



## SHOW MANAGEMENT RULES AND REGULATIONS REGARDING THE SUBMISSION OF BOOTH DESIGN/LAYOUT APPROVALS FOR E3

All structures, display components, stunt-related or dynamic performances, and/or special effects must be approved by Show Management prior to the construction, display, or exhibit thereof. The City of Los Angeles requires a building permit for certain types of building structures used for exhibit purposes. Please refer to “LACC Temporary Structures and Temporary Structures Form” in the **LACC Information and Forms Section** of the Exhibitor Manual. In addition to the information listed in the **LACC Information and Forms Section** of the Exhibitor Manual and in the Exhibit Space contract, the following requirements shall also apply.

1. All design/layout drawings and specifications must be sent to the LACC and Show Management no later than **April 3, 2017**. NO EXCEPTIONS.
2. Each Exhibitor that contracts for **400 square feet** or more of booth space must submit a booth design drawing. If your booth falls under the Temporary structures criteria you must submit design plans, **wet-stamped by a structural engineer**, for review by LACC Fire Marshal as directed in the “LACC Temporary Structures & Temporary Structures Form” which can be found in the **LACC Information and Forms Section** of the Exhibitor Manual. The layout must include renderings and isometric drawings that clearly define the size and shape of the structures, identify all covered areas, indicate exit plan for all internal spaces, identify any performance areas and the scope of the performance, identify any dynamic or moving elements use within the display, and state the intended use of said dynamic/moving elements.
3. All structures built to accommodate dynamic performances or presentations, such as half-pipe structures, basketball courts, boxing rings, moving scenery or elements, shall be designed and built so they are structurally sound and seismically stable. For more information, refer to LACC Temporary Structures information within the **LACC Information and Forms Section** of the Exhibitor Manual.
4. All structures or spaces that will be used for any performance or activity, such as skateboarding, biking, rollerblading, or basketball, shall be designed and built in such a fashion as to provide a protective barrier surrounding the entire performance area to assure that all items and activity are contained within said barrier.
5. The height of barriers shall extend at least 8 feet higher than the maximum height of any items within the display, including the maximum height that any skateboard, bike, person, ball, etc. would have the potential to travel (including stunts in which the item gets away from the performer). The minimum height of the barrier shall extend at least 25 feet above any platform(s) at the top of a structure, and/or the barrier must be designed with a ceiling for complete containment where necessary. Any openings in the barrier, such as netting, etc. shall be sized so that NO items within the performing area can pass through the barrier. Rigging points in the ceiling may be used (where available) to suspend netting, ceilings, etc. to achieve the required height and/or containment. Please contact Kelly Green at [kgreen@ges.com](mailto:kgreen@ges.com) if you have any questions related to rigging.
6. The exhibit space for structures/performance areas using barriers made of flexible material, such as netting, shall be designed to create a “Buffer Area” between the netting and the area that the public can access, in order to prevent contact with the public when items/performers go into the net. The buffer shall be a minimum of 3 feet beyond the maximum travel (stretch) of the netting. Some types of performances or dynamic elements will require an increased “Buffer Area”. Actual distance will be determined when plans and scope of performance are reviewed by Show Management. No portion of such structures/performance areas can be within 15 feet of any aisle.

## SHOW MANAGEMENT RULES AND REGULATIONS REGARDING THE SUBMISSION OF BOOTH DESIGN/LAYOUT APPROVALS FOR E3



7. The overall exhibit space and the respective location of all dynamic displays and performances must be designed so that attendees have adequate space within the booth to gather for viewing the performance. Further, the design must be such that no attendees gather in the aisles to view the performance.
8. All designs/layouts are subject to a review and approval process by Los Angeles Fire Department (LAFD), and Show Management.
9. Exhibitor shall abide by all regulations set forth by the ESA, the LACC, local safety and fire regulations. The Exhibitor's compliance with regulations does not guarantee ESA approval of the structural safety of the display. ESA does NOT allow inflatable booth displays. Exhibitor and its display company shall be solely liable for the safety of the exhibit.
10. All requests for stunts, special performances, or special effects must be submitted to LAFD, and Show Management for review and approval.
11. If at any time during the review process it is discovered that the Exhibitor must make mandatory modifications, a notice will be sent to the exhibitor.
12. Upon satisfactory completion of all review processes by LAFD and Show Management, Show Management will provide written notice to the Exhibitor.

NOTE: Failure on the part of LAFD and/or Show Management to identify an unapproved or unacceptable condition during the review process will NOT waive the right to deny approval on-site. LAFD and/or Show Management shall not be responsible for any costs associated with any corrective action required to eliminate an unsafe or otherwise unacceptable condition, including conditions that may have been missed during the review period. Any condition(s) found during construction and/or on-site inspections that are determined to be unsafe will require corrective action on the part of the Exhibitor to remove and correct the respective hazard. Any failure on the part of the Exhibitor to comply with the requirements stated in "LACC Temporary Structure and Temporary Structure Form" found in the **LACC Information and Forms Section** of the Exhibitor Manual, and/or any failure to comply with the above stated Show Management rules and regulations governing the submission of booth design/layout approvals, will result in the booth not being set-up, and /or the respective performances or effects not being permitted. The construction and/or use of exhibit structures, dynamic elements, special effects, or performances will not be permitted without written approval from Show Management.