

VIVE 2026 EXHIBITOR GUIDELINES

The following guidelines are designed with consideration for the physical layout of the show floor, to ensure fairness among all sponsors/exhibitors, and to maintain a safe environment for everyone involved.

All sponsors/exhibitors must abide by the following guidelines, in addition to the ViVE Exhibitor Rules & Regulations. Please plan your booth design accordingly. Exceptions will not be granted prior to or during the show.

Age Restriction

All sponsor/exhibitor personnel **MUST** be 18 years of age or older to access the show floor. This applies at all times – during move-in, show days, and move-out. No one under the age of 18 will be permitted on the show floor for any reason.

Attendees must be 21 years of age or older to access all evening events and receptions. No one under the age of 21 will be permitted entry.

Aisles

To ensure the safety of all our visitors and exhibitors, please follow the aisle regulations below:

- All aisles must always remain unobstructed and accessible. Your booth build, furniture, exhibits, or display must not project beyond the boundary of your contracted booth space.
- Emergency exits and aisles must always remain unobstructed by any obstacles.
- Exhibitors should only work within the confines of their booth, and aisles should not be used for selling purposes. All discussions concerning exhibits must take place within the stand space allotted.
- All booth structures, signage, exhibits, etc. must be contained within the area allotted and may not project into or over the aisles.

Balloons

At no time are exhibitors allowed to bring helium balloons into the facility.

Booth Height Restrictions

- All 10'x20' (200 sq ft) booths have a maximum back wall height restriction of **8' high**.
- All 20'x20' booths (400 sq ft) and larger, and have aisles on all four sides (island booths) are permitted to a max height restriction of **20' high**, measuring from the floor to the top of the booth structure or hanging sign.

Booth Line of Sight

All booth displays and business activities must stay within the boundaries of your assigned space and adhere to ViVE's exhibitor height restrictions (outlined above). Booth layouts should also be designed to avoid blocking the sight lines of neighboring exhibitors. ViVE Show Management reserves the right to request modifications to any booth that, in its judgment, does not comply with event guidelines or established standards.



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Dress Code

During move-in and move-out periods, all individuals accessing the exhibit hall (show floor) and loading docks are required to wear closed-toe footwear at all times. Open-toed shoes, sandals, and flip-flops are strictly prohibited during these times.

During official show hours, exhibitor personnel must be appropriately attired and conduct all promotional or business activities strictly within their designated booth space. The recommended dress code is business casual.

Exhibitor Booth Plans & Exhibitor Appointed Contractor (EAC)

All exhibitors with a custom or raw space booth (**10'x20' [200 sq ft] and larger**) who plan to build out their space are required to submit the following items. This requirement applies only to custom/raw space booths, 10'x20' (200 sq ft) and larger.

- Booth build plan with all dimensions, technical plans to include elevations (indicating the maximum height of the build), and all materials used (+ flame retardant certificates), EAC information, and a COI.
- If your company intends to hire any independent contractors other than T3 Expo, you'll need to complete the EAC form and upload the contractor's Certificate of Insurance via your sponsor portal.*

To submit Booth Plans, EAC forms, COIs, and more, please reference the designated task on the homepage of your [Sponsor Portal](#).

**This is a mandatory security requirement to permit EACs access to your booth during move-in and move-out. EACs who arrive onsite and have not been registered will be required to provide this information, including their Certificate of Insurance (COI), before they are permitted access. This may lead to delays in your booth being built or access being refused if they cannot produce the documents required.*

Exhibitor Booth Floor Covering

Carpet/Flooring is **MANDATORY** and is **NOT** provided for custom/space-only booths. These exhibitors are responsible for providing or arranging carpet/flooring for all custom/space-only booths. Please work directly with T3 Expo in arranging carpet/flooring for your space.

Turnkey booth packages, kiosks, pavilions, startup kiosks, meeting pods, and meeting cubes all come with standard carpeting (carpet color selected by the ViVE team).

Exposed Areas

- All back walls, side walls, or any other exposed areas of the display must be finished surfaces. No graphics, logos, or print facing into another booth is allowed.
- In-line and peninsula booths must have a finished back wall covering the length of the back of the booth, front and back, as well as end caps to ensure there are no unsightly gaps between back walls.
- See-through back walls or displays that do not cover the back wall completely will not be allowed.
- Pipe and drape will not be provided for the back wall or side structure.

Fire Safety Regulations

All exhibitors must comply with Fire Regulations and safety rules as posted on the ViVE Sponsor Resources page on the ViVE website.



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Food & Beverage

Taste of Los Angeles by Levy Restaurants is the exclusive provider of food and beverage operations at the Los Angeles Convention Center. **No outside food and beverage is allowed.**

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Insurance Requirements

For Booth Packages/Turnkeys/Meeting Pods/Meeting Cubes/Pavilion Kiosks: As a benefit for sponsors, ViVE will provide liability insurance that fulfills all insurance requirements for ViVE 2026. This coverage is exclusively available to exhibitors who have a direct contract with ViVE and T3 Expo. Exhibitors who meet the above criteria are not required to submit their own compliant insurance.

For Custom/Space-Only/Raw Booths: If utilizing an outside contractor, not working directly with T3 Expo, all Exhibitor Appointed Contractors (EACs) must maintain the following insurance from the first day of their move until the last day of their move out at ViVE. No access to the floor will be granted without insurance coverage.

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits as stated below. Insurance coverage for Exhibitor Appointed Contractor is mandatory.

Such insurance shall include contractual liability and product liability covered with the following limits:

- a.) This General Liability insurance shall include limits of liability of not less than \$1,000,000 Each Occurrence combined single limits for bodily injury and property damage, \$2,000,000 General Aggregate limit, \$1,000,000 Personal Injury limit, and \$2,000,000 Products-Completed Operations Aggregate limit;
- b.) Commercial Automobile Liability insurance for all owned, non-owned and hired vehicles in amounts not less than \$1,000,000 each accident for bodily injury and property damage, and including loading and unloading hazards;
- c.) Worker's Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit
- d.) Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate
- e.) The policies shall name ViVE Event LLC and T3 Expo, LLC as additional insured.

Internet

Complimentary WiFi will be provided on the show floor and in ViVE meeting space; however, ViVE cannot guarantee uptime consistency throughout the duration of the event. We strongly recommend a dedicated internet connection if you intend to stream audio/video content or conduct live demonstrations/presentations within and around your exhibit.

See your dedicated internet options through Boldyn Networks, [HERE](#). For any questions or assistance, feel free to call Boldyn Networks at 213.765.4647 or email internetsales@boldyn.com.

Important: The use of external/outside routers is strictly prohibited as they can disrupt and interfere with the existing Wi-Fi connections.



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Lighting

Overhead lighting is allowed; however, all lighting, fixtures, trusses, and overhead lights must remain within the boundaries of the exhibit space and must not create a distraction for neighboring exhibitors.

Exhibitors are prohibited from projecting logos onto the ceiling, aisles, facility walls, or adjacent booths. Additionally, spotlights may not be mounted to the ceiling outside the exhibitor's designated space. ViVE reserves the right to remove or disable any lighting that does not comply with these guidelines. Any costs associated with this action will be the responsibility of the exhibitor.

Meeting Room Build-Outs

If you have a private meeting room and plan to do a custom build-out, you must submit renderings to ViVE Show Management by emailing them to sponsors@viveevent.com. In addition, an EAC form and Certificate of Insurance (COI) must be submitted through your [sponsor portal](#) no later than **Friday, January 9, 2026**.

Please note that all buildouts must remain entirely within the assigned meeting room. No structures, furnishings, or materials are allowed outside the room or in any hallway or public space.

Multi-Level Booths & Temporary Structures

- **Multi-Level Booths:** All multi-level booths/structures require prior approval by the facility and local government agency. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.
 - You **MUST** also submit a floor plan to scale with heights/widths indicated on each structure and hanging sign or hanging graphic to ViVE show management by submitting the information through your Sponsor Portal.
- **Temporary Structures:** For the full overview of the temporary structure approval and permitting process, please click [HERE](#). Structures and exhibits with any of the following elements are defined as temporary structures that require review/approval by LACC, managed along with a LADBS permit.
 - Structures over 12' in height
 - 2-story structures
 - Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads
 - Expansive (15' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
 - Video wall structures exceeding 12' in height (single or multiple screens)

Power

Power is not included with custom/space-only booths. Power must be ordered separately from **Edlen Electrical**. All power cords must be confined to the exhibitor's booth space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.

Promotional Materials/Activities

All promotional materials and activities must remain within your assigned booth and/or meeting space. Distributing materials in any other areas of the event is not permitted. If you do not have an official booth or meeting space, handing out any promotional items or materials on-site is strictly prohibited.



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Registration

Every attendee must be registered and is required to wear a ViVE badge to access any part of the ViVE event, including sessions, meal functions, networking receptions, meeting rooms, and the show floor. Anyone who requires access to your booth or meeting room during official show hours must be registered for ViVE and be badged. Click [HERE](#) to register and purchase any additional passes that you need.

Selling Products or Services

Selling exhibited products or services will not be permitted. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. ViVE reserves the right to prohibit the sale of any product for any reason.

Signage

Hanging signs/banners are only allowed above booths that are 20'x20' (400 square feet) or larger. Hanging signs/banners may not exceed the length of any side of your booth space or hang over the common aisle space. The top of any hanging banner may not exceed the maximum height restriction of **20' high**.

To facilitate exhibitor move-in, hanging signs **MUST** be shipped in advance to T3 Expo's warehouse using the custom hanging sign labels found on the Sponsor & Exhibitor Resources Page on ViVE's website. Hanging signs will not be accepted on-site.

Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from ViVE. No outside decor or signage is allowed to be affixed to the physical kiosk structure. The use of pop-up banners is prohibited on the show floor and in the public space at all times.

Sound

Sound must be maintained at a level that is not disruptive or determined to be offensive to neighboring exhibitors.

ViVE Code of Conduct

At ViVE, we strive to create and maintain a professional, inclusive, and welcoming environment in which everyone is invited to interact openly, bring their best ideas and talents, and experience equitable opportunities for professional growth. ViVE aims to operate free from harassment, discrimination, and any form of inappropriate behavior. This commitment spans all our events, digital platforms, and community interactions, ensuring safety, respect, and equal treatment for all. To view the full Code of Conduct, please click [HERE](#).

Vehicles

Any vehicle to be brought into the facility must be pre-approved by ViVE Show Management and the Los Angeles Convention Center, and all requirements made under that agreement must be followed. A vehicle that remains in the exhibit hall as part of a display must conform to all fire regulations. If this applies to your situation, please reach out to us at sponsors@viveevent.com.



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