



LONDON
CONVENTION
CENTRE

**EXHIBITOR SERVICES KIT
2011**

Building Specifications

Building Location	Technical Specifications
Front Entrance Area	Ceiling height: 4.1m Vehicle access (LxWxH): 5.8m x 1.6m x 2.2m Floor load: 485kg/sq m Lighting: fluorescent/HID Flooring: carpet/marble tile Passenger Elevator (2): 15 people or 1134kgs Passenger Escalator (2): 105 people or 9000kgs Utilities: wall and floor grid system containing electrical, data and voice outlets
Ballroom	* Refer to LCC Rates & Occupancy chart for room dimensions Ceiling height: 7.2m – 7.6m Vehicle access (LxWxH): 14.9m x 3.2m x 3.9m Doors: solid maple Floor load: 485kg/sq m Lighting: incandescent/HID Flooring: carpet Rigging Points: 1800kgs Utilities: <ul style="list-style-type: none"> • floor and wall grid system containing electrical, audio, video, data and voice outlets • 10 wall access ports located around perimeter containing water and drainage outlets • compressed air outlets accessible through ceiling
Ballroom Foyer	Ceiling height: 6.5m – 7.6m Vehicle access (LxWxH): 5.8m x 2.3m x 2.2m Doors: solid maple Floor load: 485kg/sq m Lighting: fluorescent/HID Flooring: carpet Utilities: wall and floor grid system containing electrical, data and voice outlets
Meeting Rooms	Ceiling height: 3.6m Doors: solid maple Floor load: 485kg/sq m Lighting: incandescent/fluorescent Flooring: carpet Utilities: wall grid system containing electrical, audio, video, data and voice outlets
Meeting Room Foyer	Ceiling height: 4.3m Vehicle access (LxWxH): 5.8m x 1.6m x 2.2m Doors: solid maple Floor load: 485kg/sq m Lighting: fluorescent/HID Flooring: carpet/marble tile Utilities: wall and floor grid system containing electrical, data and voice outlets

Theatre	<p>Ceiling height: 3.6m – 4.5m Vehicle access: not available Doors: solid maple Floor load: 485kg/sq m Lighting: incandescent/halogen Flooring: carpet/maple Seating: fixed Utilities:</p> <ul style="list-style-type: none"> • backstage electrical, audio, video, data and voice outlets • projection booth with basic controls
Loading Dock	<p>Street Entrance Doorway – Height: 4.4m Width: 6.7m Loading Bays: Four loading bays – all bays outfitted with Dock Levellers Truck Elevator (1):</p> <ul style="list-style-type: none"> • Door Height 4.2m • Interior Length 14.9m • Interior Width 3.5m • Maximum Weight 20408 kgs <p>Freight Elevator (1):</p> <ul style="list-style-type: none"> • Door Height 2.3m • Interior Length 2.5m • Interior Width 1.7m • Maximum Weight 2268 kgs <p>Service Elevator (2): 25 people or 1814 kgs</p>
Parking Garage	<p>Entrance Height: 2.13m Spaces: 312 spaces for cars/mini-vans Wheelchair Accessible Spaces: 4 permanent stalls, ability to expand to 75</p>
Parking – Outdoor Lot	<p>Spaces: 70 regular and 2 wheelchair accessible</p>
House Sound System	<p>Ballroom and Salons:</p> <ul style="list-style-type: none"> • Equipped with an in-house sound system comprised of distributed speakers installed in the ceilings for general public address applications. • The system is controlled from an AV control room located at the centre of the service area on the main floor and is operated by the in- house AV company. <p>Theatre:</p> <ul style="list-style-type: none"> • Equipped with a self contained speaker system for general public address applications suspended from the ceiling above the stage and is controlled from the AV control booth located at the south end of the room.

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Access

Access to the Loading Dock entrance is off of Wellington Road. The best route is to exit at Wellington Road North from Hwy. 401 and remain on Wellington Road to downtown London. Just after Horton Street you will pass under the railway tracks. Proceed through the traffic lights at York Street and the Loading Dock is just north of York on the right hand side. The Loading Dock is not accessible from Wellington Road travelling south due to a centre boulevard.

Advertising – Authority for Logo

Prior written approval is required for the use of the logotype, trademarks, symbols or trade name(s) of the LCC in connection with any production, promotion, service, publication, public statements, public discussions or advertisements.

Animals

Animals, birds or pets of any description are not permitted on LCC premises require written authorization.

Banners/Signs/Decorations

No holes may be drilled, nails driven, hooks, screws or pushpins tacked into any part of the Centre or its equipment (including tables); this is strictly forbidden.

Under no circumstances may banners, decorations or signs and similar material be nailed, stapled, screwed, taped or attached to ceilings, walls or other painted surfaces. Failure to comply will result in a damage charge to the client. Masking Tape – only on cushion cloth walls, moveable walls and wood surfaces. Funtak – only on painted, glass or wood surfaces. (excluding 2nd floor south foyer tinted windows) Duct Tape – only on carpet. Straight Pins – only on the cloth walls.

Signs/banners hung from the ceiling or above three metres on the wall, may require the rental of the LCC scissor-lift and/or a labour charge. Please refer to Sign and Banner Installation Order Form S104.

Cleaning Services

The LCC is the exclusive supplier for cleaning services within the building. Cleaning of meeting rooms, public corridors/common areas, show aisles and restrooms will be provided complimentary. Supplementary charges will apply to **interior booth cleaning** and the removal of bulk trash, crates, pallets, packing material and lumber. Please refer to Cleaning Service Order Form C105.

Electrical

For ordering of these services please refer to Electrical Services Order Form E100.

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Elevators and Escalators

Passenger elevators are located in the southeast corner of the building and run from the underground parking garage to the second floor. Escalators are located in the main foyer and operate between the first and second floors only. Passenger elevators and escalators are **not** to be used for transporting freight or equipment including easels, chairs, tables etc. Freight elevators are located on the Loading Dock and consist of one truck elevator and three small elevators for transporting all freight or equipment from level to level. For Load Capacity and dimensions please contact Event Planning.

Exhibit Lighting

For ordering of these services please refer to Exhibit Lighting Services Order Form E101.

Fire and Safety Regulations

In the event that a portion of the exhibitor's backwall is a "fire exit door", the exhibitor must leave total access to it and may not drape, cover or obscure it in any way. Total access must be available from aisles to exits at all times, without obstruction of any kind.

- The following materials shall be flameproof if used for display or decorative purposes: flowers, foliage paper, cardboard, compressed paperboard less than 1/8 inch in thickness, plastic materials, split wood and bamboo fibres, styrofoam and textiles. Wallpaper is permissible if pasted securely to walls or wallboard backing.
- It is not necessary to flameproof textiles, paper or other combustible merchandise on display for sale, but the quantity used shall be limited to the displaying of one salvageable length.
- Equipment must be set-up in such a manner to comply with approved safety standards and a suitable fire extinguisher may be required on recommendation of the inspector. If at any time the inspector deems such equipment to be operated in a manner dangerous to public safety, he or she shall cancel the privilege of the exhibitor concerned.
- Flame shall not be used solely to attract attention.
- Flammable liquids or gases shall not be stored inside the building.
- Displays must not encroach on exit doorways.
- Boxes, crates and cartons from which merchandise has been removed, must be neatly piled in a storage area.

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Floor Load

The maximum ballroom floor load is 100 pounds per square foot.

Food and Beverage Services/Concessions

LCC is the exclusive caterer for all food and beverage services. All arrangements for the serving of food and/or beverages must be made through the Event Planning office. No food and beverage is to be brought onto the premises. No sample food and/or beverage products may be distributed or sold by sponsoring organizations except on written authorization. Please refer to Food and/or Beverage Sample Distribution Request Form F106.

Freight Deliveries & Storage

The LCC restricts delivery and/or storage prior to and following an event. Written authorization must be obtained from the LCC to make special delivery, pick up and storage arrangements. Fees may apply. Please refer to the Post Show Shipping & Packing Order Form P107.

Helium Balloons

Helium balloons may not be distributed in the LCC without written approval from the Event Planning Department.

Loading Dock

- Street Entrance Doorway: Height: 14' 6" Width: 22'
- Loading Bays - Four (4) loading bays; all bays outfitted with Dock Levellers
- Freight Elevators:

One (1) Truck Elevator:	Door Height	14'
	Interior Length	49'
	Interior Width	11' 8"
	Maximum Weight	43,500 lbs.
One (1) Small Elevator:	Door Height	7' 10"
	Interior Length	5' 9"
	Interior Width	8' 4"
	Maximum Weight	5,000 lbs.

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Materials Handling

LCC is the exclusive provider of in-house materials handling. These include off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of crates to designated storage areas, return of crates to booths at close of show and reloading on transport trucks. Equipment, such as a forklift, pump-trucks and dollies are available at the Centre at competitive rates. Please refer to Material Handling or Storage Services Order Form M102.

Parking

LCC has indoor, multi-level parking for over 300 cars/mini-vans, available 24 hours a day, 7 days a week. Access to the Centre, Hotel/City Centre Office Complex is provided via staircase on all parking levels to the walkway. The following parking lots are in close proximity to the Convention Centre: Canada Wide Parking (300 spots located across the street); Metro Parking (80 parking spots located beside the Convention Centre); Imperial Parking (1,700 parking spots located in Citi Plaza) Strict enforcement of unauthorized Loading Dock parking is in effect. Parking must be preapproved.

Safety Deposit Boxes

Safety deposit boxes are available for rent. Contact Event Planning for details.

Security

Twenty-four hour security for the building perimeter is provided. The LCC is the exclusive provider for Event security, at the Client's expense. All security arrangements are subject to approval by the LCC's management. The Client is responsible for all loss and damage to personal property or equipment. Please refer to Event Planning office for Security arrangements.

Set Up and Tear Downs

During move-in/out, exhibit halls, loading dock areas and "back of house" service areas are off limits to the public. As such, there shall be absolutely no drinking of alcoholic beverages, horseplay and in general. Any and all unsafe conditions or activities will be corrected promptly. All clients and exhibitors are to unload their vehicles through Shipping and Receiving on Wellington Street and not through the front doors of the LCC. Any damage to the building as a result of moving materials in through the front doors is the responsibility of the client and/or exhibitor.

Smoking

The London Convention Centre is a smoke free facility. This includes loading docks and underground parking areas.

Telephone & Data Communications

For ordering of these services please refer to Telephone and Data Order Form T103.

Vehicles and Motorized Equipment

Please refer to Vehicle Access Form V111.

Vehicle access into the Centre is through the loading dock entrance located on the west side of Wellington Street just north of York Street (see map).

Preparation and Cleaning (preauthorization is required)

1. If the vehicle requires onsite cleaning, all cleaning including washing/hosing down of vehicles must take place inside the loading dock area before the vehicle is taken to the event space. The dock has a hose for this purpose. The exhibitor must supply ALL OTHER CLEANING SUPPLIES. (charges may apply)
2. The vehicle tires must be wiped down to avoid staining/marketing the fully carpeted event space. Once the vehicle is cleaned and wiped down, it can be moved to the event space.
3. The Dealership/Owner must also supply the following to protect the flooring:
 - Plastic sheeting underneath the engines
 - Floor pads for underneath the tires

Displays and Control

1. Vehicles are moved by LCC staff with driver's licence on file at LCC (charges may apply) or moved by the Dealership/Owner
2. All vehicles being moved must have an LCC spotter
3. Vehicles must be moved in a fluid motion, no dry turns to avoid carpet damage
4. As per Fire Code 2007, Code # 2.12.1.7 located in section B2 it states that "*where a covered mall is used for the display of fuelled equipment, batteries shall be disconnected and caps for fuel tanks shall be locked or secured against tampering.*" Therefore all Vehicles on display within the LCC must be equipped with a lock-on type fuel tank cap and fuel tanks must not be filled beyond $\frac{3}{4}$ mark in order to allow for expansion of product.
5. Vehicles on display must be locked, continuously supervised or battery disconnected.
6. Running of displayed vehicles during the exhibit/event is prohibited unless approved by the fire prevention division.
7. Propane charged cylinders are not permitted inside the LCC.
8. Vehicle keys must be turned over to the Event Services staff once the vehicle is placed in show area. Keys are locked in the LCC security office. Access to keys is through the Event Services Supervisor.
9. Dealership/Owner responsible for any damage to carpet tiles, building fixtures, etc (charges may apply).
10. The LCC is not responsible or liable for vehicles as per details on event order.

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Waste Removal

The London Convention Centre has a full recycle, waste and compost removal program. During set-ups and tear downs appropriate receptacles will be available on the loading dock and / or service areas adjacent to exhibits for your convenience. Excessive waste product may result in additional charges for exhibitor and show management.

Thank you for your co-operation and we look forward to working with you.