

## The Business Show, Going Global and B2B Marketing LA 2023 - Exhibitor FAQs

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## **Access - Pipe and Drape Booths**

Exhibitors with a Pipe and Drape booth have access to the venue at the following times:

### *Build Up*

Tuesday 19 September: 08:00 - 16:00

### *Show Open*

Wednesday 20 September: 10:00 - 17:00 (Exhibitor access from 08:00)

Thursday 21 September: 10:00 - 16:00 (Exhibitor access from 08:00)

### *Breakdown*

Thursday 21 September: 16:30 - 20:00

## **Access - Space Only Booths**

Exhibitors with a Space Only booth have access to the venue at the following times:

### *Build Up*

Monday 18 September: 14:00 - 16:00 (EACs Only)

Tuesday 19 September: 08:00 - 16:00

### *Show Open*

Wednesday 20 September: 10:00 - 17:00 (Exhibitor access from 08:00)

Thursday 21 September: 10:00 - 16:00 (Exhibitor access from 08:00)

### *Breakdown*

Thursday 21 September: 16:30 - 20:00

## **Accommodation**

For local accommodation near the Los Angeles Convention Center, [visit the Discover LA website](#).

## **Audio Visual**

SmartSource are the official suppliers of AV equipment, you are able to view their catalog and order items [here](#), using the access code: BSLA0923.

## **Bag and Luggage Check**

Bag and luggage check service is available through the LACC Business Services Center. Please contact the Business Services Center at 213.765.4210 for details.

## **Balloons**

To mitigate damage to the venue's safety laser detectors and air handlers, helium-filled balloons are not permitted.

## **Business Centre**

The LACC Business Center is located in the Concourse Hall corridor next to the vending machines and is operated and managed by Image Quest Plus, an LA-based business services company. Services available include copying, printing, faxing, scanning, banners/signs, small package shipping and receiving, office supplies.

## Catering

There will be two refreshment areas within the hall where food and beverage can be purchased during show open hours. There are also several places to purchase food within the venue area. For catering services on your booth, TASTE Los Angeles by Levy is the exclusive provider of food and beverage operations in the venue. No outside food and beverage is allowed. Contact TASTE Los Angeles by Levy at 213.765.4480 for further Assistance, and [view their exhibitor catering menu here](#).

## Carpet / Booth Flooring

All Pipe and Drape booths 10' x 10' or 10' x 20' will be carpeted in midnight blue, unless otherwise arranged with Freeman or your Account Manager. Space Only booths are required to provide their own flooring for the booth, in line with venue regulations. The aisles of the show are not carpeted.

## Cash Points

There are four ATM machines located throughout the Venue. One is located in the Concourse Corridor next to the Business Service Center and the remaining three are located in the South Lobby.

## CBD, Hemp and Marijuana

The display, sale or sampling of any consumable (edible/ingestible) CBD products and/or cannabis-derived CBD products is strictly prohibited. Consumption of marijuana or cannabis products is not permitted within the venue space, loading docks or public areas.

## Compulsory Booth Form

All exhibitors are required to complete and return the Compulsory Booth Form available for download on the Exhibitor Portal or from your Account Manager. This needs to be submitted by **Friday, 1st September 2023** at the latest.

## Data Collection

Our registration company provides a data collection service which enables exhibitors to scan visitor badges and collect their data, including name, contact and work information (if provided at registration). The Engage Scanner app works on any phone or tablet with a camera and can be ordered here: [Data Scanner Order Form](#).

## Deliveries

You are able to have any item delivered, either to the Freeman Advance Warehouse if due for arrival between August 21st and September 12th, or to Show Site if after September 14th. For shipping labels and delivery information visit the [Freeman Inbound Shipping Page](#). See [Shipping & Material Handling](#) for further information. Please note the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

## Electric

The official contractor for electric connections is Freeman. [Click here](#) to view their catalog and order electric for your booth. Note, the Early Bird Discount finishes on **August 21st**. If you need assistance or have any questions about any Freeman services, please contact Exhibitor Support at (888) 508-5054.

Electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall.

To order electrical labor click the 'Shop Products & Services' tile, then navigate to 'Labor' and select 'Electrical – Installation Labor'. Following your completed order, payment, and floor plan (if required), your electrical outlets and any required wiring will typically be installed before you arrive.

## Floorplan

You are able to download the event floor plan [here](#).

## Furniture

The official contractor for furniture hire is Freeman. [Click here](#) to view their catalog and order furniture for your booth. Note, the Early Bird Discount finishes on August 21st. If you need assistance or have any questions about any Freeman services, please contact Exhibitor Support at (888) 508-5054. Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

## Hoverboards

The use of self-balancing motorized boards (hoverboards) is limited to public roadways in accordance with California State Law AB 604. At the Los Angeles Convention Center, the operation of hoverboards is strictly prohibited in all areas.

## ID Booth Signs

Exhibitors will receive one (1) ID sign per booth of 300 sq ft or less. This will be 11"H x 17"W and has a maximum character limit of 110. Dynamic sizing to accommodate shorter and longer exhibitor names may result in varying font sizing, the more characters you have, the smaller the font will be. Exhibitor names and booth numbers will be displayed in standard black font only, on a white background.

## Insurance (COI)

All exhibitors are required to provide a valid Certificate of Insurance to your Account Manager by **1st September 2023**, covering the entirety of the show including dates for buildup, show days and breakdown. If you do not have suitable cover, we have partnered with insurance provider RainProtection who can assist you with this requirement at a

reasonable rate, the link is available on the Exhibitor Portal under 'Suppliers', or [click here](#). The requirement for COI is USD\$1 million per occurrence / USD\$2 million aggregate.

## **Internet**

To order internet, please visit your exhibitor portal under 'Suppliers' and click on SmartCity. They are the exclusive provider of internet connectivity and networking services at the LACC. There is an early bird rate applied to orders received with payment up to 21 days prior to show build.

## **Labor**

**Electric:** Most 120-volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208-volt or 480-volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

## **Lactation Rooms**

Los Angeles Convention Center recognizes public accommodation for all breastfeeding mothers (CA Civil Code 43.3) in any authorized public locations. For those requiring additional privacy at this event, the Center has a lactation room nearby for nursing mothers, located in the First Aid office in the South Hall Lobby (main level by Pico Street entrance).

## **Lighting**

The exhibition hall will be lit with the existing facility lighting. Additional lighting can dramatically change the impact of an exhibit, no matter the size, and used effectively, can emphasize specific areas of a booth or highlight products. Alternatively, booths may appear dark and uninviting if the surrounding booths are lit and yours is not. Lighting is available to order through Freeman.

10' x 10' booths with pop-up displays (displays that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors can hang up to 4 lights themselves as long as they require no more than 20 amps in total.

## **Live Plants and Flowers**

Live plants and flowers are permitted on booths. Recommended providers:

Athletic Club Flower Shop  
[www.acflowershop.com](http://www.acflowershop.com)  
213.622.0778

CJ Mastsumoto & Sons  
[www.cjmatsumoto.com](http://www.cjmatsumoto.com)  
323.733.6046

LV Floral Events

<https://www.linandjirsa.com/lv-floral-events/>

626.236.8730

### **Parking On-Site**

Exhibitors and attendees are able to park in the **South Hall Garage** as it is the closest to South Hall, where the show is taking place. Additional details about parking can be found [using this link](#).

### **Pipe and Drape - Weight Limit**

Banners and light signage can be hung from pipe and drape booths. The maximum total weight limit for the pipe and drape is **12 lbs**. It is recommended any banners have grommets so they can be hung from sign hooks. Signs need to have holes on top for sign hooks to go through. If you have an item heavier than 12 lbs, you are able to rent an easel from Freeman. If you'd like to order a custom sign, please reach out to the Freeman exhibitor sales who can help you with your needs (US or Canada: (888) 508-5054, International: 1 (817) 210-4869).

### **Pipe and Drape - Colors**

Each Show will have its own color of drape, to differentiate between the three shows which are running alongside each other:

The Business Show - Blue

Going Global - Black

B2B Marketing - Red

### **Restrooms**

Male and female restrooms are located around the venue. There is one gender-neutral restroom located right outside Hall G.

### **Sampling (Food and/or Beverage)**

As the venue's exclusive food and beverage partner, TASTE Los Angeles by Levy has sole rights on all food and beverage distribution within the Los Angeles Convention Center. Food and beverage sampling is permitted with written approval by TASTE Los Angeles by Levy a minimum of 28 days prior to show open.

The product being sampled must be germane to the exhibitor's line of business. Sampling size is limited to 2 oz. portion of food samples, 4 oz. of non-alcoholic beverages and requires a permit from the Los Angeles County Public Health Department. Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges. There are no exceptions to this guideline unless specifically approved in writing by Levy Restaurants in advance. Please [submit this form](#) and attach all required documents at least 30 days prior to the event open. Please contact TASTE Los Angeles by Levy at 213.765.4480 for further assistance.

## Scam Warning

Be aware that scammers target exhibitors. If they are not on our official list on the Exhibitor Portal, please be very wary when ordering goods with them.

## Shipping and Material Handling

**Shipping** is the transport of your materials from your origin to the shipping dock of the advance warehouse or event venue before the show, and the transport of your materials from the event venue to your destination after the show. **Material handling** is the transport of your materials from the shipping dock of the advance warehouse or event venue to your exhibit space, the storage of empty containers and the transport of your materials from your exhibit space to the transportation vehicle.

You do not need to order shipping and material handling for items you've ordered from Freeman. Shipping and material handling of these items is included in the rental price. If you have items shipped to the venue outside of Freeman, you will be required to pay a shipping and material handling fee.

## Sustainability

The Los Angeles Convention Center (LACC) is a steward of environmental sustainability and is proud to be the first of its size in the U.S. to achieve LEED EB+OM Gold recertification (2015).

- Upgraded over 3,000 exterior & interior lights to LED lamps with projected savings of over 1.5 million kilowatt hours annually.
- Replaced over 330 faucets with low gallon per minute faucets, three commercial dishwashers with water & energy efficient models, and 30,000 sq. ft. of turf with drought-tolerant landscaping saving over 1.4 million gallons annually.
- Diverted over 9.4 million pounds of construction & demolition waste from the landfill, and recycled over 2.3 million pounds of cardboard, glass, aluminum, plastic and paper.

## Smoking

The Los Angeles Convention Center is a non-smoking facility. This includes smoking and vaporizing of any tobacco and non-tobacco products. This extends to, but not limited to, the use of hookahs, electronic cigarettes and vape pens.

## Telecommunications

Telecommunication services are exclusively provided by SmartCity at the LACC. For telephone, fax and teleconferencing needs, please see the 'Suppliers' area within your exhibitor portal.

## Vehicle Displays

Vehicle displays are permitted on your booth following review and approval of Show Management. Please provide detailed information, including complete manufacturer specifications to your Account Manager no later than **Monday 14th August 2023** (35 days prior to build).

At minimum, fuel tanks must not exceed ¼ capacity, vehicle batteries must be disconnected, and display cannot obstruct aisles or exit ways. Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty for the show. Batteries must be disconnected before and after show hours. Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel sources require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields.

## **Weapons**

A dangerous weapon is any object or device designed or intended to be used to inflict serious injury upon persons or property. The possession of a dangerous weapon, concealed or not, is strictly prohibited in the LACC.

Dangerous weapons include, but are not limited to: firearms, explosives, stun guns, handcuffs, brass knuckles, sticks, clubs, batons, martial arts instruments, pepper spray, tear gas, knives, etc. Guests found in possession of the above-mentioned items will be asked to remove the item from the LACC or dispose of it. Guests who refuse to comply will be removed from the LACC and may be subject to arrest.

## **WiFi**

The Los Angeles Convention Center offers complimentary WiFi service in the lobby areas with connectivity speeds up to 256k up/256k down. Complimentary WiFi service is not available in the exhibition hall and its strength and connectivity is not guaranteed. A private WiFi connection is available to purchase from SmartCity, using the link in the exhibitor portal.