



## **Los Angeles Convention Center**

### **Los Angeles Convention Center Information Packet**

#### **Exhibit Utility Services Information**

**Effective: January 1, 2012**

The Los Angeles Convention Center (LACC) is the exclusive provider of utility services (electrical, plumbing, and telecommunications) within the facility. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and temporary structures. All requirements for utility services and labor to install, connect, repair equipment or distribute power are to be completed by Los Angeles Convention Center personnel. Specific information regarding available equipment, service hook-up, and rates can be obtained from Exhibitor Services by calling (213) 741-1151, extension 5470.

#### **General Conditions / Regulations**

1. All utility installation is performed by Los Angeles Convention Center personnel only. Permit and insurance requirements do not allow non-Convention Center personnel to perform any utility work or to rent or sell related material and equipment within the Convention Center.
2. All materials and equipment furnished by the Los Angeles Convention Center shall remain the property of the Los Angeles Convention Center and shall be removed or disconnected by Los Angeles Convention Center personnel only.
3. All materials, equipment, wiring, and connections must meet the City of Los Angeles Codes and other Federal/State regulations that have legal jurisdiction (i.e., FCC, Plumbing Code, U.L., National Electric Code, and L.A. Electrical Test Laboratory).
4. Unless otherwise instructed, Los Angeles Convention Center installation personnel are authorized to cut booth floor coverings and walls when required for installation of service.
5. A labor charge may be assessed for relocating service after initial installation has been completed.
6. Request for utility service: Full payment and an accurate floor plan indicating placement of service must accompany the service order form and must be returned to the Los Angeles Convention Center by the discount cut-off date. Please see applicable LACC Discount Flyer Notice or contact Exhibitor Services for the actual discount cut-off date for each respective event.

7. Exhibit electrical equipment must conform to City of Los Angeles Code requirements.

Examples:

- A. Neon signs, lights, or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
  - B. All equipment must be properly grounded. Extension cords must be 14 guage/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. Open splices are not allowed.
  - C. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).
8. Exhibits which contain "built-in" electrical service will be inspected for compliance with permit, code, and safety requirements. Unauthorized or non-approved electrical installations will be dismantled and reinstalled by the Convention Center on a time-and-material basis or the service will be disconnected.
  9. All equipment must display complete information on current, voltage, phase, cycle, horsepower, etc. If no information is available, electrical charges shall be computed at 70% of the main breaker or main fuse size.
  10. Los Angeles Convention Center is not responsible for voltage fluctuations or power failures.
  11. For additional information, refer to the back of the Electrical Service form found in the Service Order Forms section (G) of this manual.

## **Plumbing**

1. All chemicals whether hazardous/toxic or not must be registered by filing a MSDS (Material Safety Data Sheet) with the LACC Building Superintendent before it will be allowed to enter the Los Angeles Convention Center facilities.
2. Permanent building utility outlets, including restroom plumbing fixtures, are NOT to be used for booth operations or disposal purposes.
3. Los Angeles Convention Center recommends use of filters for control-type or sensitive equipment.

4. Los Angeles Convention Center is not responsible for pressure fluctuation. Pressure many vary slightly for air and water.
5. The use or display of compressed gases and liquefied flammable gases is **prohibited** unless a permit is obtained from the Los Angeles Fire Department.
6. **Plumbing Service is not available in LACC meeting rooms.**
7. For additional information, refer to the back of the Plumbing Service Form found in the Service Order Forms section of this manual.

## **Telecommunications**

1. Types of Service:
  - A. Single Line – Basic service includes one touch-tone line installed in location designated on booth diagram. Unlimited local calls within calling zone are included. Telephone sets provided by the Los Angeles Convention Center are single line, desktop touch-tone phone (you keep at the end of the show).
  - B. Multi-Line Telephone Requirements – A multi-button, touch-tone telephone set provides more than one line service. Additional sets may be obtained for a complete “office” type configuration to permit simultaneous handling of incoming and outgoing calls. Refer to current Telecommunications Order Form.
  - C. Long Distance Services/Toll Call – Access is provided to all telephone services. Deposit will be required. All long distance calls are subjected to applicable local, State, and Federal taxes.
2. Telephones are issued at the Los Angeles Convention Center Exhibitor Service desk. Telephone sets supplied by exhibitors must be touch-tone and meet FCC regulations.
3. Deposit for telephone equipment must be paid prior to issuance of telephone. Deposits may be included with Long Distance Deposit Requirement or paid upon arrival at the Los Angeles Convention Center.
4. The exhibitor will be responsible for telephone equipment while in his/her possession. Equipment not returned or equipment damaged while in the possession of the exhibitor will result in forfeiture of deposit.
5. For additional information, refer to the back of the Telecommunication Service Form found in the Utilities: Phone/Electrical Forms Tab, IV, of this manual.