



Los Angeles Convention Center®

Managed By **AEG**

EVENT PLANNING GUIDE

(Updated: 01.08.15)

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 December 8, 2013. 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 Center's General Manager.



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GENERAL INFORMATION

WELCOME

Welcome to the Los Angeles Convention Center (LACC). This Event Planner's 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 exceptionally excellent experience at the Center.

CONTACT INFORMATION

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	213.765.4641
▪ Food & Beverage – Taste of LA by Levy Restaurants	213.765.4480
▪ Audio Visual – Encore Event Technologies	213.765.4625
▪ Internet/Telecommunications – Smart City	213.765.4647
▪ Utilities – Edlen Electrical	213.765.4676
▪ Parking	213.765.4455
▪ Building Security – 24 hours	213.765.4605

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 meets 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 millions of visitors annually and is renowned internationally as a prime destination for conventions, trade shows, exhibitions, and business meetings

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- Is designed with emerald-teal twin tower by Gruen Associates / Pei, Cobb, Freed & Partners
- Is recognized as a City of Los Angeles landmark
- Generates hundreds of millions of dollars in annual secondary spending and thousands of jobs to the region
- 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)
- Has solar panels that are capable of meeting the electricity needs of an estimated 2,300 homes
- 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



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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 Providers List and advise your Event Manager of the designated general service contractor and electrical contractor.
- ☐ 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

- ☐ 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 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.
- ☐ Coordinate small items shipping/receiving copying needs and signage printing with Image Quest.
- ☐ Review the Center's Authorized Providers 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.
- ☐ 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).
- ☐ Submit final event security staffing and posting plan.
- ☐ Provide final event specifications and program agenda/timeline.
- ☐ Review and approve final versions of floor plans 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.

EVENT SERVICES

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. Show management 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 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 and stands ready to accommodate all visitors. Information booths, designated parking, and other accessibility services are available for our visitors. Service animals are also welcome to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

We have three 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 Department. Please visit www.laanimalservices.com for detailed rules and regulations governing this and complete permit application 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.

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AUTHORIZED SERVICE PROVIDERS

Contractors who provide key (non-exclusive) services to show management must be authorized to work in the venue by the Los Angeles Convention Center. These key services include, but not limited to, general service contractors, electrical/utility contractors, riggers, audio visual, event security and medical services. A complete list of service providers authorized to conduct business at the Los Angeles Convention Center is available through your Event Manager. If not already on the authorized list, qualified contractors providing the noted key services must register with the venue.

Another resource for event/convention related services is the Los Angeles Tourism and Convention Board at <http://www.discoverlosangeles.com/tourism/membership/members>.

ATM MACHINES

For your convenience, there are two ATM machines located at the Center. One is located in the Concourse Corridor next to the Business Service Center and another is located in West Hall, by the entrance of Hall A.

AUDIO VISUAL

Audio visual services at the Los Angeles Convention Center are offered on a preferred basis by Encore Event Technologies. Encore Event Technology has exclusivity over built-in house sound and light systems and non-exhibit rigging in the meeting rooms. Show management may opt to utilize their designated audio visual provider and the LACC will not assess a service fee unless the show's designated provider requires patching into the house sound system or utilize any of the in-house audio visual equipment. Show managements designated audio visual provider must be registered as an authorized service provider with the Center.

Please contact your Event Manager to determine the most optimal audio visual equipment placement in your meeting space or to register your audio visual contractor. For additional information on audio visual services, please contact Encore Event Technologies at 213.765.4625.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The LACC is recognized as a model facility for defibrillation by the American Heart Association. The LACC has Automated External Defibrillators (AED) strategically installed throughout the facility in public spaces. These devices enable the general public to provide immediate care while LACC staff responds simultaneously to assist. Each AED is easily recognizable by the bright blue LED bulbs with the letters "AED" posted adjacent to the device. LACC security team is well trained in emergency response procedures using AED & CPR applications. Advanced life support paramedic units and California Hospital are located only a few blocks away.

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

AUTOMOBILE / MOTOR VEHICLE DISPLAYS

Any automobile/motor vehicle displays must be incorporated into the floor plan and subject to the approval of the LACC Fire Marshall. Such displays must maintain fuel tanks at ¼ full, locked fuel caps and disconnected battery and cannot obstruct aisles or exitways. Please refer to the Fire Safety Guidelines section of this Event Planning Guide for complete details on automobile/motor vehicle requirements.

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.



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BALLOONS

To minimize damage to the Center's life safety laser detectors and air handlers, helium-filled balloons 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.

BANNERS / SIGNS

Show management 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. The Center shall designate allowable size for banners and signs based on pre-

approved placement location over the contracted dates. The LACC sign shop can assist with creating signs meeting these standards for your event. Please work with your Event Manager on size, design and current printing pricing.

An event marketing fee may apply for event banners and signs which promote a commercial or corporate entity other than the Licensee and placed in public space, hallways, exterior areas and lobbies. Please refer to the Event Marketing section of this Event Planning Guide or contact your Event Manager for additional information.

BULK TRASH REMOVAL

Show management 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 its 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 show management), Licensee's general service contractor is encouraged to maximize loads within trash containers by ensuring loose materials are compacted and waste is properly deposited in trash containers.

Please refer to the Recycling section of this Event Planning Guide for the Center's waste conversion practices.

BUSES / SHUTTLE OPERATIONS

Busses and shuttles may be operated at one of the private drives located at the Los Angeles Convention Center 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. When in use, LACC security staffing (billable to Licensee) is required at each access gates to these drives 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. Please check with your Event Manager to coordinate your event's bus and shuttle operations.

BUSINESS CENTER

The LACC Business Center is located in the Concourse Hall corridor next to vending machines and is operated and managed by Image Quest Plus, an LA-based printing company. Services available include copying, printing, faxing, scanning, banners/signs, small package shipping and receiving and office supplies. Image Quest Plus will work directly with show management to customize hours of operations ideal for events. Please contact the LACC Business Center at 213.765.4210.



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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.

CHANGEOVERS

Rental of Petree Hall, Concourse Hall and 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. 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 is 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.

COVERED AREAS AND STRUCTURES

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). Please contact your Event Manager to assist in determining whether or not an AFSS is required covered exhibits and displays for your show.

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.

Upon request, the Center will provide Licensee with one (1) catwalk access key to support production and suspension work. Please notify your Event Manager of this request no later than thirty (30) days prior to move-in.

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. The LACC is responsible for the maintenance of all public spaces, including the restrooms. The show's official cleaning contractor is responsible for cleaning and removal of trash in all contracted areas including exhibit halls, meeting rooms, exhibit spaces, show offices, lounges, and registration areas 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 housekeeping/cleaning needs required to return the contracted space back to the same condition as is move-in is billable to show management at the prevailing rates.

In addition to public areas, restrooms and meeting rooms (where the venue sets), the LACC is also responsible for cleaning areas where the **primary** use of the space is for a catered function or concessions seating.

ABM Onsite, 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.



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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 Exhibition Services (<i>in-house, preferred</i>) | 213.765.4676 | www.edlen.com |
| ▪ Trade Show Electrical | 562.370.1600 | www.tradeshowelectrical.com |
| ▪ Freeman Electrical | 714.254.3400 | www.freemanco.com |

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 obtain the LACC's complete emergency response plan.

EVENT MARKETING

The Los Angeles Convention Center offers a few opportunities for marketing and promoting your event at no additional charge, including exterior digital boards (exhibit hall and consumer shows only), the Center's website calendar of events and social media. Please contact our Marketing team at 213.765.4664 for additional assistance.

Banners, signs and promotional activities may be activated onsite within your contracted areas and in Center-approved public areas over contracted dates. Banners, signs and event marketing programs 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 availability.

EXCLUSIVE SERVICES

The Los Angeles Convention Center has partnered with some of the industry's leading service providers to offer the following on an exclusive basis in the Center.

- Food & Beverage – Taste of LA by Levy Restaurants
- Internet & Telecommunications – Smart City
- Cable Television – Smart City
- In-House Sound/Patches – Encore Event Technologies
- Built-In House Light Systems – Encore Event Technologies
- Production Rigging (Meeting Rooms) – Encore Event Technologies

Contractors who provide key (non-exclusive) services to show management must be authorized to work in the venue by the Los Angeles Convention Center. These key services include, but not limited to, general service contractors, electrical/utility contractors, riggers, audio visual, event security and medical services. If not already on the authorized list, qualified contractors providing the noted key services must register with the venue.

Another resource for event/convention related services is the Los Angeles Tourism and Convention Board at <http://www.discoverlosangeles.com/tourism/membership/members>.

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 service providers 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



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recommended but not required. LACC reserves the right to require show management to provide additional EMT's during higher volume or specialized events. Show management concurrently booked in South and West Halls are required to provide medical staff in the first aid stations in each respective hall.

Show management'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. Show management may also opt to have their designated audio visual provider or their production company provides floor plans for general session and keynote areas, which must be reviewed and approved by the LACC Fire Marshal.

Your designated general service contractor will help you design your exhibit hall space (including registration areas). Exhibit floor plans must be submitted to your Event Manager and to the LACC Fire Marshal to be approved no later than thirty (30) days prior to move-in day.

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 Marshall.

FOOD & BEVERAGE

The Los Angeles Convention Center is proud to announce the Taste of LA by Levy Restaurants as the exclusive provider of food and beverage operations in the venue. No outside food and beverage is allowed. The Taste of LA by Levy Restaurants showcases the freshest, local ingredients and culinary delights that are iconic to the dining experience in the City of Angels. We offer catering, concessions stands, portable options, food truck alleys, exhibit booth service and so much more. Please refer to the Food & Beverage section of this Event Planning Guide or contact Taste of LA by Levy Restaurants at 213.765.4480 for further assistance.

FOOD SAMPLING

As the Center'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 may be allowed when approved in writing by Levy Restaurants. Sampling size is limited to 2 oz. portion of pre-packaged food samples, 4 oz. of non-alcoholic beverages and requires a permit from the Los Angeles Health Department. Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges. Please refer to the "Food & Beverage" section of this Event Planning Guide or contact Taste of LA by Levy Restaurants at 213.765.4480 for further assistance.

HOUSEKEEPING & CLEANING

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. The LACC is responsible for the maintenance of all public spaces, including the restrooms. The show's official cleaning contractor is responsible for cleaning all contracted areas including exhibit halls, meeting rooms, exhibit spaces, show offices, lounges, and registration areas. Additional housekeeping/cleaning needs required to return the contracted space back to the same condition as is move-in is billable to show management at the prevailing rates.

ABM Onsite, 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.



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HVAC SERVICE

Inclusive with rental, the Los Angeles Convention Center provides standard HVAC (heating, ventilation or air conditioning) during open show hours in accordance to the terms of the License Agreement. Within our practice to be responsible sustainability citizens and reduce energy waste, the Center maintains a comfort zone of 72 degrees and do operate HVAC service in exhibit halls when freight or roll-up doors are open. HVAC service requested outside of open show hours can be provided at an additional hourly rate. Please contact your Event Manager for prevailing rates on HVAC service.

INDUSTRIAL LIQUIDS AND 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.

Show management 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. Show management 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.

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 moms, 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).

LIGHTING – MEETING ROOMS

There are several standard pre-set overhead lighting patterns available in the meeting rooms, Concourse Hall and Petree Hall and is exclusively management by Encore Event Technologies, the Center's in-house, preferred audio visual partner. The Center provides these standard, pre-set lighting patterns with rental at no additional charge. Customized lighting patterns in these areas to accommodate the event's audio visual placement is available exclusively through Encore Event Technologies and applicable service fees are billable to show management.

LIGHTING – 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 in exhibit halls to accommodate general session audio visual placement, exhibitor display needs or any show management special requests is available exclusively through your designated electrical contractor or Encore Event Technologies and applicable service fees are billable to show management.



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LOADING DOCK STAFFING

The Center requires a minimum level of staffing to ensure vehicle traffic in the loading dock areas is managed in a safe and efficient manner. Shows using West Exhibit Halls, South Exhibit Halls, Concourse Hall and Petree Hall must have a dock gate attendant on duty anytime the loading dock area needs to be accessed, which is billable to show management at the prevailing hourly labor rate. In addition, the Center will require show management to staff a dock controller to manage delivery trucks and private vehicles within their designated loading dock area during move-in and move-out hours. Staffing for this can be provided by the show's general service contractor or the show's event security contractor. LACC building security may issue citations to vehicles parked in unauthorized areas in the loading dock.

MEDIA

Promotion through media outlets is a critical part to the success of your show and the LACC is your partner in this effort. 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. Please contact our Marketing team at 213.765.4664 to arrange your media plan.

NOISE LEVELS

The LACC is committed to ensure the reasonable quiet enjoyment of the facility ensure the success of all events booked at the Center. Show management 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.

PAGING MICROPHONE

A complimentary paging system is available upon request in exhibit halls. The paging microphone must be located in a standard designated show office location. Installation of the paging microphone in a non-standard location will require additional labor charges. Please contact your Event Manager to arrange for this service.

PARKING – ATTENDEES / EXHIBITORS / VISITORS

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). Current parking rates start at \$15.00 upon entry. There are no in/out privileges. Please note that parking rates and hours of operation is 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 complimentary ramp/dock passes and garage parking passes (limited in/out privileges), which are valid over contracted dates 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, show management may purchase additional parking passes and ramp/dock passes through their Event Manager.

Overnight and oversized parking may be available on a case by case basis and subject to space availability. Please review your needs with your Event Manager.

PARKING – SERVICE CONTRACTORS

Parking for show service contractors and vendors is available in West Hall Garage or South Hall Garage at the posted prevailing parking rates. There are no in/out privileges. Bulk purchase of parking passes are not available, however, service contractors and vendors may work with show management to request use of show management's



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allotment of ramp/dock passes and garage parking passes. Unauthorized parking in the loading dock area is subject to citation and/or towing.

PRIVATE DRIVE USE

The Los Angeles Convention Center has three (3) private drives available to accommodate shuttles, sightseeing tours and bus operation at Gilbert Lindsay Drive (West Hall), Figueroa Drive (South Hall) and Pico Drive (South Hall). Use of these drives is subject to availability and is considered shared, public space. LACC security staffing (billable to Licensee) is required at each access gates to these drives over hours the space is being used for event-specific activities (ie. shuttles, event marketing, busses limos, tours, etc). When private drives are used for event marketing activations, standard event marketing fees may also apply.

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

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.

RIGGING & SUSPENDING – PRODUCTION

Production rigging activities in West Halls A/B, South Halls G/H/J/K must be performed by a contractor on the LACC authorized service providers 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. Please contact Encore Event Technologies at 213.765.4625 for assistance.

RIGGING & SUSPENDING - EXHIBITS

All exhibit show-related rigging and suspending activities must be performed by a contractor on the LACC authorized service providers list and is limited to existing, fixed hang points, within the allowable load per hang point and in accordance to the LACC rigging guidelines. Show management 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.

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. Our building security staff does **NOT** provide security for contracted areas or items left unattended in any spaces under contract. 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.



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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 service providers list. Event security is responsible for the general security and safety oversight of all event-related activities including, but not limited to unlocking contracted space, line/crowd control, badge checking, managing loading dock door access, event entrance control and lost and found.

The Center requires that show management 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 provider agrees to comply with the LACC minimum event staffing requirements. At the discretion of the venue's Director of Security, the LACC may request a security staffing plan and posting map prior to move-in. The use of armed guards is prohibited without the expressed written approval of the LACC General Manager. Please contact your Event Manager for additional information and details regarding event security staffing.

SELLER'S PERMIT

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

Generally, the California State Board of Equalization requires that vendors who make sales or take order for sales at or during a convention, trade show or consumer hold either an ongoing or temporary seller's permit. Please visit http://www.boe.ca.gov/info/temporary_sellers.htm or call the California State Board of Equalization at 800.400.7115 for complete information.

In addition, the City of Los Angeles may require a business tax license for specific lines of business. Please contact the City of Los Angeles Office of Finance by calling 213.473.5901 or visiting <http://finance.lacity.org/content/BusinessTaxInformationFAQ.htm>.

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 (with 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. The LACC includes linen on banquet rounds as part of the initial meeting room set, however, linen changes after the initial room set is subject to linen and/or labor fees. 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.

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 License Agreement. The size of the stage and head table is subject to change based on audio visual requirements the maximum allotted for the designated exhibit hall.

Banquet rounds (with linen) are included at no charge if the space is being used is for a catered meal function. Please contact your Event Manager for additional information.

Exhibit hall use for exhibits does not include any building equipment with the exception of for banquet rounds (with linen) to support the Center's food and beverage concession operations. The location and amount of tables for this purpose is subject to the final floor plan as approved by the Fire Marshal. Additional equipment (stage, tables, chairs, easels, etc) requested for exhibit areas may be provided at a nominal rental fee subject to availability.



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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 staff at 213.765.4664 for additional information.

STAGING AND RISERS

The LACC carries 6'x8' riser, 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.

TELECOMMUNICATION

Telecommunication services are exclusively provided by Smart City at the LACC. For telephone, fax and teleconferencing needs in exhibit halls, meeting rooms, offices and all contracted space, please contact Smart City at 213.765.4647.

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.

Generally speaking, temporary structures meeting the following criteria are subject to design plan review the by the LACC Facilities Department and the LACC Fire Marshal. Please contact your Event Manager for exemptions, inclusions, exterior structures and the LACC complete guidelines in this area.

- 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 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures

TENTS

Temporary exterior tents, canopies and membrane structures that exceed 450 square feet require approval from the Fire Department and a Building Permit from the Department of Building & Safety. Permit fees vary based on tent size. Floor plans detailing all fire safety guidelines for this use must be submitted to the LACC Fire Marshal.

Please refer to the Fire Safety Guidelines section of this Event Planning Guide for complete details on automobile/motor vehicle requirements.

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.



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UNION LABOR

The LACC is a proud supporter of union labor for events hosted at the LACC. Every event's official general service contractor (GSC) provides drayage, decorating, rigging, exhibit construction, carpentry and freight movement. The Center adheres to accepted union historical jurisdiction practices as follows:

Sign, Scene and Pictorial Painters Union 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 electrical service at the LACC must be provided by one of the Center's approved utility contractors, whose respective staffs are members of IBEW. Please refer to the authorized service providers section of the Event Planning Guide for additional information.

For questions regarding Labor Union Guidelines, please contact your Event Manager.

VISTIOR INFORMATION DESKS

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 assist visitors to LA information on attractions, dining, transportation, hotel accommodations and much more. Hours of operation are limited. Please visit LA Tourism at www.discoverlosangeles.com or directly at 213.624.7300 for additional information.

WIFI ACCESS

The Los Angeles Convention Center is pleased to offer complimentary wireless access in the Center's dining areas, including Galaxy Café (West Hall), Compass Café (South Hall) and Tradewinds (Kentia Hall) 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 contact Smart City at 213.765.4647 for further assistance.



FIRE & SAFETY REGULATIONS

GENERAL INFORMATION

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.

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- 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/G, 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)

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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

- 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.



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- 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 DEPARTMENT 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. LIQUEFIED FLAMMABLE GAS is PROHIBITED inside any building.
- Operate any videotaping, broadcasting, still photographic, or motion picture equipment for commercial or professional purposes.
- Use open flame and candles.

AUTOMOBILES / MOTOR VEHICLE DISPLAYS

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

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshall is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed ¼ full. Caps for fuel tank pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternative method, approved by the Fire Marshal may be employed.
- Batteries in vehicles must be de-energized (disconnected) or vehicle keys must be secured with an event representative designated by the Fire Marshal. 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.
- Show management/exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- 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.



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TENTS

- 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.

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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.





SERVICE PROVIDERS

The Los Angeles Convention Center has partnered with some of the industry's leading contractors 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.

The LACC offers certain services on an **exclusive** and **preferred** basis. Any proposed work in the preferred services below must be provided by a contractor listed here or authorized by the VP, Event Services. Please contact your Event Manager for a complete list of service providers authorized to work at the LACC.

The Los Angeles Tourism and Convention Board has an extensive list of members who can offer additional ancillary services such as computer rentals, transportation services, entertainment, florists and so much more. Please visit www.discoverlosangeles.com for a complete list of their members.

(♦) Denotes **exclusive services** provided by the Los Angeles Convention Center.

AUDIO VISUAL

Encore Event Technologies

213.765.4625

wade.kersey@encore-us.com

BANNERS & SIGNS

Image Quest Plus

213.765.4210

rkylelynn@iqcopy.com

CR&A Custom Printing

213.749.4440

carmen@cracustom.com

CATERING / FOOD & BEVERAGE ♦

Taste of LA by Levy Restaurants

213.765.4469

mlopez@levyrestaurants.com

CLEANING CONTRACTOR

ABM Onsite Services

213.765.4691

renato.sotomayor@abm.com

ELECTRICAL / UTILITIES

Edlen Electrical

213.765.4671

kputich@edlen.com

Freeman Electrical

714.254.3738

larry.stoddard@freemanco.com

Trade Show Electric / TSE

562.370.1605

mwiththoeft@tradeshowelectrical.com

EVENT SECURITY

Noble Associates Worldwide

661.296.8017

johnm@noblea.co

O and R Security Services

818.551.7111

generalinfo@oandr.com

Sherman Security

909.941.4167

ctshermansec@aol.com

Staff Pro

714.230.7210 X254

gberistain@staffpro.com

Xtreme Security Services Inc.

562.207.7673

ernie@getxtremenow.com

America One Security

818.468.4505

dsao6909 sbcglobal.net

Contemporary Services Corporation

310.320.8418 X28146

mramirez@csc-usa.com

Elite Show Services

877.824.9494

robert@eliteservicesusa.com

Event Guard Services

800.518.6730 X1

kelly@eventguardservices.com



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FIRST AID / MEDICAL SERVICES

American Medical Response (AMR)

661.964.6324
melissa@wynstok@amr.net

Event Guard Services Inc.

800.518.6730 X1
kelly@eventguardservices.com

First Rescue Emergency Medical Services

661.225.7254
ricky@firstrescueems.com

On Call Medic

805.807.2517
wildfire@oncallmedic.net

GENERAL SERVICE CONTRACTOR

Crown Expositions Inc.

630.918.3875
mike@crownexposition.com

Blaine Convention Services

714.522.8270
wblaine@blaineconventionservices.com

Freeman

714.254.3400
ej.shelley@freemanco.com

GES – Global Experience Specialists

562.370.1590
dhiggins@ges.com

Paradice Decorating Company

562.944.4166
ray@paradiceexpo.com

Shepard Exposition Services

909.212.7243
jlevy@shepardes.com

Total Expo

310.320.4203 X11
aberberian@totalexpo.com

RIGGING – EXHIBITS

Blaine Convention Services

714.522.8270
wblaine@blaineconventionservices.com

Freeman

714.254.3400
ej.shelley@freemanco.com

GES – Trade Show Rigging TSR

562.370.1564
kgreen@ges.com

Shepard Exposition Services

909.212.7243
jlevy@shepardes.com

RIGGING – PRODUCTION

Encore Event Technologies

213.765.4625
wade.kersey@encore-us.com

Branam Enterprises Inc.

818.885.6474
kristy@branament.com

GES – Trade Show Rigging TSR

562.370.1564
kgreen@ges.com

Halvo Rigging

714.519.4532
mk@halvorrigging.com

Icarus Rigging Inc.

323.660.4112
rig@icarusrigging.com

Kish Rigging

805.532.1300
joe@kishrigging.com

Stage Call Rigging

310.376.1167
mike@lastagecall.com

Stage Rigging Inc.

650.299.1189
jeff.gilbert@stagerigging.com



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INTERNET SERVICES / WIFI / NETWORKING ♦

Smart City

213.765.4695

hdelarosa@smartcity.com

STAFFING SERVICES

Staff Pro

714.230.7210 X254

gberistain@staffpro.com

Veri-Staff Solutions

818.789.8909

eileen@veri-staff.com

TELECOMMUNICATIONS ♦

Smart City

213.765.4695

hdelarosa@smartcity.com



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FOOD & BEVERAGE GUIDELINES

Taste of LA by Levy Restaurants is the exclusive provider of food and beverage operations at the Los Angeles Convention Center. The Taste of LA by Levy Restaurants showcases the freshest, local ingredients and culinary delights that are iconic to the dining experience in the City of Angels. We offer catering, concessions stands, portable options, food truck alleys, exhibit booth service and so much more.

- (a) No outside food and beverage can be brought in and consumed in the Center at any time without the written approval of Taste of LA by Levy Restaurants.
- (b) All arrangements for food and beverage must be contracted directly with Taste of LA by Levy Restaurants.
- (c) Sampling of food and beverage items is allowed contingent on the following conditions:
 - Taste of LA by Levy Restaurants must approve all food & beverage sampling programs in writing.
 - Food sample size is limited to 2 oz. portion of pre-packaged food.
 - Non-alcoholic beverage samples are limited to 2 oz. portions.
 - Securing of all necessary license, permits, etc. is the responsibility of exhibitor.
 - 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.
 - Costs associated with the disposal of trash, waste, etc., from exhibitor sampling area are the responsibility of Licensee and/or exhibitor.
- (d) Any alcoholic beverages must be purchased and served by Taste of LA by Levy Restaurants.

Please contact Taste of LA by Levy Restaurants at 213.765.4480 for further assistance.

