

THE 2018 - LONG BEACH
LANDSCAPE
DESIGN • BUILD • MAINTAIN • SUPPLY EXPO

Show Hours and Information

Show Hours

Wednesday, October 10 9:00 a.m. - 3:30 p.m.

Thursday, October 11 9:00 a.m. - 3:00 p.m.

Move - In Information

We are using The Arena and Hall C, and each hall has their own loading dock. Your move in time will be dictated by your size of booth. No-one is allowed to leave their vehicle at the dock without leaving their keys at the desks.

Tuesday, October 9

All exhibitors over 400 sq ft ONLY 7:00 a.m. – 12.00 p.m.

All exhibitors under 400 sq ft ONLY 12.00 p.m. – 5.00 p.m.

All Exhibits must be complete by 7:00 p.m. on Tuesday October 9, 2018. 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 Information:

Thursday, October 11 3:10 p.m. – 9:00 p.m.

Early teardown is not allowed and the exhibitor will be penalized if start dismantling their booth earlier than 3:00 pm on October 11. It is disruptive and potentially dangerous. All members of the public must be out of the hall for safety reasons before vehicles are allowed to enter for teardown.

All exhibits must be removed from the Long Beach Convention Center by 9:00 p.m. Thursday, October 11, 2018. 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 email to tlereg@landscapeonline.com or fax to (714) 434-3862. Your badges will be inserted into your exhibitor packet.

The exhibitor booth staff that have not pre-registered can order their badges at the Exhibitor Registration Counter from 11:00 a.m. - 5:00 p.m. on Tuesday, October 9, 2018 or starting 8:00 a.m. on Wednesday, October 10 and Thursday, October 11, 2018.

Important Contact Information:

Decorator: E Z Expo Services – (909) 624-1697
Electrical: Edlen Electrical – (714) 985-1480
Audio Visual: ProAV – (800) 788-4173
Internet Connection: Smart City – (888) 446-6911

For Additional Questions or Concerns: Contact: (714) 979-5276 Ext.143 tleinfo@landscapeonline.com

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 \$15.00 per vehicle. No "In and Out" privileges.

Payment Terms/ Cancellation

As stated in your contract, all booths must be paid in full by July 1, 2018. LCI reserves the right to void any exhibit space contracts not paid in full by due date, and reassign the booth space to another exhibitor. All payments are non-refundable. Institute Conditions: Exhibitor agrees that show management reserves the authority to re-assign all exhibit space including the dimensions and locations within the show if deemed necessary.

Certificate of Insurance

All exhibitors must provide certificate of insurance in order to exhibit. If you are not able to get your insurance company to provide this for free, then we have arranged special pricing for \$65.00.

[Click Here](#) for Certificate of Insurance Application

Seminar Hours:

Wednesday, October 10, 2018

1.5 hour seminars are scheduled between
8:00 a.m. - 4:30 p.m.

Thursday, October 11, 2018

1.5 hour seminars are scheduled between
8:00 a.m. – 3:00 p.m.

Registration Hours:

Wednesday, October 10th: 8:00 am – 3.15 p.m.

Thursday, October 11th: 8:00 am - 3:00 p.m.

Sign Ups for 2019

Save the date (October 23 – 24, 2019)

Sign ups for next years show will be in the Exhibitor Room (look for signs). You will be given an appointment time depending on your priority points. Please let us know if you cannot make that particular time. A deposit for your booth will be taken at this years show.