

2023 Anime Expo Exhibitor Service Manual

July 1-4, 2023

Los Angeles Convention Center anime-expo.org







Exhibitor Services Manual

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Security Order Form - Ayvar
Vehicle Approval Form (SPJA) & Mobile Spotting Order Form (Shepard)

ANIME EXPO EXHIBIT HALL CONTACTS

Exhibitor Services Coordinator	951-557-8763	exhibithall@spja.org
Exhibitor Booth Sales		exhibithallsales@spja.org
Event Marketing Opportunities		eventsales@spja.org
Exhibit Hall File Submissions		exhibithalldocuments@spja.org

SPJA Management

Chief Executive Officer	Raymond Chiang
Vice President of Operations	Matthew Thomas
Vice President of Business Development	Azusa Matsuda
Senior Vice President of Finance	Corinna Wong
Assistant Director of Entertainment	Christopher Jansen
Manager, Convention Operations	Leo Amador
Exhibitor Services Coordinator	Elia "Ellie" Baltazar



Official Service Contractors

Company	Contact for the following:
Shepard Exposition Services	Material Handling & Drayage
2315 E. Locust Ct Ontario, CA 91716	Booth Cleaning
Customer Service Phone: 404-720-8600	Labor
Customer Service Fax: 404-720-8755	Furniture
Customer Service Email: orders@shepardes.com	Signage
Website: www.shepardes.com	Overhead Rigging
Shepard AV	Audio Visual
1177 Logan Circle NW Atlanta, GA 30218	
Attn: Catherine Bachman	
Phone: 470-939-4778	
Email: Orders-av@shepardav.com	
Levy Restaurants	Catering
1201 S. Figueroa Street Los Angeles, CA 90015	Food Sampling Form Approval
Phone: 213-765-4469	
Fax: 213-765-4476	
Email: arusso@levyrestauraunts.com	
Edlen Electrical	Electrical Services
1201 S. Figueroa Street Los Angeles, CA 90015	
Phone: 213-765-4676	
Fax: 213-765-4679	
Email: <u>LACC@edlen.com</u>	
Smart City	Internet Access
5795 W. Badura Ave, Suite 110 Las Vegas, Nevada	Telecommunications
89118	
Phone: 888-446-6911	
Fax: 702-943-6001	
Email: csr@smartcity.com	
Ayvar Security Services, Inc.	Security
15555 Main Street, Suite D-4	
Hesperia, Ca. 92345	
Office: 442-267-5677	
rosana@ayvarsecurityservices.com	
Lead Retrieval Services	Lead Retrieval Services
SPJA Event Marketing Opportunities	
Email: eventsales@spja.org	



What's New for AX 2023

2023 EXHIBITOR BADGE REGISTRATION, MAILING, & ACTIVATION

Badges will be mailed to exhibitors who register before **May 13, 2023**. Shipping and handling will be free of charge for contracted allotments, while additional badges will be charged a nominal fee for handling. Upon receipt, badges are to be activated for each unique individual. This MUST be done before entering the building on June 30, 2023 (Day 0). Instructions will be provided in the mailer, which will be sent out in June.

TARGET MOVE-IN & MOVE-OUT PROCEDURES

To improve efficiency, SPJA and Shepard Exposition Services have created target move-in and move-out floorplans for all booths at designated dates and times. This systematic freight delivery is based on your booth location so make sure you review and confirm your date and time by completing and returning the **Target Confirmation Forms** before the June 10, 2023 deadline.

INFRINGEMENT/ANTI-PIRACY POLICY

SPJA takes infringement and piracy violations seriously. Please see pages **29-30** for updated Infringement/Anti-Piracy Policy.

CERTIFICATE OF INSURANCE (COI)

SPJA still requires Exhibitors to submit COIs, but will no longer offer the \$150 COI refund. A Certificate of Insurance (COI) is a required document as stipulated in the signed Agreement per Section 23 of the Schedule A. See page 26 for the requirements for submitting the COI can be found on page 26.



Exhibitor Dashboard

Map Your Show is the exclusive vendor hosting the Exhibitor Dashboard. The dashboard is a centralized location where you can submit documents and obtain updated information relating to Anime Expo 2023 before and during the show. Some examples of what you will find on the Exhibitor Dashboard include:

Certificate of Insurance (COI) Submission

Sales Tax Form Submission

Contract and Invoice

Booth Location

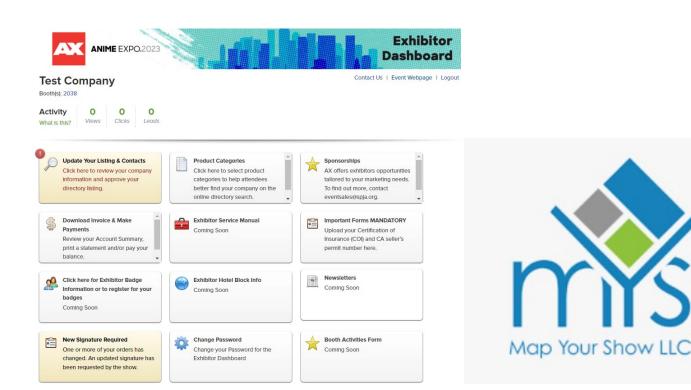
Exhibitor Badge Registration & Access Codes

Booth Activities Form

Exhibitor Services Manual

Newsletter Archives

Booking a Hotel Room in the Exclusive Official Anime Expo Exhibitor Block



Map Your Show Assistance: 888-527-8823

International: 1-513-527-8823 Email: <u>help@mapyourshow.com</u>



Key Deadlines

Check	Due Date	Item Due	Information / Contact
	May 1, 2023	Certificate of Insurance (COI) Deadline	Submit through the MYS Exhibitor Dashboard or via email to exhibithalldocuments@spja.org with the subject line "AX23- COI - Exhibitor Name-Booth Number".
	May 2, 2023	Food Sampling Form	Levy Restaurants Phone: 213-765-4480 Fax: 213-765-4476 Email: arusso@levyrestauraunts.com
	May 19, 2023	Exhibitor Registration Deadline for Shipped Badges Badges registered after this deadline must be picked up onsite.	TBD Email: exhibithall@spja.org
	June 1, 2023	Sales Tax Form Mandatory for all exhibitors	Submit through the MYS Exhibitor Dashboard or via email to exhibithalldocuments@spja.org with the subject line "AX23- SP - Exhibitor Name- Booth Number".
	June 1, 2023	Booth Designs & Inflatables File Submission Deadline	Submit your booth rendering to exhibithalldocuments@spja.org to ensure your booths are meeting booth guidelines and policies.
	June 1, 2023	Booth Activities Form	Fill out the Exhibitor Activities Form online, located in the Exhibitor Dashboard.
	June 1, 2023	Vehicle Approval form & Mobile Spotting Fee Deadline	Exhibitor Kit, Mobile Spotting Order Form Shepard Exposition Services Customer Service Phone: 404-720-8600 Customer Service Fax: 404-720-8755 Email: orders@shepardes.com
	June 1, 2023	First Day for Warehouse Deliveries without a Surcharge	SHIPPING LABEL FORMAT: [Exhibiting Company Name & Booth No.] Anime Expo c/o Shepard Exposition Services 2315 E. Locust St. Ontario, CA 91761
	June 1, 2023	Exhibitor Appointed Contractor (EAC) Notification Deadline	Shepard Exposition Services Customer Service Phone: 404-720-8600 Customer Service Fax: 404-720-8755 Email: orders@shepardes.com
	June 1, 2023	Discount Price Deadline for Custom Shepard Rentals	Shepard Exposition Services Customer Service Phone: 404-720-8600 Customer Service Fax: 404-720-8755 Email: orders@shepardes.com
	June 3, 2023	Final Exhibitor Registration Deadline	ShowClix - June Email: exhibithall@spja.org





Check	Due Date	Item Due	Information / Contact
	June 7, 2023	Telecom Orders Advance Rate Deadline	Smart City Phone: 888-446-6911 Fax: 702-943-6001 Email: csr@smartcity.com
	June 1, 2023	A/V Equipment Advance Rate Deadline	Shepard AV Phone: 470-939-4778 Email: Orders-av@shepardav.com
	June 9, 2023	Electrical Orders Advance Rate Deadline	Edlen Electrical Phone: 213-765-4676 Fax: 213-765-4679 Email: LACC@edlen.com
	June 9, 2023	Booth Package/Furniture Request Form Deadline Booths larger than 400 sq. ft. that wish to receive the complimentary 10x40 booth package, <u>MUST</u> fill out this Furniture Request form.	Exhibitor Kit, Booth Package section Shepard Exposition Services Customer Service Phone: 404-720-8600 Customer Service Fax: 404-720-8755 Email: eventproduction@shepardes.com
	June 9, 2023	Move-in Target Confirmation Deadline Review the Move-in Target Plan for your assigned load-in time. Note: Not all exhibitors will have an assigned time and should refer to the general move-in times.	Shepard Exposition Services Phone: 404-720-8600 Email: targets@shepardes.com
	June 9, 2023	Move-out Target Confirmation Deadline Review the Move-out Target Plan for your assigned load- out time. Note: Not all exhibitors will have an assigned time and should refer to the general move-in times.	Shepard Exposition Services Phone: 404-720-8600 Email: targets@shepardes.com
	June 9, 2023	Discount Price Deadline for Standard Shepard Orders	Shepard Exposition Services Customer Service Phone: 404-720-8600 Customer Service Fax: 404-720-8755 Email: orders@shepardes.com
	June 10, 2023	Security Orders Advance Rate Deadline	Ayvar Security Services, Inc. Office: 442-267-5677 Email: rosana@ayvarsecurityservices.com
	June 21, 2023	Last Day for Warehouse Deliveries Without Any Surcharges	SHIPPING LABEL FORMAT: Exhibiting Co. Name & Booth Number Anime Expo - Exhibit Hall c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, CA 91761
	June 26, 2023	Last Day Advance Shipments Can Arrive at Warehouse* *This is the last day freight can arrive with a guarantee of delivery to Booth for Move-In	SHIPPING LABEL FORMAT: Exhibiting Co. Name & Booth Number Anime Expo - Exhibit Hall c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, CA 91761
	June 28, 2023	First Day Freight* Can Arrive at Show Site *Target Freight ONLY.	SHIPPING LABEL FORMAT: [Exhibiting Company Name & Booth No.] Anime Expo – Exhibit Hall c/o Shepard Exposition Services Los Angeles Convention Center; South Hall





	1201 S. Figueroa St. Los Angeles, CA 90015

Exhibit Hall Information

As with any large event, having booth staff arrive on time can be a challenge. Staff should plan ample time to consider traffic, parking, loading, and security checks. With over 400 companies exhibiting at Anime Expo, it's important to distribute/activate badges ahead of time and properly prepare staff for prompt arrival.

BE SHOW-READY BY 9:00 AM ON ALL SHOW DAYS

Due to high traffic for the exhibit hall opening, the Fire Marshall may require AX to open the exhibit hall earlier than the posted show hours.

All exhibitors MUST be show-ready by 9:00 am each morning on show days. Staff should be at the booth at this time to greet attendees.

Allow your staff time for parking, lines at entry into the facility, and security checks.

EXHIBITOR HOURS OF OPERATION

Exhibit Hall Hours

		Set-Up	Exhibit Hall	Close
		Exhibitors Only	Show Hours	Exhibitors Only
Day 1	Saturday, July 1	7:00 AM – 9:00 AM	10:00 AM – 6:00 PM	6:00 PM – 7:00 PM
Day 2	Sunday, July 2	7:00 AM – 9:00 AM	10:00 AM – 6:00 PM	6:00 PM – 7:00 PM
Day 3	Monday, July 3	7:00 AM – 9:00 AM	10:00 AM – 6:00 PM	6:00 PM – 7:00 PM
Day 4	Tuesday, July 4	7:00 AM – 9:00 AM	10:00 AM – 3:00 PM	3:00 PM – 10:00 PM

Target Move-In Hours

Move-In times depend on the location of your booth. Click to view the Target Move-In Floorplan and Confirmation form.

Day -2	Wednesday, June 28	12:00 PM - 4:00 PM	Target Move-In: Red Group Only
Day -2	Wednesday, June 28	4:00 PM - 8:00 PM	Target Move-In: Blue Group Only
Day -1	Thursday, June 29	8:00 AM - 12:00 PM	Target Move-In: Purple Group Only
Day -1	Thursday, June 29	1:00 PM - 8:00 PM	**General Exhibitor Move-In
Day 0	Friday, June 30	8:00 AM - 8:00 PM	**General Exhibitor Move-In

^{**}Applies to exhibitors who are NOT in the Red, Blue, or Purple Groups

Target Move-Out Hours:

Move-Out times depend on the location of your booth. Click to view the Target Move-In Floorplan and Confirmation form.

Day 4	Tuesday, July 4	6:00 PM – 11:00 PM	Target Move-Out: Purple Group Only		
Day 5	Wednesday, July 5	8:00 AM - 12:00 PM	Target Move-Out: Red Group		





SET-UP AND BREAKDOWN

Loading Freight / Loading Dock

To improve efficiency, SPJA and Shepard Exposition Services have updated and created target move-in and move-out floorplans for all booths at designated dates and times. This systematic freight delivery and pull is based on booth location so make sure to review the information below and confirm your date and time by completing and submitting the Target Confirmation Form to Shepard by **June 10, 2023**.

All exhibitors will be given additional instructions closer to the show.

Set-Up: Target Early Move-In

Early Move-In is available for exhibitors that are noted in red, blue and purple on the targeted floor plan below. A larger version of the Target Move-In floor plan can be found here. Target Move-In floorplan may be subject to change.



Set-Up Days June 28 - June 29:

Wednesday, June 28	12:00 PM - 4:00 PM	Target Move-In: Red Group Only
Wednesday, June 28	4:00 PM - 8:00 PM	Target Move-In: Blue Group Only
Thursday, June 29	8:00 AM - 1:00 PM	Target Move-In: Purple Group Only
Thursday, June 29	1:00 PM - 5:00 PM	All Remaining Exhibitors
Friday, June 30	8:00 AM - 8:00 PM	All Remaining Exhibitors

Set-Up Day, June 30:

- All exhibitors must complete booth set-up by 8:00 PM.
- All freight must be in the booth and out of the aisles no later than this time. This includes the removal of all pallets and trash from exhibitor booths and the aisles.

Show Days, July 1 - July 4:

- Booth staff must be ready by 9:00 AM on all show days for potential early opening, as deemed by the Fire Marshal
- Exhibitors may enter the hall as early as **7:00 AM**.





Closing, July 1 - 4

- Exhibitors must be out of the Exhibit Hall by 7:00 PM on July 1 July 3.
- Exhibitors must be completely moved out by 10:00 PM on Monday, July 4.

Breakdown: Target Move-Out, July 4-5

• Target move-out has been implemented to alleviate traffic at the back docks and simplify move-out. The Exhibit Hall has been split into two groups and given designated time slots to move out on Monday, July 4 or Tuesday, July 5. All exhibitors within the Purple Group MUST be dismantled and loaded out by 11:55pm. No large freight carriers will be permitted to pick up freight on July 4, 2023. If you are listed in the Purple Group and have a large freight carrier picking up your exhibit materials, please complete the Target Move-Out Change Request form. Exhibitors in the Red Group may continue dismantle on July 5, 2023. Carriers MUST be checked in by no later than 11:00am on July 5, 2023.

Please confirm your targeted move-out time by completing and submitting the Target Confirmation form no later than June 10, 2023. Target Move-Out floorplan may be subject to change.

Tuesday, July 4 4:00 PM-11:55 PM All Non-Color Coded Exhibitors

Tuesday, July 4 6:00 PM-11:00 PM Target Move-Out: Purple Group Only

Wednesday, July 5 8:00 AM - 12:00 PM Target Move-Out: Red Group Only







ARRIVAL & BUILDING ENTRY

Vehicle Parking

Parking is available at the Los Angeles Convention Center, LA LIVE and at nearby privately operated lots. Parking at private lots will cost an estimated \$10-30 per day, depending on how close the lot is to the convention center. https://www.anime-expo.org/plan/transportation/

Exhibitor Badges

Exhibitor badges are required for show days, move-in days and move-out days. Badges must be distributed and activated before entry into the building; instructions for doing so will be communicated in June. Badges must be worn at all times while on show site. Individuals under the age of 18 are not permitted access to the Exhibit Hall during set-up and break-down hours or hold an Exhibitor Badge.

Exhibitor Set-Up/Tear Down Wristbands

Exhibitors and/or exhibitor staff wishing to enter the facility for move-in or move-out must wear their exhibitor badge or obtain a temporary wristband at the at the entrance of the building or loading docks. You may be asked for ID, Company, and booth number. Temporary wristbands are valid ONLY during move-in and move-out, not during official exhibit hours.

Security Check

For the safety and security of everyone at the show, all guests will be subject to a metal detector screening and bag check prior to entering the venue.

Access Points for Exhibitors

Exhibitors may enter through the following entrances into the Los Angeles Convention Center:

- Main entrances
- Priority entrances
- Exhibitor entrances

Please scan and share the Exhibitor Info Page containing the Exhibitor Entrance Map and crucial Onsite Information here:





Registration

REGISTRATION POLICIES

By registering yourself and your staff, you have read, accepted, and agreed to distribute the SPJA Policies and Procedures to all company staff.

The following badge policies apply to all company personnel:

Companies will be held accountable for the conduct of each representative. Thus, if one or more representatives does not comply with the badge policies and procedures, your company may lose its current priority standing.

Badges must be worn at all times when attending Anime Expo.

All badges represent an admission contract between the badge holder and SPJA.

All badges must be activated and registered to each individual staff member after receipt in mail.

Badge switching, transferring of a badge, false certification of any individual as a company's representative, misuse of any badges, or any other method or device used to assist unauthorized personnel in gaining admittance into Anime Expo is prohibited.

Anime Expo reserves the right to refuse admission, to refuse service and/or to cancel/revoke your badge at Anime Expo's discretion.

Proof of employment (company security card, business card, etc.) with a registered company is required to pick-up badges. Proper identification is required (government issued photo IDs). Names on proof of employment and identification must match.

Contacts indicated upon registration are the only individuals that may make changes to the order.

Company badges must display the representing company name.

Exhibit Hall admittance is restricted to exhibitor personnel and registered attendees.

An exhibitor badge holder must be 18 years or older.

BADGE CANCELLATION POLICY

By registering for an Anime Expo badge, you agree not to sell, trade, transfer or share your comp code, email confirmation, or badge. If the Society for the Promotion of Japanese Animation (SPJA) determines that you have violated any SPJA policies, SPJA has the right to cancel your badge(s) and keep any money paid by you. Confirmations and/or badges that have been sold or provided by anyone other than SPJA will not be honored.

You must register an individual name for each badge and each name must match a valid government-issued ID. If SPJA determines that you have purchased more than one badge in your name for any day, SPJA has the right to cancel your duplicate badge(s) and issue you a refund less the processing fee.

EXHIBITOR BADGE REGISTRATION PROCESS

Badges are mailed to exhibitors who register by **May 19, 2023 at 11:59 PM PT.** Shipping and handling is free of charge for contracted allotments, while additional badges are charged a nominal fee for handling. Exhibitors must distribute badges to all personnel attending the show and activate badges before arriving onsite.

Registration Promotion/Access Codes

Make sure contact information provided in Map Your Show is up to date. Registration processes and procedures will be sent via emailed to the <u>primary contact</u> and <u>event manager</u> provided on the MYS Exhibitor Dashboard. You may also find registration information on the 2023 Exhibitor Dashboard.





- Link to website
- Password for website
- Promotional codes to access complimentary and paid badges (if applicable)

Important Dates

- TBA: Registration Opens
- May 19, 2023 at 11:59 PM PT: Exhibitor Badge Mailing Deadline/Last Chance to Update Shipping Information
- TBA: Registration Closes
- June: Badges Mailed/Received → Transfer Badges → Activate Badges

Badge Mailing

- For badges to be mailed, exhibitors must register by **May 19, 2023 at 11:59 PM PT**. After this date, badges must be picked up onsite at the Exhibitor Registration Counter.
- Badges will not be shipped outside the US or Canada. Exhibitors with shipping addresses outside of these two countries must pick up onsite.
- Badges will be mailed out in early June. SPJA will not reship badges under any circumstances. Be sure to enter the correct shipping address, if it is different from the Buyer's address, when filling out the purchase form.
- Exhibitors will receive a confirmation email when badges are mailed. This email will contain a tracking number
 for your reference. Each RFID badge must be transferred to a unique individual and activated for entry into the
 show. Instructions on how to transfer and activate the badges will be provided in the June mailer and with each
 shipped order.

Exhibitor Badge - Onsite Pick-Up

Badges must be picked up onsite for exhibitors outside the US and Canada, and exhibitors that register after the May 19, 2023 deadline.

Individual badge pick-up is not permitted. The primary contact or secondary contact (provided at checkout) for each company will be responsible for picking up and distributing all badges to their personnel.

- All badges are prepared by company name at the Exhibitor Registration Counter located in Gilbert Lindsey Plaza at the Los Angeles Convention Center. Onsite Registration Hours: Please see website for posted hours of operation. Professional Registration Counters will be open from Thursday, 6/29/23 through Tuesday, 7/4/23.
- For security reasons and brand protection, all booth personnel registering or making changes onsite will require a business card with the exhibiting company's name and a government issued photo ID.
- The final online registration deadline is TBA. You may log into your account to update badge registration information any time before this date. After this date, all Exhibitor Registration must be processed onsite at the Exhibitor Registration Counter.

Badge Activation

For orders picked up onsite:



Please note:





• Badges must be transferred to the intended personnel before the badge order is picked up onsite.

For mailed orders:



In order to activate your badge, please visit the URL listed on the badge sticker and register your name, contact information and badge activation number (last 8 alphanumerical characters located on the back of the badge).

Please Note:

- Each badge MUST be activated before entering the building on June 30, 2023 (Day 0).
- Exhibitors are responsible for transferring, distributing badges to personnel, and ensuring each badge is activated to a unique individual.
- Once a badge is activated, changes cannot be made.
- Badges should be worn at all times during set up, show hours and break down hours.
- Badges must be activated prior to entry into the show. The primary and secondary contacts provided upon
 registering will be the only individuals that can make changes to the registration and/or pick-up badges onsite.
- An exhibitor badge holder must be 18 years or older.

Admission into Anime Expo

Exhibitors should wear their badges for set-up and break-down on Day -1 (June 29, 2023), Day 0 (June 30, 2023) and Day 4 (July 4, 2023). If badges are not available at this time, exhibitors must pick up a temporary wristband(s) from Exhibit Hall HQ or Security by the south dock ramp and front of the hall.

Exhibitors will not be permitted entry into the show unless badges are activated. All badges are equipped with RFID for entry and exit at the Los Angeles Convention Center. When entering or exiting the convention center be sure to tap in and tap out at the RFID portals or risk delays. These badges must be activated and used for the dates listed below:

- Day 0: Friday, June 30, 2023
- Day 1: Saturday, July 1, 2023
- Day 2: Sunday, July 2, 2023
- Day 3: Monday, July 3, 2023
- Day 4: Tuesday, July 4, 2023



On Site Operations & Additional Services

AUDIO VISUAL

ShepardAV is the official audio-visual provider for Anime Expo. Forms for audio-visual equipment or computer rentals can be found in the Service Order Forms section of this manual. If you have any questions, you can reach Shepard AV directly at 470-939-4778 or Orders-av@shepardav.com.

AUTOGRAPH SESSIONS

In order to reduce traffic and disturbances within the exhibit hall, you may take advantage of our autograph session area in Kentia Hall. This area is used to avoid the risk of your company being shut down for overcrowding by Show Management or the Fire Marshal. Review the Rules and Regulations regarding promotions (page 26) and line management policies (page 32).

Counters will be available in the Autograph Area reserved for exhibitor and industry guests (Guest of Honors counters are separate). Each counter will be taped for line queues.

Autograph Session Requirements

Exhibitors must provide their own staff to manage the autograph session. A ticketing system must be implemented for the line queue. Limit the number of tickets to 100 attendees with 30 seconds to 1 minute per autograph. Anyone who does not have a ticket must be turned away. Autograph Sessions must finish promptly at the end of the time allotted.

Autograph Session Options

Options for the autograph area vary depending on if the autographs are free of charge to the attendee or not.

Autograph Session Scheduling

An email with information on how to request an autograph space will be sent out at a later date. You may contact autographs@anime-expo.org with any questions.

BACKGROUND DRAPERY AND FURNISHINGS

Background drapery throughout the show is red (8ft Tall), and the side rail is black (3ft Tall). If you wish to add different drape colors, please contact Shepard Exposition Services.

Exhibitors are prohibited from attaching items to drapes or rails. Any charges, injuries, or damages incurred from incidents caused by attaching items are the sole responsibility of the exhibitor.

Booth equipment, services, and furnishings are also available through Shepard Exposition Services. Order forms for the services they provide should be completed and returned promptly to take advantage of the advance order prices when offered. Please indicate your booth number on all forms. Refer to the Shepard Exposition Services section of this manual for ordering information.

You may contact Shepard directly at 404-720-8600 or orders@shepardes.com with any questions.

Booth Furnishings

Each booth will automatically receive (1) 8ft. table and (2) chairs per 10x10 booth (up to 400 sq. ft. of space).

Booths larger than 400 sq. ft. that wish to receive the complimentary 10x40 booth package, MUST complete and submit the Furniture Request Form by June 10, 2023.

All booths will receive the following:

10 x 10 booths	(1) 8' draped table	(2) chairs		
10 x 20 booths	(2) 8' draped tables	(4) chairs		
10 x 30 booths	(3) 8' draped tables	(6) chairs		





10 x 40 booths	(4) 8' draped tables	(8) chairs
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CARPET

Carpet is not required in your booth area; however, you are encouraged to carpet your booth space to create a more finished look on the show floor. Refer to the Shepard Furnishings and Décor Order Forms section of this manual to view booth flooring options. Some aisles within the exhibit halls will be carpeted.

CLEANING SERVICES

Shepard Exposition Services will be available for any cleaning services you may require. You may contact Shepard directly at 404-720-8600 or <u>orders@shepardes.com</u> with any questions.

CRATE REMOVAL & STORAGE RETURN

If you have ordered this service, crates, boxes and packing materials will be removed from your booth and stored during the show. Please keep in mind that empty crates and cartons are returned only if they are properly labeled.

Remove all old labels from your crates before attaching new ones. Blank empty labels will be available at the Shepard Service Desk which is located at the back of South Hall. You may also get empty stickers from the Shepard Concierge that will be walking around the exhibit floor. Clearly mark all labels with the correct company name and booth number.

At show close, Shepard will remove aisle carpet and begin delivering empty crates, boxes and packing materials. Please note empty returns could take up to 2-3 hours.

ELECTRICAL

Edlen is the official electrical service provider for Anime Expo. Edlen Electrical's online ordering portal can be accessed via the link found in the Utility & Ancillary Vendors section of this manual. You may contact Edlen directly at 213-765-4676 or lacc@edlen.com with any questions.

INTERNET ACCESS & TELECOMMUNICATION

Smart City is the official internet and telecommunication provider for Anime Expo. Please indicate your booth number on the order form. You may contact Smart City directly at 888-446-6911 or csr@smartcity.com with any questions.

LEAD RETRIEVAL

Lead Retrieval services are available by contacting eventsales@spja.org.

MARKETING & SPONSORSHIP OPPORTUNITIES

Anime Expo offers exhibitors a variety of promotional opportunities tailored to your company's marketing needs. To find out more about these opportunities to brand your company and drive traffic, please contact eventsales@spja.org.

MATERIAL HANDLING (DRAYAGE)

Material handling is the term used in the US for the movement of exhibit material from the loading dock to the booth space. It is typically charged by weight. Anime Expo Exhibitors will NOT be charged drayage/material handling costs for any shipment that is received on show site; it is included as part of your booth package. Shipments sent to the advanced warehouse, however, are subject to Advanced Material Handling rates. If you are shipping in advance to the Shepard warehouse, please consult the Shepard Material Handling section of the manual under "Shipping to Advanced Warehouse."





SHIPPING

The official show carrier is Shepard Logistics. You can reach Shepard directly at 888-568-8858 or via email at logistics@shepardes.com with any questions. If you are shipping products to distribute in your booth, please see the Shepard Product Delivery Request Form". Due date to submit the form is **Wednesday, June 14th.**

Please note that you can use your own carrier to ship your materials; it is not required to ship via Shepard Logistics.

UNION LABOR

California is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays fall under the jurisdiction of the Painters Union. The Teamsters union has jurisdiction of all unloading and reloading of materials and the operation of material handling equipment.

All necessary union labor is available on advance order by completing the forms provided in the Shepard section of this manual. Union labor is also available at the Shepard Exhibitor Service Desk during set-up, show days and tear down.

Exhibitors can often become unnecessarily involved in union jurisdiction disputes. Lost time and expenses can be avoided by immediately contacting Shepard at the Exhibitor Service Center. If disputes occur, please refer the dispute to Shepard management personnel at the Exhibitor Service Center, which will be located at the back of South Hall.

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.



HEALTH AND SAFETY MEASURES

Exhibit Disinfecting Services + Shield & Barriers

To support the maintenance of a clean and healthy environment, SPJA and Shepard Exposition Services have established and implemented health and safety protocols during Move-In and Move-Out.

Shepard Exposition Services can also provide shields/barriers and additional disinfecting services for a nominal fee.





Personal Protection Measures

Hand sanitizing stations will be placed at various locations around the venue and also at the Shepard Exhibitor Service Desk at the back of South Hall.

Health and Safety Guideline

SPJA will NOT be requiring proof of vaccination or negative COVID-19 test to attend Anime Expo 2023. It is still strongly recommended that all exhibitors/attendees get their vaccination and/or booster prior to attending.

Mask or face coverings will NOT be required but strongly recommended to attend Anime Expo 2023.

Note: Health and safety requirements and guidelines implemented are based on correspondence and recommendations from federal, state, local, and venue officials regarding COVID-19 behavior and characteristics. These requirements and guidelines may be subject to change as more details emerge. SPJA reserves the right to change or modify these terms at any time.

BUSINESS CENTER - IMAGE QUEST

The Business Center will be available during move-in, show dates, and move-out. The Center is located on the Concourse Walkway, Level 1 (between South and West Halls).

Services Provided Include:

- Bag/Coat Check
- Copier/Printer/Fax Machine Rental
- Outbound UPS & FedEx Shipping & Handling
- Computer Workstation [Hourly Rental]
- Discount Pre-Show Printing & Copying
- Same Day Printing & Copying

Booth Construction & Configuration

AMERICANS WITH DISABILITIES ACT

Compliance with the Americans with Disabilities Act (ADA) is a legal requirement for public facilities. This law became effective in January 1992. It requires access for the disabled persons at convention centers and, as necessary, floor exhibits. It is the responsibility of the exhibitor to be aware of and be in compliance with the rules outlined in this Act.

Exhibitors are encouraged to provide exhibits that are accessible to all attendees. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities.

BOOTH FURNISHINGS

Each booth will automatically receive (1) 8ft. table and (2) chairs per 10x10 booth (up to 400 sq. ft. of space). Booths larger than 400 sq. ft. that wish to receive the complimentary 10x40 booth package, <u>MUST</u> complete and return the Furniture Request Form to Shepard by June 10, 2023.

All booths will receive the following:

10 x 10 booths receive:	(1) 8' draped table	(2) chairs		
10 x 20 booths receive:	(2) 8' draped tables	(4) chairs		
10 x 30 booths receive:	(3) 8' draped tables	(6) chairs		
10 x 40 booths receive:	(4) 8' draped tables	(8) chairs		





BOOTH CONSTRUCTION

The following are the regulations outlining booth construction; please keep in mind that the following information is a guideline. This information should be used as a gauge when determining the configuration of your booth. Please be advised booth displays and equipment are not allowed to extend into the aisles. At least three feet (3') of space must be provided for presentation audiences within the designated booth space and crowds may not overflow into the aisles. If you find that you cannot stay within these guidelines, please contact exhibithall@spja.org. Submit your booth rendering to exhibithall@spja.org. Submit your booth rendering to exhibithall@spja.org to ensure your booths are meeting booth guidelines and policies by June 1st 2023.

CANOPIES & CEILINGS

These are defined as exhibit components supported over an exhibitor's space for decorative purposes only. Canopies, false ceilings, umbrellas, and flags will be permitted to a height that corresponds to the Height Regulation for the booth configuration for which they are a part. There is a maximum height restriction of 12' (3.66M) for banners and flags.

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space provided that the support structure will not exceed three inches (3") in width when placed within 10 linear feet of an adjoining exhibit. The base of the canopy should not be lower than seven feet (7') from the floor and within five feet (5') of any aisle.

IMPORTANT: Exhibitors are cautioned when installing a display with a ceiling or second level to check with the facility and Fire Marshall to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. Please review the LACC's Temporary Structures Guidelines. All guidelines must be adhered to.

ENGINEERING CERTIFICATION

Booth structures, such as towers and columns that exceed 12' (3.66M) in height (excluding hanging signs) or are twostory exhibits (any height, regardless of whether people will occupy the area or not) will require engineering certification verifying the structural integrity of the exhibit. Acceptable certification is in the form of a certified structural engineer's stamp or seal directly on your set of blueprints for the exhibit. This certification must be in your possession during movein and presented to Show Management at their request.

Failure to obtain and have available the required documentation could delay or prevent the construction of your exhibit. Signs must be posted indicating the number of people the structure will accommodate. This policy has been established to ensure the safety of exhibitors and attendees at the show. Please review the LACC's Temporary Structures Guidelines and be advised all guidelines must be adhered to. If you have any questions or feel that this regulation applies to your booth, please contact exhibithall@spja.org.

HANGING SIGNS

A hanging sign is permitted only for island booths of 400 sq. ft. or larger, provided it is not objectionable and there are no physical constraints in the facility to hanging a sign.

Specifications:

- Hanging signs and graphics will be permitted to a maximum height of 25 feet (25') (from the floor to the top of the sign/graphic). All hanging signs must be set in at least 25% of the booth width from the back line of your booth.
- Hanging signs and graphics will not be permitted to a total length which exceeds 50% of the corresponding dimension of your booth.
- Hanging signs & graphics should be set back ten feet (10') from adjacent booths.





IMPORTANT: Should there be any discrepancies with the above specifications, Show Management reserves the right to have the sign/graphic removed at the exhibitor's expense.

Please coordinate your hanging sign equipment, installation and dismantle with the Shepard Exposition Services team at 404-720-8600.

If you have a hanging sign, it is highly recommended that you ship your sign to the advance warehouse using the Hanging Sign Shipping Labels in the exhibitor kit; consult the Shepard Material Handling section of the manual under "Shipping to Advanced Warehouse." Please review the associated costs for shipping to the Advance Warehouse, found on the material handling rate form in the Exhibitor Kit.

ISLAND BOOTH

Island booths are exhibits with one or more display levels in four or more standard units with aisles on all four sides. Due to the fact that an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. Walls may be installed in any portion of the booth; however, 30% of the perimeter must be left open. Walls must be finished on both sides so as not to be unsightly to attendees and neighboring exhibitors.

If you have any type of interactive display, you must have a 3-foot (3') clearance from the aisle(s), to allow for crowds. Signs, graphics, and/or structures may not exceed 25 feet (25') where available.

IMPORTANT: For every 50 feet (50') of continuous wall space there must be an accessible exit.

"NO FREIGHT" AISLES

To expedite move-in and move-out at the show, certain aisles in the exhibit hall will be designated as "No Freight" aisles. These aisles will be identified by signs and floor markings, and are to remain clear of crates, cartons, and equipment at all times. Show Management and Shepard will remove any freight obstructing these aisles.

Removal and return of freight will be at the exhibitor's expense. "No Freight" aisles are also an important component of our fire evacuation life safety plan. Your cooperation is appreciated.

SIGHTLINES

All exhibitors are equal regardless of size and should be given equal opportunity, within reason, to present their product(s) most effectively to the audience. Therefore, all exhibitors should respect their neighbors' sightlines and ensure their neighbors' visibility from all aisles, and vice versa.

All signage and displays must not exceed 12 feet from the floor within the booth. Hanging signs have a separate policy and are provided in the Hanging Signs section above.

SMOKE DETECTORS

All fully enclosed booths, or booths with enclosed rooms and canopies, must be equipped with a smoke detector and fire extinguisher for each enclosed area. The Fire Marshall will inspect these special booths.

Please review the LACC's Fire Safety Guidelines. All guidelines must be adhered to.

STRUCTURAL INTEGRITY

All exhibit fixtures, especially portable or "pop-up" booths, must be erected in a manner to withstand normal contact or vibration due to outside forces such as the wind, movement of forklifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers, or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (where possible), and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to support such as loading.



Sales & Display Policies

ADULT MATERIAL

Display Location

Any exhibitor showcasing adult material is required to exhibit in the specific Adult Material Area on the show floor. Sexually explicit or provocative materials are prohibited outside the Adult Material Area, i.e. on the show floor and in all common areas unless approved by the SPJA.

Required Exhibitor Age-Restrictions Enforcement

No attendee under the age of 18 may purchase adult items. Exhibitors are required to check IDs and are responsible for ensuring that buyers are over 18 years of age.

Prohibited Items

Audiovisual recording of any kind is not permitted. Items prohibited on the show floor include but are not limited to interactive adult toys and any other intimate products. Sexually related virtual reality (VR) demos are strictly prohibited. Show Management will determine what may be sold and displayed, at its sole discretion.

ANIME EXPO BRAND & TRADEMARKS

These guidelines are designed to help you use our brand and assets, including our logo, content, and trademarks for any press coverage or when promoting your appearance, participation, or activity at Anime Expo.

Do not modify or alter the marks or use them in a confusing way, including suggesting sponsorship or endorsement by Anime Expo, or in a way that confuses Anime Expo with another brand.

For more information on the use of the AX Logo, please click this link: https://www.anime-expo.org/brand/. To make any use of our marks in a way that is not covered by these guidelines, please contact marketing@spja.org and include a visual mock-up of intended use.

CARNIVAL GAMES & GAMBLING

Exhibitors are specifically prohibited from employing any carnival-type attraction or pay-to-play type games.

DRONE POLICY

All drones, including aerial drones, are prohibited from being used at the show.

FEDERAL COMMUNICATIONS COMMISSION

Exhibitors displaying digital devices (e.g., personal computers, printers, monitors, keyboards, etc.) must comply with Section 302(b) of the Communications Act and Section 2.803 of the FCC's rules. Specifically, all digital devices on display must have the required FCC certifications. This includes an FCC Warning and Identification Label. These procedures should be followed by manufacturers before the marketing of their devices.

Personal computers and peripherals are defined as Class B digital devices. All such devices must carry an FCC Warning Label and ID Number. These devices emit radio signals when operating. Uncertified digital devices may cause harmful interference to important radio communications. For more information, contact your local Federal Communications Commission Office.

FOOD & BEVERAGE

All consumable products sold or given out as samples at Anime Expo are only permitted with an approval from SPJA and Levy Restaurants. The approval request form can be found in the Service Vendor Order Forms section of this manual.





Reminder about FDA regulations: SPJA has zero tolerance for consumable products that are not Food and Drug Administration (FDA) approved. The FDA regulates all food and ingredients introduced into or offered for sale in interstate commerce, except meat, poultry, and certain processed egg products which are regulated by the U.S. Department of Agriculture (USDA). Exhibitors planning to sell or provide consumable products must be reviewed and approved by the FDA district office and the state and local regulatory agencies.

INFLATABLE EXHIBITS

The use of inflatable exhibits is not permitted at Anime Expo without prior written approval. You may contact exhibithall@spja.org with any questions. Submit your designs to Exhibithalldocuments@spja.org for approval by June 1st 2023 for approvals.

MOTOR VEHICLES & TRAILERS

Motor vehicles and/or trailers are NOT allowed on the show floor without prior approval from Show Management.

- 1. You can obtain approval by completing the Vehicle Approval Form located in the Exhibitor Kit, Vehicle Approval form & Mobile Spotting Fee section.
- 2. Once approval for your vehicle display has been obtained, please complete and return the Mobile Spotting Order Form found in the Shepard Exhibitor Kit.

Vehicle Approval form & Mobile Spotting Fee Deadline June 1st, 2023

The exhibitor must adhere to the following guidelines:

- All vehicles on display or in the hall must have a minimum fuel supply (no more than ¼ of a tank).
- A drip pan must be placed underneath the vehicle.
- No draining or refueling of fuel tanks is allowed in the building. Display vehicles must have battery cables disconnected and taped over.
- Fuel tanks must be equipped with a locking gas cap.
- Vehicles can NOT be started up in the exhibition hall. The exhaust may activate the smoke detection system.
- During non-show hours, vehicles must be locked.
- A properly tagged set of keys to each vehicle must be left with building security before display.
- No alterations or repairs may be made on vehicles.
- Exhibitors must provide fire extinguishers in appropriate numbers and classifications. Please review the LACC's Motor Vehicle Display rules and regulations in the Fire Life Safety Guidelines section.

PROMOTIONS & DEMONSTRATIONS

All promotions, demonstrations, and autograph sessions planned for Anime Expo must be provided to SPJA and Show Management prior to the start of the show.

Distribution of Literature & Promotional Items

Booth personnel (exhibitors), including models, hostesses, and any other hired help are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibit space. This restriction includes sidewalks outside the Los Angeles Convention Center as well as hotel locations in conjunction with the event.

The distribution of any items that interfere with the activities in or obstructs access to neighboring booths, or impedes the flow of traffic in the aisles, is prohibited.

Exclusives

Please contact <u>marketing@spja.org</u> to request the Exhibitor Exclusive/Trademark Request Form, if you plan on selling Anime Expo exclusive merchandise.





Demonstrations & Promotional Activities

If you are planning a demonstration, giveaway activity, or any other event that will attract large crowds and lines, you are required to provide a schedule of events to Show Management. To submit your Exhibitor Activities Schedule visit the following link here Exhibitor Activities Schedule Form or on your MapYourShow Exhibitor Dashboard tile.

Exhibitors are responsible, at their own expense, for proper crowd control management and hiring security to manage traffic and the crowd when needed.

For the comfort and safety of persons watching your demonstration, at least three feet (3') of space must be provided for the audience within the designated booth space. Booth displays and equipment shall not extend into the aisles. This includes all signs, banners, etc. Exhibitor representatives wearing distinctive costumes or carrying banners or signs separately or as part of their attire must remain in their contracted exhibit space.

Please be advised that the display and/or demonstration of nudity and sexually explicit titles and supporting sales materials or attire will not be permitted.

Live radio and/or Internet programs may not be broadcast from the event (on the show floor or other areas of the convention center) without prior written consent from Show Management.

WEAPONS

The sale of any weapons or prop weapons that do not adhere to Anime Expo's Prop/Replica Weapons policy (https://www.anime-expo.org/plan/policies/) is strictly prohibited. Exhibitors may only sell prop/replica weapons that adhere to this policy. Please also refer to the Exhibitor Standard Terms & Conditions for more information.

Any sale of prop/replica weapons that follow the policy must be sold in a sealed package. All prop/replica weapons are subject to inspection by the weapons check team upon entry into the venue.

Prohibited Weapons

Guns, tasers, pepper spray, mace, hand crossbows, metal and/or hard weapons of all kinds are not permitted onsite at Anime Expo. Metal weapons and/or hard weapons include, but not limited to, sharpened-bladed weapons (e.g. axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes, and switchblades), blunt weapons (e.g. brass knuckles, clubs, and nunchaku), prop weapons made of metal and/or wood, functional and/or realistic replica firearms made of metal, and functional projectile weapons (e.g. crossbows and longbows).



Rules & Regulations

CERTIFICATE OF INSURANCE (COI)

All exhibitors are required to obtain, and bear the expense of, adequate personal and property damage liability, Commercial General Liability, Worker's Compensation, and Vehicle insurance coverage for its services, goods, activities, and participation in the event, with "adequate" meaning reasonably related to the size, scope and nature of the exhibitor activities at the event and materials provided to the SPJA for the Event, and the minimum coverage acceptable shall not be less than \$1 million per occurrence/\$2 million per aggregate unless otherwise agreed upon in writing. The foreign currency equivalent is acceptable. Exhibitor/Sponsor will provide SPJA with a Certificate of Insurance (COI) at least sixty (60) days prior to the Event. Such insurance must name SPJA and the Event Facility and its operators as additional insured, in accord with sample language available from SPJA. The insurance shall cover the full period of occupancy at the Event Facility by the Exhibitor/Sponsor, its agents, servants, representatives, employees, guests, and/or invitees.

This insurance protects your company from claims that could arise if someone were to injure themselves or someone else while in or around your booth. When contacting your insurance carrier, please be sure to ask that the following information is included in the document:

Certificate Holder must be listed as:

- Society for the Promotion of Japanese Animation 19675 Temescal Canyon Rd Corona, CA 92881
- Each Occurrence shall be valued at least \$1,000,000
- General Aggregate shall be valued at least \$2,000,000
- Exhibitors should have automobile insurance
- Exhibitors should have Worker's Compensation insurance as per state minimum requirements
- The COI shall at least be valid from June 28, 2023 July 5, 2023

The Additional Insured language found in the Description of Operations should read as:

"Society for the Promotion of Japanese Animation is an additional insured under all policies identified above as respects to Anime Expo/Project Anime. The insurance is to cover the full period of occupancy in the LACC by Exhibitors, its agents, servants, representatives, employees, guests, and/or Invitees. AEG MANAGEMENT, LACC, the City of Los Angeles, their respective affiliates, licensees, lenders and contractors, as well as each of their respective officers, directors, partners, members, shareholders, employees, agents, representatives, Successors are named as additional insured as respect to General Liability. All such insurance shall be primary and non-contributing to insurance maintained by Additional Insured and shall provide Right of Subrogation against Licensee or Additional Insured are waived."

Instructions for submission and processing of the Certificate of Insurance (COI) are found below:

- 1. Verify that COI dates do not expire before or during show dates, and additional insured language is correct.
- 2. Log in to MYS Exhibitor Dashboard and upload COI(s) or Email your Certificate of Insurance to Exhibithalldocuments@spia.org
- 3. Exhibitors will receive an email with an approval or non-approval status.
 - a. If accepted, the exhibitor will receive an email confirmation that their submission was accurate and complete. No further action is needed from Exhibitor.
 - b. If not accepted, the exhibitor will receive an email with an explanation and instructions on either resubmitting the COI or submitting any other necessary COIs.
 - c. Deadline to submit: Monday May 1, 2023

Important: If 2023 you have a separate policy for Auto and/or Worker's Compensation you may submit separate policies to be uploaded. If you have any questions, please contact your insurance broker.

Sample Certificate of Insurance





323654

ACORD®
THIS CERTIFICA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
XX/XX/XXXX

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder the terms and conditions of the policy	is an A	ADDITIONAL INSURED, the				
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(Insert named insured and address)			INSURER B :			
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ACORD 25 (2014/01)

(This certificate replaces certificate# 9201184 issued on 6/4/2015)

CALIFORNIA SALES TAX





Under California State Law, Show Management is required to keep a record of each exhibitor's sales tax information for inspection upon demand by the State or be subject to a fine of \$1,000.00 per exhibitor. This fine will then, in turn, be levied against the exhibitor in violation.

Therefore, in order to comply with this law, we require ALL exhibitors to provide this information via the Map Your Show Exhibitor Dashboard. Please be advised that failure to submit Sales Tax information may result in the delay of your participation in the event. Show Management will not allow any exhibitor to set up their booth without this form on file. Due to the significant nature of the fines, this policy will be strictly adhered to without exception.

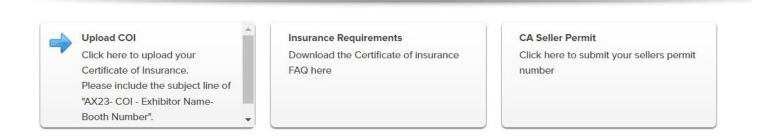
Exhibitors are required to provide Show Management with a Sales Tax information every year.

For questions and to apply for a California Sellers Permit: http://www.cdtfa.ca.gov/services/permits-licenses.htm

Log into Map Your Show

https://ax2023.exh.mapyourshow.com

Go to: Important Forms → Upload Forms →



If you do not have your exhibitor ID and password, please contact:

Map Your Show Assistance Toll-Free: 888-527-8823 International: 1-513-527-8823 Email: help@mapyourshow.com

FIRE & SAFETY

The following Fire & Safety Regulations are extremely important and must be adhered to by all exhibitors. Fire Department inspectors and the Los Angeles Convention Center personnel can carry out regular inspections at any given time without prior notification and will enforce all regulations.

- NO fire alarm pull stations, extinguishers, or fire hose standpipe may be blocked by displays, tables, signs, etc. Access to these devices must be maintained at all times.
- NO exit door, or fire access aisle, may be blocked; complete access must be maintained, without encroachments, at all times.
- NO smoking is permitted in the Exhibition Hall.
- NO propane operated devices are to be used, brought into, or stored in the hall. No propane or other flammable gas storage will be authorized.
- NO flashing red beacons will be allowed in the hall.
- NO open flames will be authorized in or around the building.
- NO banners are to be hung so as to obstruct exit and fire safety signage.
- NO exhibitor shall bring, or authorize others to bring any material, substance, equipment, object and/or devices,





which may either endanger life or cause bodily injury to any person in the facility or which is likely to constitute a hazard to the building itself.

- NO decorating materials may be used unless they are flameproof in accordance with local city/state fire codes.
- Paint and use of flammable liquids or solvents are prohibited within the building.
- Smoke exhaust system fans in the hall area must be free from all obstructions.
- Any solid, roof-enclosed structure shall be equipped with battery-operated smoke detectors and fire extinguishers. Exhibitors are not allowed to store materials behind their booths. This area is to remain as clear as the service aisle.
- Helium balloons are NOT allowed in any area of the exhibition facility.

Should an exhibitor be in violation of any fire code, it is important that you make the necessary corrections immediately. Should violations not be corrected, Show Management reserves the right to take whatever action necessary to correct the condition at the expense of, and as an agent for, the exhibitor. Please review the full LACC Fire Life Safety Guidelines document found in the Exhibitor Kit.

INFRINGEMENT POLICY: COMBATING SALES OF INFRINGING MERCHANDISE, COUNTERFEITS, GRAY MARKET GOODS, & UNLICENSED PRODUCTS

In order to protect consumers and rights holders, the SPJA takes complaints of Intellectual Property ("IP") infringement very seriously and prohibits the sale of counterfeit, gray market, and unlicensed goods at Anime Expo. This is our policy about handling complaints made by IP owners or their authorized representatives alleging that an Exhibitor is selling infringing merchandise ("Allegedly Infringing Exhibitor"). We provide this policy so that the steps for reporting allegedly infringing merchandise and the consequences of selling infringing merchandise are clear to everyone. Please read this carefully and bring required documents to Anime Expo with you.

The SPJA DOES NOT assume any responsibility or liability for policing or enforcement of Intellectual Property rights. It merely assists a legitimate IP Rights Holder in asking an Allegedly Infringing Exhibitor to remove and refrain from selling infringing items during an SPJA event (the "Show"). Further resolution of any IP dispute is only between the IP Rights Holder and the Exhibitor. The SPJA does not interpret or verify provided legal documents. Nothing in this policy changes any written agreements between the SPJA and Exhibitors.

Policy

First Complaint by IP Rights Holder

- 1) An IP Rights Holder may ask the SPJA to assist it with stopping sales of infringing merchandise at the Show. An IP Rights Holder is defined as a legitimate owner of IP (or an executive of the IP owner's company), a lawyer or an IP enforcement agent of an IP owner, or an exhibitor who is an authorized reseller of officially licensed merchandise.
- 2) The IP Rights Holder should take photos of each allegedly infringing item and of the booth in which the items are being sold to document when and where the allegedly infringing items were first identified, and then go to the Show Manager's Office to notify Show Management of the allegedly infringing items being sold and share the photos.
- 3) Show Management will ask for documentation that shows the complainant is a legitimate IP Rights Holder. Acceptable documentation to establish such legitimacy includes:
 - trademark or copyright registrations for the trademark or creative content allegedly being infringed and, if
 the complainant is not the IP owner named on the registration certificates, proof the complainant is an
 officer of the IP owner's company (e.g., the CEO of an anime studio) or a power of attorney appointing
 counsel or agent of the IP owner to handle infringements;





- a valid written license agreement from the IP owner authorizing the complainant to distribute legitimate merchandise and handle infringements; or
- an invoice from IP owner for purchase and resale of legitimate merchandise by the complainant.

All documents provided must be in English or be accompanied by an English translation that was prepared by a certified legal translation business.

- 4) If SPJA receives a complaint about infringing merchandise from a legitimate IP Rights Holder, Show Management will provide an IP Infringement Complaint Form to legitimate IP Rights Holders to complete the "First Infraction" portion of the form in full.
- 5) The complaining IP Rights Holder will be asked to accompany SPJA to the booth that is allegedly selling infringing merchandise. We will first inform the Allegedly Infringing Exhibitor that we have received a complaint and ask for a copy of documents that show they are an authorized seller of legitimate merchandise. Acceptable documentation to establish such legitimacy includes: trademark or copyright registrations naming them as the IP owner, a license agreement from a legitimate IP Rights Holder, or an invoice from an authorized wholesaler showing they purchased legitimate merchandise for resale. All documents provided must be in English or be accompanied by an English translation that was prepared by a certified legal translation business.
- 6) If the Allegedly Infringing Exhibitor cannot provide acceptable documentation to establish they are authorized to sell the merchandise, or if the documentation is not in English or is not appropriately translated, or the merchandise is not a fair use (see FAQ), then SPJA will ask the Allegedly Infringing Exhibitor to immediately remove the allegedly infringing merchandise from all booths owned by the Exhibitor. The Exhibitor may not move the allegedly infringing merchandise from one booth to another.
- 7) The Allegedly Infringing Exhibitor will be asked to sign a form acknowledging they have received this notice. That form does not ask the Exhibitor to admit to any infringement; it only asks them to sign confirming that they have received the notice. If they refuse to sign, SPJA may sign it confirming that the notice was delivered and the Exhibitor refused to sign.
- 8) After the Allegedly Infringing Exhibitor removes the items in question, SPJA is not responsible for monitoring the Allegedly Infringing Exhibitor to ensure that they do not resume sale of the alleged infringing merchandise.

Second Complaint by IP Rights Holder

- 1) If the Allegedly Infringing Exhibitor continues to sell the previously reported and noticed merchandise the IP Rights Holder should take photos of the continuing infringement to document when the continuing infringement was discovered, notify Show Management, complete the "Second Infraction" portion of the IP Infringement Complaint form, and accompany Show Management to the Allegedly Infringing Exhibitor's booth.
- 2) If Show Management determines that the Exhibitor has continued selling the allegedly infringing merchandise in any of the Allegedly Infringing Exhibitor's booths, despite having already been asked to stop selling it, SPJA may exercise its right to ask the Allegedly Infringing Exhibitor to shut down all of the Allegedly Infringing Exhibitor's booths and leave the premises for the rest of the show.
- 3) Any further disputes between the IP Rights Holder and the Allegedly Infringing Exhibitor must be handled privately between them, separately and apart from the Show and SPJA.

Complaints by non-IP Rights Holder

The above procedure applies to complaints filed by IP Rights Holders. Anyone else who sees what they believe to be allegedly infringing content may file an incident report with any floor manager and the SPJA shall determine in its sole discretion how to handle that third-party complaint.





*Please see "FAQs" below for some working definitions of these terms.

Frequently Asked Questions

The information below is general and does not constitute legal advice nor is it legally binding.

What is Copyright Infringement?

Copyright Infringement is the use, sale, distribution, or display of other's copyright protected creative materials (such as anime characters, music, or video) without authorization. Examples of copyright infringements are t-shirts or body pillow covers incorporating the IP owner's creative materials without the IP owner's authorization. Creating derivatives of someone's copyright protected materials without authorization is also copyright infringement. Fan art is beyond the scope of this FAQ, but one must look to the policy of the copyright owner about whether they permit fan art.

What is Trademark Infringement?

Trademark infringement is the unauthorized use of a trademark or a confusingly similar mark on or in connection with goods or services in a manner that is likely to cause consumer confusion about the source of the goods and/or services. For example: using the SONY mark on goods that SONY does not normally sell in a way that is likely to cause consumers to think that SONY manufactured or licensed or endorsed the goods.

What are Counterfeit Goods?

Counterfeit Goods depict a trademark or trade dress of another and mimic the brand features of the product in an attempt to pass themselves off as a genuine product from the brand owner but are often of inferior quality. Examples of counterfeit goods include fake plushies or fake character keychains. Counterfeits can range from clothes, bags, watches, perfume, cosmetics and electrical items as well as pirate DVDs, CDs, computer software and games.

What are Gray Market Goods?

Gray Market Goods are items manufactured abroad with authorization from the IP owner only for that foreign market but imported into the U.S. without the IP owner's consent. In the United States, the sale or distribution of gray market goods that are "materially different" from goods authorized for sale in the United States constitutes trademark infringement. Gray market goods that are "materially different" from goods authorized for sale in the United States will not be permitted.

What is Fair Use?

In its most general sense, a fair use is any limited copying of copyrighted material or use of a trademark for a "transformative" purpose, such as to comment upon, criticize, or parody the underlying copyrighted work or trademark. Fair use of protected works is covered by the first amendment and does not require permission from the IP owner. Mere derivatives of protected works are not fair use. These questions help to determine whether or not a use is fair use:

- Has the original material been transformed by adding new expression or meaning?
- Was value added to the original by creating new information, new aesthetics, new insights, and understandings?
- Was only a small amount of the original work used? (Use of the "heart" of the work is not fair use.)
- Does the use affect the IP owner's market for authorized goods?
- Is the use for creative expression (such as a painting) or is it for commercial purpose (such as on t-shirts)?

Infringement Policy may be subject to change. Please check the Map Your Dashboard for any updates.

LINE MANAGEMENT POLICY

All sales, demonstrations, promotional activities, and autograph sessions must be confined to your contracted exhibit space and cannot extend into the aisles or impede and obstruct the flow of traffic. In order to reduce traffic and disturbances within the exhibit hall, you may take advantage of our autograph session area in Kentia Hall. You must account for staffing, crowd management, and maximum occupancy within the booth for the comfort and safety of persons. In the instance that the exhibitor or sponsor has created an environment in which it has been deemed unsafe by Show Management or LA County Fire/Police, then the exhibitor/sponsor must cease and desist immediately. Failure





to adhere may result in immediate termination from the current year's convention up to and including future conventions. Please review the Promotions & Demonstrations section under Sales & Display Policies on page 24.

To hire security, review the Security section below.

To reserve an autograph session time and space, review the Autograph Session section on page 17.

Shepard Exposition Services can offer carpet stickers, tensa barriers (stanchions), as well as tensa barrier topper signs. Exhibitors can order these items in the Graphics section of the Exhibitor Kit.

PRODUCT TOSSING

Due to the high number of attendees on the Anime Expo show floor, Product Tossing will not be allowed. The safety of all attendees and exhibitors is a top priority to the SPJA and LACC Fire Marshal.

SECURITY

Security guards will be posted at the perimeter of the exhibit areas on a round-the-clock basis from the beginning of setup through final move-out. Anime Expo and its partners are not responsible for lost, damaged or stolen property during Anime Expo.

Show Management strongly encourages exhibitors to take the proper steps to secure their booth(s). Overnight security is available for hire and is strongly recommended.

Hiring security is also recommended for managing lines and during the show if you do not have enough staff to control traffic in and around your booth.

During show days, badged exhibitors are allowed to enter the exhibit hall one hour prior to the opening of the show and are allowed to remain one hour after the close of the show. You must check with the Show Office on-site if additional time is required on a daily basis. The Show Office will in turn relay to security all those who are authorized to remain inside their respective booth.

If you would like to hire additional security, please indicate your booth number on the security form which can be found in the Service Order Forms section of this manual.

Show Security Guidelines:

- Each exhibitor must take responsibility for the security of all items in his or her display. Show Management, facility personnel, and security contractors try to guard against theft, but ultimate responsibility falls on the exhibitor.
- Do not list the contents of crates or cartons on the shipping label. A label that reads "19-inch color monitor" is an open invitation to thieves. Also, do not ship computers or other electronic equipment in the manufacturer's cartons.
- Do not store extra products or anything of value in empty crates. Empties will not be stored in secure areas.
- Never display one-of-a-kind items or irreplaceable samples unless someone is present at all times to keep an eye on them. We recommend that you never leave valuables, such as a laptop computer, unattended at any time.
- Consider draping your exhibit with some cloth at the close of each show day. This psychological deterrent
 makes it more difficult for people to handle merchandise or take note of what they would like to steal at a later
 time.
- iPhones, smartphones, iPads, tablets, laptops, etc. and giveaway items are the things most often stolen. They should be guarded or stored safely at night. Thieves will take personal items such as purses, coats, and briefcases. Do not leave them unattended in your booth.
- At the close of the exposition, after your materials are packed, turn in your bills of lading at the Exhibitor Service





Desk. Do not leave them in your booth or attached to crates or boxes. Stay with your shipment until it is picked up for loading. Most thefts occur during move-out when the exhibitor leaves their packed boxes unattended.

• Wear your exhibitor badge only in the conference and exposition areas. Do not walk out of the exhibition facility with your badge still on as this targets you as a "tourist."

SHOPLIFTING & PROBABLE CAUSE POLICY

Probable cause is the legal justification for a store owner/traders/exhibitor or its employee(s) to detain, for the purpose of investigation on an individual(s) suspected of having unlawfully taken or attempting to take merchandise from the premises.

Some determining factors to keep in mind when deciding whether or not there is "probable cause":

- 1. Was the individual seen taking the merchandise?
- 2. Did an employee witness the act?
- 3. Did the individual return the item before leaving the establishment?

When Security or Anime Expo staff is notified of a shoplift, they will respond to the location. When a representative arrives, they will begin to gather information. In the event that the person in question has fled the area, a description will be gathered, and a search may be conducted.

In the event that Security or an Anime Expo representative locates the person in question, the witness or store owner/trader and/or exhibitor must respond to make an identification before the subject can be approached. The store owner/trader and/or exhibitor must decide if they want to have police involvement to officially press charges and do so by contacting local law enforcement (LAPD). The store owner/trader and/or exhibitor or its employees must inform the suspect detained that they are being placed under private person arrest.

Shoplifting in Progress

A store owner/trader and/or exhibitor or its employees who desire to press charges on a suspect must make the call to the police. Security or Anime Expo representative may assist police over the phone to provide exact directions to the current location to expedite their response. In cases where the owner/trader and/or exhibitor or its employees are unable to contact the police because the suspect is either standing beside them, the detainment was made outside the store, or they are without the ability to call, then an Anime Expo representative or Security will make the call to the police for the exhibitor upon their request. Under no circumstance will Security or an Anime Expo representative make an arrest for a trader/exhibitor for a crime of theft, fraud or forgery. This is the sole responsibility of the trader/exhibitor and its employee(s).

SMOKING

The Los Angeles Convention Center is a non-smoking facility. This includes smoking and/or vaporizing of any tobacco and non- tobacco products. This extends but is not limited to the use of hookahs, electronic cigarettes, and vape pens.

SOUND LEVELS

Exhibitors may not exceed a maximum sound level of 85dB measured at a distance of ten feet (10') from the source.

It is the responsibility of exhibitors with live events or performances, and those who have music, to check with the exhibit hall staff to see if they are in compliance with the sound requirements and get approval to proceed.

Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths.





If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded three times, Show Management has the option to disconnect the electrical power to that booth until the situation is resolved to their satisfaction. At that point, electricity will be turned on at the exhibitor's expense. If you have any questions about this regulation, please contact exhibithall@spja.org.

TRANSPORTATION

Due to limited space, private buses, limousines, and company vans will be allowed to drop off or pick-up passengers only. There will be NO idling or parking allowed at the convention center. Traffic and parking officials will police the property and remove any unauthorized vehicles. There is no overnight parking permitted outside the exhibition facility during the move-in, show days, and move-out of the show. No trucks and/or trailers will be allowed to park on the exhibition facility property.

ANIME EXPO® 2023

SHOW INFORMATION

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Booth Package

Please see the Booth Package Information page for equipment included in your booth space.

*Booth spaces 400sq.ft.+ MUST submit a booth package request form.

Show Colors

Show Drape Color(s): Red Aisle Carpet Color: Black, Cayenne

Exhibit Hall Show Schedule

TARGETED EXHIBITOR MOVE-IN

Wednesday, June 28, 2023 · 12:00PM to 4:00PM **RED** Wednesday, June 28, 2023 · 4:00PM to 8:00PM **BLUE** Thursday, June 29, 2023 · 8:00AM to 12:00PM **PURPLE**

GENERAL EXHIBITOR MOVE-IN

Thursday, June 29, 2023 · 1:00PM to 8:00PM Friday, June 30, 2023 · 8:00AM to 8:00PM

EXHIBIT HOURS

Saturday, July 1, 2023 · 10:00AM to 6:00PM* Sunday, July 2, 2023 · 10:00AM to 6:00PM Monday, July 3, 2023 · 10:00AM to 6:00PM Tuesday, July 4, 2023 · 10:00AM to 3:00PM

*All exhibitors must be at their booths and show ready by 9:00am in the event the Fire Marshal requests an earlier opening

GENERAL EXHIBITOR MOVE OUT

Tuesday, July 4, 2023 · 3:00PM to 11:55PM

TARGETED EXHIBITOR MOVE OUT

Tuesday, July 4, 2023 · 6:00PM to 11:00PM PURPLE*

*All exhibitors within this group MUST be dismantled and loaded out by 11:55pm. No large freight carriers will be permitted to pick up freight on July 4, 2023. If you are listed in this group and have a large freight carrier picking up your exhibit materials, please complete the Target Move-Out Change Request form.

Wednesday, July 5, 2023 • 8:00AM to 12:00PM **RED******Exhibitors within this group may continue dismantle on July 5, 2023. Carriers MUST be checked in by no later than 11:00am on July 5, 2023.

FREIGHT REROUTE BEGINS'

*All outbound carriers must be checked in by this time

Wednesday, July 5, 2023 | 11:00AM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Thursday, June 1, 2023

Exhibitor Appointed Contractor Notification Deadline

Thursday, June 1, 2023

First Day for Warehouse Deliveries Without a Surcharge

Thursday, June 1, 2023

Discount Price Deadline for Standard Shepard Orders

Friday, June 9, 2023

Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, June 21, 2023

Last Day for Warehouse Deliveries*

Monday, June 26, 2023

* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First Day Freight* Can Arrive at Show Site

Wednesday, June 28, 2023 | 8:00AM

*Target Freight Only

Please note! Shepard will be closed on June 19th in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number Anime Expo - Exhibit Hall - Exhibit Hall c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, CA 91761

Warehouse hours: Monday - Friday 8:00AM - 4:00PM

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
Anime Expo - Exhibit Hall - Exhibit Hall
Los Angeles Convention Center
1201 S Figueroa St
Los Angeles, CA 90015





INFORMATION

Anime Expo - Exhibit Hall

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023 C123090723

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

Due to liability concerns and/or labor jurisdictions, exhibitors or their Exhibitor Appointed Contractors (EACs) may not operate any type of mechanical or powered equipment including forklifts, manual or electric pallet jacks, overhead lifts, etc.

Shepard Mailing Address

1531 Carroll Drive, NW Atlanta, GA 30318 Phone: 404-720-8600

Email: orders@shepardes.com

Service Desk Hours (subject to change)

Wednesday, June 28, 2023 · 12:00PM to 8:00PM Thursday, June 29, 2023 · 8:00AM to 8:00PM Friday, June 30, 2023 · 8:00AM to 8:00PM Saturday, July 1, 2023 · 10:00AM to 6:00PM Sunday, July 2, 2023 · 10:00AM to 6:00PM Monday, July 3, 2023 · 10:00AM to 6:00PM Tuesday, July 4, 2023 · 10:00AM to 11:55PM Wednesday, July 5, 2023 · 8:00AM to 12:00PM

Exhibitor Move Out

Tuesday, July 4, 2023 · 3:00PM to 11:55PM Wednesday, July 5, 2023 · 8:00AM to 12:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Wednesday, July 5, 2023 | 11:00AM**.

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Wednesday**, **July 5**, **2023** | **11:00AM**.

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

Pick Up Address

Los Angeles Convention Center 1201 S Figueroa St Los Angeles, CA 90015

Ancillary Vendor Information

Electrical Services

Edlen

Audio Visual

ShepardAV

Wifi/Internet

SmartCity

Security

Ayvar Security Services

LACC Ordering Guidelines





BOOTH PACKAGE INFORMATION

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

The following booth packages are provided at no charge. Exhibitors under 400 sq. ft. will have the package automatically placed in their booth. No substitutions or trade outs are permitted.

If you do not want the complimentary booth package, please check the Opt Out box on the Furniture Request Form and submit to orders@shepardes.com.

Booths 400 sq. ft. and over must complete the Furniture Request form on the next page to receive the complimentary furnishings. Requests must send in prior to the deadline June 9, 2023 in order to receive complimentary furnishings based on the 10'x40' booth package model. Requests received after the June 9 deadline are subject to be billed at the published rates found within this manual.

Booth Package 1: 10'x10' Booth (50650)

100 saft

- · 8' high backwall drape, 3' high sidewall drape
- · 7"x44" cardstock identification sign
- · (1) 8'x30" skirted table Red 5005001
- (2) Side Chairs 50020
- · (1) Wastebasket 50091
- ** No substitutions will be accepted.

Booth Package 3: 10'x30' Booth (50652)

300 saft

- · 8' high backwall drape, 3' high sidewall drape
- · 7"x44" cardstock identification sign
- · (3) 8'x30" skirted table Red 5005001
- · (6) Side Chairs 50020
- · (3) Wastebasket 50091
- ** No substitutions will be accepted.

Booth Package 2: 10'x20' Booth (50651)

200 saft

- · 8' high backwall drape, 3' high sidewall drape
- · 7"x44" cardstock identification sign
- · (2) 8'x30" skirted table Red 5005001
- · (4) Side Chairs 50020
- · (2) Wastebasket 50091
- ** No substitutions will be accepted

Booth Package 4: 10'x40' Booth (50653)

400 saft

- · 8' high backwall drape, 3' high sidewall drape
- · 7"x44" cardstock identification sign
- · (4) 8'x30" skirted table Red 5005001
- · (8) Side Chairs 50020
- · (4) Wastebasket 50091
- ** No substitutions will be accepted.

OPT OUT

If you do not want the complimentary booth package, please check the box below and submit the form to orders@shepardes.com OR you may Opt Out online under the Furnishings tab. If you decide on site that you need furniture, you will need to order and pay for the items you need.

I DO NOT WANT COMPLIMENTARY FURNISHINGS (50445)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

Email completed form to: customerservice@shepardes.com





FURNITURE REQUEST FORM

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

FURNITURE REQUEST DEADLINE: FRIDAY, JUNE 9, 2023

Furniture Requests Form for booths over 400 sq ft

Booths over 400 sq ft and over must complete and return the Furniture Request form no later than Friday, June 9th in order to receive the complimentary furnishings. Forms and requests received after this deadline will be billed to the exhibitor at the published rates. Furnishings requested on this form that are above and beyond the complimentary booth package will be billed at the published kit rates.

No substitutions or trade outs are permitted.

Please enter the amount of furniture you need in your booth and **return to the form to orders@shepardes.com**. You may also order your complimentary furnishings under "Complimentary Furnishings" online.

Booth Size:

Booth Package 400 sq ft and larger

** No substitutions will be accepted.

- · 8' high backwall drape, 3' high sidewall drape
- · 7"x44" cardstock identification sign
- · (4) 8' (I) x 24" (w) x 30" (h) Skirted Table Red 5005001
- · (8) Upholstered Side Chairs 50020
- · (4) Wastebasket 50091

Complimentary Items

CODE	DESCRIPTION	QTY
5005501	8' (I) x 24" (w) x 30" (h)Skirted Table - Red (up to 4)	
53020	Side chair	
50589	Wastebasket	

Additional Items

CODE	DESCRIPTION	QTY	ONLINE	DISCOUNT	REGULAR
5005101	8' (I) x 24" (w) x 30" (h)Skirted Table - Red		\$379.20	\$436.10	\$488.45
50020	Side chair		\$150.55	\$173.15	\$193.95
50091	Wastebasket		\$19.00	\$19.00	\$19.00

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
CONTACT EMAIL ADDRESS:	





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Order online through the Shepard Exhibitor Portal at

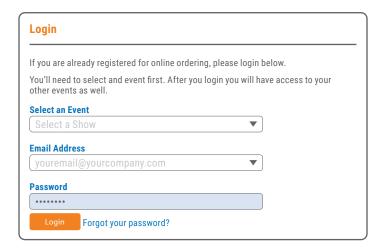
https://apps.shepardes.com/olk/intro.asp. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

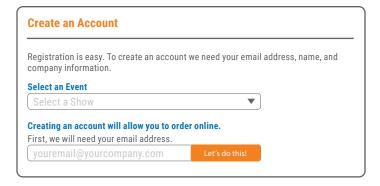
- 1. Go to: https://apps.shepardes.com/olk/intro.asp
- 2. Select the Event.
- 3. Login from the Show Information page by clicking the Login for Online Ordering button.
- 4. Select your event, enter your email address and password then click Login.

User Name = **Your Email Address** (provided by Event Management)

Password = anime2023

- 5. Don't have an account, click "Create an Account."
- Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
- 7. To order, utilize the grey category drop-down menus above the Welcome message.
- 8. After making your selections, click the add to cart button on the bottom right of the page.
- 9. To view your order click the Shopping Cart Icon at the top right of the page.
- 10. Confirm your order, click and complete the payment process.









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Please review the information and complete your payment information online.

You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at https://www.shepardes.com/payment-methods and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Friday, June 9, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Friday, June 9, 2023 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

You may choose to pay by Check or ACH/Wire Transfer, however a credit card is required on file to process all orders.

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: Anime Expo - Exhibit Hall

EVENT CODE: **C123090723**

EXHIBITING COMPANY NAME: ______ BOOTH NUMBER: _____

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	Please include the show name, event code and your booth number
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: 42-6061-9772	SWIFT CODE (INTL): PNCCUS33	if you are sending a physical check.

TAX EXEMPT? Please submit tax exemption certificate to: **orders@shepardes.com.** If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.



TERMS & CONDITIONS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA

July 1 - 4, 2023

You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor.

Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

Definitions and Shepard Responsibilities: The name

"Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard, Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates. including but not limited to the misuse, improper

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted

three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices

Equipment Audits: FXHIBITOR should be advised. that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: On-site exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Eurnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on-site.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

continued on the next page



TERMS & CONDITIONS (continued)

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA

July 1 - 4, 2023

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Method of Payment form. The credit card portion of the form must still be completed before your order will be

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services:

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor

must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly. or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



SAFETY FIRST PLAN **CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.**

Changes are taking place at our events. With Shepard, You Can.

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

Our Commitment!

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.



Hand Hygiene

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.



Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.



Hand Sanitizing Stations

Hand sanitizing stations are placed at Shepard check-in areas and work stations.



Exhibitor Service Center

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.



Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.



Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.



COVID-19 Training

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.



Team Meeting Areas

General meeting areas will follow social distancing guidelines and any additional preventative measures.





THIRD PARTY PAYMENT

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

DEADLINE: THURSDAY, JUNE 1, 2023

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPA	NY NAME:		BOOTH NUMBER:		
EXHIBITING COMPA	NY ADDRESS:				
CITY:			STATE:	ZIP CODE:	
CONTACT EMAIL AD	DRESS:		PHONE NUM	BER:	
EXHIBITING COMPA	.NY AUTHORIZED NAME (plea	se print):			
SIGNATURE FROM E	EXHIBITING COMPANY:				
Step 2. Check	services below to	bill to the third party.			
☐ ALL SERVICES	Booth Cleaning	☐ Material Handling	☐ Carpet	Furniture	
	Exhibit Rentals	Overhead Rigging/Labor	☐ Installation/Dismantling Labor	☐ Logistics/Transportation	
	Other (please specify):				
Step 3. Provid	de third party conta	act information.			
3RD PARTY COMPA	NY NAME:				
CONTACT NAME:					
EXHIBITING COMPA	NY ADDRESS:				
CITY:			STATE:	ZIP CODE:	
CONTACT FMAIL AD	DRESS.		PHONE NUM	BER.	

Step 4. Complete your payment information online.

Login to your account at https://www.shepardes.com/payment-methods and choose the event you are submitting payment for.





EXHIBITOR APPOINTED CONTRACTOR (EAC)

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

DEADLINE: THURSDAY, JUNE 1, 2023

This form is to be completed by the Exhibitor and returned to Shepard by the deadline date noted above.

EXHIBITING COMPANY NAME:	E	3001H NUMBER:
CONTACT EMAIL ADDRESS:	PHONE NUMBER	
An Exhibitor Appointed Contractor (EAC) is a company other than the "ge and dismantling. The EAC may only provide services in the facility that are contract as an exclusive service for the "general or official: service provide"	eneral or official" service provider on the show that requires are not designated by the facility as "exclusive" to a designated	access to your booth during installation
No EAC will be allowed to work in an exhibitor's booth if this EAC form, a vis not completed by an authorized representative and received by Shepar other ordering third party ordering or requesting services from Shepard submitted by deadline date, the EAC will not be allowed to perform work	rd by the due date indicated above. The Form must be comp on behalf of exhibitor) at the above event. Multiple booths ar	pleted for every third party (as well as any e not to be listed on one form. If form is not
EXHIBITOR APPOINTED CONTRACTOR:		
CONTACT NAME:	PHONE NUMB	BER:
STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR:		
The EAC hired by the exhibitor must, by the deadline date, provide Shepa occurrence, \$1,000,000 personal injury per occurrence, workers compens as the certificate holder for the time period of the event, including move-accepted, and may prevent EAC from working on the premises. If EAC do Exposition Services for labor services.	sation aggregate coverage of \$1,000,000 per occurrence, an in and move out days. Listing Shepard Exposition Services a	d naming Shepard Exposition Services as an additionally insured only will not be
The EAC must abide by the rules and regulations of the show and all pert	inent union regulations.	
EAC employees must wear approved identification badges at all times will all requirements have been met.	nile in the work area. Badge will be issued at show site to au	thorized contractor representatives when
The EAC must confine its operations to the exhibit area of its clients. No s and public areas are not part of the Exhibitor's booth space.	ervice desks, storage areas or other work facilities will be loc	cated anywhere in the facility. Show aisles
Solicitation of business by EAC is strictly prohibited. EAC companies disconfor the remainder of the event.	overed soliciting will be removed from the show floor and th	e exhibitor will not be able to use that EAC
The EAC must have all business licenses, work permits and insurance req provide Show Management with evidence of compliance.	uired by State and City governments and Facility Managem	ent before beginning work, and shall
If required, the EAC must be able to provide evidence that it has current at The EAC must not jeopardize the production of the event by any act or pr		
EACs agrees to keep all No Freight Aisles clear at all times. If SES is requeeending on billing arrangements will be a charged a 1 hour minimum		ight Aisle, the exhibitor or the EAC
EXHIBITOR SIGNATURE:		



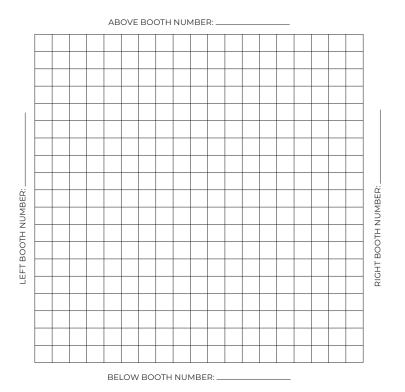
WHERE DOES IT GO? TELL US! SAVE TIME AND MONEY.

With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders. Make as many copies as you need!

COMPANY NAME:		BOOTH NUMBER:
CONTACT NAME:	CONTACT EMAIL ADDRESS:	

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement! If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.





TARGET NEO RMATION Graphic & Wide Format FIND YOUR TARGET DATE.

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA

July 1 - 4, 2023

Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

Target Move-in Plan Target Move-Out Plan

What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Monday, June 26, 2023** will be delivered to your booth prior to or during your assigned target date/ time.

Shepard can not guarantee delivery of late warehouse freight received after **Monday, June 26, 2023** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

Off-Target Shipments

It is imperative that you adhere to the Target movein schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

Unloading

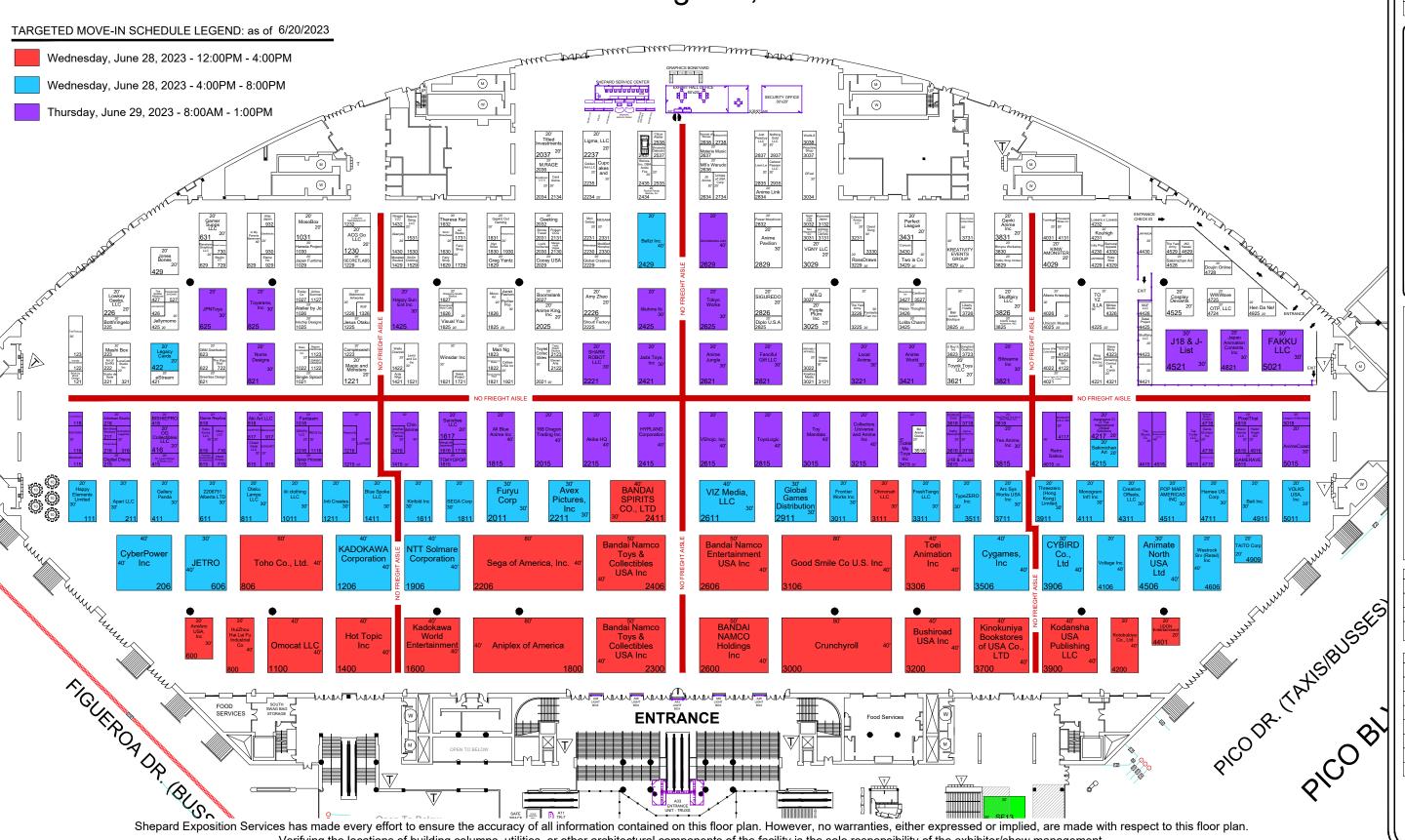
Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the nontargeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.



Anime Expo July 1 - 4, 2023

Los Angeles Convention Center - South Hall - Main Level Los Angeles, CA



Shepard

ı		Show Information		
l		Show Name Anime Expo		
		Show Dates	July 1 - 4, 2023	
Ш		Move-In	6/28/2023	
		Job#	C123090723	
ı		AE	Samantha Regosch	

100% - 139,200 SqFt Rented			
0% - 200 SqFt Available			
Dimension 10'x10'	Size 100	Qty 82 110	8,20
10'x20' 10'x30' Custom	200 300 300	110 6 9	22,0 1,8
10'x40' 20'x20'	400 400	9 4 26	2,7 1,6
Custom Custom	400 400 500	3	10,4 1,2 2,0
20'x30' Custom	600 600	40 5	24,0 3,0
20'x40' 30'x30'	800 900	14 5	11,2 4,5
30'x40' 40'x40'	1,200 1,600	5 11	6,0 17,6
40'x50' 40'x60'	2,000 2,400	4	8,0 2,4
40'x80'	3,200	4	12,8
	Totals:	333	139,4

SOUTH HALL LEGEND:

- Floor boxes on 30' centers equipped with

 Flectrical: 150 amp, 208 volt, 3-phase
- Telecommunication connections
- Two (2) 100MB, CAT 5 connections to fiber no
- Compressed air
 Natural gas available through access floor po
- Building column 5' Diameter
- Men's Restroom
- Women's Restroom
- 7 Telephone
- Passenger Elevator
- Feight Elevator
 Note: Elevators Access All Level
- Freight Door
- Keep Clear and Unobstruc
- Fire Extinguisher Cabinet
 Keep Clear and Unobstruct
- Fire Sprinkler Shut-Off Valve Ca Keep Clear and Unobstructed
- Alarm Keep Clear and Unobs

Building Name Los Angeles Convention Center Hall South Hall Floor Main Level 1201 S Figueroa St Los Angeles, CA 90015	Venue Into		
Floor Main Level 1201 S Figueroa St	Building Name	Los Angeles Convention Center	
Address 1201 S Figueroa St	Hall	South Hall	
Address	Floor	Main Level	
Los Angeles, CA 90015	A dd=000	1201 S Figueroa St	
	Address	Los Angeles, CA 90015	

	Drawing Information						
	File Path	J:01_Floor Plansl_01_SES SHOW FLOORPLANS/2023/07_JulylAnime Expo_C123090723					
	File Name	Anime Expo_C123090723.dwg					
	Drawn By	Nicholas Pedersen					
	Last Saved	6/13/2023 4:56 PM					
	Saved By	Npedersen					
	Tab	Floorplan_2					
	Paper Size	ANSI full bleed B (11.00 x 17.00 Inches)					
	Scale	NTS					

1531 Carroll Drive NW Atlanta, GA 30318 (v) 404-720-8600 (f) 404-720-8750

<u>Anime Expo</u> July 1 - 4, 2023

Los Angeles Convention Center - South Hall - Main Level Los Angeles. CA



Shepard

ı	Show Information						
П	Show Name	Anime Expo					
	Show Dates	July 1 - 4, 2023					
	Move-In	6/28/2023					
	Job#	C123090723					
ı	AE	Samantha Regosch					

			,
Inventory as of 05/25/2023			
•			
100% - 139,200 SqFt Rented			
0% - 200 SqFt Available			
Dimension	Size	Qty	SqFt
10'x10'	100	82	8,200
10'x20'	200	110	22,000
10'x30'	300	6	1,800
Custom	300	9	2,700
10'x40'	400	4	1,600
20'x20'	400	26	10,400
Custom	400	3	1,200
Custom	500	4	2,000
20'x30'	600	40	24,000
Custom 20'x40'	600 800	5 14	3,000
20 x40 30'x30'	900	5	11,200 4,500
30'x40'	1.200	5	6,000
40'x40'	1,600	11	17,600
40'x50'	2,000	4	8,000
40'x60'	2,400	1	2,400
40'x80'	3,200	4	12,800
	Totals:	333	139,400
	rotais:	333	139,400

SOUTH HALL LEGEND:

- Floor boxes on 30' centers equipped with
- ectrical: 150 amp, 208 volt, 3-phase
- wo (2) 100MB, CAT 5 connections to fiber node
- Portable and industrial water service and dra Compressed air
- Building column 5' Diameter
- Men's Restroom
- W Women's Restroom
- Telephone
- Passenger Elevator
- Freight Elevator
 Note: Elevators Access All Level:
- Freight Door
- Keep Clear and Unobstruct
- Keep Clear and Unobstruct
- Fire Sprinkler Shut-Off Valve Ca Keep Clear and Unobstructed
- Alarm
 Keep Clear and Unob

	Venue Info							
Hall South Hall Floor Main Level								
Hall	South Hall							
Floor	Main Level							
Address	1201 S Figueroa St Los Angeles, CA 90015							

ı	Drawing information						
ı	File Path	J:01_Floor Plans_01_SES SHOW FLOORPLANS\2023\07_July\Anime Expo_C123090723					
ı	File Name	Anime Expo_C123090723.dwg					
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	Last Saved	6/13/2023 4:56 PM					
	Saved By	Npedersen					
	Tab	Floorplan_3					
	Paper Size	ANSI full bleed B (11.00 x 17.00 Inches)					
	Scale	NTS					
ı							

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MOVE IN TARGET CONFIRMATION

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

TARGET DEADLINE: FRIDAY, JUNE 9, 2023

Confirm your target move in date and time in two easy steps, then email in the form!

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the docks at your assigned target date and time.*

COMPANYANAS	DOCTUNUADED
COMPANY NAME:	
CONTACT NAME:	PHONE NUMBER:
CONTACT EMAIL ADDRESS:	
Assigned Target Date and Time	Need to request a new assigned target date or time?
	Complete the Freight Target Change Request by:
Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.	Friday, June 9, 2023
Step 2. Provide shipment details.	
Where are you shipping?	If Shipping Direct to Facility/Show Site
☐ Advanced Warehouse** ☐ Direct to Facility/Show Site	□ Flatbed □ Close Trailer □ Container
** Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.	Is Special Equipment Required to Unload
What is the weight of your shipment?	☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling ☐ Other
How many pieces are in your shipment?	Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?
Dimensions of largest piece of freight?	□Yes □No
How many truck loads do you have?	(if Yes, please place a forklift order with Customer Service)
	Have you ordered carpet from Shepard?
Weight of largest piece of freight?	□Yes □No
Name of Carrier	Do you want your carpet installed prior to your target time?
	∏Yes ∏No
Carrier Contact Phone Number	— 113



^{*} Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.



Step 1. Complete exhibiting company information.

MOVE OUT TARGET CONFIRMATION

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

TARGET DEADLINE: FRIDAY, JUNE 9, 2023

Confirm your target move out date and time in two easy steps, then email in the form! Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the docks at your assigned target date and time.*

* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	PHONE NUMBER:
CONTACT EMAIL ADDRESS:	
Assigned Target Date and Time	Need to request a new assigned target date or time? Complete the Freight Target Change Request by:
Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.	Friday, June 9, 2023
Step 2. Provide shipment details.	
Where are you shipping?	What type of carrier are you using?
☐ Advanced Warehouse** ☐ Direct to Facility/Show Site	☐ Flatbed ☐ Close Trailer ☐ Container
** Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.	Is Special Equipment Required to load?
What is the weight of your shipment?	☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling ☐ Other
How many pieces are in your shipment?	Will you require a forklift in your booth space to skid or unassemble display/machinery?
Dimensions of largest piece of freight?	☐ Yes ☐ No (if Yes, please place a forklift order with Customer Service)
How many truck loads do you have?	(, μ
Weight of largest piece of freight?	
Name of Carrier	
Carrier Contact Phone Number	





MOVE IN TARGET CHANGE REQUEST

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

TARGET DEADLINE: FRIDAY, JUNE 9, 2023

If you would like to request a change in your assigned **move in** target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

Friday, June 9, 2023

Step 1. Complete company information.

BOOTH NUMBER:
PHONE NUMBER:
NUMBER OF TRUCKLOADS:
uck will not be accepted at the advance warehouse.
RRENTLY ASSIGNED TIME:





MOVE OUT TARGET CHANGE REQUEST

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

TARGET DEADLINE: FRIDAY, JUNE 9, 2023

If you would like to request a change in your assigned **move out** target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

Friday, June 9, 2023

Step 1. Complete company information.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	PHONE NUMBER:
CONTACT EMAIL ADDRESS:	NUMBER OF TRUCKLOADS:
Where are you shipping?	
□ Advanced Warehouse* □ Direct to Facility/Show Site * Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatb. These items should be delivered directly to the facility on your designated target day and	
Step 2. Provide target information.	
CURRENTLY ASSIGNED DATE:	CURRENTLY ASSIGNED TIME:
REQUESTED DATE AND TIME:	
REASON FOR CHANGE:	





MARSHALING YARD INFORMATION

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Show Site Address

Los Angeles Convention Center 1201 S Figueroa St Los Angeles, CA 90015

Marshaling Yard Address

2131 Humboldt Street, Los Angeles, CA 90031

Map



Marshaling Yard Hours of Operation

EXHIBITOR MOVE-OUTTuesday, July 4, 2023*

1:00PM

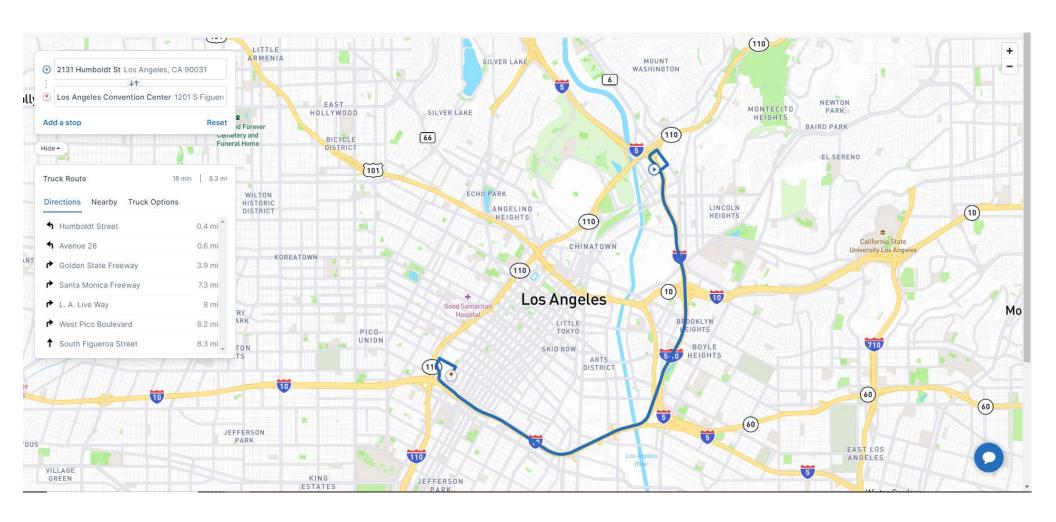
*For exhibitors with POVs only, no air freight or common carriers

Yard Close
10:00PM

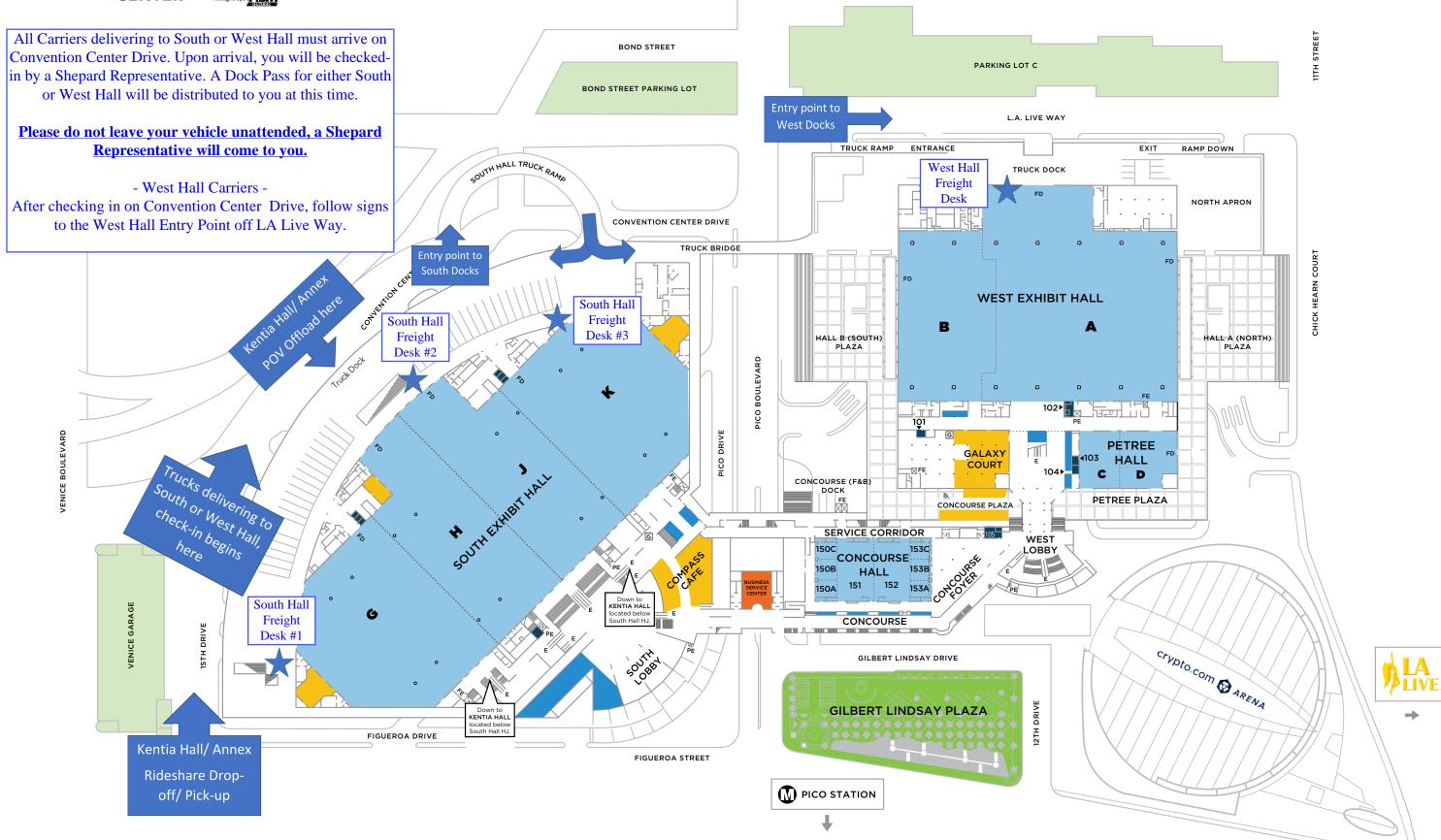
Wednesday, July 5, 2023 6:30AM 2:30PM

ALL DRIVERS MUST BE CHECKED IN BY: Wednesday, July 5, 2023 | 10:00AM









SHIPPING VS. MATERIAL HANDLING

Make freight management easy.

With Shepard, You Can.



What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- · Unloading freight from your carrier once it arrives at the receiving dock.
- · Transporting freight from dock to your booth space.
- · Removing empty shipping containers (boxes, crates and pallets) from your booth.
- · Temporarily storing your empty shipping containers during the show.
- · Returning empty shipping containers to your booth at the close of event.
- · Transferring your freight back to the loading dock.
- · Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

SHEPARD LOGISTICS EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.

With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



Inbound & Outbound Services

- · Small package
- Standard ground
- · Next Day, 2-Day, and 3-Day service levels
- · Air-ride
- Flatbed
- · Dedicated truckload
- · Volume discounts
- · Caravan services



Material Handling

- · Handle-with-care approach
- · On-time delivery
- · Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



Value-Added Services

- · Personalized service
- Priority empty return for all inbound with Shepard Logistics
- · Transparent quotes with no hidden fees
- · Available 7-days a week
- · Late fees waived at Shepard events
- · Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance







SHEPARD LOGISTICS SERVICES (SLS)

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

	nt does not apply to shipments c			•							_
Step	1. Complete exhil	biting cor	npany ir	nformat	ion.						
EXHIB	ITING COMPANY NAME:							ВООТН	NUMBER: _		
CONTA	ACT NAME:						PHC	ONE NUMBER:			
CITY: _							STATE:	2	ZIP CODE: _		
MAIL	ADDRESS:										
Step	2. Where are we	picking u	p the sh	nipment	?						
:OMP	ANY NAME:										
	T ADDRESS:							DHONE	NIIMPED:		
ITY: _							STATE:	7	ZIP CODE: _		
	e a loading dock? Yes		_			Any thi	ng else we should know	v about your buil	ding?		
	ouilding in a residential are										
	need a lift gate on our true										
o we	need to go inside your off	ice to pick up	your items?	∐Yes ∐	No						
tep	3. When are we p	oicking up	o the shi	ipment?	•						
ATE:					HOURS O	F OPERATION	DN:				
∃Ad	vanced Warehouse 5. What are we s	☐ Direct t		/Show Sit	е						
QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT	QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates						Carpet (color)				
	Cartons (cardboard)						Monitors				
	Cases/Trunks						Other				
	Skids/Pallets					тота	L	'			
Star ervice Step VES	of. What type of sold and Ground 2nd Day a level may be changed to 7. After the even of 1 No, I will arrange and outling COMPANY NAME:	Air Next I meet delivery t is over, a ther carrier.	Day Air Odate. Order	Other (Truck r must be re	cload, Specializ ceived within it back to	24 hours of	requested pick up date		NUMBER: _		
TREE	T ADDRESS:										
ITY: _							STATE:	7	ZIP CODE: _		





International Shipping - Event Logistics





DSV Fairs & Exhibitions is the Preferred International Freight Forwarder and Customs Broker for Shepard events.

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens FCL SEA FREIGHT – 4 weeks before the show opens AIR FREIGHT – 3 weeks before the show opens







OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

- Shipment planning packaging, documentation, scheduling
- Pick-up and international shipping to the US air/port
- Customs clearance & delivery to the Shepard advance whise or show dock
- Pick-up at the show site dock or Shepard warehouse
- Export documents, international shipping and Customs clearance overseas
- Final delivery to the overseas return destination

NEXT



Fairs & Exhibitions, Solutions USA

Contact: Kelly O'Neill-Exley

Product Specialist

Email: kellv.oneill@dsv.com Mobile: +1 404 432 8835 Please <u>contact us today</u> for a free quotation.

DSV International Offices



DSV Fairs & Exhibitions has an agent office in most countries worldwide. If you do not see your country listed below, then please contact DSV Fairs & Exhibitions USA, so that we can provide local contact details.

Canada

EAS Exhibition Services 1400 Bayly Street Office Mall 2, Ste 4 Pickering, Ontario L1W 3R2 Canada Contact: Paula Collaco Tel: + 1 647 203 8520 Email: paulacollaco@rogers.com

DSV Fairs & Events, Solutions Rm 2307-2308, 23F One Indigo 20 Jiuxiangiao Road Chaoyang District Beijing 10016, P.R. China Contact: Roaddy Lu Tel: + 86 10 8540 7288 / 7299 Mobile: + 86 13 91029 8808 Email: roaddy.lu@dsv.com

Denmark

DSV Solutions A/S Fairs & Events Center Boulevard 5 2300 Copenhagen S Denmark Contact: Lars Skovhoej Tel: +45 43203859 Email: expo@dk.dsv.com

Germany

DSV Fairs & Events, Solutions Reisholzer Bahnstrasse 41 40599 Duesseldorf Germany. Contact: Christian Rasche Tel: + 49 211 9952 0 Mobile: + 49 171 9793 078 Email: christian.rasche@dsv.com

Hong Kong

DSV Fairs & Exhibitions 13001-11W, 103-04S&106-7S, 13/F ATL Logistics Centre B, Berth 3 Kwai Chung Container Terminal NT Hong Kong Contact: Sunny Ling Tel: + 852-2211 8205 / 8852 8205 Mobile: + 852 9622 3280

Email: sunny.ling@dsv.com

DSV Fairs & Events Strada Vecchia Paullese 5/A Pantigliate, Milan 20090 Contact: Marco Simone Tel: + 39 02 269 05324 Fax: + 39 02 269 05208

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Japan

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DSV Transitários, Lda Rua Abade Correia da Serra, 112 Senhora da Hora, 4460-208 Portugal Contact: Silvia Eloi Tel: + 351 266 088 642 Mobile: + 351 916 141 569 E-mail: silvia.eloi@dsv.com

Singapore

No.5 Changi North Way 5th Floor, 498771 Singapore Contacts: Neo Kim Wah, Andy Tel: + 65 6500 5604 Mobile: + 65 9688 9156 E-mail: kim.wah.neo@dsv.com

DSV Solutions Pte Ltd

Spain

DSV Fairs & Events, Solutions Pol. Ind. Riera del Molí Les Licorelles, Calle A num. 1 08750 Molins de Rei Barcelona ,Spain Contact: Belina Flores Tel: + 930 260 838 Mobile: + 34 34 686 902 300 Email: belina.flores.sierra@dsv.com

DSV - Translink Room 5-2, 5th Floor No. 99, Chung Shan N. Rd Sec 2., Taipei 104-48 Taiwan R.O.C. Contact: Frances Lin Tel: + 886 2 2581 1133 Fax: + 886 2 2523 9449

Email: frances@trans-link.com.tw

Turkey

DSV – Agility Fairs & Events Rüzgarlıbahçe mah. Cumhuriyet Cad. Acarlar Is Merkezi F Blok K:2 D:8 Beykoz Istanbul, Turkey Contact: Tandogan Ozman Tel: + 90 216 680 16 00 Fax: + 90 216 680 00 45 Email: tandogan.ozman@dsv.com

United Arab Emirates

DSV Fairs & Events. Solutions Level 15, Office No. 07-08 Sheikh Rashid Tower Dubai World Trade Centre P.O.Box 36683, Dubai, UAE Contact: Nilofer Sayeed Tel: + 971 4 813 1487 / 813 1210 Mobile: + 971 56 6833914 Email: nilofer.sayeed@dsv.com

United Kingdom

DSV Fairs & Events, Solutions One Western Gateway Roval Victoria Dock London E16 1XL, United Kingdom Contact: Garcia Newell Tel: + 44 207 069 5321 Mobile: + 44 7760 165828 Email: garcia.newell@dsv.com

DSV Fairs & Exhibitions, Solutions USA Contact: Kelly O'Neill-Exley Product Specialist Email: kelly.oneill@dsv.com

Mobile: +1 404 432 8835





OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.



Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Step	1. Complete exhi	biting cor	mpany i	nformati	ion.						
EXHIB	ITING COMPANY NAME:							ВООТН	NUMBER: _		
CONTA	ACT NAME:						PH	ONE NUMBER:			
EMAIL	ADDRESS:										
Step	2. Where is the s	hipment	going?								
СОМР	ANY NAME:										
STREE	T ADDRESS:										
CITY: _							STATE:		ZIP CODE: _		
Step	3. How many pie	ces are in	your sh	nipment [*]	?						
#OFC	RATES: #	OF SKIDS:		_ # OF CASE	S:	# OF	CARTONS:	APPROX. TO	TAL WEIGHT	Γ:	
Char	/ What are use	hinnin «2									
Steh	4. What are we s			1							
QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT	QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates Cartons (cardboard)						Carpet (color) Monitors		-		
	Cartoris (cardboard) Cases/Trunks						Other				
	Skids/Pallets					тота	1				
la than	e a loading dock?	Пис	<u> </u>	1						<u> </u>	
	e a loading dock? Li yes building in a residential are]No			Any th	ing else we should kno	w about your bui	aing?		
	need a lift gate on our true										
Do we	need to go inside your off	ice to pick up	your items?	Yes 🗆	No						
Stor	5. How many lab	els do voi	ı need?								
	_	•									
	6. Who is picking cial Show Carrier: SHEPAR				ocializad)						
	cting a carrier other than S						Fed Ex, UPS, etc. If usi	ng FedEx or UPS	—— you must ha	ave and app	ly their
shippi	ng labels.										
Stor	7. What type of s	ervice is	need (b	ow fast 4	do vou ne	and it\2					
	and 2nd Day Expedited				ao you ne	eu itj:					

Step 8. What do we do with your items if your carrier doesn't show up?

Send out via Shepard Logistics or available carrier Return to warehouse for pickup, \$400 minimum charge

 $In \ order \ to \ process \ your \ order, we \ require \ payment \ on \ file. \ Please \ complete \ the \ Method \ of \ Payment \ and \ return \ to \ Shepard \ Exposition \ Services.$ If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.



ANIME EXPO® 2023

ADVANCED SHIPPING LABEL

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Print at least one shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Shepard ADVANCED WAREHOUSE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, CA 91761

> FOR: Anime Expo - Exhibit Hall

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
First day freight can arrive without a surcharge:
Thursday, June 1, 2023

Last day freight can arrive without a surcharge: Wednesday, June 21, 2023

ANIME EXPO®

DIRECT SHIPPING LABEL

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Print at least one shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

♦ Shepard **DIRECT TO SHOW SITE** TO: (Exhibiting Company Name) (Exhibiting Company Booth Number) c/o Shepard Exposition Services **Los Angeles Convention Center** 1201 S Figueroa St Los Angeles, CA 90015 FOR: **Anime Expo - Exhibit Hall** MUST NOT BE DELIVERED PRIOR TO: Wednesday, June 28, 2023 | 8:00AM





MATERIAL HANDLING RATES

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

IF YOU ARE SHIPPING PRODUCT TO DISTRIBUTE IN YOUR BOOTH, PLEASE REFER TO THE PRODUCT **DELIVERY REQUEST FORM**

Ship Roundtrip with Shepard Logistics and receive a 10% discount* on Material Handling

* Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

What is Material Handling? Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used

How to Calculate Material Handling Services The following services whether used completely or in part are offered as a package. When estimating weight, round up to the $next\,100\,lbs.\,For\,example:\,285\,lbs.\,=\,300\,lbs./100\,lbs.\,=\,3\,X\,RATE=\,\$\,Amount\,or\,minimum\,charge,\,whichever\,is\,greater.$

Standard Material Handling Rates All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

Blended Rates The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

Advanced Warehouse Shipments**

** Single pieces over 5000 pounds, machines or uncrated items cannot be accepted at warehouse.

FIRST DAY FREIGHT CAN ARRIVE: Thursday, June 1, 2023 LAST DAY FREIGHT CAN ARRIVE: Monday, June 26, 2023

CODE	ITEM	WEIGHT
35010	Crated	
35036	Special Handling	

	PRICE/CWT	TOTAL
Х	\$253.88	
Х	\$330.00	

Direct to Facility/Show Site Shipments***

*** Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Wednesday, June 28, 2023

CODE	ITEM	WEIGHT		
35030	Crated		×	
35043	Uncrated		×	
35038	Special Handling		x	

	PRICE/CWT	TOTAL
Х	\$0.00	
X	\$0.00	
Х	\$0.00	

Other Material Handling Services

CODE	ITEM	QTY		
35490	35490 Banding Service Per 4x4 Skid/Pallet			
35491	Shrink-wrap Service Per 4x4 Skid/Pallet			

	PRICE	TOTAL
(\$75.00	
(\$75.00	

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE		ITEM	WEIGHT
35	400	Light Weight	

	PRICE	TOTAL
х	\$127.00	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Only Shepard personnel are allowed to operate mechanical equipment. We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly, Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Shepard's warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties. All Material Handling charges are billable and will be charged to the credit card on file.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	



FMAIL ADDRESS:



PRODUCT DELIVERY FORM

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

DEADLINE: FRIDAY, JUNE 14, 2023

Help us prepare for your shipments and provide you the best experience possible, please complete and return this questionnaire.

COMPANY NAME:				will your produ continuous sc	
BOOTH NUMBER:		☐ On Call		s Schedule (If C vide a schedule	continuous Schedule e.
PHONE:			1		
		DATE		TIME	
CONTACT NAME:		DATE		TIME	
		DATE		TIME	
EMAIL ADDRESS:		DATE		TIME	
		DATE		TIME	
Where are you shipping	g?	DATE		TIME	
☐ Advanced Warehouse**	☐ Direct to Facility/Show Site	DATE		TIME	
		DATE		TIME	
DATE:TIME: How many pallets will be included in your shipment?			to Booth 🗀] I will make o	other arrangements
DAY 1:	you need your first delivery TIME: TIME:				
D A V 7	TIN 45				
DAY 3:	TIME:				



MATERIAL HANDLING INFORMATION

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA

July 1 - 4, 2023

Special Handling Definitions

Rate as shown on Material Handling Rate Form. approx. 30%.

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only

Constricted Space

Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

Stacked Shipments

Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

Mixed Shipments

Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

Shipment Integrity

Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

Carpet/Pad Only

Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

No Documentation

Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

Designated Piece Unloading

Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Padded Van Deliveries

This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

Disposal Fee

A disposal fee & minimum 1 hr. labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

Overtime/Double-time

Overtime: 30% • Double Time: 50% SURCHARGE:

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

Warehouse Overtime/Double-time

Overtime: 30% • Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

Early/Late Shipments to the Warehouse SURCHARGE: 25% • 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

Uncrated Shipments

Rate as shown on Material Handling Rate Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move out of the show, and is based on the weight of the shipment handled.

Off-Target Deliveries SURCHARGE:

15% • 35004

For targeted shows (exhibitors who received/ requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

Marshaling Yard

\$30 per Shipment • 35250

Where Shepard Exposition Services as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

Reweigh of Shipments

FEE:

\$25.00 per forklift load • 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Empty Crate Storage

\$25.00 per piece • 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

Light Weight Shipments

Shipments weighing 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

Envelope Deliveries

FEE:

\$10.50 per envelope • 35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

Priority Empty Labels

\$75.00 per label • 35064

Limited quantities available on a per event basis.

Mobile Spotting

FEE:

\$200 per round trip

All vehicles must be escorted in and out of building by Shepard personnel.



MATERIAL **HANDLING 101**

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

What is material handling (also referred to as

drayage)? Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV,

What is the difference between material handling and shipping? Shipping is the process of transporting your shipment from its origin to it's final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

Do I need to order a forklift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight.

What determines how much I'm charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs, EXAMPLE; 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges? Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for

What are Light Weight shipments? All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be

All shipments, regardless of carrier, weighing 41 lbs. and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb.

How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40 lbs. will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each

What are Crated Materials? Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling

What are Uncrated Materials? Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is Special Handling? Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only

What are Advanced Shipments? All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrived by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments? All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What is and why would I need liability insurance? Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

Outbound Shipping You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Equipment. Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.





VEHICLE REQUEST FORM

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

SUBMISSION DEADLINE: FRIDAY, JUNE 23, 2023

If you wish to display a vehicle in your booth at Anime Expo, please fill out the form below and return to exhibithall@spja.org.

Make sure you review details on the Mobile Spotting Fee form of the Exhibitor Services Manual.

Important Rules and Regulations:

- · Battery Cables must be disconnected.
- · Gas Cap must either be taped shut or have a lockable gas cap.
- · Must contain less than 1/4 tank of gas.
- · Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Please return the completed form by June 23, 2023.

Exhibitor Information COMPANY NAME:

COMPANY NAME: _			BOOTH NUMBER:	
CONTACT NAME:			PHONE:	
EMAIL ADDRESS:				
STREET ADDRESS: _				
CITY:	STATE:	ZIP:	COUNTRY:	
	•			
DESCRIPTION OF P	ROMOTION:			
SHOW MANAGEME	ENT APPROVAL			
SIGNATURE		DATE		
			F:	







MOBILE SPOTTING FEE

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

All vehicles must be removed no later than: Wednesday, July 5, 2023 | 11:00AM

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

CODE	ITEM	QTY	RATE	TOTAL
35106	Motorized Unit/Vehicle Spotting		\$200.00	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Important Rules and Regulations

- · Battery Cables must be disconnected.
- · Gas Cap must either be taped shut or have a lockable gas cap.
- · Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in COMPANY NAME: BOOTH NUMBER: _ CONTACT NAME:



PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

Shepard Exposition Services has the responsibility of receiving and handling all the exhibit materials and empty crates that come in via over the road carriers. It is Shepard's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move out of the exhibition. Shepard will not be responsible for any materials they do not handle.



The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



✓ ALLOWED POVs INCLUDE:

- · Passenger Automobile
- Mini Van



- · SUV
- · Pick-up Truck



Please refer to the Labor Rules and Regulations page for additional information and quidelines.









The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. NOT

ALLOWED IN THE DOCK AREA:

- * Trailers of any kind
- ✗ No Step Van/Box Truck
- **★** Full Size Vans

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.



✓ ALLOWED:

· Hand Carried Boxes



NOT ALLOWED:

- **★** 2-wheel or 4-wheel Hand Carts
- Pallet Jacks









Monday - Friday 8:00AM - 4:30PM.

Step 1: Describe the work.

Monday - Friday 4:30PM - 8:30PM. Holidays

Labor Hours Straight Time (ST):

Overtime (OT):

Double Time (DT):

FORKLIFTS & GROUND RIGGING

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

	FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY				ACITY	charged in hair (1/2) hour increments.	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL	TOTAL ESTIMATE \$
35035	ST Hourly Rental		\$1,345.85	\$1,547.75	\$1,733.50		TAX (All tax rates are subject to change) 9.50%
35066	OT Hourly Rental		\$1,674.00	\$1,925.10	\$2,156.10		AMOUNT DUE \$
35070	DT Hourly Rental		\$2,002.35	\$2,302.70	\$2,579.00		
	ard personnel are al ccept the Payment F				Orders cancelled	d without 4	our written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you
	IY NAME:						BOOTH NUMBER:
	T NAME:						
	~1	1					Email completed form to: orders@shepardes.con

Step 3. Choose your lift size.
Dismantle Date/Time:
Install Date/Time:
(times are not guaranteed)
Step 2. When are we moving it?
will you need. — Straps — Extended Blades — Weight of Heaviest Piece. —————
Will you need: ☐ Straps ☐ Extended Blades Weight of Heaviest Piece:

 \square Uncrating Materials \square Spotting Equipment \square Booth Work/Ground Rigging

All hours between 8:30PM - 8:00AM. All hours Saturday and Sunday. NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.

	FORKLIF	T RENTAL	- UP TO 5,0	00 LB. CAPA	CITY	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$448.60	\$515.90	\$577.80	
35039	OT Hourly Rental		\$558.00	\$641.70	\$718.70	
35067	DT Hourly Rental		\$667.45	\$767.55	\$859.65	

	FORKLIF	T RENTAL	- UP TO 10,0	00 LB. CAPA	CITY	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$897.25	\$1,031.85	\$1,155.65	
35049	OT Hourly Rental		\$1,116.00	\$1,283.40	\$1,437.40	
35069	DT Hourly Rental		\$1,334.95	\$1,535.20	\$1,719.40	

	FORKLIF	T RENTAL	- UP TO 15,00	00 LB. CAPA	CITY	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$1,121.50	\$1,289.70	\$1,444.45	
35456	OT Hourly Rental		\$1,395.00	\$1,604.25	\$1,796.75	
35457	DT Hourly Rental		\$1,668.65	\$1,918.95	\$2,149.20	

	FORKLIF	T RENTAL	- UP TO 20,00	00 LB. CAP	ACITY	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$1,345.85	\$1,547.75	\$1,733.50	
35066	OT Hourly Rental		\$1,674.00	\$1,925.10	\$2,156.10	
35070	DT Hourly Rental		\$2,002.35	\$2,302.70	\$2,579.00	

	FORKLIF	T RENTAL -	UP TO 30,0	000 LB. CAP	ACITY	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,794.45	\$2,063.60	\$2,311.25	
35256	OT Hourly Rental		\$2,231.95	\$2,566.75	\$2,874.75	
35257	DT Hourly Rental		\$2,669.80	\$3,070.25	\$3,438.70	

		FORKLIFT	RENTAL - 4	STAGE		
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$672.90	\$773.85	\$866.70	
35594	OT Hourly Rental		\$837.00	\$962.55	\$1,078.05	
35595	DT Hourly Rental		\$1,001.20	\$1,151.40	\$1,289.55	

	IN BOOTH SCISSOR LIFTS					
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$1,005.00	\$1,155.75	\$1,294.45	
68121	Scissor Lift Removal		\$1,005.00	\$1,155.75	\$1,294.45	

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. PLEASE NOTE: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

	GROUND RIG	GING SUP	ERVISOR RA	TES (PER M	AN HOUR)	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$224.70	\$258.40	\$289.40	
35086	OT Hourly Rental		\$337.05	\$387.60	\$434.10	
35099	DT Hourly Rental		\$449.40	\$516.80	\$578.80	

	GROUND RIGGE	RS & MAT	ERIAL HAND	DLERS (PER	MAN HOUR)	
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$179.75	\$206.70	\$231.50	
35100	OT Hourly Rental		\$269.65	\$310.10	\$347.30	
35101	DT Hourly Rental		\$359.50	\$413.40	\$463.00	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is

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ON-SITE STORAGE

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

Accessible Storage: Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum).

Secured Storage: Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

Step 1	. Complet	e ext	nibit	ing con	npa	ny inforn	nat	tion.							
EXHIBITI	NG COMPANY	NAME: .									ВООТІ	IUN H	MBER:		
N-SITE (CONTACT NAM	1E:								ON-SIT	E CELL PHONE: _				
										ole for Shepard storage : crated material will be a			be properly pac	cked 8	labeled. Shep
	. Choose ner storage								ck to your bo	oth at the end (of the event.				
Acces	sible Stor	age							STEP 2:						
CODE	ITEM	QTY		COST PER	DAY	NUMBER OF DAYS		EST TOTAL 1	CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35166	Pallets/Skids		x	\$35.00)	х	-		35087	Labor - Straight Time	\$168.00	x		=	
35349	1/2 Trailer] x [\$80.00)	x	_ =		35100	Labor - Overtime	\$252.00	х		=	
35348	Full Trailer		x	\$120.00)	x	-		35101	Labor - Double Time	\$336.00	х		=	
EST	TOTAL 1 e Storage	•		m Step 1 to 1	the E	stimated Tota		<u> </u>	STEP 2:						
CODE	COST PER SQ. I	FT.		ST SQ. FT. NEEDED] [NUMBER OF DAYS		EST TOTAL 1	CODE	ITEM	COST PER MOVE]	NUMBER OF MOVES		EST TOTAL 2
35068	.80	x			x		=		35087	Labor - Straight Time	\$168.00	x		=	
TED 3. ^	.dd your Estim		al from	m Stan 1 to	ا ∟ +ha =	stimated Tota	l of 9	Sten ?	35100	Labor - Overtime	\$252.00	x		=	
	TOTAL 1	lated 10		OTAL 2		EST STORAGE			35101	Labor - Double Time	\$336.00	x		=	
					_										



COMPANY NAME: CONTACT NAME: EMAIL ADDRESS: _





WAREHOUSE STORAGE

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

Pricing

- · Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- · For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound. or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step 1. Complete exhibiting company information.

	NG COMPANY	NAMF:							воотн і	NUMBER:	
N-SITE											
								011 0112 022			
MAIL AL	DDRESS:										
Step 2	. What n	eeds to l	be stored	?							
OTAL N	UMBER OF PI	ECES TO BE	STORED:								
PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID	PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1						7					
2						8					
3						9					
4						10					
5						n					
6						12					
								TOTAL ES	TIMATE		\$
								TAX (All to	ax rates are si	ubject to chanc	ge) 9.50
								AMOUNT	DUE	, ,	\$
											1
			e storing	your item	is?						
Step 3	. How lo	ng are w	c storing								
						TO DATE:					
ROM DA						TO DATE: _					
ROM DA	ATE: continue until	l storage is pi	cked up.								
ROM DA	ATE:continue until	storage is pi	cked up.	r items at	the end of the	e storage	period?				a next event
FROM DA	ATE:continue unti	storage is pi	cked up. with you make all arrang	r items at		e storage zing Shepard L	period?				e next event.
Step 4 t is the exhibitor	ATE: continue unti b. What d xhibitor's resp should conta	o we do consibility to rect Shepard ap	cked up. with you make all arrang oproximately 2	r items at gements for sh weeks prior to	the end of the ipping, including utili	e storage zing Shepard L ent.	period?				e next event.
FROM DA ees will Step 4 t is the exhibitor Ship to Addition	what description of the second	o we do onsibility to r ct Shepard ar tination via Sh	with you make all arrang pproximately 2 nepard Logisti	r items at gements for she weeks prior to	the end of the ipping, including utili any storage movement to another Shepai	e storage zing Shepard L ent. rd event*	period? ogistics. Item	ns WILL NOT a			e next event.
FROM DA ees will Step 4 t is the exhibitor Ship to Addition	what description of the second	o we do onsibility to r ct Shepard ar tination via Sh	with you make all arrang pproximately 2 nepard Logisti	r items at gements for she weeks prior to	the end of the ipping, including utilion any storage movement	e storage zing Shepard L ent. rd event*	period? ogistics. Item	ns WILL NOT a			e next event.
ees will Step 4 is the e xhibitor Ship to	what description of the second	o we do onsibility to r ct Shepard ar tination via Sh	with you make all arrang pproximately 2 nepard Logisti	r items at gements for she weeks prior to	the end of the ipping, including utili any storage movement to another Shepai	e storage zing Shepard L ent. rd event*	period? ogistics. Item	ns WILL NOT a			e next event.
ROM DA ees will Step 4 is the e xhibitor Ship to	what description of the second	o we do onsibility to r ct Shepard ar tination via Sh	with you make all arrang pproximately 2 nepard Logisti	r items at gements for she weeks prior to	the end of the ipping, including utili any storage movement to another Shepai	e storage zing Shepard L ent. rd event*	period? ogistics. Item	ns WILL NOT a			e next event.







BOOTH & CARPET CLEANING

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

Booth Vacuuming

	VACUUM ONCE										
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL					
47050	0-399 sq. ft.		\$0.60	\$0.70	\$0.80						
47051	400-900 sq. ft.		\$0.55	\$0.65	\$0.75						
47052	900+ sq. ft.		\$0.55	\$0.65	\$0.75						

	VACUUM DAILY									
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL				
47055	0-399 sq. ft.		\$2.45	\$2.80	\$3.15					
47056	400-900 sq. ft.		\$2.20	\$2.55	\$2.85					
47057	900+ sq. ft.		\$2.05	\$2.35	\$2.65					

Porter Service

 $Includes\ emptying\ was tebaskets\ within\ the\ booth\ every\ two\ hours\ during\ the\ show.$

	PORTER SERVICE								
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL			
47030	One Time Porter		\$0.90	\$1.05	\$1.20				
47031	Daily Porter		\$3.55	\$4.10	\$4.60				

Specialty Services

	MOPPING & CARPET SHAMPOOING										
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL					
47042	Mop One Time		\$0.75	\$0.85	\$0.95						
47022	Mop Daily		\$2.60	\$3.00	\$3.35						
47013	Shampoo One Time		\$0.75	\$0.85	\$0.95						

	DISPLAY WIPE DOWN (CHARGED PER HOUR)									
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL				
47043	One Time		\$231.65	\$266.40	\$298.35					
47044	Daily		\$842.36	\$968.70	\$1,084.95					

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept t
Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

CONTACT NAME:			



COMPANY NAME: _

_ BOOTH NUMBER: _

^{*}Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.





EXHIBIT DISINFECTING SERVICES

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$240.60	\$276.70	\$309.90	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$874.85	\$1,006.10	\$1,126.85	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open. Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$218.70	\$251.50	\$281.70	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$1.20	\$1.40	\$1.55	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only per performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

AMOUNT DUE	\$
TAX (All tax rates are subject to change)	9.50%
TOTAL ESTIMATE	\$

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	



^{*} Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing





BULK WASTE REMOVAL

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing

Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who would like to schedule their items to be disposed of after the event can request the service below.

This rate includes up to 1 hour of forklift labor and up to 1/4 of dumpster space.

Abandoned floor coverings and/or displays, large or heavy amounts of trash, or otherwise left behind materials will also be charged a fee.

If your service goes over the allotted hour or requires more labor or space in the dumpster, you will be billed for those additional services on top of this fee. All related disposal fees will be added to the payment method on file.

Waste Removal Package

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
47074	Waste Removal Package		\$600.50	\$690.55	\$773.40	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges of rendral of the receivered to your booth. Cancellations must be rec	zerveu
in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.	

OMPANY NAME:	BOOTH NUMBER:
CONTACT NAME.	



SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.

With Shepard, You Can.

TABLES

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every even

UNSKIRTED



Display Table #50040 4' x 24" x 30" Unskirted



Display Table #50041 4' x 24" x 42" Unskirted



Display Table #50044 6' x 24" x 30" Unskirted



Display Table #50045 6' x 24" x 42" Unskirted



Display Table #50048 8' x 24" x 30" Unskirted



Display Table #50049 8' x 24" x 42" Unskirted

SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



Display Table #50042 4' x 24" x30" Skirted



Display Table #50043 4' x 24" x 42" Skirted



Display Table #50046 6' x 24" x 30" Skirted



Display Table #50047 6' x 24" x 42" Skirted



Display Table #50050 8' x 24" x 30" Skirted



Display Table #50051 8' x 24" x 42" Skirted

PEDESTAL & SIDE



30" Natural Pedestal Table

#50706 #50706 30" x 36" Natural Feel Pedestal Table, Maple Top, Black Base



42" Natural Pedestal Table

#50707 42" x 36" Natural Feel Pedestal Table, Maple Top, Black Base



30" Pedestal Table

#50032 30" x 36" Pedestal Table, Grey Fleck Top, Chrome Base



42" Pedestal Table

#51089 42" x 36" Round High Pedestal Table, Grey Fleck Top, Chrome Base



Round Side Table

#50030 18" x 24"



Square Side Table #50031

#50031 18" x 18" x 24"



CHAIRS

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

STOOLS & CHAIRS WITH ARMS



Director's Stool #51090 Black Fabric, Maple Wood



Natural Feel Stool #50705 Light Maple Back, Black Fabric Seat



Padded Stool #50024 Padded Stool with Back, Grey Fabric



Director's Chair #51086 Black Fabric, Maple Wood



Upholstered Arm Chair#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



Natural Feel Chair #50704 Light Maple Back, Black Fabric Seat



Upholstered Side Chair#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

FOR HANGING



Bag Rack #50175 9" x 12" x 71" Adjustable Heights



Coat Rack

#50092 2" x 22" x 69" Silver



Spiral Garment Rack

#50093 30" x 70" Silver



2' x 8' Grid with Legs

#50236 2' x 8' Chrome Also Available Without Legs (#50237)



3.5' x 8' Slatwall

#66147 3.5' x 8' Grey



8' x 4' & 4' x 8' Peg Board

66148 (horz) 8' x 4'

#66149 (vert) 4' x 8' White



6" Hooks for Peg Board

#50104 Silver



7-Ball Waterfall **Grid Attachment**

#50242 Silver Also Available for Slat

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base

#50088 Crossbar rented separately



6' - 10' Crossbar

#50349 1 1/4" D



7' - 12' Crossbar

#50348 1 1/4" D



3' High Drape #50074



8' High Drape #50073

SHELVING



4' x 12" Display Shelf

#50296 4' x 12" White Shelf with Black Bases



6' x 12" Display Shelf #50297 6' x 12" White Shelf with Black Bases



BARRIER

Tensa Barrier Stanchion #50427 Barrier with Black Belt Barrier 13" x 41" Black Belt 117" Rented individually,

not a set



DISPLAYS & SHOWCASES

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

FOR SIGNS & LITERATURE



Horizontal Tackboard #50060 4' x 8' Black Legs, Grey Fabric



Vertical Tackboard #50061 8' x 4' Black Legs, Grey Fabric



Literature Rack #50245 16" x 10" x 59"



Chrome Sign Holder #50095 Holds 22" x 28" Sign



Floor Easel #50094 31" x 31" x 64"

OTHER



Wastebasket #50091



Mini Refrigerator #50098



Drawing Bowl #50185



Sand Bag #51087

SHOW CASES



4' Full View Showcase #50067

6' Full View Showcase #50068



4' Quarterview Showcase #50069

6' Quarterview Showcase #50070



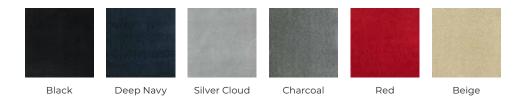
FLOORING

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

EXPO - 13 OZ



PREMIUM - 28 OZ



PLUSH - 50 OZ



VINYL - CUSTOM ORDER ONLY



SKIRT & DRAPE

The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.

SKIRT



SKIRT - SPANDEX



DRAPE







STANDARD FURNISHINGS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.

COLORS: Red (01), Green (02), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10), Teal (13) • Spandex: Red (01), White (03), Blue (05), Black (06)

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (I) × 24" (w) × 30" (h) Skirted Table			\$243.35	\$279.85	\$313.45	
50046	6' (I) x 24" (w) x 30" (h) Skirted Table			\$299.05	\$343.90	\$385.15	
50050	8' (I) x 24" (w) x 30" (h) Skirted Table			\$379.20	\$436.10	\$488.45	
50043	4' (I) x 24" (w) x 42" (h) Skirted Table			\$295.80	\$340.15	\$380.95	
50047	6' (I) x 24" (w) x 42" (h) Skirted Table			\$378.80	\$435.60	\$487.85	
50051	8' (I) x 24" (w) x 42" (h) Skirted Table			\$445.65	\$512.50	\$574.00	
50052	4th Side Skirt for 30" High Table			\$147.95	\$170.15	\$190.55	
50171	4th Side Skirt for 42" High Table			\$147.95	\$170.15	\$190.55	
50040	4' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$165.20	\$190.00	\$212.80	
50044	6' (I) × 24" (w) × 30" (h) UnSkirted Table		n/a	\$197.05	\$226.60	\$253.80	
50048	8' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$232.35	\$267.20	\$299.25	
50041	4' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$185.95	\$213.85	\$239.50	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$232.35	\$267.20	\$299.25	
50049	8' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$259.25	\$298.15	\$333.95	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$416.20	\$478.65	\$536.10	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$389.10	\$447.45	\$501.15	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$195.85	\$225.25	\$252.30	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$195.85	\$225.25	\$252.30	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$509.10	\$585.45	\$655.70	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$530.75	\$610.35	\$683.60	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$422.55	\$485.95	\$544.25	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$422.55	\$485.95	\$544.25	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$422.55	\$485.95	\$544.25	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$422.55	\$485.95	\$544.25	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$150.55	\$173.15	\$193.95	
50021	Arm Chair Grey Fabric		n/a	\$205.45	\$236.25	\$264.60	
50024	Stool with Back Grey Fabric		n/a	\$250.15	\$287.65	\$322.15	
51086	Director's Chair Black Fabric		n/a	\$155.35	\$178.65	\$200.10	
51090	Director's Stool Black Fabric		n/a	\$278.10	\$319.80	\$358.20	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$303.30	\$348.80	\$390.65	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$249.10	\$286.45	\$320.80	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions
There are no exchanges or refunds once item has been delivered to your booth. Cancellations mus
be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in
your booth are subject to "Regular" pricing.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

your booth are subject to "Regular" pricing.	AMOUNT DUE	\$
COMPANY NAME:	BOOTH NUMBER:	
CONTACT NAME:		







SPECIALTY, DISPLAYS & DRAPERY

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$83.40	\$95.90	\$107.40	
50245	Literature Rack Silver, Class		n/a	\$307.70	\$353.85	\$396.30	
50175	Bag Rack, Chrome		n/a	\$407.40	\$468.50	\$524.70	
50092	Coat Rack, Chrome		n/a	\$144.65	\$166.35	\$186.30	
50093	Garment Rack, Chrome		n/a	\$407.40	\$468.50	\$524.70	
50427	Tensabarrier, Per Stem, Black		n/a	\$171.85	\$197.65	\$221.35	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$189.75	\$218.20	\$244.40	
50185	Drawing Bowl, Clear		n/a	\$76.50	\$87.95	\$98.50	
50296	4'×12" Display Riser White and Black		n/a	\$172.05	\$197.85	\$221.60	
50297	6'x12" Display Riser White and Black		n/a	\$214.10	\$246.20	\$275.75	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$649.75	\$747.20	\$836.85	
50067	4' Full View Showcase, White		n/a	\$1,535.30	\$1,765.60	\$1,977.45	
50068	6' Full View Showcase, White		n/a	\$1,693.20	\$1,947.20	\$2,180.85	
50069	4' Quarter View Showcase, White		n/a	\$1,535.30	\$1,765.60	\$1,977.45	
50070	6' Quarter View Showcase, White		n/a	\$1,693.20	\$1,947.20	\$2,180.85	
50060	4'x8' Horizontal Posterboard Grey Fabric		n/a	\$497.20	\$571.80	\$640.40	
50061	4'x8' Vetical Posterboard Grey Fabric		n/a	\$497.20	\$571.80	\$640.40	
50236	Grids 2' x 8' with Legs, Each		n/a	\$367.20	\$422.30	\$473.00	
50237	Grid 2' x 8' without Legs, Each		n/a	\$275.00	\$316.25	\$354.20	
50242	7-Ball Waterfall for Grids		n/a	\$25.30	\$29.10	\$32.60	
50104	6" Hooks (12) for Peg Boards		n/a	\$69.80	\$80.25	\$89.90	
50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$39.00	\$44.85	\$50.25	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$28.95	\$33.30	\$37.30	
50088	8' Upright with Base		n/a	\$53.80	\$61.85	\$69.25	
52065	3' Upright with Base		n/a	\$53.80	\$61.85	\$69.25	
50349	6'-10' Crossbar		n/a	\$35.75	\$41.10	\$46.05	
50348	7'-12' Crossbar		n/a	\$35.75	\$41.10	\$46.05	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$33.40	\$38.40	\$43.00	

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







CODE

46004

FLOORING

C123090723

TOTAL

Anime Expo - Exhibit Hall

SQ. FT.

Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

ITEM

Premium Plush Carpet** - 50 oz. (per sq. ft.)***

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

COLOR

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023 PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** THURSDAY, JUNE 1, 2023

ONLINE

\$16.40

DISCOUNT

\$18.85

REGULAR

	Rental includes installation and removal of carpet and visqueen.						
AVAILABI	LE COLORS: Black (06), Dark Grey (35), Silver Dollar (34), Sand (33), White (03),	Electric Blue (91),Navy (2	22), Crimson(74) *** Minimu	m 100 sq. ft. order requ	uired.		
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$21.25	\$24.45	\$27.40	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$7.75	\$8.90	\$9.95	
AVAILAB	LE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood	(25), Walnut (39), Barn	wood(85) *** Minimum	100 sq. ft. order requ	ired.		
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$11.75	\$13.50	\$15.10	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$10.35	\$11.90	\$13.35	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$29.15	\$33.50	\$37.50	
100% ULTI	RA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLO	DRS: Black (06) , Deep N	avy (22) , Silver Cloud (18), C	Charcoal (17), Red (01), E	Beige (14) *** Minimum	100 sq. ft. order required.	
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$415.75	\$478.10	\$535.45	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$775.75	\$892.10	\$999.15	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$1,157.05	\$1,330.60	\$1,490.25	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,538.40	\$1,769.15	\$1,981.45	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$727.50	\$836.60	\$937.00	
	ENDED FOR: Standard Size and Inline Booths AVAILABLE COLOR cour when ordering more than one cut of carpet unless ordered as Sp		(50), Grey (10), Blue (05),	Eclipse (43), Peacock	k (13), Red (01), Cayenn	e (92) Burgundy (07) •	Variation in dye
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$7.95	\$9.15	\$10.25	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$7.40	\$8.50	\$9.50	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.70	\$7.70	\$8.60	
	ENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Black that dye lots match.	(06), Tuxedo (50), Gre	y (10), Blue (05), Eclipse (4	43), Peacock (13), Red	d (01), Cayenne (92) Bu	rgundy (07)- Order Spe	cial Cut when it is
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$2.20	\$2.55	\$2.85	
50008	1" Padding		n/a	\$4.10	\$4.70	\$5.25	
50010	Visqueen		n/a	\$0.55	\$0.65	\$0.75	
ENTICE AT	TENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADI	DING.					
Intereste	nterested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com. TOTAL ESTIMATE						\$
Submissis -	TAX (All tax rates are subject to change)						9.50%
or refunds o	Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor AMOUNT DUE \$						\$
	ove in day. Rental items found and in use in your booth are subject to "Regular" pricing. BOOTH NUMBER:						
		·		·			
CONTACT	ONTACT NAME:						









GRAPHICS & SIGNS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

Sign prices are based on customer supplying print-ready graphics in the requested format.

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$290.65	\$334.25	\$374.35	
70010	22" x 28" Horizontal		\$290.65	\$334.25	\$374.35	
70011	28" x 44" Vertical		\$442.70	\$509.10	\$570.20	
70012	28" x 44" Horizontal		\$442.70	\$509.10	\$570.20	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$895.90	\$1,030.30	\$1,153.95	
70138	39" x 84" Meter Board, Ultraboard		\$520.50	\$598.55	\$670.40	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$36.85	\$42.40	\$47.50	
70071	Horizontal with Grommets		\$36.85	\$42.40	\$47.50	
70066	Vertical with Pockets		\$39.65	\$45.60	\$51.05	
70072	Horizontal with Pockets		\$39.65	\$45.60	\$51.05	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling Table clings are made to fit our standard pedestal table tops.		\$309.15	\$355.50	\$398.15	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4'x8'BlankFoamcore		\$78.90	\$90.75	\$101.65	
70021	Velcro/per ft. (Minimum of 5')		\$5.10	\$5.85	\$6.55	
70004	7"x 44" ID Sign		\$86.95	\$100.00	\$112.00	
50094	Floor Easel		\$83.40	\$95.90	\$107.40	
50095	22" x 28" Chrome Sign Holder		\$189.75	\$218.20	\$244.40	
50508	Cardboard Meter Board Base, Black		\$34.65	\$39.85	\$44.65	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations and the payment Policy and Terms & Conditions are the payment Policy and Terms & Conditions and Terms & Conditions are the payment Policy and Terms & Conditions and Terms & Conditions are the payment Policy and Terms & Conditions are the payment Policy and Terms & Conditions and Terms & Conditions are the payment Policy and Terms & Conditions &are available once ordered.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	



^{*} Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA

July 1 - 4, 2023

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

Before Sending Files

- Please name your files for easy identification using the following format:
 Company Name_Booth#_Panel Letter
 example: Shepard_Booth1905_Panel A.pdf
- 2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

- 1. Go to: files.shepardes.com.
- Login to the FTP site.
 User Name = sesftp
 Password = ftpftp
- 3. Click the Goto Files button.
- 4. Select the "Drop Off" folder.
- 5. Navigate to the show folder using the following path:

 Year → Month → Show Name → Exhibitor Uploads

 example: 2020 → 01_Shepard Show → Exhibitor Uploads
- 6. Upload files by drag and drop OR by selecting the outlood button and browse to the files you want to upload.
 - NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
- When upload is complete, email the name of your files to: orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.













SHEPARD GRAPHIC **GUIDELINES** DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased. With Shepard, You Can.

Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- · All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format. examples: 50% at 300 dpi OR 25% at 600 dpi
- · Please mark artwork size if scaled down. example: DESIGNED AT 50%
- · All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- · When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files.

PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
Acrobat	.pdf	Must be high resolution with fonts embedded.
Id InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ai Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ps Photoshop	.psd .tiff .jpeg .eps	Raster artwork. Must be built in CMYK color space.

Color

- · Artwork must be created in the CMYK color space.
- If **PMS color matching** is required during the printing process, please use Pantone®+ Solid Coated swatches in your artwork.
- · Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.





RGB Color Space.

CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- · Change fonts to outlines. This prevents fonts defaulting or being substituted throughout the layout and production process. REMEMBER: if creating outlines, text is no longer editable.
- Package the fonts. From InDesign or Illustrator select File → Package → Check "Copy Fonts" and submit PC format TTF fonts or OTF fonts with your artwork.
- Package the links. From InDesign or Illustrator select File → Package → Check "Copy Linked Graphics" and submit all images with your artwork.



SHEPARD GRAPHIC **GUIDELINES** CONTINUED

Artwork can be created in several ways. Here are some things to consider.

Vector

- · Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality.
- · This is the preferred file type and is most often created in Illustrator and used for creation of logos and icons.

Raster

- · Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible).
- · Raster images are most often created in Photoshop and is most often used for photographic images.



Vector Logo at 100% scale.





Raster Logo at 100% scale.



Resolution

· Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

examples: 1:1 or 100% - resolution no less than 150 dpi 2:1 or 50% - resolution no less than 300 dpi 4:1 or 25% - resolution no less than 600 dpi

- · Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- · Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files

· Please name your files appropriately for easy identification.

examples: Poster_22x28.pdf

Panel A_1920x898_Qty3.pdf Shepard_Booth1905_Panel A.pdf

Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files

FTP. Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

Website: files.shepardes.com

Login: sesftp Password: ftpftp

- · Email Attachment. MAXIMUM SIZE: 10MB
- · Large File Transfer Site. DropBox, YouSendIt, WeTransfer, Hightail, etc.



ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are your exhibit goals?

Whether you're new to the exhibits space or a seasoned pro, Shepard's here to help. We're your go-to exhibits partner.

\square Bring your brand to life	\square Attract attention	\square Generate traffic
\square Create an engaging experience	\square Make exhibiting easy	



High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

- Custom Fabrication for a signature look & feel
- · Custom Rental for ultimate flexibility
- · Fabric Panels for maximum ease



Offering innovative exhibit frameworks...and more!

- · Graphic design & printing
- · Equipment & furnishings
- · Audio visual
- Logistics



Why Shepard?

- Complimentary consultation:
 We listen, we strategize—and propose on-target ideas
- Blue Diamond customer service:
 Fast, courteous, thoughtful—Shepard's there for you
- Smart, strategic solutions:
 Shepard delivers exhibits that engage your audiences





SHIELDS & BARRIERS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.







Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPSI) 40" (I) x 36" (h)		\$537.00	\$617.55	\$691.65	
66652	Tall Plexi Shield (CVPS2) 40" (I) x 44" (h)		\$660.90	\$760.05	\$851.25	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (I) x 4' (h) x 2' 2.25" (d)		\$826.15	\$950.05	\$1,064.05	

Walls & Dividers





CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDWI) 9'1.25' (l) x 7' (h) x 11.85'' (d) base 30" from floor		\$826.15	\$950.05	\$1,064.05	
66655	Plexi/Trovicel Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$578.35	\$665.10	\$744.90	
66656	Trovicel/Trovicel Wall Divider (CVDW3) 3' 4.5" (I) x 8' (h) x 1' 9" (d) base		\$495.70	\$570.05	\$638.45	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (I) x 7' (h) x 1' 9" (d) base		\$1,032.70	\$1,187.60	\$1,330.10	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSKI) 40" (I) x 36" (h)		\$619.65	\$712.60	\$798.10	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your policy and Terms & Conditions are not exchanged by the payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy and Terms & Conditions are not exchanged by the Payment Policy are not exchanged by the Payment Policy and Terms & Conditions & Conbooth. Cancellations must be received in writing 30 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: ____







EXHIBIT COUNTER RENTALS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

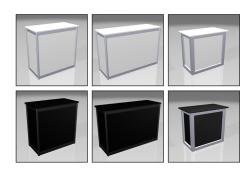
ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Silver (15) and Panel Colors: White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (I) x 3' 6" (h) x 1' 9" (d) Graphic Sizes: 968mm x 898mm		\$1,358.80	\$1,562.60	\$1,750.10	
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (I) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,648.85	\$1,896.20	\$2,123.75	
6628403(w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (I) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$1,002.30	\$1,152.65	\$1,290.95	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (I) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,397.30	\$1,606.90	\$1,799.75	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (I) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$3,031.15	\$3,485.80	\$3,904.10	



Computer Stands - Silver Metal Only (graphic included!)

1 000

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CSI) 3' (I) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,762.75	\$2,027.15	\$2,270.40	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2'3" (I) x 6'3" (I) x 1'6" (d) Graphic Size: 380mm x 580mm		\$1,027.45	\$1,181.55	\$1,323.35	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
CONTINUITY WILL	



EMAIL ADDRESS: _



PRODUCT DISPLAYS & CHARGING STATION RENTALS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

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Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and Panel Colors: White (03) or Black (06)

























Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (I) x 4' 6" (h) x 1'3 " (d)		\$952.20	\$1,095.05	\$1,226.45	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$941.25	\$1,082.45	\$1,212.35	
6627903 (w) 6627906 (b)	GL2 4'3" (I) x 7' (h) x 1'3" (d) Graphic Sizes: 674mm x 1682mm		\$1,622.50	\$1,865.85	\$2,089.75	

Showcases

CODE	ITEM		ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4'6" (I) x 3' 3" (h) x 1'9" (d)		\$1,833.25	\$2,108.25	\$2,361.25	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1'9" (I) x 7' (h) x 1'9" (d)		\$1,978.60	\$2,275.40	\$2,548.45	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (I) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$3,114.60	\$3,581.80	\$4,011.60	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$462.90	\$532.35	\$596.25
66149	4' x 8' Pegboard Panel (PerfV)		\$462.90	\$532.35	\$596.25
50104	6" Pegs - 1 dozen (6"Pegs)		\$80.90	\$93.05	\$104.20
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$462.90	\$532.35	\$596.25

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)	9.5	0%
AMOUNT DUE	\$	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _______ BOOTH NUMBER: _____

CONTACT NAME: ____
EMAIL ADDRESS: ___







INLINE BOOTH RENTALS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

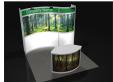
ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Turnkey Rental Designs Make Exhibiting Easier!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/ dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



















The Hamilton

The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$5,526.90	\$6,355.95	\$7,118.65	
66471	The Eddie - 10' x 20'		\$9,000.10	\$10,350.10	\$11,592.10	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,855.70	\$4,434.05	\$4,966.15	
66475	The Jonathon - 10' x 20'		\$6,749.00	\$7,761.35	\$8,692.70	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$4,782.55	\$5,499.95	\$6,159.95	
66478	The Pierce - 10' x 20'		\$9,080.70	\$10,442.80	\$11,695.95	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$5,799.65	\$6,669.60	\$7,469.95	
66485	The Madison - 10' x 20'		\$6,873.60	\$7,904.65	\$8,853.20	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$6,121.70	\$7,039.95	\$7,884.75	
66487	The Grant - 10' x 20'		\$8,484.60	\$9,757.30	\$10,928.20	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$5,627.80	\$6,471.95	\$7,248.60	
66493	The Harrison - 10' x 20'		\$8,269.70	\$9,510.15	\$10,651.35	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,921.60	\$4,509.85	\$5,051.05	
66468	The Hamilton - 10' x 20'		\$6,870.25	\$7,900.80	\$8,848.90	
00400	THE HAITIMENT TO X20					
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
		QTY	ONLINE \$3,544.25	DISCOUNT \$4,075.90	REGULAR \$4,565.00	TOTAL

AMOUNT DUE	\$
TAX (All tax rates are subject to change)	9.50%
TOTAL ESTIMATE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







FABEX BOOTH RENTALS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

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Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$3,644.45	\$4,191.10	\$4,694.05	
66561	10' x 10' Booth with Header (FX2H1)		\$4,459.35	\$5,128.25	\$5,743.65	

GRAPHIC SIZE SPECIFICATIONS							
Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	\square White	□Black			
Counter Graphic Size	1079mm x 1020mm						
Header Graphic Size	2440mm x 380mm						
Header Graphic Size	2440mm x 380mm						

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$6,317.00	\$7,264.55	\$8,136.30	
66567	10' x 20' Booth with Header (FX2H2)		\$7,046.00	\$8,102.90	\$9,075.25	

GRAPHIC SIZE SPECIFICATIONS							
Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	☐White ☐Black				
Counter Graphic Size	1079mm x 1020mm						
Header Graphic Size	2440mm x 380mm						

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
55(1) (51 (V W)E)	







FABEX BACKLIT BOOTH RENTALS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

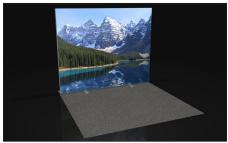
*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

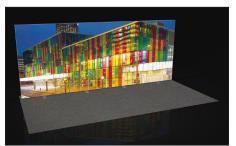
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$3,674.90	\$4,226.15	\$4,733.30	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$5,679.20	\$6,531.10	\$7,314.85	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$7,683.60	\$8,836.15	\$9,896.50	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







ISLAND BOOTH RENTALS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Turnkey Rental Designs Make Exhibiting Easier!

Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



The Monroe

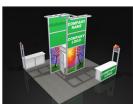
Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$14,069.30	\$16,179.70	\$18,121.25	
66368	The Washington		\$20,191.20	\$23,219.90	\$26,006.30	
66495	The Tyler		\$15,025.25	\$17,279.05	\$19,352.55	
66496	The Garfield		\$14,713.65	\$16,920.70	\$18,951.20	

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)	9	.50%
AMOUNT DUE	\$	



The Washington



The Tyler



The Garfield

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







FABRIC HANGING SIGNS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- · Dye Sublimation Printed Fabric Pillow Case
- · Basic Harness
- · Weighs Under 75 Pounds
- · Rental Frame
- · Blockout Liner





Circle

COMPANY COMPANY HERE

Square



Triangle



Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$8,860.50	\$10,189.55	\$11,412.30	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$14,082.35	\$16,194.70	\$18,138.05	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$10,774.35	\$12,390.50	\$13,877.35	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HSTIO)		\$8,718.65	\$10,026.45	\$11,229.60	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,839.60	\$4,415.55	\$4,945.40	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$5,109.30	\$5,875.70	\$6,580.80	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	



^{**} Rigging not included



ADVANCED SHIPPING HANGING SIGN LABEL

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

Print at least one advanced shipping label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

< • Shepard ANGING SIGN TO: (Exhibiting Company Name) (Exhibiting Company Booth Number) c/o Shepard Exposition Services 2315 E. Locust Ct. Ontario, CA 91761 FOR: **Anime Expo - Exhibit Hall** Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Thursday, June 1, 2023 Last day freight can arrive without a surcharge: Wednesday, June 21, 2023



STRUCTURAL INTEGRITY STATEMENT

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

Los Angeles Convention Center 1201 S Figueroa St Los Angeles, CA 90015 SHEPARD EXPOSITION SERVICES

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on-site at the exhibitor's expense. Please submit this completed form to overheadrigging@shepardes.com.

EXHIBITING COMPANY NAME:	
EMAIL ADDRESS:	
AUTHORIZED NAME (printed):	
AUTHORIZED SIGNATURE:	DATE:
DISPLAY HOUSE/BUILDER (if applicable):	
EMAIL ADDRESS:	
AUTHORIZED NAME (printed):	
AUTHORIZED SIGNATURE:	DATE:



HANGING'SIGNS 101 THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Hanging Sign Checklist

- Submit Method of Payment Online
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, June 21, 2023**

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.







HANG SIGN ASSEMBLY/DISASSEMBLY

Important Information

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Step 1. Tell us about your hanging sign. TYPE: Cloth Wood Truss Metal Other: Square Triangle Rectangle Other: WEIGHT: W					This order form is for sign assembly/disassembly only. You will need to order rigging via the appropriate party. If Shepard is responsible for the rigging of signs, please complete the following form. If another party is handling the rigging, please order services via their forms or website. Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event. Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions. Orders placed and diagrams submitted within 30 days of move								
			•	disassemk	•	ntegrity.	in are	subje	ect to ac	dditional late	fees.		
Exhib	oitor	Superv	rised				Shep	ard S	upervi	sed			
		SIGN A	SSEMBLY LABO	R - EXHIBITOR SU	IPERVISED				SIGN A	SSEMBLY LABO	R - SHEPARD SU	PERVISED	
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL	CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$208.19	\$239.40	\$268.15		69190	ST		\$270.64	\$311.25	\$348.60	
69151	ОТ		\$312.28	\$359.10	\$402.20		69191	ОТ		\$405.97	\$466.85	\$522.85	
69152	DT		\$416.38	\$478.85	\$536.30		69192	DT		\$541.29	\$622.50	\$697.20	
		SIGN DIS	ASSEMBLY LAB	OR - EXHIBITOR S	SUPERVISED				SIGN DIS	ASSEMBLY LAE	OR - SHEPARD S	UPERVISED	
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL	CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST	HOURS	\$208.19	\$239.40	\$268.15		69193	ST		\$270.64	\$311.25	\$348.60	
69154	ОТ		\$312.28	\$359.10	\$402.20		69194	ОТ		\$405.97	\$466.85	\$522.85	
69155	DT		\$416.38	\$478.85	\$536.30		69195	DT		\$541.29	\$622.50	\$697.20	
REQUE HOW M	STED S IANY L anging s vill be ap	ABORERS	S WILL YOU REQI	UIRE?:ent at time the crew ar	rrives a 1 Hour Crew N	Minimum	REQUE HOW M	STED S IANY L anging :	START TIM ABORERS sign or supe	SSEMBLY: E: WILL YOU REQUITED		rrives a 1 Hour Crew I	Minimum
Straigh	t Time	(ST): Mor	nday - Friday 8:00							TOTAL ESTIMAT	F	\$	
Double	Time			l - 8:30PM. Holiday 30PM - 8:00AM. A		and					s are subject to chang		9.50%
Sunday. Holidays: NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day,					Day,				AMOUNT DUE		\$		
_	/s: NY [
Holiday	ion of th	is form indi		accept the Payment P ng within 14 days of ex		nditions. Cand	cellations mus	t be rece	eived in writ	ing within 48 hours	of 1st day of exhibitor	move in.	
Holiday	ion of th	is form indi ellations m				nditions. Cand	cellations mus	t be rece	eived in writ		of 1st day of exhibitor		







OVERHEAD RIGGING LABOR

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:*FRIDAY, JUNE 9, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Labor Hours

Straight Time (ST):
Monday - Friday 8:00AM - 4:30PM.
Overtime (OT):
Monday - Friday 4:30PM - 8:30PM. Holidays
Double Time (DT):

All hours between 8:30PM - 8:00AM. All hours Saturday and

Sunday. **Holidays:**

NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving,

Step 1. Tell us about your hanging sign.

TYPE:	□Cloth	□Wood	□Truss □	Metal	
	Other:				
SHAPE:			9	Rectangle	
WEIGH					

Important Information

This order form is for overhead rigging only. You will need to order sign assembly/disassembly via the previous form.

Requested labor times are subject to availability and are not confirmed. Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

Step 2. Order overhead rigging crew.

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

OVERHEAD RIGGING INSTALLATION & REMOVAL								
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL		
69156	Rigging Install		\$1,005.00	\$1,155.75	\$1,294.45			
69157	Rigging Removal		\$1,005.00	\$1,155.75	\$1,294.45			

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$
ng within 48 hours of 1st day of exhibitor move in.	
BOOTH NUMBER:	
r	TAX (All tax rates are subject to change)







OVERHEAD RIGGING EQUIPMENT

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 1, 2023

Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Truss**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
69038	12" Silver Corner Block		\$96.00	\$110.40	\$123.65	
6903806	12" Black Corner Block		\$96.00	\$110.40	\$123.65	
70067	Design Fee (Hourly)		\$232.00	\$266.80	\$298.80	

6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
69038	12" Silver Corner Block		\$96.00	\$110.40	\$123.65	
6903806	12" Black Corner Block		\$96.00	\$110.40	\$123.65	
70067	Design Fee (Hourly)		\$232.00	\$266.80	\$298.80	
** If you are o	ordering truss, you also need to order motors!		,			
Truss De	etails QTY:			SIZE:		
Motors						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$544.10	\$625.70	\$700.80	
69016	Half Ton Hoist/Chain Motor		\$480.10	\$552.10	\$618.35	
69019	Rotating Motor 500 LB Limit		\$512.05	\$588.85	\$659.50	
69020	Rotating Motor 200 LB Limit		\$288.05	\$331.25	\$371.00	
□ Hangin □ Sign/Ha □ Placem	the following items with your Truss and ag Sign Instructions anging Diagram and Crid and Rigging Labor Order	Motor Orde	er:			
				TOTAL ESTIMATI	E	\$
				TAX (All tax rates	s are subject to chang	ge) 9.50%
				AMOUNT DUE		\$
	PLACED AND DIAGRAMS SUBMITTED WITHIN this form indicates you read and accept the Payment Policy and Terms & C					
	48 hours of 1st day of exhibitor move in. Equipment cancellations must be					

ubmission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in virting within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.				
COMPANY NAME:	BOOTH NUMBER:			
CONTACT NAME:				
FMAIL ADDRESS:				



^{*}Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

LABOR RULES & REGULATIONS

Los Angeles, California

LABOR

California is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Painter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may carry only what 1 person can manage in one trip, using no equipment. No hand carried items may come through the loading dock. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

GRATUITIES / BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.





SHEPARD BLUE LABOR

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Straight Time (ST): Monday - Friday 8:00AM - 4:30PM.

Overtime (OT): Monday - Friday 4:30PM - 8:30PM. Holidays

Double Time (DT): All hours between 8:30PM - 8:00AM. All hours Saturday and

Sunday.

Holidays: NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	E ITEM ONLINE DISCOUNT REGULA		REGULAR	ESTIMATED TOTAL***	
68066	ST	\$231.65	\$266.40	\$298.35	
68067	ОТ	\$347.50	\$399.60	\$447.55	
68068	DT	\$463.35	\$532.85	\$596.80	

DISMANTLE LABOR**						
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	
68070	ST	\$231.65	\$266.40	\$298.35		
68071	ОТ	\$347.50	\$399.60	\$447.55		
68072	DT	\$463.35	\$532.85	\$596.80		

^{**}Pricing includes Supervisory fee of 30% over standard labor.

	IN BOOTH SCISSOR LIFTS					
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$1,005.00	\$1,155.75	\$1,294.45	
68121	Scissor Lift Removal		\$1,005.00	\$1,155.75	\$1,294.45	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Step 1. Choose your service.

☐ Installation	Dismantling	Both Installation & Dismantling
Coissor Lift Ir	actall Deciseon	ift Domayal Discourt ift Install & Domay

Step 2. How many people are needed?	
INSTALLATION NUMBER OF PEOPLE:	
DISMANTLING NUMBER OF PEOPLE:	
BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE:	

Step 3. How many hours?***

	d on estimates. You will be invoiced and half increments thereafter.	for actual time incurred. Minimum one hour pe
NSTALLATION	HOURS:	DISMANTLING HOURS:
BOTH INSTALL	ATION & DISMANTLING HOUR	YS:

Step 4. When should the build be complete? If using Shepard Blue Labor for both install and dismantle, please

complete BOTH date and time fields.	
INSTALLATION DATE:	INSTALLATION TIME:

DISMANTLING DATE:	DISMANTLING TIME:

Step 5. Tell us about your exhibit. Section MUST be completed before Shepard can begin any work on your exhibit.
BOOTH SIZE:x
INBOUND FREIGHT: Advanced Warehouse Direct to Show Site
CARRIER NAME:
TRACKING OR PRO NUMBER:
ESTIMATED ARRIVAL DATE:
NUMBER OF PIECES: ESTIMATED WEIGHT:
SET UP INFORMATION
COMPANY CONTACT NAME:
EMAIL:
CELL PHONE NUMBER:
DRAWINGS/PHOTOS/INSTRUCTIONS ☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #:
GRAPHICS ☐ With Exhibit ☐ Shipped Separately
ELECTRICAL PLACEMENT (exhibitor is responsible to order) Emailed to Shepard Drawing Attached Drawing with Exhibit Run Under Carpet
CARPET ☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding
OTHER SERVICES ORDERED

Step	6.	Tell	us	about	outbound	shipping	****

**** Allow time for empty return when scheduling your pick up.					
NUMBER OF CRATES:	NUMBER OF CRATES: NUMBER OF CARTONS:				
NUMBER OF FIBER CASES:	NUMBER OF PALLETS:				
METHOD: Ground 2-Day Air	□ Next Day Air □ Other				
NAME OF CARRIER:					
PHONE NUMBER:					
DATE SCHEDULE TO PICKUP FREIGH	IT:				
MUST ARRIVE AT DESTINATION BY:					

IF YOUR CARRIER DOESN'T SHOW UP?

Re-route with Shepard Logistics Service	
Send to advanced warehouse for pickup (\$400 minimum cha	rge)



COMPANY NAME: CONTACT NAME: __





EXHIBITOR SUPERVISED LABOR

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA July 1 - 4, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JUNE 9, 2023

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

Straight Time (ST): Monday - Friday 8:00AM - 4:30PM.

Overtime (OT): Monday - Friday 4:30PM - 8:30PM. Holidays

Double Time (DT): All hours between 8:30PM - 8:00AM. All hours Saturday and Sunday.

Holidays: NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.

Exhibitor Supervised Labor

INSTALL LABOR**						
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	
68060	ST	\$178.20	\$204.95	\$229.55		
68061	ОТ	\$267.30	\$307.40	\$344.30		
68062	DT	\$356.40	\$409.85	\$459.05		

DISMANTLE LABOR**						
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	
68063	ST	\$178.20	\$204.95	\$229.55		
68064	ОТ	\$267.30	\$307.40	\$344.30		
68065	DT	\$356.40	\$409.85	\$459.05		

^{**} When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	9.50%
AMOUNT DUE	\$

Step 1. Choose your service ☐Installation ☐Dismantling ☐Both	
Step 2. How many people a INSTALLATION NUMBER OF PEOPLE:	
DISMANTLING NUMBER OF PEOPLE:	
BOTH INSTALLATION & DISMANTLING NU	MBER OF PEOPLE:
person ordered and half increments thereafter. INSTALLATION HOURS: BOTH INSTALLATION & DISMANTLING HO Step 4. Where is the carpet Ordered from Shepard Exhibitor O Step 5. Provide a list of any that would be needed.	coming from? wned Carpet Padding
ADDITIONAL DETAILS:	
DISMANTLE REQUEST DATE:	ed on availability.
START TIME:	END TIME:

Step 7. Provide on-site contact information.

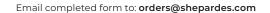
ON-SITE CONTACT NAME: ___

EMAIL ADDRESS: ___

ON-SITE CONTACT PHONE NUMBER: _

signature and submission of this form indicates you read and accept the Payment Policy and Terms &	lature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (i) nour cancellation fee.				
COMPANY NAME:	BOOTH NUMBER:				
CONTACT NAME	DUONE WILLIAMS				

EMAIL ADDRESS: ___





UTILITY & ANCILLARY VENDORS

Anime Expo - Exhibit Hall

C123090723

Los Angeles Convention Center | Los Angeles, CA

July 1 - 4, 2023

ELECTRICAL SERVICES

Edlen

AUDIO VISUAL (AV)

Shepard AV

INTERNET/WIFI

SmartCity

SECURITY

Ayvar Security Services

CATERING

Levy Catering

LACC GUIDELINES



Take advantage of discounted rates!

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06 / 09 / 2023

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from ExhibitorServices-LosAngeles@edlen.com



Edlen Electrical Exhibition Services

1201 South Figueroa Street, Los Angeles, CA 90015 213.765.4676 • LACC@edlen.com • www.edlen.com



CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at: orders.smartcitynetworks.com or call 888.446.6911

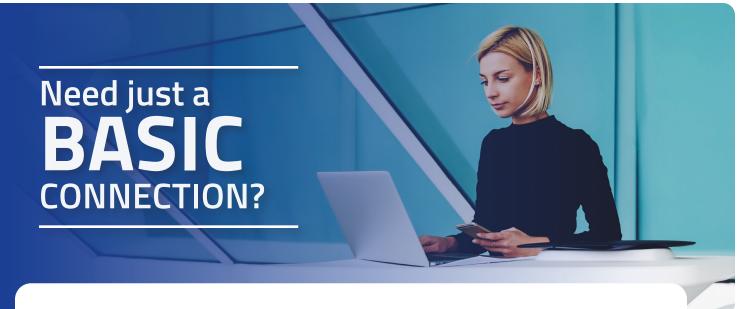


Is the exclusive provider of the following services:









Our **BASIC INTERNET SERVICE**, ideal for

LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

*NOT FOR STREAMING

**ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

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FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD		INCENTIVE*	BASE	ON-SITE	
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase



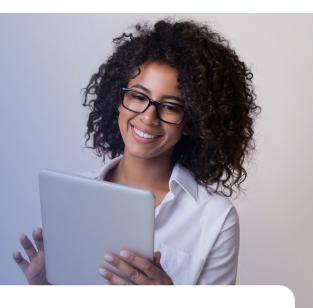


Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

SIMPLE & SECURE WIRELESS

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*						
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE			
5 Device Limit	\$2,339	\$2,807	\$3,368			
15 Device Limit	\$4,133	\$4,960	\$5,952			
30 Device Limit	\$6,762	\$8,114	\$9,737			
Additional Access Point Rental	\$ 7 50	\$ <i>7</i> 50	\$750			

^{*}NOT FOR STREAMING.

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

OF COLD 000.440.0911

VORKS. ALL RIGHTS RESERVED. EFFECTIVE JULY 20, 2022 - DECEMBER 31, 2023 V072022

^{**}ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE STREAMING								
BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE								
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672		
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904		
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848		
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434		
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232		
Additional Access Point Rental	N/A	N/A	N/A	\$ <i>7</i> 50	\$ <i>7</i> 50	\$750		

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at: orders.smartcitynetworks.com

or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design



Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- · Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately



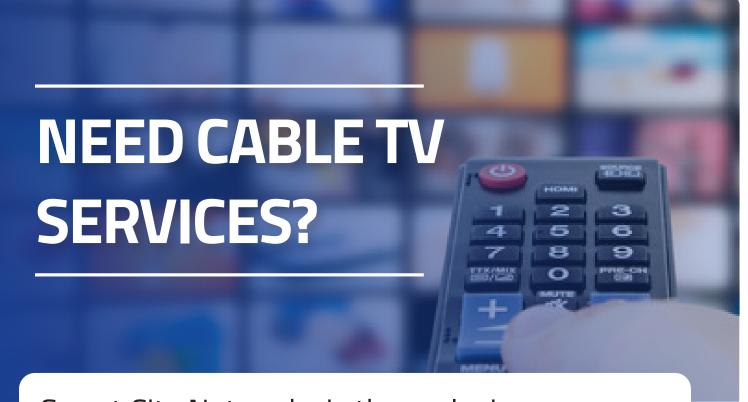


Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

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Smart City Networks is the exclusive provider of **CABLE TV SERVICES**Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

*ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

**Cable services may require a deposit in some locations.



FAC Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps



Our Promise ★★★★

Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.



NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only **Exhibitor Internet** is supported in all areas.

*Internet access is available on one unique device, per purchase.

EXHIBITOR INTERNET

Our Exhibitor Internet is available throughout the facility at speeds of 3 Mbps up/down. Broadcasted on 5 GHz wireless frequency only. Each purchase is device specific.

> * 1 day for \$79.99 3 days for \$227.97 5 days for \$359.95

COMPLIMENTARY INTERNET

Our Complimentary Internet is a free service and is available in all public spaces and meeting rooms.

For questions regarding on-site wireless services, please call Smart City Networks at 213-765-4647. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.







EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: JUNE 1, 2023 CUTOFF DEADLINE: JUNE 15, 2023

Customer Information	
ORGANIZATION NAME	
ORDERED BY NAME	
ADDRESS	
CITY	
STATE	ZIP
PHONE #	
EMAIL	
NOTES:	



Event Name: ANIME EXPO 2023 Event Dates: JULY 1-4, 2023

LOS ANGELES CONVENTION CENTER Venue:

PROJ #11011

Delivery Information HALL BOOTH # ON-SITE CONTACT ON-SITE CELL ON-SITE EMAIL SHOW START July 1, 2023 - 10:00 am SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME PICKUP DATE TIME	<u> </u>	
BOOTH # ON-SITE CONTACT ON-SITE CELL ON-SITE EMAIL SHOW START July 1, 2023 - 10:00 am SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME	Delivery Information	
ON-SITE CONTACT ON-SITE CELL ON-SITE EMAIL SHOW START July 1, 2023 - 10:00 am SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME	HALL	
ON-SITE CELL ON-SITE EMAIL SHOW START July 1, 2023 - 10:00 am SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME	BOOTH #	
ON-SITE EMAIL SHOW START July 1, 2023 - 10:00 am SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME	ON-SITE CONTACT	
SHOW START July 1, 2023 - 10:00 am SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME	ON-SITE CELL	
SHOW END July 4, 2023 - 3:00 pm DELIVERY DATE TIME	ON-SITE EMAIL	
DELIVERY DATE TIME	SHOW START July 1,	2023 - 10:00 am
	SHOW END July 4,	2023 - 3:00 pm
PICKUP DATE TIME	DELIVERY DATE	TIME
	PICKUP DATE	TIME

SOMEONE MUST BE PRESENT FOR DELIVERY

470-939-4778 or orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

NOTE. FOWER & INTERNAL SERVICES ARE PROVIDED BY FACI	SHOW RATE			orders-av@snepardav.com			
	SHOW	KATE					
COMPUTERS & ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	Ordering Instructions		
PC laptop computer (with Windows/Microsoft Office)	\$285.00	\$370.00			Orders received after 6/1/2023 will be		
Apple iPad	\$180.00	\$234.00			charged at the regular rate. Orders		
iPad Floor Stand (white)	\$155.00	\$200.00			received after 6/15/2023 (cutoff date)		
Apple 15" MacBook Pro	\$465.00	\$605.00			will be based on availability and are		
Apple 17" MacBook Pro	\$540.00	\$702.00			subject to 20% upcharge.		
Apple 27" iMac Retina 5K, I-9, 8-Core	\$525.00	\$580.00			CALL TO CONFIRM.		
Mac Mini Computer	\$255.00	\$335.00					
Wired USB Keyboard and Mouse	\$30.00	\$40.00			The total charge per item is determined by		
Wireless keyboard and Mouse	\$45.00	\$60.00			multiplying the Quantity x Rate. Prices		
Laser printer (black & white)	\$155.00	\$180.00			are for the duration of the show.		
AUDIO - Show Rate	Discounted	Regular	Qty	Total			
Small Sound System (2 spkrs w/stands, wired mic, mixer, pcdi)	\$410.00	\$510.00			Operator labor, if requested, is subject		
Large Sound System (4 spkrs w/stands, wired mic, mixer, pcdi)	\$585.00	\$650.00			to the prevailing hourly rate with a		
Wireless Microphone Select: Handheld or Lavalier	\$260.00	\$335.00			four (4) hour minimum.		
Computer Audio Interface	\$35.00	\$45.00					
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	We will attempt to accommodate		
HDMI Cable (4')	\$25.00	\$32.50			requested delivery times, but cannot		
Monitor Floor Stand Dual Post w/shelf (requires monitor rental)*	\$230.00	\$300.00			guarantee due to the volume		
Media Player	\$75.00	\$95.00			of orders.		
					oi oideis.		

Page 1 of 2

Page 1 Total





EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: JUNE 1, 2023 CUTOFF DEADLINE: JUNE 15, 2023

Event Name: ANIME EXPO 2023

Event Dates: JULY 1-4, 2023

Venue: LOS ANGELES CONVENTION CENTER

PROJ #11011

SHOW RATE							
FLATSCREEN MONITORS - Show Rate	Discounted	Regular	Qty	Total	Ordering Instructions		
24" HDTV Monitor* Select: Table Stand or Wall Mount	\$230.00	\$300.00			If you don't see what you're looking for,		
32" HDTV Monitor* Select: Table Stand or Wall Mount	\$385.00	\$500.00			contact your Shepard AV Team to discuss		
43" HDTV Monitor* Select: Table Stand or Wall Mount	\$460.00	\$598.00			the possibilities!		
48" HDTV Monitor* Select: Table Stand or Wall Mount	\$615.00	\$799.00			l		
55" HDTV Monitor* Select: Table Stand or Wall Mount	\$720.00	\$935.00			We have a wide range of services and		
65" HDTV Monitor* Select: Table Stand or Wall Mount	\$925.00	\$1,200.00			solutions to help deliver your message.		
75" HDTV Monitor* w/wall mounting bracket	\$1,280.00	\$1,450.00					
Monitor Floor Stand w/shelf (requires monitor rental)*	\$230.00	\$300.00			We offer suctom LED walls truss lighting		
*Monitor floor stands are available for rent and for use with monitors 32" to 65" and require monitor rental.					☐ We offer custom LED walls, truss, lighting, concert sound, and the experts to make it		
32" Touchscreen Kisok- Windows OS	Call for Quote	Call for Quote			all work!		
43" Touchscreen Kisok- Windows OS	Call for Quote	Call for Quote					
49" Touchscreen Kiosk- Windows OS	Call for Quote	Call for Quote					
Digital Signage	Call for Quote	Call for Quote					
LED Video Wall	Call for Quote	Call for Quote					
Custom Theatrical Lighting Packages	Call for Quote	Call for Quote			SEND BOTH PAGES TO		
	Pa	age 1 Total			orders-av@shepardav.com		
	Pa	age 2 Total					
(add Page:	1 & Page 2 totals)	SUBTOTAL:			ORDER IS NOT CONFIRMED UNTIL		
(30% of subtotal or \$190.00 minimum, whichever is gre	TUP/PICKUP			PAYMENT IS RECEIVED IN FULL AND CONFIRMATION HAS BEEN SENT			
	TOTAL ARA	OUNT DUE					

All prices quoted for the duration of the show.

PAYMENT

ADVANCE PAYMENT IS DUE TO CONFIRM ORDER

You will receive an e-mail with a link for secure online credit card payment.

Order is not finalized without full payment and confirmation email from Shepard AV.

RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.

Signature _____ Date ____

Catherine Bachman Exhibit Planning Manager

470-939-4778

orders-av@shepardav.com

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY

BOOTH SECURITY ORDER FORM



Finance Dept Use Only:

Date Order Rec'd_____ Amount Rec'd_____ Staff Assigned:_____

Anime Expo 2023

July 1st- 4th 2023

Los Angeles Convention Center

Los Angeles, CA.

IMPORTANT: In order to ensure having service on the date desired, the application and payment must be received. If your order is received and the start of the event or if payment is not included, we will do our best, guarantee to staff before the opening of the event.				15555 M Office: 4	IAIL TO: ecurity Services, Inc. ain Street, Suite D-4 Hes 42-267-5677 Cell ayvarsecurityservices.cc	
CONTACT / EV	ENT INFORMATION	N				
COMPANY NA	AME:			E	VENT DATES:	
ADDR	ESS:			Е	SOOTH #:	
CITY, STATE	, ZIP:			Т	ELEPHONE #:	
CONT	ACT:			Е	MAIL:	
Emergency: Pe	erson (people) repres	senting the exhibiting company	should be notifie	ed in the eve	nt of an emergency	
Name:			Phone #:			
Name: Rates:		P	Phone #:			
Show Rate: Se Holiday Rate: S	curity Officer: \$50.6 Security Officer: \$6	40.00 per hour/ if booked befo 00 per hour/ if booked before 0.00 per hour/ for July 4 th if bo ty Officer: \$90.00 per hour/ fo	June 10, 2023 ooked before J	(6-hour min une 10, 202	imum) 3 (6-hour minimum)	inimum)
PLEASE INDIC	ATE DATES AND S	TART/END TIMES WHERE C	OVERAGE IS N	EEDED		
DATES	COVERA	AGE START AND END TIMES	<u>TO</u>	TAL HOURS	RATE PER HOUR	TOTAL
	Start:	End:				
	Start:	End:				
	Start:	End:				
	Start:	End:				
	Start:	End:				
	Start:	End:				
					Total Hours:	
					Total Amount Due:	\$
METHOD OF P.	AYMENT					
IMPORTANT: P Services, Inc. w days of event m	payable to Ayvar Security er. Orders received within 10 by a Money Order.	Check #		Amount \$		
15555 Main St.						
. 10400 0411 020	o dodo to got bai	iii iii viii latioii.	1			

EVENT BOOTH SECURITY AGREEMENT OF SERVICES

It is understood by THE CLIENT and all concerned that neither Ayvar Security Services nor SPJA is an insurer of property and or persons covered under this agreement. It is also understood that services provided by Ayvar Security Services under this agreement are designed to deter risks of loss but offer no guarantee against theft, pilferage, robbery, vandalism, or any other loss or damage to property on covered premises. The sole intent of this service is to provide a visible deterrent.

Credit will not be given for services ordered and not used. All Outstanding balances must be settled onsite.

I HAVE READ,	UNDERSTAND, AND ACCEPT THE CONDITIONS OF TH	IS AGREEMENT AS STATED ABOVE:
Accepted by:	(Please print)	Date:
	(Please print)	
Signature: _		
Title: _		
Company: _		

BUSINESS SERVICE CENTER

[Located on Concourse Hallway, between West Hall & South Hall Lobby areas]

BAGGAGE/COAT CHECK SERVICE

- Centralized Baggage/Coat Check Service available at BUSINESS SERVICE CENTER
- Satellite Baggage/Coat Check Service available within Los Angeles Convention Center footprint

COPIERS / PRINTERS / FAX MACHINE RENTALS

PRE-CONFERENCE/ PRE-SHOW INBOUND SHIPPING & RECEIVING

- Handling of Small-to-Medium Packages and Transport Cases (up to 150 LBS)
- Complimentary Package and Transport Case Storage

OUTBOUND SHIPPING & HANDLING





DISCOUNTED PRE-CONFERENCE/ PRE-SHOW PRINTING & COPYING

- Abstracts and Article Reprints
- Banners and Retractable Banners
- Business Cards, Brochures, Catalogues and Flyers
- Branded Promotional Items
- CD/DVD/Flash Drive Duplication
- Directional Signage, Logo Signage and Window Clings
- Daily Schedules, Program Guides and Session Worksheets
- Laminations and Trade Show Graphics
- Meeting Agendas, Press Releases, and Reports-Summaries
- Posters, Poster Boards and Postcards
- Oversize & Wide Format Production, Black & White and Color

SAME DAY SERVICE for PRINTING & COPYING

PORTABLE CHARGERS for MOBILE PHONES

Group Rental Rates and Sponsorship Packages available

PRIVATE CONFERENCE ROOMS (Hourly/DailyRates)

COMPUTER WORK STATIONS FAX SERVICES







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Services & Pricing Guide WALK-IN PRICES

VICUAL CRADUICS O	0144411110	TIONS & BIOLE	TAY SERVICES	-	
VISUAL GRAPHICS, C				FAX SERVICES	
Vinyl Banners C Brochures L Business Cards E Flyers P Labels N)	Stickers & E Trade Shov Interior/Ext Announce Step and R	Decals w Graphics erior Signage ments/Invitations Repeat chures	Incoming Pages 1-5 6+ Pages Outgoing – Domestic Page1 2+ Pages Outgoing - International Page 1 2+ Pages COMPUTER USAGE Computer Time Rental	\$2.00/page \$1.00/page \$6.00/page \$1.00/page \$12.00/page \$1.00/page
COLOR COPIES		BLACK & WHIT	TE COPIES	\$5 for 10 minutes \$15 for 30 minutes	
8.5" x 11" \$1.15 8.5" x 14" \$1.50 11" x 17" \$2.00)	8.5" x 11" 8.5" x 14" 11" x 17"	\$0.20 \$0.50 \$0.75	\$30 for 60 minutes \$0.59/min per additional m	in
DOCUMENT FINISHING	G SERVICES				
Spiral/Coil Binding Comb Binding / GBC Saddle Stitch/ Staple Lamination 3 Ring Bind Perfect Bind CONTACT IQ AT THE BUSINESS SERVICE CENTER TO TAKE ADVANTAGE OF PREORDERED PRINT DISCOUNTS! VOLUME DISCOUNTS AVAILABLE CUSTOM SOLUTIONS UPON REQUEST				OF	
Packing & Shipping Supplies and Services Available Fedex. Additional Products and Services Office Supplies Computer Services Bag & Coat Check Available Notary Services – Coming Soon					

Los Angeles Convention Center



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Services & Pricing Guide WALK-IN PRICES

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VISUAL GRAPHICS, COMM	711. I D. I	PRINTING	FAX SERVICES				
X-Frame Banners Vinyl Banners Brochures Business Cards Flyers Labels Table Toppers Color F Catalo Envelo Envelo Fnyers Postca Newsle	Stickers & Dec pead Trade Show G pes Interior/Exterior rds Retractable B etters Step and Rep	cals raphics or Signage anners eat	Incoming Pages 1-5 6+ Pages Outgoing – Domestic Page 1 2+ Pages Outgoing - Internationa				
DIGITAL COLOR PRINTING	BLACK & WHITE P	RINTING	Page 1	\$12.00/page			
8.5" x 11" \$1.50 8.5" x 14" \$1.75 11" x 17" \$2.25 COLOR COPIES 8.5" x 11" \$1.15	8.5" x 14" 11" x 17" BLACK & WHITE C	\$0.50 \$0.75 \$1.00 COPIES \$0.20	2+ Pages COMPUTER USAGE Computer Terminal Ren \$5 for 10 minutes \$15 for 30 minutes \$30 for 60 minutes				
8.5" x 14" \$1.50 11" x 17" \$2.00	11" x 17"	\$0.50 \$0.75	\$0.59/per minute (60 mi PACKAGE HANDLING FE Inbound Receiving/Delivery & Fees applied are in addition	EES Outbound Pickup/Handling			
Spiral/Coil Binding Comb Binding / GBC Saddle Stitch/ Staple Lamination 3 Ring Bind Perfect Bind	\$4.75 \$3.00 Available Upon F Ask for Quote Ask for Quote Ask for Quote	Request	rates. Inbound & Outbour per item basis, unless indic inbound/outbound pallets \$70.00 per hour will apply building pallets, or excessimoving due to a custome can be charged in 15 min	ated otherwise. For s or crates a labor fee of for breaking down pallets, we package handling or r's request. The Labor Fee			
TO TAKE ADVANTA	IE BUSINESS SERVICE AGE OF PRE-CONFEI NG-PRINTING DISCO	RENCE/ DUNTS!	Carrier Envelope Padded Pack 1-10 lbs 11-21 lbs 22-41 lbs 42-60 lbs 61-100 lbs	\$5.00 \$5.00 \$8.00 \$12.00 \$25.00 \$50.00 \$80.00			
CUSTOM SOL	UTIONS UPON REQU	EST	101+ lbs	\$120.00			
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city of dreams

LOS ANGELES IS A CITY OF OPPORTUNITY, BUT ALSO A SANCTUARY FOR DIVERSITY. THE CITY'S UNPARALLELED FOOD SCENE HAS LEFT AN INDELIBLE MARK ON OUR APPROACH TO FOOD, FROM USING THE FRESHEST INGREDIENTS IN HEARTY HEALTH-CONSCIOUS DISHES TO MELDING VIBRANT ETHNIC FLAVORS TOGETHER TO CREATE TRENDS THAT ARE DISTINCTLY L.A. OUR CREATIVITY RUNS WILD AND OUR POTENTIAL TO BUILD AWE-INSPIRING, SOUL-SATISFYING DISHES IS LIMITLESS.

THE ENERGY OF POSSIBILITY EMANATES THROUGH THIS CITY, AND YOU CAN FEEL IT IN EVERY DINING EXPERIENCE TO BE HAD TO LACC. WE ARE ALWAYS LOOKING FOR NEW STARS, WHETHER IT BE A PHENOMENAL NEW FOOD TREND OR

SOMETHING WHOLLY ORIGINAL COMING STRAIGHT FROM OUR CULINARY TEAM'S MINDS.

LACC TONE:

ELEVATED | VIBRANT | AMBITIOUS

LOS ANGELES CONVENTION CENTER SIGNATURE ITEMS INCLUDE:

- KOREAN TACOS
- TAJIN FRIES
- HOUSE-MADE BISON MEATLOAF
- MACAROON TOWERS
- SPECIALTY HEALTH SMOOTHIES
- LOCAL CRAFT BEER.



WE BELIEVE THAT EVERY OCCASION SHOULD BE EXTRAORDINARY. IT'S ALL ABOUT THE FOOD AND THE THOUSANDS OF DETAILS THAT SURROUND IT.

YOUR DEDICATED CATERING SALES MANAGER WILL PARTNER WITH YOU TO

SHAPE AN EXPERIENCE THAT STANDS OUT.

TOGETHER WE LOOK FORWARD TO DELIVERING

the Levy difference

FULL PAYMENT IS REQUIRED PRIOR TO COMMENCEMENT OF SERVICES.

THE LOS ANGELES CONVENTION CENTER FOOD SERVICES DEPARTMENT (LEVY) IS THE EXCLUSIVE CATERER.

ABSOLUTELY NO FOOD OR BEVERAGE, CANDY LOGO WATER, ETC ARE ALLOWED TO BE BROUGHT INTO THE LOS ANGELES CONVENTION CENTER WITHOUT PRIOR AUTHORIZATION.



GUARANTEES

TAXES & FEES

CHINA SERVICE



IN ORDER TO PROVIDE THE
HIGHEST QUALITY AND SERVICE, A
GUARANTEED NUMBER OF
ATTENDEES AND
QUANTITIES OF FOOD IS REQUIRED
7 DAYS PRIOR TO YOUR EVENT.
PLEASE REFER TO YOUR CATERING
AGREEMENT
FOR MORE DETAILS.

NO TWO EVENTS ARE THE SAME



PLEASE NOTE THAT ALL FOOD AND BEVERAGE ITEMS ARE SUBJECT TO A 19% SERVICE CHARGE AND A SEPARATE 7.5% ADMINISTRATIVE FEE, PLUS APPLICABLE SALES TAX. RATES ARE SUBJECT TO CHANGE. ONLY THE SERVICE CHARGE IS DISTRIBUTED TO SERVICE EMPLOYEES.



CHINA IS INCLUDED WITH
SERVICES IN ALL MEETING ROOMS
AND ANY PLATED FUNCTIONS.
ADDITIONAL FEES WILL APPLY
FOR CHINA SERVICE IN ALL OTHER
SPACES.

This menu is just a starting point to the planning process.
for custom order, or additional menu options, please email tasteofla@levyrestaurants.com

break fast

MENUS

MORNING STROLL

- FRESHLY BAKED SIGNATURE PASTRIES
- SEASONAL FRESH SLICED FRUIT
- SCRAMBLED EGGS
- CINNAMON TOAST CASSEROLE
- APPLEWOOD SMOKED BACON
- CHICKEN APPLE SAUSAGE
- RED BLISS POTATOES

42 PER PERSON

BREAKFAST BITES

- FRESHLY BAKED MINI SIGNATURE PASTRIES
- TASTE OF LA FRUIT SALAD
- LOW FAT GREEK YOGURT PARFAIT WITH CRUNCHY GRANOLA, SEASONAL BERRIES AND DRIZZLED WITH HONEY
- MINI SAUSAGE AND GRAVY BREAKFAST TURNOVER
- CHEESE AND EGG CROISSANT SANDWICH

45 PER PERSON

HEALTHY + FIT

- ALMOND BUTTER TOAST
- WITH SLICED BANANAS AND HONEY
- TURKEY BACON
- SEASONAL FRESH SLICED FRUIT
- EGG WHITE FRITTATA
- WITH SPINACH AND GOAT CHEESE
- OATMEAL WITH BROWN SUGAR, DRIED FRUIT AND NUTS
- FRESH PRESSED JUICE

40 PER PERSON

CONTINENTAL

- FRESHLY BAKED SIGNATURE PASTRIES
- LA FRUIT SALAD
- REGULAR COFFEE + HOT TEA SERVICE

25 PER PERSON

ALL MENUS CAN BE BOXED MEALS FOR AN ADDITIONAL FEE

ENHANCEMENTS

OATMEAL	7
BROWN SUGAR, DRIED FRUITS AND FRESH BERRIES	
BREAKFAST QUNIOA BOWL	11
QUINOA, MIXED BERRIES, SERVED WITH WARM SOY MILK & 2% MILK.	
TASTE OF L.A. BREAKFAST BURRITO	10
FILLED WITH FRESH SCRAMBLED EGGS, CHEDDAR CHEESE, TATER TOTS,	
BREAKFAST SAUSAGE OR BACON SERVED WITH CILANTRO CREMA	
BREAKFAST SANDWICHES	10
CHEDDAR CHEESE AND SCRAMBLED EGGS ON CROISSANT	
ADD BACON OR SAUSAGE!	



MENUS

CHEF ACTION STATION

PANCAKE STATION

BUTTERMILK PANCAKES, SWEET CREAM BUTTER, MAPLE SYRUP SEASONAL BERRY COMPOTE, WHIPPED CREAM,
CHOCOLATE CHIPS, FUNFETTI CREAM

16 PER PERSON + CHEF FEES

WAFFLE STATION

WAFFLES, SWEET CREAM BUTTER, MAPLE SYRUP
SEASONAL BERRY COMPOTE, WHIPPED CREAM
NUTELLA, AND CHOCOLATE CHIPS, WHIPPED PEANUT BUTTER
16 PER PERSON + CHEF FEES

BAGEL STATION

BAGELS, SWEET CREAM BUTTER, CINNAMON BUTTER
PEANUT BUTTER, JELLY, FRESH SLICED BANANAS + ASSORTED
CREAM CHEESES

16 PER PERSON + CHEF FEES

PLATED BREAKFAST

ALL SERVED WITH A BASKET OF FRESH BAKED BREAKFAST BREADS AND PASTRIES
BUTTER AND FRUIT PRESERVES, AND ICE WATER.

ADD COFFEE AND TEA FOR 2.50 PER PERSON

40 PER PERSON

CHOOSE ONE ENTREE:

EGG WHITE FRITTATA
GOAT CHEESE, SPINACH
& SUNDRIED TOMATOES
BRIOCHE FRENCH TOAST
SEASONAL BERRY COMPOTE
BISCUITS & BUTTERMILK GRAVY
TOFU SCRAMBLE
SPINACH, TOMATOES & BLACK BEANS
INDIVIDUAL QUICHE
BLACK FOREST HAM & SMOKED CHEDDAR

CHOOSE TWO SIDES:

FRUIT SALAD
PORK SAUSAGE LINKS
APPLEWOOD SMOKED BACON
TURKEY BACON
BREAKFAST POTATOES
SCRAMBLED EGGS
CHICKEN APPLE SAUSAGE



MENUS

ENERGIZE

- LOCAL FRESH PRESSED JUICE
- MIXED ARRAY OF DRIED FRUITS AND NUTS
- LOW FAT GREEK YOGURT
 PARFAITS WITH CRUNCHY
 GRANOLA AND SEASONAL BERRIES
 AND DRIZZLED WITH HONEY
- PROTIEN BAR

 28 PER PERSON

SWEET + SALTY

- HOUSE MADE POTATO CHIPS
- WITH TRUFFLE SALT + REGULAR WITH PARMESAN DIP
- HOUSE-MADE POPTARTS
- DRIED FRUITS, CHOCOLATE BARK, AND
- SALTED CARAMEL BAR
- COOKIES + BROWNIES

 16 PER PERSON

ENHANCEMENTS

FRESH BAKED BREAKFAST PASTRIES	55 PER DOZEN
TO INCLUDE, COFFEE CAKE, BUTTER CROISSANT, BANANA	
BREAD, AND LEMON POPPY SEED MUFFIN, BUTTER & FRUIT	
PRESERVES	
AVOIDING GLUTEN + VEGAN PASTRIES	135 PER 2 DOZEN
TO INCLUDE, LEMON RASPBERRY SCONES AND BLUEBERRY	
MUFFINS	
ASSORTED DONUTS	55 PER DOZEN
ASSORTED BAGELS	55 PER DOZEN
YOGURT PARTFAIT JAR	8
LOW FAT GREEK YOGURT	
HOUSE-MADE GRANOLA, AND FRESH BERRIES	
INDIVIDUAL FRUIT FLAVORED YOGURT	4
ASSORTED FLAVORS	
WHOLE FRESH FRUIT	4
FRESH BAKED COOKIES	55 PER DOZEN
CHOCOLATE FUDGE BROWNIES	55 PER DOZEN
GOURMET DESSERT BARS	55 PER DOZEN
ASSORTED ENERGY & GRANOLA BARS	5
INDIVIDUALLY PACKAGED SNACKS	5
ASSORTED CHIPS, COOKIES, CRACKERS, PRETZELS	
HOMEMADE KETTLE CHIPS	10
WITH ROASTED GARLIC PARMESAN DIP	

beve rage MENUS

HOT BEVERAGES

REGULAR COFFEE 90 PER GALLON

DECAF COFFEE 90 PER GALLON

HOT TEA 90 PER GALLON

ICED COFFEE 150 PER 3 GALLONS



COLD BEVERAGES

REFILLABLE ALUMINUM BOTTLED WATER 7

> ASSORTED SODAS 4.5

TOPO CHICO SPARKLING WATER 6

WATER COOLER BASE RENTAL 45 PER DAY

> 5 GAL WATER JUG 55 PER JUG

> > RED BULL 6

150 PER 3 GALLONS

LOS ANGELES (April 19, 2022) – "This Earth Day, the Los Angeles Convention Center (LACC), owned by the City of Los Angeles and managed by ASM Global, is pleased to announce a ban on single-use plastic bottles throughout the facility."

a la carte lunch

MENUS

SANDWICHES + WRAPS

GREEK CHICKEN WRAP - GF

shredded Chicken, Chopped Romaine with Marinated Tomato, Cucumber, Feta, Kalamata Olive, Lemon Vinaigrette on GF Tortilla

FALAFEL PITA SANDWICH - VG

falafel, Tomato, Cucumber + hummus in Pita Wrap

CLASSIC ITALIAN SANDWICH

Prosciutto, Ham, Salami, Provolone, Arugula, Pepperoni, Tomatoes, Balsamic Vinaigrette on Ciabatta

ROAST BEEF SANDWICH

with horseradish cream

TURKEY SANDWICH

with tomato, provolone cheese + lettuce + italian dressing

CHICKEN CAESAR WRAP

BUFFALO CAULIFLOWER WRAP - VG/GF

with vegan ranch + gf tortilla

HAM HOAGIE SANDWICH

roasted ham, Cheddar cheese, Tomato slices, Leaf Lettuce, Hoagie Bread

TURKEY CHIPOTLE WRAP - GF

roasted Turkey, Bacon, Spinach, Chipotle Aioli, Tomato, Gluten-Friendly Tortilla

SALADS

NICOISE SALAD - GF

hard-boiled eggs, potatoes green beans, tomatoes, tuna, olives with olive oil

CHOPPED GREEK SALAD - VG/GF

Chopped Romaine with Marinated Tomato, Cucumber, Pickled Red Onion, Sliced Radish, Kalamata Olive, Lemon Vinaigrette

AUTUMN SALAD - GF

sunflower seeds, pomegranate seeds, sweet potato squash with maple vinaigrette + shredded chicken

POWER SALAD - VG/GF

kale, Spinach, Red Quinoa, Sunflower Seeds, Chia Seeds, Seasonal Fruit, Garbanzo Beans, Poppy Seed Vinaigrette

ASIAN CHICKEN SALAD

grilled Chicken, Napa Cabbage, Green Onion, Radish, Shredded Carrots, Snow Peas, Mandarin Oranges, Slivered Almonds, Fried Rice Noodles, Sesame Ginger Dressing

14 PER SALAD OR SANDWICH

A LA CARTE SANDWICHES AND SALADS ARE SERVED ON PLATTERS. IF YOU REQUEST ITEMS TO BE PACKAGED AND/OR WRAPPED, ADDITIONAL FEES WILL APPLY.

want a little something extra?

WHOLE FRESH FRUIT

FRESH BAKED COOKIES

CHOCOLATE FUDGE BROWNIES

GOURMET DESSERT BARS

ASSORTED ENERGY & GRANOLA BARS
INDIVIDUALLY PACKAGED SNACKS

ASSORTED CHIPS, COOKIES, CRACKERS, PRETZELS
HOMEMADE KETTLE CHIPS

WITH ROASTED GARLIC PARMESAN DIP



MENUS

BASIC BOX

ALL MEALS INCLUDE

WHOLE FRUIT, BAG OF CHIPS, FRESH BAKED COOKIE + CHOICE OF SANDWICH OR SALAD

32 PER BOX

SANDWICH OPTIONS

ROAST BEEF SANDWICH

WITH HORSERADISH CREAM

TURKEY SANDWICH

WITH TOMATO, PROVOLONE CHEESE + LETTUCE + ITALIAN DRESSING

BUFFALO CAULIFLOWER WRAP - VG/GF

WITH VEGAN RANCH + GF TORTILLA

HAM HOAGIE SANDWICH

ROASTED HAM, CHEDDAR CHEESE, TOMATO SLICES, LEAF LETTUCE, HOAGIE BREAD

TURKEY CHIPOTLE WRAP - GF

ROASTED TURKEY, BACON, SPINACH, CHIPOTLE AIOLI, TOMATO, GLUTEN-FRIENDLY TORTILLA

CHOPPED GREEK SALAD - VG/GF

CHOPPED ROMAINE WITH MARINATED TOMATO, CUCUMBER, PICKLED RED ONION, SLICED RADISH, KALAMATA OLIVE, LEMON VINAIGRETTE

AUTUMN SALAD - GF

SUNFLOWER SEEDS, POMEGRANATE SEEDS, SWEET POTATO SQUASH WITH MAPLE VINAIGRETTE + SHREDDED CHICKEN



MENUS

FANCY BOX

ALL MEALS INCLUDE

WHOLE FRUIT, BAG OF CHIPS, DESSERT BAR + CHOICE OF SANDWICH
OR SALAD
34 PER BOX

SANDWICH OPTIONS

GREEK CHICKEN WRAP - GF

SHREDDED CHICKEN, CHOPPED ROMAINE WITH MARINATED TOMATO, CUCUMBER, FETA, KALAMATA OLIVE, LEMON VINAIGRETTE ON GF TORTILLA

FALAFEL PITA SANDWICH - VG

FALAFEL, TOMATO, CUCUMBER + HUMMUS IN PITA WRAP

CLASSIC ITALIAN SANDWICH

PROSCIUTTO, HAM, SALAMI, PROVOLONE, ARUGULA, PEPPERONI, TOMATOES,
BALSAMIC VINAIGRETTE
ON CIABATTA

NICOISE SALAD - GF

HARD-BOILED EGGS, POTATOES
GREEN BEANS, TOMATOES, TUNA, OLIVES WITH OLIVE OIL

POWER SALAD - VG/GF

KALE, SPINACH, RED QUINOA, SUNFLOWER SEEDS, CHIA SEEDS, SEASONAL FRUIT,
GARBANZO BEANS. POPPY SEED VINAIGRETTE

ASIAN CHICKEN SALAD

GRILLED CHICKEN, NAPA CABBAGE, GREEN ONION, RADISH, SHREDDED CARROTS, SNOW PEAS, MANDARIN ORANGES, SLIVERED ALMONDS, FRIED RICE NOODLES, SESAME GINGER DRESSING

chefs table

MENUS

B&B SALAD

RAW BROCCOLI AND SHAVED BRUSSELS SPROUTS SALAD, SLICED APPLES BALSAMIC HYDRATED RAISINS WHITE BALSAMIC AND BASIL VINAIGRETTE

TUSCAN CHICKEN

WITH SUNDRIED TOMATOES

AND SPINACH

SPAGHETTI DI ZUCCA

WITH ORGANIC SQUASH ZUCCHINI BLOSSOMS CAMPANIA TOMATOES, SPINACH AND VEGETABLE BROTH

enice canals

ROASTED CARROTS +
PARSNIPS
PARMESAN POLENTA
CHEESECAKE BITES

50 PER PERSON

SUNSET SALAD

RED AND GREEN CABBAGE CHOPPED SALAD, CARROT JICAMA

EDAMAME BEAN PEANUT + GINGER SOY VINAIGRETTE

PEANUT NOODLE SALAD

RICE NOODLES
MATCHSTICK CUCUMBER
SHAVED CARROT
THAI CHILI CILANTRO LEAVES
GINGER TOASTED SESAME
SEED
+ CREAMY PEANUT DRESSING

THAI VEGETABLE SPRING

ROLLS

WITH HOISIN SAUCE, SERVED HOT

LEMONGRASS CHICKEN

WITH THAI BASIL, CHILI PEPPER LIME STIR FRY SZECHUAN

JAPANESE EGGPLANT
GARLIC SAUCE

STEAMED JASMINE RICE GREEN TEA CRÈME BRÛLÉE

55 PER PERSON

COLD BEET SALAD

WITH TAHINI, DILL, MINT LEMON JUICE, OLIVE OIL, TOASTED SESAME SEEDS

AUTUMN SALAD

SUNFLOWER SEEDS
POMEGRANATE SEEDS
SWEET POTATO SQUASH
AND MAPLE VINAIGRETTE

ROASTED CARROTS

WITH URFA BIEBER LABNEH AND HONEY

SAFFRON RICE

WITH CURRENTS
ALMONDS AND CILANTRO
SAUTÉED CHICKEN
MOROCCAN VEGETABLE
TAGINE
LEMON PISTACHIO TARTS

54 PER PERSON

hollywood wok + roll

MEXICAN CAESAR SALAD ELOTE CORN SALAD BUILD YOUR OWN FAJITA BAR:

GRILLED SKIRT STEAK

GRILLED CHICKEN
GRILLED VEGETABLES WITH
PEPPERS AND ONIONS
FLOUR AND CORN
TORTILLAS
PICO DE GALLO, SHREDDED
CHEESE, GUACAMOLE,
SOUR CREAM

CHEESE ENCHILADAS SPANISH STYLE RICE RANCHERO STYLE BEANS CHURRO CHIPS

WITH CHOCOLATE DIPPING SAUCE 55 PER PERSON

CUCUMBER, TOMATO, & ONION SALAD

WITH DILL AND MINT, FETA VINAIGRETTE

QUINOA TABOULEH,

ARUGULA, CILANTRO, ROASTED ONIONS, AND RADISH

SANTA MARIA STYLE TRI TIP

WITH TOMATO CHIMICHURRI

HERB ROASTED CHICKEN BREAST

WITH ROSEMARY PAN GRAVY

HONEY BISCUITS ROASTED BROCCOLINI

WITH LEMON BUTTER

THREE CHEESE MACARONI & CHEESE

FINGERLING POTATOES

LA FRUIT SALAD

55 PER PERSON

ne beverly

me at the greek

CHOPPED ANTIPASTO SALAD CEASAR SALAD BAKED ZITI

WITH BOLOGNESE

BOWTIE PESTO PASTA
ROASTED ROSEMARY
CHICKEN
MARINATED GRILLED
VEGETABLES
GARLIC KNOTTS
MINI CANNOLIS

WITH CINNAMON FILLING

45 PER PERSON

ith park

recep tion

MENUS

TASTE OF THE MEDITERRANEAN

- CHICKEN SCHWARMA BOWL
 WITH CHICKEN SCHWARAMA ROTISSERIE + CRISPY
 FALAFEL DICED WITH BASMATI RICE, TOMATO, RED
 ONION + CUCUMBER SALAD, TZATZIKI SAUCE, PITA
 POCKET

 POCKET
- DOLMA GREEK STUFFED GRAPE LEAVES
 WITH TZATZIKI SAUCE
- HUMMUS DISPLAY WITH FRESH PITA + PITA CHIPS
 TRADITIONAL AND ROASTED RED PEPPER HUMMUS
 AND OLIVE TAMPONADE · CRUMBLED FETA CHEESE
 DICED TOMATOES, RED BELL PEPPERS AND GREEN
 ONIONS CUCUMBER WITH FRESH MINT SLICED
 KALAMATA OLIVES AND SLICED PEPPERONCINI'S
- SPANAKOPITA WITH ONIONS AND HERBS
 28 PER PERSON

LATE NIGHT LA

- CARNE ASADA TOT BAR
- CARNE ASADA TOT WITH CARNA ASADA, NACHO CHEESE, PICO DE GALLO AVOCADO CREMA
- ELOTE CUP

 CORN NIBBLETS WITH CREMA, QUESO FRESCA,
 TAJIN AND CHOPPED CILANTRO. WITH ASSORTED

 LOCAL HOT SAUCES (IF YOU DARE)
- BUILD YOUR OWN GUACAMOLE STATION
 SMASHED AVOCADO, POMEGRANATE SEEDS
 BAY SHRIMP, JAPALENOS, CILANTRO, ROASTED
 CORN, DICED RED ONIONS, DICED TOMATOES
 SERVED WITH FRESH TORTILLA CHIPS
 28 PER PERSON

DOWNTOWN DOJO

- CHICKEN AND PORK SHANGHAI DUMPLINGS
- SESAME CHICKEN MEATBALLS
- VEGETABLE EGG ROLLS
- KOREAN BBQ BEEF TACOS

WITH QUESO FRESCO, PICKLED ONIONS AND CILANTRO
24 PER PERSON

LA STREET TACOS

CARNE ASADA AND CHICKEN

JALAPENOS, PICO DE GALLO, CHIPOTLE CREMA GUACAMOLE, TOMATILLO SALSA, CORN TORTILLAS

• CORN TORTILLA CHIPS
22 PER PERSON

PLATTERS

GARDEN FRESH VEGETABLES

CHEF'S COLORFUL SELECTION OF THE FRESHEST MARKET VEGETABLES SERVED WITH BUTTERMILK RANCH DIP, TRADITIONAL HUMMUS

14 PER PERSON

CALIFORNIA ARTISAN CHEESEBOARD

ARTISAN SELECTION OF HAND CRAFTED CHEESES ACCOMPANIED BY HOUSE MADE CHUTNEYS, HONEY, ARTISAN BREADS AND CRACKERS 15 PER PERSON

ANTIPASTI

IMPORTED CURED MEATS, CHEESES, LOCAL
SEASONAL VEGETABLES, MARINATED OLIVES SERVED
WITH A VARIETY
OF FLAT BREADS CROSTINI'S AND BREADSTICKS
16 PER PERSON

FRESH FRUIT

SEASONAL LOCAL FRESH FRUITS AND BERRIES
16 PER PERSON

MEDITERRANEAN TABLE

ROASTED GARLIC HUMMUS, TZATZIKI, TABBOULEH, DOLMAS, FETA CHEESE STUFFED PEPPERS, MARINATED OLIVES AND SUN DRIED TOMATOES CRISP PITA CHIPS, SOFT NAAN BREAD 24 PER PERSON

additional menu options available upon request.



MENUS

BITES

ALL BITES ARE 10 PER PERSON

SAVORY OPTIONS

BBQ PULLED PORK SLIDER WITH ONION RING STACK

SERVED WITH HORSERADISH CREAM DIPPING SAUCE

CHARCUTERIE BITES - GF

MEATS, CHEESES, AND ASSORTED VEGETABLES GARNISHED WITH ROSEMARY SPRIGS

SHRIMP + GRITS - GF

SERVED IN INDIVIDUAL CUPS

MINI LETTUCE WRAP BURGERS -GF

WITH CHEESE, TOMATO, PICKLES + SECRET SAUCE

MELON CAPRESE SALAD - GF

WITH PROSCIUTTO, MELON BALLS, BURRATA, WHITE BALSAMIC + HONEY, GARNISHED WITH BASIL + MINT

CHICKEN + BISCUIT SANDWICHES BUFFALO CAULIFLOWER TACOS GF, VG

WITH AVOCADO + VEGAN CILANTRO CREMA ON CORN TORTILLAS

MINI STEAK FRITES BITES

WITH TOASTED ROSEMARY

FISH TACOS - GF

SERVED ON A LIME WEDGE

BONESLESS CHICKEN +

WAFFLE BITES

WITH MAPLE SYRUP GLAZE

TOFU CEVICHE - GF/VG

WITH CRISPY TORTILLA STRIPS

MINI MUSHROOM BITES -

GF/VG

WITH QUINOA + BALSAMIC GLAZE

SWEET OPTIONS

DESSERT WAFFLE STICKS

RAINBOW SPRINKLES, BREAKFAST CEREAL +
DARK CHOCOLATE WITH PEANUTS
LA FRUIT STAND

SEASONAL FRUIT + MELON TOSSED WITH LIME AND A HINT OF CHILI PEPPER

HOUSE-MADE POPTARTS

NON DAIRY, BLACKBERRY SODA FLOATS

WITH HOUSEMADE BLACKBERRY SODA

PAPAYA BOATS

WITH NON DAIRY YOGURT, SEASONAL FRUITS
+ SHREDDED COCONUT

bar

CANNED COCKTAILS - 14

JUNE SHINE

PASSION FRUIT VODKA SODA VODKA MULE

VILLAGER SPIRITS

VODKA MAI TAI TEQUILA MARGARITA

SELTZER - 9

ASHLAND

VARIETY PACK - BLACKBERRY LEMONADE, PINEAPPLE, LIME, TANGERINE

WILD BASIN

VARIETY PACK - CLASSIC LIME, CUCUMBER PEACH,MELON BASIL, LEMON AGAVE HIBISCUS

WINE - 12

BABE - CANNED

ROSE

PINOT GRIGIO

RED

BEER

CRAFT - 9

CROWN + HOPS

HAZY IPA

STONE

BUENAVEZA SALT & LIME LAGER

DELICIOUS IPA

EL SEGUNDO BREWING CO

CITRA PALE ALE

MADEWEST BREWING CO.

VENTURA LIGHT LAGER

STANDARD BLONDE ALE

THREE WEAVERS BREWING

SEAFARER KOLSCH-STYLE ALE

CLOUD CITY HAZY IPA

IMPORT-9

MODELO

CORONA

DOMESTIC - 8

BUDLIGHT

CIDER - 9

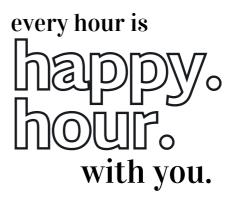
ANTHEM

APPLE

PEAR

bar selections rotate+ are subject to change.

bartender required





MENUS

PLATED MEALS

ALL MEALS INCLUDE

ONE SALAD, ONE ENTREE OR DUO ENTREE AND ONE DESSERT

Pricing is based on the entrée selection

ICED WATER + ICED TEA + BREAD & BUTTER

COFFEE SERVICE IS AN ADDITIONAL 3 PER PERSON

SALAD OPTIONS

HOUSE SALAD

BABY FIELD GREENS, GRAPE TOMATOES, CUCUMBERS, SHREDDED CARROTS AND RED WINE VINAIGRETTE

TRADITIONAL CAESAR SALAD

CRISP ROMAINE LETTUCE, PARMESAN AND GARLIC CROUTONS WITH CREAMY CAESAR DRESSING

CALIFORNIA SALAD

ORGANIC FIELD GREENS, BLUE CHEESE CRUMBLES, DRIED CRANBERRIES, CANDIED WALNUTS WITH
BALSAMIC VINAIGRETTE

PROSCIUTTO SALAD

PROSCIUTTO, BABY ARUGULA, CHERRY GRAPE TOMATOES, WATERMELON, MICRO BASIL BALSAMIC PEARLS AND OLIVE OIL

CARAMELIZED TRI COLORED CAULIFLOWER-STEAK SALAD

WINTER GREENS, GOLDEN BEETS, POMEGRANATE SEEDS ROASTED SHALLOT VINAIGRETTE

LITTLE GEM WEDGE

TOMATOES, RED ONIONS, BLUE CHEESE CRUMBLES CRISP BACON WITH CREAMY BLUE CHEESE DRESSING

BBQ SALAD

BABY GEM LETTUCE SALAD WITH TORTILLA CRUNCH, COTIJA CHEESE, SMOKED BACON BABY TOMATOES, SHAVED PICKLED RED ONIONS

AND BBQ RANCH DRESSING

HEIRLOOM TOMATO AND BUFFALO MOZZARELLA

WILD ARUGULA, BALSAMIC VINAIGRETTE



MENUS

ENTREE OPTIONS

CITRUS HERB CHICKEN

PAN ROASTED BRICK CHICKEN, OLIVE OIL
ROASTED POTATOES BUTTERED
ASPARAGUS, SWEET GARLIC JUS
55 PER PERSON

RIGATONI ALLA BOLOGNESE BASIL, RICOTTA

50 PER PERSON

BRAISED SHORT RIBS

GARLIC PARMESAN POLENTA, BRAISED
CARROTS, PARSNIPS
TRUFFLE REDUCTION
60 PER PERSON

FARMER'S MARKET VEGETABLE RATATOUILLE PURSE

VEGAN & GLUTEN FREE 55 PER PERSON

PETITE FILET MIGNON

SAUTÉED SPINACH, ROSEMARY FINGERLING POTATOES, CIPOLLINI ONIONS THREE PEPPERCORN SAUCE 65 PER PERSON

MISO GLAZED SALMON

COCONUT JASMINE RICE, BABY BOK CHOY

60 PER PERSON

CREOLE CHICKEN AND ROSEMARY GARLIC SHRIMP

WITH TOMATO LEEK RISOTTO CAKE SPICY RED BELL PEPPER COULIS, FRIED LEEK 70 PER PERSON

STEAK AND SHRIMP

GRILLED NEW YORK STRIP STEAK AND
ACHIOTE BRUSHED GULF SHRIMP "LA
PADELLA"
CURRIED CAULIFLOWER, SAUTÉED PETITE
VEGETABLES
AND ROASTED GARLIC CREAM SAUCE
75 PER PERSON

SURF AND TURF GRILLED FILET OF BEEF

WITH SAUCE AU POIVRE BUTTER POACHED

LOBSTER TAIL

GRATIN POTATOES, GLAZED BABY CARROTS
SAUTÉED FRENCH BEANS WITH GARLIC AND

GREMOLATA CRUMBS

92 PER PERSON

STEAK AND CHICKEN

LEMON AND BLACK PEPPER MARINATED
AIRLINE CHICKEN BREAST

AND PETITE FILET, AGED WHITE CHEDDAR
CHEESE SCALLOPED POTATOES
ROASTED BRUSSEL SPROUTS AND BELL
PEPPERS
78 PER PERSON

DESSERT

CRÈME BRÛLÉE TRIO

TRADITIONAL, GREEN TEA, LAVENDER
CHOCOLATE MOUSSE
WITH BERRIES IN CHOCOLATE SHELL

RUSTIC APPLE TART
CINNAMON BOURBON CRÈME FRAICHE,
SESAME BRITTLE

BLOOD ORANGE AND CARDAMOM PANNA COTTA

WITH BLOOD ORANGE JELLY AND TOASTED QUINOA CRUMBLE

DOUBLE CHOCOLATE CAKE

WILD BERRY SAUCE

show stopper

MENUS

Espresso Service

6 HOURS OF SERVICE attendant included (400 - 6 OZ. SERVINGS) 4.50 PER SERVING AFTER 400 (BOUGHT IN INCREMENTS OF 100)

ESPRESSO, CAPPUCCINO MOCHA, LATTE & AMERICANO SPECIFICATIONS: 100 LBS REQUIREMENTS: ELECTRICAL AND 5' X 6' OPERATING SPACE

EXHIBITOR TO PROVIDE: TWO DEDICATED 110 VOLT, 20 AMP CIRCUITS 3.000 PER DAY

Smoothie Service

6 HOURS OF SERVICE attendant included (400 – 7 OZ SERVINGS) 4.50 PER SERVING AFTER 400 (BOUGHT IN INCREMENTS OF 100)

STRAWBERRY OR MANGO SPECIFICATIONS: 50 LBS REQUIREMENTS: ELECTRICAL AND 5' X 6' OPERATING SPACE

EXHIBITOR TO PROVIDE:
ONE DEDICATED 110 VOLT, 20 AMP
CIRCUITS
3,000 PER DAY

POPCORN CART includes

- POPCORN MACHINE AND KERNELS FOR POPPING
- POPCORN BAGS
- SERVICE ATTENDANT

FOR UP TO 6 HOURS OF SERVICE PRICE SATISFIES QUANTITIES FOR UP TO 400 PORTIONS 4 PER SERVING AFTER 400 (BOUGHT IN INCREMENTS OF 100) 1,200 PER DAY

Infused Waters

FOR 6 HOURS OF SERVICE
CHEF'S SELECTION OF FRUITS AND LOCAL
GROWN HERBS

ON DEMAND FILLING OF BOTTLES
WITH CHILLED STILL & AMBIENT STILL
WATER
INCLUDES A SERVICE ATTENDANT
PRICE SATISFIES QUANTITY
OF 400 BOTTLES OF WATER
6 PER SERVING AFTER 400
(BOUGHT IN INCREMENTS OF 100)
3,000 PER DAY
*ADDITIONAL CUSTOMIZATION AVAILABLE

additional options available on request



TEMPORARY STRUCTURES

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure 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.

Licensee and Licensee's designated general service contractor are responsible for assuring that temporary structures are designed and built with the highest structural integrity according building code to safeguard the facility and personnel.

TEMPORARY STRUCTURE CRITERIA

Temporary structures and exhibits with any of the following elements is required to have a wet-stamped, engineered plan (see next section for detailed requirements) and is subject to the requirements of this guideline. structures involve the review/approval by (a) City of LA Building Safety Department AND (b) the LACC Fire Marshal.

- 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 (20' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures exceeding 15'H (single screen) or contains multiple screens.
- Structures that exceed 12' in height or stairs/steps over 30 inches tall constructed in an exterior area of the venue.

DESIGN PLAN REQUIREMENTS

Design plans drawn to scale at a minimum size of 11"x17" are to be sent (email or mail) to your Event Manager at the Los Angeles Convention Center with the following no later than two (2) weeks prior to move-in.

- Event name and dates:
- Exhibitor name and booth # (or location);
- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the **United States**
- Engineer's original "wet stamp", signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project

Please note that the LACC Fire Marshal will not review any temporary structure plans without an engineer's wet-stamp.

SUBMISSION PROCESS

STEP (1). Notify your Event Manager of any exhibits or activations that fall under the temporary structure criteria with the following information:

- Name of exhibiting company
- Location of structure
- Type of temporary structure

STEP (2). Submit engineered plans, floor plan and concept designs for each structure to eventservices@lacclink.com.

IMPORTANT:

SUBMISSION PROCESS MUST BE COMPLETED NO LATER THAN (2) WEEKS PRIOR TO MOVE-IN DAY. LATE SUBMISSIONS MAY NOT BE CONSIDERED FOR REVIEW.

INSPECTIONS

Final approval of temporary structures is contingent on an onsite inspection conducted by the City of Los Angeles Building & Safety Department and the LACC Fire Marshal. The initial inspection is scheduled at no cost to Licensee on the final movein day falling on Monday-Friday between 7:30am-3:00pm. Additional subsequent inspections necessary, inspections that are required outside of these days and hours or inspections scheduled on a holiday is billable to Licensee at \$500.00 per inspection. If the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the necessary corrections prior to show open.

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit <u>www.ladbs.org</u> for complete information.

- Staging. Live load rating of the stage, platform, or 2nd story deck. The code requires a minimum rating of 125 lbs. per sq. ft.
- Stairs. Stair detail showing the rise and tread depth of each stairway. The code requires the maximum rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the LACC. The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.
- Guard Rails. Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings. The internal construction and make-up of the guard railing must be





such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).

- Towers and Narrow Walls. For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15' high, the base dimensions should be at least 5' wide and 5' deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.
- Covered Structures. Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in LACC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.
- Door Handles. All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.
- Maximum Occupancy Exhibit Floor Level. Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2nd exit with occupancy of less than 49 persons.
- Maximum Occupancy Elevated Decks. Two (2) story structures that have only one (1) stairway accessing the 2nd level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) "separate" stairways that access the 2nd level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2nd level in the event one (1) exit becomes blocked.
- Corridors. The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20'. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20'. Corridors longer than 20' must be open on both ends to allow exiting. Conference rooms or exhibit spaces that

extend beyond a 20' corridor may require a second exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.

- Exit Plan. Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal's review and approval. Drawings shall be represented in "plan view" and shall contain arrows that denote all of the paths in & out of the booth space or LACC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other pathway structures that limit the exit path. Dimensions must be in feet and inches.
- Recessed Exit Doors. Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.
- Stair and Turntable Delineation. The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.
- Fire Alarm & Suppression Devices. Exhibitors with booth spaces containing any LACC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.





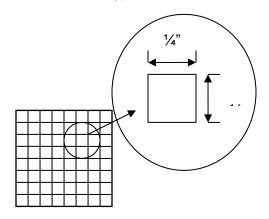
COVERED AREAS

Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS). The following information will assist you in determining whether or not you require an AFSS, and ways to design around it

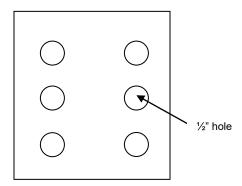
DEFINING COVERED

The term "covered" is defined as any item consisting of covered elements in which the material used for creating the covering has cross sectional openings of less than ½ inch in two dimensions, and/or a construction that results in less than 50% of the material being open.

Materials/components that are considered covered include standard scrim, sharks-tooth, smoke-out, deck structures, stairs, acoustic ceilings, etc. These common components are considered covered because the cross sectional opening of the material is less than ¼ inch.



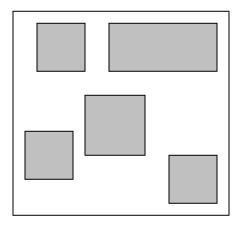
The unobstructed openings in the material must be at least $\frac{1}{2}$ inch in two directions.



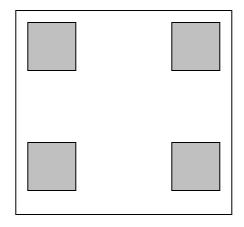
This is an example of steel plating with ½ inch holes. Even though the openings are greater than ¼ inch, this material is considered "covered" due to the majority of the material being covered (less than 50% is open).

DEFINING COVERED AREA

A "Covered Area" is defined as any area containing covered elements that are separated (horizontally) by less than 10 feet. A 50' x 50' booth space that has several covered structures throughout the booth that are all closer than 10 feet (horizontally) would be considered one (1) covered area. However, a 50' x 50' booth space that has four (4) 100 sq. ft. covered structures that are all separated by 10 feet or more would have four separate covered areas within the one booth space.



One (1) Covered Area
Covered structures with less than
10 feet of separation.



Four (4) Covered Areas
Covered structures with 10 feet or
more separation.

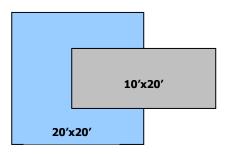






ALLOWABLE COVERAGE

The maximum amount of covering allowed in any one "area" is 750 square feet (sq. ft.). Any area (as described above) that contains covered elements exceeding 750 sq. ft must be protected with an approved Automatic Fire Sprinkler System (AFSS). No other type of protection is allowed for areas exceeding 750 sq. ft. AFSS's must be installed by a LACC approved California licensed Fire Sprinkler Contractor. In addition to the installation of an AFSS, the strategic placement of fire extinguishers and smoke detectors are required as well. Placement will be determined by the Fire Marshal after reviewing design plans. Areas that have overlapping covered elements are not considered when calculating the amount of square footage in a covered area. Calculations are based on a "plan-view perspective" only.



The amount of covered area in this example is 500 sq. ft. based upon a "Plan-View Perspective". Although the two elements total 600 sq. ft., the overlapping portion is not considered in the covered area calculations.

DESIGN GUIDELINES

The key to avoiding an AFSS in large exhibits is to design the booth in such a manner to create multiple "covered areas" by maintaining at least 10 feet of uncovered (horizontal) separation between covered elements of the booth. In a large booth, having four covered structures of 750 sq. ft. is permissible without the need to install an AFSS as long as the covered areas are separated (on all sides) by at least 10 feet.

Creating one covered area that is 1,000 sq. ft. and three others that are 750 sq. ft. or less would result in the need to install an AFSS in the 1,000 sq. ft. area only (the other three would not require an AFSS).

Neighboring booths must be considered when planning covered elements within 10 feet of the neighboring exhibit. If the neighboring exhibit has a covered structure that is within 10 feet of your structure, then the aggregate total is used to determine the amount of "covered area".

- The total amount of covered area that is allowed in any exhibit hall, or public space cannot exceed 10% of the size of the room as it is configured via the use of airwalls. For example, Petree Hall is 21,500 sq. ft. (when Halls C&D are combined). The maximum amount of ALL cover areas within Petree Hall added together cannot exceed 2,150 sq. ft. (10%). Approvals to build covered areas are given based on the order in which requests containing "complete information" are received. Delaying the submittal of covered area plans may result in the denial to build said covered area.
- Under certain circumstances LACC meeting rooms located on the second level of the Convention Center can be covered up to the lesser of the following two parameters: 70% of the total area of the meeting room, OR, 750 sq. ft. A 24-hour Fire Watch must be established once the covered area has been constructed, until the time it is removed. Show Security personnel shall be used for fire watch duties. There must be a designated officer in the room at all times with a readily available means of communication (i.e., radio or phone) to immediately contact LACC Security in the event of smoke or fire. If the event has multiple rooms with covered areas, a LAFD Fire Marshal may be required to patrol all of the meeting room spaces and corridors that contain covered areas during the non-show hours of the event.
- Sprinkler systems can only be installed in the South, West, and Kentia halls. Installing sprinkler systems in Concourse Hall, Petree Hall, all meeting rooms and public spaces is not allowed. Therefore, projects must be planned in these areas so that no covered area exceeds 750 sq. ft., and that the covered area is in compliance with the 10% (70% in LACC meeting rooms) requirement mentioned above.
- All fabrics and materials must be certified as "Flame Proof" or "Flame Retardant" by the California State Fire Marshal. Flame proof certificates must be kept in the booth for Fire Marshal review. Flame proofing certificates from other states (or countries) will not be accepted. Material believed to be acceptable but not having a California certificate can be sent to the LAFD Fire Marshal for testing. Test samples should be 12"x12" in size and should be mailed with any other pertinent information to the Fire Marshal at the address listed below.





- Booths containing more than 400 sq. ft. of covered elements are required to submit a "Covered Area Drawing" to the Fire Marshal and the Vice President, Event Services at the address listed below. Send two (2) plan view drawings of the entire booth indicating (by use of color, shading, or pattern) the areas/elements that are covered and the calculated square footage of each covered area. Also include the respective dimensions (in feet & inches) of structures/elements and the amount of horizontal separation between them. In addition send perspective/isometric drawings to better define the project. Drawings may be e-mailed in a PDF or JPEG format. Plans must be submitted for ANY proposed covered area in LACC meeting rooms. Plans must show the entire meeting room and the square footage thereof, and the respective design and square footage of the proposed covered elements.
- Non-combustible stages and platforms that do not exceed 5 feet in height "may" be exempt from the 750 sq. ft. limitation provided that no combustible materials or sources of heat are placed under the stage/platform. Projects involving stages/platforms not exceeding 5 feet in height require a covered area drawing to be submitted as indicated above. The covered area plan should denote the height of the platform and use a different shading pattern to distinguish the platform from the other covered elements in the booth.
- LACC fire sprinkler systems shall not be impeded or obstructed. A clearance of 36 inches must be maintained from all LACC sprinkler heads.
- Battery operated smoke detectors must be installed as an early warning device in any covered area that exceeds 100 sq. ft.
- Stairs, ramps, vehicles, and/or equipment are considered "covered" and therefore must be included in the covered area calculations.

For further information, clarification or discussion, please contact:

LACC Fire Marshal Inspector Clinton Pruiet

Tel: 213.763.6954 / E-mail: clinton.pruiet@lacity.org





FIRE LIFE SAFETY GUIDELINES





The following are the Los Angeles City Fire Department's minimum requirements for shows and exhibits in the LACC. No variance or alternate method of compliance shall be permitted from these requirements unless a written request is submitted and approved in writing by the LACC Fire Marshal. All requests for Fire Permits must be submitted 21 days prior to the event.

- The show or exhibit will not be permitted to be open to the public, until all identified hazards have been alleviated.
- Special restrictions may be required to monitor and control hazardous conditions and operations not specifically covered by the above.
- Additional fire protection equipment may be required. It shall be accessible, visible, and ready for immediate use.
- LACC is a non-smoking building. Smoking is prohibited in all areas.
- The use of welding or cutting equipment for "demonstration" requires a written permit from the Fire Department.
- Welding as related to exhibit construction, fabrication, repair, etc., is not allowed anywhere inside the exhibit halls or other interior spaces. Any such work requiring welding must be done outside the facility in a location determined and approved by the Fire Marshal. Licensed Fire Sprinkler contractors are allowed to use approved torches to solder copper pipe connections of automatic fire sprinkler systems inside the halls.
- The demonstration or use of equipment using flammable liquid fuel in buildings is prohibited.
- Combustible liquids shall be used only under permit from the Fire Department. They shall be stored or dispensed from an Underwriting Laboratories (U.L.) approved safety can.
- All exits, hallways, and aisles leading from the building or tents are to be kept clear and unobstructed at all times.

- No exit door shall be locked, bolted, or otherwise fastened or blocked at any time an exhibit building is open for business.
- Any rope, chain, or similar control device that is placed across an aisle or exit path must breakaway to the satisfaction of the Fire Department.
- Rubbish, trash, and waste shall be removed from buildings at the end of each working day. Metal cans will be provided for metal cuttings, and cuttings shall be kept separate from ordinary combustibles.
- All electrical wiring shall be installed as per Los Angeles Building and Safety Department Electrical Code.
- Fire extinguishing equipment must be provided and maintained in all special areas as designated by the Fire Department.
- All sprinklers, standpipe hose cabinets, and fire alarm pull boxes shall be kept clear and unobstructed at all times.
- Cylinders of compressed gas, both combustible and non-combustible, shall be installed only by permit from the Fire Department, and shall be half-charged and firmly secured in an upright position.
- Exit signs must be clearly visible.
- Flammable liquids shall be used only outside under permit from the LACC Fire Marshal. It should be stored or dispensed from an U.L. - approved safety can with a maximum of one (1) day usage or one (1) gallon, whichever is less, per booth.
- Where combustible material cannot be removed from the area of operations, another person, competent in the use of fire extinguishing equipment, shall be assigned the duty of preventing or extinguishing any accidental fire that may occur during such operations.
- All appropriate local, state and federal guidelines shall be followed to appropriately dispose of all hazardous waste materials.

FLOOR PLANS

Exhibits containing enclosed rooms, multi-level structures, dynamic or moving elements, display materials that may affect the manner in which persons can exit from inside the booth, or exhibits that are 400 square feet or larger are required to submit two (2) sets of the following types of plans/drawings: Plan view, elevation views, perspective views (isometric), drawings detailing paths of egress from the booth, covered area plan, and structural drawings as required.





REGISTRATION / LOBBIES / PRE-FUNCTION AREAS

Booth areas/exhibits are prohibited in all public areas except those authorized by the LACC and with a Fire Department permit. Pre-function areas will be utilized for social interaction and pre-registration of attendees prior to attending or entering exhibits and meeting functions. All required exit-width through pre-function spaces will be maintained without obstruction.

Note: Foyers, lobbies, and corridors are not overflow space for the exhibit hall. The actual business of the show must stay within the exhibit hall. Any display that the attendees view but do not interact with, are allowed in foyers and some parts of the lobbies with the approval of the LACC.

Note: Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials, cannot be made flame retardant. The use of these items is prohibited.

AISLES & EXITS

All floor plans must incorporate the following aisle and perimeter requirements. No exceptions are allowed without the expressed, written approval of the LACC Fire Marshal.

West Hall A/B and South Hall G/H/J/K (any sections thereof)

Aisles: 10' widePerimeter: 15' wide

Cross-Aisle: 20' wide (at the center of

the hall)

Note: For Halls H/J, cross aisle must run east/west only.

Petree Hall C/D / Concourse Hall E/F

Aisles: 8' widePerimeter: 10' wide

Cross-Aisle: 10' wide (at the center of

the hall)

Kentia Hall

Aisles: 10' widePerimeter: 15' wide

Cross-Aisle: 20' wide (at the center of

the hall)

Meeting Rooms

Aisles: 4'-6' wide
Perimeter: 4'-6' wide
Cross-Aisle: N/A

• Closs-Alsie. N/A

In addition to the above the following regulations must be taken into consideration in regards to aisles and exits:

- Aisles and exit doorways, as designated on approved show plans, shall be kept clear and unobstructed.
 Chairs, tables, easels, signs, display items, exhibit structures, etc., shall not extend beyond the booth area into exit aisles.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time an exhibit building is open for business.

- There shall be no obstruction blocking exit ways from the building to a public way, such as automobiles parked in front of doorways, barricades placed across sidewalks, carts and pallets in front of doorways, or any similar obstruction.
- A clear access aisle of at least three (3) feet shall be provided to all fire protection appliances, fire alarm boxes, and sprinkler valves.
- Exit ways shall not be obstructed by drapes or any similar obstruction, unless such obstructions are on sliding rings and the color contrasts with the adjacent drapes, walls, or booths.
- Exit signs shall be clearly visible at all times. Drapes, signs, or other similar obstructions shall not cover them.



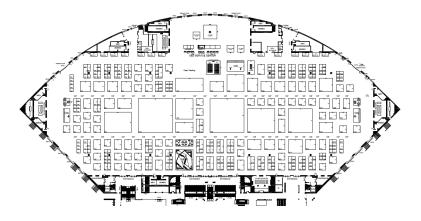
EXHIBIT BOOTHS

- Enclosed, covered booths with a cover of at least 100 square feet, but NOT exceeding 750 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Covered booths within West Hall AB or South Hall G-K and Kentia Hall exceeding 750 square feet shall be protected by a LAFD approved automatic fire sprinkler system. These systems must be installed under permit from the Department of Building and Safety. All portions of the sprinkler system, including the "sprinkler riser" which supplies the water service to the booth, must be installed within the borders of the respective booth space. No portions of the sprinkler system, or any structures or barricades that protect said system are allowed in any portion of an aisle. Sprinkler systems cannot be installed in any other areas of the building. Please refer to Covered Areas and Structure under the LACC Operating Guidelines.





- Vehicles/boats on display that are FOR SALE as part of the particular type of show may not require sprinkler systems. Contact LAFD for permit and approval.
- The total amount of covered area allowed in any separate space such as an exhibit hall, meeting room, or public space is 10% (1/10) of the total usable space.
- Exhibitor booths are prohibited in corridors or lobbies.
- Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least 2 separate exits. Additional exits may be required on a case-by-case basis. Capacity will be computed at 15 square feet per person.



LOS ANGELES FIRE SPECIAL PERMIT

A Los Angeles Fire Department Special Permit is required in order to:

- Display and operate any heater, barbecue, heat producing device, open flame device, candles, lamps, lanterns, torches, or other forms of ignition.
- Display or operate any electrical, mechanical, or chemical device that is deemed hazardous by the Fire Department.
- Use or store flammable liquids, compressed gases, or other hazardous materials. When approved, the quantities shall not exceed ten (10) gallons used only for maintenance purposes and the operation of equipment when stored in approved containers and at approved locations. Storage in excess of 10 gallons that is used for maintenance purposes and operations of equipment shall be inside approved hazardous materials cabinets. LIQUIFIED FLAMMABLE GAS is PROHIBITED inside any building.
- Operate any videotaping, broadcasting, still photographic, or motion picture equipment for commercial or professional purposes.
- Use open flame and candles.

AUTOMOBILES / MOTOR VEHICLE DISPLAYS

The following are minimum fire safety requirements for public display of motor vehicles in the LACC.

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshall is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed ¼ full. Caps for fuel tank pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternative method, approved by the Fire Marshal may be employed.
- Batteries in vehicles must be de-energized (disconnected) or vehicle keys must be secured with an event representative designated by the Fire Marshal.
- Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty. Batteries must be disconnected before and after show hours.
- Wheels must be chocked in such a manner that will prevent the vehicle from rolling in any direction.
- Vehicles shall be displayed and installed by manual means. Vehicles shall not be driven into occupancy.
- Appropriate floor covering must be placed underneath the vehicle to mitigate spills and leaks.
- Licensee/exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel source require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields. Licensee must provide detailed information on these types of vehicles, including a floor plan and complete manufacturer specifications to your Event Manager no later than thirty (30) days prior to movein.
- Additional requirements may apply to automobile/vehicle displays based on case-by-case conditions. There is no exception or modifications to the above requirements with the expressed written authorization of the LACC Fire Marshal.







TENTS

- Tent and canopies must be properly identified on all scaled floor plans.
- Four-walled tents with at least 100 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Tents, canopies or membrane structures with an overall footprint exceeding 450 square feet require a permit from the City of Los Angeles Fire Department. Permit fees are contingent on tent size.
- Tents and canopies must be rated flame resistant by the State Fire Marshal. All décor shall be flame retardant.
- Maintain 7' overhead clearance in all public areas.
- Maintain a 20' fire lane with minimum 14' overhead clearance.
- A minimum 10' clearance must be maintained between tents.
- All exits and aisles must be maintained free and clear at all times.
- Building and Safety Permit is required for all electrical, natural gas and water installation extended to the tented area.
- Properly rated fire extinguishers are required within the tented area placed at locations no less than 75' of travel.
- Generators must be located no less than 20' from the building, grounded with a grounding rod.
- Upon approval by the Fire Marshal, propane tanks must be located at a minimum of 10' from the respective appliance and must be secured with ULapproved hose and fittings.

- All wires, cables and piping (utilities, production, AV, etc.) must be taped, covered and matted.
- No vehicles are allowed in the tented area.
- No cooking is allowed under the tent unless approved in advance by the LACC Fire Marshal. Barbeques must be located in a remote area without public access.
- All booths with cooking shall have 2A-10BC fire extinguisher.
- Maintain a physical barrier separating the cooking area from the public.

CANDLES / OPEN-FLAME

A special permit from the LACC Fire Marshal is mandatory for the use of open flame, candles and holding devices in the Center. The special permit shall be made available for inspection at all times.

- Unprotected and gel type candles are not permitted.
- All candles shall be secured in a nonflammable solid holding device and protected by an enclosure.
- The flame tip from the candle must be maintained a minimum of 2 inches below the top opening of an enclosure or "Hurricane" at all times.
- When used as part of a decoration or centerpiece, the flame of the candle shall not be within 6 inches of cut fresh foliage, nor within 12 inches of dry foliage or other combustibles at any time.

Exceptions to the above include the following, subject to the review and approval of the LACC Fire Marshal:

- Floating candles may not need to be secured.
- Tapered candles (self-extinguishing) used in nonflammable solid candelabras with no additional decoration are not required to be provided with a flame stop or enclosure.
- Self-extinguishing tapered candles may be approved without an enclosure if (A) when used as part of a decoration or centerpiece (as outlined above), the candle must be of a type constructed with an automatic stop, which will prevent burning past a predetermined point or (B) all candles shall be secured with a holding device.

The placement of candles must adhere to the following guidelines and cannot be modified without the expressed, written approval of the LACC Fire Marshal:

 Only one centerpiece used for holding candles shall be approved per table unit regardless of the table size or shape.





- The use of multiple loose candles or candle holding devices is not permitted. If more than one candle or candle holding device are used on each table, those candles or candle holding devices shall be placed and secured on a common base. The amount of candles or candle holding devices placed on each table unit shall be limited to 4. The base shall be constructed of a noncombustible solid material.
- Candles or candle holding devices shall be placed at least 24 inches from the table's edge, and a minimum of 5 feet from curtains, drapes, or other decorations.

DÉCOR / COMBUSTIBLES

Combustible Decorations. All decorations, including, but not limited to drapes, tablecloths that hang six (6) inches below the edge of the table, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips, wood less than 1/4 inch in thickness (or fiberboard less than 3/8 inch in thickness), foam core, etc., shall be flame retardant treated. Glass or otherwise inherently fire retardant cloth may be used without being flame retardant treated. A California State Fire Marshal certificate of flame-retardant treatment or a sample of material for a field test must be provided upon request of the Fire Marshal. Material failing the field flame test must be treated by a California State Fire Marshal Certified Flame

Retardant Application contractor, or the material must be removed from the building(s).

Field Flame Test. A strip of material shall have a flame applied for approximately twelve (12) seconds. The flame shall then be removed. The material should self-extinguish within two (2) seconds and/or not drip in flames.

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.

Rubbish/Trash. All waste shall be removed from buildings daily. Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Metal cans with tight fitting lids shall be provided for metal cuttings. Cuttings shall be separated from ordinary combustibles.

Projection Equipment. Projection equipment using electric arc or Xenon bulbs for illumination shall be installed with an underwriters lab rating permit from the LAFD with the approval of the Department of Building and Safety.

For additional information, please contact the LACC Fire Marshal at 213.763.6954 or Event Services at 213.765.4444.

