



**LONG BEACH CONVENTION AND ENTERTAINMENT CENTER
GENERAL RULES AND REGULATIONS**

PLEASE RETAIN THIS DOCUMENT FOR YOUR RECORDS

1. **LICENSES OR PERMITS:** If any governmental license or permit is required for the proper and lawful conduct of Licensee's business or other activity carried on, in or at the Authorized Areas or if failure to obtain such a license or permit might in any way affect the operations of the Facilities, then Licensee, at its own expense, shall obtain and maintain such license or permit and submit the same to inspection by Operator. Licensee, at its sole cost and expense, shall always comply with the requirements of each such license or permit.
2. **COMPLIANCE WITH LAWS:** Licensee shall, at its own expense, promptly comply and cause its employees, agents, contractors, exhibitors, patrons and invitees to comply with all laws, ordinances, orders, rules, regulations and requirements of all federal, state, municipal and local governments, departments, commissions, boards and officers and to conform in all respects with the City of Long Beach Fire Department Management Plan for the facilities as in effect from time to time, with particular reference to such Plan's Exhibition Guidelines.
3. **GOVERNING LAW:** This License agreement will be governed by and construed in accordance with the laws of the State of California, County of Los Angeles without giving effect to otherwise applicable principles of conflicts of law
4. **FAILURE TO VACATE / REMOVAL OF PROPERTY:** Upon the expiration or sooner termination of the Agreement hereof, Licensee shall immediately remove all goods, wares, merchandise, property and debris owned by Licensee or which Licensee has placed or permitted to be placed on or at the Facilities. Any such property not so removed shall be considered abandoned and, at Operator's option, be removed and stored by Operator at Licensee's expense or disposed of in any manner Operator deems expedient. Licensee hereby waives all claims for damage resulting from such removal, storage and disposal of such property and indemnifies Operator from any damages or costs including reasonable attorney's fees resulting from such storage and disposal.
5. **PROTECTION OF FACILITIES:** Licensee will not permit anyone to drive any nails, hooks, tacks or screws in any part of the Facilities or to alter the Facilities in any respect. Without limiting the above, Licensee will not permit anyone to affix any material to the walls, floors, doors or ceilings or to alter the Facilities in any respect without prior written approval by Operator. If, with or without Operator's approval, Licensee damages the Facilities it will pay Operator the cost of repair or replacement.
6. **DAMAGE INSPECTIONS:** To be documented by client during pre-event walk thru. A post event walk through is encouraged. Please share all findings with your Event Manager ASAP to help avoid damage expenses. LBCC internal security will conduct a post event walk through to monitor for damages after each event.
7. **PROPERTY OF OPERATOR:** Licensee may not use or transport any equipment, furnishings or other property belonging to Operator, or the City of Long Beach, to any place outside the Facility itself.
8. **ATTENDANCE CAPACITY:** In no event, shall attendance be permitted more than the established capacity of the Authorized Areas. Licensee shall not admit a larger number of persons than can safely

and freely move about in the Authorized Areas; the decision of the Operator and/or the Long Beach Fire Department in this respect shall be final.

9. **EVACUATION OF FACILITY:** If it becomes appropriate in the judgment of Operator to evacuate the premises for any public safety reason, then, after such evacuation, the Licensee may continue to use the premises for sufficient time to complete presentation of the event without additional fees providing such time does not interfere with another Licensee. If it is not possible to complete presentation of the event, fees shall be prorated or adjusted at the discretion of the Operator and the Licensee hereby waives any claim for damages or compensation from the Operator.
10. **DESIGNATED ENTRANCES:** All persons, articles, exhibits, fixtures, displays and property of every kind shall be brought into and out of the Facilities only at designated and approved entrances and exits. All such entrances and exits shall be subject to Operator's control.
11. **FACILITY ACCESSIBILITY:** The Long Beach Convention & Entertainment Center will not be accessible when there are no activities scheduled. All exterior doors will be locked and the interior will be in "Green" mode with no lights or HVAC control. To ensure proper access, please be sure to notify your Event Manager of specific load in/out hours as well as all activity taking place within the event program.
12. **EXCLUSIVE VENDORS** the Long Beach Convention & Entertainment Center requires use of exclusive vendors listed below.

a. CROWD MANAGEMENT / SECURITY –STAFF PRO

Duties and responsibilities of the officers are to assist patrons, protect the building and to control access into show areas. Additional duties and responsibilities may be required for your event.

Staff Pro Crowd Management is our exclusive provider for event security, ushers, badge checkers, overnight monitoring, etc. This is a required service. Minimums are as follows:

A guard is required to be posted in locations where the facility has been un-locked and made accessible from the exterior. This applies to move in and out hours as well as event hours. This is to ensure only attendee's or designated guests are entering the facility, facility policies are being upheld and for safety/emergency situations.

A Supervisor is required to be staffed along with all posted positions. The Supervisor is responsible for briefing each position on the specifics of their duties & the event they are working. They also must relieve each post for (15) minutes every (2) hours and for (30) minutes every (4) hours. The Supervisor will check in & out every shift change and roam the footprint of the event to ensure there are no security issues. One Supervisor is required for every (5) posted positions.

Ushers are required inside the house of the theaters and/or Arena. There are various factors that affect the number of ushers required. Please consult your Event Manager for specifics.

(4) Hour shift minimums apply. Staff is to be scheduled 15-60 minutes' prior / after posted time dependent on the scale and type of event.

One Relief staff is required for every (5) posted guards / ushers scheduled 5 hours or more.

b. HOUSE SOUND (EXCLUSIVE) – PROJECTIONS INC.

Projection Inc. is the exclusive operator of all in-house sound systems. Projection Inc. is required to provide all labor, audio equipment and microphones fed to these "house" sound systems. This includes the meeting rooms, ballrooms, and exhibit halls.

Projection Presentation Technology Inc. is the in-house preferred Audio-Visual and Computer equipment supplier. Projection Inc. requires a 50% deposit of all estimated expenses prepaid 30 days prior to the start of the event. The remaining estimated balance must be paid on or before the first event day of services to be provided. Any additional charges incurred on-site, up to 10% of original estimate, can be billed and paid net 30 days after the event.

Overages greater than 10% must be paid for on-site by the final show date. Please contact our Projection Inc. in-house A/V Director at 562/499-7546 for a detailed estimate, or to discuss terms

c. DOCK ATTENDANT

All events that utilize a loading dock must use facility dock controllers to marshal trucks and exhibitor vehicles

d. MEDICAL & SAFETY TECHNICIAN – IN-HOUSE

For all events with more than 300 attendees, it is necessary that an EMT be employed to administer emergency first aid treatment with backup provided by the Long Beach Paramedics. Medical & Safety Management Technicians will be scheduled by your Event Manager.

e. TELECOMMUNICATIONS / HIGH SPEED INTERNET – SMART CITY

There are charges for telephone line installation and all calls. High speed Internet access with IP addresses are available in addition to Full T1 connectivity is available upon request.

f. RIGGING & STAGEHAND SERVICES

L.A. STAGECALL along with our In-House Stage Hands provide all rigging & labor associated with theatrical productions in Exhibit Hall's, Ballrooms, Theater's, Pacific Room and outdoor event special event space that requires specialty lighting.

Exclusive stagehand services are required in the following locations:

- Theaters- for all events including Terrace Plaza
- Arena- for all rigging and labor associated with theatrical productions
- Exhibit Halls- for all rigging & labor associated with theatrical productions
- Grand Ballroom- for all rigging associated with theatrical productions
- The Cove (coming soon)

A theatrical production is defined by our facility as a presentation or performance presented to an audience that requires rigging and/or additional light & sound equipment, in addition to the permanent fixtures in said space. "Labor" encompasses hands used to set up lights, sound, stage, etc., when not provided by the facility. The amount of labor required is dictated by LA Stagecall after reviewing the production specifications. Lastly, after the space has been set up, LA Stagecall labor is required to be on-site when any part of the production set up is powered up and in use.

Trade shows with exhibitors change the nature of the event from a theatrical production to an expo. Therefore, a General Service Contractor would be required to handle rigging & labor for trade shows.

g. BOX OFFICE / TICKETING – TICKET MASTER

Any event that has ticket sales must go through our box office. Services include ticket printing costs, roll stock tickets, event staffing and box office rental. All tickets must be ordered and sold through the Long Beach Convention Center Box Office.

h. CATERING – PREMIER FOOD SERVICES

Premier Food Services is the exclusive food and beverage provider for both concessions and catering at the Long Beach Convention Center. Food Sampling guidelines are available upon request. Backstage waivers for catering apply for Talent / Artist rate based upon location. Sponsorships for any food & beverage products require approval. Food Trucks for approved outdoor locations are all arranged through Premier. Pricing is available upon request.

13. **PREFERRED VENDORS:** The Long Beach Convention & Entertainment Center recommends utilizing vendors listed below, however it's not required.

- a. **PROJECTIONS** - Audio Visual Provider (SEE 12. b)

b. **EDLEN ELECTRICAL EXHIBITION SERVICES** – Utility Provider

Electrical: Basic wall outlets are contractually included for your use. All additional power requests will require an electrical contractor. Extension cords will not be provided by the Operator. Licensee is required to order all supplies from their electrical contractor or supply their own.

14. **NON-EXCLUSIVES:** The Long Beach Convention & Entertainment Center allows you to select whoever you would like for these vendors.

a. **GENERAL CONTRACTOR/DECORATOR**

b. **FLORAL**

15. **OPENING HOURS:** Licensee shall open doors for an event in accordance with advertised times.

16. **CRATE STORAGE:** All crates and related materials shall, at Licensee's expense, be removed from the Authorized Areas before the opening day of Licensee's scheduled event.

17. **ADVANCE DELIVERIES/SHIPMENTS:** Operator does not have a shipping & receiving department for events held at the facility. The Operator will not accept packages and/or freight on behalf of the event. Any items that arrive prior to the first contracted date of the event will be turned away for redelivery. Shipments should be arranged via the drayage Agreement between the Licensee & the General Service Contractor hired for the event. If a general service contractor is not being used, shipments can be arranged through various shipping providers. Please be sure to print the event name & specific location (i.e., Hall A, Grand Ballroom, etc.) on the shipping label.

18. **FLAMABLE 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.

19. **PUBLIC SAFETY:** Licensee agrees not to bring onto the premises any material, substance, equipment or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon without the prior approval of the Operator. The Operator shall have the right to refuse any such material, substance, equipment or object to be brought onto the premises and the further right to require its immediate removal therefrom if found thereon.

20. **CANNABIS CONFERENCE/TRADE EVENTS:**

- Business to Business – No Consumer Days
- No Products Containing Tetrahydrocannabinol – THC
- The use, distribution or sale of any products containing THC is strictly prohibited at the facility, whether in the Exhibit Hall, conference sessions, or any other function space where the event is conducted including the parking lot.
- Individuals who possesses, transport, or consumes any THC – based product is/are solely responsible for their compliance with all local, state & federal laws
- No Sampling or consumable products
- Non-Smoking facility – City Ordinance
- Operator/SMG reserves the right to set Security Levels

21. **DRONES:** The Long Beach Convention & Entertainment Center does not allow drones at the Facility.

22. **INCLUDED ROOM SETS & CHANGES:** Operator includes a banquet, theater or classroom set with a riser (appropriately sized), head table, podium & (1-2) check in or materials table in meeting rooms only

(does not apply for Exhibition Halls). Any room set request outside these parameters may incur daily equipment rental charges.

***Note:** Classroom table dressing will **not** be draped with linen. They are topped with black vinyl. 6'x 30" tables are not part of our inventory, 8'x 30" are available within the parameters set above, or for rental.

Room re-sets are billed at 50% of the published room rental rate. Dependent on contract specifics, either one initial set per room is included for the duration of the event, or one set per day is included. However, if the room is going to/from a Food & Beverage catered banquet or reception, there is no charge.

All equipment requests in the Exhibit Halls, except for "available" banquet rounds / chairs for catering, are to be directed to your general service contractor.

Operator will provide available inventory of classroom style tables and seating for the Authorized Area. Should Licensee require additional classroom style tables and seating it will be at their own expense.

23. **COMPLIMENTARY SPEAKER WATER:** Operator offers a complimentary water service to the head table or podium for use by the speakers(s). This service consists of a pitcher of ice water with plastic cups to be placed once in the morning and refreshed at noon. If additional water service is required needed, or bottled water is required, please contact your Catering Sales Manager with Premier for pricing.
24. **SIGNS AND POSTERS:** The use, distribution and location of all signs, cards and posters are subject to Operator's review and control.
25. **BANNERS, FLAGS AND FLAGPOLES:** The use of banners on the exterior of the Facilities is at the discretion of the Operator
26. **RIGGING AND SIGNAGE:** The Operator will not be responsible for rigging any signage. In addition, Operator will not provide ladders and/or lifts due to liability restrictions.
27. **LOST ARTICLES:** Operator shall have the sole right to collect and have the custody of articles left in the premises by persons attending any performance, exhibition or entertainment event given or held in the Facilities, and the Licensee or any person in Licensee's employ shall neither collect nor interfere with the collection or custody of such articles.
28. **TOURS:** Operator reserves the right to conduct public tours of the Facilities during the period of occupancy in such a manner that the tours do not interfere with Licensee's event.
29. **ANNOUNCEMENTS:** Operator reserves the right to make such announcements as Operator deems necessary at any time in the interest of public safety.
30. **ADVERTISING:** All advertising of Licensee's event shall be accurate and true in all respects. All advertising space in the Facilities is the exclusive property of Operator. Advertising of events by Licensee in Facilities publications, reader boards or other advertising media under the control of Operator shall be provided as availability permits with no guarantee that such advertising space shall be available. The content of all advertising by Licensee is subject to approval by Operator in writing. All in-house publications and advertising in such publications are the exclusive property of Operator. Operator reserves the right to distribute its in-house publications to attendees within the Facilities.

As stated in the CPC (California Penal Code) section 556-556.1, Licensee may not unlawfully place, post, erect, or display any signs or other form of advertising on any public street or thoroughfare or on any private property which pertains to your contracted event at the Long Beach Convention &

Entertainment Center. Failure to adhere to this provision may result in the cancellation of future bookings.

31. **VIDEO ORIGINATION FEE:** will apply if an event is taped or broadcasted for commercial purposes.
32. **COPYRIGHTS AND PROPRIETARY MATERIAL:** With respect to any Event at the Facilities, Licensee shall comply fully with any and all local, state, and federal laws, regulations, rules, constitutional provisions, common laws, and rights of others applicable to the reproduction, display, or performance of proprietary or copyrighted materials and works of third parties (the "Works"), and to the protection of the intellectual property rights associated with such Works. The fees payable by Licensee under this Agreement do not include royalty, copyright or other payments which may be payable on behalf of third party owners of such Works, and Licensee agrees hereby to make all such payments to third parties and/or clearinghouse agencies as may be necessary to lawfully perform, publish, display or reproduce and such Works. Licensee specifically agrees, undertakes, and assumes the responsibility to make all reports to such agencies and/or parties, including specifically by way of example only (and not by way of limitation) ASCAP, BMI, SAG, SESAC, Copyright Clearance Center, and other similar agencies. Licensee agrees hereby to obtain and maintain evidence of such reports and any necessary payments, including evidence of compliance with the requirements of this paragraph. Licensee further agrees hereby to provide to SMG any such compliance evidence as may be requested by SMG in advance of or after any such Event. Licensee agrees that the obtaining and maintaining of such evidence by Licensee is a material condition of this Agreement. Licensee agrees to indemnify, defend, protect and hold harmless SMG and all other indemnittees (as that term is defined in this Agreement) of and from all and all manner of losses arising in any way from the use by Licensee of proprietary intellectual property of third parties (whether such claims are actual or threatened) under the copyright or other laws of the United States. The foregoing indemnity shall apply regardless of the means of publication, display, or performance by Licensee, and shall include specifically and without limitation the use of recordings, audio broadcasts, video broadcasts, Works on other magnetic media, sounds or images transmitted via the worldwide web, chat rooms, webcasts, or on-line service providers, satellite or cable, and all other publication, display or performance means whatsoever, whether now known or developed after the date of this Agreement.
33. **SOLICITATIONS:** No collections or donations, whether for charity or otherwise, shall be made, attempted or announced on the premises without prior written approval of Operator.
34. **REFERENCES:** Reference in these Rules and Regulations to "Operator" means SMG; to "City" refers to the City of Long Beach; and, to the "Agreement" or "License Agreement" refers to Operator's License Agreement for Long Beach Convention and Entertainment Center executed by Licensee. "Facility" refers to the facilities described in that Agreement. Other terms are defined in such License Agreement.
35. **EXHIBIT HALL & REGISTRATION CLEANING:** Cleaning of these spaces are to be handled by your general service contractor and/or cleaning company. Please provide your Event Manager with the company name and cleaning schedule prior to arrival.

Booth Cleaning - Licensee may choose one of two options:

Option 1 –Operator will provide booth and aisle carpet cleaning services for the event. If this option is chosen, Operator will provide all cleaning services prior to, during, and upon completion of Licensee's event in all areas that are utilized including common areas, such as restrooms, lobby space, etc. (Tape removal will be billed back to Licensee's service contractor at the current prevailing rate).

Option 2 – Licensee will retain responsibility for booth and aisle carpet cleaning services. The premises are turned over to the Licensee under a "clean hall to clean hall" policy. Licensee will be responsible for the cleaning of areas including, but not limited to, areas utilized for purposes of offices or registration, loading dock(s), any Exhibit Hall floor space that is utilized, trash left in aisles or placed in receptacles located on the show floor, etc. If Licensee fails to return the premises in a "clean hall" manner, including

the removal of tape, Operator will perform the necessary services and it will be Licensee's responsibility to reimburse Operator for the costs that were incurred to provide such services.

Operator will maintain and clean all meeting rooms' areas, rest rooms, lobby space and concession areas throughout the term of the License Agreement at no additional cost to Licensee. Licensee shall notify Operator in writing no later than 30 days' prior occupancy of which Option that will be utilized for booth cleaning.

36. **SHOW BADGES** If requested, Licensee agrees to provide ten (10) all access badges per day to Operator for each event or performance covered by this Agreement when requested. Such complimentary badges shall be of Operator's choice and supplied to Operator at its office at least ten (10) working days before the first day of the event. Use of house wrist bands will be used in the event show credentials aren't received.
37. **COMPLIMENTARY PASSES** If requested, Licensee agrees to provide **thirty (30)** complimentary tickets/passes per day to **Operator** for each event or performance covered by this Agreement. Such complimentary tickets shall be of **Operator's** choice and supplied to **Operator** at its office at least ten (10) working days before the first day of the Event.
38. **NON-SMOKING FACILITY** Licensee agrees to uphold the "Non-Smoking" policy as per the Long Beach City Ordinance No. C-6916, smoking is prohibited within the facility and will be held responsible for notifying its Exhibitors and Invitees. This includes vaping.
39. **NOVELTY FEE** Applies to any merchandise commemorating the event sold. Operator has exclusive to sell. Operator shall retain 30% of gross receipts.

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