



GENERAL INFORMATION

MEDIA WORKSPACE LOCATION

Los Angeles Convention Center

1201 S. Figueroa Street
Los Angeles, CA 90015

ORDER DEADLINE

Monday, May 23 Submission Deadline for All Orders

For additional information, please contact Hargrove's SOA Media Services at 240.726.3848 or SOAMediaServices@hargroveinc.com

MEDIA ACCESS/SET-UP:

Sunday, June 5 Pool / Pre-Authorized Media Access
Monday, June 6 Pool / Pre-Authorized Media Access

NOTES:

- Build times begin at 8:00 AM.
- Access hours are 8:00 AM to 4:00 PM. Access hours are subject to change.
- Overtime rates will be in effect Monday–Friday from 4:30 PM to 8:30 PM.
- Double time rates apply Monday – Friday from 8:30 PM to 8:00 AM and beginning 8:30 PM Friday until 8:00 AM (i.e. all Saturday – Sunday).

PRESS FILING CENTER HOURS

Wednesday, June 8 7:00 AM to 7:00 PM
Thursday, June 9 7:00 AM to 7:00 PM
Friday, June 10 7:00 AM to 7:00 PM

MEDIA TEAR-DOWN/MOVE-OUT

Saturday, June 11 All spaces must be cleared by 12:00 PM
Outside carriers must be checked in by 9:00 AM

NOTES:

- Access hours are 8:00 AM to 4:00 PM. Access hours are subject to change.
- Overtime rates will be in effect Monday–Friday from 4:30 PM to 8:30 PM.
- Double time rates apply Monday – Friday from 8:30 PM to 8:00 AM and beginning 8:30 PM Friday until 8:00 AM (i.e. all Saturday – Sunday).

This document is for planning purposes ONLY; it is not to be published.



1 Hargrove Drive • Lanham, MD 20706 • USA
General Questions: Phone: 240.726.3848 Email: SOAMediaServices@hargroveinc.com
Cabling / Electrical Questions: Phone: 909.917.1671 Email: SOACablingElectrical@hargroveinc.com



GENERAL INFORMATION – PAGE 2 OF 2

KEY DATES & DEADLINES (all times are local)

Monday, May 2	First day for advance shipments to arrive at the Hargrove warehouse.
Monday, May 23	Deadline for all orders. Orders received after this date are subject to availability and additional charges.
Tuesday, May 31	Last day for advance shipments to arrive at Hargrove warehouse
Sunday, June 5	Pool / Pre-Authorized Media Access at the Los Angeles Convention Center begins at TBD.
Monday, June 6	Pool / Pre-Authorized Media Access at the Los Angeles Convention Center begins at TBD.
Wednesday, June 8 – Friday, June 10	Ninth Summit of Americas
Friday, June 10	Broadcasting from the Los Angeles Convention Center ends at TBD.
Saturday, June 11	Media Tear-Down/Move-Out. Outside carriers must check in by 9:00 AM
Saturday, June 11	All spaces in the Los Angeles Convention Center must be cleared by 12:00 PM.

Media outlets will be contacted by the U.S. Department of State or the SOA Media Logistics team regarding their assigned media positions.

This document is for planning purposes ONLY; it is not to be published.



1 Hargrove Drive • Lanham, MD 20706 • USA
General Questions: Phone: 240.726.3848 Email: SOAMediaServices@hargroveinc.com
Cabling / Electrical Questions: Phone: 909.917.1671 Email: SOACablingElectrical@hargroveinc.com