



Exhibitor Rules & Regulations

- No signs, banners, decorations, or materials of any nature, are to be taped, tacked, secured, fastened or anchored to any building part, wall, pillar, door, or window.
- No outside food or beverage is allowed inside the facility. Please contact our in-house food and beverage provider at Ext. 565 for this service.
- No items may be thrown at any time from your booth(s).
- If your booth generates boxes or trash during show hours, porter service is recommended. This service may be ordered through your show's general contractor
- Please remember not to throw boxes or trash generated during show hours into the aisles.
- We recommend locking or removing valuables from your booth nightly.
- Loading docks are for loading and unloading only. All vehicles left in loading areas will be towed away at the owner's expense.
- When loading and unloading items you must enter and exit through loading dock areas only. No carts, cases or boxes will be allowed through public entrance doors.
- The exhibition hall air walls are covered with a delicate vinyl fabric. This fabric tears easily. Please use caution when working close to them.
- No item whatsoever is to be placed in the aisles (tables, chairs, product, etc.)
- All decorations and items within your booth must be fireproof. If you have any questions please dial Ext. 514 on a house phone.

Exits and Aisles In Display Areas

1. Aisles, when required, shall be a minimum of eight (8) feet in clear width.
2. A minimum of ten (10) feet in clear width shall be provided on both sides.
3. Clear access of three (3) feet shall be provided to all fire protection appliances, alarm boxes, and sprinkler valves.
4. No variance shall be permitted from these requirements unless submitted in writing and approved in writing by the Center and the Long Beach Fire Department.
5. All chairs must be included in booth size. Decorator / Licensee must allow for loose chairs, a minimum of two (2) to three (3) feet in width.

Obstructions

Aisles and exits as designed on approved show plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed in the booth area into the aisles. Directional exit signs may be required when exits or exit signs are not readily visible. Electrical wiring, ropes and mechanical rods laid on the floor in aisles and exit ways shall be covered and taped down.

Fire fighting equipment, such as fire extinguishers and / or wet hose lines, shall be provided and properly maintained in accessible, easily seen locations and may be required to be posted with designation signs.

Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No flammable liquids are allowed in the building.
3. When displaying a flammable or combustible product, the display container shall be empty.
4. Painting or spraying of toxic or flammable materials is prohibited.
5. Smoking is prohibited throughout the L.B. Convention Center complex. *L.B.M.C. 868.010.*

Fire Department - Special Permits

Request for permission to permit the following shall be made five (5) days in advance of the show:

1. Display and operate any heater, barbeque, heat-producing device or open flame, candles, lamps, lanterns or torches.
2. Display or operate any electrical, mechanical or chemical device which may be deemed hazardous by the Fire Department.
3. The use of Liquefied Petroleum Gases is prohibited throughout the L.B. Convention Center complex. *L.B.M.C. 18.48.440.*
4. Use or store flammable liquids, compressed gases or dangerous chemicals.
5. Display an operating internal combustion engine.

Flame-Retardant Treatment

All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame-retarded to the satisfaction of the Fire Department by either a State Fire Marshal's certification of flame-retardency or the ability to pass a field flame test, however, that nothing in this section shall be held to prohibit the display of saleable goods permitted and offered for sale.

Carpeting On Walls Or Ceilings

When used as interior wall or ceiling finish, carpeting and similar materials having a snapped, tufted, looped or similar surface shall have a Class 1 flame-spread classification.

Special Finish Materials

Any material having a brushed or nappe finish, such as but not necessarily limited to, carpeting materials, shall have a flame spread rating of not more than 25 regardless of location or occupancy.

Interior Finish of Decorative Material

Unframed Rigid Combustible Material: Rigid Combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens and similar applications, which do not create concealed spaces and are installed with exposed edges, shall be flame-retardant.

Framed Rigid Combustible Decorative Materials: Rigid combustible decorative material and assemblies of materials not more than 1/4 inch in thickness used for folding doors, room dividers, decorative screens and similar applications, which are installed with all edges protected, shall conform to the following:

1. All exposed edges shall be protected with frames of metal or other noncombustible material, or solid wood of a minimum of 1/4 inch dimension.
2. The total square foot area of the material shall not exceed ten percent (10%) of that of the floor area of the room in which the material is installed.

Canvas, cloth, cardboard, leaves or similar combustible materials shall not be used in construction of ceilings for longer than thirty (30) days and shall be completely flame-retardant.

Required exit doors, exit lights, fire alarm sending stations, wet standpipe hose cabinets and fire extinguisher locations shall not be concealed or obstructed by any decorative material.

Treatments used to accomplish this flame retardation shall be renewed as often as deemed necessary by Fire Prevention Bureau to maintain the flame-retardation effect.

All displays or exhibits of combustible material or construction and all booths and temporary construction in connection therewith shall be so limited in combustibility or protected as to avoid any undue hazard of fire that might endanger occupants before they have the opportunity to use available exits, as determined by the authority having jurisdiction.

Non-compliance of this requirement will cause the revoking of fire permit and / or in the case of exhibits, the elimination of the booth from the show.

Motor Vehicle Display

All displayed vehicles must be approved by the Long Beach Fire Department. For additional information and current vehicle safety regulations, please contact the Bureau of Fire Prevention, Monday thru Friday 7:00 a.m. - 8:30 a.m. and 4:00 p.m. - 5:00 p.m. at (562) 570-2560.

Location: Display shall be located so as not to obstruct any required aisle or exit way.

Miscellaneous: Operation of motor vehicles is prohibited except for late night or morning hours while setting up or taking down equipment for shows.

Fireworks and/or Pyrotechnics

Listed below are the requirements for any inside fireworks display held in the City of Long Beach:

1. No fireworks display will be allowed during an open dance floor concert.
2. In a concert where seating is provided, fireworks are allowed when:
 - a. A Pyrotechnician licensed by the California State Fire Marshall has obtained a permit through Long Beach Bureau of Fire Protection office. This technician must be present for the fireworks display.
 - b. If the standby fireman present feels unsure about the proposed display, he may require the pyrotechnician to demonstrate the firework in question outside in a clear area.
3. A fire standby will be required anytime a fireworks display is planned.
4. Applications for permits shall be made in writing at least ten (10) days prior to the date of the display.
5. Only those fireworks that were approved prior to issuing the permit will be allowed during the display. Any additional unauthorized fireworks displayed during the show will result in voiding the permit and / or rejecting any future permits for events by the involved company. It may also result in revocation of license.

Standby Firemen

Section 26.114. Whenever, in the opinion of the Chief, it is essential for public safety in any place of public assembly or any other place where people congregate, due to the number of persons, or the nature of the performance, exhibition, display, context of activity; the owner, agent or lessee shall employ one or more experienced firemen, as required and approved by the Chief to be on duty at such a place. Said firemen shall be subject to the Chief's orders at all times when so employed and shall be in uniform and remain on duty during the times such places are open to the public, or when such activity is being conducted and take prompt measures for the extinguishment of fires that may occur. Firemen shall not be required or permitted, while on duty, to perform any other functions than those herein specified.

NOTE: VIOLATIONS OF THE UNIFORM FIRE CODE, WHICH INCLUDES THESE REQUIREMENTS, IS A MISDEMEANOR AND IS SUBJECT TO PROSECUTION.

We especially direct your attention to the fact that compliance with the requirements of the Fire Department does not preclude the necessity of complying with the regulations of other authorities and / or licensing agencies. For additional information, please contact the Bureau of Fire Prevention, Monday thru Friday 7:00 a.m. - 8:30 a.m. and 4:00 p.m. - 5:00 p.m. at (562) 570-2560.

Pyro Insurance Requirements

Article 15.9931.

1. The certificate of insurance shall include all of the following:
 - a. The deductible, if any, cannot exceed fifteen thousand dollars (\$15,000.00)
[19 Cal, Adm. Code 933(a)]
 - b. Limits of bodily injury of not less than fifty-thousand dollars (\$50,000.00) for one person or one hundred thousand dollars (\$100,000.00) for each occurrence annually.
[19 Cal. Adm. Code 993(a)]
 - c. Limit of property damage liability of not less than twenty-five thousand dollars (\$25,000.00) for each occurrence as payment of damages to persons or property which may result from; or be caused by such public display of fireworks, or any negligence on the part of the licensee or his or its agents, servants, employees, or subcontractors presenting such public display.
[Cal. Adm. Code 993(a)]
 - d. A statement that the insurer will not cancel the insured's coverage without thirty (30) days prior written notice to the California State Fire Marshall.
[Health & Safety Code 12611 (a)]
 - e. That the state shall not be responsible for any premium or assessments on the policy.
[Health & Safety Code 12611 (a)]
 - f. That the duly licensed pyrotechnic operator required by law to supervise and discharge the public display, acting either as an employee of the State of California, its officers, agents, employees, and servants are included as additional insured's, but only insofar as any operations under contract are concerned.
[Health & Safety Code 12611 (a)]
 - g. Also, the certificate must include as additional insureds:"SMG and The City of Long Beach, their officers, agents and employees are listed as additional insured's." (This exact verbiage must be used.)

**LONG BEACH CONVENTION & ENTERTAINMENT CENTER
GENERAL SERVICE CONTRACTORS AND SERVICE PROVIDERS
RULES AND REGULATIONS**

This document reflects the policies and regulations developed and applied by SMG, which is the manager of the Long Beach Convention & Entertainment Center. Any rules and regulations imposed by show management for specific events are in addition to those stated in this document. The Long Beach Convention & Entertainment Center rules and regulations are applicable, but not limited, to all General Service Contractors and Service Providers as defined below. The Long Beach Convention & Entertainment Center reserves the right to change, modify, or add to these rules and regulations without prior notice.

DEFINITIONS

- **Long Beach Convention & Entertainment Center:** Consists of The Long Beach Convention Center; the Long Beach Arena; the Long Beach Performing Arts Center, which is composed of the Terrace Theater and the Center Theater (herein referred to as "Facilities" or "Facility").
- **SMG:** The manager of The Long Beach Convention & Entertainment Center (herein referred to as "Operator").
- **Show Management:** The organization or individual contracting for the use of the Facilities (herein referred to as "Licensee").
- **General Service Contractors:** The primary Contractor designated to provide overall freight, drayage, decorating, signage, production, theatrical and other event related services by the Licensee.
- **Service Provider(s):** Any company, business entity or individual providing event related services directly to exhibitors or show management in addition to those provided by the General Service Contractor.
- **Contractor(s):** Consolidation of terms referring to all General Service Contractors and Service Providers.

RULES & REGULATIONS

Air Quality

All Contractors are required to comply with the Facilities' Air Quality Program designed to achieve clean air operating goals established by the City & County of Los Angeles. Compliance includes the installation of catalytic converters on all motorized vehicles, monitoring of gasoline and diesel vehicles, installation of "Clean Air Catalyst" units on all contractor-owned or operated diesel tractors as of 7/1/02, and other approved methods of air quality control. All vehicles not in compliance with specified operating limits must be removed from the Facility immediately. Please contact the Chief Engineer for specific details of the program.

Bicycles & Electric Carts

The use of bicycles and electric carts is limited to the Exhibit Halls, Arena, Arena Lobby and back-of-house areas and may only be used during move-in and move-out days. They are prohibited at all times from the second and third floors of the Convention Center (i.e. Promenade Meeting Rooms, Promenade Ballroom, Grand Ballroom, etc.), the Seaside meeting rooms, on any carpeted areas, escalators, and

passenger elevators. It is the responsibility of all Contractors to convey this policy to their employees. The Operator reserves the right to revoke all privileges regarding bicycles and electric carts without notice. Use of scooters and skateboards is prohibited in all areas of the facility.

Carpet Protection

The following policies, regulations and limitations apply to all permanently carpeted areas of the Facilities. This includes lobbies, ballrooms, corridors, and meeting rooms.

- The Contractor or Service Providers must protect all permanently carpeted areas from damage caused by material handling equipment, lifts, installation or dismantling activities, or similar actions. The Operator must agree to the means of protection in advance of move-in.
- Forklifts are not permitted on the second and third floors of the Convention Center (i.e. Promenade Meeting Rooms, Promenade Ballroom, Grand Ballroom, etc.) . Forklifts are permitted in Exhibit Halls A, B and C provided that they are equipped with non-marking tires. This also applies to the use of electric or standard pallet jacks, electric vehicles, and dollies.
- Responsibility for protecting all carpeted areas rests solely with the Contractor or Service Provider responsible for performing the work in carpeted locations. This applies to areas receiving crates, pallets, freight, boxes, road cases, or other large/heavy materials likely to cause carpet damage.
- No cutting of carpet, foamcore or other materials is permitted on carpeted areas without protection.
- Only approved tape may be used on carpeted areas.
- Scissors, boom, knuckle, and all other lifts require 100% protection from damage including tire wrapping or Ironman Visquine.
- The use of paint, glue, inks, dyes, oil, solvents, or other industrial liquids or adhesives is not permitted without 100% protection.
- Electric vehicles may not be parked on carpeted surfaces for charging.
- Motor vehicles used for display must be pushed to their designated locations. A plastic drop cloth large enough to cover the entire undercarriage of the vehicle must be used during display. Vehicles may not be started or moved under power for any reason while on carpeted surfaces.
- Any items that are likely to snag carpet fibers or leave a residue may not be used on carpeted areas without 100% protection. This includes paint, adhesives, soil, grass, flowers, chalk, water, non-permitted tape, screws, nails, Velcro, rough lumber, metal, glass, or other similar items.
- Sticky Visquine may not be used on any building surface at any time.
- The Operator must grant exceptions to any of these policies in writing in advance. No exceptions will be granted after the fact, and immediate removal of materials will be required.
- The cost to repair damage to carpeted areas will be billed to the appropriate party. Failure to promptly pay for damage will result in suspension or cancellation of the Contractors' ability to enter or work in the Facilities until all outstanding balances have been paid.
- Initial enforcement will be provided through the use of Operator's staff. If satisfactory compliance is not evidenced immediately upon receipt of these policies, additional staff will be scheduled to monitor activities in these areas at the Contractors' expense.

Contractor Break Areas

Contractor personnel, regardless of jurisdiction, affiliation, or employer, may not take breaks or lunch in public areas (e.g. hallway, parking lots, lobby areas, etc.) of the Facility. Contractor personnel may not use employee cafeteria and is restricted to event-contracted space only as capacity permits. It is the responsibility of the respective employer to monitor their personnel in this regard.

Check-In Requirement

The designated representative for each Service Provider must check-in at the location determined by the Operator for each event prior to commencing any work in the Facilities. This process includes the provision of proof of a valid permit to work within the Facilities issued by the Operator. Please see Permits for more information.

Damages

The Operator will make a damage walk through prior to the move-in and after the move-out of every event. We encourage a representative of the General Service Contractor to accompany Operator's

Personnel. Failure to accompany Operator's Personnel assumes acceptance of all damages as noted during the walk through. If the Operator determines that the General Service Contractor or a Service Provider is responsible for causing damage of any kind, the party agrees to reimburse the Operator for the cost of repair or replacement upon submission of invoice. This includes any residual items left in the Facility including, but not limited to, tape, adhesives, paints, or other materials. Failure to promptly pay for damages will result in suspension or cancellation of the Contractor's ability to enter or work in the Facilities until all outstanding balances have been paid.

Debris Boxes

Open-top roll-off boxes are available for use by the General Service Contractor for the disposal of non-compactable materials. The Operator will schedule the delivery and removal of these boxes on an as needed basis. The General Service Contractor is encouraged to inspect the debris boxes daily as the cost of removal and dumping will be billed back to them directly. Contractors are encouraged to remove all recyclable materials.

Elevators and Escalators

Contractor employees are not permitted to transport equipment or material on escalators at any time. When possible, all deliveries should be made using the service elevators. Light loads are permitted on passenger elevators only to those areas not serviced by freight elevators. Failure to adhere to these regulations will result in the disabling of the passenger elevators and escalators.

Operator reserves the right to assign elevator operators, as it deems necessary. It is understood that when Operator-designated personnel are not assigned to operate freight elevators, Contractor Personnel will be designated to operate them and will do so in a manner consistent with posted operating procedures and accepted safety practices. For example, all freight must be centered in the elevator. It is also understood that Operator retains authority over scheduling and priority for use of freight elevators unless such authority is delegated in writing to the General Contractor in advance of such use. Operator reserves the right to establish and, when necessary, revise all policies and procedures governing the use of freight elevators.

Emergency Procedures

In the event of an emergency, all work should cease until further notice. Please listen for instructions via the public address system or, if safe, return to the Service Desk for instructions from your Event Manager. Please contact your Event Manager for more information regarding emergency procedures.

Employee Entrances and Exits

All Contractor or Service Provider personnel must enter the Facilities at the designated check in area. Contractors' employees may not enter or exit the Facilities through doors marked "emergency exit". If Contractor personnel enter or exit the Facilities through any location other than the designated entrances and exits, additional security will be employed by the Facilities to control these areas. The cost for additional security will be billed back to the General Service Contractor and Service Providers.

Equipment Layover Requests

The Facility does not provide or reserve permanent storage areas for Contractors. The Operator reserves the right to approve all proposed layover areas. All requests for storage or equipment layovers must be made by the General Service Contractor in writing, at least 2 weeks in advance. Please see "Storage" for more information.

Exhibitor Appointed Contractors (EAC)

Show Management is responsible for registering, badging, and managing EACs on-site. The designated event check in area serves as the designated point of entry and operation for EACs. Show Management is advised to provide adequate space for EACs to conduct business on the show floor or service desk area in the Facility. The Operator reserves the right to reserve or revoke space for EAC check-in, storage, and operations.

Exterior Treatment/Window Wrap

Written approval is required from The Long Beach Convention and Entertainment Center and/or for ANY exterior treatment to its facilities. To be considered for approval, three copies of a full-color rendering with

final copy, product identification and a production plan for the installation, removal and window cleaning is to be submitted to the responsible Event Manager no less than 60 days prior to installation. If approved, the rendering will be signed, dated and one copy of the rendering and production plan will be returned. Revisions to the approved layout must be submitted for approval. Messages are limited to event identification and promotion only and MAY NOT CONTAIN ANY ADVERTISING.

Facility Equipment

Contractors may not use, move, rearrange, or compress Facility equipment including, but not limited to; tables, chairs, brooms, risers, staging, ladders, podiums, trash receptacles, and tilt trucks without express written permission from the Operator. All Facility equipment used without permission will be confiscated or charged for at our standard rental rates.

Facility Contact

The Facilities are organized so that an Event Manager is assigned to every event. The Event Manager is the primary contact for the General Service Contractors, Service Providers and Licensees. All communication must take place between the Contractors and the Event Manager relative to activities taking place on-site. For information on Event Manager assignments, call Marcellaus Taylor, Director of Event Services at 562-499-7504.

Facility Protection

Contractors must use the utmost care to protect all surfaces in the Facility from damage. Protection may include padding, the use of non-marring products, visqueen, plywood, rubber bumpers and tires, and proper supervision. The use of tapes, nails, tacks, staples, putty, glue, Velcro, or adhesives on podiums and painted surfaces is strictly prohibited. In addition, Velcro or similar products are not allowed on air walls, painted or fabric surfaces. Please contact your Event Manager for more information.

Floor plans – Fire Marshal Approval

The Operator requires six (6) copies of the floor plans for all areas intended for use by the Contractors. Floor plans must be submitted no less than 60 days before the first day of move in. All changes to the general layout must be resubmitted for approval. Strict adherence to the standard Fire Marshal approved floor plans will be maintained for all designated areas of use. Unapproved variations to such plans will require immediate dismantling. The Operator reserves the rights to dismantle, rearrange, or remove any previously approved features if a threat to life safety, egress, or general traffic flow is perceived on-site. Failure to comply with Facility fire and safety regulations will result in the immediate closure of the event or the suspension and cancellation of the Contractors' permit to operate within the Facilities.

Hazardous Materials

Use, display, or storage of hazardous materials within the Facility is restricted and subject to written approval by the Facility Fire Marshal. MSDS (Material Safety Data Sheet) documentation must be supplied to the Operator prior to product arrival. Transportation, storage, security, disposal, and MSDS documentation is the sole responsibility of the material owner. The Operator reserves the right to remove and properly dispose of all undocumented hazardous materials brought into or left in the Facility. All Contractors are required to properly secure and remove all hazardous materials brought into the Facility. Failure to properly document, store or dispose of hazardous materials may result in the suspension or cancellation of the Contractors' permit to operate within the Facilities.

Hours of Operation

Normal hours of operation at the Facilities are from 8am to 5pm Monday through Friday or as contracted with the client. Permission to operate outside of those hours must be given in writing by the Operator no less than 2 weeks prior to the intended use. All expenses related to operating outside of the standard times will be billed directly to the requesting entity. The Operator reserves the right to close all freight entrances and reduce lighting levels beyond our normal working hours.

Identification Badges and Wristbands

All Contractor and Service Provider personnel, including supervisors, must possess and visibly display a photo ID issued either by the employer or the appropriate labor union. Failure to produce or display such identification will result in removal of such employee from the Facility.

Insurance

A valid Certificate of Insurance and Additional Insureds Endorsement Form must be on file in the office of the Operator for all Contractors operating within the Facility. General Service Contractors and Service Providers must obtain and keep current a comprehensive public liability policy with combined single limits of \$1 million (\$5 million for electrical Contractors), naming SMG, the City of Long Beach, their officers, agents and employees as additional insured.

Such insurance will provide coverage for general liability, product and operations liability, personal injury liability, Workers' Compensation, and used, owned, and non-owned automobile liability. All policies shall be with companies whose ratings are acceptable to the Operator. Certificates of Insurance shall provide that they may not be canceled without 30 days advance written notice to the Operator.

Each Certificate of Insurance must demonstrate the following coverage:

- *Comprehensive General Liability and Automobile Liability Insurance* with limits not less than \$1 million each occurrence, combined single limit, for bodily injury and property damage including coverage for personal injury, contractual, and operation of mobile equipment. Automobile Liability Insurance with limits not less than \$500,000 each occurrence, combined single limit, for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles including loading and unloading operations.
- *Workers Compensation Insurance* covering General Contractors' and Service Providers' employees.
- *Indemnification:* Provider agrees to indemnify, hold harmless and defend SMG, the City of Long Beach, their officers, agents and employees, ("indemnities") from and against any and all liabilities, damages, actions, costs, losses, claims, and expenses (including attorneys' fees) on account of personal injury, death or damage from any act, omission, negligence, fault or violation of law or ordinance of Provider or its employees, agents, subcontractors, or any other person entering the Facilities with the implied or express permission of Provider. Such indemnification by Provider shall apply unless such damage or injury results from the sole negligence, gross negligence or willful misconduct of Operator, its employees or subcontractors.

Laws to be Observed

All Contractors shall, at all times, comply with Federal, State, and local laws, OSHA ordinances, rules and regulations and Facility rules and regulations. Failure to comply with the above mentioned items will result in suspension or cancellation of the Contractors' permit and result in withdrawal of permission to enter or work in the Facilities.

Lifts

All forklifts, scissor lifts, cranes, etc. utilized within the Facilities must comply with emission standards as established by appropriate government agencies and the Facilities' Air-Quality Program. This must be accomplished by observing proper maintenance practices; installation of catalytic converters or diesel scrubbers on all lifts or cranes. The following regulations apply to all persons and vehicles operating within the Facilities:

- All Drivers must have valid forklift certification
- All lifts used in the Facilities must have "non-marking" tires.
- The Operator must grant permission in writing and in advance for all gasoline operated lifts. Notification to all employees must be made before operating these lifts within the Facility.
- Lift deliveries must be coordinated with your Event Manager.
- Facility forklifts and man-lifts are not available for use or rent by Contractors.
- All lifts and motorized vehicles must obey the 5-mph maximum speed limit within the Facility.
- No vehicles may be left in emergency exits, storerooms, traffic lanes, or on unprotected carpet.
- The General Service Contractor must post safety-related signage at all high traffic intersections.
- No forklifts are allowed on granite or terrazzo surfaces except at the concourse pass-through.
- No forklifts, lifts or motorized vehicles are allowed on unprotected carpeted surfaces – See "Carpet Protection".

- No forklifts are allowed in Promenade or Ballroom
- Forklifts may not use emergency exits or exit doors – all freight must travel through portals reserved for freight access.
- Forklifts operated on the street must have proper safety equipment including head and taillights.
- Forklifts must pass all emissions and safety standards as required by OSHA and the Facility including reverse indicators and seatbelts.

All Contractors are responsible for the proper operation of all motorized vehicles and their employees. It is the responsibility of the employer to provide training in proper operation of all motorized vehicles. Failure to abide by these rules may result in the suspension or cancellation of the Contractors' permit to operate within the Facilities. The Operator reserves the right to remove, at the expense of the owner, all equipment or personnel not complying with these regulations.

Lobbies

The Facility requires six (6) copies of the lobby and public corridor floor plans if any equipment is to be placed in these areas by the Contractor. Strict adherence will be maintained to the standard Fire Marshal approved floor plans for all lobby and corridor areas. Unapproved variations to such plans will require dismantling. Please see "Floor plans & Fire Marshal Approval".

Loading and Unloading of Equipment and Materials

The General Contractor reserves the loading docks for use during the occupancy period of the specific event for which they are responsible. The Operator reserves the right to utilize the loading docks at any time without prior notice.

Motorized Vehicle Safety & Speeding

General Service Contractors and Service Providers must enforce safe speed limits for all vehicles operating in the Facilities including but not limited to trucks, forklifts, electric carts, bicycles, delivery vehicles, etc. Electric carts and bicycles may not be used in any public areas - see Bicycles and Electric Vehicles. General Service Contractors must keep all electric carts off carpeted areas at all times, including carts assigned to show management. The General Service Contractor must post safety-related signage at all high traffic intersections. The Operator reserves the right to remove all equipment or personnel not complying with these regulations.

Move-In and Move-Out

General Service Contractors and Service Providers may operate within the Facilities only during the move-in and move-out times stated in the contract issued to the client. Any exceptions must be requested in writing at least two weeks in advance. Move-in and out by exhibitors through the lobbies is limited to hand-carried items. No carts or dollies are permitted through lobby areas or on the passenger elevators or escalators. Parking is not permitted in the driveways. Exhibitors may not operate forklifts within the Facility. It is the responsibility of the client or the General Service Contractor to monitor exhibitor hand carry traffic.

Paint

Contractors must provide complete protection from paint and paint products in all areas of the Facility including the exhibit floor. Under no circumstances may spray paints, airless sprayers, power painters, airbrushes, or similar tools be used within the Facility. All paint and paint related products are considered hazardous materials and must be stored and disposed of properly. Please see "Hazardous Materials" for more information.

Pallets

All pallets and crates will be recycled by the Facility upon move out.

Parking

Parking is available at the Facility at a rate of \$10.00 per vehicle and is chargeable upon entry. No parking is allowed in the driveways, ramps, or any other area of the Facility. Any unauthorized vehicles parked in the Facility will be towed immediately and without notice. It is the Contractors' responsibility to enforce parking regulations and restrict violators from working in the Facilities, if necessary.

POVs

Privately owned vehicles (POVs) may be permitted to enter the Facility at designated areas. The Operator must approve POV entrances in advance. POVs may not park or stage in unapproved areas of the Facility. All illegally parked vehicles will be towed, at the expense of the owner, immediately and without warning.

Recycling Program

All General Service Contractors and Service Providers will comply in good faith with the Facilities' Recycling Program, which is designed to achieve operating goals established by the City & County of Los Angeles. The Facility provides many outlets to dispose of recyclables, including metal, cardboard, glass, pallets and mixed paper. Please contact your Event Manager for more information.

Rigging

Safety is the primary concern of the Operator related to hanging and rigging in the Facilities. Hanging and rigging carry a significant liability for the responsible party. It is our goal to eliminate any potential problems in advance. In this regard, we have appointed a Head House Rigger who has complete authority over all hanging and rigging regardless of jurisdiction. It is the responsibility of the Contractors to inform all rigging personnel of Facility rigging policies. These rules and regulations are applicable, without exception, to everyone using the Facilities for hanging and rigging. Failure to follow these rules and regulations will result in the immediate requirement to correct or remove all items, which do not comply with Facility rigging policies. The time required of the House Rigger to review non-compliant rigging will be billed to the Contractor. The Operator assumes no liability for rigging and hanging performed in the Facility.

Definitions:

- Hanging: Straight down (dead hang) from any approved hang point (eyebolt) or sign cable in the Facilities limited to 1,000 lbs. Hanging may be performed by employees or sub-Contractors of the General Service Contractors who are completely knowledgeable with the house hang points and rules and regulations.
 - Rigging: Hanging which requires bridling, side loads, trusses and/or exceeds 1,000 lbs. Qualified and trained riggers must perform all rigging. Rigging must meet O.S.H.A. and A.N.S.I. regulations and conform to the manufacturer specifications. All rigging is subject to inspection by the Operator.
 - Hangpoint: Rated and approved points designated by the Operator to sustain loads.
- Bridling: Bridles between 45 and 90 degrees with the use of a 3/4" Crosby Swivel eye may not exceed 1500 lbs.

General Rigging Regulations:

- Only Contractors specifically approved to rig may perform this operation within the Facilities.
- Each Contractor must appoint a single person who is responsible for all rigging and hanging, and provide the name of the designee to the Operator.
- Plans and locations for any items hung or rigged which weigh 1,000 lbs. or more must be submitted to the Operator for review at least 30 days in advance. Plan review does not guarantee the safety of the actual rigged item. Failure to provide plans may result in the on-site denial or removal of said rigging.
- All hanging and rigging hardware fasteners and gear must be O.S.H.A. and A.N.S.I. approved.
- All custom rigging, i.e. hand-swaged slings (Nico Press or Arm) must have an owner's identification.
- All requests for rigging outside of our approved hanging locations must be made in writing to the Assistant General Manager no less than 30 days in advance.

Hangpoint Locations & Ratings:

- Halls A, B and C: 2,000 lbs. per hang point (eyebolt) straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 100 lbs.
- Grand Ballroom (102-103-104): 1000 lbs. per hang point (eyebolt) until further testing. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 25 lbs.
- Lobby Areas (North and South): 1,000 lbs. per hang point straight down. Ratings decrease when bridling. Bridles between 45 and 90 degrees may not exceed 25 lbs.
- Sign Cable (A, B, C): 25 lbs. per sign or less. The 1/8-inch center ceiling cables were installed to hang aisle signs made of lightweight fabric only. No heavy loads are permitted on this cable.

- Air Ducts: The use of air duct all-thread supports for hanging is NOT permitted under certain any
- Movable Wall Tracks: May not be used for hanging and rigging without prior written permission by the Operator and only with the inserts installed by the House Head Rigger. Not all airwall tracks are available for rigging.
- Sprinkler Pipes and Brackets: May not be used for hanging or rigging under any condition.
- Aluminum Ceiling Tile Tracks: May not be used for hanging or rigging.
- False Ceiling Tiles: May not be removed or “popped” to facilitate rigging under any condition.
- Other Facility Elements: No rigging, tying off, hanging, Velcro, or taping may be done from the false ceiling hangers, ceiling tracks, ceiling tiles, light fixtures, expansion joints, HVAC intake or exhaust vents, sprinkler pipes, airwall tracks, doors, sewage and water lines, or other Facility features that have not been approved for such use. This restriction includes the use of string, fishing line, bailing wire, scissors clips, and other means for attachment.

Smoking

Smoking is not permitted anywhere within the Facility, including back-of-house areas and loading docks 20' from doors. All Contractors must advise their employees and enforce the “No Smoking” regulations while in the Facilities. If necessary, the Operator will assign security personnel to control smoking at the expense of the respective employer. The Operator reserves the right to remove any person not complying with this policy.

LBCEC Emergency Fire Plan

All Contractors' employees will comply at all times with the rules and regulations as stated in the Fire Management Plan for the Facilities and will acknowledge the authority of the Facilities' Fire Marshal. Failure to comply with these rules will result in the suspension or cancellation of the Contractors' permit to operate within the Facilities.

Storage

Storage areas are limited to those designated by the Operator for Contractor storage. These areas are reserved primarily for use by the General Service Contractor. All other Service Providers must check with the General Service Contractor for available storage within the pre-approved areas. All equipment and materials including ladders, tools and construction materials will be confined to the specific areas of the exhibit hall or display areas for which the client has been contracted. If the Operator designates any additional areas for temporary storage of such equipment or materials, this will be communicated to the Contractors' representative upon check-in either by the General Service Contractor, the Fire Marshal or Event Manager. Unless otherwise notified, all equipment not placed in approved storage areas must be removed from the Facilities prior to the opening of the event.

Please note Facility equipment may not be moved, removed, or repositioned to make room for Contractor storage.

The following areas may not be used for storage under any circumstances:

- Emergency exits
- Facility store rooms and storage areas
- Airwall pockets
- Traffic lanes
- Restrooms
- Food & Beverage locations and holding kitchens
- Public lobbies, areas, and corridors
- Freight free aisles
- Compactors and debris boxes
- Elevators and stairwells
- Administration offices
- Mechanical spaces

The Operator reserves the right to retain or relinquish all storage areas based upon need. In addition, all equipment left in the Facilities or in areas not approved for storage by Contractors will be removed and disposed of at the expense of the owner.

Tape

All tapes used within the Facility must be approved. Service Contractors must provide and use BRON BT100 tape for all granite and terrazzo surfaces and BRON BT279 on Facility carpet when laying Decorator carpet or other materials over these surfaces. The Facility does not maintain an inventory of carpet tape. Please plan accordingly. The use of transfer tape is strongly discouraged and subject to advance approval in writing by the Operator.

Carpeting installed by Contractors must be taped down or secured with specific attention to safety factors and must be done in such a way as to minimize potential tripping hazards, bubbling, and ripples.

Taxes, Licenses, Certificates and Permits

Contractors must obtain and keep current all business licenses, certificates, and permits as may be required by Federal, State or local laws or regulations and shall pay all taxes required including sales and use tax.

Prior to providing services within the Facilities, each Contractor must return to the Operator one signed copy of the most recent edition of the "General Service Contractors and Service Providers Rules and Regulations" indicating acceptance of these rules and regulations **plus** the following items:

- City of Long Beach Business License
- Certificate of Insurance
- C-10 Contractors License (if applicable)

Failure to provide proof of a valid permit will result in dismissal of all Service Providers' personnel from the site until such proof is provided and accepted. Please contact your Event Manager for further details.

Trash Removal & Debris Boxes

The Operator will clean the Facility lobbies, restrooms, and meeting rooms at no charge. (Cleaning of the Exhibit Hall floor during move-in, event and move-out days shall be determined and charged as established and agreed to by Operator and Show Management).. Booth cleaning must be arranged through either the Operator or outside Contractors. The General Service Contractor is responsible to return the Facility in the same condition as received, excepting normal wear and tear. This applies to any tape or tape residue, paint, or other discoloration of the floor and any debris that is left on the floor or loading docks. If it is determined by the Operator that costs for trash removal for materials provided by the Service Provider are excessive or are deposited in areas requiring their removal beyond normal conditions, the Service Provider agrees to accept financial responsibility for the removal of such items. This is especially pertinent in reference to toxic materials, pallets, and large set pieces. The Operator reserves the right to determine the cleanliness of the exhibit floor. Should the Operator determine the Facility floor to be unacceptable, our in-house tape scraping personnel will be enlisted, without notice, to complete the task and all charges associated will be billed to the primary Contractor.

We strongly urge all Contractors to participate in our recycling program as it has proven its effectiveness at reducing trash costs.