

## **Long Beach Convention & Entertainment Center Regulations**

### **Exhibit Related Regulations**

#### **Combustibles**

- 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.
- No flammable liquids are allowed in the building.
- When displaying a flammable or combustible product, the display container shall be empty.
- Painting or spraying of toxic or flammable materials is prohibited.
- Smoking is prohibited throughout the L.B. Convention Center complex. *L.B.M.C. 868.010.*

#### **Booth Configurations**

The following booth configurations will require prior approval from Exposition Management and Fire Marshal. Request for approval must be submitted to Exposition Management and Fire Marshal no later than 60-days from the Event.

- Platforms exceeding 500 sq. Ft. in area
- Single-level covered exhibition booths
- 2-story (multi-level booths)

#### **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-retardancy 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.

**Flammable Materials:** No flammable materials, such as bunting, tissue paper, crepe papers, etc., will be permitted to be used for decorations and all materials used for decorative purposes must be treated with flame-proofing and be in accordance with the Operator's Fire and Safety Rules and Regulations. In addition no fryers of any type are allowed inside, nor are propane cylinders. All decorations and items within your booth must be fireproof.

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.

#### **Hazardous Materials**

Use of the following materials, processes or equipment is prohibited:

- Blasting agents or explosives



- Toxic materials including any substance regulated under California Proposition 65
- Flammable cryogenic gases
- Smoking within the facilities
- Fueling of motor vehicles
- Wood matches with all-surfaces strikes
- Cellulose nitrate motion picture film
- Aerosol cans with flammable propellants

### **General Regulations**

#### **Animals**

Animals are not allowed in the facility unless they are service animals. If not a service animal, you must obtain approval no later than 60-days from Event from Exposition Management and Long Beach Convention Center.

Following must be adhered:

- Animals must be under the control of the handler at all times.
- Animals may not be within 100 ft. of any food service area.
- You must ensure any animal brought to the facility is treated in a humane manner and in compliance with all laws regarding transportation and handling of animals.
- Additional insurance from exhibitors may be required for any approved animals, not including service animals, prior to allowing the animal to enter the facility.

#### **Banners/Signage**

- You may not tape, tack, nail or affix signage/graphics/banners/ posters/materials in any way to Long Beach Convention and Entertainment Center walls, doors, or any part of Long Beach Convention and Entertainment Center or furnishings.
- Signage is not permitted in any areas of the convention center lobbies, elevator banks, or exterior of any building.
- Long Beach Convention and Entertainment Center bears nor Exposition Management bears no responsibility for your signage/banners/posters left in the convention center either prior to, during or after an event.
- Banners may be hung from handrails or poles by prior arrangement with your event manager.
- Easels can be ordered through your event manager for signs and posters
- No items may be thrown at any time from your booth(s).

#### **Balloons**

Helium (lighter than air) filled latex, Mylar or any other type of balloon material are not permitted in the San Jose Convention Center. Balloon arches and air-filled balloons are acceptable as long as they conform to the Exhibit Specifications for your booth configuration.

#### **Cannabis**

Cannabis use at Event is prohibited. State and local laws regarding medical and adult-use/recreational cannabis notwithstanding, all participants of the Event understand the use, possession, and/or distribution of THC products at the Event are strictly prohibited due to local, state and venue regulations.



### **Cooking Demonstrations/Open Flames**

No open flame cooking is permitted. All cooking demonstrations must receive approval from Exposition Management Long Beach Convention Center no later than 60-days from Event. Contact Exposition Management for additional details and requirements.

### **Copyrighted Music**

Copyrighted Music Public performances of copyrighted musical works, including performances during conventions, trade shows and meetings require a license from the copyright owners. Generally, these are arranged through the American Society of Composers, Authors and Publishers (ASCAP, telephone 800-627-9805) or through Broadcast Music Inc. (BMI telephone 800-669-4264). It is your responsibility to make these arrangements. The Center offers "piped in" music from Peavy through our PA system. Use of Peavy covers all licensing requirements under U.S. copyright law. Team San Jose does not have a licensing agreement with ASCAP, BMI or SESAC. Therefore, it is important that you obtain your own licensing agreements prior to the use of music during your event.

### **Docks/Ramps**

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.

### **Drones**

The Long Beach Convention & Entertainment Center does not allow drones at the Facility.

### **Fireworks and/or Pyrotechnics**

Fireworks and/or Pyrotechnics are not permitted at any time.

### **Food and Beverage**

Outside food or beverage are not allowed to be brought into the building. Please contact our in-house food and beverage provider, Premier Food Services, at (562) 449-7565.

If approved, food samples are limited to 1 (one) ounce each and beverage samples are limited to a maximum of 2 (two) ounces each. NO ALCOHOLIC BEVERAGES MAY BE DISTRIBUTED BY EXHIBITORS UNDER ANY CIRCUMSTANCES. EXHIBITORS MUST ORDER BARTENDER SERVICES FOR ALCOHOLIC BEVERAGES TO BE SERVED THROUGH PREMIER FOOD SERVICES.

***Exhibitors must complete Premier Food Group Exhibitor Services Order Form located in the Additional Services section of the Exhibitor Service Manual at least 30-days prior to the Event***

### **Mobility Devices**

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:



- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches (12") of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

#### **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 from 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.

#### **Recycling Program**

The City of Long Beach regularly recycles cardboard, white paper brochures, cans, bottles, and other paper items. While in our facilities, you are encouraged to support the City's recycling program. Special arrangements can be made for your event through your Event Manager.

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.

#### **Security**

We recommend locking or removing valuables from your booth nightly or ordering overnight booth security from Staff Pro Crowd Management-562-499-7593. This is the only approved security service for the facility.



### **Smoking**

As per Long Beach City Ordinance No. C-6916, smoking is prohibited within the facility. Smoking is permitted outside the facility only. This includes vaping.

The smoking of tobacco or any other weed or plant is strictly prohibited within the facility as per Long Beach City Ordinance No. C-6916.

Pursuant to State of California Government Code Sections 7596-7598: "Smoking is prohibited within 20 feet of main entrances, exits, and operable windows of public buildings which are owned and occupied, or leased and occupied by the state, a city, a county or a city and county..."

### **Trash**

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.

### **Stickers/Glitter/Confetti**

Stickers, glitter, and confetti are not permitted in the facility. Adhesive-backed decals and stickers may not be given out inside the Long Beach Convention Center or associated facilities. Any costs incurred by LBCC to remove and decals/stickers affixed to floors, walls, windows, doors, escalators, handrails, etc. inside or outside the facility will be billed to the exhibitor.

### **Vehicles on Display**

Exhibitors wishing to display motorized vehicles within their exhibit space must contact Exposition Management **no later than 60-days out from Event** for approval and further instructions.

The following are the Long Beach Fire Department's minimum fire safety requirements for public display of motor vehicles assemblage occupancies:

- Fuel tanks shall be maintained below 1/4 tank of fuel.
- Caps for fuel tank fill pipes shall be of the locking type and maintained locked. If it is not practical to attach such a cap, an alternate method may be employed with permission of the Long Beach Fire Department.
- Display shall be located so as not to obstruct any required aisle or exit way.
- Operation of motor vehicles is prohibited except for late-night or morning hours while setting up or taking down equipment for shows.
- Vehicle on display must have visqueen or required floor covering protection material under the vehicle at all times at exhibitor's expense.
- The electrical system shall be de-energized. This will be one by one of the following:
  - Removing the battery.
  - Removing the battery cable.
  - Disconnecting one battery cable and covering it with electrical tape or other similar insulating material.