



Los Angeles Convention Center

## **CARPET AND TERRAZZO FLOORING POLICY**

Effective January 1, 2010

In order to preserve the longevity and quality of the carpet and terrazzo flooring throughout the Los Angeles Convention Center (LACC), the following policy has been established regarding the use, delivery, or display of freight, equipment, display material, or product into all areas of the LACC with carpet and terrazzo flooring. This policy applies only to LACC carpet and terrazzo flooring, and does not apply to temporarily installed "contractor or exhibit carpet". The requirements and procedures listed below are mandatory and must be followed.

All work being performed on any of the carpeted and/or terrazzo surfaces within the LACC must be accomplished in such a manner that NO DAMAGE occurs to said flooring.

Forklifts, electric carts, bicycles, scooters and the like are NOT allowed on any of the carpeted and/or terrazzo surfaces within the LACC.

Boom lifts and scissor lifts are allowed provided they are equipped with wheel coverings that will adequately protect the flooring. Boom lifts larger than 45-foot models are only allowed in the areas designated to support their associated weight (see Building Superintendent for details). Further, the access covers located at each end of the escalators and the steel grates in front of the exterior doors are NOT to be driven on under any circumstances.

Pallet Jacks, dollies, road cases, etc., may be used on the carpeted and/or terrazzo surfaces PROVIDED that a protective underlayment such as heavy gauge plastic, cardboard, masonite, contractor carpet, etc., is put down first to protect the flooring. Note: Dollies and/or road cases may be allowed without the use of a protective underlayment ONLY if the volume of cases is low, and the cases/dollies are equipped with wheels or casters that are in good working order and are of the type and size that will not leave any marks or do any damage to the flooring.

All freight and equipment that is delivered into carpeted/terrazzo areas using approved methods must be suitable to place onto said flooring without causing any damage. Containers made of wood, metal, etc., that can splinter or may have rough edges, and thereby snag/tear carpet or scratch terrazzo must be placed onto a protective underlayment such as dense cardboard, masonite, contractor carpet, etc., to protect the flooring.

Any items made of metal, or the like, that are coated with oils or other chemicals that could stain or otherwise damage the carpet/terrazzo must be placed on an appropriate underlayment (as stated above) to protect the flooring. Such items include lighting truss, genie lifts, rigging equipment, base plates, pipes, bars, tools, cabling, hoses, etc. This applies to all facets of the project including staging of equipment, constructing the equipment, and removing the equipment.

Equipment, containers, displays, or product containing liquids or solids that could spill and stain and/or damage the carpet/terrazzo are NOT allowed in any of the carpeted/terrazzo covered areas.

Equipment and/or devices that generate heat to the degree that could damage the flooring are NOT allowed in the carpeted/terrazzo areas.

Request for exceptions to the aforementioned policy are to be directed to the Building Superintendent in charge of Show Operations. Such requests will only be considered for "special circumstances" and will be reviewed on a case by case basis. The requesting party must submit a written proposal outlining their request, including the manner in which adequate safeguarding of LACC flooring will be accomplished. Previous approvals for similar projects do NOT constitute future approvals.

**Please contact the Building Superintendent in charge of Show Operation at (213) 741-1151, Ext. 5609 for further information.**