



YOUTH MOBILE FESTIVAL
SCIENCE+TECH
MEETS MOBILE
OCTOBER 22-24, 2019
LOS ANGELES CONVENTION CENTER



YoMo LA 2019 Exhibitor Manual

Welcome to YoMo Los Angeles 2019!

Our Exhibitor Manual contains all of the information, order forms and details you need to ensure you have a smooth build up and successful YoMo! Please ensure you read and share this with any parties working and participating in your event.

Take your time to review each of these sections. This manual contains all the information you need to know about your presence on site including venue services and utilities you can order

Please make sure to go through the Forms & Deadlines, where you will find all the compulsory forms along with optional forms and services for your participation.

If you have any questions, please contact exhibitors@yomola.com.



Contents

[1. Forms & Deadlines](#)

[2. Event information: Where? / When? / Travel](#)

- 2.1. Where?
- 2.2. When?
- 2.3. Opening times
- 2.4. Transportation
- 2.5. Cloakroom
- 2.6. First aid
- 2.7. Disabled access at LACC
- 2.8. Lost and found
- 2.9. Security
- 2.10. Catering outlets
- 2.11. Emergency numbers

[3. Logistics: Floorplans/Onsite Logistics/ Health & Safety/ Rules & Regulations](#)

- 3.1. Floorplans
- 3.2. Move in & Move out access
- 3.3. Vehicle access to unload at the venue
- 3.4. Shipping & freight
- 3.5. Onsite Customer care desks
- 3.6. Health & safety
- [3.7. Rules & regulations](#)

[4. Services & Suppliers](#)

[5. Code of conduct](#)

- 5.1. Adult content
- 5.2. Alcohol and drugs
- 5.3. Competitions, lotteries & draws
- 5.4. Copyrights
- 5.5. Distribution of promotional material
- 5.6. Dress code at the event
- 5.7. Food hygiene
- 5.8. Noise
- 5.9. Selling of goods
- 5.10. Smoking
- 5.11. Vehicle use during event days
- 5.12. Waste separation for exhibitors
- 5.13. Wifi policy

[6. Registration/Badge collection](#)

- 6.1. Registering your stand staff and guests at YoMo
- 6.2. Badge collection onsite


[7. Key contacts](#)

- 7.1. Sponsorship opportunities
- 7.2. Advertising opportunities
- 7.3. Customer care
- 7.4. Registration
- 7.5. Products & services

1. Forms & deadlines

Each sponsor, supporter and activity provider main contact that carries out workshops, theatre shows or interactive stands must fill the following forms. This information will help us plan for your activity, and help ensure a smooth experience at the event for you and your team. It is not necessary that people that make presentations fill the forms.

Forms	Deadline
1. Stand plan or activity layout plan (stands only)	September 13, 2019
2. Risk Assessment	September 13, 2019
3. Move-in and move-out access request	October 4, 2019
4. Vehicle access scheduling (optional)	October 4, 2019
5. Promotional giveaways (optional)	October 4, 2019

 **VERY IMPORTANT:** Submit all the forms before the deadlines. Fill all the forms unless otherwise stated.

For any questions regarding forms, please contact exhibitors@yomola.com.

2. Event information

2.1. Where?

YoMo: The Youth Mobile Festival
October 22 – 24 2019
Los Angeles Convention Center
Kentia Hall (Lower South Hall)

Address:

Los Angeles Convention Center 1201 S
Figueroa St, Los Angeles, CA 90015, USA



Activity Providers, Sponsors, Exhibitors, VIP's, Press, Professional Pass and school groups not travelling by bus are to enter via the South Entrance Hall, through the Kentia Hall lobby.

2.2. When?

YoMo Los Angeles 2019 will be held **from Tuesday October 22 to Thursday October 24, 2019.**

2.3. Opening times

2.3.1. BADGE COLLECTION TIMES

Date	Package Type	Access Times
Monday, 21 October	Activity Providers, Supporter, Sponsors	8:00 a.m. – 8:00 p.m.
Tuesday ,22 October	Activity Providers, Supporter, Sponsors	7:00 a.m. – 6:00 p.m.
Wednesday, 23 October	Activity Providers, Supporter, Sponsors	7:00 a.m. – 6:00 p.m.
Thursday, 24 October	Activity Providers, Supporter, Sponsors	7:00 a.m. – 6:00 p.m.

2.3.2. MOVE-IN TIMES AND ACCESS

Date	Package Type	Access Times
Monday, 21 October	Activity Providers, Supporter, Sponsors	8:00 a.m. – 8:00 p.m.

2.3.3. EVENT HOURS AND ACCESS

Date	Access Times	Show Open Hours
	Activity Providers, Sponsors, Supporters Only	Activity Providers, Sponsors, Supporters & Visitors (Schools and Educators)
Tuesday ,22 October	7:00 a.m. - 6:00 p.m.	9:00 a.m. - 4:30 p.m.
Wednesday, 23 October	7:00 a.m. - 6:00 p.m.	9:00 a.m. - 4:30 p.m.
Thursday, 24 October	7:00 a.m. - 5:00 p.m.	9:00 a.m. - 4:30 p.m.

2.3.4. MOVE OUT TIMES AND ACCESS

Date	Package Type	Access Times
Thursday, 24 October	Activity Providers, Supporter, Sponsors	5:00 p.m. – 8:00 p.m.
Friday, 25 October *	Activity Providers, Supporter, Sponsors	8:00 a.m. – 7:00 p.m.

*If needed upon request

2.4. Transportation

Useful numbers:

Metro Rail/ Bus	(323) GO METRO
Taxis (for people with reduced mobility)	+1 424-222-2222.

BY PRIVATE VEHICLE

The LACC has 5,600 convenient parking spaces available to visitors and located in three convenient parking structures (West Hall Garage, South Hall Garage and Venice Garage). Current parking rates start at \$15.00 upon entry. There are no in/out privileges. Please note that parking rates and hours of operation are subject to change based on event activity in the LA Live Entertainment District.

<https://www.lacclink.com/attendees/parking>

BY METRO



—————> Take the Metro Rail Blue Line to the Pico station and you will find yourself at the massive L.A. LIVE entertainment complex, nearby Los Angeles Convention Center. You can use the Trip Planner on Metro’s website to find routes and schedules. To see more in detail in formation about the transportation option to LACC [please click here](#).

2.5. Cloakroom

There will be no cloakroom available at the Kentia Hall during the celebration of YoMo Los Angeles.

2.6. First aid

There will a First Aid Center at the South Hall - Main level by Pico Street entrance.

For any emergencies, building security can be reached on any house phone by dialing **3000**. You can also contact our 24-hour security team for any reason, from any telephone at **+1 213 765-4605**. The LACC discourages dialing 911 directly. Due to the size of the Center providing detailed and accurate location information to the first responders should be handled by security.

2.7. Disabled access

The LACC complies with the Americans with Disabilities Act and stands ready to accommodate all visitors. Information booths, designated parking, and other accessibility services are available for our visitors. Service animals are also welcome to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. LACC has three (3) Access Paratransit drop off points on the property. Access Paratransit can be reached at **(800) 883-1295** or TTY at **(800) 826-7280**.

#4080 is located on Pico Drive

#4081 is located on Gilbert Lindsay Drive

#4082 is located on Pico Blvd at the exit to Gilbert Lindsay Drive

For any emergencies, building security can be reached on any house phone by dialing 3000. You can also contact our 24-hour security team for any reason, from any telephone at +1 213 765-4605.

2.8. Lost and found

Information Point will be available to all attendees with any general event enquiries. Please take any lost and found items to the Information Point. Should you find a child who is lost, please notify a YoMo Los Angeles staff or venue representative immediate. For the LACC lost and found, please contact Guest Services at **+1 213 765-4225**.

2.9. Security

Please note that a robust security plan will ensure the safety and comfort of all attendees. Security will be performing bag checks and using security wands for all visitors on site. Please expect a delay in accessing the venue in busy times.

Should a security incident arise, please notify the closest member of staff when on site. YoMo Los Angeles and LACC (The venue) reserve the right to refuse entry to anyone should this be required,

and do not accept any liability for items that may be lost, destroyed or damaged while at YoMo. Please do not leave any valuables unattended. Any unattended items will be removed and possibly destroyed.

2.10. Picnic area & catering outlets

There is a catering outlet/ picnic area for attendees to eat their lunch while on site. Please note, there is a shopping center nearby (approx. 5 minutes' walk) that has supermarkets and restaurants and other shops available.

During move-in and move-out periods, there is no catering service available within the venue

2.11. Emergency numbers

Please [click here](#) to see the emergency preparedness for the City of Los Angeles.

Other Useful Numbers in LA:

Report an Emergency	911
Emergency Contacts (website)	Click Here
Los Angeles Fire Department	+1 213 978-3800
Los Angeles Airport (website)	Click Here
Los Angeles Police Department (non-emergency)	(877) 275-5273
Los Angeles Visitor Information Center (website)	(323) 467-6412 Click Here
Los Angeles Public Transportation (website)	Click Here
Transportation (for people with reduced mobility)	(800) 883-1295 TTY at (800) 826-7280

3. Logistics

3.1. Floorplans

Mid- July all exhibitors will have access to the live technical floorplan.

This site is updated on a daily basis to reflect any changes made on the day.

Download your individual stand technical plan:

- Navigate to the 'Export' Tab at the top of the page
- Then go to: 'Individual Stand' > 'Stand PDF' > Select your Stand Number from the drop down list
- Note your Individual Stand Plan .PDF may contain more than one page. Please make sure you review all information
- Any build obstruction and height restriction within your space will be shown on your individual stand technical plan

3.2. Move-in and Move-out access

Please note YoMo LA has only one build day – October 21.

- Please note your exhibitor badge will permit access during the move-in period from 8am to 8pm.
- **IMPORTANT:** Sponsors and activity providers entering before 8 am and contractors need to fill the **Build-up and dismantling access request form** to access the venue.

3.3. Vehicle access to unload at the venue

If you need to transfer any equipment for your activities by vehicles, please ensure you inform us in advance by completing the **Vehicle access scheduling form**.

If you have a stand or activities for all show days, please ensure you drop off your equipment on **Monday 21 October**.

3.4. Shipping and freight

For any enquiries regarding shipment and freighting please contact:

EF-GSM LTD

International Contact

Contact: Roger Bowman

Tel: +44 1732885131

Fax: +44 1732886689

Email: roger@ef-gsm.com

US Contact

Contact: Jason Richolt

Tel: +1 (949) 476-9111

Fax: +1 (949) 476-9992

Email: jasonr@shoair.com

3.5. Onsite Customer Care desks

3.5.1. YOMO CUSTOMER CARE

YoMo Customer Care will be available onsite to assist you with any enquiries you may have.

Date	Opening Times
Monday 21 October	8:00 - 20:00
Tuesday 22 October	8:00 - 17:30
Wednesday 23 October	8:00 - 17:30
Thursday 24 October	8:00 - 19:30



3.6. Health & Safety

IMPORTANT: all sponsors, exhibitors and activity providers should read this information.

YoMo Los Angeles, the Organizer, and LACC take Health & Safety responsibilities very seriously and it is essential that all sponsors, exhibitors and contractors do the same in order to achieve a safe working environment during the event period. All the Health & Safety sections comprise information about your stand collated by you and/or your stand contractor. In these sections, you will also find information about all relevant forms and information to be submitted.

As Organizers, it is our policy to make the exhibition and all surrounding events a safe environment as far as is reasonably practicable. This section of the manual has been produced to provide all exhibitors with clear, simple suggestions for understanding and implementing a suitable and sufficient safety management programme to comply with all Health & Safety procedures.

3.6.1. COMPULSORY HEALTH & SAFETY DOCUMENTATION

All exhibitors and all exhibitors' contractors must conduct a [Risk Assessment](#) of their activities for each stand.

3.6.2. EXHIBITOR RESPONSIBILITIES

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. This includes that all employees, contractors and visitors employed, instructed, invited or entertained by you are provided with suitable and sufficient information, instruction, training and supervision to ensure their health and safety as well as others working on or near your stand, or affected by your work actions or inactions during the show's tenancy.

The principal areas, which need to be brought to your and any contractor's attention, include the following:

Risk assessment

Carry out a risk assessment outlining the control measures you will implement

Understand the emergency procedures

- Ensure all persons understand the emergency procedures and know the location of the First Aid Centre. All your staff and contractors must be notified of these procedures.
- It is recommended that at least one member of your team has undertaken a basic first aid course.

Liability insurance

- Ensure all contractors and subcontractors carry adequate liability insurance

Report any incident

- There are fire alarms located around the hall perimeters and can be used to report a fire. To report any other incidents you can contact the emergency services.
- Please make sure that your staff stores this numbers in their mobile phones

Keep emergency exits clear

- It is imperative that emergency exits and specific gangways are kept clear at all times

Wear suitable protective clothing

- Operatives must wear suitable protective clothing relevant to their job, which may include harnesses as well as head, eye, hearing, foot and hand protection.

- To maintain healthy and safety precautions we strongly encourage all personnel to wear Hard Hat & High Visibility vest during move-in and move-out days.

Safe portable power equipment

- Ensure portable power equipment is only used for the purpose for which it is designed, with safety guards and other safety devices fitted and used.
- Power leads must be kept to a minimum, and only across gangways if properly taped down. Power requirements must not overload the systems order. Such equipment must never be left unattended with power supplied to it. Please do not create a trip hazard at any time

Safe-working practices

- It is the Exhibitor's responsibility to ensure that all staff and contractors are fully trained to ensure safe-working practices at all times. Good housekeeping and tidiness in all work areas minimizes hazards and aids security
- Please ensure all personnel employed by yourself or your company or affected by your work actions are aware of these health & safety responsibilities. Exhibitors must obtain their contractor's Health & Safety Policy and Risk Assessment detailing specific safety procedures, hazards and their associated control measures, competence and training of staff, and a named individual safety officer responsible for their work activities throughout the show's tenancy
- It is the exhibitor /contractor's responsibility to ensure that they and their staff are not working excessively long hours. Staff should be permitted suitable rest periods and if late working is undertaken, staff should be rotated in line with a work schedule

3.6.3. SPECIAL RISKS AND PROHIBITED GOODS IN THE EXHIBITION STANDS

Flammables: Gas bottles (Butane, propane), Helium balloons, bioethanol, burners

Unless specifically agreed by the organizers in writing following a notice period of at least 90 day's notice, the following goods and equipment are prohibited and will not be admitted on to the exhibition:

- ⊘ Flammable liquids or gases
- ⊘ Naked flames incl. candles, torches etc.
- ⊘ Compressed gas cylinders
- ⊘ Radioactive materials
- ⊘ Radiation generators
- ⊘ Goods classified as hazardous including toxic, corrosive, irritant, harmful or oxidizing materials (with the exception of small quantities of domestic cleaning materials in containers or aerosols of less than 500 cc capacity)
- ⊘ Any activity involving water where there is a risk of legionella i.e. water features, fountains etc.
- ⊘ Explosive, pyrophoric or spontaneous combustible materials.
- ⊘ Smoke machines
- ⊘ Lasers other than Class 1 lasers or those in completely enclosed equipment
- ⊘ Equipment that may cause nuisance due to odor, emission of objectionable noises or stroboscopic or disturbing lights, simulators and rides
- ⊘ Animals (unless with permission in advance)

3.6.4. FIRE SAFETY

The following are the Los Angeles City Fire Department's minimum requirements for shows and exhibits in the LACC. No variance or alternate method of compliance shall be permitted from these requirements unless a written request is submitted and approved in

writing by the LACC Fire Marshal. All requests for Fire Permits must be submitted 21 days prior to the event.

- The show or exhibit will not be permitted to be open to the public, until all identified hazards have been alleviated.
- Special restrictions may be required to monitor and control hazardous conditions and operations not specifically covered by the above.
- Additional fire protection equipment may be required. It shall be accessible, visible, and ready for immediate use.

Hot work and naked flames

- Any work involving oxy-acetylene cutting/welding, gas/oil blowlamps, grinders, tar boilers, LPG burners, soldering etc. requires a written permit from the Fire Department.
- Welding as related to exhibit construction, fabrication, repair, etc., is not allowed anywhere inside the exhibit halls or other interior spaces. Any such work requiring welding must be done outside the facility in a location determined and approved by the Fire Marshal. Licensed Fire Sprinkler contractors are allowed to use approved torches to solder copper pipe connections of automatic fire sprinkler systems inside the halls.

Smoking

- LACC is a non-smoking building. Smoking is prohibited in all areas.
- The demonstration or use of equipment using flammable liquid fuel in buildings is prohibited. Combustible liquids shall be used only under permit from the Fire Department. They shall be stored or dispensed from an Underwriting Laboratories (U.L.) approved safety can.



Rules and Regulations

3.7.1. STAND BUILD REGULATIONS

A. GENERAL RULES

Build height restrictions

- All space only stands might be permitted to build to a maximum height of 4m
- Rigged structures are not permitted

Enclosed exhibition stands (50% rule)

- Totally enclosed stands are not permitted on the exhibition floor
- Exhibits and walling should be positioned in such a way as not to obstruct the view of the exhibition or adjacent stands
- Only up to 50% of any open side of stands are permitted to have a wall
- Solid runs of walling along open perimeters are not permitted where this causes neighbor stands being visually blocked off from the rest
- Exceptions to this will be considered by the organizers on a case by case basis and only if all affected neighbor stands have agreed in writing
- This rule is not enforced for open sides of stands facing a hall perimeter wall
- As the rule is to ensure visibility, handrails up to 1.1m height are considered 'open'
- Each stand must have within its design any required wait lines for participation in their activity.

Fixtures

- It is strictly prohibited to make any fixtures to the hall installations, walls, floors, ceilings or columns

- All connection panels set in the hall floors must always be accessible
- The exhibition surface area may not be covered with either paint or glue. The only permitted covering for the exhibition space is a platform or carpeting which must be removed by the exhibitor at the end of the event including the removal of any adhesive tape
- Any damage incurred by exhibitors or their delegates to the exhibition hall walls, installations etc. will be repaired by La Farga and charged to the exhibitor

Paintwork

Only water-based paints may be used on site. Protective measures must be taken to ensure that no paint is spilt or sprayed on to the fabric of the building. Fabrics and materials treated with fire resistant solutions should not be over painted with water-based paints.

Display of logos

Displays of logos or branding outside of exhibition stands such as light beams or projections onto bare walls or gangways are not permitted without prior written approval by YoMo Los Angeles.

Luminescent displays & stand lighting

The luminescence of projections, electronic lighting display walls such as LED walls or other types of luminescent displays or general lighting within stands may have to be adjusted to avoid disturbances to neighbor stands. Such devices should be placed in such way to not affect surrounding stands.

Hanging banners

Hanging banners are not permitted. If you would like to have a banner please contact exhibitors@yomola.com.

Drones or remote controlled flying objects

The GSMA and LACC supports the use of cutting-edge technology, such as aerial drones, at YoMo LA. Approved use of this technology is limited within the “four walls” of the venue. Operation of aerial drones outside of the building requires

appropriate authorization from the Federal Aviation Administration (FAA) and written approval from Event Organizers. If you request such permissions, please contact exhibitors@yomola.com.

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

Barriers (balustrades)

Barriers must be provided to protect exposed edges of landings, balconies and any other changes of levels exceeding 360mm.

B. SERVICES

Waste removal

All waste shall be removed from buildings daily. Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Metal cans with tight fitting lids shall be provided for metal cuttings. Cuttings shall be separated from ordinary combustibles.

Waste removal/ Separation Policy

Certified by the U.S. Green Building Council as a gold level LEED facility, the Center prides itself in being a steward of the environment and will endeavor to recover the maximum volume of recyclable waste from previously mentioned areas. Licensee’s general service contractor and cleaning contractors are mandated to comply with the venue’s bulk trash disposal recycling program and utilize recyclable bins located in the loading dock areas. This includes proper separation of waste in bins labeled as follows: paper; carpet and bottles/cans. Recyclable waste recovered will be sent to diversion sites for “composting” or regeneration.

C. FREEMAN UNION REGULATIONS

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, motors, and audio visual equipment), installation of all lighting hung truss or beams & distribution of all cabling throughout the booth & truss structures. All stagehand labor used in the exhibit area will be supplied through Freeman 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.

3.7.2. STAND PLAN SUBMISSION

Submission of technical drawings

Fully detailed and scaled plans must be submitted via the [Stand plan or activity layout plan](#) form which must include:

- Detailed technical plans at a scale of 1:50 detailing:
 - Side & height elevations
 - Evacuation plan showing all necessary smoke detectors, escape route signage and locations of fire extinguishers
- Stand number & exhibitor name.
- On site contact person and mobile phone number
- Detailed information about the materials being used. Including up to date fire resistance certificates. Please refer to section above for details about material specifications

3.7.3. STAND PLAN INSPECTION

- Work at height without adequate preventive measures in place is strictly not permitted and will be stopped if necessary
- The Organizer and the venue or their approved structural technicians reserve the right to request structural calculations and approvals at the expense of the exhibitor, pre-show or on-site for any stand or structure at the event should they feel it to be necessary.
- Photographs, faxed drawings or drawings from other exhibitions will not be accepted
- Upon receipt of the written confirmation from the Organizer no alterations can be made to the drawings submitted.

4. Services & Suppliers

FREEMAN

Freeman is pleased to provide a list of services.

- AUDIO VISUAL & COMPUTER EQUIPMENT
- CARPET
- CLEANING
- CUSTOM BOOTH DESIGN
- FURNITURE
- ELECTRICAL
- GRAPHIC SERVICES

Freeman

Tel: (US Toll Free) +1-800-313-8629
 Tel: (Outside US) +1-817-210-4869
 Email: MWCLA@freeman.com

Depending on your setup you may need to order additional electricity services. [Click here](#) to access Freeman online ordering website.

CATERING

The venue exclusive supplier for all catering needs is **Taste of LA by Levy Restaurants**. [Click here](#) to view the 2019 menu options. Please feel free to contact a member of the team if you would like any further detail of the services available to you.

Benjamin Berard

Phone: (213) 765 4488
Email: bberard@levyrestaurants.com

INTERNET

Venue Exclusive Supplier:

SMART CITY NETWORKS – LOS ANGELES

Los Angeles Convention Center
 csr@smartcity.com
 1-888-446-6911

Please [click here](#) to find details and place orders for Internet Services at MWC19 Los Angeles.

SECURITY

Official Supplier: Cassidy Sullivan | Client Relations Manager | Staff Pro Inc.
 15272 Jason Circle Huntington Beach CA, 92649
 T: 714-230-7200 ext. 251 F: 714-230-7215 C: 714-465-7527
csullivan@staffpro.com | www.staffpro.com

5. Code of conduct

5.1. Adult content

The organizer shall be entitled to close a stand during build-up or exhibition open period if the exhibitor is considered to be displaying materials of an offensive nature. The organizer reserves the right to clear out a stand, with the exhibitor bearing any costs involved.

5.2. Alcohol and drugs

It is prohibited for any exhibitor or its contractors to be under the influence of alcohol or illegal drugs while working at the venue, or while performing site activities, including operating vehicles or equipment. The organizer reserves the right to remove anybody from site who does not adhere to this rule.

5.3. Competitions, lotteries & draws

No competitions, lotteries, draws, games of chance or the like may be held by the exhibitor whether at the event or through the sponsorship without the prior written consent of (i) the organizer, and (ii) the relevant local and/or national authority/authorities. To apply for such license, please contact exhibitors@yomola.com.

5.4. Copyrights

Exhibitors should be aware that music played in their booths, whether live or recorded may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of musicians must have the certified engineer's signature and stamp.

ASCAP	BMI	SESAC
Tel: 1-800-505-4052	Tel & Email: Click here	Tel.: 1-800-826-9996
Email: Click here		Email: licensing@sesac.com
Web Form: Click here		Web form: Click here

5.5. Distribution of promotional material

The exhibitor must distribute items (samples, souvenirs, collateral, etc.) from within the confines of the exhibitor booth.

5.6. Dress code at the event

All staff at exhibition stands are expected to dress with smart causal attire. As a rule of thumb, exhibitors should ensure that the attire of all staff they deploy on or around their stand, (whether the exhibitor's direct employees or their contractors) would be considered appropriate in a professional environment. In recognition of the many cultures and nationalities present at YOMO, attire of an overly revealing or suggestive nature is not permitted. Examples of such attire may include, but are not restricted to:

- Tops displaying excessive cleavage
- Tank tops, halter tops, camisole tops or tube tops
- Second-skin bodysuits

These guidelines are applicable to all stand staff, regardless of gender, and will be strictly enforced.

The Organizer reserves the right to request that individual exhibition staff change their attire or leave the premises immediately if their appearance is perceived to be offensive to other exhibitors or participants

5.7. Food hygiene

Dispensing of food and beverage is allowed from the booth for hospitality purposes within the show hours. However, popcorn and unshelled peanuts are not allowed in the booth/exhibition halls at any time. Levy Restaurants is the exclusive catering contractor for the LACC. All Food & Beverage orders should be placed through Levy.

5.8. Noise

Out of respect for your fellow exhibitors, it is requested that demonstrations, which may generate noise during the event opening hours, are kept to a minimum. All loudspeakers are to be positioned within the boundaries of the booth and angled so that they face inwards towards the center point of the booth. The maximum permitted volume in booths is 3db above background noise, measured from 10ft distance to the booth. The Organizer is authorized to restrict any demonstrations that do not comply with the regulations. In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. (Refer to OSHA at www.osha.gov for more information)

5.9. Selling of goods

Exhibitors are strictly prohibited from selling goods and services, for cash or otherwise, inside the Venue.

5.10. Smoking

Smoking, including the use of smokeless tobacco Smoking is not allowed within any of the exhibit halls, meeting rooms or public lobby areas. Los Angeles laws prevent smoking within 25 feet of building entrances. Advertising of cigarettes and tobacco products is prohibited in the LACC. The use of any cigarette or tobacco product name in promotion or product is prohibited.

5.11. Vehicle use during event days

It is not permitted to use vehicles such as scooters, bicycles, skateboards or segways inside the venue during event open days.

5.12. Wi-Fi

Activity Providers and Sponsors will have access to a shared Wi-fi. This will be only for basic use If you need to have a dedicated internet access for your stand, please contact csr@smartcity.com

6. Registration and badge collection

6.1. Registering your stand staff and guests at YoMo

Each sponsor, exhibitor and activity provider at YoMo Los Angeles comes with a certain number of passes to the event. These passes require a unique code in order to register each attendee. These codes will be issued to the primary contact person of each organization. If the main contact has not received the codes or have any registration related enquiry, please contact exhibitors@yomola.com.

6.2. Badge collection onsite

Please pre-print your registration confirmation and bring it with you along with ID. You can then collect the badge and lanyard from the YoMo Registration Desk, which will be clearly sign posted. Here you will also gain access to the hall

IMPORTANT!

- Registration must be completed before **October 11th 2019**.
- Remember these passes are only valid for festival days (Tuesday 22 October to Friday 24 October 2019).
- Visitors from exhibiting companies that are not working on the stand but visiting the show they are to register with the **Guest Pass**



7. Contacts

7.1. Sponsorship and exhibition opportunities

For sponsorship opportunities please contact sales@yomola.com

7.2. Advertising opportunities

To learn more about advertising opportunities in the printed YoMo Guide or if interested in enhancing your profile please contact sales@yomola.com for more details.

7.3. Customer care

Are you a Sponsor or an Activity Provider and you have a question regarding the exhibition please contact exhibitors@yomola.com.

7.4. Registration

For any registration enquiries please contact exhibitors@yomola.com.

7.5. Products and services

For ordering products and services (Furniture; Electricity; Catering; Temporary staff etc.) please contact MWCLA@freeman.com