



2011 SECURITY BULLETIN

PRESS DAYS: November 16-17
PUBLIC DAYS: November 18-27

- The Los Angeles Auto Show will once again be using wristbands for security and access purposes during set-up, teardown and non-show hours. Wristband colors will change based on the type of show day (move-in, Press Days, public days and move-out). The appropriate wristband must be worn and easily visible on the wrist in order to gain access to the exhibit halls.
- Wristbands will be issued by show security from their two offices located outside of South and West halls. Wristbands may be required beginning as early as Monday, November 7, 2011. On that morning, the supervisors of each company will need to submit a complete list (see attached form) with the name of each working individual for all days. If changes or additions are needed, please place these individuals on a new list that Staff Pro will attach to the original list.
- All lists for the following day must be submitted by 2 p.m. to show security and will be available for supervisors to pick up starting at 4 p.m. It will be the responsibility of the supervisor to distribute the appropriate color wristbands to their working personnel. If an individual arrives late for work, they need to check in with their supervisor **outside of the exhibit halls** during move-in and move-out and **outside of the convention center** during Press Days and public days.
- Please note, only exhibit companies and contractors will use this process for Press Days. Manufacturer representatives must register through their main contact and all others including broadcast crews and media must register online at LAautoshow.com for access to the exhibitor halls on Press Days.
- During public days, supervisors will need to submit a separate list for anyone working only one public day. The list must be submitted to security before the individual arrives. It is still the responsibility of the supervisor to pick up the wristband for the individual.
- For further information or questions, please call Show Management at (310) 444-1850 through November 8 and at (213) 765-4617 beginning November 9.