

MEETING ROOMS

34 Meeting rooms, including three ballrooms ideal for all types of events. There are 20 Promenade meeting rooms located off the Pine Avenue entrance. There are 11 meeting rooms located on the Concourse Level with 9 meeting rooms and the Grand Ballroom located on the second level above the exhibition halls. 14 meeting rooms, including the Seaside Ballroom, are located off Seaside way directly underneath the Terrace Theater and accessible from Halls B & C.



MEETING ROOMS AND BALLROOMS

- Room dimensions and square footage do not reflect pillars, wall cutouts, airwall storage closets or architectural designs.
- Please note: capacity figures reflect nominal allowance for audio/visual set-up and head tables. Staging, extensive AV, rear screen projection, dance floors and catering table layouts will alter room capacities.
- Room change- overs are billed at one-half of the published room daily minimum rental charge.

SPECIAL SERVICES INCLUDED IN BASIC RENTAL

- House lighting, ventilation, heat or air conditioning during event hours. Minimal light and comfort levels will be maintained during move-in and move-out periods.
- Housekeeping services during public open hours, corridors, lobby, open spaces and restrooms, plus one thorough cleaning of these same areas during non-open hours. Specific times to be coordinated with Convention Center Staff.
- Use of the outdoor marquee available. Ask Event Manager for details.
- Water service will be supplied to head tables and podiums only. All other water service needs may be ordered through your Catering Sales Manager.
- One basic set-up is included with the daily rental.
- Meeting rooms included with an Exhibition Hall rental included a one-time basic set for the run of the event.

SPECIAL SERVICES NOT INCLUDED IN BASIC RENTAL

- Licensee is responsible for removal of bulk trash, crates, pallets, packing materials, lumber, carpet, tape residue marks, etc. prior to show opening and following move-out.
- Crowd Management, Stagehands, Event Operations, Carpet Cleaning, Dock Control, VIP Parking, and Box Office rental (Ticket sellers/ takers if applicable), Emergency Medical Technician will determined based on individual programs.
- Booth and/or Aisle carpet cleaning porter services.

EXCLUSIVES

CROWD MANAGEMENT / PEER SECURITY / USHERS
Duties and responsibilities of the ushers are to assist patrons, protect the building and to control access into show areas. Additional duties and responsibilities may be required based on individual events.

HOUSE SOUND – PROJECTION 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 feed to these “house” sound systems.

DOCK ATTENDANT

All events that utilize a loading dock must use facility dock controllers to marshal trucks and exhibitor vehicles during all applicable hours the dock is open.

MEDICAL & SAFETY TECHNICIAN

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 Fire Department Medical & Safety Management Technicians will be scheduled by your Event Manager.

TELECOMMUNICATIONS / 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

RIGGING-LA STAGE CALL

LA Stage Call along with our In-House Stage Hands provide all rigging & labor associated with theatrical productions in Exhibit Hall's, Ballrooms, Theater's and Pacific Room.

BOX OFFICE / TICKETING – TICKET MASTER

Any event that has public/advance 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.

CATERING – PREMIER FOOD SERVICES

Food and Beverage provider for both concessions and catering at the Long Beach Convention Center.

NON EXCLUSIVES

General Service Contractor / Decorator
Floral

PREFERRED VENDORS

Projections - Audio Visual Provider
Edlen electrical exhibition services – Utility Provider

MEETING ROOMS

