

## LET THE SHOW BEGIN!

*Once your event is licensed, there are ancillary services that may be needed to produce your event at the Los Angeles Convention Center. Let our team of experienced and knowledgeable Event Managers navigate you through the planning process and assist in preparing an estimate of expenses.*

*This guide will help provide a framework of expenses to consider when building out your event budget. As each event is unique, please work with your Event Manager on specific needs to make your event a success!*

## GETTING STARTED

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### EVENT SPECIFICATIONS

To ensure that your Event Manager prepares a comprehensive and complete estimate of expenses for your review, please submit event specifications, timelines, production schedules and requirements no later than thirty (30) days prior to move-in.

### ESTIMATE OF EXPENSES

Your Event Manager will prepare an estimate of all applicable ancillary charges for services provided by the Center about 2-3 weeks out provided final event specifications are submitted as above. Please review the estimate and return signed with payment for the balance due.

### PAYMENT

Payment for event expense are payable by credit card, wire transfer or company check prior to move-in.

### EXCLUSIVE SERVICES

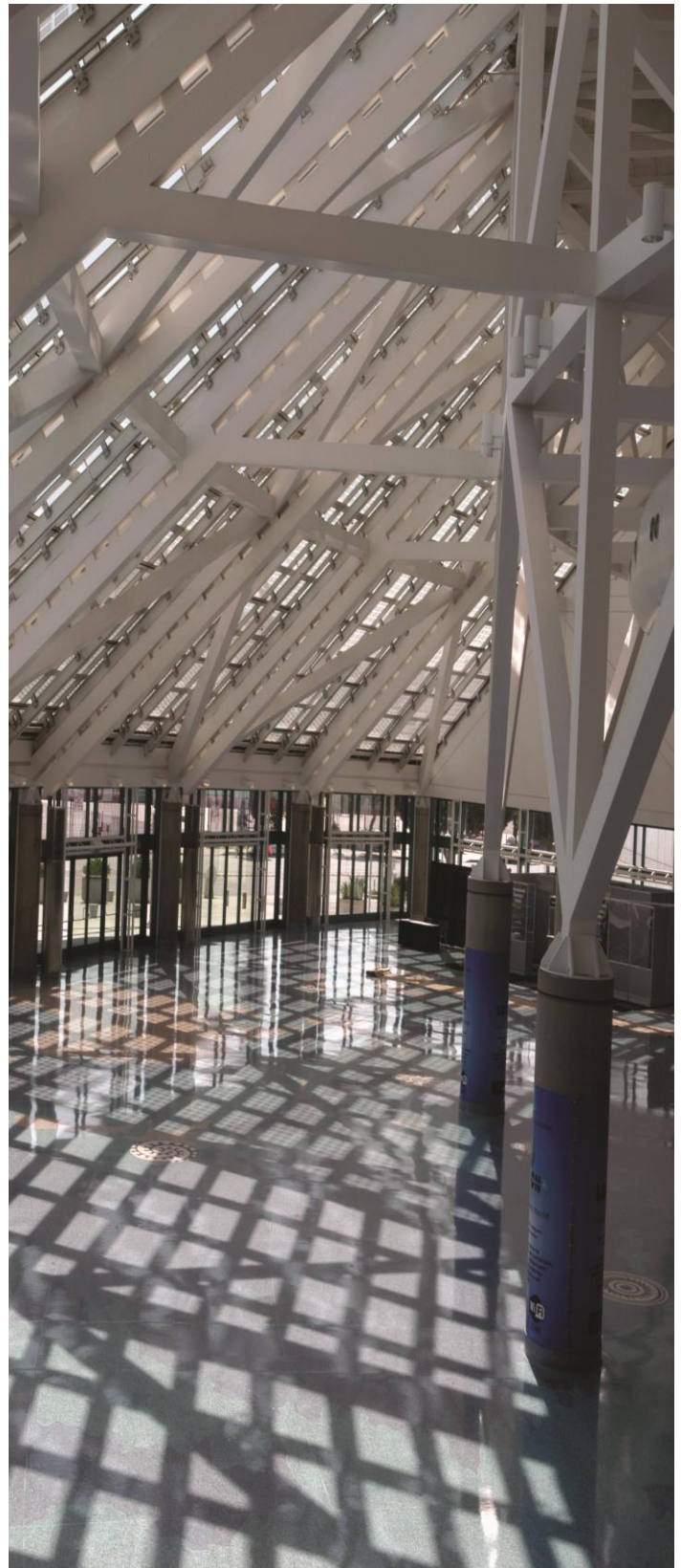
The following services are provided on an exclusive basis by either the building or the Center's specific-approved contractor. No other contractor may provide these services in the Center.

- Food & Beverage
- IT / Telecommunications
- Electrical / Utilities
- House Sound
- Rigging (Concourse Hall & Petree Hall)

### LACC-AUTHORIZED CONTRACTORS

The Center has a resource list of pre-authorized service contractors to provide the following key services at the Center. With the exception of rigging services (★), Licensee is welcome to use their designated service contractor off the list, however, Licensee's contractor must apply to be authorized by the Center prior to move-in. Please consult with your Event Manager on the application process and requirements.

- General Service Contractors
- Rigging (Exhibit Halls) (★)
- Event Security
- Audio Visual
- Medical Services / EMT
- Temporary Staffing



# EVENT EXPENSES GUIDE



## CATERING / FOOD & BEVERAGE

Taste of LA by Levy Restaurants is the exclusive provider of food and beverage services at the Center. Please call 213.765.4480 to consult with your catering sales manager on catering and other F&B needs for your event.

### CONCESSIONS

Concessions are scheduled based on event activity and minimums may apply.

### WATER SERVICE

Custom water service for locations beyond head-table water service in meeting rooms are ordered through Taste of LA by Levy Restaurants at the prevailing rates.

### LINEN

The Center will provide linen on head tables and materials tables in meeting rooms and at catered food functions at no additional charge. Linen requested above and beyond this is billable at \$8.00 per linen, per change.

## CHANGEOVER

The LACC set-up team will provide the initial set-up as specifically outlined in the License Agreement. If the licensed space is required to be changed from the initial room set-up, a changeover fee will apply equal to 50% of the retail rental for the space being changed.

We will waive the changeover fee if the change requested is to accommodate to/from a catered meal function.

## CITY OF LOS ANGELES

Depending on the type of event you have and event activities planned, the City of Los Angeles may require Licensee to pull a permit and labor fees may apply. Please work with your Event Manager on event-specific needs to determine which City of LA department you may need to engage and incorporate into the planning of your event.

LAFD Fire Safety Officer	\$75.00/hour/person
LAPD Officer	\$100.00/hour/person

LAFD and LAPD staffing requires a (4) hour minimum call and LAPD staffing requires a minimum of (2) officers per call.

Fees and requirements will vary and certain fees are payable directly to the City. As the City of Los Angeles sets these rates, all rates are subject to change without notice.

## AIRWALL MOVES

Licensee will receive contracted space with operable airwalls in place as predetermined in the event specifications provided to your Event Manager. The following charges apply if movement or adjustment of the airwalls is required after the initial set-up.

South & West Halls	\$1,200.00/move
Petree C/D & Concourse E/F	\$35.00/hour/person
Meeting Rooms	\$35.00/hour/person

Please allow ample time in your event schedule to allow the LACC set-up team to make airwall adjustments. The following is recommended for each proposed move.

South & West Halls	90 minutes
Petree C/D & Concourse E/F	30 minutes
Meeting Rooms	20 minutes

## ATM'S

There are (6) ATM units available throughout the Center's lobby areas. Additional event-specific ATM units needed within the lobby areas are exclusively provided by the LACC. Your Event Manager can coordinate this for you at no charge.

The LACC can also coordinate and provide additional ATM units inside licensed space at no additional cost to the Licensee. Licensee has the option to use an outside ATM provider within licensed space, however, Licensee is responsible for electrical service and Internet needed to support these units.

## AUDIO VISUAL

Encore Event Technologies is the preferred audio-visual services provider and the exclusive contractor for the house sound system at the Los Angeles Convention Center. Please call 213.765.4568 for a custom quote.

## CLEANING / HOUSEKEEPING

The Center will provide standard cleaning of public areas, restrooms and meeting rooms. Additional cleaning requested or required is billable at a rate of \$35.00/hour, with a four (4) hour minimum charge.

Licensee is required to contract with an LACC-authorized cleaning contractor to manage show housekeeping and trash removal on exposition events and special sets.

The Center's in-house, preferred cleaning contractor, ABM, can provide contracted show cleaning services. Please call 213.765.4685 for a customized quote.

## ELECTRICAL & UTILITY SERVICES

Existing electrical wall outlets in meeting rooms may be used at no charge to support electronic devices connected adjacent to the wall and AV equipment connected less than 10' from the outlet and properly taped down. Electrical fees and labor apply for exposition use and non-standard meeting room use and/or in the event such connections overload the circuits.

Licensee is required to contract with the following LACC-approved contractors for electrical and utility (air, gas, plumbing, water, etc.) services for event booked in the exhibit halls. No other contractors may provide electrical/utility services at the Center.

Edlen Electrical (in-house/preferred)	213.765.4676
Freeman Electrical	714.254.3400
Trade Show Electrical	562.370.1600

## EQUIPMENT RENTAL

Equipment fees apply when items requested are above and beyond what is specifically included in the License Agreement. Equipment is subject to availability at the time event specifications are provide to your Event Manager.

Risers (6'x8'x16"-32"H)	\$100.00/section
Performance Stage (8'x8x48"-72"H)	\$200.00/section
Standing Lectern	\$35.00/each
Easels	\$15.00/each
Stanchion – 7'	\$50.00/each
Stanchion – 13'	\$80.00/each
Dance Floor (3'x3' sections)	\$15.00/section
Whiteboard Package (w/ markers)	\$100.00/package
Ticket Booth	\$150.00/booth

## EVENT MARKETING

Event marketing opportunities in lobby/public areas and on the exterior of the building are based on availability. Commercial and sponsorship banners, signs, column wraps, graphics and activations may be subject to an event marketing fee based on location, size and scope. Please consult with your Event Manager.

The LACC will promote exhibit hall and consumer/ticketed events on exterior digital signboards approximately two (2) weeks prior to show days as requested by Licensee. Posting of events outside of this time is based on availability at a cost of \$350.00 per day. In case, rotation and frequency of the posting is not guaranteed.



## HVAC SERVICE

Controlled temperature service will be provided during open show hours in exhibit halls and event hours in meeting rooms. HVAC. The following charges apply if additional HVAC services are requested during move-in/move-out or non-event hours.

South, West & Kentia Exhibit Halls	\$200.00/hour/section
Concourse E/F & Petree C/D	\$150.00/hour/section
Meeting Rooms	\$80.00/hour/section
Fans Only	50% of HVAC rate

## INTERNET / TELECOMMUNICATIONS / CABLING

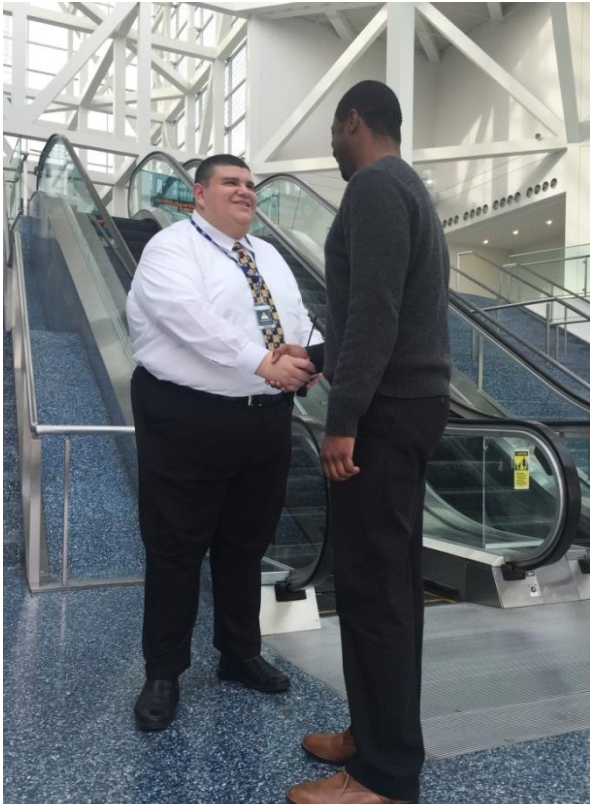
Internet services, telecommunications services and network cabling are exclusively provided Smart City at the Los Angeles Convention Center. Please call 213.765.4647 for a custom quote.

# EVENT EXPENSES GUIDE

## LABOR

Based on needs and advance notice, the Center can offer labor to provide specific scope of work. Please contact your Event Manager to coordinate labor needs.

Set-up Attendant	\$35.00/hour
Cleaning Attendant	\$35.00/hour
Building Security	\$45.00/hour
Dock/Gate Attendant	\$20.00/hour
Parking Attendant	\$35.00/hour
Trades (carpenter, plumber, mechanic)	\$80.00/hour
Heavy Equipment w/ Operator	\$250.00/hour



## LIGHTING

The LACC will provide full overhead lighting at no charge in exhibit halls during open show hours and 50% lighting over move-in/move-out days. In addition overhead lighting is available in meeting rooms over event use days at no charge.

Any requested lighting beyond these uses is billable at an hourly rate.

South, West, Kentia Exhibit Halls	\$150.00/hour/section
Concourse E/F & Petree C/D	\$100.00/hour/section
Meeting Rooms	\$50.00/hour/section

## LINEN

With the exception of head tables and materials table, the LACC provides tables in your set-up without linen. You may opt to upgrade your room set-up to include linen to tables at a nominal cost of \$8.00/linen.

Table linen is included at no charge for all catered meal functions.

## LOCKS & KEYS

Your Event Manager will arrange to have keys to your re-cored show office by move-in day at no charge.

All other contracted space may be re-cored as follows. Each re-cored area will get up to four (4) keys included in the fee.

Lock Re-Core – South, West & Kentia	\$350.00/section
Lock Re-Core – Concourse & Petree	\$60.00/room/section
Lock-Recore – Meeting Rooms	\$60.00/room/section
Keys (above 4 w/ recore)	\$15.00/each
Lost Keys	\$50.00 each

## MEETING ROOM SERVICES

The Center will provide the initial set-up in meetings rooms as specifically outlined in the License Agreement at no additional charge. This typically includes a standard set of theatre, classroom, U-shape, hollow-square and conference with a head table, standing lectern, head table water service and a registration table. Based on space availability, a riser and materials table may also be included.

In addition to the equipment set-up, the LACC will refresh the room at midday (a minimum 30 minute break is required) and at the conclusion of the event day. During a room refresh, the LACC staff will reset tables/chairs, remove service items and provide cursory housekeeping. Depending on the number of meeting rooms, the midday refresh may require additional break time. Please consult your Event Manager on appropriate scheduling for room refresh.

In the event Licensee requires additional equipment or requires additional room refresh during the day, equipment rental fees and labor fees may apply.

## MEDICAL SERVICES

Any event with an expected daily attendance of 1,000 people or more is required to contract with an LACC-authorized medical staffing services contractor. Please consult with your Event Manager for a list of authorized contractors.

## PARKING

The Los Angeles Convention Center extends Licensee a courtesy (non-contractual) allotment of parking passes with rental. Please consult with your Event Manager on the allotment of passes extended for your licensed space.

Based on availability, Licensee may purchase additional parking passes as follows:

Daily Parking Pass (no in/out access)	\$15.00/each/day
Garage Pass (in/out access)	\$30.00/each/day
Dock Pass	\$60.00/each/day
Service Fee	10%

The LACC will extend a credit for any unused parking passes returned to the Event Manager within three (3) days of move-out on the final settlement. Please note that the 10% service fee is non-refundable.

## RIGGING

Any rigging projects in the exhibit halls must be installed by a LACC-authorized rigging contractor. Please consult with your Event Manager for a list of rigging contractors to choose from. Please note that the LACC is currently not considering any rigging company outside of authorized list.

Production rigging in Concourse Hall and Petree Hall is exclusively provided by Encore Event Technologies, the Center's in-house preferred contractor. Please call 213.765.4568 for a custom quote.

## SECURITY

### LOADING DOCKS

The Center requires a building security officer to be posted at the loading dock access points during all hours Licensee requires access to the loading dock area. The current rate for a security ramp attendant is \$20.00/hour/person with a minimum four (4) hour call.

### PRIVATE DRIVE

In the event Licensee requires use of one the LACC private drives (Gilbert Lindsay Drive, Figueroa Drive & Pico Drive) for event transportation access, a security gate attendant must be posted during all use hours at each gate. Labor fee is \$20.00/hour/person with a minimum four (4) hour call.

### EVENT SECURITY

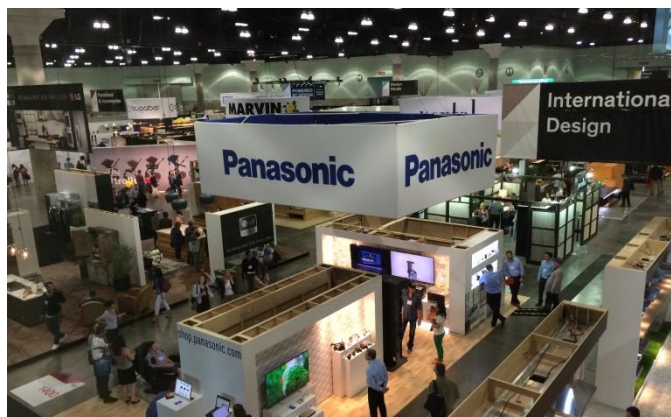
Any event with an expected daily attendance of 1,500 people or more is required to contract with an LACC-authorized event security contractor. LACC-designated staffing levels must be maintained from move-in through move-out. Please consult with your Event Manager for a list of authorized contractors.

## TABLES & CHAIRS

Your rental includes a specific allotment of tables and chairs as outlined in the License Agreement. The following rental applies when items requested are above and beyond a standard theatre, classroom, U-shape, hollow-square or conference set-up. All equipment is based on availability at the time event specifications are provided to your Event Manager.

Table – 8x30 (no linen)	\$20.00/each
Table – 8x16 (no linen)	\$20.00/each
Table – 66" round (no linen)	\$20.00/each
Table – 8x30 (topped & skirted)	\$30.00/each
Cocktail Table – 36"D x 32"H (w/ 4 chairs)	\$50.00/each
Highboy Table – 36"D x 42"H (no chairs)	\$50.00/each
Table Linen	\$8.00/each
Chairs	\$7.50/each

Any non-F&B tables and chairs needed for exposition-use areas must be provided by your general service contractor.



## TRASH

When renting an exhibit hall, the initial open-top trash bin removal (per exhibit hall section) is included with rent. Additional trash bin pulls are billable at \$750.00/each.

Non-exposition trash removal from Petree Hall, Concourse Hall and meeting rooms is provided at no charge. In the event of excessive trash/waste produce a labor fee of \$35.00/hour/person may apply.

## DID I MISS ANYTHING?

Each event is unique with specific needs and requirements, so we suggest considering other potential expenses that make your event one-of-a-kind when budgeting.

For equipment and services not listed above please use the Los Angeles Tourism and Convention Board membership directory for assistance at <http://www.discoverlosangeles.com/tourism/membership/members>.