

Los Angeles Convention Center



Information Packet



World Class Facility, World Class Service

Los Angeles Convention Center

Catering Services

The Los Angeles Convention Center through Aramark Sports and Entertainment Food Services can provide for all your food and beverage needs. Aramark is the exclusive provider for food and beverage catering services within the facility, including all exhibit halls and meeting rooms. Aramark Sports and Entertainment Food Services offers a different array of products, services and menus. Please contact our sales team at (213) 765-4512 for all of your booth or catering needs. Note: contact Show Management for any specific food and beverage policies that are unique to your event.

Booth Service

Attracting attendees to your booth can be easy! Aramark provides a large selection of innovative food concepts, from brass cappuccino machines to antique popcorn poppers or items specific to your own booth. Having trouble with a program to feed your sales team? Aramark delivers fast and easy breakfast, lunch and snack items to your booth to keep your team motivated.

Catering Service

From press breakfasts to awards luncheons to elegant receptions and dinners. Aramark offers a wide variety of culinary delights sure to perfect any event. Our sales team is eager to work with you on all your catering needs.

Labor Union Regulations and Jurisdictions

Los Angeles prides itself on the top-notch reputation of its skilled labor. We have a "can do" attitude that has become the basis of all training done by our unions. This section will outline what we provide, who is providing the services, what you can do without the help of skilled labor and how you can better use the services available.

Not all labor services are contracted through the LACC. We provide all utility services (electrical, telecommunications, communications and plumbing), while your show's official service contractor provides drayage, decorating, rigging, carpentry and freight movement. To help you with your utility needs, a team of LACC personnel is dedicated to each show. We are prepared to answer your labor-related questions and help settle issues quickly from our Customer Service Desks set up for the duration of the shows.

In the interest of promoting the Southern California area as the most popular and productive convention, exposition, trade and public show center of the nation, the following accepted union jurisdiction practices apply to all activity within the Los Angeles Convention Center.

Sign, Scene and Pictorial Painters Union Local 831

Local 831 has jurisdiction over the erection, clean up, touch-up, dismantling, repair and building of all exhibits in this area. These exhibits can include headers, floor covering, aisle covering, hanging of decorative material from the ceilings, painting and hanging of all types of signs, pictorial and scenic painting, etc. Their work also covers repairing of all animations and the 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 the total time for installation of floor covering, drapes for whatever purpose, hanging of signs or any material, does not take any more than thirty minutes for one person to complete. This does not mean 15 minutes for two persons or 10 minutes for 3 persons. If the work described above requires more than 30 minutes, properly qualified Union personnel must do the work.

Teamsters Union Local 986 (drayage firms)

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, other than 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.

Riggers will have the responsibility for unloading, uncrating, unskidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outline above for the removal of the equipment.

Tips on Booth Set Up

Anchoring Machinery: If machinery or equipment requires a degree of stabilization, contact our Building Superintendent/Show Operations to discuss possible solutions. Under no circumstances is anything allowed to be aggressively fastened to our exhibit floors (ie. No driving, anchoring, gluing). Further, no form of attachment may be made to the walls within our facility.

Carpet Cutting: Many of our services are provided from utility floor ports. If the utility port necessary to provide you with our utility service is covered by carpet when we arrive to install utility service, it may be necessary for us to cut your carpet. Our technician will attempt to discuss this with you prior to cutting the floor covering. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so we may complete the installation.

Overhead Utility Services: There are some areas where certain utility services are only available from overhead. If you are placed in such an area, additional charges for the labor and lift vehicle necessary to install the utility service will apply.

Transportation: Transportation of equipment or product using mechanical carts is permissible by the General Service Contractor only.

Los Angeles Convention Center

Exhibit Structure and Building Permit Information

Please refer to the following criteria for designing and building temporary exhibit structures at the Los Angeles Convention Center (LACC).

General Requirements:

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire exhibit 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, regulations, and policies. In the Uniform Building Code (UBC), Los Angeles is listed in seismic zone #4.

Inspections:

Exhibitors are responsible for assuring that their exhibits are designed and built in accordance with the general requirements mentioned above. With this in mind, exhibits may, or may not, be inspected depending on a number of variables. When inspections are performed, they are usually brief focusing only on “general” structural integrity and stability.

Structures Requiring Permits:

Structures that meet the following criteria require an on site structural/seismic inspection by the Department of Building and Safety, and the issuance of a building permit. The inspection/permitting fee for *Category I or II* exhibits is \$135.00 payable to the Los Angeles Convention Center. For questions regarding payment, please contact the LACC Customer Service Department at (213) 741-1151 ext. 5470.

Exhibit Structure Categories:

When exhibit structures meet certain criteria, additional information must be sent to the Los Angeles Convention Center Building Superintendent / Show Operations, to determine if the design meets minimum building standards. For this purpose, exhibit structures are separated into two (2) categories as shown below.

Category I

- Standard structures that exceed 12 feet in height.
- Stairs/steps over 30 inches tall, but not exceeding 48 inches tall.

Category II

- 2-story structures.
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live loads, or stairs/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.

For **Category I** structures, sending structural information is optional. Exhibitors that would like to have their plans reviewed can fax or E-mail drawings and related specifications to the LACC Building Superintendent / Show Operations at the number/address provided at the end of this document. If sending e-mail, please send renderings and/or drawings in a PDF or JPEG Image format. Do NOT send drawings electronically in DWG format.

For **Category II** structures, exhibitors must send two (2) sets of engineered drawings and related specifications to LACC Building Superintendent / Show Operations at the address shown below. The Superintendent will forward one (1) set to the Fire Inspector for his review. Drawings must be in a scale that is "clear and legible" and state all relative dimensions addressed below in inches and feet (do not send metric). 11-inch by 17-inch drawings are preferable "IF" information is clearly ascertainable. Further, drawings must be "recently" reviewed, approved, and stamped by a licensed Structural or Civil Engineer registered in the United States. Drawings must have the engineer's original "wet stamp", signature and current date of license expiration. Old drawings and/or copies not containing an original "wet stamp" are not acceptable and will not be approved. Drawings must be current and must refer to the specific Event (Show) for which they are being submitted. Furthermore, drawings must be accurate as to the design and configuration of the respective display(s). Please include Perspective / Isometric drawings as well to better define the project. Sending "Preliminary" renderings or drawings via e-mail is acceptable provided they are sent in a PDF or JPEG Image format, however; final Engineer approved wet-stamped drawings must be mailed or delivered.

In addition to standard engineering details, **Category II** drawings must contain the following information.

1. Live load rating of the stage, platform, or 2nd story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
2. 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 Los Angeles Convention Center.
3. Width of stairways. **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/guardrail.
4. 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" sphere can not 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.
5. Detail showing the placement and height of the handrails. 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).

Other Items

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 feet high, the base dimensions should be at least 5 feet wide and 5 feet 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.

Covered Structures: Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sqft 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 sqft. Please refer to the “*LACC Information Regarding Covered Areas*” guide for more information. For further information pertaining to *covered structures* see section, *Information Regarding Covered Areas*.

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.

Maximum Occupancy - Elevated Decks: Two 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 opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one 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 feet. 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 feet. Corridors longer than 20 feet must be open on both ends allowing exiting from both ends. Conference rooms or exhibit spaces that extend beyond a 20 foot corridor may require a 2nd exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawing of their proposed plan while in the concept design phase to assure that said design will be approved.

Exit Plan: Exhibits that are 400 sqft or larger must submit an “exit plan” for the Fire Inspector’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 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 of said devices, and/or limit access to said devices. 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 existing signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Requests must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.

Plan Review, Approvals, and Field Inspection: Exhibit plan/design approvals are tentative and are merely an acknowledgement that information sent in by the exhibitor was reviewed, and no issues were found at the time of review. Approvals are based on the information supplied by the exhibitor and are subject to on-site inspection. LACC and LAFD are not responsible for items missed in the review process. Exhibitors are responsible for designing and building exhibit structures that comply with all exhibit related policies, regulations, and codes including all of the requirements listed within this document. If during site inspection it is determined that the exhibit violates a building or fire code, thereby requiring correction, the exhibitor shall be solely responsible for making the respective corrections.

Show Management Rules & Regulations: Exhibitors must always check with Show Management for specific Show rules, regulations, and levels of review and approvals for each respective event. Conditions that may be allowed at one show, may not be allowed in another.

For further information, clarification or discussion, please contact:

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Los Angeles Convention Center

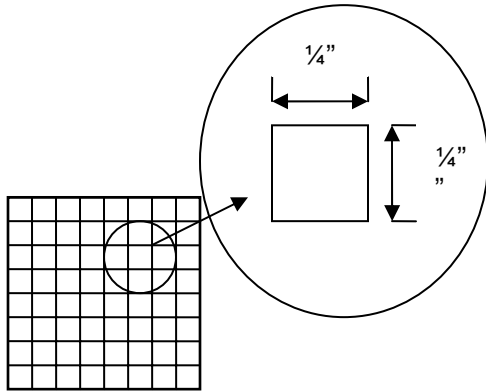
Information Regarding Covered Areas

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 sqft 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.

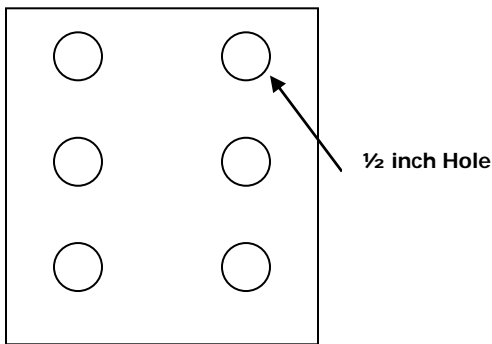
Defining "Covered"

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.

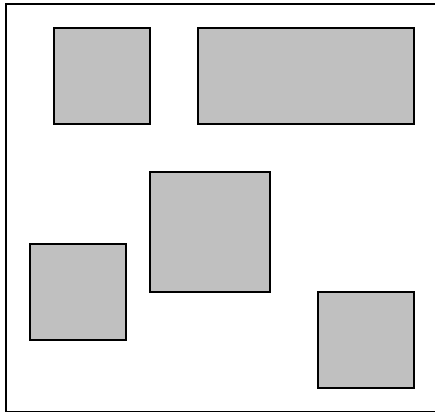


The unobstructed openings in the material must be at least $\frac{1}{4}$ inch in two directions.

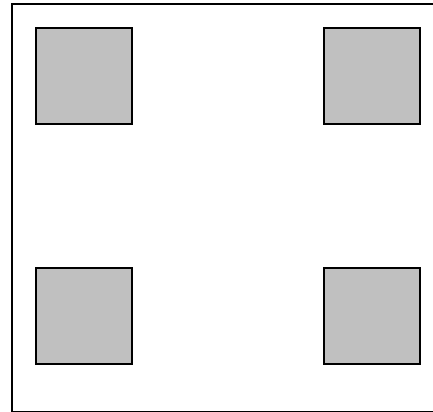


This is an example of steel plating with $\frac{1}{2}$ inch holes. Even though the openings are greater than $\frac{1}{4}$ inch, this material is considered "covered" due to the majority of the material being covered (less than 50% is open).

(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 sqft covered structures that are all separated by 10 feet or more would have four separate covered areas within the one booth space.



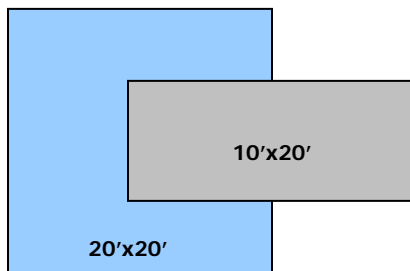
One (1) Covered Area
*Covered structures with less than
 10 feet of separation.*



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 sqft. Any area (as described above) that contains covered elements exceeding 750 sqft must be protected with an approved Automatic Fire Sprinkler System (AFSS). No other type of protection is allowed for areas exceeding 750 sqft. AFSS’s must be installed by a 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 Inspector 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.

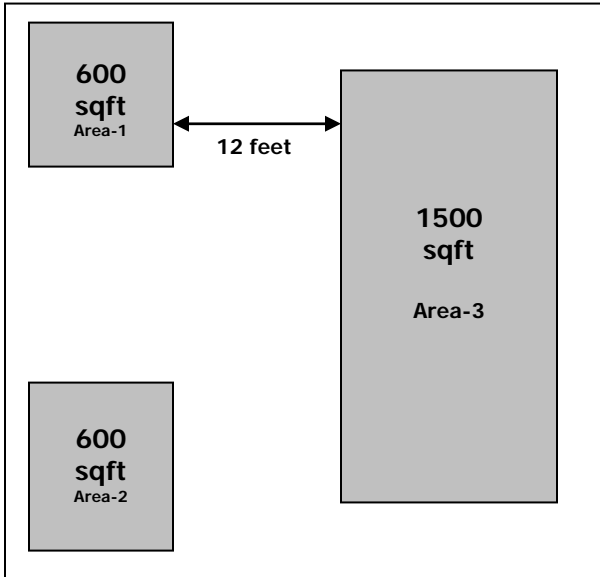


The amount of covered area in this example is 500 sqft based upon a “Plan-View Perspective”. Although the two elements total 600 sqft, the overlapping portion is not considered in the covered area calculations.

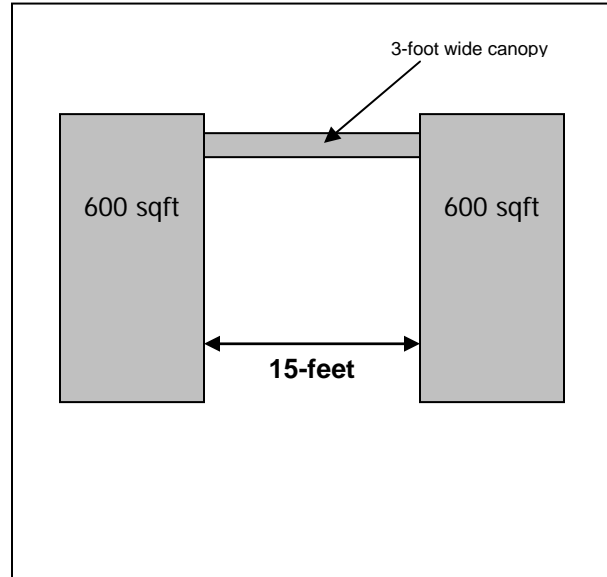
Design

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 separation between covered elements of the booth. In a large booth, having four covered structures of 750 sqft 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.

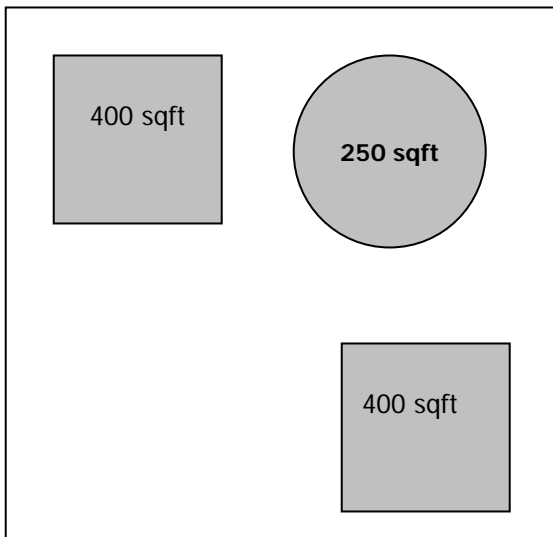
Creating one covered area that is 1,000 sqft and three others that are 750 sqft or less would result in the need to install an AFSS in the 1,000 sqft area only (the other three would not require one).



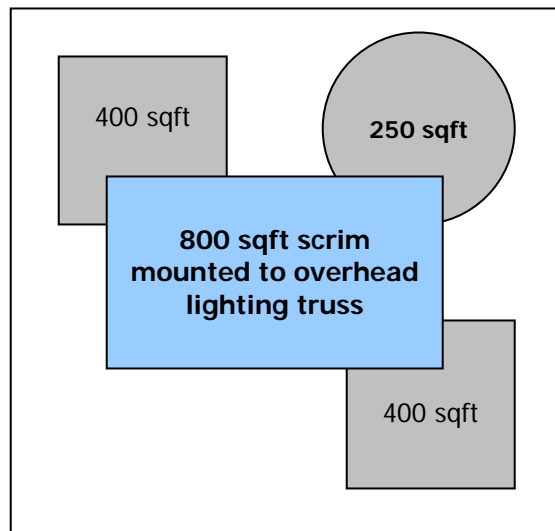
Area 3 requires an AFSS because it is over 750 sqft. However, areas 1 & 2 do not require AFSS's because they are separated by at least 10 feet.



The addition of the canopy results in having one large covered area. The two 600 sqft structures and the canopy must be protected by an AFSS.



Three separate covered areas containing less than 750 sqft each. NO AFSS required.



The addition of the lighting scrim results in the entire booth being classified as one covered area (exceeding 750 sqft). ALL covered elements must be protected by an AFSS.

Other things to consider

1. Neighboring booths must be considered when planning on 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".
2. 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 air walls. For example, Petree Hall is 21,500 sqft (when Halls C&D are combined). The maximum

amount of ALL cover areas within Petree Hall added together cannot exceed 2,150 sqft (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.

3. 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 sqft. 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. A telephone must be installed within the respective meeting room for immediate use by the fire watch officer. In addition, an LAFD Fire Inspector must be hired to patrol all of the meeting room spaces and corridors that contain covered areas during the non-show hours of the event. Payment of Fire Inspector should be handled through Show Management.
4. 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 sqft, and that the covered area is in compliance with the 10% (70% in LACC meeting rooms) requirement mentioned above.
5. All fabrics and materials must be certified as "Flame Proof" or "Flame Retardant" by the California State Fire Marshall. Flame proof certificates must be kept in the booth for Fire Inspector 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 Inspector for testing. Test samples should be 12"x12" in size and should be mailed with any other pertinent information to the Fire Inspector at the address listed below.
6. Booths containing more than 400 sqft of covered elements are required to submit drawings to the Fire Inspector and the LACC Building Superintendent / Show Operations at the address listed below. Send two (2) plan view drawings of the booth indicating (by shading in) 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 separation between them. In addition send perspective/isometric drawings to better define the project. Drawings may also 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.
7. Non-combustible stages and platforms that do not exceed 5 feet in height "may" be exempt from the 750 sqft 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.
8. LACC fire sprinkler systems shall not be impeded or obstructed. A clearance of 36 inches must be maintained from all LACC sprinkler heads.

9. Battery operated smoke detectors must be installed as an early warning device in any covered area that exceeds 100 sqft.
10. Stairs, ramps, vehicles and/or equipment are considered “covered” and therefore must be included in the covered area calculations.
11. For information on licensed Fire Sprinkler Contractors that have worked in the facility, contact the Building Superintendent / Show Operations.

For further information, clarification or discussion, please contact:

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**LOS ANGELES CONVENTION CENTER
POLICIES AND PROCEDURES
FOR
RIGGING AND SUSPENDING FROM BUILDING ATTACHMENTS
APRIL, 1998**

The following outlines the policy for rigging and attaching anything to and from the Los Angeles Convention Center's (LACC) building attachments and/or structures. The procedures set forth in this policy are mandatory and must be followed. For the purpose of clarification, LACC building structures and mechanical systems shall be referred to as "building attachments".

1. USE OF RIGGING CONTRACTOR

The **MANAGEMENT** of each show/event that requires the suspension of anything from LACC building attachments and/or structures must contract a pre-approved rigging contractor who shall be the "primary rigging contractor" responsible for any and all of the show/event rigging projects. (This contractor must be selected from the LACC list of approved contractors attached hereto). Said contractor will plan, coordinate, review engineering specifications, install and supervise the rigging and suspension of **ALL** items to LACC building attachments. LACC will consider the rigging and suspension of all areas of the entire show/event, including exhibits, lobbies, and other areas, as "one project" and the "primary rigging contractor" shall be responsible for the entire project. Once the "primary rigging contractor" has been contracted by the show/event management, any exhibitors and/or technical producers who have their own rigging crew or contractor may use them ONLY for planning and design and all such proposed rigging projects shall be coordinated and installed by the "primary rigging contractor".

2. PRIMARY RIGGING CONTRACTOR'S RESPONSIBILITIES

The primary rigging contractor is responsible for the following:

- A. 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.
- B. Assure that installations are accomplished without damage to the building.
- C. Assure that all rigging is done in a safe and professional manner using only professional rigging methods, and properly trained employees.
- D. 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 Los Angeles, California, listed as Seismic Zone-4 in the Uniform Building Code (U.B.C.). 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.

- E. Inspect and assure that all truss, equipment and/or display pieces are: Assembled properly as engineered, structurally sound, and safe to suspend.
- F. Inspect all rigging gear, supplies and equipment to assure said gear is in proper and safe working condition.
- G. Inspect building attachments such as welded hang points to assure they are in good condition and safe to use. If damage is found, report it to LACC Building Superintendent.
- H. 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.
- I. Use only rigging supplies and equipment that is industry certified and engineered for the use for which it is intended.
- J. Coordinate the exhibitor assignment of weight/tension loads to respective building attachments assuring again that no building attachments are overloaded.
- K. Assure that all lighting truss, equipment and other display pieces are installed and loaded (weight/tension) according to the engineered specifications.
- L. Raise and lower all equipment into place applying proper rigging principles at all times.
- M. A standard form provided by LACC shall be completed by the "primary rigging contractor" stating that installations have been accomplished in accordance with LACC rigging policies. This form must include the name, dates of the show/event and exhibits requiring rigging. This form is to be signed and dated by the primary rigging contractor and submitted to the LACC Building Superintendent upon completion of the entire rigging project.

3. RIGGING PARAMETERS, REQUIREMENTS AND MAXIMUM LOADS

WEST EXHIBIT HALL A & B

- A. 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.
- B. The maximum allowable load for each purlin beam that is span between two bracing trusses is as follows:
 - 1. The maximum allowable load that can be applied vertically (dead hung) to a purlin beam is 800 lbs.
 - 2. The maximum allowable tension load that can be applied to any purlin beam at an angle other than 90° to the floor 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.
- D. 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.

- E. 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.
- F. The maximum allowable load on the unistrut channel is 45 lbs. vertical load per every three (3) linear feet. NOTE: Unistrut channel is not intended to carry heavy loads.
- G. 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).
- H. 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.
- I. No rigging is allowed from the catwalk railing.

Booth and Stage Lighting Policies and Procedures

Lighting shall be installed on the truss system as per the engineered drawings. All fixtures and related equipment must be U.L. or City of L.A. Test Lab approved and in good, safe working condition. Lighting contractors and their associated personnel must be licensed and bonded to work at the Los Angeles Convention Center.

Equipment and Project Design

All lighting truss, associated equipment, and display pieces that are suspended in the Los Angeles Convention Center must be designed and engineered by a licensed structural engineer using approved design criteria for suspending over the public in a Seismic Zone 4 as specified in the Uniform Building Code (UBC). When designing the project all truss, associated equipment, and display pieces must be used as specified by said structural engineer. All components of the electrical system must be U.L. or City of Los Angeles Test Lab approved and in good, safe working condition.

Rigging

The primary rigging contractor for the show/event must be used for all rigging and attachments to the building. The rigging contractor is responsible for assuring the safety and mechanical/structural integrity of the entire truss system, related equipment and associated rigging. A rigging plot (drawing) must be provided to the rigging contractor that states the maximum weight or tension load, in pounds, at each hang point. If the project is for a stage production then a copy of the rigging plot is to be sent to the Los Angeles Convention Center Building Superintendent for review and approval. Only the rigging contractor is allowed to raise and lower suspended projects and truss systems. 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 have on site, and be prepared to install, weight measuring devices (Dyno's) where requested by the Building Superintendent.

The LACC electrical staff can assist in rigging and truss assembly; however, this is not a mandatory requirement. The LACC has on site, boom lifts (JLG's) and scissor lifts reaching heights of up to 60 ft. The rigging contractor may use LACC lift with an operator or may choose to bring in their own lift.

Hourly rates for LACC lifts are listed on the attached rate sheet. Contractor's lift can be used only for rigging and not for light installation or focus.

Lighting

The Los Angeles Convention Center Electrical Services Section is the exclusive electrical contractor for all electrical work at the Convention Center. LACC electricians must be used to mount lighting instruments, cabling and related devices, or to focus, move, or adjust instruments and/or devices on all projects of this nature. The lighting contractor's electricians may work with LACC staff as a combined work force under the following conditions.

- Lighting contractors and their associated personnel must be licensed and bonded to work at the LACC.
- There must be a minimum of one (1) LACC electrician for every one (1) of the contractor's staff that is working on the electrical/ lighting system.
- If the project consists of multiple locations, LACC staff and contractor's staff shall be paired together so there is a minimum one to one ratio, as explained above, in each location.
- When the project requires any type of work to be done in secured areas of the building such as catwalks, mechanical rooms, etc., only LACC staff shall be used to accomplish the related work. This includes running control and/or audio cabling, video cabling, etc. For dimmer patch, adjustment, or repair, contractor's electrician can go up on the catwalk; however, he/she must be accompanied by a LACC electrician for the duration of their time on the catwalk. NOTE: As related to Item 3 above, catwalks and mechanical rooms are considered separate locations from the exhibit floor(s) and therefore must be staffed separate from the exhibit floor crew.
- Excluding hang points and lighting truss, all fixtures, devices, equipment and cabling including A/V equipment that are attached to the facilities structure or mechanical systems within shall be accomplished solely by LACC staff. If lighting contractor requests to mount fixtures on such systems (i.e. catwalk rails, unistrut channel, light rings, etc.) the Building Superintendent shall review the details of the proposed project and then determine if the request can be granted. Fixtures that are allowed to be installed onto the building systems will be subject to a "cost per fixture" charge (does not apply to large stage productions).

Dimming board operators and follow spot operators can consist of LACC staff, or contractor's staff, or both.

Focusing, adjustments and re-sets are accomplished with the minimum one to one ratio of LACC staff and contractor's staff as stated above. One (1) of the contractor's staff will be allowed on LACC lift equipment to assist with focusing, etc. Contractors will not be permitted to bring in lift equipment for non-rigging needs.

Hooking up equipment to a LACC service (house power) shall be accomplished only by LACC staff.

Scheduling

All scheduling must be done at least one week prior to the first day of the project. The minimum labor call is four (4) hours. Lunch is ½ hour and is from 12:00 noon to 12:30 p.m. unless prior arrangements have been made. There is one 15 minute break in each four hour period. Once labor call is known contractor is to submit a written schedule and payment on (or with) the attached LACC Electrical Labor form.

Safety

All contractors shall use industry-approved equipment and devices that are intended for, and rated for, their actual use on site. All contractor personnel shall follow general safety rules and work in a safe manner.

The project coordinator is responsible for creating and executing a safe installation and dismantle process which includes the use of proper safety gear and equipment and adequate staffing. The level of staffing must be such that all material and/or equipment that must be lifted, carried, or maneuvered can be done so SAFELY. LACC staff has been instructed to not engage in any activity that is considered unsafe.

Lighting Installations on LACC Building Structure or Mechanical Systems

The following policy pertains to the installation of exhibitor/contractor owned lighting and related equipment to the Los Angeles Convention Center (LACC) building structure or mechanical systems. Building structure and mechanical systems include catwalks, railing, unistrut channel, light rings, and structural steel. The phrase "building attachment(s)" shall be used throughout this policy to refer to said building structure and mechanical systems.

Exhibitors requesting non-dimmable 1000 watt PAR-64 instruments to be placed on LACC building attachments must rent said fixtures from LACC. The following policy applies to fixtures other than PAR-64 or when PAR-64 fixtures must be dimmed.

This policy does not apply to the installation of lighting equipment that is mounted to a lighting truss system that is suspended or attached to designated hang points in the facility, or for general house (audience) lighting used on large stage productions.

- Exhibitor/contractor must submit equipment specifications and the overall scope of the proposed project to the Building Superintendent for review and ultimate approval prior to installation. Specifications must include the dimensions, weight, and means of attachment of the respective lighting fixtures. Total number of fixtures must be included in the scope of the project. Exhibitor/contractor may be required to provide a sample of the proposed fixture(s).
- Lighting instruments and all related equipment must meet all applicable codes (i.e., U.L. Listed, etc.) and be in good safe working condition.
- The installation of lighting fixtures and related equipment to LACC building attachments shall be accomplished solely by LACC electrical staff.
- The cost associated with installing fixtures to LACC building attachments is based on a charge per fixture. The cost for fixtures with an electrical rating of 2 KW or less is \$160.00 per fixture plus labor. (Orders received before the discount cut-off date will be charged \$120.00 per fixture + labor) fixtures that exceed an electrical rating of 2 KW will be subject to an additional cost.

The \$160.00 cost per fixture includes power and the use of the building attachment. Labor for installation, focus, repair, and dismantle is in addition to the aforementioned cost.

Rates published above are for 1998. Said rates are subject to change in subsequent years.

Industrial Liquid & Chemical MSDS Information Form

The Los Angeles Fire Department and the Los Angeles Convention Center require that the delivery, handling, and removal of all industrial liquids or chemicals be accomplished 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 Los Angeles Convention Center. All containers are to have permanent labeling from the manufacturer identifying the name, and related information of the industrial liquid or chemical. Further, the containers are to be properly labeled with the name & booth number of the exhibit. Exhibitors are also required to keep a copy of the MSDS in their booth as well. 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 Los Angeles Convention Center. In addition, liquids and/or chemicals that are flammable are NOT allowed within any of the exhibit halls or interior spaces of the Los Angeles Convention Center without written approval from the Fire Inspector. Under certain controlled and approved conditions, the Fire Inspector may allow small quantities of a flammable liquid to be used in the exhibit hall. To request a Fire Permit for the conditional use of flammable liquids/chemicals, please fax a letter to the "Fire Inspector" at (213) 765-4266. Be sure to include details about the type of liquid requested for use, why you need it, the duration of use, what provisions you plan on taking to safeguard against fire, and the quantity you propose to use.

Please fill in the information required below and fax this form along with the MSDS to the Los Angeles Convention Center, Building Superintendent at (213) 765-4267. If using more than two different types of liquids/chemicals, please use another sheet to list the additional liquids/chemicals. For additional information, please contact the Building Superintendent in charge of Show Operations by phone at (213) 741-1151 ext. 5609, or by e-mail at "tfields@lacclink.com".

Required Information

Show Name: _____ Booth # _____ Name of exhibiting firm: _____

Name of contact person(s) responsible for use of Liquid/Chemical: _____

Company name of contact person responsible for use of Liquid/Chemical: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Liquid/Chemical: _____

What is Liquid/Chemical used for? _____

What is the frequency and duration of use? _____

What is the quantity of Liquid/Chemical in the booth: _____ Pints / Gallons.

Name of Liquid/Chemical: _____

What is Liquid/Chemical used for? _____

What is the frequency and duration of use? _____

What is the quantity of Liquid/Chemical in the booth: _____ Pints / Gallons.

Los Angeles Convention Center Information Regarding Foggers & Lasers

Exhibitors planning to use hazer/fog machines or lasers must obtain approval from the Fire Inspector to use said equipment. Requests must be in writing and must include the numbered information listed below each heading. Also listed below are rules and procedures for using the respective equipment at the Los Angeles Convention Center.

Hazer/Fog Machines

1. 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).
2. Drawings showing placement of machines and the areas targeted for effect.
3. Quantity of machines and type (model) of machines.
4. Name of fogging agent (liquid/chemical/gas) and description of the container the agent comes in (1-gallon bottle of Roscoe DF-50, 100lb canister of liquid Nitrogen, etc.)
5. A Material Safety Data Sheet (MSDS) for the fogging agent and/or any other liquid or gas to be used.

LAFD requires that a test be performed to assure 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 affect on the system, and the exhibitor's ability to meet conditions outlined by the Fire Inspector. Projects affecting the system that are approved will be subject to LACC labor charges to work on or adjust the fire/smoke detection system, and related charges for hiring a Fire Inspector 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 Inspector (generally no more than one days use). Additional containers must be stored outside of the facility in a designated area. Exhibitors must make arrangements with the Freight contractor for storage and delivery of containers. Deliveries must be made during NON-show hours.

Exhibitors and production staff are responsible for operating foggers/hazers; in accordance with all Federal, State, and local laws & codes, within manufactures specifications, within the parameters of the fire Inspector's approval and within the requirements set forth in this document.

Lasers

1. 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.
2. Quantity of machines and type (model) of machines.
3. Electrical service required for each machine (volts, amps, and phase).
4. Method of cooling (self cooling, water cooled, Nitrogen cooled, etc.)
5. Name of any liquid/chemical/gas proposed for use, description of the container it comes in, and the respective Material Safety Data Sheets (MSDS).
6. 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.

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 (generally no more than one days use). Additional containers must be stored outside of the facility in a designated area. Exhibitors must make arrangements with the Freight contractor for storage and delivery of containers. Deliveries must be made during NON-show hours.

Exhibitors and production staff are responsible for operating lasers; in accordance with all Federal, State, and local laws & codes, within manufactures specifications, within the parameters of the fire Inspector's approval and within the requirements set forth in this document.

For questions and/or more information please contact:

Tom Fields
Building Superintendent
Show Operations
Los Angeles Convention Center
1201 S. Figueroa St.
Los Angeles, CA 90015
(213) 741-1151 Ext. 5609
Fax: (213) 765-4267

Email: Tfields@lacclink.com

Michael Riley
Fire Inspector
Public Assembly
Los Angeles Convention Center
1201 S. Figueroa St.
Los Angeles, CA 90015
(213) 741-1151 Ext. 5370
Fax: (213) 765-4266

Email: Mriley@lacclink.com

Food Sampling and Temporary Food Booths

Food Sampling

For those exhibitors desiring to sample food, non-alcoholic and alcoholic beverages, they must request and receive specific written permission from Aramark Sports and Entertainment Food Services, the Convention Center Concessionaire. All sampling must be in accordance with the policies of the Los Angeles Convention Center and Aramark Sports and Entertainment Food Services, and must be done in compliance with the rules and regulations of the California Department of Alcoholic Beverage Control and Department of Health.

Two sampling methods are available to exhibitors, depending on the desired sampling size. The exhibitor must present product liability insurance and agree to hold harmless, and maintain insurance so as to fully protect the Los Angeles Convention Center, Aramark Sports and Entertainment Food Services, and their directors, officers, and staff members from any claim or action arising out of such sampling.

Method One—Limited Sample Size

a. Food and Non-Alcoholic Beverages

Food sampling shall be limited to bite-size portions.

Approximately one (1) oz. non-alcoholic beverage sampling shall be limited to a four (4) oz. cup per serving.

b. Alcoholic Beverages

Sampling may be done provided that: a) Sample sizes do not exceed ½ ounce for liquors or liqueurs, 2 ounces for wine, or 4 ounces for beer.

Method Two—Larger Sample Sizes

Exhibitors whose marketing needs require larger samples than those described above, must make arrangements with the Catering Office of Aramark Sports and Entertainment Food Services (213) 765-4512. Arrangements include food and bar services, complete product handling, beverage dispensing and equipment, bartenders, ice, and glassware. Pricing will be at retail and is subject to 15% gratuity and prevailing state/city tax. Product liability insurance coverage is required when samples are distributed in the LACC. For additional information please contact Aramark directly.

Temporary Food Booths

Please note the following regulations governing the operation of temporary food booths in the Los Angeles Convention Center.

Health Department Regulations

Show Management is responsible for submitting to Aramark a blanket Temporary Food Operations Permit to cover all exhibitors distributing food. Show Management can obtain the from the Department of Health Services. Clients may apply in person from 8:00am to 5:00pm:

District Environmental Health Services
Central Health Center
550 South Vermont, #605
Los Angeles, CA 90020
(213) 351-7892

Restrictions on Food Heating Methods

Charcoal and propane are prohibited. Each booth using gas jets, sterno, deep fryers, ovens used for roasting and barbecues must contain a fire extinguisher. Additionally, vendors using any of the above methods of cooking must apply for a permit from:

Bureau of Fire Prevention
200 North Main Street, Room 920
Los Angeles, CA 90012
(213) 485-6050

Convection ovens, steamers, hot plates and microwaves do not require a special permit but are to be operated away from booth curtains.

Product Liability/Exclusive Rights of Convention Center Caterer

Aramark Sports and Entertainment Food Services holds an exclusive contract to serve food and beverage in the Los Angeles Convention Center. Aramark may allow show management to set up theme-oriented restaurant booths at their discretion. Show management and individual exhibitors must make all arrangements with Aramark well in advance of the show. The caterer may assess compensation for loss of revenue.

Show Management must provide their exhibitors' product proof of liability to Aramark prior to move-in.

Aramark Sports and Entertainment Food Services
1201 South Figueroa Street
Los Angeles, CA 90015
(213) 765-4512
FAX (213) 765-4552