



Los Angeles Convention Center

## **BOOTH AND STAGE LIGHTING POLICIES AND PROCEDURES**

Effective January 1, 2010

The following outlines the policies and procedures of the Los Angeles Convention Center (LACC) regarding the installation, adjustment, and dismantle of booth and/or stage lighting projects and stage productions. The following also outlines areas of jurisdiction, mandatory involvement, and minimum requirements.

### **1. EQUIPMENT AND PROJECT DESIGN**

All lighting truss, associated equipment, and display pieces that are suspended in the LACC must be designed and engineered by a licensed structural engineer using approved design criteria for suspending over the public in a Seismic Zone 4 as specified in the Uniform Building Code (UBC). When designing the project all truss, associated equipment, and display pieces must be used as specified by said structural engineer. All components of the electrical system must be U.L. or City of Los Angeles Test Lab approved and in good, safe working condition.

### **2. RIGGING**

The primary rigging contractor for the show/event must be used for all rigging and attachments to the building. The rigging contractor is responsible for assuring the safety and mechanical/structural integrity of the entire truss system, related equipment, and associated rigging. A rigging plot (drawing) must be provided to the rigging contractor that states the maximum weight or tension load, in pounds, at each hang point. If the project is for a stage production then a copy of the rigging plot is to be sent to the LACC Building Superintendent for review and approval. Only the rigging contractor is allowed to raise and lower suspended projects and truss systems. Once the rigging contractor has suspended the lighting, truss, equipment, or display pieces, no changes may be made to the weight distribution without the approval of the rigging contractor (i.e., adding or moving equipment). The rigging contractor shall have on site, and be prepared to install, weight measuring devices (Dyno's) where requested by the Building Superintendent.

The LACC electrical staff can assist in rigging and truss assembly; however, this is not a mandatory requirement. The LACC has on site, boom lifts (JLG's) and scissor lifts reaching heights of up to 60 ft. The rigging contractor may use LACC lift with an operator or may choose to bring in their own lift. Hourly rates for LACC lifts are listed on the attached rate sheet. Contractor's lift can be used only for rigging and not for light installation or focus.

### 3. LIGHTING

The LACC Electrical Services Section is the exclusive electrical contractor for all electrical work at the LACC. The LACC electricians must be used to mount lighting instruments, cabling and related devices, or to focus, move, or adjust instruments and/or devices on all projects of this nature. The lighting contractor's electricians may work with LACC staff as a combined work force under the following conditions.

- A) Lighting contractors and their associated personnel must be licensed and bonded to work at the LACC.
- B) There must be a minimum of one (1) LACC electrician for every one (1) of the contractor's staff that is working on the electrical/lighting system.
- C) If the project consists of multiple locations, LACC staff and contractor's staff shall be paired together so there is a minimum one to one ratio, as explained above, in each location.
- D) When the project requires any type of work to be done in secured areas of the building such as catwalks, mechanical rooms, etc., only LACC staff shall be used to accomplish the related work. This includes running control and/or audio cabling, video cabling, etc. For dimmer patch, adjustment, or repair, contractor's electrician can go up on the catwalk; however, he/she must be accompanied by a LACC electrician for the duration of their time on the catwalk. NOTE: As related to Item 3 above, catwalks and mechanical rooms are considered separate locations from the exhibit floor(s) and therefore must be staffed separate from the exhibit floor crew.
- E) Excluding hang points and lighting truss, all fixtures, devices, equipment and cabling including A/V equipment that are attached to the facilities structure or mechanical systems within shall be accomplished solely by LACC staff. If lighting contractor requests to mount fixtures on such systems (i.e. catwalk rails, unistrut channel, light rings, etc.) the Building Superintendent shall review the details of the proposed project and then determine if the request can be granted. Fixtures that are allowed to be installed onto the building systems will be subject to a "cost per fixture" charge (does not apply to large stage productions).

Dimming board operators and follow spot operators can consist of LACC staff, or contractor's staff, or both.

Focusing, adjustments, and re-sets are accomplished with the minimum one to one ratio of LACC staff and contractor's staff as stated above. One (1) of the contractor's staff will be allowed on LACC lift equipment to assist with focusing, etc. Contractors will not be permitted to bring in lift equipment for non-rigging needs.

Hooking up equipment to a LACC service (house power) shall be accomplished only by LACC staff.

#### **4. SCHEDULING**

All scheduling must be done at least one week prior to the first day of the project. The minimum labor call is four (4) hours. Lunch is ½ hour and is from 12:00 noon to 12:30 p.m. unless prior arrangements have been made. There is one 15 minute break in each four hour period. Once labor call is known, contractor is to submit a written schedule and payment on (or with) the attached LACC Electrical Labor Request form.

#### **5. SAFETY**

All contractors shall use industry approved equipment and devices that are intended for, and rated for, their actual use on site. All contractor personnel shall follow general safety rules and work in a safe manner.

The project coordinator is responsible for creating and executing a safe installation and dismantle process which includes the use of proper safety gear and equipment and adequate staffing. The level of staffing must be such that all material and/or equipment that must be lifted, carried, or maneuvered can be done so SAFELY. The LACC staff has been instructed to not engage in any activity that is considered unsafe.



Los Angeles Convention Center

## **LIGHTING INSTALLED ON LOS ANGELES CONVENTION CENTER BUILDING STRUCTURE OR MECHANICAL SYSTEMS**

Effective January 1, 2010

The following policy pertains to the installation of exhibitor/contractor owned lighting and related equipment to the Los Angeles Convention Center (LACC) building structure or mechanical systems. Building structure and mechanical systems include: catwalks, railing, unistrut channel, light rings, and structural steel. The phrase "building attachment(s)" shall be used throughout this policy to refer to said building structure and mechanical systems.

Exhibitors requesting non-dimmable 1000 watt PAR-64 instruments to be placed on LACC building attachments must rent said fixtures from LACC. The following policy applies to fixtures other than PAR-64 or when PAR-64 fixtures must be dimmed.

**This policy does not apply to the installation of lighting equipment that is mounted to a lighting truss system that is suspended or attached to designated hang points in the facility, or for general house (audience) lighting used on large stage productions.**

1. Exhibitor/contractor must submit equipment specifications and the overall scope of the proposed project to the Building Superintendent for review and ultimate approval prior to installation. Specifications must include the dimensions, weight, and means of attachment of the respective lighting fixtures. Total number of fixtures must be included in the scope of the project. Exhibitor/contractor may be required to provide a sample of the proposed fixture(s).
2. Lighting instruments and all related equipment must meet all applicable codes (i.e., U.L. Listed, etc.) and be in good safe working condition.
3. The installation of lighting fixtures and related equipment to LACC building attachments shall be accomplished solely by LACC Electrical staff.
4. The cost associated with installing fixtures to LACC building attachments is based on a charge per fixture. The cost for fixtures with an electrical rating of 2 KW or less is \$180.00 per fixture plus labor. (Orders received before the discount cut-off date will be charged \$144.00 per fixture + labor) fixtures that exceed an electrical rating of 2 KW will be subject to an additional cost.

The \$160.00 cost per fixture includes power and the use of the building attachment. Labor for installation, focus, repair, and dismantle is in addition to the aforementioned cost.



Los Angeles Convention Center

## ELECTRICAL SERVICE RATES

Effective January 1, 2010

The following are standard, discounted, and on-site rates for general types of electrical service. For most events the discount rate applies when Service Orders and payment are received by the Los Angeles Convention Center 21 days prior to the first show day. All Service Orders received on or after the first move in day are subject to the on-site rate. For rates on electrical service not shown below, please contact Electrical Services at **(213) 741-1151, Extension 5613**.

<b>POWER:</b>			
<u>SERVICE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>ON-SITE</u>
20 Amp, 120V outlet (2000 watt)	\$192	\$240	\$264
30 Amp, 208V, 1 Ø	\$504	\$630	\$693
30 Amp, 208V, 3 Ø	\$552	\$690	\$759
60 Amp, 208V, 3 Ø	\$836	\$1,045	\$1,150
100 Amp, 208V, 3 Ø	\$1,200	\$1,500	\$1,650
150 Amp, 208V, 3 Ø	\$1,800	\$2,250	\$2,475
200 Amp, 208V, 3 Ø	\$2,200	\$2,750	\$3,025
300 Amp, 208V, 3 Ø	\$3,272	\$4,090	\$4,500
400 Amp, 208V, 3 Ø	\$4,320	\$5,400	\$5,940
Hoist Power (Up to 60A, 208V, 3 Ø)	\$120	\$150	\$165
<b>LABOR:</b>	Straight Time	Overtime	Night Rate
Electrician	\$75.00/hr	\$150.00/hr	\$225.00/hr
Scissor Lift (up to 21') w/Electrician	\$205.00/hr	\$280.00/hr	\$410.00/hr
Boom Lift (JLG) w/Electrician	\$255.00/hr	\$330.00/hr	\$460.00/hr

Straight Time (ST) hours are Monday through Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday through Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M., 7 days a week. **Labor is to be ordered at least 20 days prior to first move-in day.**

**Please contact Electrical Services at (213) 741-1151, Extension 5613 for further information.**



**Los Angeles Convention Center**

**LIGHTING RATES FOR ADDITIONAL OR EXTENDED SERVICE**

Effective January 1, 2010

Requests to increase lighting levels above standard settings, and/or to operate lighting beyond a standard schedule of operation in West, South, Petree, and Concourse Halls are subject to the rates below. The standard lighting levels/schedules are as follows: Show Days - 100% lighting one hour before and one hour after the hours of the event in the respective hall; Move-In/Move-Out Days - from 6:30 a.m. to 7:30 p.m. at 25% in South Hall and 50% lighting in remaining halls.

**WEST HALL**

SECTION	100% LIGHTING (\$/hr)	50% LIGHTING (\$/hr)
A	\$80.00	\$40.00
B	\$40.00	\$20.00
A & B	\$120.00	\$60.00

**SOUTH HALL**

SECTION	100% LIGHTING (\$/hr)	50% LIGHTING (\$/hr)	25% LIGHTING (\$/hr)
G	\$40.00	\$20.00	\$10.00
H	\$30.00	\$15.00	\$10.00
J	\$30.00	\$15.00	\$10.00
K	\$40.00	\$20.00	\$10.00
G, H, J, & K	\$140.00	\$70.00	\$40.00

**PETREE**

SECTION	100% LIGHTING (\$/hr)
C	\$10.00
D	\$10.00
C & D	\$20.00

**CONCOURSE**

SECTION	100% LIGHTING (\$/hr)
E	\$10.00
F	\$10.00
E & F	\$20.00

Please contact Event Services Division at (213) 741-1151, Extension 5360 for further information.



Los Angeles Convention Center

# 2010 ELECTRICAL LABOR REQUEST

Events Held: January 1 - December 31, 2010

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

NAME OF EVENT		BOOTH NUMBER(S)
EXHIBITING FIRM/COMPANY	ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)	
ADDRESS		
TELEPHONE AND EXTENSION	FAX	EMAIL
<b>ORDER ONLINE AT:</b> www.lacclink.com	For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. <b>Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.</b>	

1. Please submit labor request form with Credit Card Authorization no less than twenty (20) days prior to the first scheduled show day. Labor ordered after this time will be based on availability on a first come, first serve basis.
2. Electrical labor must be ordered when the type of service(s) requested exceeds standard installation criteria, when a request is made to alter or repair exhibit equipment, or when lighting is installed. Examples in which additional labor is required include: installing more than three (3) outlets to specific locations on the floor, other than "standard rear of booth" placement; installing electrical cords and cables throughout the booth; relocating service(s) once installed; installing, wiring, adjusting, and removing Exhibitor/Contractor owned lighting fixtures and related equipment; installing power from overhead (catwalks, etc.); and installing services that exceed any standard cable length/runs.
3. Once floor power has been installed, Exhibitors may mount and plug-in their own standard (non-theatrical) lights providing the installation can be completed by one (1) person within fifteen (15) minutes. Installations exceeding fifteen (15) minutes must be performed by LACC Electrical staff. For theatrical-style lighting, refer to the LACC Electrical Lighting Policy.
4. Requests for modification(s) to the schedule (including cancellations) must be received no less than 48 hours prior to the beginning of the respective work shift. Modification(s) and/or cancellation(s) made without prior notification will be subject to corresponding labor charges and staff availability.
5. Please complete the required information below. Be sure to include schedule for move-in and move-out (if required). Labor is ordered in half-hour increments. Total charges will be calculated according to **actual** hours worked.

SCHEDULE				# OF HRS.	QUANTITY			RATE	TOTALS
DATE(S)	START	END			ELECT.	SCISSOR	BOOM/JLG		
	AM	AM							
	PM	PM					HR.		
	AM	AM							
	PM	PM					HR.		
	AM	AM							
	PM	PM					HR.		
	AM	AM							
	PM	PM					HR.		
	AM	AM							
	PM	PM					HR.		
	AM	AM							
	PM	PM					HR.		
	AM	AM							
	PM	PM					HR.		

**LABOR AND MATERIALS ARE NOT SUBJECT TO DISCOUNT**

**TOTAL AMOUNT DUE \$**

Straight Time (ST) hours are Monday - Friday (excluding holidays) 8:00 A.M. to 4:30 P.M. Overtime (OT) hours are 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 10:30 P.M. (Monday - Friday), and 6:00 A.M. to 10:30 P.M. on weekends and holidays. Night Rate (NR) hours are 10:30 P.M. to 6:00 A.M. 7 days a week. **LABOR IS TO BE ORDERED AT LEAST 20 DAYS PRIOR TO THE FIRST MOVE-IN DAY.**

**Electrical Labor and Equipment Rates:**

	<u>ST</u>	<u>OT</u>	<u>NR</u>
Electrician:	\$75/HR	\$150/HR	\$225/HR
Scissor lift with Operator:	\$205/HR	\$280/HR	\$410/HR
Boom/JLG lift with Operator:	\$255/HR	\$330/HR	\$460/HR



Los Angeles Convention Center

# 2010 ELECTRICAL SERVICE ORDER

Events Held: January 1 - December 31, 2010

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

NAME OF EVENT		EVENT DATE(S)		BOOTH NUMBER(S)	
EXHIBITING FIRM/COMPANY			ON-SITE CONTACT NAME & NUMBER (PLEASE PRINT)		
ADDRESS					
TELEPHONE AND EXTENSION		FAX		EMAIL	

**ORDER ONLINE AT:**  
www.lacclink.com

For order(s) to be processed, a completed and signed Los Angeles Convention Center Credit Card Authorization form must be returned with the service order. Orders can be faxed or mailed. **Do not send emails containing sensitive or personal information like credit card numbers, check numbers, etc. Emails are not secure.**

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

### (1) 120 VOLT POWER & LIGHTING OUTLETS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
<input type="checkbox"/>	Single Outlet up to 500 Watts . . . . .	\$88	\$110	\$121	
<input type="checkbox"/>	Single Outlet up to 1000 Watts . . . . .	\$124	\$155	\$171	
<input type="checkbox"/>	Single Outlet up to 1500 Watts . . . . .	\$172	\$215	\$237	
<input type="checkbox"/>	Single Outlet up to 2000 Watts . . . . .	\$196	\$245	\$270	
Additional labor charge required to install outlets other than at rear of booth or standard placement (See Sec.B.5)					<b>SUBTOTAL(1)</b> \$

### (2) FLOODLIGHTS AND SPOTLIGHTS

QTY		DISCOUNT	STANDARD	ON-SITE	AMOUNT
<input type="checkbox"/>	150 Watt (or equivalent) Floodlight . . . . .	\$108	\$135	\$149	
<input type="checkbox"/>	1000 Watt Par 64 Quartz Light (Installed on catwalk railing)	\$216	\$270	\$297	
<input type="checkbox"/>	1000 Watt Par 64 Quartz Light (Concourse/Kentia/Petree Halls) installed on columns or unistrut	\$256	\$320	\$352	
Additional labor will be required for non-standard installations. See LACC Lighting Policy for additional information.					<b>SUBTOTAL(2)</b> \$

### (3) 208/480 VOLT POWER CONNECTION (INCLUDES LABOR) See Sec. C for installation information

		208 VOLT, 1Ø			208 VOLT, 3Ø			480 VOLT, 3Ø (NO NEUTRAL)					
AMPERAGE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	QTY	DISCOUNT	STANDARD	ON-SITE	AMOUNT
10 AMP		\$272	\$340	\$374		\$396	\$495	\$545		\$600	\$750	\$825	
20 AMP		\$408	\$510	\$561		\$520	\$650	\$715		\$720	\$900	\$990	
30 AMP		\$504	\$630	\$693		\$552	\$690	\$759		\$840	\$1,050	\$1,155	
60 AMP		\$636	\$795	\$875		\$836	\$1,045	\$1,150		\$1,596	\$1,995	\$2,195	
100 AMP		\$836	\$1,045	\$1,150		\$1,200	\$1,500	\$1,650		\$2,560	\$3,200	\$3,520	
200 AMP		\$1,400	\$1,750	\$1,925		\$2,200	\$2,750	\$3,025		\$4,780	\$5,975	\$6,573	
Submit floor plan indicating volts, amps, and phase of each piece of equipment, and include location of main drop, all equipment, and booth orientation. Contact LACC Exhibitor Services for amperage above 200. 480V service is a 3-wire system with equipment ground (no neutral).												<b>SUBTOTAL(3)</b> \$	

24-HOUR SERVICE (All 24-Hour service(s) must be identified on the floor plan)  
Indicate specifically which service(s) require 24-Hour service and **ADD ADDITIONAL 50% FOR EACH SERVICE**

<b>SUBTOTAL(4)</b> \$											
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SERVICE LOCATION - For 10 X 10 in-line and peninsula booths, use the space below to indicate placement of service. Island booths must submit a floor plan that includes proper orientation and measurements in feet and inches.  <div style="text-align: center;">           Front of booth              Rear of booth         </div>	<b>TOTAL of 1-4 above</b> \$										
	<b>FOR OFFICIAL USE ONLY</b>										<b>SERVICE ORDER NO.</b>
	Payment type: _____										
	Amount: _____ Date: _____										
Entered by: _____											
Date Received _____					Discount Cut-Off Date _____						

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

# INFORMATION AND CONDITIONS

The Los Angeles Convention Center (LACC) is the exclusive provider of electrical services within its facilities. This includes all exhibit halls, meeting rooms, public areas, exterior areas, and parking lots/garages. All requirements to install, connect, repair, alter, or distribute power for electrical and lighting are to be completed by LACC electrical services personnel. Material and equipment provided by LACC shall remain the property of LACC.

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 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 No. 3 below).
3. **All service orders received on or after the first move in day are subject to a 10% on-site charge.**
4. Failure to provide all the necessary information requested on this form, and on required supplemental forms, may result in a delay of service installation.
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. LACC conducts an installation audit of power supplied to all exhibits. Exhibitors using power not ordered will be required to pay the on-site rate to continue service. Power may be disconnected pending receipt of full payment. If disconnection occurs, a reconnection fee of \$40.00 will be required.
8. A \$35.00 service fee will be charged for returned checks.
9. Checks are not accepted for on site orders or at the Exhibitor Services Desk.

## B. SERVICE REQUIREMENTS AND RESTRICTIONS

1. Only LACC electricians are allowed to make electrical installations and connections.
2. Unless otherwise instructed by the Exhibitor, LACC personnel will cut floor coverings and walls to install service.
3. LACC is not responsible for voltage fluctuations or power failures. Exhibitors are encouraged to supply their own surge protection equipment.
4. All electrical equipment, components, fixtures, cabling, etc., must be listed by Underwriters Laboratory (UL), or approved by the City of Los Angeles' Testing Laboratory (Test Lab), and shall be labeled accordingly. All electrical work must be done in accordance with all local, state, and national electrical codes.
5. Electrical labor must be ordered when the service requested exceeds standard installation criteria or for requests to alter or repair exhibit equipment, or relocate service. Examples include: installing more than 3 outlets to locations other than "standard rear of booth" placement; installing electric cords and cables throughout the booth; relocating service(s) installed; installing power from overhead catwalks; installing service that exceeds standard cable lengths/runs; and installing exhibitor lighting. See LACC Labor Request Form for more details.
6. Neon signs, lights, or other equipment containing high voltage potential and/or other approved sources of heat, must be contained within an approved enclosure and adequately protected from possible damage, and mounted in an area of the exhibit where personnel and attendees cannot come in contact with the sign/equipment. All cabling, ballasts, and other components must be approved for high voltage application. NO fabric or combustible material can be near the heat source.
7. All equipment must be properly grounded. Extension cords must be 14 gauge/3-wire grounding type or larger. All splices and connections must be made in an approved enclosure. No open splices are allowed.
8. All 120-volt electrical equipment and devices within 6 feet of a water/liquid source must be protected by a Ground Fault Circuit Interrupter (GFI).

## C. 120/208/480V HOOK-UP INSTALLATION PROCEDURE

1. All equipment must display complete information including: amperage, voltage, phase, cycle, KVA, etc. If **no information** is available, electrical charges shall be computed at 70% of the main breaker or main fuse size of equipment. Circuit ampacity/KVA must be sized to allow for start-up current and long continuous loads.
2. Notify LACC Exhibitor Services Desk when **equipment is in exhibit position.**
3. LACC electrician will audit power requirements and adjust requirements if necessary. Exhibitor shall return to Exhibitor Services Desk for payment of service due to changes or adjustment to original service request.
4. An installer will be dispatched based on receipt of order and proceed with hook-up.
5. **In the event the installer's time is not compatible with Exhibitor's schedule:**
  - (a) Exhibitors may leave after audit and adjustments have been made. Installation will be completed as audited; however, equipment will not be energized unless exhibitor is present.
  - (b) **Electrical equipment power rotation will be done only when Exhibitor is present.**

THE LOS ANGELES CONVENTION CENTER IS A NON-SMOKING FACILITY