

TEMPORARY STRUCTURE PLAN REVIEW FORM

(Updated 08.05.14)

Event Name: _____ **Event Dates:** _____

Exhibiting Company: _____ **Booth #:** _____

Exhibitor Address: _____

City/State: _____ **Zip:** _____

Contact Name: _____

Contact Telephone: _____ **E-mail:** _____

Is the temporary structure located in an exterior area of the Center? YES Location: _____ NO

TEMPORARY STRUCTURE GENERAL REQUIREMENTS

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire exhibit project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes in seismic zone #4.

Temporary structures/exhibits meeting the following minimum criteria must submit design plans for review by the LACC Facilities Department and the LACC Fire Marshal. Please refer to the LACC Temporary Structures Guideline for complete requirements and details. (*) Denotes requirements applicable only to structures proposed in exterior areas.

- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures
- Standard structures that exceed 12 feet in height in EXTERIOR areas. (*)
- Stairs/steps over 30 inches tall, but not exceeding 48 inches tall in EXTERIOR areas. (*)

STEP 1: Please submit this application along with design plans to styalor@lacclink.com.

STEP2: Mail in a hard copy of the plan as outlined in the Temporary Structures Guidelines to:

Los Angeles Convention Center
Attn: Facilities – Exhibit Structure Review
1201 S. Figueroa Street
Los Angeles, CA 90015

In submitting this form, the show management/exhibitor acknowledges that they have read, understand and agree to the terms and conditions outlined in the LACC Temporary Structures Guideline.

Signature

Date