

QUICK FACTS

SERVICE CONTRACTOR CONTACT:	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com	
LOCATION:	Los Angeles Convention Center 1201 S Figueroa St Los Angeles, CA 90015	
EXHIBITOR MOVE-IN:	Wednesday, July 17, 2024 Thursday, July 18, 2024 Friday, July 19, 2024 Saturday, July 20, 2024 Sunday, July 21, 2024	12:00 pm – 4:00 pm <i>**rigging target by appointment**</i> 8:00 am – 5:00 pm 8:00 am – 8:00 pm 8:00 am – 8:00 pm <i>**all freight must be unloaded and empties removed by 12:00 pm**</i> 8:00 am – 12:30 pm <i>** touch up only**</i>
EXHIBITION DATES:	Sunday, July 21, 2024 Monday, July 22, 2024 Tuesday, July 23, 2024 Wednesday, July 24, 2024	12:30 pm – 5:00 pm 9:00 am – 5:00 pm 9:00 am – 5:00 pm 9:00 am – 2:00 pm
EXHIBITOR MOVE-OUT:	Wednesday, July 24, 2024 Thursday, July 25, 2024	2:00 pm – 8:00 pm 8:00 am – 5:00 pm
**Please note that all exhibit materials must be removed from the exhibit Facility by 5:00 pm on Thursday, July 25, 2024.		
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – black & purple • 3' high drapery sidewall – black • 1 - 7" x 44" booth identification sign <p>If you require additional furnishings or services, please complete and return the appropriate enclosed order form(s).</p>	
REQUIRED FLOOR COVERING:	To maintain a consistent and professional appearance on the show floor, the 2024 AAPM Annual Meeting & Exhibition show rules require that all exhibitor booths have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering.	
AISLE CARPET:	The aisles will be carpeted in the color tuxedo.	
CEILING HEIGHT:	The ceiling height in the exhibit hall is 36' feet.	
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by June 28, 2024 .	

LEVY ONLINE ORDERING (LOLO):

The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between June 13, 2024 – July 11, 2024. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

AAPM 2024
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS NV, Inc.
8001 Telegraph Rd
Pico Rivera, CA 90660

All **DIRECT** shipments should not arrive prior to **8:00 am** on **Thursday, July 18, 2024**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

AAPM 2024
Exhibiting Company Name
Booth # ____
Los Angeles Convention Center
c/o Levy Exposition Services, Inc.
1201 S Figueroa St
Los Angeles, CA 90015

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 5:00 pm on Thursday, July 25, 2024. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 3:00 pm on July 25th. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

POST SHIPPING PAPERWORK:

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.



SOUTHERN CALIFORNIA LABOR JURISDICTIONS

Decorators union

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full time employee, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 1 hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters union

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carryable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Electrical union

IBEW Electricians jurisdiction covers all electrical labor for each booth including but not limited to, cable distribution under your carpet or flooring, and throughout the booth structure. Included are connections & hardwiring of all electrical equipment, (e.g. 208volt & higher services, panels, and motors), installation of all lighting hung from truss or beams & distribution of all cabling throughout the booth & truss structures. All stage hand/AV labor used in the exhibit area will be provided by the organizer named official AV contractor for the show or an EAC AV contractor with exception of their company representative/ supervisor. Unless contracted directly with the in-house AV / Internet provider, all data and coaxial cable run within the booth, overhead or on the floor will be installed by our electricians. Electrical services are provided on a time and material basis and cannot be performed by other unions, I&D houses or Exhibitors.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Levy is not responsible for injuries caused by improper use of furniture.

Tipping

Levy request that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary. This applies to all Levy employees.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

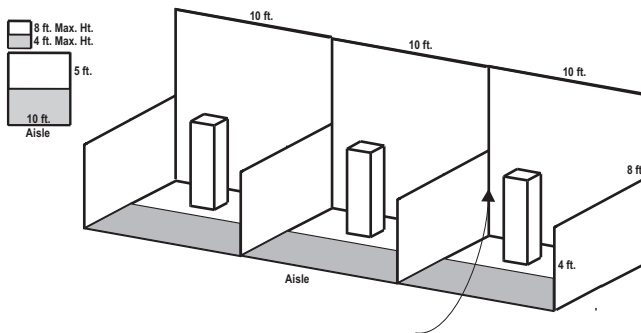
STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions: Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

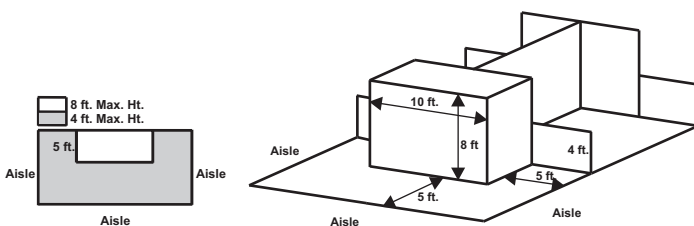
Note: Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

PENINSULA END-CAP BOOTH

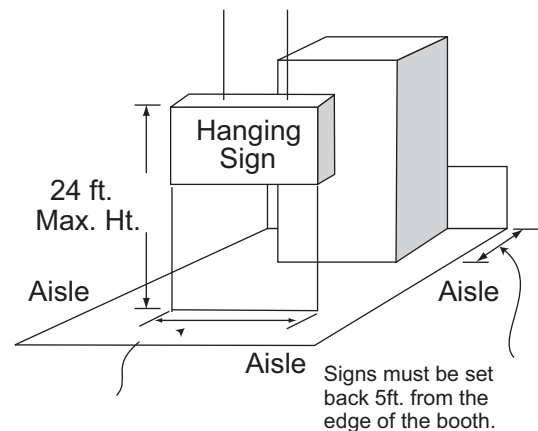
An end cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions: End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.

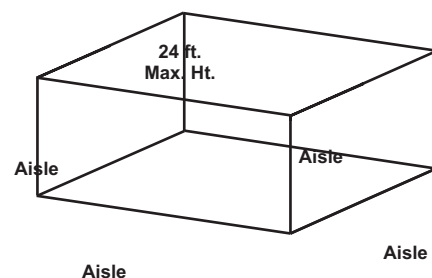


ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is 20'x20' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



Please note that the ceiling height in the Exhibit Hall is 36 feet.