



CHECKLIST

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the back page of this mini kit.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	Apply & submit contract	E-mail contract to Sales@Comikazeent.com	<input type="checkbox"/>
ASAP	Hotel & Travel Reservations	LA Comic Con Hotel Packages	<input type="checkbox"/>
ASAP	Final payment due: To pay by debit/credit card: Please check your email for link to Square online invoice For questions, email: Hisami@ComikazeEnt.com	Make Checks payable to: Comikaze Entertainment Inc. ATTN: Accounts Payable 801 S. Grand Ave. Ste. 375 Los Angeles, CA 90017	<input type="checkbox"/>
Nov 2	First day shipments will be received at Advance Warehouse	Freeman	<input type="checkbox"/>
Nov 22	Labor for Hanging Signs	Freeman	<input type="checkbox"/>
Nov 22	Electrical, Air & Water	Freeman	<input type="checkbox"/>
Nov 22	Labor Carpet Furniture	Freeman	<input type="checkbox"/>
Nov 22	Telephone Service Internet & Data	SmartCity	<input type="checkbox"/>
Nov 25	Last day shipments received at Advanced Warehouse without an additional fee	Freeman	<input type="checkbox"/>
Nov 25	Register for badges Registration will open on Dec 2nd	Email will be sent out with instructions	
Dec 2	First day shipments can arrive at the Los Angeles Convention Center	Freeman	<input type="checkbox"/>



SHOW INFORMATION

LOCATION

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

ISLAND BOOTHS MOVE-IN:

Island booths can start moving in Thursday, December 2 at 8am-6:00pm.

BOOTHS PROGRAM TARGET MOVE-IN:

Friday, December 3rd, 6am-2:00pm

Depending on your placement on the floor plan, you will have a targeted move-in window beginning at either 8:00am Thursday or 6:00am Friday. Your move-in window time will be given to you when you receive your booth number.

All booths must be set up and show ready by 2pm On Friday December 3rd.

ARTIST ALLEY TARGET MOVE-IN:

Friday, December 3rd, 6am-2pm

All tables must be set up by 2pm On Friday, December 3rd.

ALL EXHIBITORS/TABLES MUST BE SHOW READY BY 2PM

MOVE-OUT:

Sunday, December 5th, 5PM-11PM

All exhibitor materials must be removed from the exhibit facility by Monday, December 6th at 12:00 PM.

SHOW HOURS:

4PM – 9PM, Friday, December 3
9:30AM – 7PM, Saturday, December 4
9:30AM – 5PM, Sunday, December 13

EXHIBITOR REGISTRATION HOURS:

Thursday, December 2: 10AM - 6PM
Friday, December 3: 8AM - 9PM
Saturday, December 4: 7:30AM - 7PM
Sunday, December 5: 8AM – 4:30PM

PARKING:

Once your vehicle is unloaded, parking is available in the South Hall parking garage. There is NO parking available on loading dock. Unloading is available for 30 minutes.

PRICING & BOOTH EQUIPMENT

OFFICIAL CONTRACTOR/ DECORATOR

Freeman
2170 Towne Centre Place Ste 100
Anaheim CA 92806
714-254-3410

Order Freeman services online:

[FREEMAN Online](#)

DISPLAY LABOR RATES

Orders received before **NOVEMBER 22** receives discount pricing.

Straight Time

8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime/Double Time

4:30 P.M. to 8:00 A.M. Monday through Friday. All day Saturday, Sunday and recognized holidays

Rate	Advance Price	Show Site
Straight Time	\$148.00	\$207.25
Double Time	\$266.50	\$373.25
Holiday	\$340.25	\$476.50

Price is per person/per hour. One hour minimum per man.

FURNITURE & CARPET

Orders received before **NOVEMBER 22** receives discount pricing.

ISLAND BOOTH

Furnishing and Carpet are not provided and must be ordered directly from Freeman. ALL island exhibits must submit a floorplan to Show Management for approval at least 20 days in advance of the event.

10'x10' BOOTH

Each 10'x10' booth will be set with 8' high black back drape and 36" high black side dividers. Each booth will also include the following: (1) 8' table draped black, (2) side chairs, (1) wastebasket, (1) 7"x44" one-line booth ID sign.

ARTIST ALLEY & SMALL PRESS

Each area will include the following: (1) 8' table draped black, (2) side chairs, (1) wastebasket, (1) 7"x44" booth ID sign.

EXHIBIT TABLE

Each area will be set with 8' high black back drape and will include the following: (1) 8' table draped black, (2) side chairs, (1) wastebasket, (1) 7"x44" booth ID sign.

ELECTRICAL CONTRACTOR

Freeman
(714) 254-3410 or [FREEMAN Online](#)

Outlets (120V)

Item	Advance Rate	Standard Rate
500 watts (5amp)	\$189.50	\$284.25
1000 watts (10amp)	\$326.25	\$489.40
2000 watts (20amp)	\$453.75	\$680.65

Electric for show hours only. If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power.

If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

INTERNET SERVICES

SmartCity
[SmartCity Online Ordering](#)

Los Angeles Convention Center WIFI will be available for purchase onsite for \$79.99/day.



SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENTS

Exhibiting Company Name / Booth # _____
LOS ANGELES COMIC CON
C/O FREEMAN
3456 E Miraloma Ave,
Anahiem, CA 92806

All advance warehouse freight must arrive by **NOVEMBER 25, 2021** to avoid additional surcharges. FREEMAN will begin accepting shipments on **NOVEMBER 2, 2021**.

Rate: See the page 13 in the full exhibitor service kit under the shipping section for rates. Rate shown is for every 100 lbs (cwt) or fraction of 100 lbs handled by FREEMAN (200 lb minimum per shipment)

SHOW SITE SHIPMENTS

Exhibiting Company Name / Booth # _____
LOS ANGELES COMIC CON
C/O FREEMAN
LOS ANGELES CONVENTION CENTER
1201 S FIGUEROA ST
LOS ANGELES, CA 90015

FREEMAN will receive shipments at the exhibit facility beginning **NOVEMBER 2, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the exhibitor.

NOTE: Show site shipments delivered during exhibitor move-in is provided by Show Management as part of the Material Handling Target Program. Refer to your scheduled date & times. All warehouse, after deadline shipments, off target and overtime are at the exhibitors expense and will be assessed the applicable rates below. Island Booths are NOT eligible for this program and will be billed the applicable charges.

Shipments on December 2-3, 2021 must be delivered during your assigned targeted times. Please refer to the targeted floor plan.

Shipments must arrive during your scheduled move-in time. Otherwise, material handling charges will become the responsibility of the exhibitor at the rates published on the Material Handling Order Form.

MOVE-IN & MOVE-OUT

MATERIAL HANDLING PROGRAM

Show Management will provide labor to assist with unloading/loading of exhibit materials during the scheduled Material Handling Target Move-In and Move-Out times. Target Move-In and Move-Out times can be found in the Quick Facts section of the full exhibitor service kit.

All exhibitor materials must be removed from the convention center by Monday, December 6 at 12PM. **To ensure all exhibitor materials are removed from the convention center by the Exhibitor Move-Out deadline please have all carriers check-in by Sunday, December 5 at 5PM.**

LOADING DOCKS

During Move-In, you may unload your vehicles on the South Hall loading dock. Once unloaded, you **MUST** move your vehicle off the dock and into permanent parking. There is a 30 minute limit for vehicles on the dock and tickets may be issued by LACC.

During Move Out, once you are ready to load your booth materials into your vehicle, you may bring your vehicle to the South Hall loading dock.

The South Hall loading dock can be accessed by the ramp located on Convention Center Dr.



VENDORS

ADVANCED WAREHOUSE

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)

Labels can be found on pg 20 of the full exhibitor service kit

BADGES/REGISTRATION

Emails will be sent with instructions

CARPET

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)

Order form can be found on pg 79 of the full exhibitor service kit

CATERING

LOS ANGELES CONVENTION CENTER

(213) 765-4480

ARusso@levyrestaurants.com

Order form can be found on at [Levy Catering Form](#)

CLEANING

CENTURY CLEANING (MANAGED BY FREEMAN)

(714) 254-3410

ELECTRICAL

FREEMAN

(714) 254-3410

[FREEMAN Online](#)

Order form can be found on pg 100 of the full exhibitor service kit

INTERNET & PHONE

SMARTCITY

(888) 446-6911

Order information can be found on pg 107 of the full exhibitor service kit

LABOR & MATERIAL HANDLING

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)

RIGGING

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)

SECURITY

UNITED SECURITY

[John Kennedy](#)

COMPUTER & AUDIO VISUAL

FURNITURE RENTAL

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)

GRAPHICS

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)

Order form can be found on pg 84 of the full exhibitor service kit

HOTEL & TRAVEL PLANNING

ONPEAK

[LA Comic Con Hotel Packages](#)

SHIPPING (OUTBOUND)

FREEMAN

(714) 254-3410

Order FREEMAN services online:

[FREEMAN Online](#)