



Dear Exhibitor,

Welcome to the 3rd Annual Landscape Architects' Expo!

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 so that you may take advantage of the discounted rates provided by the decorator, electrical and lead retrieval companies. Please do not wait until the day of the show to order your electricity, internet, etc.

We are using a non-union decorator, which enables you to save on your exhibiting costs. We have also made a forklift available (for the first 15 minutes) for all exhibitors to use.

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 at LandscapeOnline.com click any LAX logo that will be directed to LAX event page (see Exhibitor tab).

Book your hotel early and take advantage of the discounted block rates. This year we have negotiated good rates at four hotels! A perfect time to book a romantic Valentine's day weekend! Have a little fun in Long Beach!

A Certificate of Insurance is a mandatory requirement for all exhibitors. Please forward a current copy as soon as possible with the current and correct information.

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

Sincerely,

A handwritten signature in black ink that reads 'George Schmok'.

George Schmok
Producer