



Los Angeles Convention Center

## **BOOTH AND STAGE LIGHTING POLICIES AND PROCEDURES**

Effective January 1, 2012

The following outlines the policies and procedures of the Los Angeles Convention Center (LACC) regarding the installation, adjustment, and dismantle of booth and/or stage lighting projects and stage productions. The following also outlines areas of jurisdiction, mandatory involvement, and minimum requirements.

### **1. 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.

### **2. RIGGING**

Only the LACC approved rigging contractor for the show/event shall 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. 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). 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. It is highly recommended that all parties (lighting, audio, video, scenic, etc) provide the rigging contractor with respective loads so that all loading can be calculated into the design.

Only the rigging contractor is allowed to raise and lower suspended projects and truss systems. 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 LACC operator or may choose to bring 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 lighting installation or focus.

### **3. 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, and 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.

- 1) 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.
- 2) 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.
- 3) When the project requires any type of work to be done in secured areas of the building such as catwalks, mechanical rooms, parking garages, etc., only LACC staff shall be used to accomplish the related work. This includes running control and/or audio cabling, video cabling, mounting scoop lights, 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 2 above, catwalks, mechanical rooms, and the parking garage are considered separate locations from the exhibit floor(s) and therefore must be staffed separate from the exhibit floor crew.
- 4) 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 Electrician Supervisor 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 general session stage productions).

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

Focusing adjustments, relamping 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. As stated in the rigging section above, lighting instruments or other gear (i.e., "load") may not be moved or shifted without the review and approval of the rigging contractor to ensure loads remain within acceptable parameters.

Only LACC and the approved rigging contractor are allowed to operate personnel lift equipment such as boom lifts, scissor lifts, single-man lifts, etc. at LACC. All other vendors (AV companies, scenic, technical, etc) may NOT operate lifts. Further, with the exception of rigging as defined above, all work that is directly lighting related, along with all work mentioned in item-4 above must be accomplished solely with LACC lifts. Work includes: focus, relamping, fixture troubleshooting-repair-removal, etc. The lighting contractor staff may work in the LACC lift with the LACC electrician; however, the use of LACC lifts for this category of work is mandatory. The rigging contractor's lift can be used for remaining work such as audio, video, scenic, etc as long as the lift is operated by a trained and certified member of the rigging contractor's staff. LACC lift and operator may also be used for said work if desired.

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

#### **4. SCHEDULING**

All scheduling should be done 20 days prior to the first day of the project (see LACC Electrical Labor Request Form for important details). The minimum labor call is four (4) hours. Lunch is ½ hour and is from 12:00 noon to 12:30p.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 with payment using the LACC Electrical Labor Request form. Charges for a lift & operator are based on a two (2) hour minimum per day, and must be ordered 20 days in advance of the move-in. Charges include time required to wrap the wheels of lifts when needed, transporting the lift to and from the project location, refueling when needed, etc. Projects in which lift equipment must be operated in close proximity to display items or structure require an additional electrician on labor to function as a "Ground Observer", assisting the operator from the ground. Schedule modifications, crew reduction, and/or cancellations made without 48 hour prior notification will be subject to cancellation and/or rescheduling charges that may equal the amount of the original labor call. Please read the LACC Electrical Labor Request Form for more important details.

#### **5. 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 have been instructed to not engage in any activity that is considered unsafe.