



Los Angeles Convention Center

## EXHIBIT STRUCTURE AND BUILDING PERMIT INFORMATION

Effective January 1, 2011

Please refer to the following criteria for designing and building temporary exhibit structures at the Los Angeles Convention Center (LACC).

### **General Requirements**

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire exhibit project, and all related components, are “structurally sound” and “seismically stable”. Furthermore, all said structures must be designed and built as per all applicable Federal, State, and local building and fire codes, regulations, and policies. In the Uniform Building Code (UBC), Los Angeles is listed in seismic zone #4.

### **Inspections**

Exhibitors are responsible for assuring that their exhibits are designed and built in accordance with the general requirements mentioned above. With this in mind, exhibits may, or may not, be inspected depending on a number of variables. When inspections are performed, they are usually brief focusing only on “general” structural integrity and stability.

### **Structures Requiring Permits**

Structures that meet the following criteria require an on site structural/seismic inspection by the Department of Building and Safety, and the issuance of a building permit. The inspection/permitting fee for Category I or II exhibits is \$145.00 payable to the LACC. For questions regarding payment, please contact the LACC Exhibitor Services Division at (213) 741-1151 ext 5470.

### **Exhibit Structure Categories**

When exhibit structures meet certain criteria, additional information must be sent to the LACC Building Superintendent/Show Operations, to determine if the design meets minimum building standards. For this purpose, exhibit structures are separated into two (2) categories as shown below.

#### **Category I**

- Standard structures that exceed 12 feet in height.
- Stairs/steps over 30 inches tall, but not exceeding 48 inches tall.

#### **Category II**

- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video Wall structures

For **Category I** structures, sending structural information is optional. Exhibitors that would like to have their plans reviewed can E-mail drawings and related specifications to the LACC Building Superintendent/Show Operations at the E-mail address provided at the end of this document. If sending e-mail, please send renderings and/or drawings in a .pdf or .jpeg Image format. Do NOT send drawings electronically in .dwg format.

For **Category II** structures, exhibitors must send two (2) sets of engineered drawings and related specifications to LACC Building Superintendent/Show Operations at the address shown below. The Superintendent will forward one (1) set to the Fire Inspector for review. Drawings must be in a scale that is "clear and legible" and state all relative dimensions addressed below in inches and feet (do not send metric.) 11-inch by 17-inch drawings are preferable "IF" information is clearly ascertainable. Further, drawings must be "recently" reviewed, approved, and stamped by a licensed Structural or Civil Engineer registered in the United States. Drawings must have the engineer's original "wet stamp", signature, and current date of license expiration. Old drawings and/or copies not containing an original "wet stamp" are not acceptable and will not be approved. Drawings must be current and must refer to the specific event (Show) name for which they are being submitted. Furthermore, drawings must be accurate as to the design and configuration of the respective display(s). Please include perspective/isometric drawings as well to better define the project. Sending "preliminary" renderings or drawings via e-mail is acceptable provided they are sent in a .pdf or .jpeg Image format; however, final engineer approved "wet-stamped" drawings must be mailed or delivered.

In addition to standard engineering details, **Category II** drawings must contain the following information.

1. Live load rating of the stage, platform, or 2<sup>nd</sup> story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
2. 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.
3. Width of stairways. **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.
4. 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.
5. Detail showing the placement and height of the handrails. 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).

## **Other Items**

**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 feet high, the base dimensions should be at least 5 feet wide and 5 feet 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.

**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 *"LACC Information Regarding Covered Areas"* guide 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 Inspector may require a 2<sup>nd</sup> exit with an occupancy of less than 49 persons.

**Maximum Occupancy – Elevated Decks:** Two (2) story structures that have only one (1) stairway accessing the 2<sup>nd</sup> 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 2<sup>nd</sup> level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2<sup>nd</sup> 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 feet. 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 feet. Corridors longer than 20 feet must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20 foot corridor may require a 2<sup>nd</sup> 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 Inspector'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.

**Plan Review, Approvals, and Field Inspection:** Exhibit plan/design approvals are tentative and are merely an acknowledgement that information sent in by the exhibitor was reviewed, and no issues were found at the time of review. Approvals are based on the information supplied by the exhibitor and are subject to on-site inspection. The LACC and the LAFD are not responsible for items missed in the review process. Exhibitors are responsible for designing and building exhibit structures and displays that comply with all exhibit related policies, regulations, and codes, including all of the requirements listed within this document. If during site inspection it is determined that the exhibit violates a building or fire code, thereby requiring correction, the exhibitor shall be solely responsible for making the respective corrections.

**Show Management Rules & Regulations:** Exhibitors must always check with Show Management for specific show rules, regulations, and levels of review and approvals for each respective event. Conditions that may be allowed at one show, may not be allowed in another.

For further information, clarification or discussion, please contact:

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