily Rental Fee – Figueroa Drive	\$1,500.00/day
Daily Rental Fee – Pico Drive	\$1,500.00/day

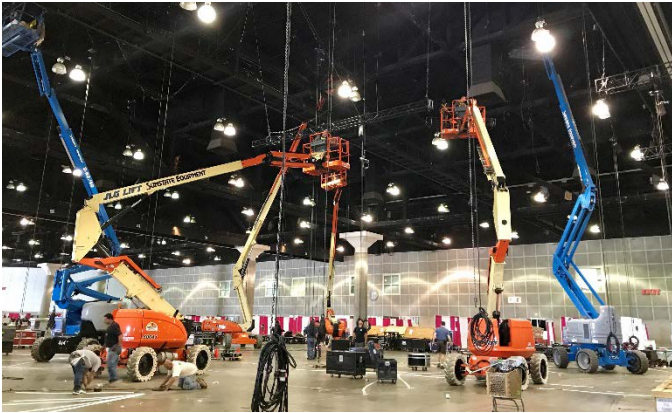
RULES & REGULATIONS

- Licensee is required to have minimum of (1) LACC security officer at each private drive gate used during open event hours when drive is in use. Please refer to the Labor and Rate sheet or your Event Manager for the prevailing hourly rate for this staffing.
- Any overnight vehicle display in the private drives is required to have a dedicated event security 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 Levy Restaurants. No outside food and beverage is allowed.
- Any applicable promotional, equipment and labor fees billable by the LACC will be included in Licensee's Estimate of Expenses and the full balance due is payable prior to move-in.



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/I/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).

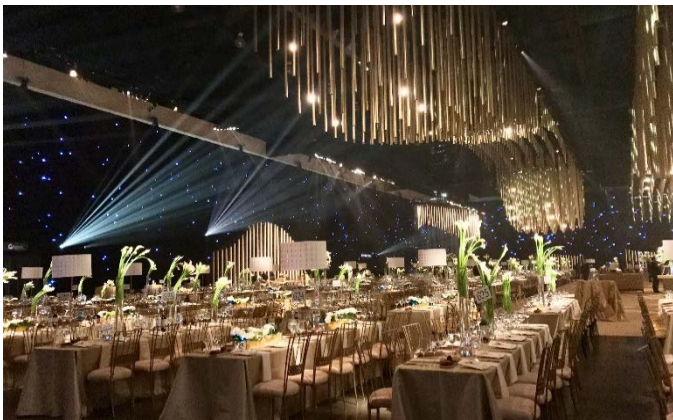
- There are two fixed points located on each purlin beam. The maximum allowable load for each purlin beam is as follows:
 - (a) The maximum allowable load that can be applied vertically (dead hung) to a purlin beam is 800 lbs. Either of the two fixed points can be loaded up to 800 pounds, or a combination 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 Event Technologies and subject to the same rules and regulations as outlined above. Please contact Encore Technology Services 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 exclusive provided by Encore Event Technologies, 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 Technology Services 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 Event Technologies prevailing labor rates apply. Please contact Encore Technology Services 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.



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 the LACC Fire Marshal at 213.763.6954 or Event Services at 213.765.4444.

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 eventservices@lacclink.com 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:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF SDS ATTACHED? ☐ YES ☐ NO

NAME OF LIQUID OR CHEMICAL #2:

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF SDS ATTACHED? ☐ YES ☐ NO



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



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.

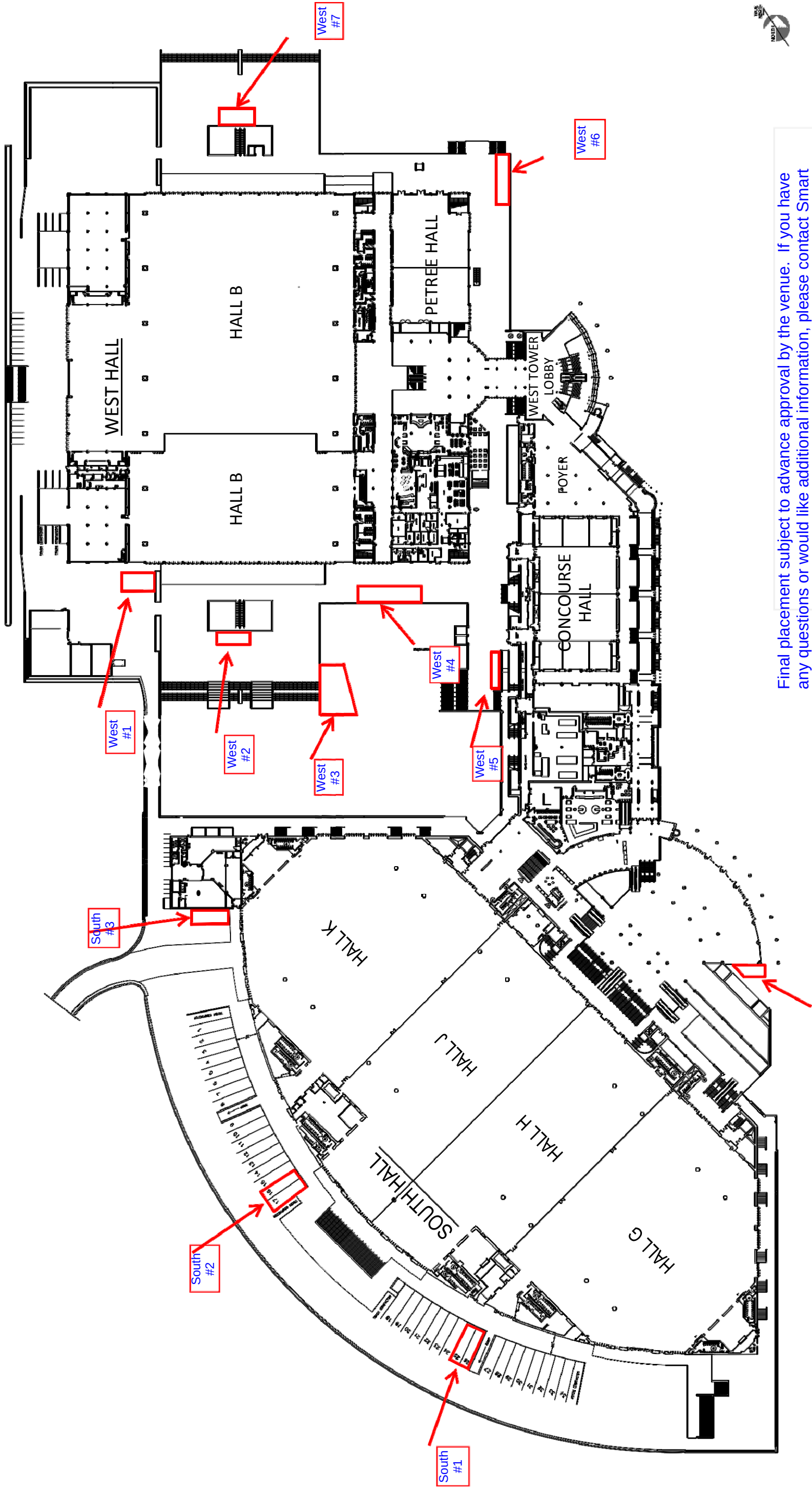
Please arrange the following with your event's designated electrical contractor no later than two (2) weeks prior to placement:

- 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



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

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. 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. Any room set adjustments after the initial room set may be subject to a changeover fee.

All equipment outlined below is based on availability at the time event specifications are provided to your Event Manager. Additional LACC equipment not specifically listed below may be rented through your Event Manager as inventory allows.

ASSEMBLIES / MEETINGS

When exhibit halls are used exclusively as a general session, assembly or meeting, the rental of the space includes an allotment of chairs and staging. Staging for exhibit halls come in 8'x8' decks or 6'x8' decks based on availability. Heights vary based on decks. 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

In addition, the venue 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)

TRADE SHOW / EXHIBITS / EXPOS

When any of the 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 to exhibitors or vendors. Any building equipment requested is solely billable to the Licensee.

Café Dining

The LACC will provide tables and chairs to support café (concession) stands and food portables operated by Taste of LA by Levy at no additional charge based on allotted space provided by Licensee on the exhibit hall floor plan.

FOOD & BEVERAGE

CATERING / BANQUETS

Based on availability, the LACC will provide 66" round tables with (10) chairs per table and topped with 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. LACC can provide staging in the same allotment as outlined in the Assemblies/Meetings use of this guideline at no additional charge to Licensee, however, please note that staging may impact the final banquet seating capacity.

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. Please work with your Event Manager to budget and plan for LACC equipment rentals.



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.
- Bottled water service for the head table.
- One (1) standing lectern with wired microphone
- 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

The Center will provide staging as part of the initial (non-exhibit use) room set-up. Additional staging requested above and beyond what is noted below 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)

- Two (2) 6'x8' riser deck per meeting room section

LARGER MEETING ROOMS (MORE THAN 4,000 SQ FT)

- Four (4) 6'x8' riser decks per meeting room section

PETREE HALL

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

CONCOURSE HALL

- Section E or F: Ten (10) 6'x8' riser decks per section
- Section E/F: Fourteen (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 available for events. All staging is based on availability at the time specs are provided to the Event Manager.

Riser Staging. Riser staging are available in 6'x8' carpeted 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 will recommend the appropriate-sized staging in your contracted space based on the following guidelines, however, please note that stage size may be adjusted based on audio visual requirements, 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 / EXPOS / TABLE-TOPS

In circumstances when rented space is used (fully or partially) for expositions, exhibits (booths or table-tops), tradeshow or a special 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 free-standing staging (not set against a solid wall) that is higher than 30" to have guard rails in place. 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 is 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 back to the contractor.
- Staples, nails, and any other damage producing fasteners may not be used on any surface owned 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.

TEMPORARY STRUCTURE CRITERIA

Temporary structures and exhibits with any of the following elements is required to have a wet-stamped, engineered plan (see next section for detailed requirements) and is subject the requirements of this guideline. These structures 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 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 (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 (single screen) or contains multiple screens.
- Structures that exceed 12' in height or stairs/steps over 30 inches tall constructed in an **exterior area** of the venue.

DESIGN PLAN REQUIREMENTS

Design plans drawn to scale at a minimum size of 11"x17" are to be sent (email or mail) to your Event Manager at the Los Angeles Convention Center with the following no later than two (2) weeks prior to move-in.

- 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 United States
- Engineer's original "wet stamp", signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project

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

SUBMISSION PROCESS

STEP (1). Notify your Event Manager of any exhibits or activations that fall under the temporary structure with the following information:

- Name of exhibiting company
- Location of structure
- Type of temporary structure based on criteria on this guideline.

STEP (2). Submit engineered plans, floor plan and concept designs for each structure to eventservices@laclink.com.

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

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. Inspections are scheduled on the last move-in day falling on Monday-Friday between 7:30am-3:00pm. Inspections that are required outside of these days and hours or if scheduled on a holiday is subject to a special inspection fee of \$350.00 and is billable to Licensee. In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the respective corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit www.ladbs.org 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.



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 service at the LACC must be provided by one of the venue-approved utility contractors. Please refer to the Authorized Contractors in the Resources section of this guide for additional information. The respective staffs of all LACC electrical contractors listed are 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 a ½ hour and is from 12:00 noon to 12:30PM unless prior arrangements have been made. There is one (1) 15-minute break in each four (4) hour period. Refer to the service order form for labor rates. 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 Labor

Services such as audio visual/production, florists, photography, event/booth security, porter service can be contracted through your show's service contractors or using the Center's [Authorized Contractors](#).



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 begin sued, it may also be able to support VPN's. Please contact Smart City at 213.765.4647 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, share service not intended for mission-critical operations such as registration or payment collection. Please contact Smart City to determine which service will best support your operations.

WIFI OPTIONS (FEE-BASED)

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	\$159.99
5-Day Service	\$239.99

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
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GENERAL RULES & REGULATIONS

- 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.



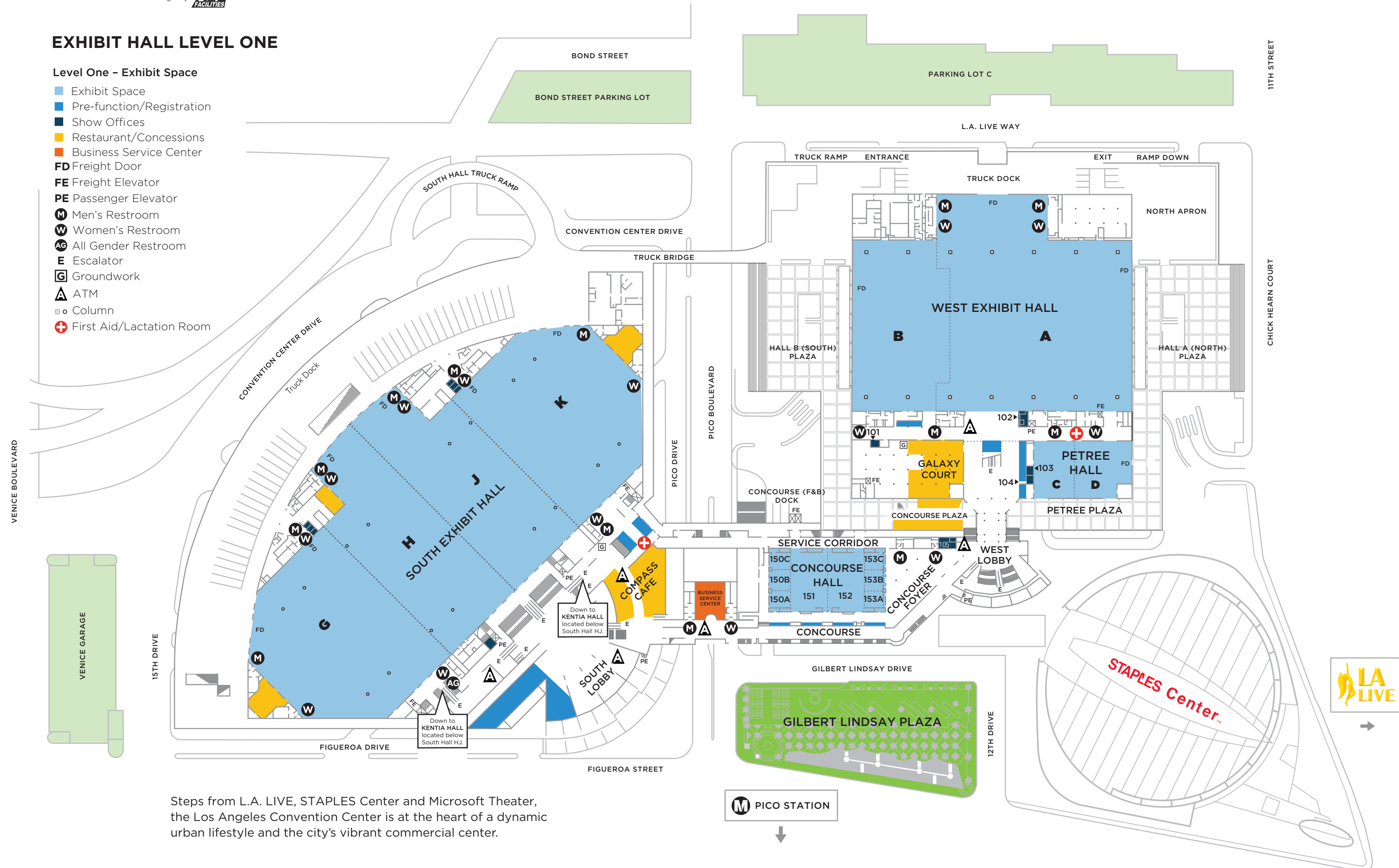
RESOURCES

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, 2018. 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.

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
- M** Men's Restroom
- W** Women's Restroom
- AG** All Gender Restroom
- E** Escalator
- G** Groundwork
- A** 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.

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
- x o Column

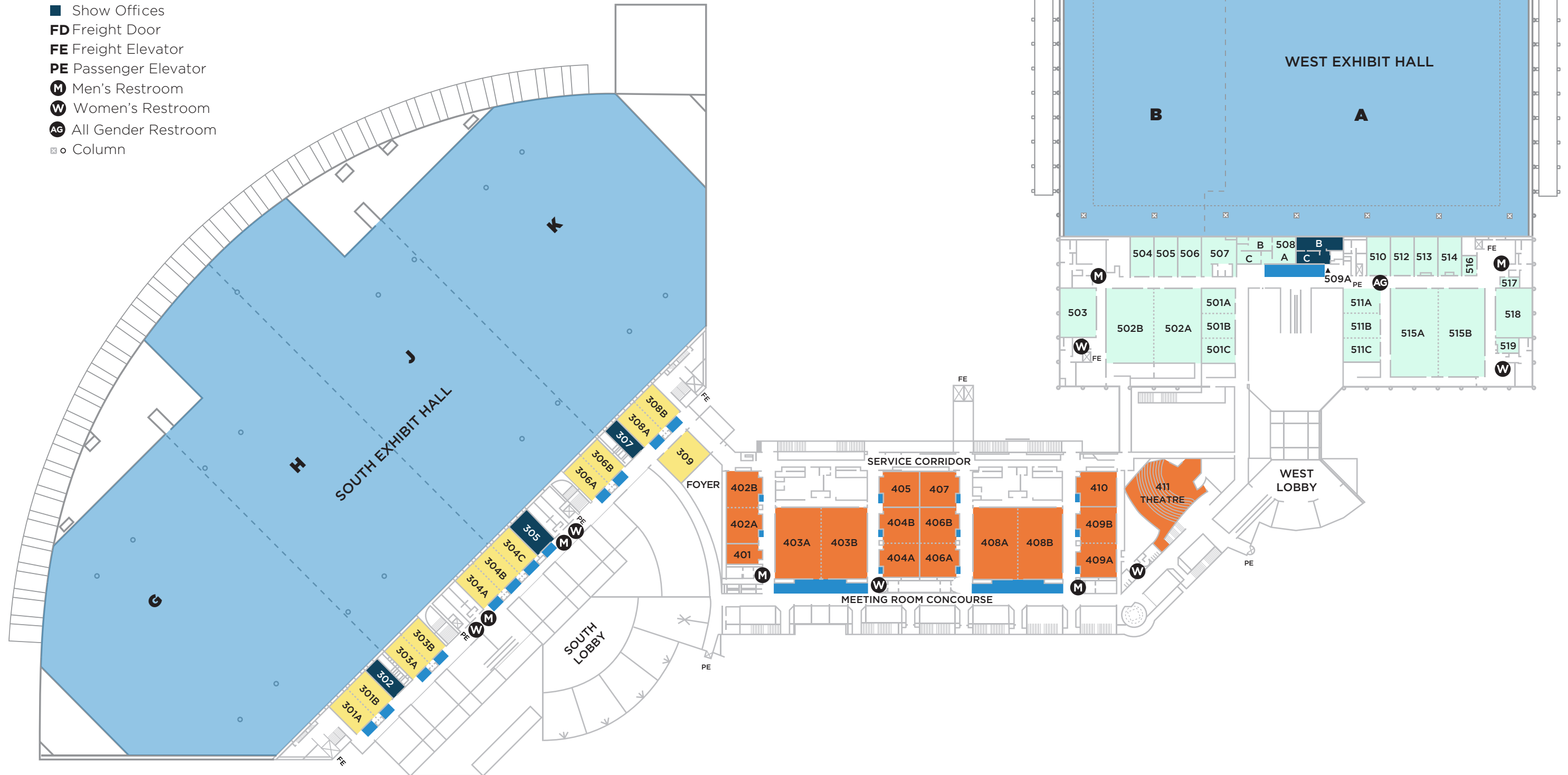


EXHIBIT HALL	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	10'X10'	THEATRE	CLASSROOM (a)	BANQUET (b)
West Hall							
A	342 x 363	147,506	36'***	715	10,000		7,500
B	342 x 194	63,619	36'***	300	5,000		2,500
AB Combined	342 x 557	210,685	36'***	1,050	15,000		10,000
Petree Hall							
C	83 x 114	9,462	17'***	45	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.

Maximum Capacity*						
MEETING ROOM SERIES	DIMENSIONS	SQUARE FEET	CEILING HEIGHT	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

SPACE RENTAL RATES

The following are published rental rates for 2018. Rates are subject to change in future years. Please contact our Sales team at 213.765.4433 for rental rates applicable to events beyond 2018.

EXHIBIT HALLS – TRADE SHOWS & CONSUMERS SHOWS

Based on availability, Licensee will be extended (1) complimentary move-in or move-out day with each paid show day, up to (5) maximum comp days. Additional move-in/move-out day at 50% of the daily show rate.

Space	Daily Show Rate	Daily MI/MO Rate
West Hall A	\$16,000.00	\$8,000.00
West Hall B	\$8,000.00	\$4,000.00
West Hall AB	\$24,000.00	\$12,000.00
South Hall G	\$11,200.00	\$5,600.00
South Hall H	\$8,960.00	\$4,480.00
South Hall J	\$8,960.00	\$4,480.00
South Hall K	\$11,200.00	\$5,600.00
South Hall GH or JK	\$20,160.00	\$10,080.00
South Hall HJ	\$17,920.00	\$8,960.00
South Hall GHJ or HJK	\$29,120.00	\$14,560.00
South Hall GHJK	\$40,000.00	\$20,000.00
Kentia Hall	\$14,400.00	\$7,200.00
Petree Hall C	\$2,000.00	\$1,000.00
Petree Hall D	\$2,500.00	\$1,250.00
Petree Hall CD	\$4,500.00	\$2,250.00
Concourse Hall E	\$3,000.00	\$1,500.00
Concourse Hall F	\$3,000.00	\$1,500.00
Concourse Hall EF	\$6,000.00	\$3,000.00
151 & 152	\$4,000.00	\$2,000.00
151 or 152	\$2,000.00	\$1,000.00
150ABC or 153ABC	\$1,200.00	\$600.00



EXHIBIT HALLS – ASSEMBLIES & MEETINGS

Based on availability, Licensee will be extended the following complimentary move-in/move-out days allotment, which are not transferrable.

- **West Hall AB** – (2) move-in days & (1) move-out day.
- **South Hall GHJK** - (2) move-in days & (1) move-out day
- **Petree Hall CD** – (1) move-in day & (1) move-out day
- **Concourse EF** – (1) move-in day & (1) move-out day

Assembly and meeting rental of the exhibit halls include chairs as noted. Additional chairs may be rented at \$1.50/chair based on availability and fire marshal approval of the floor plan.

Space	Daily Show Rate	Chairs included w/ Rental
West Hall A	\$12,000.00	7,000
West Hall B	\$8,000.00	4,000
West Hall AB	\$20,000.00	12,000
South Hall G	\$10,000.00	5,500
South Hall H	N/A	N/A
South Hall J	N/A	N/A
South Hall K	\$10,000.00	5,500
South Hall GH or JK	\$15,000.00	8,000
South Hall HJ	\$12,000.00	7,000
South Hall GHJ or HJK	\$22,000.00	13,000
South Hall GHJK	\$35,000.00	20,000
Kentia Hall	N/A	N/A
Petree Hall C	\$2,000.00	1,000
Petree Hall D	\$2,500.00	1,200
Petree Hall CD	\$4,500.00	2,000
Concourse Hall E	\$3,000.00	1,350
Concourse Hall F	\$3,000.00	1,350
Concourse Hall EF	\$6,000.00	2,700
151 & 152	\$4,000.00	1,800
151 or 152	\$2,000.00	900
150ABC or 153ABC	\$1,200.00	400



MEETING ROOMS - ALL USES

Based on availability, the first move-in day is 50% of the daily rental with all other subsequent use days at the full daily rate.

SOUTH HALL – 300 SERIES MEETING ROOMS

301A	\$260.00
301B	\$260.00
301A/B	\$475.00
302 (Show Office)	Included w/ Exhibit Hall Rental
303A	\$260.00
303B	\$260.00
303A/B	\$475.00
304A	\$260.00
304B	\$260.00
304C	\$260.00
304A/B or 304B/C	\$475.00
304A/B/C	\$600.00
305 (Show Office)	Included w/ Exhibit Hall Rental
306A	\$260.00
306B	\$260.00
306A/B	\$475.00
307 (Show Office)	Included w/ Exhibit Hall Rental
308A	\$260.00
308B	\$260.00
308A/B	\$475.00
309	\$300.00

CONCOURSE – 400 SERIES MEETING ROOMS

401	\$250.00
402A	\$270.00
402B	\$270.00
402A/B	\$500.00
403A	\$650.00
403B	\$650.00
403A/B	\$1,250.00
404A	\$270.00
404B	\$270.00
404A/B	\$500.00
405	\$270.00
406A	\$270.00
406B	\$270.00
406A/B	\$500.00
407	\$270.00
408A	\$650.00
408B	\$650.00
408A/B	\$1,250.00
409A	\$270.00
409B	\$270.00
409A/B	\$500.00
410	\$270.00
411 (Theatre)	\$650.00



WEST HALL – 500 SERIES MEETING ROOMS

501A	\$260.00
501B	\$260.00
501C	\$260.00
501A/B or 501B/C	\$475.00
501A/B/C	\$525.00
502A	\$650.00
502B	\$650.00
502A/B	\$1,250.00
503	\$475.00
504	\$260.00
505	\$260.00
506	\$260.00
507	\$260.00
508A/B/C	\$500.00
509A/B/C (Show Office)	Included with Exhibit Hall Rental
510	\$260.00
511A	\$260.00
511B	\$260.00
511C	\$260.00
511A/B or 511B/C	\$475.00
511A/B/C	\$525.00
512	\$260.00
513	\$260.00
514	\$260.00
515A	\$650.00
515B	\$650.00
515A/B	\$1,250.00
516	\$110.00
517	\$110.00
518	\$475.00
519	\$110.00



SPECIAL EVENT SPACE RENTAL

The Los Angeles Convention Center offers a variety of public areas which lend themselves to unique and special events. Rental of these areas may be subject to availability based on other events booked in the venue, intended use of space and parking operations.

Rental of these areas does not include any building equipment or labor. Licensee is required to provide all equipment necessary to set-up these areas, including perimeter control. All exclusive services, fire life safety requirements and facility guidelines outlined in the Event Planning Guide extends to these areas. Please contact our Sales Department at 213.765.4665 to check on availability and contractual term that apply.

Rental rates is subject to change based on required labor and displacement of parking.

INTERIOR LOCATIONS

West Lobby	\$1,500.00 / day
Concourse Foyer	\$1,200.00 / day
South Lobby	\$1,500.00 / day
South Lobby Plaza	\$1,500.00 / day

EXTERIOR LOCATIONS

Gilbert Lindsay Plaza	\$2,500.00 / day
Figuerroa Drive	\$1,500.00 / day
Pico Drive	\$1,500.00 / day
West Lobby Plaza	\$1,500.00 / day
West Hall A North Plaza	\$1,500.00 / day
West Hall B South Plaza	\$1,500.00 / day
Petree Plaza	\$1,500.00 / day
Concourse Plaza	\$1,000.00 / day
South Hall G Dock	\$1,500.00 / day
South Hall HJ Dock	\$1,500.00 / day
South Hall K Dock	\$1,500.00 / day
Bond Street Lot	\$3,000.00 / day



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.

(☞) Denotes services provided by the Los Angeles Convention Center on an exclusive basis. No outside contractor may provide these services at the venue.

For the following services, Licensee is required to use a contractor from authorized list below.

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

For all other non-exclusive services, Licensee is welcome to use any contractor they choose. Audio visual contractors are required to provide a certificate of insurance for each event/show they are contracted for.

(Updated: 01.01.19)



AUDIO VISUAL

Encore Event Technologies

213.765.4626

Sean Wargo

sean.wargo@encore-us.com

ENCORE

EVENT TECHNOLOGIES

A Freeman Company

BANNERS & SIGNS

Image Quest Plus

213.765.4210

Kyle Floyd

rkyle@iqcopy.com



CR&A Custom Inc.

213.749.4440

Carmen Rad

carmen@cracustom.com

CABLE TELEVISION ☞

Smart City

213.765.4647

Paula Ruiz

pruiz@smartcity.com

CATERING / FOOD & BEVERAGE ☞

Taste of LA by Levy

213.765.4469

Ashley Russo

arusso@levyrestaurants.com

Levy Restaurants

CLEANING SERVICES

ABM Onsite Services

213.765.4685

Eric Perez

eric.perez@abm.com



Century Trade Show Services

714.240.0298

Doc Holliday

dholliday@centuryctss.com

Expo Cleaning Services

323.719.9961

Eddie Maldonado

eddiemaldonadoecs@yahoo.com

United Service Companies

312.922.8558

Trina Tovar

ttovar@unitedhq.com

ELECTRICAL / UTILITIES

IMPORTANT NOTE:

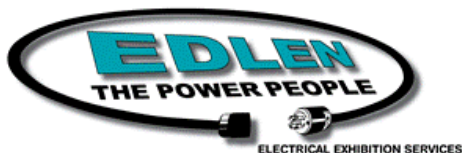
Most general service contractors (GSC) are not authorized to provide electrical / utility services at the venue. Regardless of which GSC Licensee contracts with, electrical / utility services can only be provided by the companies listed below.

Edlen Electrical

213.765.4676 / 213.765.4678

Kelly Putich / Mina Hurtado

kputich@edlen.com / mhurtado@edlen.com



Freeman Electrical

714.254.3547

Ron Brown

ron.brown@freemanco.com

Trade Show Electrical GES

562.370.1605

Mark Witthoef

mwitthoef@tradeshowelectrical.com

EVENT SECURITY

Allied Universal Event Services

714.943.0813

Dilshan Coorey

dilshan.coorey@aus.com

Around the Clock Protection Service, Inc.

714.448.4455

Alfonso Cisneros

alfonsocisneros@aol.com

ATF Private Security

323.333.0600

Tony Cortes

tony@atfprivatesecurity.com

Ayvar Security Services

323.470.5568

Rosana Ayvar

rosana@ayvarsecurityservices.com

Contemporary Services Corporation - CSC

310.320.8418 ext. 28146

Mike Ramirez

mr Ramirez@csc-usa.com

Sherman Security

909.941.4167

Clarence Tanner

ctshermansec@aol.com

JRM Security

213.748.1344

Mike Izquierdo

mikei@securitydirectors.org

United Security Services

213.335.1713

John Kennedy

jkennedy@unitedhq.com

FIRST AID / MEDICAL SERVICES

CPR Plus – On Call Medic

805.807.2517

Sylvia Wildfire Goldberg

wildfire@oncallmedic.net

Emergency-1 Response Inc.

818.822.2623

Maren Steiner

maren@emergency1response.com

First Rescue Emergency Medical Services

661.225.7254

Ricky Torres

firstrescueems@yahoo.com

Joffe Emergency Services

720.486.9787

Gabe Archibald

gabea@joffeemergencyservices.com



GENERAL SERVICE CONTRACTOR

IMPORTANT NOTE:

Not all general service contractors are authorized to provide electrical / utility services. Only GSC's denoted with (⚡) are also LACC - authorized electrical/utility contractors. Licensee must choose an electrical / utility services with one of the exclusive providers listed in the Electrical / Utilities section above.

Blaine Event Services

714.522.8270

Wendy Gillfillan

wgillfillan@blainesvs.com

Freeman ⚡

714.254.3400

Ron Brown

ron.brown@freemanco.com

GES – Global Experience Specialists ⚡

562.356.3733

Andrea Klinger

aklinger@ges.com

Innovative Expo

760.343.2555

Jeff Trofholz

jt@innovativeexpo.com

Shepard Exposition Services

909.212.7243

Janet Levy

jlevy@shepardes.com

Show Ready

909.468.0444

Doug Murphy

dlmshowready@gmail.com

T3 Expo

833.698.3397 X303

Nate Derby

nderby@t3expo.com

Total Expo Inc.

310.320.4203

Jon LeCarner

jlecarner@totalexpo.com

West Coast Exhibit Services

951.248.0000

Michael Taylor

mtaylor@wcexhibit.com

K-9 SECURITY SERVICES

MSA Security

909.784.8222

Glen Anderson

ganderson@msasecurity.net

INTERNET SERVICES / NETWORKING ⚡

Smart City

213.765.4647

Paula Ruiz

pruiz@smartcity.com



RIGGING – EXHIBITS

Blaine Event Services

714.522.8270

Wendy Gillfillan

wgillfillan@blainesvs.com

Freeman Rigging

714.25.3400

Ron Brown

ron.brown@freemanco.com

GES – Trade Show Rigging (TSR)

714.412.4136

Tammy Vanhooser

tvanhooser@ges.com

Integra Show Services

214.354.4516

Bobby Flewellen

bobbyflew@integrashow.com

Shepard Exposition Services

909.212.7240

Janet Levy

jlevy@shepardes.com

RIGGING – PRODUCTION

Encore Event Technologies

213.765.4626

Sean Wargo

sean.wargo@encore-us.com

Blaine Event Services

714.522.8270

Wendy Gillfillan

wgillfillan@blainesvs.com

GES – Trade Show Rigging (TSR)

714.412.4136

Tammy Vanhooser

tvanhooser@ges.com

Icarus Rigging

323.660.4112

Russell Draeger

russell@icarusrigging.com

Integra Show Services

214.354.4516

Bobby Flewellen

bobbyflew@integrashow.com

Kish Rigging Inc.

805.532.1300

Joseph Wright

joe@kishrigging.com

LA Stagecall

310.376.1167

Mike Hirsh

mike@lastagecall.com

Shepard Exposition Services

909.212.7243

Janet Levy

jlevy@shepardes.com

Stage Rigging Inc.

650.299.1189

Jeff Gilbert

jeff.gilbert@stagerigging.com

TELECOMMUNICATION ☘

Smart City

213.765.4647

Paula Ruiz

pruiz@smartcity.com



EQUIPMENT & LABOR RATES

All equipment and staffing is based on availability at the time event specifications are provided and payment is payable prior to move-in.

Please refer to the Event Expenses Guide for detailed information on how equipment and labor charges may apply to your event. 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.

Unless otherwise noted, rates are flat fees for the run of the event. Please note that equipment and labor rates are subject to change.

TABLES & CHAIRS

Note: Table rental applies when items requested is above a standard theatre, classroom, U-shape, hollow-square or conference set. Linen fees are waived 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	\$7.50/each



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
Magnetometers (*)	\$225.00/each/flat

(*) Note: Magnetometer rental is \$225.00/each for the run of the show – up to (3) show days max.

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	\$35.00/hour
Cleaning Attendant	\$35.00/hour
Building Security	\$40.00/hour
Dock/Gate Officer	\$25.00/hour
Parking Attendant	\$35.00/hour
Trades	\$80.00/hour
Heavy Equipment w/ Operator	\$250.00/hour
Exhibit Hall Airwall Movement	\$1,200.00/move
Meeting Room Changeover	50% of retail rental
LAPD Officer	\$100.00/hour/officer
LAFFD Safety Officer	\$110.00/hour/officer
LADOT Officer	\$55.00/hour/officer
K-9 Services (6-hour minimum)	\$90.00/hour

HVAC & LIGHTING

Note: Charges apply if requested beyond show/event hours.

HVAC

South, West & Kentia Exhibit Halls	\$200.00/hour/section
Concourse E/F & Petree C/D	\$150.00/hour/section
Meeting Rooms	\$80.00/hour/section
Fans Only	50% of HVAC rate

LIGHTING

South, West & Kentia Exhibit Halls	\$150.00/hour/section
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PARKING

Note: Prevailing parking rates may vary based on event activity in the LA Live Entertainment District.

Daily Parking Pass (no in/out access)	\$20.00 – \$25.00/day
Garage Pass (in/out access)	\$40.00 – \$50.00/day
Dock Pass	\$60.00/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	\$75.00/room/section
Lock Re-Core – Meeting Rooms	\$75.00/room/section
Lost Keys – Standard	\$100.00/each
Lost Keys – Prox Card	\$150.00/each
Trash Bin Pull	\$900.00/each



LET THE SHOW BEGIN!

After your event is licensed, you will want to consider ancillary services that may be needed to produce your event at the Los Angeles Convention Center. These services and equipment may be available through the venue or through a contractor/vendor. Let our team of experienced and knowledgeable Event Managers navigate you through the planning process and assist in preparing an estimate of expenses for services and equipment available in-house.

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, production schedules and requirements no later than thirty (30) days prior to move-in.

ESTIMATE OF EXPENSES

Your Event Manager will prepare an estimate of all applicable ancillary charges for building services and equipment about 2-3 weeks out provided final event specifications are submitted by the deadline noted above. Please review the estimate and return signed with payment for the balance due.

PAYMENT

Payment for event expense is payable by credit card, wire transfer or company check prior to move-in. A 4% processing fee applies to credit card payments.

EXCLUSIVE SERVICES

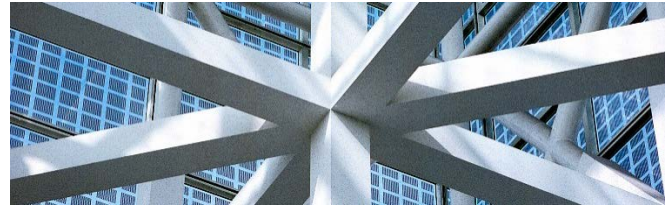
The following services are provided on an exclusive basis by either the building or an in-house partner. No other contractor may provide these services in the Center.

- 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



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 incurred by most events and is billed on the event estimate/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 (*)
- ☐ 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)



AIRWALL MOVES

Licensee will receive contracted space with operable airwalls in place as predetermined in the event specifications provided to your Event Manager. The following charges apply if movement or adjustment of the airwalls is required after the initial set-up.

South & West Hall	\$1,200.00+
Petree CD & Concourse EF	\$35.00/hour/person
Meeting Rooms	\$35.00/hour/person

Please reserve ample time in your event schedule to allow the LACC set-up team to make airwall adjustments. The following is recommended for each proposed move.

South & West Hall	90 minutes
Petree CD & Concourse EF	30 minutes
Meeting Rooms	20 minutes

ATM

There are (6) ATM units available throughout the Center's lobby areas. Additional ATM units needed within the lobby/public areas are exclusively provided by the LACC. Your Event Manager can coordinate this, as well as other ATM units needed inside your licensed space. This is provided at no charge to the Licensee.

Licensee has the option to use an outside ATM provider within licensed space, however, Licensee is responsible for electrical service and Internet needed to support these units.

AUDIO VISUAL

Encore Event Technologies is the preferred audio-visual services provider and the exclusive contractor for the house sound system at the Los Angeles Convention Center. Please call 213.765.4625 for a custom quote.

CATERING / FOOD & BEVERAGE

Taste of LA by Levy is the exclusive provider of food and beverage services at the Center. **Absolutely no outside food and beverage may be brought in.** Please call 213.765.4480 to consult with your catering sales manager on catering and other F&B needs for your event.

CHANGEOVER

The LACC set-up team will provide the initial set-up as specifically outlined in the License Agreement. In meeting rooms, the changeover fee is 50% of the published rental for the space and in exhibit halls changeovers are billed at a labor rate of \$35.00/hour, per person.

The LACC will waive the changeover fee if the change requested is to accommodate going to/from a catered meal function. Coffee/beverage service and break service are not considered catered meal functions.

CAFÉ DINING

Taste of LA by Levy is the exclusive provider of café operations (concessions) in the facility and hours are scheduled based on event activity. Minimums may apply.

The venue will provide 66" round tables (topped with linen) and chairs at no charge for dining/concession areas operated by Taste of LA by Levy. Placement and quantity is based on availability and subject to fire marshal approval.

CLEANING / HOUSEKEEPING

The Center will provide standard cleaning of public areas, restrooms, (standard-use) meeting rooms and assembly events at no charge. Additional cleaning requested or required is billable at a rate of \$35.00/hour, with a four (4) hour minimum charge.

Licensee is required to contract with an LACC-authorized cleaning contractor to manage show cleaning and trash removal on tradeshow, consumer shows, exhibits and special uses. Special uses included, but not limited to the following:

- Aisle carpet in general session areas
- Space is set-up with equipment and décor provided by a contractor and/or vendor.
- Table-top exhibits set-up with tables/chairs by an event rental company.
- Meeting rooms used for exhibits or activations.
- Activations in the lobby and public areas.
- Event marketing

The Center's in-house, preferred cleaning contractor, ABM, can provide contracted show cleaning services. Please call 213.765.4685 for a customized quote.

ELECTRICAL & UTILITY SERVICES

Existing electrical wall outlets in meeting rooms may be used at no charge to support electronic devices and AV equipment based on the following criteria:

- The connection is less than 10' from the wall outlet.
- Power is not distributed to multiple equipment.
- Power is not connected or distributed to vendors or exhibitors
- Power does not exceed the capacity of the existing wall outlet.

Electrical service and other utility services required for exhibits, vendors and special activations must be provided by one of the LACC-authorized contractors below. No other contractors may provide electrical/utility services at the Center.

Edlen Electrical is the Center's preferred, in-house electrical/utility provider.

Edlen Electrical (*)	213.765.4676	Edlen.com
Trade Show Electrical	562.370.1600	Tradeshowelectrical.com
Freeman Electrical	714.254.3400	Freemanco.com



EQUIPMENT RENTAL

Equipment fees apply when items requested are above and beyond what is specifically included in the License Agreement. Equipment is subject to availability at the time event specifications are provided to your Event Manager.

Risers (6'x8'x16"-32"H)	\$100.00/section
Performance Stage (8'x8'x48"-72"H)	\$200.00/section
Standing Lectern	\$35.00 each
Easels	\$15.00/each
Stanchion – 7'	\$50.00/each
Stanchion – 13'	\$80.00/each
Dance Floor (3'x3' section)	\$15.00/section
Whiteboard Package (w/ markers)	\$100.00/package
Ticket Booth	\$150.00/booth

EVENT MARKETING

Event marketing opportunities in lobby/public areas and on the exterior of the building are based on availability. Commercial and sponsorship banners, signs, column wraps, graphics and activations may be subject to an event marketing fee based on type, location, size and scope.

The LACC will promote exhibit hall events on exterior digital signboards approximately two (2) weeks prior to show days at no charge. Based on availability, posting of events outside of this timeframe at a cost of \$350.00 per day. Rotation and frequency of the posting is not guaranteed. In all cases, images and content is subject to the approval of the Center.

HVAC SERVICE

Controlled temperature service will be provided during open show hours in exhibit halls and event use hours in meeting rooms. The following charges apply if additional HVAC services are requested during move-in/move-out or non-event hours.

South, West & Kentia Exhibit Halls	\$200.00/hour/section
Concourse E/F & Petree C/D	\$150.00/hour/section
Meeting Rooms	\$80.00/hour/section
Fans Only	50% of HVAC rate

INTERNET / TELECOMMUNICATIONS / NETWORKING / CABLE TV

Internet services, telecommunications services, CATV or network cabling is exclusively provided Smart City at the Los Angeles Convention Center. Please call 213.765.4647 for a custom quote.

LABOR

Certain services provided by the Center is based on labor. A 4-hour minimum call applies. Please contact your Event Manager to coordinate labor that may apply to your event.

Set-Up Attendant	\$35.00/hour
Cleaning Attendant	\$35.00/hour
Building Security	\$40.00/hour
Dock/Gate Security Officer	\$25.00/hour
Parking Attendant	\$35.00/hour
Trades (carpenter, plumber, mechanic, etc)	\$80.00/hour
Heavy Equipment & Operator	\$250.00/hour

LIGHTING

The LACC will provide full overhead lighting at no charge in exhibit halls during open show hours and 50% lighting over move-in/move-out days. Any requested lighting beyond these uses is billable at an hourly rate.

South, West & Kentia Exhibit Halls	\$150.00/hour/section
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Customized lighting in the exhibit halls can be arranged through the event's electrical contractor.

Each meeting room is equipped with control panels that offer overhead lighting in pre-set patterns for Licensee's use. Customized lighting and spot adjustments is available at a labor fee. Please contact Encore Event Technologies at 213.765.4625 for a proposal.

LAPD / LAFD / LADOT

Events with expected daily attendance of 5,000 or more is required to have Los Angeles Police Department (LAPD) staffing during event hours. The minimum staffing for LAPD is one (1) sergeant and two (2) officers with a 4-hour minimum call and will be billed on the estimate/settlement. The VP of Security and Guest Services reserves the right to adjust LAPD staffing based on type of event, set-up plan, entertainment scheduled, artist appearances and programming planned.

A fire safety officer with the Los Angeles Fire Department (LAFD) may be required for certain events if warranted by the LACC Fire Marshal. LAFD fire safety officers have a 4-hour minimum call and the cost will be included in the estimate.

In certain occasions due to the volume of vehicle traffic resulting from events, the LACC VP Security and Guest Service, in coordination with LAPD, may require Licensee to add LA Department of Transportation (LADOT) traffic officer(s) to address any public safety concerns. A 4-hour minimum applies for LADOT staffing.

LAPD Officer	\$100.00/hour/person
LAFD Fire Safety Officer	\$90.00/hour/person
LADOT Traffic Officer	\$55.00/hour/person



LINEN

The Center provides linen on 8'x30" tables at no charge. This includes tables used as head tables, materials tables and in standard hollow-square, u-shape and conference room set-ups. Linen is not provided on 8'x18" tables or on 66" rounds which are not associated with a catered meal function. Linen requested above and beyond this is billable at \$10.00 per linen, per change.

LOCKS & KEYS

Your Event Manager will arrange to have keys to your re-cored show office by move-in day at no charge. All other contracted space may be re-cored as follows. Each re-cored space will get up to four (4) keys included in the fee.

South, West & Kentia Hall	\$350.00/section
Concourse & Petree Halls	\$75.00/room/section
Meeting Rooms	\$75.00/room/section
Keys (above 4 w/ recore)	\$15.00/each
Lost Key – Standard	\$50.00/each
Lost Key – Prox Card	\$150.00/each

MEETING ROOM SERVICES

In addition to setting up the room (see Room Set-Up section below) the LACC will refresh the room at twice daily. Once at midday (a minimum 30-minute break is required) and at the conclusion of the event day. During a room refresh, the LACC staff will reset tables/chairs, remove service items and provide cursory housekeeping. It is important to schedule sufficient time between sessions to appropriately coordinate room refresh.

In the event Licensee requires a special set or requires additional room refresh during the day, equipment rental fees and labor fees may apply.

MEDICAL SERVICES

Any event with an expected daily attendance of 1,000 people or more is required to contract with a medical services contractor from the LACC Authorized Contractors List. Medical staff is required during event days and is highly recommended during move-in and move-out days.

PAGING MICROPHONE

For exhibit events in West Hall A/B, South Hall G/H/J/K, Kentia Hall, Concourse Hall E/F and Petree Hall C/D, a complimentary paging microphone is available upon request provided that placement of the paging mic is limited within 20' from the main entrance doors of the exhibit hall or inside a designated show office. In the event Licensee request installation of the paging microphone in a non-standard location, an additional labor charge of \$200.00 will apply and billed by Encore Event Technologies.

PARKING

Los Angeles Convention Center extends Licensees a courtesy (non-contractual) allotment of parking passes based on space licensed. Based on availability, Licensee may purchase additional parking passes. The cost of parking passes will be included in the estimate of expenses. Daily parking passes are single-use passes while garage passes allow in/out access (outside of 2 hours per use). Dock parking is extremely limited and not always available. Vehicles parked in the loading dock without a valid dock pass may be cited by LA Department of Transportation.

STANDARD

Daily Parking Pass – West/South Garage	\$20.00/pass
Daily Parking Pass – Venice Garage	\$15.00/pass
Garage Pass – West/South Garage (*)	\$40.00/pass/day
Garage Pass – Venice Garage (*)	\$30.00/pass/day

PREMIUM

Daily Parking Pass – West/South Garage	\$25.00/pass
Daily Parking Pass – Venice Garage	\$20.00/pass
Garage Pass – West/South Garage (*)	\$50.00/pass/day
Garage Pass – Venice Garage (*)	\$40.00/pass/day

SERVICE FEE

Service Fee – Digital Pass	\$2.00/pass
Service Fee – Hard Pass	\$1.50/pass

At the conclusion of the event, Licensee will be billed for actual parking passes redeemed based on system-generated reporting, however, the service fee is non-refundable. Please work with your Event Manager to coordinate all your parking needs.

PERMITS

Depending on the type of event and event activities planned, local and state agencies may require permits to be pulled. It is solely the responsibility of the Licensee to ensure that the event and/or exhibitors are in compliance with the permit requirements in order to pass inspection. LACC reserves to the right to request copies of the permit.

Licensee shall pay all permit fees, inspection fees and applicable labor cost directly to the municipal entity/agency issuing the permit. Fee schedule may vary and subject to change without notice.

SELLER'S PERMIT

[California Department of Tax and Fee Administration](#)

FOOD & BEVERAGE SHOWS / SAMPLING

[LA County Public Health](#)

STREET CLOSURES

[City of LA Bureau of Street Services](#)



ANIMALS (EXHIBITS, DISPLAY & PERFORMING)

[City of LA Animal Services](#)

TATOOS / BODY ART

[LA County Public Health](#)

COSMETOLOGY (HAIR, WAXING, FACIAL, BOTOX, ETC)

[CA State Board of Barbering & Cosmetology](#)

RIGGING

Without exception, any rigging project in the exhibit halls must be installed by a rigging contractor on the LACC Authorized Contractors List. Only one rigging contractor may be designated in space used, in part or wholly, for exhibits/vendors. Production rigging in Concourse Hall and Petree Hall is exclusively provided by Encore Event Technologies, the Center's in-house preferred contractor. Please call Encore at 213.765.4625 for a custom quote.

ROOM SET-UP

Please refer to the License Agreement for specific details on room set-up included with rental and to the Event Planning Guide for complete venue rules/regulations regarding space set-up.

EXHIBITS / VENDORS

Space used for exhibits, tradeshow and vendors must be set-up by an LACC-authorized general service contractor and union labor applies. This includes all tables, chairs and all equipment needed in the exhibit space, however, tables and chairs needed to support LACC food & beverage operations will be provided by the venue at no charge. Chairs and staging for theater sets within exhibit space can be provided by an outside vendor (union jurisdiction for loading/unloading may apply) or the equipment can be rented through the Center at the prevailing rental rates.

Simple (no use of pipe and drape) table-top exhibits/vendors space can be set-up by the Center based on inventory availability and billable to Licensee at the prevailing rental rates.

Registration or lobby tables requested from the Center for exhibit & vendor area are billable to Licensee at the prevailing rental rates.

GENERAL SESSION

When space is used solely as a general session, the Center will provide the initial set-up at no charge. The initial room set-up can be theatre or classroom (no linen) and includes staging (up to the size outlined in the Staging Guideline of the Event Planning Guide), dressed head table(s), a standing lectern, head table water service and registration tables. Based on inventory availability, the Center can also provide front-of-house tech tables (linen/skirt) and back-of-the-house tech tables (no linen) at no charge. Above & beyond staging (FOH risers, camera decks, etc) are also billable to Licensee.

Round tables (66") requested for a general session area and is not associated with a catered meal function is billable at the prevailing table rental rate and will not include linen. Licensee

may upgrade the set-up to include linen at a cost of \$10.00/table, per linen change requested.

MEETINGS / SESSIONS

The Center will provide the initial set-up in meeting rooms used for breakouts, sessions and meetings at no additional charge. The initial room set-up can be theatre, classroom (no linen), banquet (no linen), U-shape, hollow-square and conference and includes a head table, standing lectern and head table water service and a registration table. Based on space availability, a riser, registration and materials table may also be included.

Meeting rooms used for special sets or mix-use must be approved in advance by the Event Manager and may be subject to equipment rental and labor fees.

SECURITY

Please note that all labor requires a minimum 4-hour call.

LOADING DOCKS

The Center requires a building security officer to be posted at the loading dock access point during all hours Licensee requires access to the loading dock area. The current rate for a security ramp attendant is \$20.00/hour/person.

WEST DOCK ACCESS VIA WAREHOUSE

Should Licensee's general service contractor, audio visual provider or production team require to load in and out West Hall A or B through the venue's secured warehouse, a building security officer must be posted during hours of access. Event security may not be used at this post. The current rate for a building security officer is \$40.00/hour/person.

PRIVATE DRIVE

In the event Licensee requires use of one the LACC private drives (Gilbert Lindsay Drive, Figueroa Drive & Pico Drive) an LACC security officer must be posted at each gate that need to be open and accessed. Labor fee is \$20.00/hour/person.

EVENT SECURITY

Any event with an expected daily attendance of 1,000 people or more is required to contract with an event security provider on the LACC Authorized Contractors List. LACC-designated staffing levels must be maintained from move-in through move-out, including lobby areas and at perimeter access doors. Please refer to the Event Security guideline in the Event Planning Guide for specific staffing requirements.

LA CITY POLICE OFFICERS

For events with an expected daily attendance of 5,000 or more, LAPD staffing is required. This requirement may also extend to specific types of events depending on programming and/or entertainment planned as determined by the VP of Security and Guest Services. LAPD requires minimum staffing to include (1) sergeant and (2) officers at rate of \$100.00/hour, per officer.

MAGNETOMETERS / BAG CHECKS

As warranted by the VP of Security & Guest Services, Licensee may be mandated to incorporate magnetometers and bag checks into the event's overall security plan. LACC has magnetometers available for rental based on availability at



\$225.00/unit for the run of the show. Licensee is responsible for all expenses related execute these security measures.

TABLES & CHAIRS

Rental includes a specific allotment of tables and chairs as outlined in the License Agreement. The following rental applies when equipment is requested are above and beyond a standard theatre, classroom, U-shape, hollow-square or conference set-up. All equipment is based on availability at the time event specifications are provided to your Event Manager.

Table – 8'x30" & 8'x18" (no linen)	\$20.00/each
Table – 8'x30" (w/ linen & skirt)	\$30.00/each
66" Rounds (no linen)	\$20.00 each
Cocktail Table – 36"Dx32"H (no linen w/ chairs)	\$50.00/each
Highboy Table – 36"Dx42" H (no line & chairs)	\$50.00/each
Linen	\$10.00/each
Chairs	\$7.50/each

For space used for exhibits/vendors, all equipment needed must be provided by the general service contractor (GSC) and historical union labor jurisdiction applies. The LACC will provide seating for LACC food and beverage operations at no charge to Licensee. In the event the GSC does not offer the requested equipment, Licensee may opt to rent the equipment from the LACC at the prevailing rates, based on availability.

TRASH

The Center will provide (1) complimentary 40-yard, open-top trash bin per section of exhibit hall licensed. Additional trash bin pulls are billable starting at \$900.00/bin. As the City of LA determines this fee, cost is subject to change without notice.

Trash for non-exhibit use in Petree Hall, Concourse Hall and meeting rooms is provided at no charge. In the event, excessive trash is produced, labor fees may apply.

UNION LABOR

The LACC recognizes and supports the tradeshow agreement that exists between authorized general service contractors and the Tradeshow and Sign Crafts Union Local 831 and the Teamster Union Local 986. Any LACC-authorized general service contractor (GSC) or event rental company providing drayage, decorating, rigging, exhibit construction, carpentry and freight movement is required to use union labor

WATER SERVICE

Rental of space includes bottled water service for head tables at no charge. This service is provided at the start of each day and is refreshed at the midday break. In the event Licensee would like to have head table water service refreshed more frequently and/or require pitcher service, a labor fee will apply.

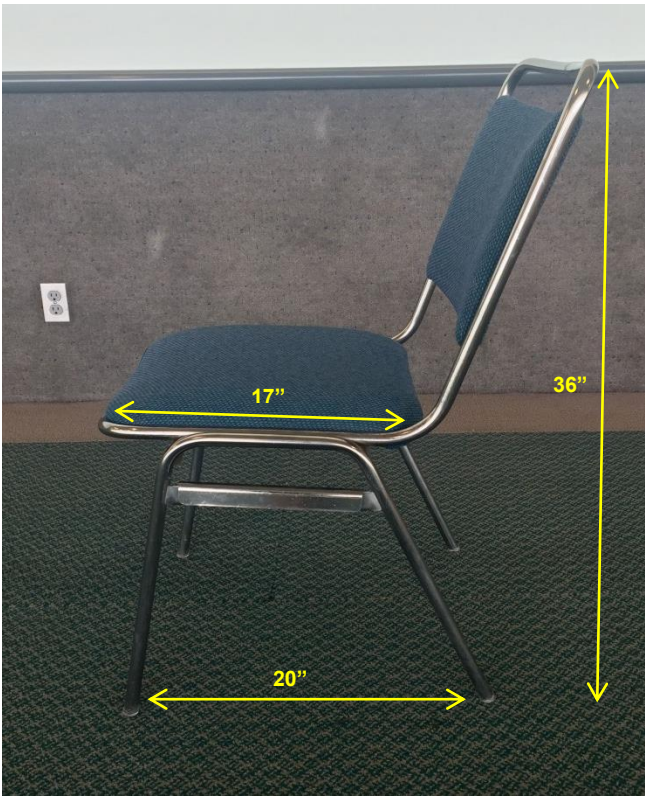
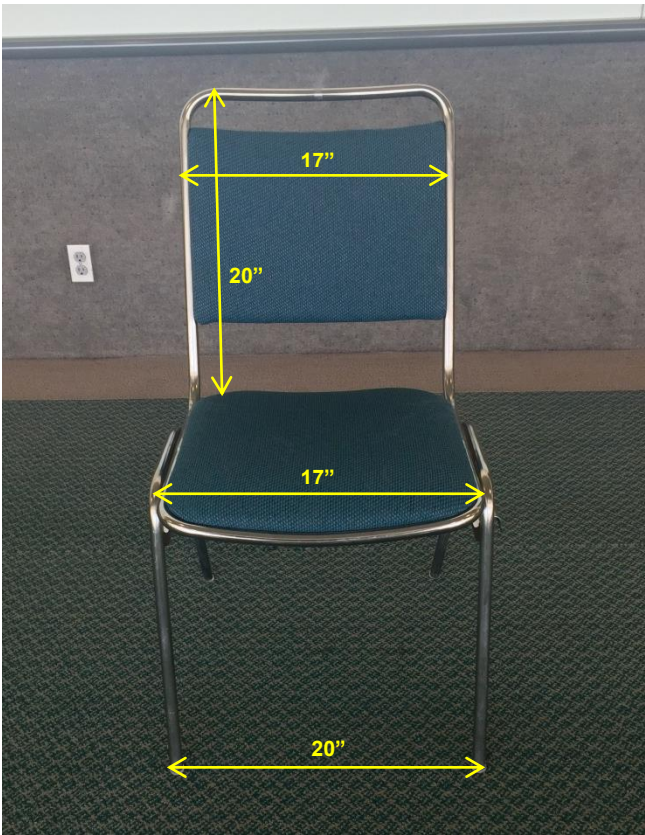
Water coolers for attendees are available through Taste of LA by Levy. Please place your order with your Catering Manager.

DID I MISS ANYTHING?

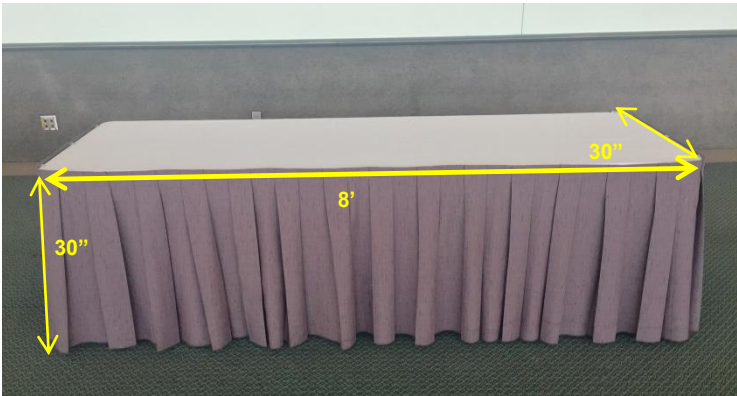
Each event is unique with specific needs and requirements, so we suggest considering other potential expenses that make your event one-of-a-kind when budgeting. For equipment and services not listed above please consult the [Los Angeles Tourism and Convention Board](#) which maintains an extensive director of members offering event and meeting services in our city.

EQUIPMENT SPECIFICATIONS

CHAIRS



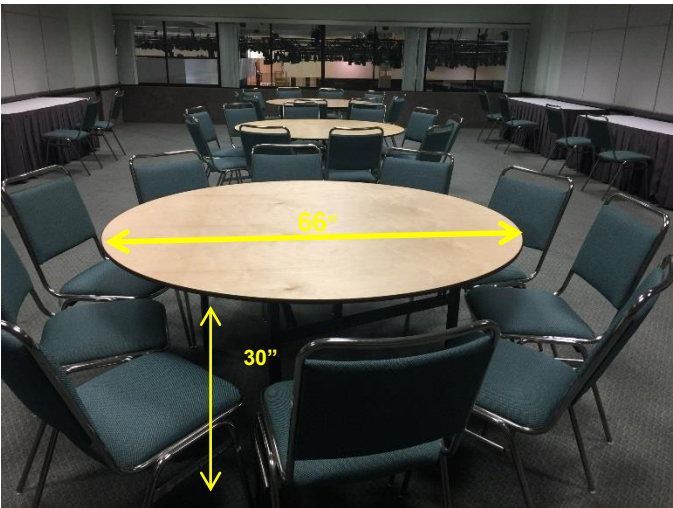
BANQUET TABLES – 8'x30"



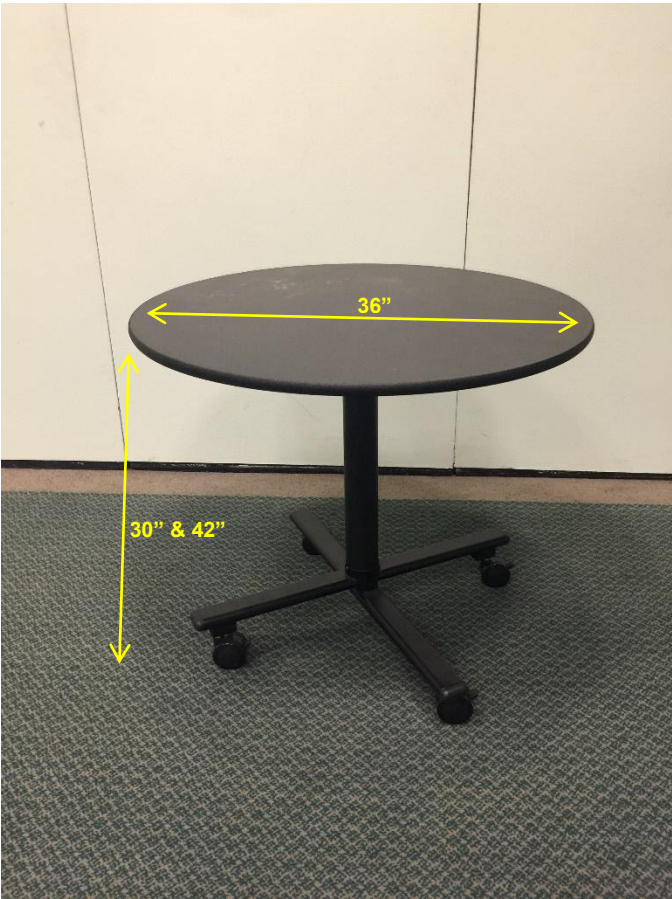
CLASSROOM TABLES – 8'x18"



ROUND TABLES



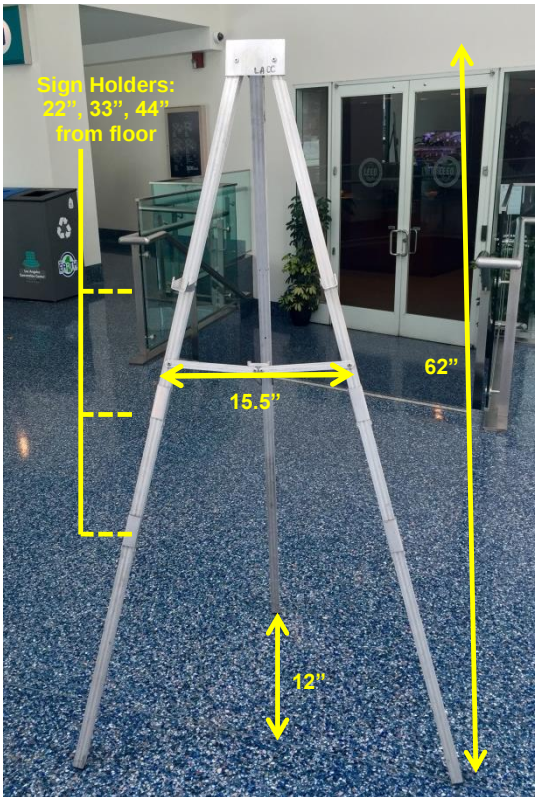
COCKTAIL/HIGH-BOY TABLES



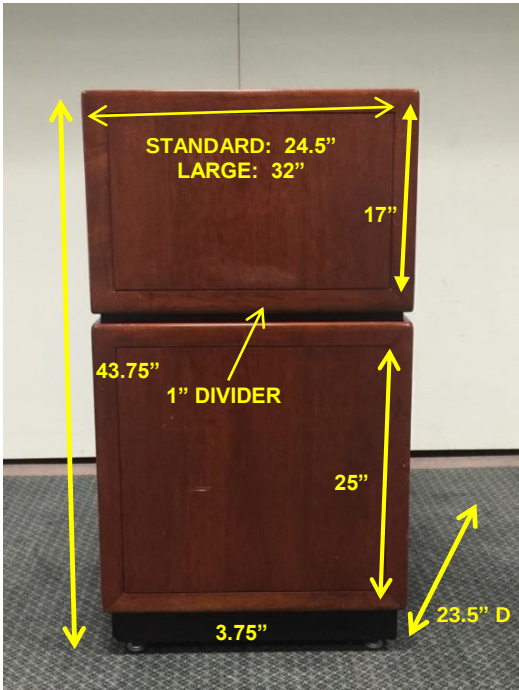
STANCHIONS



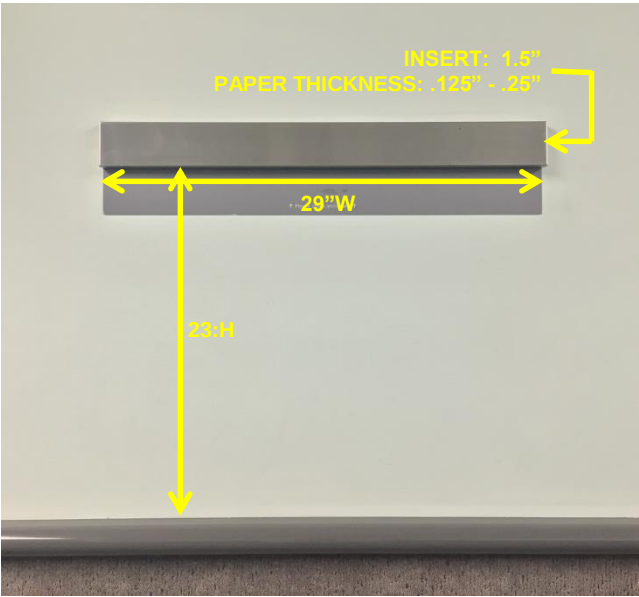
EASLES



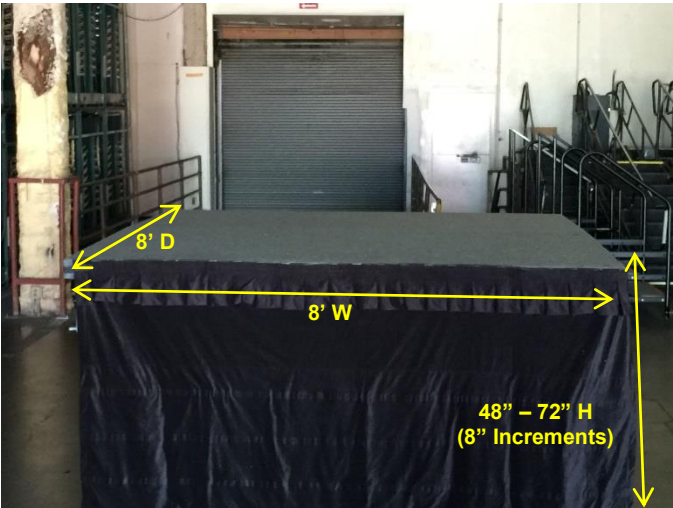
LECTERNS



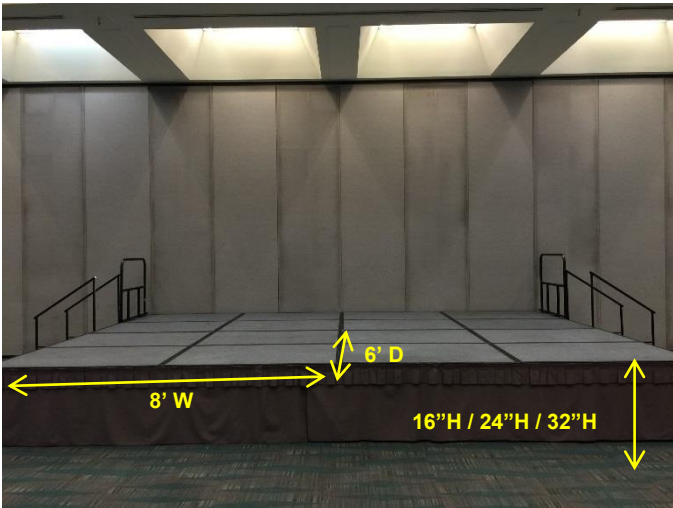
MEETING ROOM SIGN HOLDERS



PERFORMANCE STAGING



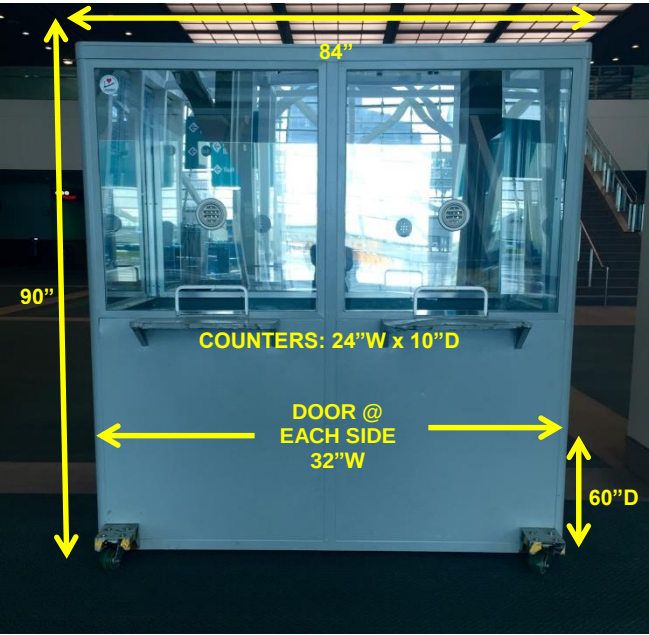
RISER - MEETING ROOMS



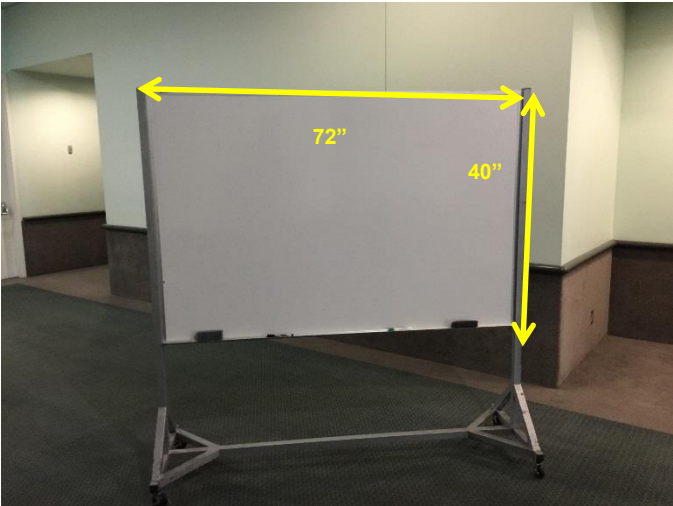
BOX OFFICE - SINGLE



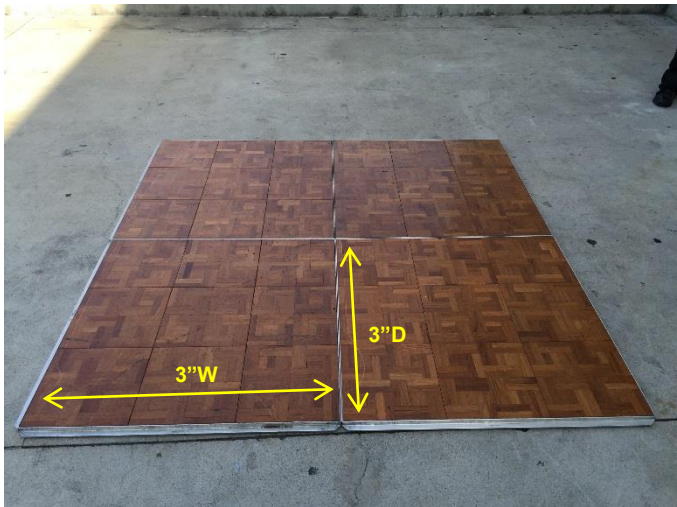
BOX OFFICE - DOUBLE



WHITEBOARD



DANCE FLOOR





Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:	Show Dates: / / To / /	
Billing Company Address:	Incentive Order Deadline: 21 Days Prior 1st Day Show Move-in	
City, State / Country, Zip:	Phone Number: () -	
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa 	Expire Date(MM/YY): /	Cell Number: () -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=005

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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Dedicated Wired Internet Routers Allowed Connection speeds of 3Mbps and up Required for: • Web Casting • HD Streaming • Routers(wired or wireless) Includes 5 Static Public IP Addresses	Premium Wired Internet No wired or wireless routers Shared Connection speeds up to 10Mbps Recommended for: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads Includes 1 Static Private IP Address	Basic Wired Internet No wired or wireless routers Shared Connection speeds up to 1.54Mbps Recommended for: • Email • Surfing the Internet Supports 1 device only
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Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

*****Incentive rate applies to orders received with payment 21 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service			\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service			\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service			\$199	\$299	\$358	
d. Basic Internet Service			\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
5. Standard Cable TV Service						
a. Digital Cable TV (a \$150 refundable deposit is required for each service)			\$320	\$400	\$480	
6. Special Quote – Attachment A or Statement of Work (if applicable)						
7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3rd party data circuits, please call for quote.			SUBTOTAL			
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			ESTIMATED 10% TAX / FEES			
			GRAND TOTAL			
Effective January 1, 2016 – December 31, 2016			Customer No: 2016 - 005 -			

Network Security Declaration

Center: Los Angeles CC (005) - CA

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2016 - 005 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2016 - 005 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**" and / or Switches "**S**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs / switches, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA

Show: ABC EXAMPLE SHOW

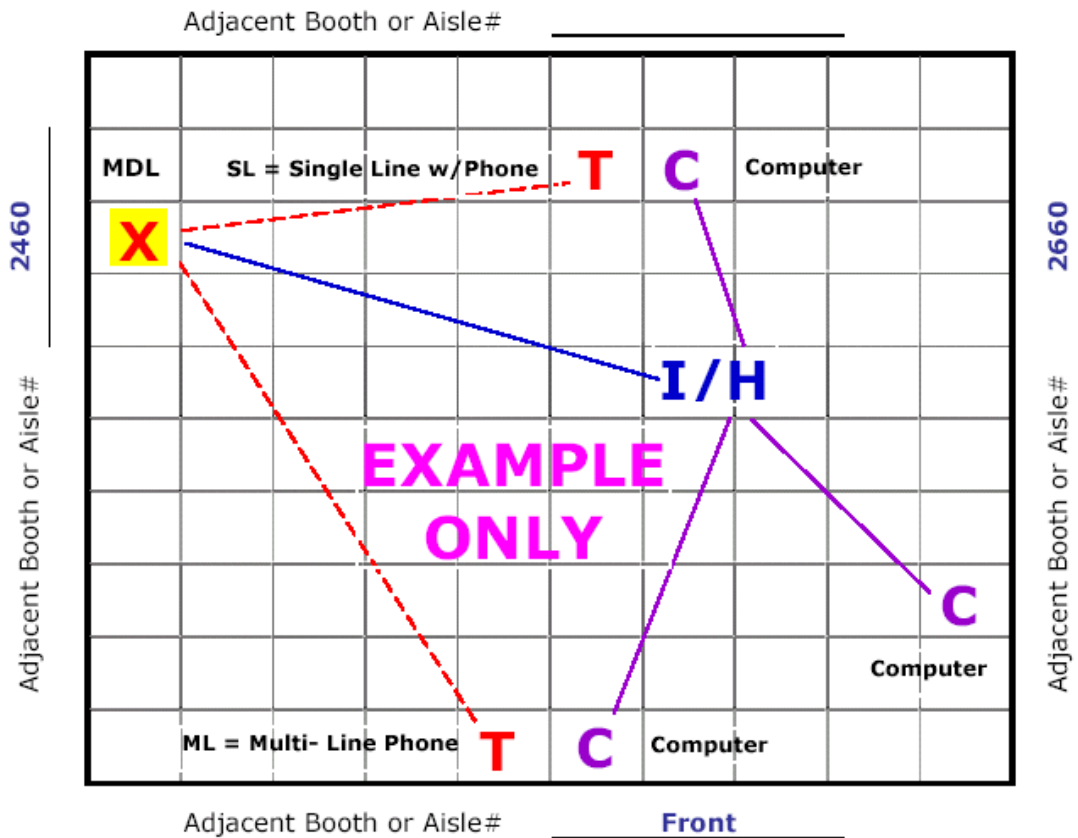
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1234

Customer / Ref #: 2016 - 005 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

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I = Location of Telephones, Fax lines or other telecommunications equipment "T".

I / H / PC / C = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 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.

At the LACC, we can provide a diversion rate estimate for exhibit halls at the conclusion of your event, however, a more detailed report involves a cost. Please contact your LACC event manager if you are interested in this service.

Move In and Move Out



Mixed Recycle & Trash
Available inside meeting
rooms & event halls.



Mixed Recycle



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.



1201 South Figueroa Street
Los Angeles, California 90015
(213) 741-1151

