



**MAGIC BOX**  **THE REEF**



---

## THE FIRST OF ITS KIND, AND A ONE-OF-A-KIND EVENT FACILITY

---

We offer a truly all-inclusive "one-stop-shop" for producing unique and successful events in the downtown Los Angeles area. We can handle any sized event, from small and intimate meetings, to large conventions and trade shows. Magic Box provides you with both the spaces and the services that elevate each and every event experience that we manage to the next level. Housed in the iconic LA Mart Building, this collection of gorgeous, modern and renovated spaces plays host to an enormous array of special events and trade shows within a number of industries, including the arts, design, fashion, film, television, advertising, and technology.

We have an incredible amount of experience and enormous capabilities that truly transforms events into unique, inspiring, and unforgettable experiences. No matter the size of your event; our spaces can be morphed to a condition that will satisfy nearly any desired configuration. And what's more, unlike other event facilities, Magic Box provides not only the space, but concurrent event-production and onsite services on a par with those of any of the top providers in the industry. Our in-house services and non-union status result in a series of pricing structures that cannot be matched - we guarantee it!



Over 120,000 sf of event space and more than 100,000 sf of outdoor festival space

plus



- Multiple meeting rooms, exhibit halls & creative spaces
- 1,100 parking spaces
- Non-union status
- Full-service event center, including power, Internet connectivity, housekeeping services, security services, docking facilities, inventory management, exhibitor services, box office facilities, audio visual services, free event software and more
- No pre-approved food and/or beverage vendor list, allowing you to use a vendor of your choice, with no minimums or penalties in place
- In-house Event Management & Consultancy Services
- Free Online Event Management Software

# CONTENTS



- 05 Pre-Production Kickoff Meeting**
- 07 Floor Plans Overview**
- 08 Second Floor (60,000 sf)**
  - Exhibit Hall
  - Cloud Room
  - Meeting Rooms A & B
- 16 First Floor (30,000 sf)**
  - Exhibit Hall A & B
  - Portal Entrance
  - Meeting Room F & G
- 28 Lower Level (15,000 sf)**
  - Exhibit Hall A & B
  - Meeting Room C, D & E
- 37 Services**
  - Exhibitor
  - Electrical & Track Lighting
  - Internet
  - Furniture
  - Labor + Other Services
- 44 Audio/Visual**
- 46 Software**
- 49 Permits**
- 50 Insurance**
- 52 Exhibitor Services**



# KICKOFF MEETING

At Magic Box, our commitment to ensuring the success of your event begins with understanding all of the elements involved. We meet with your team to come to an agreement regarding the visions and goals for each and every event.

## **PRE-PRODUCTION ASSESSMENT**

A pre-production assessment, conducted at our corporate office, is coordinated with your assigned Account Manager, who will serve as your point of contact within Magic Box regarding the logistics that will need to be coordinated leading up to the day of your event. During this meeting, expect to discuss the following details as well as be provided with the answers to any additional questions that you may have.

# PRE-PRODUCTION CHECK LIST

Please refer to the check list at the right to ensure that you have satisfied the requirements for your event with a Pre-production Assessment checkup.

- Run of Show - Timeline of Events
- Floor Plan Proposal
- Overview
- Individual Floor/Rooms Plan Designs
- Inventory and Equipment Needs Assessment
- Furniture
- Audio Visual Equipment
- Electrical Plan
- Lighting Plan
- Internet Plan
- Service and Labor Needs Assessment
- Floor Plan Design with Egress
- Onsite Electrical Labor
- Onsite Audio Engineer
- Housekeeping
- Dock Labor
- Security
- Box Office
- Load In and Load Out Plan
- Event Day Parking Plan
- Event Team
- Exhibitors
- Guests
- Exhibitor Management Software Setup
- Event Permit Requirements
  - Fire Safety Permit
  - TSE — Temporary Special Events Permit
- Liability Requirements

## CLIENT

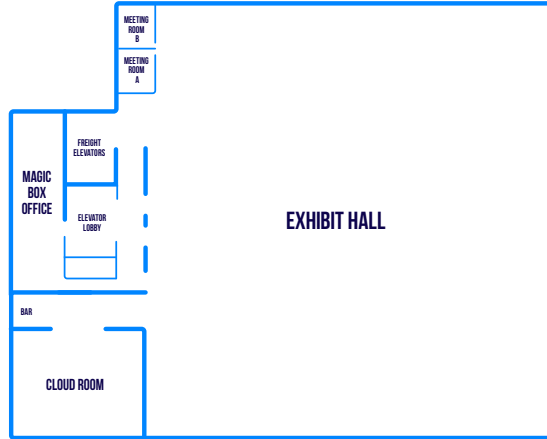
- Certificate of Liability for the event
- Equipment Rental Agreement

## EXHIBITOR

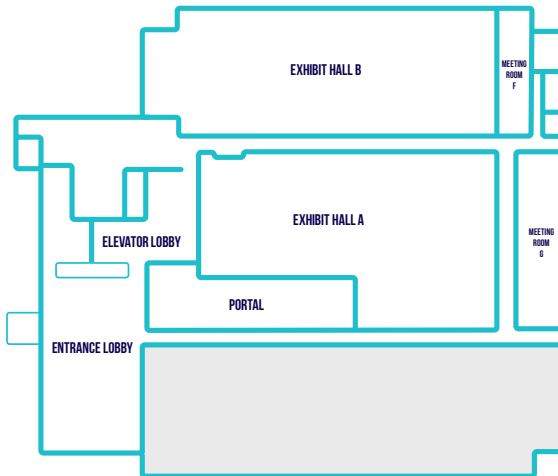
- Certificate(s) of Liability for Exhibitors
- Release for Damage to Property
- Equipment Rental Agreement

# FLOOR PLANS

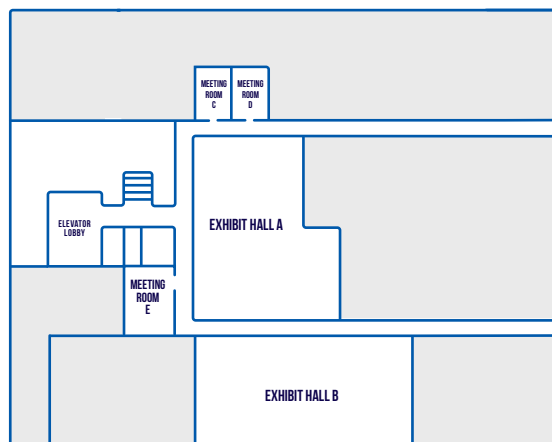
SECOND FLOOR  
(60,000 sq ft)



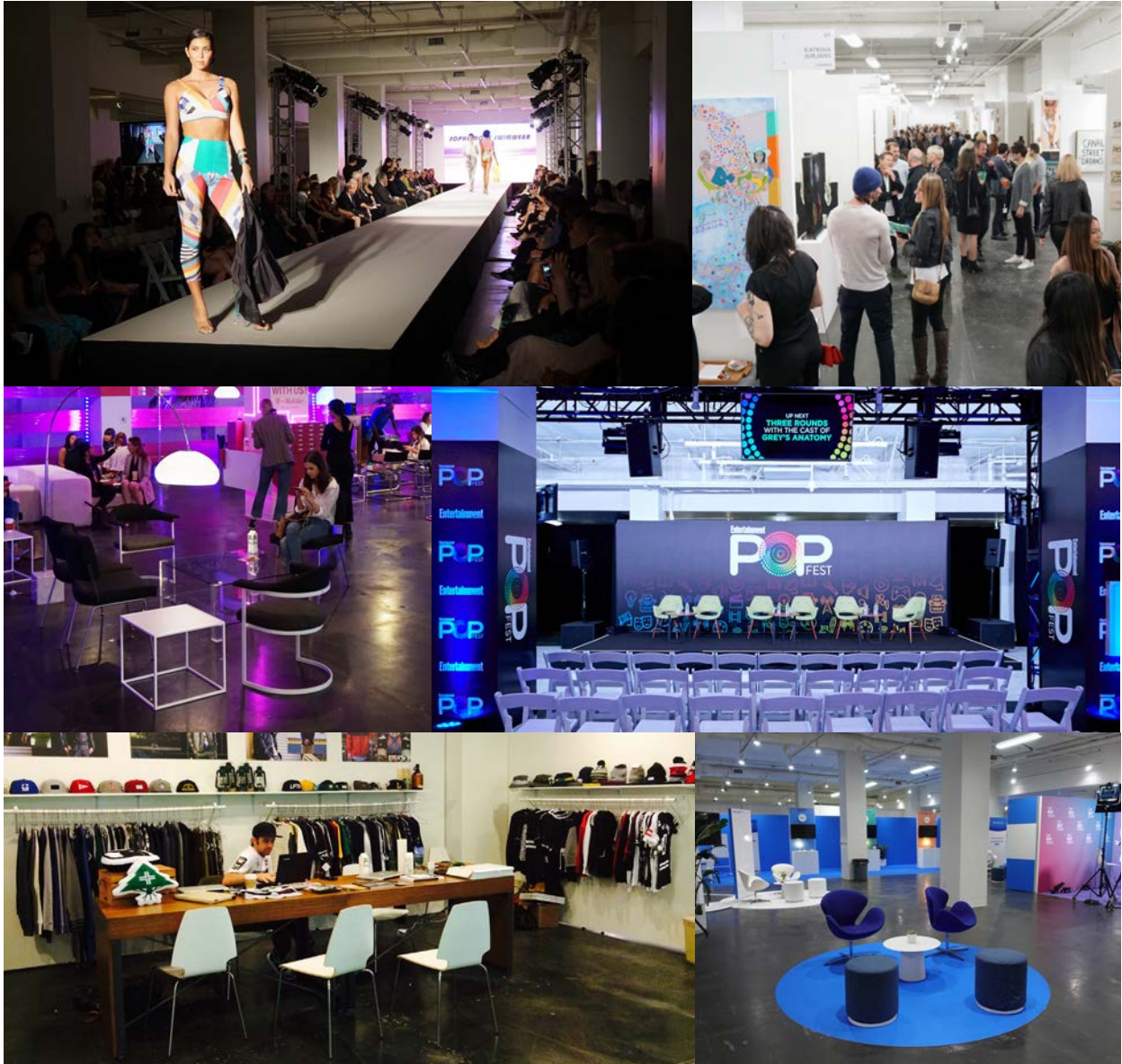
FIRST FLOOR  
(35,000 sq ft)



LOWER LEVEL  
(15,000 sq ft)



# SECOND FLOOR



UNIQUE. CUSTOMIZABLE. DISTINCTIVE.



# SECOND FLOOR

This unique event floor has been designed entirely with your trade show needs in mind. Consisting of a grand exhibit hall that can host up to 300 exhibitors (in 10x10 booths), a keynote address meeting room that seats 500 (theater) complete with a bar area and prep kitchen and additional breakout rooms that seat anywhere from 60 to 100 people.

## Exhibit Hall

48,000 sf, 300 exhibitors max (10x10)

## Meeting Room A

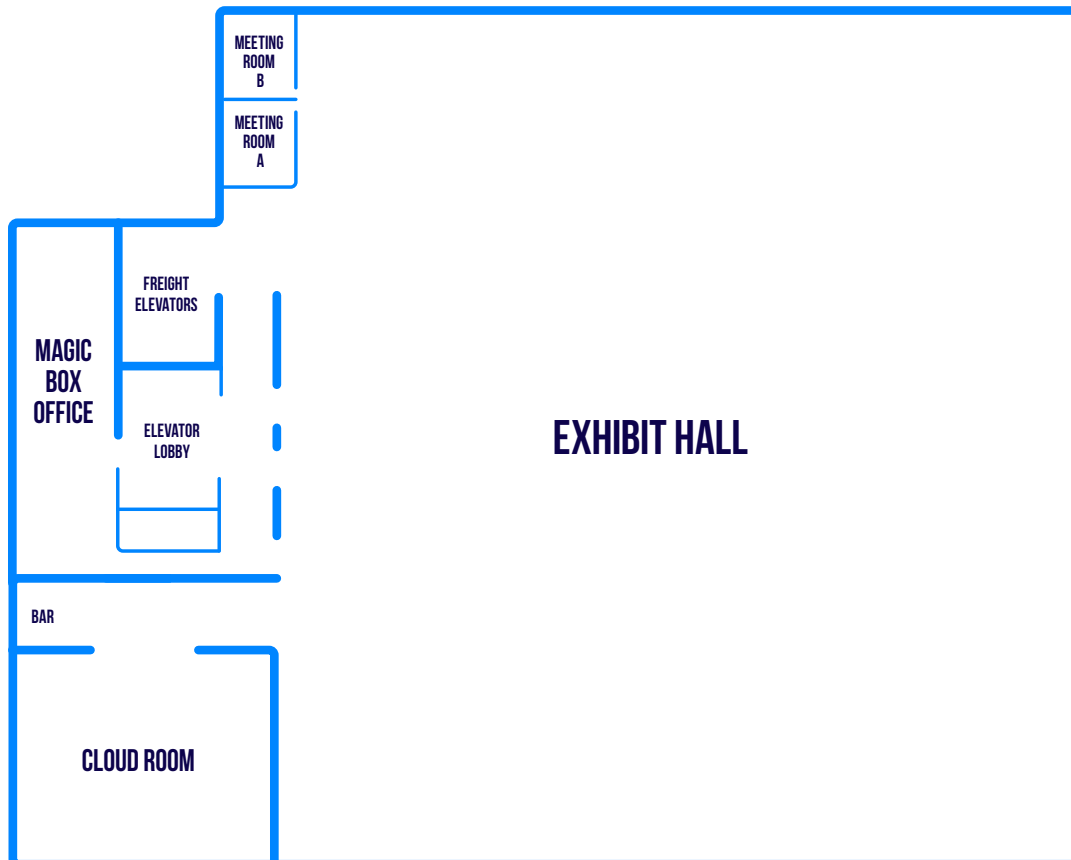
1,000 sf, 60 seated max (theater)

## Cloud Room

6,000 sf, 500 seated max (theater)

## Meeting Room B

1,000 sf, 60 seated max (theater)

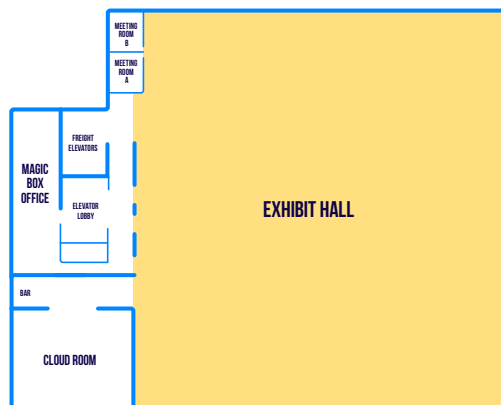
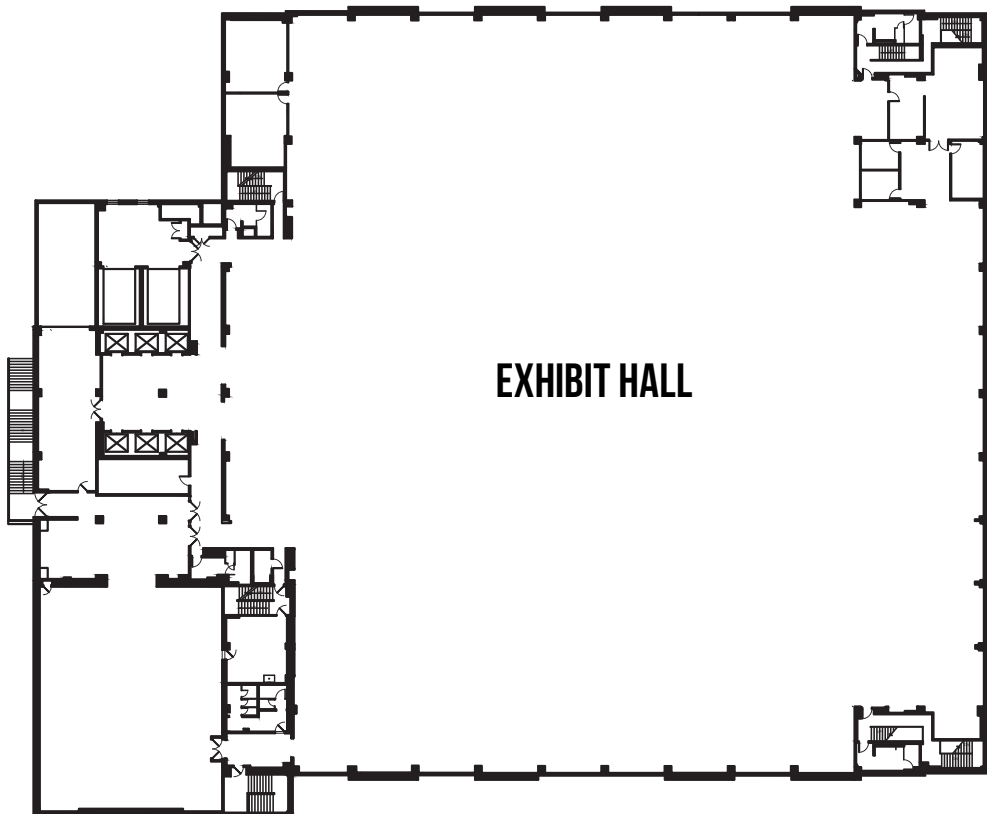


# EXHIBIT HALL

SPACE  
48,000 sf

CAPACITY  
300 Booths

PERFECT FOR  
Trade Shows  
Exhibitions  
Activations



# CLOUD ROOM

SPACE

6,000 sf

CAPACITY

500 (theater)

PERFECT FOR

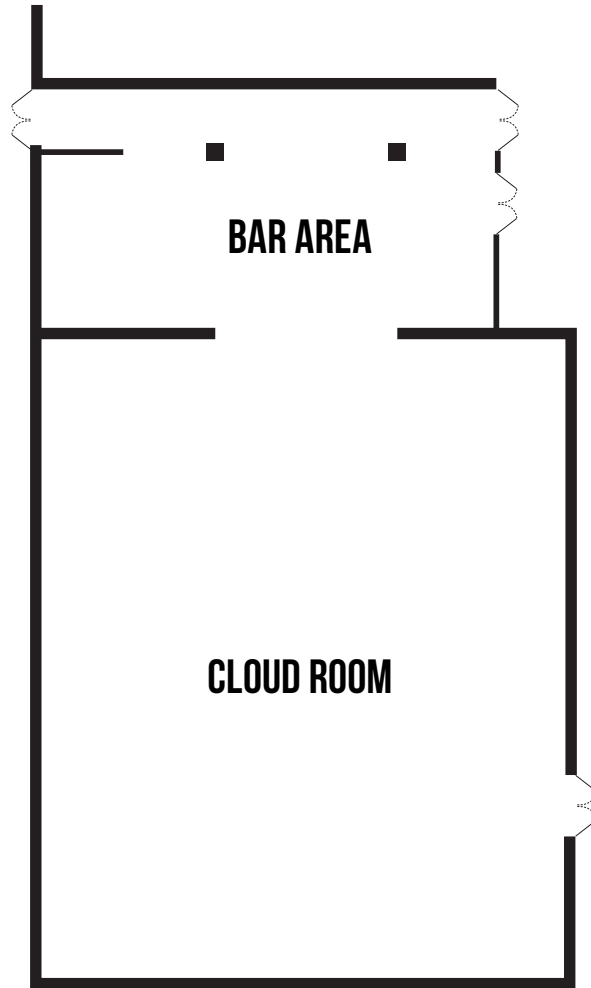
Keynote Addresses

VIP Accommodations

Banquets



# CLOUD ROOM

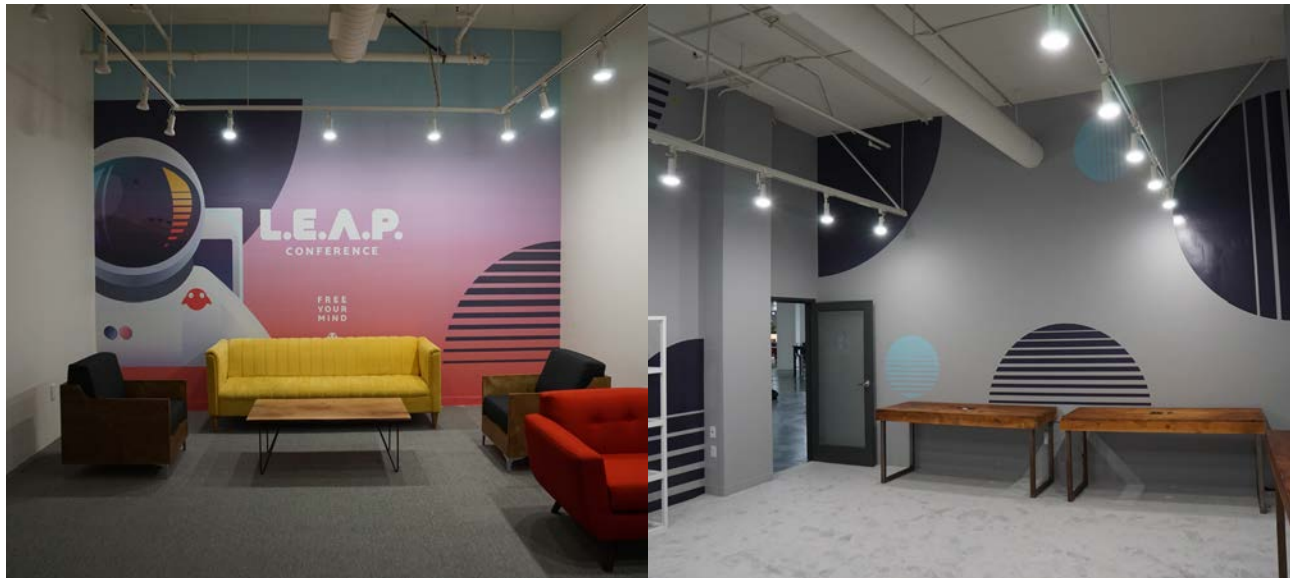


# MEETING ROOMS A & B

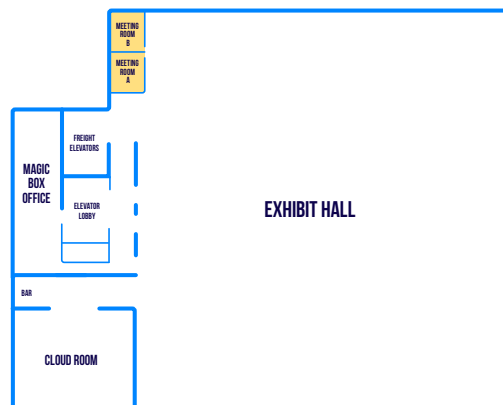
SPACE  
1,000 sf

CAPACITY  
60 (theater)

PERFECT FOR  
Exclusive Meetings  
VIP Accommodations  
Green Room  
Show Office



# MEETING ROOMS A & B



# FIRST FLOOR



STRIKING. SPACIOUS. VERSATILE.

# FIRST FLOOR

The most striking feature of this space is its 20-foot-high ceilings. It generates a grand, spacious and impactful feeling in attendees, and is used in many applications; from Fashion Shows to Speaking Events. Featuring its own private entrance, Exhibit Halls A & B can accommodate up to 140 exhibitors (in 10x10 booths) with multiple configurations.

## Exhibit Hall A

15,000 sf, 70 exhibitors max (10x10)

## Exhibit Hall B

15,000 sf, 70 exhibitors (10x10)

## Portal

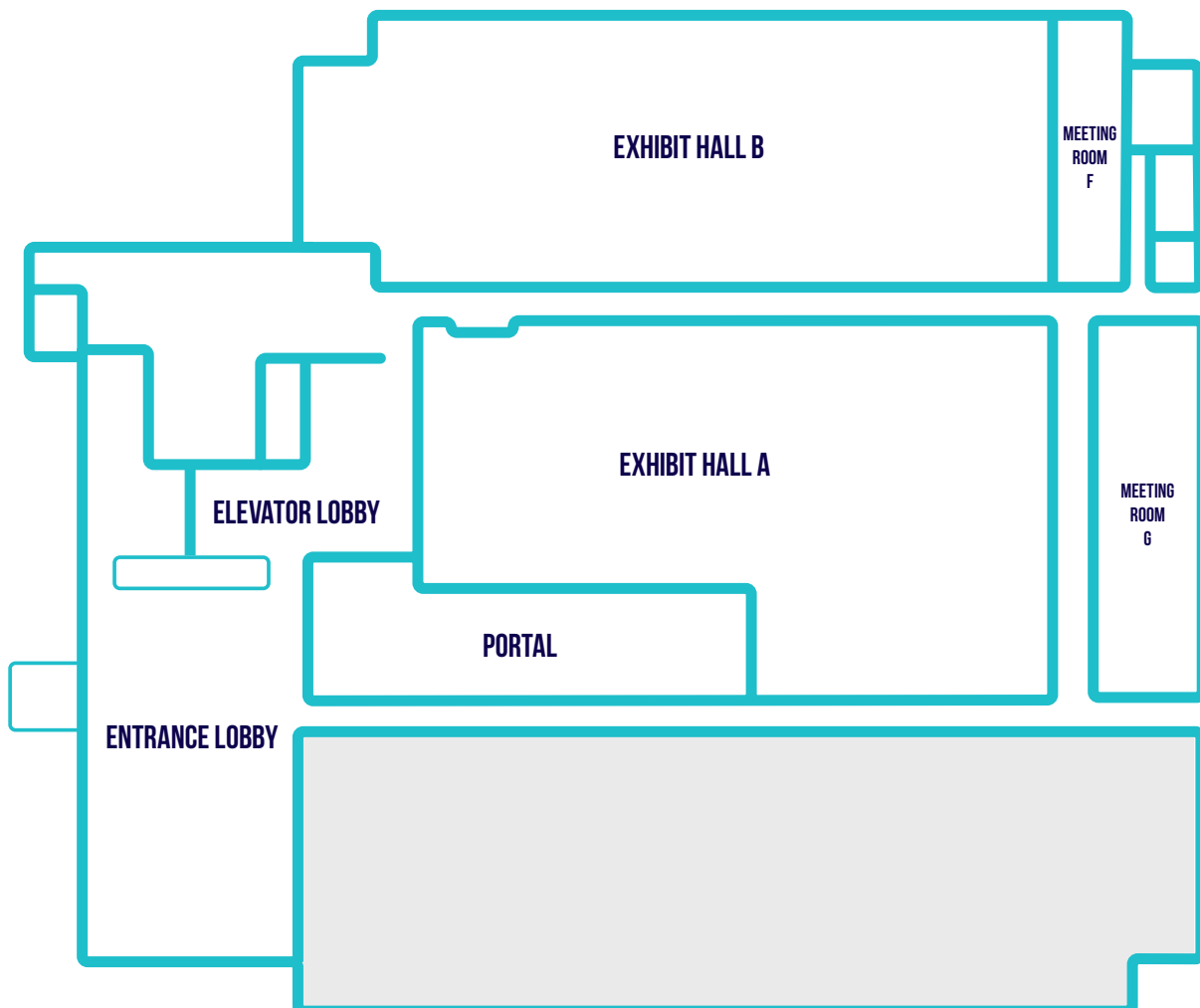
3,600 sf, 400 seated max (theater)

## Meeting Room F

1,400 sf, 200 seated max (theater)

## Meeting Room G

2,000 sf, 300 seated max (theater)





# EXHIBIT HALL A

SPACE

15,000 sf

CAPACITY

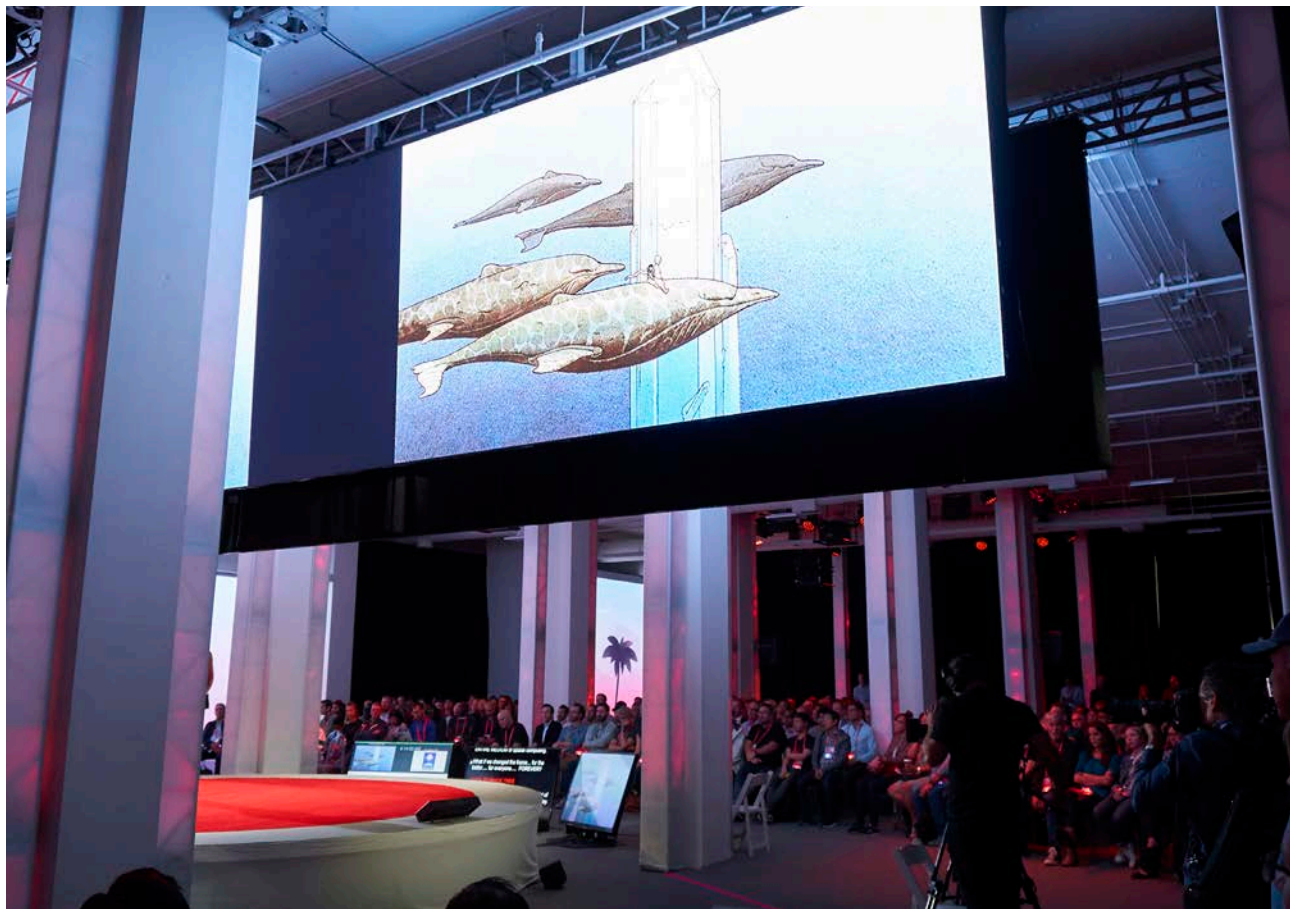
70 booths

PERFECT FOR

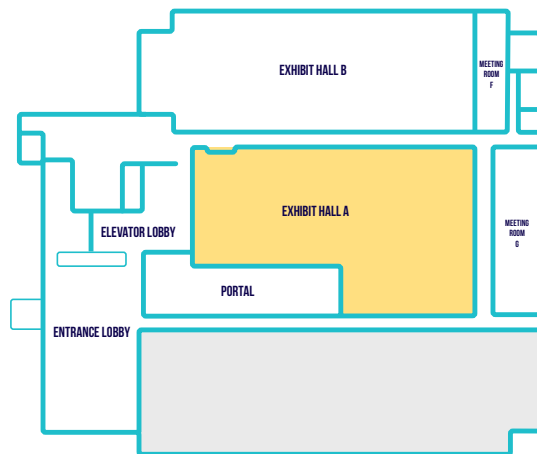
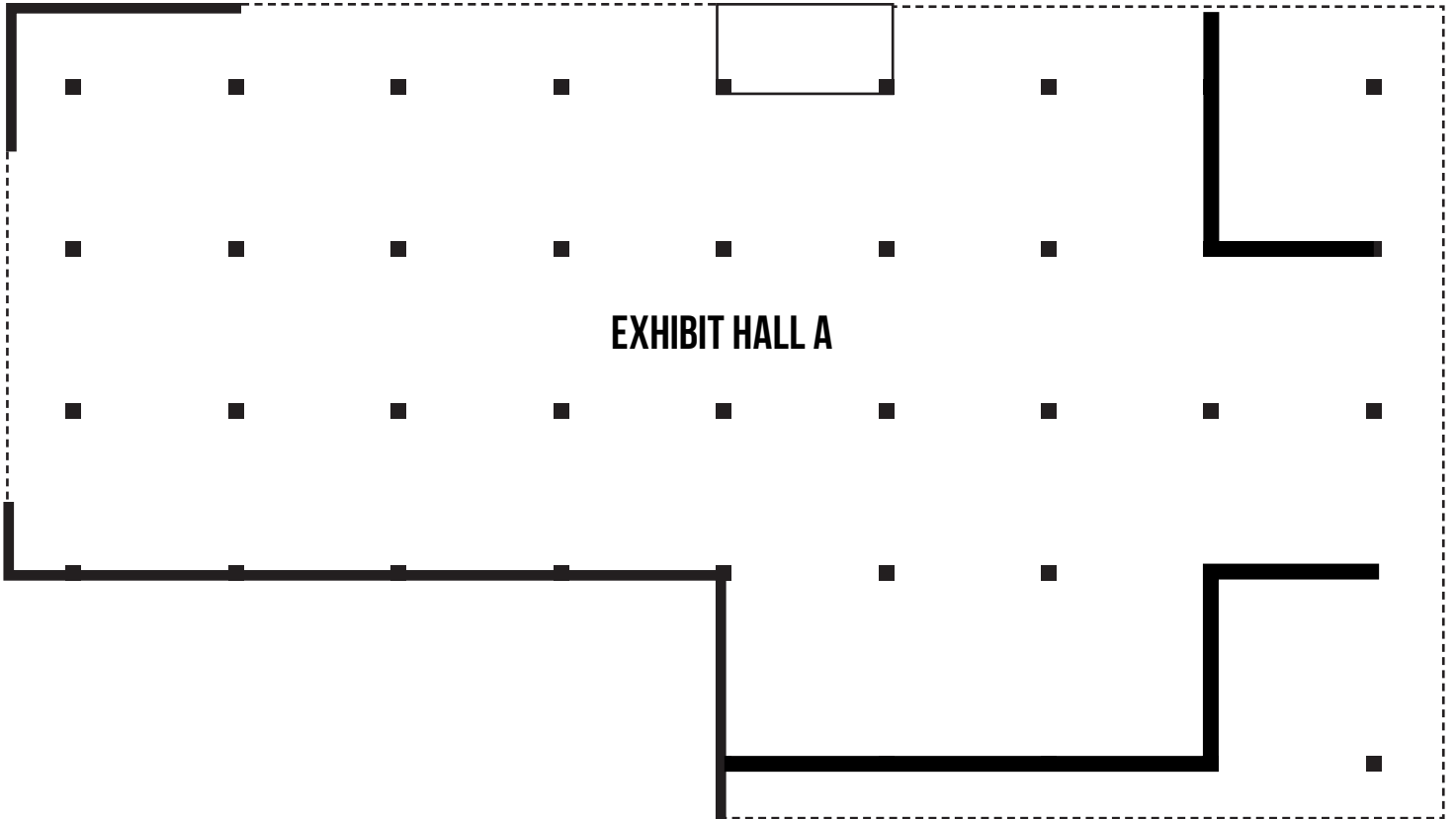
Trade Shows

Exhibitions

Activations



# EXHIBIT HALL A



# EXHIBIT HALL B

SPACE

14,000 sf

CAPACITY

70 booths

PERFECT FOR

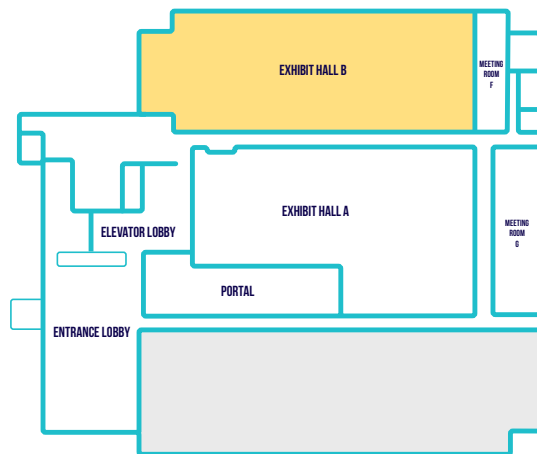
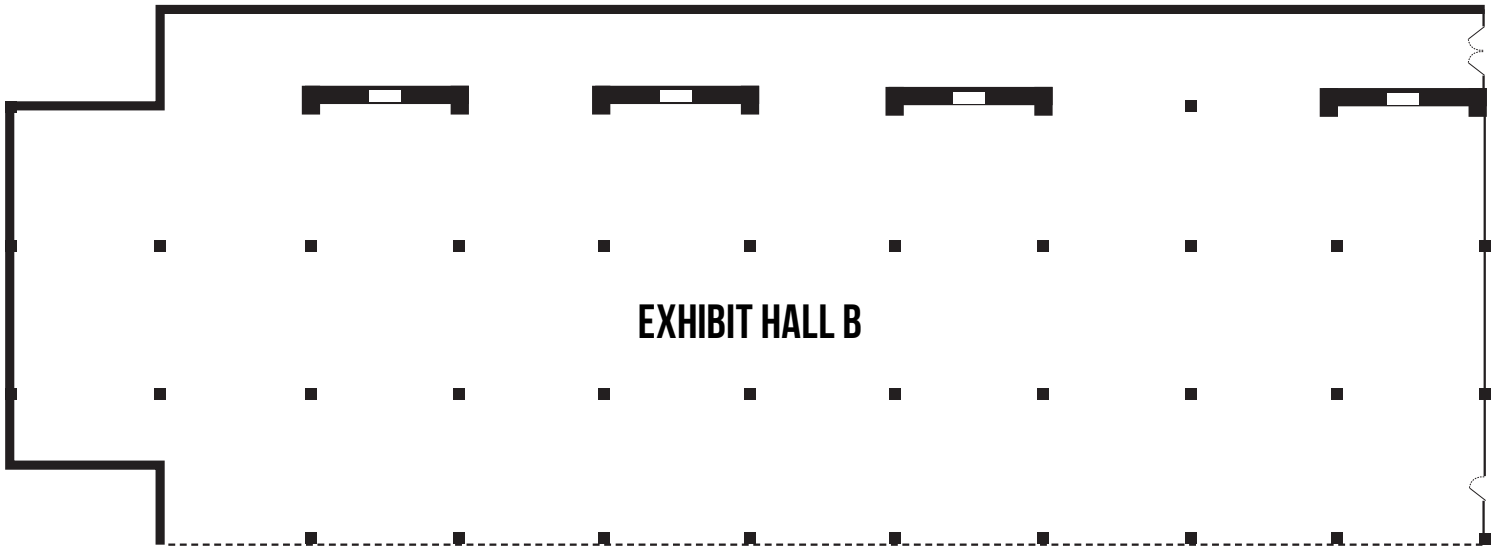
Trade Shows

Exhibitions

Activations



# EXHIBIT HALL B



# PORTAL

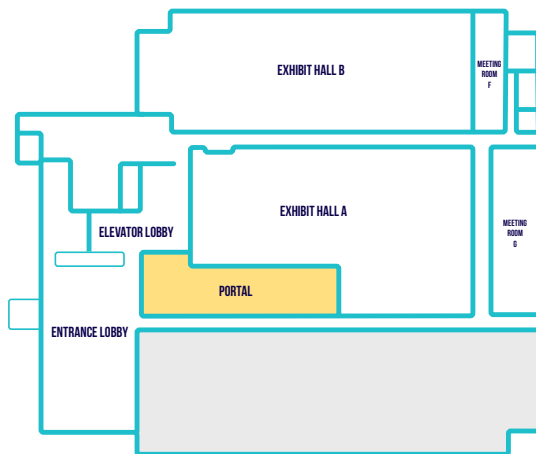
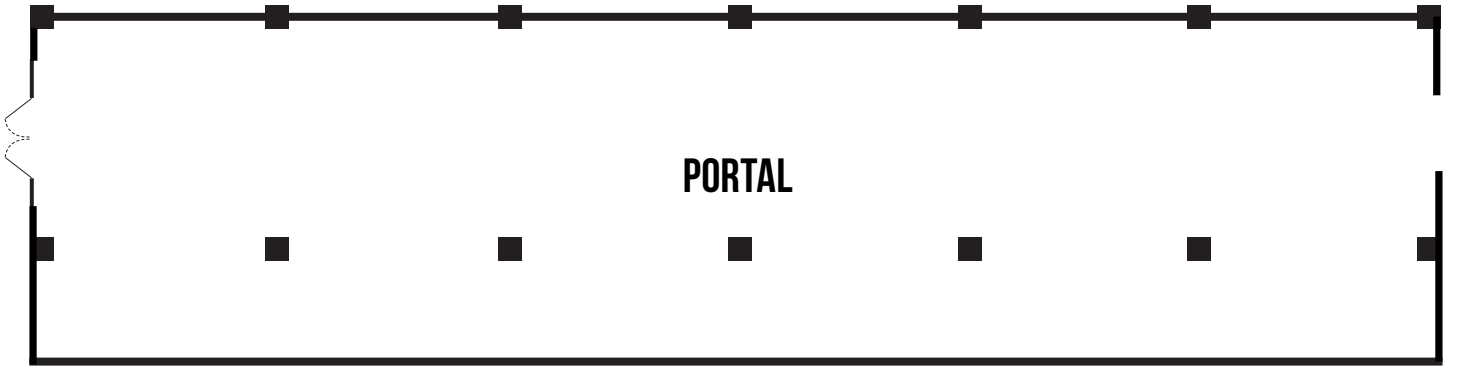
SPACE  
3,600 sf

CAPACITY  
400 (theater)

PERFECT FOR  
Registration  
Box Office  
Meetings  
Merchandise



# PORTAL



# MEETING ROOM F

SPACE

1,600 sf

CAPACITY

200 (theater)

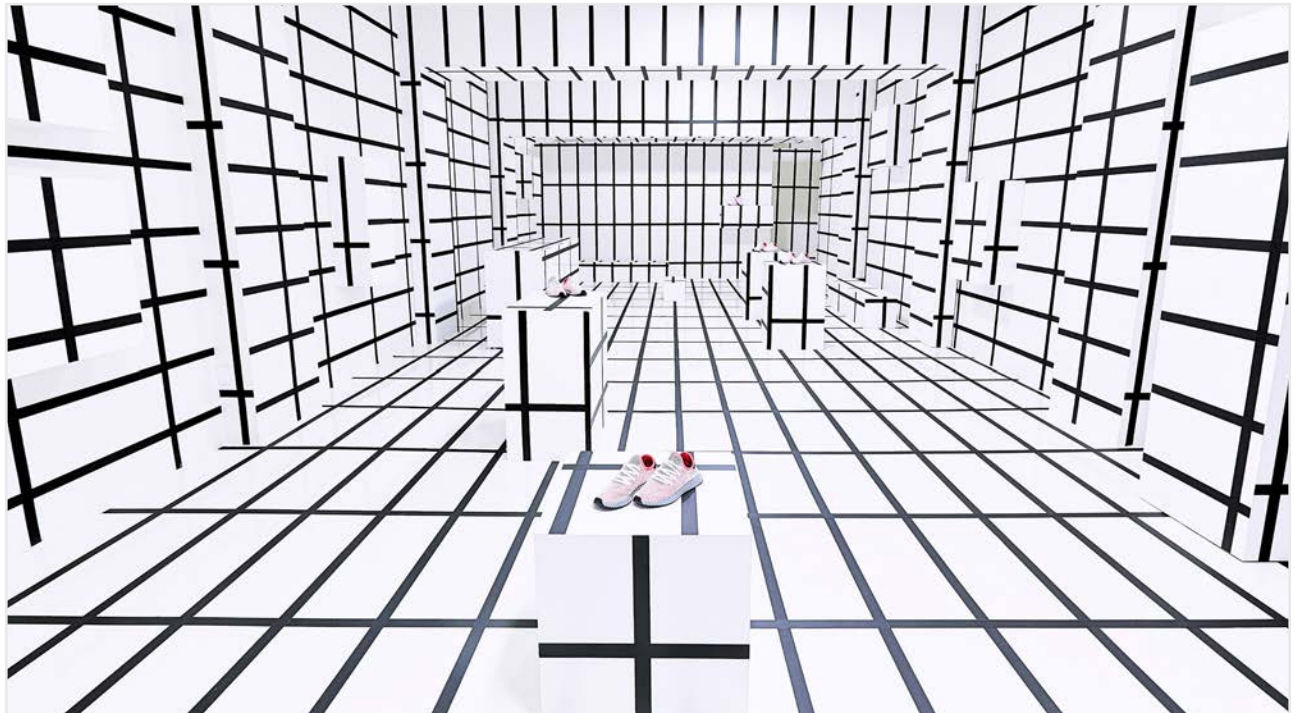
PERFECT FOR

Exclusive Meetings

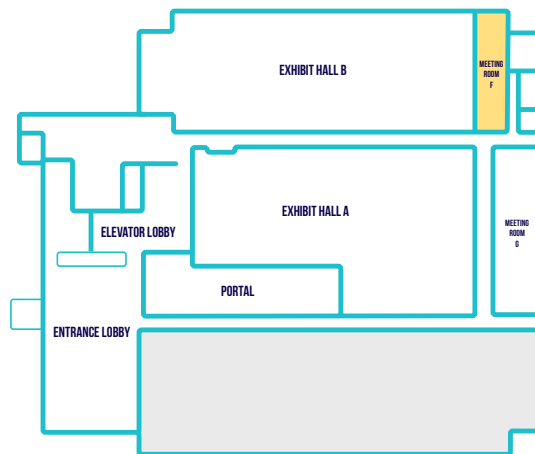
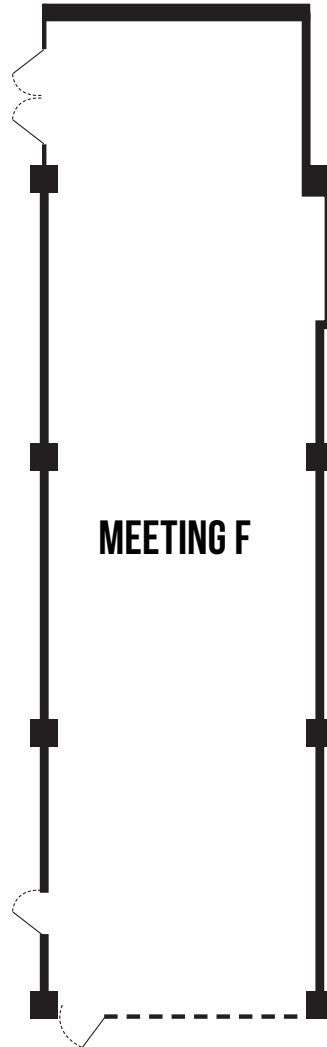
VIP Accommodations

Green Room

Show Office



# MEETING ROOM F





# MEETING ROOM G

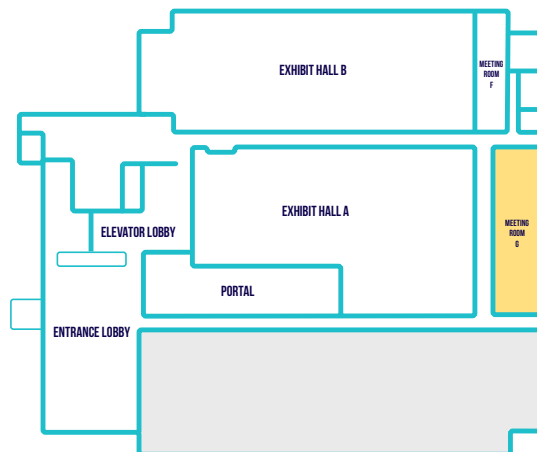
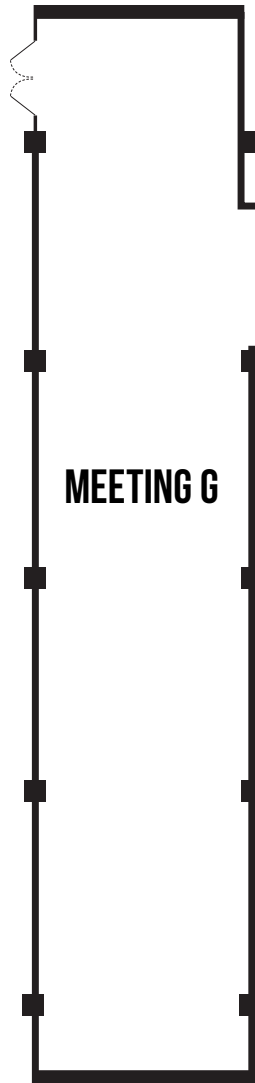
SPACE  
2,000 sf

CAPACITY  
300 (theater)

PERFECT FOR  
Exclusive Meetings  
VIP Accommodations  
Green Room  
Show Office



# MEETING ROOM G



# LOWER LEVEL



PRIVATE. VERSATILE. DYNAMIC.

# LOWER LEVEL

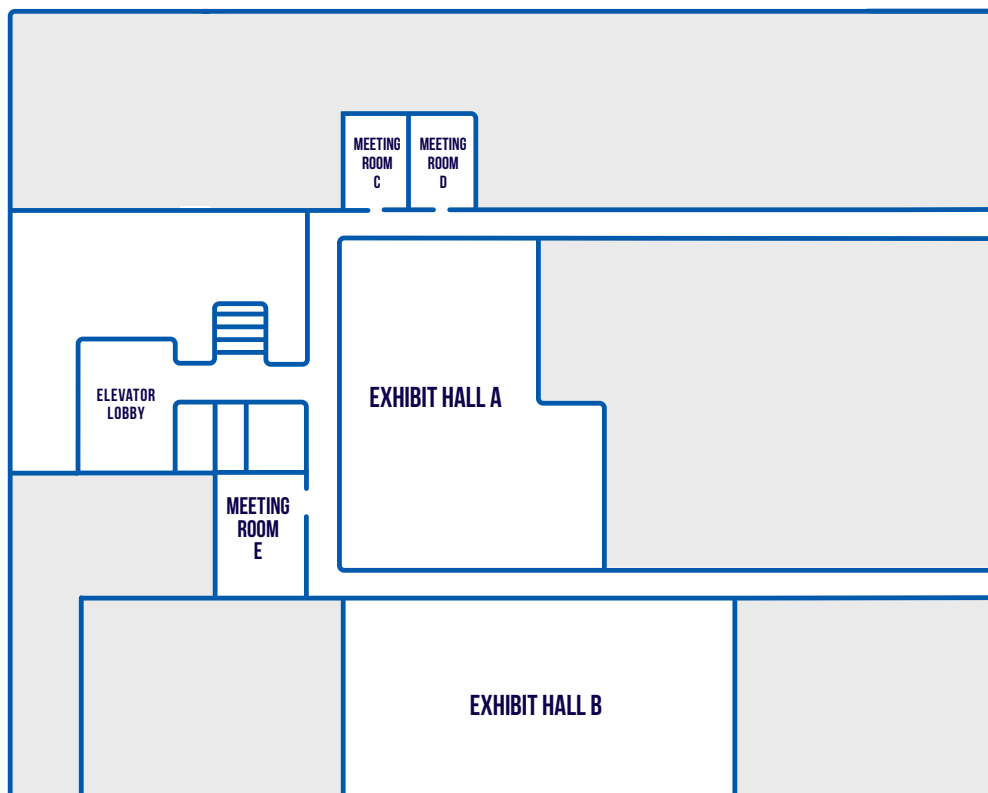
This smaller event space has been designed and developed to cater to both small and medium-sized trade shows and events. The Lower Level features its own private entrance, an exhibit hall that can hold up to 70 exhibitors (in 10x10 booths), and three meeting rooms. This amazing space has been used to host everything from gourmet experiences to art exhibitions to full-scale trade shows.

## Exhibit Hall A & B

16,000 sf, 70 exhibitors max (10X10)

## Meeting Room C, D & E

600 sf, 60 seated max (theater)

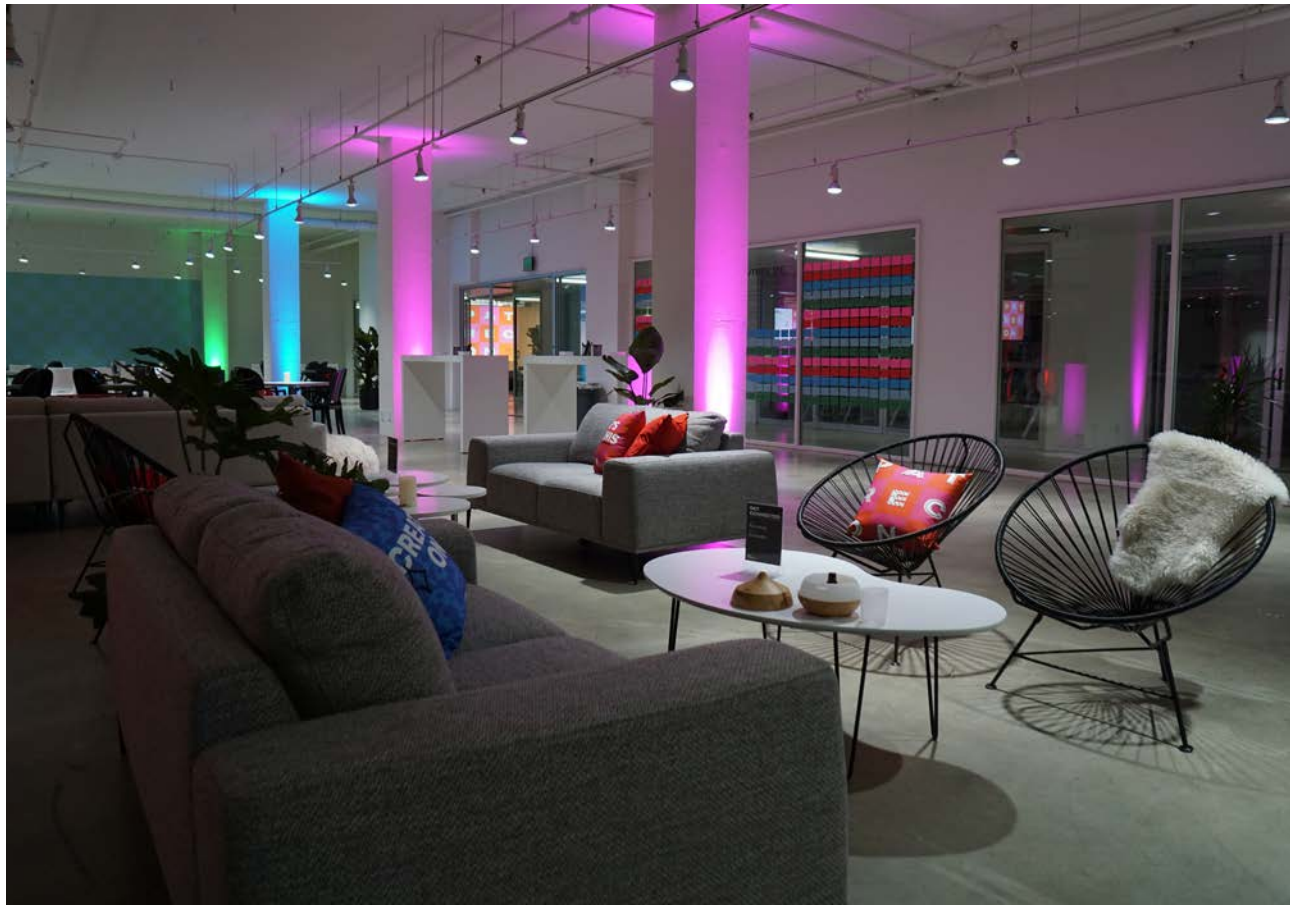


# EXHIBIT HALL A

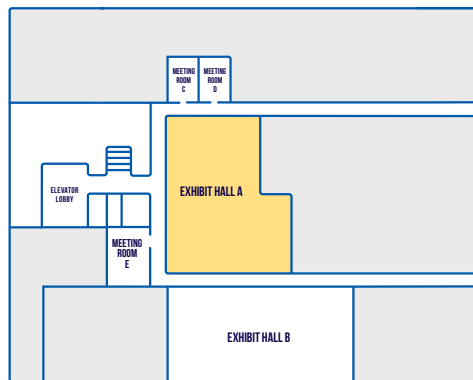
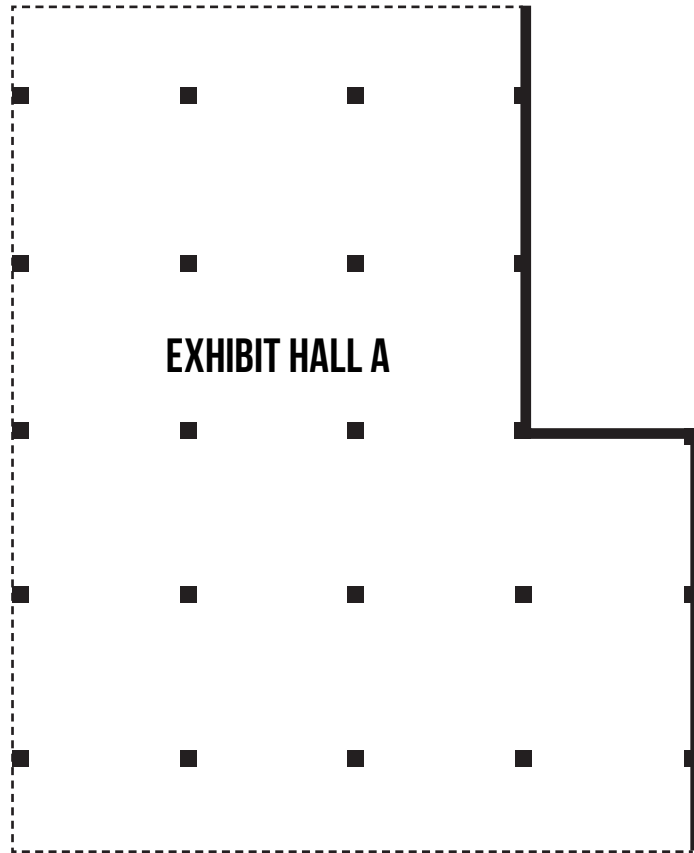
SPACE  
6,000 sf

CAPACITY  
35 Booths

PERFECT FOR  
Trade Shows  
Exhibitions  
Activations  
Meetings



# EXHIBIT HALL A



# EXHIBIT HALL B

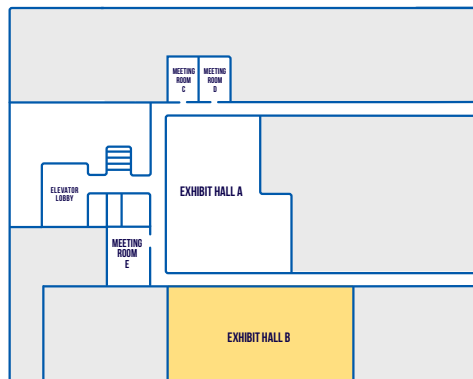
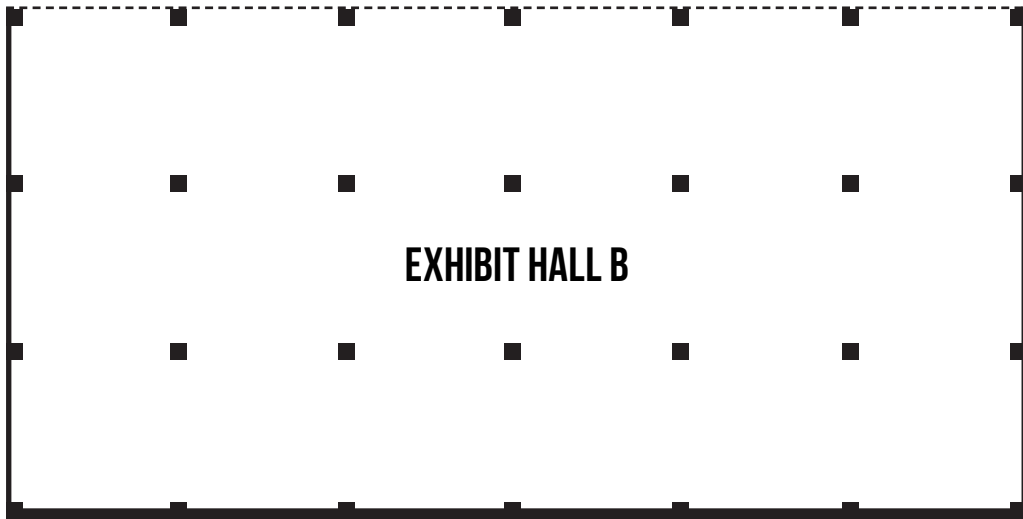
SPACE  
6,000 sf

CAPACITY  
70 Booths

PERFECT FOR  
Trade Shows  
Exhibitions  
Activations  
Meetings



# EXHIBIT HALL B





# MEETING ROOMS C & D

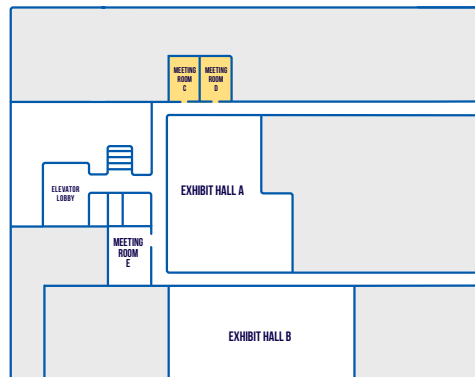
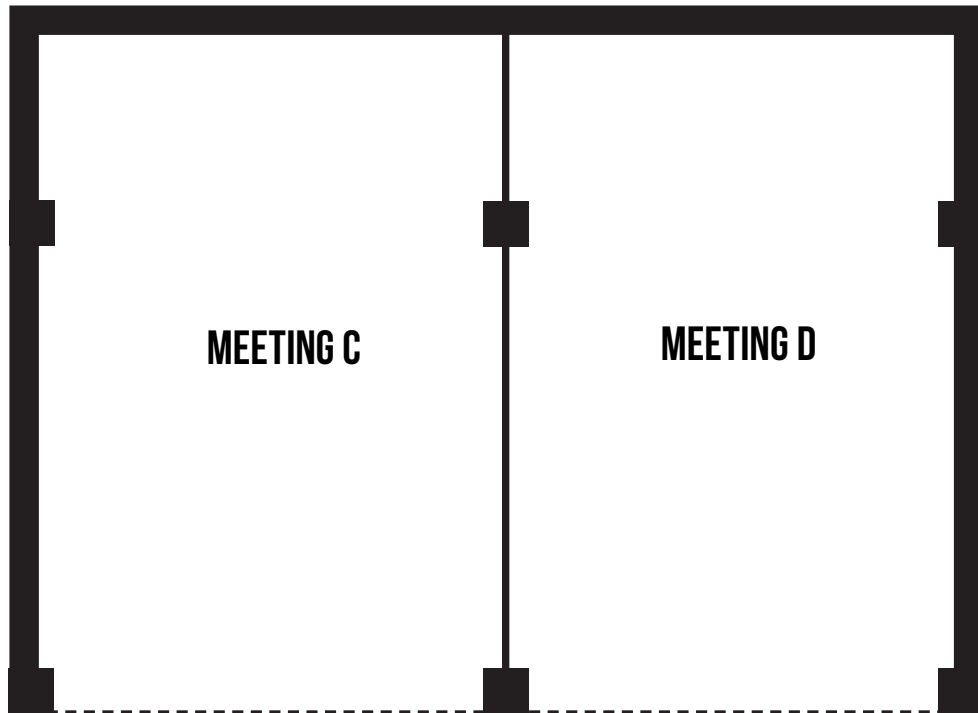
SPACE  
600 sf

CAPACITY  
60 (theater)

PERFECT FOR  
Exclusive Meetings  
VIP Accommodations  
Green Room  
Show Office



# MEETING ROOMS C & D



# MEETING ROOM E

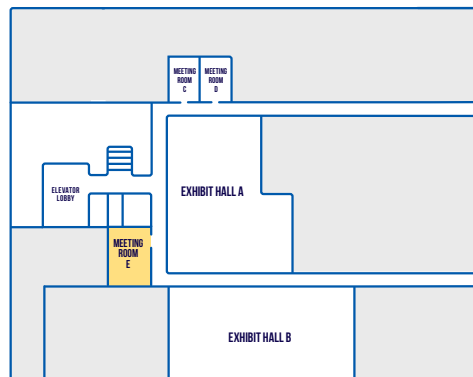
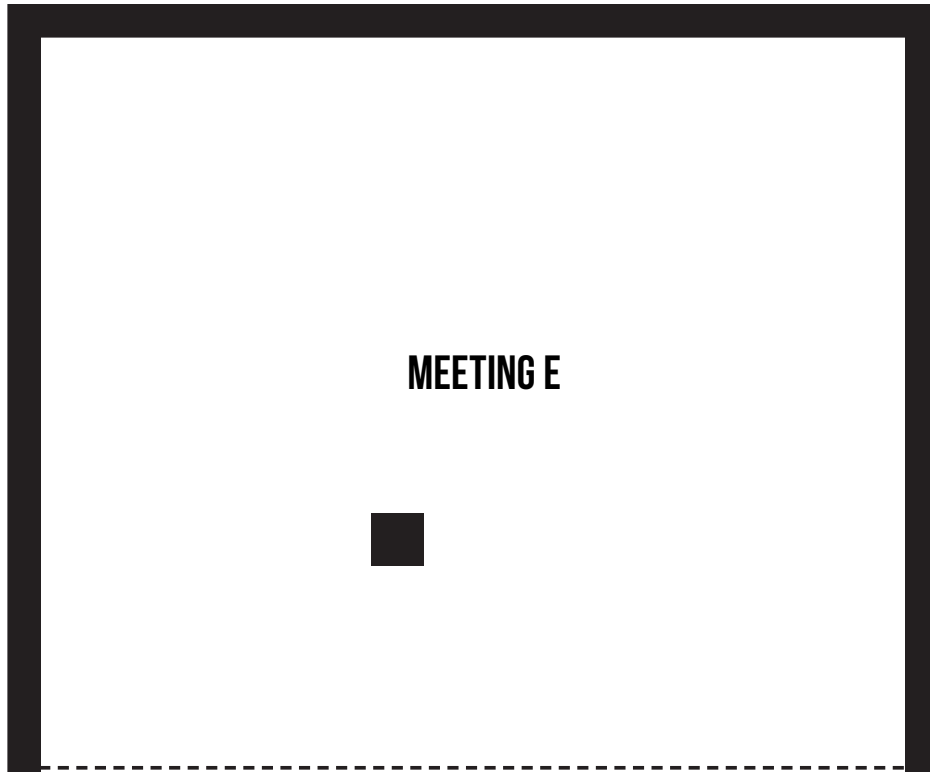
SPACE  
900 sf

CAPACITY  
80 (theater)

PERFECT FOR  
Exclusive Meetings  
VIP Accommodations,  
Green Room  
Show Office



# MEETING ROOM E





# SERVICES

Our single most distinguishing component, and what separates Magic Box from other event centers, is the quality of our services. Unlike other event centers, that require outside contractors to provide services, all of our event services are on-site, from exhibitor services, decoration, furniture configurations, booth build-out, signage, box office services, dock management, material handling, power, internet access, engineering, rigging, security, housekeeping services, event management, and more. Our motto is simple: "we can do everything or nothing, as well as everything in between." For clients that want their event to be turn-key, we can do everything; for clients that are event production companies, we can simply provide the space for them to create their own vision. Our flexible pricing provides significant elasticity in terms of what we can provide. If there is any specific company, crew or vendor that you'd like to utilize, that choice can be implemented for you. If we cannot provide the service, we are always happy to discuss that with you.

- 38 Exhibitor**
- 39 Electrical & Track Lighting**
- 41 Internet Access**
- 42 Furniture**
- 43 Labor + Other Services**
- 44 Audio Visual**

# EXHIBITOR

Elevate your presence with our diverse trade show booth designs, spanning from robust hard wall systems and sleek pipe and drape setups to bespoke custom designs. Unleash creativity and captivate your audience with our comprehensive solutions.



ITEM	REGULAR	ONSITE
HARDWALLS 9' H - Per Linear Foot	30.00	40.00
PIPE AND DRAPE 10' H - Per Linear Foot   Black	12.00	20.00
PIPE AND DRAPE 10' H - Per Linear Foot   White	12.00	20.00
CUSTOM PAINT BEHR - Per Linear Foot   Behr Paint Colors Only	45.00	N/A
CUSTOM PAINT BLACK - Per Linear Foot   Black	63.00	N/A
CUSTOM PAINT CHALK - Per Linear Foot   Green Or Black	63.00	N/A
BASEBOARD - Per Linear Foot   Floorboard   Taped	5.00	N/A
GARMENT ROD - Wall Mounted   44" L X 12" W	80.00	90.00
SHELVING - Wall Mounted   6" L Metal Rods	80.00	90.00



# ELECTRICAL & TRACK LIGHTING

Electrical services must be provided by Magic Box personnel only. All equipment, regardless of the source of power, must comply with federal, state and local codes. Magic Box reserves the right to inspect equipment at the exhibitor's expense. Electrical outlets must be ordered for each booth requiring power. During the event, electrical staff will conduct an audit of the power supplied to all exhibits, meeting rooms, and event spaces. Any unauthorized use of power will be billed at the standard rate. Power can be dropped/installed anywhere on the event floor, from 5 amp through to multiple 100 amp Camlock, depending on your individual needs. Track lighting is provided throughout event floors, 2 and Lower Level; the First Floor, due to ceiling heights, utilizes LED lighting from the ceiling only.



# ELECTRICAL & TRACK LIGHTING

ITEM	REGULAR	ONSITE
LED LIGHTING 4,000 K	40.00	80.00
EXTENSION CORD - 25'	15.00	20.00
STRIP PLUG	10.00	20.00
SINGLE OUTLET 10 AMPS	75.00	100.00
SINGLE OUTLET 20 AMPS	150.00	200.00
SINGLE PHASE 220 V 30 AMPS	500.00	600.00
SINGLE PHASE 220 V 50 AMPS	700.00	800.00
THREE PHASE 220 V 100 AMPS	2,000.00	3,000.00



\*Ask your Account Manager about event floor power distribution (3 phase distro, spiderbox etc.)



# INTERNET

Magic Box provides comprehensive Internet access services. With state-of-the-art equipment and a robust infrastructure in place, our in-house staff can handle all of your communication needs. From Wi-Fi to hardline drops anywhere on the event floor, our network has the capacity to provide service to thousands of simultaneous users, on an individual basis or for groups of all sizes. We also have the resources available to engineer high-density networks for your high-tech events.



ITEM	REGULAR	ON-SITE
<b>HARDLINE:</b>		
DEDICATED 1.5MBPS	1,000.00	N/A
DEDICATED 3MBPS	1,750.00	N/A
DEDICATED 6MBPS	2,400.00	N/A
DEDICATED 10MBPS	3,150.00	N/A
<b>WIRELESS:</b>		
DEDICATED PRIVATE WIRELESS NETWORK UP TO 3MBPS	4,100.00	6,200.00
DEDICATED PRIVATE WIRELESS NETWORK UP TO 6MBPS	4,600.00	5,600.00
DEDICATED PRIVATE WIRELESS NETWORK UP TO 10MBPS	5,100.00	6,200.00
<b>UPGRADES:</b>		
UP TO 10 GIGABIT	Quoted	N/A
UPGRADE SERVICE TO ONE PUBLIC IP ADDRESS	125.00	N/A
ADDITIONAL PUBLIC IP ADDRESS	550.00	N/A
SWITCH RENTAL – 8 PORT – 100 BASE - T	125.00	N/A
SWITCH RENTAL – 24 PORT – 100 BASE - T	225.00	N/A
PATCH CABLE CAT6	45.00	N/A

# FURNITURE

Furniture rental provides a flexible and cost-effective solution for furnishing our event spaces. You can select from a diverse range of furniture options to tailor the environment to your specific needs. For more information on our furniture services, please speak directly with your Account Manager.



ITEM	REGULAR	ONSITE
FOLDING CHAIRS WHITE - Resin	5.00	7.00
TABLE 6' X 24" - Rectangle   Adjustable To Bar Height	15.00	25.00
TABLE 8' X 24" -Rectangle   Adjustable To Bar Height	15.00	25.00
TABLE CLOTH WHITE - 6Ft. Linen	15.00	25.00
TABLE CLOTH BLACK - 6Ft. Fitted	15.00	25.00
COCKTAIL TABLE 30" - Round   30" H Or 42" H	25.00	35.00
COCKTAIL TABLE 36" - Round   30" H Or 42" H	25.00	35.00
COCKTAIL TABLE CLOTH BLACK - Fitted   Spandex	10.00	15.00
CAFE TABLES 2' X 2' - Grey Top	10.00	15.00
STANCHIONS - Retractable 11'	11.00	20.00
BOX OFFICE STATIONS - Grey Top	100.00	200.00
BOX OFFICE TABLES - Grey Top	100.00	200.00

\*Ask your Account Manager about custom furniture packages

# LABOR & OTHER

A variety of labor services are available, including Security, House Keeping, Engineering, Internet Tech, Dock Workers, Floor Runners, Box Office, and more. Please consult your Account Manager on the details associated with each of these services.



ITEM	REGULAR	ONSITE
ONSITE ELECTRICAL LABOR - Hourly Rate	90.00	140.00
ONSITE AUDIO ENGINEER - Day Rate	350.00	550.00
HOUSEKEEPING - Hourly Rate	42.00	50.00
DOCK LABOR - Hourly Rate	42.00	50.00
SECURITY - Hourly Rate	42.00	50.00
BOX OFFICE - Contact Account Manager for Details	5,000.00	N/A
DISCOUNTED PARKING VALIDATION	15.00	25.00
A/C - Outside Show Hours	150.00	150.00
UNACCOMPANIED DELIVERIES:		
BOX	75.00	100.00
PALLET: MUST NOT EXCEED 2,000LBS OR 5'10" HIGH AND 5' WIDE	100.00	100.00
CRATE: MUST NOT EXCEED 2,000LBS OR 5'10" HIGH AND 5' WIDE	150.00	150.00

# AUDIO / VISUAL

Boasting over 35 years of industry-leading expertise, Magic Box's AV Department is the ultimate destination for audio-visual solutions and cutting-edge technology. We offer a comprehensive array of services and state-of-the-art equipment, ensuring our clients have all the tools necessary to elevate their presentations, excel at trade shows, activations, and meet all your event needs.



# AUDIO/VISUAL

ITEM	REGULAR	ON-SITE
PROJECTOR - SHORT THROW	350.00	500.00
PROJECTOR - 10K LUMENS	600.00	800.00
PROJECTOR SCREEN - 120" DIAGONAL	150.00	200.00
FLAT PANEL TV - 42"	250.00	400.00
FLAT PANEL TV - 70"	350.00	500.00
IPAD	40.00	50.00
MICROPHONE SHURE 58 WIRED	25.00	50.00
MICROPHONE SHURE 58 WIRELESS	150.00	200.00
MICROPHONE SHURE 58 WIRELESS	150.00	200.00
MICROPHONE STAND ON STAGE	15.00	20.00
MICROPHONE STAND TABLE	15.00	20.00
MIXER YAMAHA MIX12	200.00	300.00
MIXER MIX8	100.00	175.00
SPEAKER QSC K8	200.00	300.00
STUDIO MONITOR JBL 305	75.00	125.00
STUDIO MONITOR JBL 308	75.00	100.00
HDMI SPLITTER	50.00	60.00
HDMI SPLITTER CAT6	400.00	500.00
STAGE DECK - 4x4 Sections	75.00	120.00
PODIUM	200.00	250.00
LED UPLIGHTS MULTI COLORED	35.00	50.00
LED BATTERY UPLIGHTS MULTI COLORED	45.00	60.00
LED LIGHT BARS	80.00	100.00

\*This list represents our basic AV setups. For quotes on larger installations and production services to meet more extensive event requirements, please consult your Account Manager.

# SOFTWARE

## STATE-OF-THE-ART EVENT MANAGEMENT SOFTWARE.

Sho-Soft simplifies your role as an Event Manager by seamlessly connecting every aspect of your event. Real-time updates within the CRM ensure you stay on top of everything.

Sho-Soft offers live access to event details, our onsite team, event ticketing, exhibitor sales, and booth extras. You can directly communicate with the Magic Box Sales and Operations teams, receive instant feedback, make real-time adjustments, manage catalog information, guest lists, payments, permits, and paperwork with just a few clicks.

All your event details are conveniently stored in one place, providing easy access for you and your team. Sho-Soft ensures effortless communication between your event team and the venue.

For exhibitor-based events, Sho-Soft is designed to handle all aspects of exhibitor experiences, from initial booth sales to booth add-ons, Q&A exchanges, and load-in/load-out procedures. This fully customizable system centralizes communication and data, streamlining the exhibiting process, reducing HR demands, and freeing up your time.

Key features include initial registration, exhibitor booth sales, customizable booth options, booth space allocation based on your floor plan, online payment acceptance, comprehensive exhibitor communication and document management, and attendee ticketing and box office management.





# PERMITS

As part of the unique services we here at Magic Box provide, we also apply and manage both your Temporary Special Event Permit (TSE) and your Los Angeles Fire Department (LAFD) Fire Safety Permit. In most cases, this satisfies the needs for most of our event clients, but for those who wish to provide alcohol, include dancing/performances, and/or to sell food or have event days run longer than five days concurrently, additional permitting may need to be acquired. Please consult your Account Manager to discuss and determine your exact needs.

## 44 **Permits Checklist**

## 45 **LAFD Fire Safety & Temporary Special Event (TSE) Permits**

## 46 **Additional Permit Requirements**

Temporary Food Facilities/Mobile Food

Facilities Permits

Alcoholic Beverage Control Permit

Dance Hall Permit

# PERMITS CHECK LIST

The following items should be considered when trying to determine your Permit needs:

- How many event days will there be?
- What is your anticipated attendance?
- What are your event times?
- Are you planning to serve alcohol?
- Will you or any of your clients be serving food on-site?
- Do you have a proposed floor plan?
- Will there be dancing or any other type of live performances?



# PERMITS

## LOS ANGELES FIRE DEPARTMENT (LAFD) FIRE SAFETY PERMIT

The LAFD requires a safety plan showing the layout of the event, and it must be approved prior to applying for the TSE Permit. Your assigned Account Manager will assist you in designing and creating your floor plan according to the Fire Marshal's specifications. Additional floor plan service is available for those who are looking for a more detailed/designed layout. Please consult your Account Manager to determine your requirements.)

## TEMPORARY SPECIAL EVENT (TSE) PERMIT

The City of Los Angeles requires permits to be obtained for any events held within the City. Please note that any events that exceed running five (5) days concurrently or do not qualify as TSE as per existing guidelines, require either a Building Permit or a special approval from the Superintendent of Buildings prior to the event start date.

## FOOD AND BEVERAGE ENVIRONMENTAL HEALTH PERMIT

Per the County of Los Angeles, Department of Public Health, if your event is serving or selling food, the participating event organizer and temporary food facilities, including food booths, trucks and carts, are required to obtain a Community Event/Seasonal Event Permit from Environmental Health, in compliance with the California Retail Food Code (Cal Code). The event organizer is responsible for the complete and timely submission of a Community Event Organizer Application, and as well as the applications for temporary food facilities, at least 30 days prior to the start of the event. Also, please refer to the Community Event Requirements Checklist for an overview of the responsibilities of temporary food facilities and event organizers.

## TEMPORARY FOOD FACILITIES/MOBILE FOOD FACILITIES PERMITS

Temporary food facilities (TFF) that participate at events include food booths, food carts and food trucks. TFFs must complete the Community Event Temporary Food Facility Application and, if applicable, the Agreement for Sharing of a Permitted Food Facility.

Mobile Food Facilities (MFF), food trucks and food carts with a current Los Angeles County Permit may, if approved by the event organizer, participate at any event. MFFs not currently permitted by Los Angeles County must obtain a permit by submitting a Community Event Temporary Food Facility Application.

# PERMITS

## ALCOHOLIC BEVERAGE CONTROL PERMIT

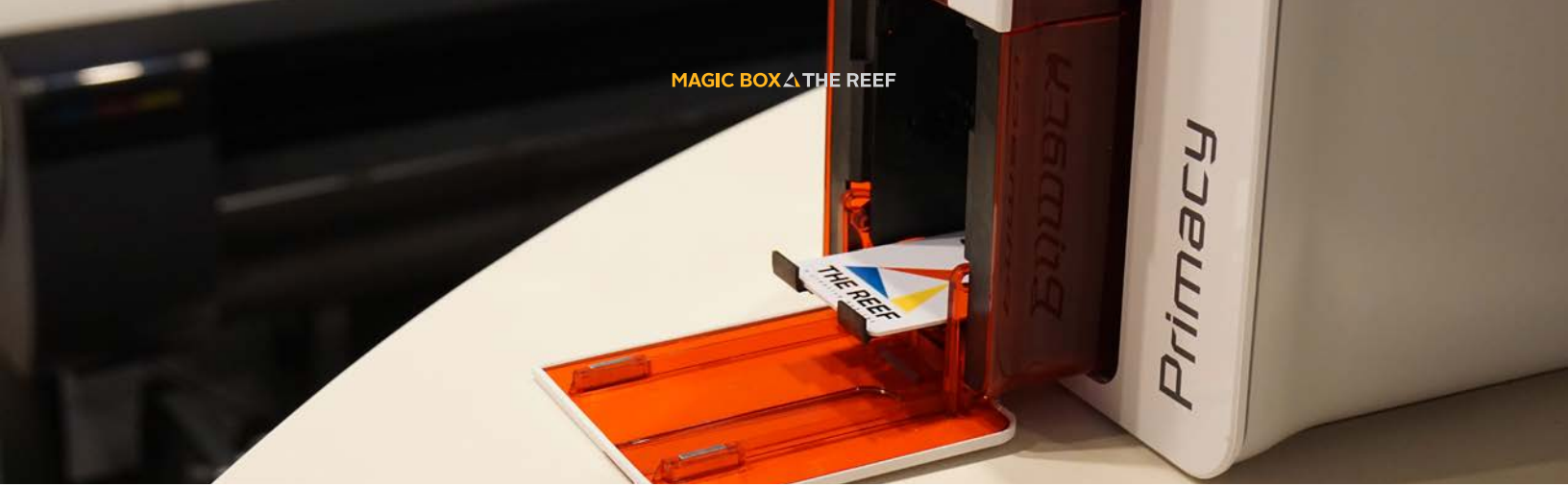
Distribution of alcoholic beverages, regardless of whether or not they are for sale or complimentary, require a permit from the California Department of Alcohol Beverage Control (ABC). More information is available within the Special Daily License / Event Permit Section of their website. Processing times range between 30 and 90 days, so please allow ample time prior to your event to avoid discrepancies. Questions regarding alcoholic beverage distribution during your event may be directed to your Account Manager for clarification purposes. Suggested security needs are estimated at one security guard per 75 people, as required by LAPD VICE, in order to monitor alcohol distribution/consumption. All bartenders need to be TIPS certified.

## DANCE HALL PERMIT

Dance Hall Permits are required if there will be any dancing or live entertainment open to the public allowed. These permits are obtained from the Los Angeles Police Department. The Magic Box Team is available to provide you with advice and recommendations regarding the procedure for obtaining the special permits required for your event. Please contact your assigned Account Manager for clarification on the permits required.

# INSURANCE

Prior to the event load-in, proof of insurance is mandatory, and no event will commence without this documentation. For detailed information on your insurance obligations specific to your event, please consult your Account Manager.



# EXHIBITOR SERVICES

Unlike other event/conference centers, where you need to contract an outside vendor to provide this service, Magic Box provides exhibitors full-service, from booth design, power supply, inventory management, internet access and Load-in/out capability to proprietary software, in order to manage everything from an exhibitor kit/manual and staff badges to booth extras, and much more.

## EXHIBITOR RATE SHEETS

Exhibitor inventory/service rates vary based on order dates leading into the event date (early bird, regular and on-site). All exhibitor orders are managed through the Exhibitor Management Tool (EMT) and can be tracked via your dashboard at any time. Orders placed through this system will be delivered/installed into exhibitor booths prior to load-in. Please consult your Account Manager to learn more.

## EXHIBITOR PERMIT AND INSURANCE REQUIREMENTS

Magic Box highly recommends that clients ask exhibitors/vendors to provide individual insurance policies to cover participation during your event. In all circumstances, Magic Box defaults to the client insurance policy for any infractions, the client is will be held responsible for the conduct of all exhibitors/vendors.

# EXHIBITOR SERVICE CHECKLIST

Use the check list below to ensure that you have satisfied the requirements involved in providing Exhibitor Services:

- How many exhibitors do you have?
- What are your standard booth sizes?\*
- What items are part of your standard booth? Hard Walls, Drapes, Tables, Chairs, Lighting, Power, etc.?
- Do you handle additional booth extras, or would you like our software to manage that?
- Using our event software Sho-Soft for booth sales?
- Would you like our team to manage exhibitor load-in/out processes?
- Do you have examples of a Floor Plan & Exhibitor Kit/Manual? Is there proprietary data essential in the manual that is required to be included?

\*Based on floor increments of 10 ft are recommended. i.e.: 10x10, 10x20, 20x20.