LET THE SHOW BEGIN!

After your event is licensed, you will want to consider expenses related to ancillary services necessary to produce your event at the LACC. This guide will help provide a framework of expenses to consider when building out your event budget. As each event is unique, please work with your Event Manager on specific needs to make your event a success!

GETTING STARTED

EVENT PLANNING GUIDE
Please review the LACC Event Planning Guide and Facility Guidelines in detail. It is the comprehensive, go-to resource on venue rules/regulations and supersedes this Expenses Guide.

EVENT SPECIFICATIONS
To ensure that your Event Manager prepares a comprehensive and complete estimate of expenses for your review, please submit event specifications, timelines and production schedules no later than thirty (30) days prior to move-in.

ESTIMATE OF EXPENSES
Your Event Manager will prepare an estimate of building expenses about 2-3 weeks out provided final event specifications are submitted as outline above.

PAYMENT
Payment for event expense is due in advance and payable by credit card, wire transfer or company check prior to move-in. A 4% processing fee applies to credit card payments.

CHOOSING A SERVICE CONTRACTOR

Choosing service contractor will be driven by the type of service you will require. Specific services and scope of work are exclusively provided by the LACC while for other services, an LACC-authorized contractor must be used.

EXCLUSIVE SERVICES
The following services are provided on an exclusive basis by either the building or an in-house partner. No other contractor may provide these services in the Center.

- Food & Beverage
- Internet / Telecommunications
- Network Cabling / Cable Television
- House Sound & Lights (Meeting Space)
- Production Rigging (Concourse Hall & Petree Hall)
- ATM (Public Areas)

LACC-AUTHORIZED CONTRACTORS
For the following areas, the Licensee must utilize a contractor on the Center's authorized contractor list without exception.

- General Service Contractor
- Electrical / Utilities
- Rigging (Exhibits & Production)
- Event Security
- Medical Services / EMT

Licensee may choose an outside contractor for any services not specifically outlined above.

EXPENSES CHECKLIST

Use this checklist as a guide in anticipating expenses for your event. Note that list is not all-inclusive.

VENUE EXPENSES
Below are the typical expenses provide by the LACC and incurred by most event. These expenses are billed on the building settlement.

- ☐ Airwall Moves
- ☐ Room Set Changeovers
- ☐ Tables / Chairs / Staging
- ☐ Other Building Equipment Rental
- ☐ Event Marketing
- ☐ HVAC Service (Move-In/Out Days)
- ☐ Linen
- ☐ Recore Lock / Keys
- ☐ Room Refresh Service
- ☐ Parking
- ☐ Building Security – Loading Docks / Private Drives
- ☐ Magnetometers
- ☐ Bulk Trash
- ☐ LAPD Staffing / LAFD Staffing
- ☐ Damages

SERVICE CONTRACTORS EXPENSES
All services listed below must be provided by an LACC-authorized contractor. Those denoted with ⌘ are LACC exclusive services.

- ☐ Catering / Food & Beverage ⌘
- ☐ Internet / Telecom / CATV / Networking ⌘
- ☐ Production Rigging – Concourse & Petree Hall ⌘
- ☐ House Sound & Lights – Meeting Rooms ⌘
- ☐ Paging Mic – Exhibit Halls
- ☐ Audio Visual
- ☐ General Service Contractor
- ☐ Electrical / Utility Services
- ☐ Rigging – Exhibit Halls
- ☐ Union Labor
- ☐ Event Cleaning Services / Booth Cleaning
- ☐ Event Security / Freight Door Security / Lobby Doors
- ☐ Medical Services / First Aid
- ☐ Business Center Services / Luggage Check

OTHER EVENT EXPENSES
(*) Note: Event insurance is mandated per the LACC License Agreement and must include general liability, media, workers comp and automobile coverage.

- ☐ Event Insurance (*)
- ☐ Public Health Compliance Staffing
- ☐ City, County or State Permits
- ☐ Signs / Banners
- ☐ Temporary Staffing / Registration Staffing
- ☐ Transportation Services / Shuttles
- ☐ Ticketing / Registration Services
- ☐ Décor / Event Rentals
- ☐ Plant Rentals / Florists
- ☐ Portable Restrooms (Exterior Events)