

# LOS ANGELES CONVENTION CENTER

## RULES AND REGULATIONS

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The following rules and regulations apply for all events and show activity. For questions or assistance on any item, please contact the Event Services Division at (213) 741-1151, x5360.

### General Facility Regulations

#### Animals and Pets

If you plan to use a domestic animal in your exhibit, be sure to contact your Show Manager for approval; for non-domestic, endangered or exotic animals, you must obtain an animal permit from the City of Los Angeles Department of Animal Regulations at (888) 452-7381. Disability animals are exempt from the above regulation.

#### Balloons and Helium Filled Items

Radio-operated blimps and similar devices may be permitted on the show floor with pre-approval in writing from Show Management and with a certificate of liability insurance, as well as approval from LACC management and the Fire Department. Helium-filled balloons are prohibited, except when provided and installed by a professional for decoration. Mylar balloons are prohibited due to their effect on our fire detection systems. Decorative balloons must be air-filled.

#### Booth Storage

You may keep a one-day supply of advertising materials, product or literature in your booth, but not behind your booth backwall. Also, you may not store empty cartons in or behind your booth backwall. The show's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packing materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty crates will be returned to you during move-out.

#### Child Care

Those groups that expect large numbers of children are required to maintain adult supervision of children at all times, and are encouraged to organize licensed child care (use of additional rooms for this purpose may be available for an additional charge).

#### Exhibitor Appointed Contractors (EAC)

EAC employees are not "Exhibitors". Therefore, an employee of an EAC cannot perform tasks allowed to "Exhibitors". Employees of an EAC must be properly badged to access exhibit hall. In addition, EACs are not permitted to drive mechanical carts.

#### Exhibits in Meeting Rooms

If a meeting room has been assigned to your company for exhibit or meeting use, please contact the Event Services Division at (213) 741-1151, x5360, or review the Meeting Room Requirements section in this packet for specific meeting room guidelines.

#### Fire Hose Cabinets, Pull Stations, Aisles and Exits

Each of these must be visible and accessible at all times. Please contact your Show Manager immediately if you find any within your exhibit area. A 36" clearance must be maintained from all fire hose cabinets, pull alarm stations, or other fire-life-safety equipment. Adjustments to space and equipment may be required. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

**Privately Owned Vehicles (POVs)**

The unloading of any materials from a POV must be done at a designated area and/or loading dock only. POVs cannot stand or wait at a taxi area; these areas are designated for passenger drop-off and pick-up. For safety and to maintain efficient traffic patterns throughout the show, we will tow vehicles which are left in taxi areas.

**Smoking**

Smoking is not permitted in any inside area of the Los Angeles Convention Center.

**Vehicle Displays**

Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than a half tank to one third tank full of fuel. A vehicle permit from the Los Angeles Fire Department is required (refer to LAFD requirements). Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.