



Dear Exhibitor,

Thank you for your registration for The Landscape Architects' Expo scheduled to occur on February 13th and 14th.

As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 in all. If you do not have this coverage in place, we have made arrangements for all of our exhibitors to acquire this coverage at significant savings by purchasing as part of a group. Please click the link below, complete a short questionnaire and you will obtain this coverage for \$65 plus tax.

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=srhJq8O3Hm4\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=srhJq8O3Hm4$)

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.

Please feel free to contact me with any questions.

Sincerely,

Show Management

The Landscape Architects' Expo – Long Beach (LA Expo)



Exhibitors Information Packet

SHOW HOURS: February 13th & 14th 9:00 am - 3:00 pm

EXHIBITOR MOVE-IN: February 12th 8:00 am - 8:00 pm

EXHIBITOR MOVE-OUT: February 14th 3:00 pm - 9:00 pm

YOUR EXHIBIT MATERIALS **MUST** BE REMOVED OFF THE SHOW FLOOR ON
February 14th, 2014 by 9:00 PM

YOUR BOOTH SPACE INCLUDES

8' Black and Ivory Backwall Drape

3' Black and Ivory Siderail Drape

Complimentary 15 Minute Forklift Will Be Provided During Load In and Load Out

You **MUST BE PRESENT** to receive this service or you will be charged drayage
(see material handling form below).

If you are not paying drayage fees any pallets left on show floor will be charged a storage fee of
\$20 per skid.

DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES

February 4, 2014

EZ RENTS

440 E. BONITA AVE. POMONA CA 91767 909-624-1697 FAX: 909-626-6589

email: julio@sprezrents.com

A Message from the Decorator

E Z Expo Services has been selected as The Official Service/Drayage contractor for the **2014 LA EXPO For Landscape Architects, Specifiers and Design Professionals** being held at the **Long Beach Convention Center on Feb. 13th - 14th, 2014**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES** full payment **MUST** be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **FEBRUARY 04th, 2014**

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

**The Staff at
E Z Expo Services**

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697 FAX: 909-626-6589
email: julio@sprezrents.com

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- ***Please refer to the front page for move in dates & times***
 1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check- in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
 2. You will receive your outbound paperwork once you are at the loading dock ready for loading
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- ***For Exhibitors with Company or Rented Trucks:***
 1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
 2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: February 14th, 2014 by 6:00PM

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management

PAYMENT FORM
Must be Included with all orders

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697 FAX: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____
Contact Name: _____
Address: _____
City/ State/ Zip: _____
Phone # _____ Fax # _____

• **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**

- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment **must** be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Drivers License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card; please provide the following information:

Credit Card Number: _____

Please Check: __ AMERICAN EXPRESS __ MASTERCARD __ VISA __ CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

FURNITURE RENTAL ORDER FORM

Deadline for discount: 02-04-2014

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

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Company Name _____

Booth # _____

Tables & Counter Tables	Discount	Floor	Quantity	Total	
4 ft. undraped table	\$25.00	\$35.00	_____	_____	___ Black ___ Red
6 ft. undraped table	\$35.00	\$45.00	_____	_____	
8 ft. undraped table	\$45.00	\$55.00	_____	_____	___ Blue ___ White
4 ft. draped table	\$65.00	\$85.00	_____	_____	
6 ft. draped table	\$75.00	\$95.00	_____	_____	
8 ft. draped table	\$85.00	\$105.00	_____	_____	
4th sided table skirt	\$20.00	\$25.00	_____	_____	
4 ft. undraped counter table	\$35.00	\$45.00	_____	_____	Price includes top covered in white plastic and 3 sides draped
6 ft. undraped counter table	\$45.00	\$55.00	_____	_____	
8 ft. undraped counter table	\$55.00	\$65.00	_____	_____	
4 ft. draped counter table	\$75.00	\$95.00	_____	_____	Tables: 30" W x 30" H Counter Tables: 30" W x 42" H
6 ft. draped counter table	\$85.00	\$105.00	_____	_____	
8 ft. draped counter table	\$95.00	\$115.00	_____	_____	
4th side counter skirt	\$30.00	\$35.00	_____	_____	
Round Table	\$85.00	\$125.00	_____	_____	
Chairs					
Black bar stool	\$30.00	\$45.00	_____	_____	
Padded Arm Chair	\$35.00	\$50.00	_____	_____	
Folding Chair	\$8.00	\$12.00	_____	_____	
Padded Counter Stool	\$40.00	\$55.00	_____	_____	

Accessories	Discount	Floor	Quantity	Total
Backwall Drape (8 ft.high)	\$3.00 per foot	\$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22" x 28" x 5H)	\$30.00	\$45.00	_____	_____
Crossbar / Spreader	\$15.00	\$20.00	_____	_____
Display Case Lock	\$30.00	\$45.00	_____	_____
Easel	\$25.00	\$35.00	_____	_____
Glass Bowl	\$15.00	\$20.00	_____	_____
Garment Rack (5' H x 5' H)	\$35.00	\$50.00	_____	_____
Peg Board (4' x 8' Vertical / Horizontal)	\$85.00	\$125.00	_____	_____
Stanchions with 8 ft. chain	\$25.00	\$40.00	_____	_____
Side Rail Drape (3 ft. high)	\$2.00 per foot	\$4.00 per foot	_____	_____
Tack Board (4' x 8')	\$85.00	\$125.00	_____	_____
Ticket Tumbler (Large 21" w x 15" R)	\$25.00	\$50.00	_____	_____
Upright with Base	\$10.00	\$15.00	_____	_____
Wastebasket	\$8.00	\$12.00	_____	_____

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs
Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: 02-04-2014

E Z EXPO SERVICES

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Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	\$90.00	\$125.00	\$ _____	
9 x 20 Ft.	_____	\$145.00	\$180.00	\$ _____	_____ Blue
9 x 30 Ft.	_____	\$195.00	\$230.00	\$ _____	_____ Black
9 x 40 Ft.	_____	\$255.00	\$300.00	\$ _____	_____ Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

Complete Area Size _____ x _____ = _____ Sq. Ft. @ **Discount** \$1.50 / **Floor** \$2.00 = **Total** \$ _____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.05	\$ _____
Additional Taping _____ Linear ft. @	\$1.00	\$1.25	\$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	\$0.75	\$1.00	\$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.