

Business Suite Planning Guide

Please review the following information, including the rules and regulations, for the SIGGRAPH Business Suites at the Los Angeles Convention Center (LACC).

The Business Suites are in the West and South Buildings at the LACC. They will be accessible from 7:30 am-6 pm PDT during the dates your company has contracted space. If access is needed outside the standard times, submit a schedule to [Amy Chilausky](#) for review. Set-up and dismantle must be scheduled during the contracted dates and times.

Important Dates

Early Bird Deadline for Lead Retrieval	5 June
Advance shipments accepted at the warehouse	15 June
Submit floor plans and structure drawings to LACC	17 June
Notice of Intent to Hire EAC	19 June
Discount Deadline for Freeman furnishings, carpet, electrical / plumbing, graphics, rigging	22 June
After this date, hotel reservation requests are based on availability and rates may vary	22 June
Early Rate Deadline for internet services	26 June
Last day to cancel a hotel reservation without financial penalty	7 July
Last day shipments may arrive at the advance warehouse	9 July
Discount deadline for food and beverage orders	10 July
Advance Deadline for Lead Retrieval	10 July
Standard Rate Deadline for internet services	10 July
Shipments accepted direct to show site	17 July
Pick up Business Suite Keys	First day of room rental

Return Business Suite Keys

By 6 pm PDT,
last day space
is contracted

Audio Visual

Freeman AV
Angie Taylor
angie.taylor@freeman.com
214.457.0023 mobile

Badges and Registration

SIGGRAPH 2026 badges are required for entry into the Business Suites. All badge levels will allow access. The primary company contact received a [registration link](#) and password to register for Discover badges (formerly Exhibits Only) for company employees and guests.

This badge level allows access to the Business Suites daily from 7:30 am-6 pm and to the Exhibition during show hours only. The primary company contact can access the Discover code in the registration system to share with prospects or register their guests directly. Once registered, these are not editable by the primary contact.

On-site Registration will be in the West Building, Hall A at the LACC.

Complimentary Badges for Business Suites

Rooms up to 1,100 square feet

- 5 Discover Badges
- Discover Guest Code
- Includes access to the Business Suites daily from 7:30 am-6 pm and to the Exhibition during show hours only

Rooms 1,101 square feet and above

- 8 Discover Badges
- Discover Guest Code
- Includes access to the Business Suites daily from 7:30 am-6 pm and to the Exhibition during show hours only

Carpet

Carpet can be installed on top of existing carpet, but the LACC requires the use of low tack tape. Approved tape: Bron 2" Cloth Double-Face #S-94, Polyke Low Tack, Scapa Low Tack or Echo Tape Low Tack.

Carpet is available through [Freeman](#).

+1.855.435.3234 US and Canada

+1.214.865.7840 International

Discount Deadline: 22 June

Catering

Levy is the exclusive provider for food, beverages and alcohol at the LACC.

Utilize the [Catering Menus](#) for Business Suite food & beverage orders. Please email [Hailey Guernsey](#) if additional information is needed or you would like to place a catering order.

Contact [Amy Chilausky](#) if you plan to host alcohol in your Business Suite.

Ordering Deadline: 10 July

Damages

Charges resulting from damages that occur while occupying the contracted space are the responsibility of the sponsoring company and the charges will be due within 30 days of invoicing.

Electrical

Electrical services are available through [Freeman](#).

+1.855.435.3234 US and Canada
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Discount Deadline: 22 June

Event Space Usage

All furnishings, attendee activities, waiting areas, and other event-related elements must be contained within the Business Suite(s).

Fire Marshal

Firefighting equipment, emergency equipment and exits cannot be blocked or obstructed under any circumstances.

Floor Plans

Freeman Audio-Visual will provide floor plans if audio video will be used. Floor plans must include seating, staging, AV equipment placement and other technical / production needs.

LACC Event Services can provide diagramming services if you're not using an audio-visual provider.

Floor plans must be submitted to the LACC no later than 17 June and are subject to the approval of the LACC fire marshal.

Freight, Shipping and Material Handling

Freight must be consigned to Freeman. The LACC doesn't accept advance freight shipments. Please review the [shipping and material handling information](#) prior to shipping your freight.

Forklifts and electric carts are NOT permitted on any of the carpeted and/or terrazzo surfaces within the LACC.

Pallet jacks, dollies, road cases, etc., may be used on the carpeted and/or terrazzo surfaces PROVIDED that a protective underlayment such as heavy gauge plastic, cardboard, masonite, contractor carpet, etc., is used to cover and protect the flooring.

All freight and equipment that is delivered into carpeted/terrazzo areas using approved methods must be suitable to place onto said flooring without causing any damage. Containers made of wood, metal, etc., that can splinter or may have rough edges, and thereby snag/tear carpet or scratch terrazzo must be placed onto a protective underlayment such as dense cardboard, masonite, contractor carpet, etc., to protect the flooring.

Storage in meeting rooms and ballroom hallways is not permitted.

Furnishings

Furnishings are available through [Freeman](#).

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Discount Deadline: 22 June

Hotel Reservations

onPeak is the only official hotel provider for SIGGRAPH 2026. Room rates or availability by any other company or representative cannot be guaranteed by SIGGRAPH 2026. While other hotel resellers may contact you offering hotel options, they are not endorsed by or affiliated with SIGGRAPH 2026 and entering into financial agreements with such companies may have costly consequences (such as, loss of deposit or payments, unintended cancellation of reservations, or no reservations).

Hotel Information and Reservations

- 22 June: After this date, hotel reservations are based on availability and rates may vary.
- 7 July: Last day to cancel a reservation with no financial penalty.

Internet and Wireless Connectivity

If you'd like to order internet for your Business Suite(s), [please complete the Boldyn Networks order form](#).

- Early Rate Deadline: 26 June
- Standard Rate Deadline: 10 July
- Onsite/Late Rate Begins: 11 July

Lead Retrieval

Lead retrieval can be ordered through [RCS](#).

exhibitorserv@rcsreg.com

Early Bird Deadline: 5 June
Advance Deadline: 10 July

Parking

The LACC offers access to a covered parking garage. Parking information [can be found here](#).

Promotion

You will receive a link in June to promote public events in your Business Suite. Invitation only events will not be published in the online program.

Room Keys

Two room keys will be provided per room contracted. Please coordinate key pick-up with [Amy Chilausky](#). Keys can be picked up the first day that space is contracted. The Tradeshow Logic staff will not be able to open any Business Suites once keys are picked up. Keys should be returned to Amy Chilausky by 6 pm PDT on the last day space is contracted. Lost keys are \$125 USD each key.

Room Sets

[Please complete this form](#) and the LACC will contact you to confirm the room set requirements. Full payment of LACC costs is due prior to move-in.

Room resets will result in labor charges. Fees will apply each time a room set change is requested. The changeover fee is waived for room sets requested going to or from a full-service catered meal function.

Security

LACC Security operates 24-hours a day, and they are responsible for the overall protection of LACC property, internal corridors and the life safety alarm system. You will be responsible for locking and unlocking your Business Suite(s). Ensure doors are locked when the room is not in use. Do not leave valuables unattended in the room.

Signage

SIGGRAPH will not provide Business Suite signage. Sponsoring companies can place exterior signs with company branding in front of their contracted space. Exterior room signage may not extend more than two feet into the hallway from the door/wall. Signs may not exceed 8 feet high. Sign content should be professional and maintain a neutral and respectful tone. This includes avoiding profanity, derogatory terms, or any language that could be deemed inappropriate in a professional setting.

Stationary and handheld signs must be in front of the contracted space and cannot be in the middle of the hallway, or throughout the convention center. Representatives of your company may not promote the Business Suite with signage except in front of your Suite. Student Volunteers will not assist with handheld signs. Company staff are responsible for all handheld signs.

No signs or banners may be hung from the ceilings or affixed to the walls inside or outside the Suite.

SIGGRAPH has the right to remove any signage that doesn't adhere to the regulations.

Graphics are available through [Freeman](#) if ordered by 1 July.

+1.855.435.3234 US and Canada
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Discount Deadline: 22 June

Structures

Floor plans and engineered drawings of all structures being constructed in the Suites are required and building utility locations must be noted. 10 feet of clear access must be maintained at all exits. Submit your floor plans and drawings to your assigned Event Manager by 17 June.

- No trussing, lights, etc. may be hung from the ceilings. All truss and supports must be floor standing.
- No structures erected in these rooms may have any type of ceiling or partial ceiling including panels to minimize light and sound.
- Constructed walls must be 18 inches below automatic fire sprinkler heads.

Notify [Amy Chilausky](#) by 19 June if you plan to use an Exhibitor Appointed Contractor (EAC). The EAC will need to provide a COI to be permitted to perform work in a Business Suite.

Student Volunteers

The SIGGRAPH Student Volunteers (SVs) will assist with checking badges and answering questions. They will manage traffic flow in the hallways but not for individual Business Suite(s). Company staff are responsible for managing any and all traffic / access to their Suites. SVs will not assist with handheld signs.

Please contract personnel from the SIGGRAPH temporary staffing company if you need assistance with functions within your Business Suite(s).

Temporary Staffing

Temporary staffing can be sourced through Prospect Staffing Solutions (PSS). Please contact PSS directly to contract staff and coordinate billing.

Gayle Turner-Hardy

gayle@prospectstaffingsolutions.com

+1.909.696.2078