



## SHOW DATES & TIMES

Thursday, February 13th 9:00 am - 3:00 pm  
Friday, February 14th 9:00 am - 3:00 pm

### Move - In Hours

Wednesday, February 12th 8:00 am - 8:00 pm

All Exhibits must be complete by 8:00 pm on Wednesday February 12th. 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

Friday, February 14th 3:00 pm - 9:00 pm (Friday only)

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. Friday, February 14th. 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. Use the staff registration not the attendee online registration. The form is in this exhibitor manual, fax to (714) 434-3862.

### Exhibitor Badge Pick-Up

Feb. 12th ~ 10 am - 5 pm at Exhibitor Services  
Feb. 13th & Feb. 14th ~ 8 am at Exhibitor Registration

### Important Contact Information

Show 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 January 1, 2014.

### Seminar Hours

Thursday, February 13th  
1.5 hour seminars are scheduled  
between 8:30 am - 5:00 pm

Friday, February 14th  
1.5 hour seminars are scheduled  
between 8:30 am - 3:00 pm

### Registration Hours

Registration for both days  
8:00 am - 3:00 pm

### For additional questions or concerns

Contact: Events Administration  
(714) 979-5276 Ext.142  
[laexpoinfo@landscapeonline.com](mailto:laexpoinfo@landscapeonline.com)