



Los Angeles Convention Center

2009

PLUMBING SERVICE ORDER

Events Held: January 1 - December 31, 2009

EXHIBITOR SERVICES DIVISION
1201 SOUTH FIGUEROA STREET
LOS ANGELES, CA 90015
(213) 741-1151, EXT. 5470
FAX: (213) 765-4444
TDD: (213) 763-5080
E-mail: exhibitorservices@lacclink.com

NAME OF EVENT, EVENT DATES, BOOTH NUMBER(S), EXHIBITING FIRM/COMPANY, ON SITE SHOW CONTACT, ADDRESS, CITY, STATE, ZIP, TELEPHONE, FAX, E-MAIL

ORDER ONLINE AT www.lacclink.com, PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM NO. CCA MUST ACCOMPANY THIS ORDER. PAYMENT IN U.S. DOLLARS. AMERICAN EXPRESS, COMPANY CHECK, CERTIFIED CHECK, DINERS CLUB, MASTER CARD, VISA. MAKE CHECK PAYABLE TO: LOS ANGELES CONVENTION CENTER

PLEASE SEE BACK OF FORM FOR RATE DEFINITION AND INFORMATION AND CONDITIONS FOR SERVICES PROVIDED

Table with 5 columns: QTY, (1) COMPRESSED AIR, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include Single Outlet 1/2", 3/4", 1" and Branch Outlet(s).

Table with 5 columns: QTY, (2) WATER, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include Single Outlet, Branch Outlet(s) from Single Outlet, Fire Sprinkler Connection.

Table with 5 columns: QTY, (3) FILL AND PUMP OUT (Without Additives), DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include 0-149 Gallons, 150-299 Gallons, 300-500 Gallons, More than 500 Gallons.

Table with 5 columns: QTY, (4) DRAINAGE, DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include Drain Line - Closed/Pressure Control, Drain Line - Gravity Flow, Drain Branch from Drain Line, GPM.

Table with 5 columns: QTY, (5) GAS (Standard Installation Only), DISCOUNT, STANDARD, ON-SITE, AMOUNT. Rows include Single Outlet 3/4 - Natural Gas, Branch Outlet(s) from Single Outlet, BTU.

ADDITIONAL SERVICE OR EQUIPMENT, For assistance, please contact LACCPlumbing Division at (213) 741-1151, Ext. 5761. SUBTOTAL (6)

SERVICE LOCATION - For 10x10 in-line booths and peninsula booths, use the space below to indicate placement of service. ADD ABOVE SUBTOTALS 1 - 6. FOR OFFICE USE ONLY: Form of Payment, Amount \$, Date, Received By, ID #, Date Entered, Initial. ORIGINAL (EXHIBITOR SERVICES) YELLOW (EXHIBITOR) NO. P9

In submitting this order, the parties requesting service acknowledge that they have read and understand the Information and Conditions on the reverse side of this order form and agree to accept the terms therein.

## INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of plumbing services within its facilities. This includes all exhibit halls, meeting rooms, public area, exterior areas, and parking lots/garages. All requirements for services, labor, installation, connection or repairing equipment are to be completed by LACC personnel only.

In providing the services requested in this order, neither the City of Los Angeles, nor its officers, employees, agents, contractors nor subcontractors shall be liable to client, Exhibitor, and related vendors for special, incidental or consequential damages for loss, damage, or expense, directly or indirectly arising from the provision or non-provision of the services herein requested, for commercial loss of any kind (including loss of business or profits) whether or not the City of Los Angeles has been advised of the possibility of such damage or loss.

### A. SERVICE ORDER REQUEST AND PAYMENT

1. This service order form MUST BE RECEIVED **with full payment or credit card payment** by the Discount Cut-Off Date established for the respective show. Discount dates are normally set twenty-one (21) days prior to first scheduled show day for for the DISCOUNT to be applied. Check exhibitor manual for actual date.
2. Orders must be accurate and come with accurate floor plans denoting placement of services to be qualified for the discount. All changes in service will be charged at the standard rate. All additional services ordered on-site will be subject to the on-site rate (see number 3 below).
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Booth number and location of plumbing service in the exhibit must be identified on the face of this form or provided on separate booth plan submitted with this order. Incomplete information may delay installation of service.
5. Credit cannot be given for service or equipment installed and not used.
6. Refund will not be considered unless filed in writing by the Exhibitor **PRIOR** to the close of the exposition. Please allow thirty (30) days for processing.
7. Payments for service must be made prior to installation.
8. Plumbing labor must be ordered when the type of service requested exceeds standard installation, for requests to alter, repair exhibit equipment, to relocate service, and when exhibitor requests a specific time for installation. Examples for additional labor include: installing service to specific locations other than at location of the floor box/port; installing pipe or hoses throughout the booth, through walls and trusses, etc.; relocating services(s); installing service from overhead (where possible) or across aisles; scheduling plumber for a specific date/time; performing internal (secondary) connections and/or custom installations.
9. For additional installation assistance, please contact LACC Plumbing Division at (213) 741-1151, Ext. 5761.
10. Compressed air, water, and gas installation are not available in Concourse and Petree Halls and Meeting Rooms.
11. The LACC has a limited supply of rental equipment available. This includes fire extinguishers, sinks, and water heaters of various capacities. Contact LACC Exhibitor Services to obtain equipment price list.
12. A \$35.00 service fee will be charged for returned checks.
13. Checks are not accepted for on site orders or at the Exhibitor Services Desk.

### B. REQUIREMENTS/SERVICE RESTRICTIONS

1. All LACC provided material remains LACC property and must be removed only by LACC personnel.
2. Only LACC personnel are allowed to make primary source supply connections and disconnections.
3. Once LACC has installed plumbing service to the primary connection point of a machine or piece of equipment, Exhibitors may supply material and hook-up any remaining internal (secondary) connections within the machine. All equipment, supplies materials, and methods of installation must meet all applicable laws, codes, and acceptable standards as set forth by the City of Los Angeles Plumbing Code, the Los Angeles County Health Department, and applicable National Agencies.
4. Chemicals, solvents, and other industrial or commercial liquids must be approved prior to bringing on LACC property. **A LACC MSDS Information Form must be completed** and sent to LACC Building Superintendent 20 (twenty) days prior to move-in. Removal of all industrial liquids must be done by an Official Industrial Waste Management contractor, and coordinated through the official General Service Contractor. **Under NO circumstances are any such liquids/chemicals permitted to enter any LACC drains.**
5. Exhibitors are responsible to outfit their machines and equipment with proper filters and regulators to protect against the potential of moisture, oil, water, pressure fluctuations, etc.
6. LACC outlets terminate in standard female pipe equipment.
7. LACC is not responsible for air and water pressure failure and fluctuation.
8. The use of Compressed Gas and/or Liquefied Gases will **NOT** be allowed unless the Exhibitor obtains a permit from the Los Angeles Fire Department **"PRIOR TO"** the move-in beginning, AND the containers meet all applicable Pressure Vessel Codes and standards as required by the City of Los Angeles and other applicable agencies.