



## Show Dates and Hours

Thursday, February 13

Friday, February 14

9:00 am - 3:00 pm

9:00 am - 3:00 pm

### Move - In Hours:

Wednesday, February 12

8:00 am - 8:00 pm

All Exhibits must be complete by 8:00 pm on Wednesday February 12, 2014. 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 14

3:00 pm - 9:00 pm

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 14, 2014. 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 Wednesday, February 12, 2014 or at 8:00 a.m. on February 13 and Friday, February 14, 2014.

### 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

### 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, 2014. All deposits made are non-refundable. All payments made are non-refundable after January 1, 2014.

### Seminar Hours:

#### **Wednesday, February 13, 2014**

1.5 hour seminars are scheduled between 9:00 am - 5:00 pm

#### **Thursday, February 14, 2014**

1.5 hour seminars are scheduled between 9:00 am - 5:00 pm

### Registration Hours:

Registrations for both days are: 8:00 am - 3:00 pm

### For Additional Questions or Concerns:

**Contact:** Cheryl Raver  
(714) 979-5276 Ext.142

[laxinfo@landscapeonline.com](mailto:laxinfo@landscapeonline.com)