



**MANDATORY FOR PERMANENT MEETING ROOM EXHIBITORS**

**MANDATORY**

**LOS ANGELES CONVENTION CENTER RULES AND REGULATIONS GOVERNING THE CONSTRUCTION OF COVERED STRUCTURES WITHIN LACC MEETING ROOMS**

1. The total aggregate amount of covered area in any LACC meeting room shall **NOT** exceed the LESSER of the following two parameters: 70% of the total area of the LACC meeting room, or 750 square feet.
2. All existing sprinkler heads are to be unobstructed. Ceilings and other display components are not allowed to be within 36 inches of any sprinkler head.
3. Covered areas exceeding 100 square feet shall be outfitted with audible smoke detectors. The number and location of smoke detectors will be determined when the room plans are reviewed by the LAFD.
4. Fire extinguishers shall be located in areas of the meeting room where they will be visible and accessible. The number and location will be determined when the room plans are reviewed by Los Angeles Fire Department (LAFD).
5. There shall be an assigned security in each room, AT ALL TIMES during non-show hours acting in the capacity of a "Fire Watch". This person shall have telephone communications with building security. The cost for the Fire Watch and the phone line shall be paid for by the Exhibitor.
6. The installation of temporary fire sprinkler systems in LACC meeting rooms is not allowed.
7. Exhibitors shall submit plans to LAFD for any covered area within a LACC meeting room. These plans shall have accurate measurements for both the existing LACC meeting room, as well as planned temporary room(s), exhibits, and structures. The plans shall clearly show how much of the space is covered, and the respective square footage thereof.
8. Information regarding electrical service available in the meeting rooms will be E-Mailed to each permanent meeting room occupant. Exhibitors are urged to review their power requirements. Approval for additional power is based on power availability, satisfactory conditions regarding a safe installation, LAFD regulations, security concerns, and the timeliness of the request. Requests for additional power must be made by **May 15, 2017** to Mark Witthoeft, GES, at 562-370-1605, or E-Mail [mwitthoeft@ges.com](mailto:mwitthoeft@ges.com)
9. See Protocols for Submitting Design Plans and Seeking Booth Approvals.

**The deadline to submit this form to Event Services at the Los Angeles Convention Center is April 3, 2017.**

I have read and agree to abide by the above stated rules and regulations.

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**Company Name/ Booth Number**

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**Signature/Name/Date**

**\*\*\* Please email this document to Event Services at [eventservices@lacclink.com](mailto:eventservices@lacclink.com)\*\*\***

