

THE 2009
**TURFGRASS
& LANDSCAPE**
DESIGN • BUILD • MAINTAIN EXPO

Dear 2009 Turfgrass & Landscape Expo (TLE) Exhibitor:

November will be here before you know it and it is time to start planning for another successful show! This year we have moved to an exciting new location, the Long Beach Convention Center.

The information provided in this manual can help save you time and money, so please read it carefully and note the important deadlines and show regulations. Make sure you place any necessary orders early, to take advantage of the discounted rates the decorator and electrical companies are offering. Please do not wait until the day of the show to order your electricity, Internet, etc.

We are using the same decorator as last year to ensure an easy transition to Long Beach and have also made a forklift available free of charge to all exhibitors.

All of the forms, rules and regulations, information for exhibiting, as well as travel and hotel information are included in this Exhibitor Service Manual.

Please make sure that all staff members coordinating your participation know that the entire Exhibitor Service Manual is available online at www.LandscapeOnline.com, by clicking on the tab labeled, "Exhibitor Information." If you would like to obtain a CD containing the exhibitor manual rather than downloading it from our web site, please let me know.

Remember to book your hotel early to take advantage of the discounted blocking booking rates we have arranged.

Note: Exhibitors who intend to have a vehicle on display in their indoor booth must complete and submit the VEHICLE DISPLAY form to expedite the move-in process. Please also make sure you send in your insurance certificate to us BEFORE the show.

We are dedicated to making this year's event a tremendous success and look forward to working with you in the weeks!

Sincerely,

Margot Boyer
Show Manager
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