Budgeting Additional Costs

Please keep in mind the areas listed below which can represent an additional expense for your event.

**Medical & Safety Management**
For all events at the Center (with more than 300 attendees), it is necessary that an Medical & Safety Management technician be employed to administer emergency first aid treatment with backup provided by the Long Beach Paramedics. Medical & Safety Management Technicians will be scheduled by your Event Manager.

**Technical Service Personnel**
As may be required for your event in the Arena, Terrace and Center Theaters, Ballroom or Exhibition Hall; the Center provides Technical Service personnel including stage supervisors, electricians, soundmen, riggers, flymen, spotlight operators, and deckmen. Contact your Event Manager for hourly rates and staffing levels tailored to the special needs of your event.

**Telecommunications**
There are charges for telephone line installation and all calls. Your Event Manager or Smart City can answer your questions.

**High Speed Internet Access**
High speed Internet access with 3 IP addresses is available. Contact your Event Manager or Smart City for additional IP addresses, hub rentals and in-booth cable. Full T1 connectivity is available upon request.

To contact Smart City call (562) 499-7643.

**Refuse Removal**
We provide some refuse removal at no charge. However, most events require additional refuse removal. Contact your Event Manager about compactor and debris box charges so you may budget accordingly.
Security
All events requiring security must use the Center’s Security staff. Staffing levels and rates are available through your Event Manager.

Duties and responsibilities of the officers are to assist patrons, protect the building, deter theft, and to control access into show areas. Additional duties and responsibilities may be required for your event.

A recommended security plan will be provided by your Event Manager. This plan takes all factors into consideration and tailors security coverage in accordance with your particular event. The security staff makes every possible effort to minimize losses. You are strongly encouraged to instruct your exhibitors to take all necessary precautions to prevent property loss.

Special Equipment
Your Event Manager will provide you with equipment rental rates specific to your event.

Dock Control
All events that utilize a loading dock must use facility dock controllers to marshal trucks and exhibitor vehicles. Other duties include, maintaining fire lanes and egress corridors, minimizing exhibitor load-in and out times to 30 minutes each (or to your specific events loading schedule) and directing exhibitors to the correct parking areas. Contact your Event Manager for current rates.

Box Office
The following costs should be included in your budget if you are planning any type of event requiring Box Office Services.

- Ticket printing costs, event staffing and related costs.
- All tickets must be ordered and sold through the Long Beach Convention Center Box Office.
Show Staff/Ushering
Our Show Staff Department will provide the ushering and crowd-control services during the show hours of your event. The Show Staff Department provides qualified, uniformed staff who are familiar with the facilities and with event needs and duties. Your Event Manager can provide rates and staffing levels and make arrangements for event coverage.

Listed below are the positions and job responsibilities of the Show Staff Department. Your Event Manager can furnish additional staffing positions.

**Supervisor:** Supervises the entire show staff and ensures that the facilities and promoters directions are properly being followed by the staff.

**Door Guard:** Post at facility perimeter doors and monitor access and door activities.

**Usher:** Aid in seating patrons, crowd control, monitoring escalators, and assistance to disabled patrons.

**Directors:** Direct guests to correct area of the facility and to correct seating section.

**Badge Checker:** Check Badges for shows that require registration.

**Ticket Taker:** Take tickets from guests for shows that require tickets.

**Gate Captain:** Supervise Ticket Takers and Pass Gate, provide accurate attendance count.

**Pass Gate:** Provide admission to disabled patrons, strollers, exhibitors, etc., provides an entrance and exit point for VIP’s guests on pass list, special badges, etc.

**Artist Entrance/Backstage:** Provide entrance to performers, selected guests, etc.

Theatrical Production Requirements
Regulations have been developed which are intended to maintain the beauty and safety of the Long Beach Convention & Entertainment Center. For theatrical events, as well as general sessions, where lighting, scenery, rigging, etc. are needed, theatrical staff and supervision is required. This will ensure a smooth and professionally run show and will provide proper care, handling and safety for you and the facilities.
The Theatrical Supervisor will provide:

- Knowledge and skill in theatrical productions and a source of ideas and suggestions for your event.
- Extensive knowledge of the facility which will avoid any delays during set-up, show and removals.
- Service as the Theatrical Supervisor for your event.
- All Building Safety Requirements.
- General event labor.

**Potential Expenses**

**Basic Meeting Room Rental**

Basic meeting room rental includes one set-up per event day, and typically includes:

1. Theater-style or classroom-style room set-up
2. Head table (skirted) on risers (when appropriate)
3. One lectern
4. Normal air-conditioning or heating
5. Standard in-house lighting
6. Complimentary water for head tables and lecterns (upon request)

In addition to the basic building rental for your event, the following is a list of potential expenses which could be incurred, depending on your needs. This list is meant to be a representative checklist and may not be all-inclusive.

**Long Beach Convention Center Special Staffing and Expenses**

- Additional tables, chairs, staging and lecterns
- Broadcast/Filming Fees
- Building Labor
- Damages to facilities or equipment charges
- Event Security
- Forklifts
- First-aid personnel
- Food & Beverage Service
- Insurance
- Novelty Percentage
- Parking
- Planos and tuning
• Room changeovers
• Sound/Lighting technicians
• Security Officers
• Show Staff
• Stagehands
• Telephone/Internet Services
• Ushers
• Utilities & Water for exhibits
• Door Lock Changes

Outside Services

• Audio/visual service
• Armored car service
• Blackboard/corkboard
• Coat/luggage checking
• Decorators
• Drayage
• Easels
• Fork lift/Genie lift
• Office supplies/Equipment
• Permit approvals
• Photography equipment
• Registration service
• Service Contractor

Contact your Event Manager for current rates and for information concerning external service contractors.

Ticketed Events
Events based on a percentage of gross ticket sales will require a certified ticket manifest from a box office or ticketing agency. If roll stock tickets are to be used for an event, ticket accountability must be discussed with your Event Manager prior to the selling of tickets. Box office settlements with your Event Manager will be held as specified by your Event Manager.
Audio/Visual Services
Projection, Inc. is a full service audio visual company specializing in meetings, conventions, trade shows and special events. Our in-house manager at the Convention Center maintains an inventory of equipment on-site to facilitate last minute requests or emergencies.

Policy & Procedures
Microphones - As in-house audio/visual supplier, Projection, Inc. will provide the first microphone and daily use of up to 8 meeting room sound systems free of charge, when Projection, Inc. is contracted to provide all A/V services, minimum order required.

For shows with exhibits, a free daily paging microphone will be provided if Projection, Inc. order forms are included in the exhibitor packets from the show decorator.

Changes or additions in microphone requirements after initial installation are subject to standard equipment and labor charges.

If an LBC&EC client elects to satisfy their audio-visual needs through the use of an “outside” vendor, or does not require any audio/visual equipment, then all microphones and sound systems will be billed at standard equipment and labor rates.

Audio Technician - Whenever 3 or more microphones are used at the same time, a Projection, Inc. engineer is required. This technician will be billed at prevailing rates with a four hour minimum call. Depending on the nature of the event, additional labor may be required.

Record Access Fees - Access to sound system “record out patch” feeds and MATV taps will be billed at $25 per room per day. Additional labor and materials incurred for such connections will be billed at standard rates.

Terrace & Center Theaters - Microphone and sound system rentals for the Terrace & Center Theaters are handled through the LBC&EC Theatrical Services Department. Contact your Event Manager with specific requirements.

Please contact our Projection, Inc. manager at (562) 499-7546 for rate brochures, quotes and/or exhibitor order forms.