

E3 2016 - TEMPORARY STRUCTURES

(Updated 8.11.15)

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 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.

Temporary Structure Criteria. Temporary structures/exhibits proposed in interior locations of the Center (ie. exhibit halls, meeting rooms, lobbies, etc.) must submit design plans for review by the LACC Facilities Department and the LACC Fire Marshal in the event they meet the following criteria:

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

Design Plan Requirements. Design plans drawn to scale at a minimum size of 11"x17" are to be mailed to the Los Angeles Convention Center and must include the following:

- Event name and dates;
- Exhibitor name and booth # (or location);
- Address all items listed in the "Details to Include in the Design Plan" section noted below as applicable;
- Reviewed, approved and stamped by licensed Structural or Civil Engineer registered in the United States
- Engineer's original "wet stamp", signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project

Please note that the exhibit structure criteria for exterior locations denoted above with an asterisk (*) do not require an engineer's original wet stamp and may be submitted digitally.

Details to Include in the Design Plan. In addition to standard engineering details, design plans submitted must incorporate the following details. Please note that measurements must be in feet and inches (not in metric measurements).

- **Staging.** Live load rating of the stage, platform, or 2nd story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
- **Stairs.** 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

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toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the LACC.

The 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/guard rail.

- **Guard Rails.** 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 inch sphere cannot 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. 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).
- **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 and lowering the center of gravity.
- **Covered Structures.** Exhibits containing structures 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. The allowable amount of covered area in LACC meeting rooms may be substantially less than 750 sq. ft. Please refer to the *"LACC Information Regarding Covered Areas"* guide for more information.
- **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. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.
- **Maximum Occupancy – Elevated Decks.** Two (2) 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 (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) 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 to allow exiting. 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 drawings of their proposed plan while in the concept design phase to assure that said design will be approved.
- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal'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

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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 LACC 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, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. 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 exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating/installing all approved temporary supplemental signage.

STEP 1: Please submit initial design plans along with application to ssnyder@lacclink.com, clinton.pruet@lacity.org and staylor@lacclink.com

STEP2: Please mail the required hard copy of the design plan as outlined in the Temporary Structures Guidelines to:

Los Angeles Convention Center
Attn: Facilities – Exhibit Structure Review
1201 S. Figueroa Street
Los Angeles, CA 90015

Digital versions of design plans can be initially reviewed by the LACC and the LACC Fire Marshal, however, a hard copy of the plan as outlined in the section above is mandatory to complete the process.

Plan Review and Inspections. Exhibitors assume responsibility that their structures/exhibits are designed and built in accordance with the plan requirements within this guideline. Design plan approvals are tentative based on information provided with final approval contingent upon the on-site inspection. In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, exhibitor is solely responsible for making the respective corrections.

PLEASE CONTACT LACC FACILITIES AT 213.765.4633 FOR ASSISTANCE

E3 2016 - TEMPORARY STRUCTURE PLAN REVIEW FORM

(Updated 8.11.15)

Event Name:	_____	Event Dates:	_____
Exhibiting Company:	_____	Booth #:	_____
Exhibitor Address:	_____		
City/State:	_____	Zip:	_____
Contact Name:	_____		
Contact Telephone:	_____	E-mail:	_____

Is the temporary structure located in an exterior area of the Center? ☐ YES Location: _____ ☐ NO

TEMPORARY STRUCTURE 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 in seismic zone #4.

Temporary structures/exhibits meeting the following minimum criteria must submit design plans for review by the LACC Facilities Department and the LACC Fire Marshal. Please refer to the LACC Temporary Structures Guideline for complete requirements and details. (*) Denotes requirements applicable only to structures proposed in exterior areas.

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

STEP 1: Please submit this application along with design plans to ssnyder@lacclink.com, clinton.pruet@lacity.org and staylor@lacclink.com

STEP2: Mail in a hard copy of the plan as outlined in the Temporary Structures Guidelines to:

Los Angeles Convention Center
Attn: Facilities – Exhibit Structure Review
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In submitting this form, the show management/exhibitor acknowledges that they have read, understand and agree to the terms and conditions outlined in the LACC Temporary Structures Guideline.

Signature

Date