



SHOW DATES & TIMES

Thursday, March 12th 10:00 am - 6:00 pm
Friday, March 13th 10:00 am - 3:00 pm

Move - In Hours

Wednesday, March 11th 8:00 am - 8:00 pm

All Exhibits must be complete by 8:00 pm on Wednesday March 11th. 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, March 13th 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 6:00 p.m. Friday, March 13th. 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 form](#) not the attendee online registration. The form is in this exhibitor manual, fax to (714) 434-3862.

Exhibitor Badge Pick-Up

March 11th ~ 10 am - 5 pm at Exhibitor Services
March 12th & 13th ~ 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 per entry.
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 September 1, 2014. All deposits made are non-refundable. All payments made are non-refundable after November 1, 2014.

Seminar Hours

Thursday, March 12th
1.5 hour seminars are scheduled
between 9:00 am - 3:30 pm

Friday, March 13th
1.5 hour seminars are scheduled
between 9:00 am - 12:30 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