MANDATORY

PROTOCOLS FOR SUBMITTING DESIGN PLANS AND SEEKING BOOTH APPROVALS

In an effort to expedite the review, comment, and approval process for E3 booth/project designs, please use the following protocols. **The deadline to submit Booth Approvals is April 3, 2017.**

South Hall, West Hall

For projects in South Hall, West Hall, that are <u>larger than 400 sq. ft.</u>, please E-Mail drawings & information to the following:

Event Services: eventservices@lacclink.com

Please include the following drawings/information when you E-Mail the LACC team:

1. Plan view drawing of the entire booth space.
2. Two or Three perspective view (Isometric view) drawings or renderings of the entire booth space. For larger projects, send more views.
3. A Covered Area Plan indicating all covered elements within the booth and the respective size and dimensions of each covered area. See the LACC information regarding "Covered Areas and Structures" document for further guidance.
4. A Booth Exit Plan that shows via use of arrows all exit pathways in which attendees can exit the booth. Exit plans should also show exit paths from 2nd level decks and any enclosed areas you may have within the booth such as theaters, conference room complex, etc.
5. Stamped Engineered Drawings (SED's) for all 2-story structures, and for all other "Category-II" type structures as defined in the LACC "Temporary Structures and Temporary Structure Form" document.
6. Details concerning any dynamic performance or element you are proposing (i.e., skateboarding or biking, moving simulators, aerial performances, etc.). Basically any moving elements or performances.
7. **IMPORTANT**: The above outline renderings must be sent to the LACC along with the Exhibit Structure Building Permit Form. Los Angeles Convention Center, Attn: Event Services – Exhibit Structure Review, 1201 S. Figueroa Street, Los Angeles, CA 90015.   Exhibit booth renderings will not be reviewed without these documents.
In the subject line of your E-Mail write the following: E3 / Name of Booth, Booth Number / Plan Review. As an example: If a company were exhibiting in booth 101 as Tom's Games, the subject line would read: **"E3 / Tom's Games, Booth #101 / Plan Review"**

In addition to the LACC you also must submit a copy of design/artistic renderings/drawings* to Show Management

Show Management will send a personalized email with a secured link and instructions on how to upload your files. Please do not email your files, due to the large size of these design renderings they cannot be received through regular E-Mail. If you have any questions please do not hesitate to contact us:

Alida Roberts, aroberts@irl-events.com or 508.834.6187
Mariella Ley, mley@irl-events.com or 508.834.6183

*** Show Management does not require the Stamped Engineering Drawings (SED's)**

PROTOCOLS FOR SUBMITTING DESIGN PLANS AND SEEKING BOOTH APPROVALS

LACC Permanent Meeting Rooms

In an effort to expedite the review, comment, and approval process for E3 booth/project designs, please use the following protocols. **The deadline to submit Booth Approvals is April 3, 2017.**

For projects in LACC permanent meeting rooms, please send drawings & information to the following individual:

Event Services: eventservices@lacclink.com

Please include the following drawings/information when you E-Mail the LACC team:

1. Plan view drawing of the entire meeting room/space.
2. Two or Three perspective view (Isometric view) drawings or renderings of the entire room/space. For larger projects, send more views.
3. A Covered Area Plan indicating all covered elements within the room/space and the respective size and dimensions thereof. See the LACC information regarding "Covered Areas and Structures" document for further guidance.
4. An Exit Plan that shows via use of arrows all exit pathways in which attendees can exit the room/space. Exit plan should also show exit paths from any enclosed areas you may have within the meeting room or exhibit space such as theaters, conference room complex, etc.
5. Details concerning any dynamic performance or element you are proposing (i.e., skateboarding or biking, moving simulators, etc.). Basically any moving elements or performances.

In the subject line of your E-Mail write the following: E3 / Name of Exhibiting Company, Room or Space Number / Plan Review. As an example: If a company were exhibiting in LACC meeting room 310 as Tom's Games, the subject line would read: **"E3 / Tom's Games, PMR 310 / Plan Review"**

In addition to the LACC you also must submit a copy of design/artistic renderings/drawings* to Show Management

Show Management will send a personalized email with a secured link and instructions on how to upload your files. Please do not email your files, due to the large size of these design renderings they cannot be received through regular E-Mail. If you have any questions please do not hesitate to contact us:

Alida Roberts, aroberts@irl-events.com or 508.834.6187
Mariella Ley, mley@irl-events.com or 508.834.6183

* Show Management does not require the Stamped Engineering Drawings (SED's)