



**Los Angeles Convention Center
South Halls G/H
March 22-23, 2019**

Dear Exhibitor,

The Exhibitor Kit is now available through Blaine Event Services! We are pleased to offer you this one stop shop for securing all of your additional booth needs, including furniture, carpeting, power, water, internet, labor, shipping, and rigging. You will receive an email directly from Blaine to access the online exhibitor kit [HERE](#). You will need to log-in with the credentials in that welcome email (contact info@blainesvs.com if you did not receive it yet).

Blaine Event Services is the official general services contractor of Clippers SciFest SoCal, ensuring a smooth exhibit experience from shipping your materials, labor to set-up your booth or any furnishings you may need to order for this event. If you have questions or need assistance, contact Blaine's Exhibitor Service department by phone at (714) 522-8270, or by e-mail at info@blainesvs.com.

Enclosed in this packet of information is an Exhibitor Check-list, Rules/Regulations of the show, and other important info like deadlines for ordering equipment, shipping and contact information for vendors.

Please let us know if there is anything we can do to assist you anytime during the event, just look for volunteers that can help answer your questions or direct you to show management. If you're unable to locate a staff member you can stop by one of the Help Desks on the exhibit hall floor or Exhibitor Check in Desk (will be turned into an Information Center once the show opens) located on the carpeted area of the South Hall lobby for assistance.

We are here to help you with any questions or concerns you might have. If you need additional assistance, please contact our Event Management team at A5 Events, christina@a5events.com or by phone (818) 848-6111.

Sincerely,
The Clippers SciFest SoCal Team

Parking and Exhibitor Check-in Location

Upon arrival, you can check-in with Clippers SciFest SoCal Staff at Exhibitor Registration – located in the South Hall lobby, ground floor. You can park in the South Hall Parking Garage and follow signs for the South Halls G/H. You will see the Clippers SciFest SoCal exhibitor counter on the carpeted area under Hall G.

On-site Contacts

Christina Butler
A5 Events
christina@a5events.com
Ph: 818-848-6111

Lauren Raymond Gicas
Senior Director, USA Science & Engineering Festival
lauren@usasciencefestival.org
Ph: 843-609-2839

Exhibitor Credentials

Exhibitors may pick up their credentials beginning at 12:00 pm on Thursday, March 21 at the Exhibitor Check in Desk located on the carpeted area of the South Hall lobby. Each exhibitor is permitted to take 5 credentials per 10x20 booth. Need more? No problem, just ask!

The credentials are silicone wristbands and will not be specific to name so that they can be distributed to your team throughout move-in/move-out as necessary. They are not needed once the Expo opens and when the halls are open to the general public, so your other volunteers and staff are free to come and go without a credential.

To collect your credentials, please have one member of your exhibit team check-in upon arrival at the Los Angeles Convention Center – Exhibitor Check in Desk located on the carpeted area of the South Hall lobby.

Once checked in, he/she will collect exhibitor credentials for your booth, which will be listed under organization name (staff names need not be submitted). Please note that these credentials must be worn in order to gain access to the exhibit halls during move-in/move-out hours.

Exhibitor Lounge

Exhibitors have access to the Exhibitor Lounge located in room 301, one floor up from the G/H Exhibit Halls. For your convenience, coffee and water will be available complimentary. You are also welcome to take a break and eat in this room, should you want to purchase food from one of the LACC food vendors. Exhibitors must have credentials to enter the lounge.

Standard Booth Configuration

Each Standard 10' x 20' Booth includes the following equipment:

- 8' High Draped Back & 3' High Side Walls (white)
- 2 – 6' Skirted Table (white)
- 4 – Plastic Contour Chairs
- 2 – Wastebaskets
- 2 – 6'L x 24"W x 30"H Skirted Table (White)
- 4 – Plastic Contour Chairs
- 2 – Wastebasket
- 2 – Standard 5 Amp Electrical Outlets (located at the back of your booth)
A Standard Electrical Outlet can accommodate 1 laptop or 1 small device.

PLEASE NOTE: *If you will be exhibiting in an Island Booth, one (1) 20 Amp power drop will be installed in the back right corner of your booth (unless specified ahead of time). Exhibitors who require power beyond the 20-Amp drop provided by Clippers SciFest SoCal should contact Blaine Event Services directly.*

- Wifi: There is a free public network, but we recommend you set up your own dedicated hard line if your activity depends on Wifi. You can also have your own hotspot for an additional cost.
- Additional electricity, Wifi, booth furnishings and services can be purchased separately through the BLAINE EVENT SERVICES Online Exhibitor Kit.

Expo Move-In

Thursday, March 21 12:00 pm – 4:30 pm

Exhibitors will be permitted to set-up to work in their booth until 8:00 pm. No in and out access will be allowed after 4:30 pm without show management's approval.

Friday, March 227:00 am – 9:00 am **(Last minute hand carry only - Exhibitors must be show ready by 9:00 am sharp)!**

Expo Days & Hours

Friday, March 229:00 am – 3:00 pm
Saturday, March 2310:00 am – 6:00 pm

Expo Move-Out

Saturday, March 236:00 pm – 9:00 pm

Things to Bring:

- Lots of energy
- Bottled Water and Snacks for your booth staff/volunteers (note: larger meals cannot be brought into Convention Center – you can contact Levy for catering needs (see below on page 9)
- Your mobile phone
- Phone numbers of all your staff and volunteers who will be working the booth throughout the weekend
- UL-approved extension cord(s)
- Tape
- Your Festival T-shirt. If you are planning to wear one, we recommend layered clothing.
- Any signage, materials, and equipment you need for your exhibit
- A camera to take pictures of your booth for your next newsletter

Exhibitor Checklist

This brief checklist outlines the items each Exhibitor needs to arrange prior to the Expo. Forms, instructions, and contacts for each item are included in the Exhibitor Manual.

- I've paid for my booth and have input all information about my booth into the Exhibitor Portal, and have completed all mandatory questions (**Deadline: March 1, 2019**)
- I've ordered all AV, Electrical, and Furniture equipment through Blaine Event Services that I will need beyond the standard booth package (if applicable) – **NOTE: Deadline for discounted rate is Friday, March 08, 2019**
- I've ordered internet and phone (if applicable) through SmartCity
- I've completed the Risk Assessment Form in the Exhibitor Portal (including any living organisms, chemicals or water, or an activity that requires special considerations).
- I've made arrangements to transport my exhibit materials to the Los Angeles Convention Center in one of the following ways:
 1. I'm scheduling Advanced Shipment to the offsite location (Blaine Event Services will accept crated, boxed or skidded materials up to 30 days in advance of show set-up. Materials should be shipped to **ARRIVE AT WAREHOUSE NO LATER THAN FRIDAY, MARCH 15, 2019.**)
 2. I'm scheduling Direct Shipment to the Convention Center (c/o Blaine Event Services. Direct to show-site shipments will be accepted beginning on **THURSDAY, MARCH 21**)
 3. I'm transporting my materials in a POV (Privately Owned Vehicle) and I have scheduled Union Cart Service (*this service is available for small pieces of freight and other material that is brought to the show floor in a privately owned vehicle. Each cart will handle a load comprising of a surface area of no more than 3'x4', a height of no more than 3' and a maximum weight of 200lbs. per cart load; otherwise material handling fees will apply.*)
 4. I plan to hand carry my materials into the Convention Center and understand the rules and regulations (as noted on page 7 below) – from the loading docks located in the rear of the LA Convention Center South Hall.
- I've reserved a hotel room for myself/my staff (if applicable)
- I've arranged for catering for staff during Expo (if applicable – food concessions on the Expo floor will be open, as well as the Compass food court in the lobby)

General Information and Rules/Regulations

<p>Balloons/Canopies/Tents Balloons/canopies/tents are not allowed at all in the facility or in your booth space.</p>	<p>Exhibitor Appointed Contractors (EAC's) Exhibitors using the services of display firms/independent contractors must fill out the EAC approval form in Blaine's online portal and submit to them at least 30 days prior to the show. Notification must include a current Certificate of Insurance that meets all the Convention Center, Show Management and Official Show Contractor specifications for insurance. The contractor must abide by all the rules and regulations of the Convention Center, Show Management and Union regulations.</p>
<p>Exhibitors Service Desk Blaine Event Services will have an Exhibitors Service Desk located within the exhibit hall. The Service Desk will have representatives for labor, furnishings, freight, etc. After you have checked in at the Exhibitor Registration Desk, we suggest you go to the Service Desk to confirm your pre-ordered services and equipment. The representative from your company in charge of your booth set up should carefully inspect and personally sign off for all work order forms. If you disagree with an invoice presented for signature, question it immediately. If you cannot come to a satisfactory agreement with the Service Contractor, contact Show Management. DO NOT PUT IT OFF and DO NOT IGNORE IT, as once the event comes to an end, it becomes extremely difficult to resolve any differences.</p>	<p>Food Service Food and beverage consumed or distributed in the exhibit facility must be purchased through the authorized in-house food service supplier. Concession stands will be open during show hours and you will be able to purchase drinks, food and snacks throughout the day. Exhibitors are permitted to bring in snacks and individual waters, etc., but no large quantities may be brought in and distributed to staff.</p> <p>Exhibitors are not permitted to dispense "samples" of food and beverage in their booths without approval from the Convention Center.</p>



<p>Fire Protection/Fire Marshal Requirements</p> <p>All exhibit spaces must be in full compliance with all facility, Fire Marshal, show management, and exhibit guidelines including all local, state and federal laws.</p>	<p>Flammable and Toxic Materials</p> <ul style="list-style-type: none">ï All materials used in display construction or decorating should be made of fireretardant materials and be certified as flame retardant.ï A flame-proofing certificate should be available for inspection.
<p>Hand Carrying</p> <p>Exhibitors are permitted to hand-carry items into the LACC from the loading docks located in the rear of the Convention Center South Hall. Check in with security to gain access to the loading dock ramp. Hand-carrying is allowed for 1 trip per exhibitor as long as you are not using any mechanical equipment including a dolly, cart, etc.</p> <p>Please note following rules and regulations as follows: The local union claims jurisdiction over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may only move material that is hand-carryable by one person in one trip. No one, other than the official contractor's employees, is allowed to use dollies, hand trucks or other mechanical equipment. This includes, but is not limited to, I&D employees, hotel employees and facility employees.</p>	<p>Hanging Signs and Graphics</p> <p>Hanging signs and graphics within your booth and on your backwall is permitted, and may be hung by exhibitor with “S Hooks” (no pins or tape are permitted on pipe or drape).</p> <p>Overhead hanging signage is allowed upon approval in all standard Peninsula, Island and Split Island Booths, with a maximum height of sixteen feet (16 ft.)(4.87m) to the top of the sign as measured from the floor</p> <p>Whether suspended from above or supported from below, they should comply with all ordinary use- of-space requirements (for example, the highest point of any sign may not exceed the maximum allowable height for the booth type). Double-sided hanging signs and graphics shall be set back ten feet (10 ft.) (3.05m) from adjacent booths and be directly over contracted space only.</p>
<p>Hotel Reservations</p> <p>Be sure to book your room through our Exhibitor Resources page to receive the special room rate. You must contact the hotel directly using the group block codes provided on the resources page. Please ignore solicitations from other housing companies.</p>	<p>Liability</p> <p>Exhibitors are liable for any damages to floors, walls, or columns of the exhibit hall. No cement or paste is to be used for fastening floor coverings. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. Show Management will hold the exhibitor responsible for removal of all tape or adhesives placed on the exhibit floor.</p>



<p>Literature Distribution</p> <p>Distributing Literature in any part of the exhibit hall, lobbies or corridor is prohibited. Printed or product promotion materials may be distributed only at the Exhibitor’s booth. Exhibitors must restrict their activities to the space for which they have contracted. Any unauthorized solicitation, whether by an Exhibitor or Attendee, should be brought to the attention of Show Management.</p>	<p>Offensive Materials</p> <p>Show Management reserves the right to require Exhibitors to remove from their exhibits any materials that we determine, in our discretion, to be inappropriate. Including, for example, materials that may be offensive, disparaging, or discriminatory.</p>
<p>Security/Exhibit Hall Guard Service</p> <p>Show Management provides perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard the exhibit halls, neither Show Management, the Convention Center, security contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft. We recommend taking valuables with you overnight.</p>	<p>Sound Levels</p> <p>Exhibitor’s sound level shall not intrude or violate the rights of any adjacent exhibit areas, unless it was pre-approved by Show Management. If the exhibitor fails to correct the violation, Show Management is authorized to cut-off the supply of electricity without any liability. The use of sound systems or equipment producing sound is an exception to the rule, but not a right.</p>



2019 Exhibitor Vendor Information

VENDOR NAME AND CONTACT INFORMATION	SERVICES	ESTIMATED ADVANCED PRICING (subject to change)*
<p style="text-align: center;">Blaine Event Services</p> <p style="text-align: center;">Exhibitor Service Department 714.522.8270 exhibitor@blainesvs.com</p>	CARPETING	<ul style="list-style-type: none"> - Standard Carpet 10'x10': \$202.70 - Standard Carpet Padding 10'x10': \$180.00
	FURNITURE	<ul style="list-style-type: none"> - Standard Side Chair: \$86.60 - Standard 6' Table: \$160.00
	ELECTRICAL	<ul style="list-style-type: none"> - 5-Amp Drop: \$147.00 - 10-Amp Drop: \$250.00 - 20-Amp Drop: \$415.00 <p><i>Labor not included. Dependent on location and booth orientation.</i></p>
	FILL AND DRAIN	<ul style="list-style-type: none"> - One Water Outlet: \$423.70 - One Drain Outlet: \$275.50 <p><i>Labor not included. Dependent on location and booth orientation in relation to water source.</i></p>
	OTHER	<ul style="list-style-type: none"> - One-way cart service - \$90 <p><i>Drayage is on case by case basis and should be quoted directly by Blaine</i></p> <ul style="list-style-type: none"> - Basic AV needs will be ordered through Blaine's exhibitor kit – for special orders contact Encore Event Technologies: Jeffrey "JT" Tabisola 213.765.4626 jeffrey.tabisola@encore-us.com
<p style="text-align: center;">Smart City</p> <p style="text-align: center;">Robbie Bridges 213.765.4647 rbridges@smartcity.com</p>	INTERNET	<ul style="list-style-type: none"> - Wireless – 1 day Svc. (Shared): \$79.99 - Wireless – 3 day Svc. (Shared): \$227.97 - Hotspot (Standard, 1.5Mbps, 5 devices): \$2,339 - Hardwire Dedicated Bandwidth services w/5 Static IP's Minimum - 3 Mbps \$3,495.00, 6 Mbps 5,900.00, 10 Mbps \$7,850.00, CAT5 hardwire drops (\$795.00 ea.) and addl. VLANs (if needed) \$995.00 ea.
<p style="text-align: center;">Levy</p> <p style="text-align: center;">Ashley Russo</p>	FOOD AND BEVERAGE	<ul style="list-style-type: none"> - Sample pricing options (see catering menus for more) <ul style="list-style-type: none"> o 1 Gallon of Coffee: \$80.00



213.765.4480 arusso@levyrestaurants.com		<ul style="list-style-type: none">○ Dozen Bagels & Cream Cheese: \$52.00○ Sandwich Platter: \$20.95 p/p○ Bottled Water: \$4.50 each <p><i>Pricing does not include service charge.</i></p>
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