

Show Dates and Hours

Wednesday, October 16 **9:00 a.m. - 3:00 p.m.**
Thursday, October 17 **9:00 a.m. - 3:00 p.m.**

Move - In Hours:

Tuesday, October 15 8:00 a.m. - 8:00 p.m.

All Exhibits must be complete by 8:00 p.m. on Tuesday October 15, 2013. If an exhibitor fails to install in its assigned space by that time, LCI reserves the right to take possession of the space and no refund will be provided to the exhibitor.

Move - Out Hours:

Thursday, October 17 3:00 p.m. - 9:00 p.m.

Early teardown is not allowed. All members of the public must be out of the hall before vehicles are allowed to enter for teardown. All exhibits must be removed from the Long Beach Convention Center by 9:00 p.m. Thursday, October 17, 2013. All exhibitor displays or materials left in booths after this time will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor.

Exhibitor Badges:

Please register your booth staff in advance to save time using the Staff Registration Form in this exhibitor manual and fax to: (714) 434-3862.

The exhibit booth staff can pick up their badges at the Exhibitor Registration Counter from 11:00 a.m. - 8:00 p.m. on Tuesday, October 15, 2013 or at 8:00 a.m. on Wednesday, October 16 and Thursday, October 17, 2013.

Important Contact Information:

Decorator: EZ Rents – (909) 624-1697

Electrical: Edlen Electrical – (714) 985-1480

Audio Visual: Projection Presentation – (562) 499-7546

Lead Retrieval: Expo Badge – (800) 490-9941

Internet Connection: Smart City – (888) 446-6911

Indoor Booth Sizes

Inline 10' x 10' and end caps are draped
10' x 20' and larger booths are floor marked only.

Parking:

Parking is \$10.00 per vehicle.
Oversized vehicles are \$20.00.

Payment Terms/ Cancellation

As stated in your contract, all booths must be paid for before exhibiting. 50% of cost is due immediately by Exhibitor as deposit upon receipt of invoice. Full payment is due 90 days of invoice date or August 15, 2013. All deposits made are non-refundable. All payments made are non-refundable after August 1, 2013.

Seminar Hours:

Wednesday, October 16, 2013

1.5 hour seminars are scheduled
between 9:00 a.m. - 5:00 p.m.

Thursday, October 17, 2013

1.5 hour seminars are scheduled
between 9:00 a.m. - 5:00 p.m.

Registration Hours:

Registrations for both days are:
8:00 a.m. - 3:00 p.m.

For Additional Questions or Concerns:

Contact: Cheryl Raver
(714) 979-5276 Ext.141
tleinfo@landscapeonline.com