

LA expo

march 30th long beach 2012
for landscape architects, specifiers & design professionals

Dear 2012 Landscape Architect Expo Exhibitor:

Welcome to the first ever Landscape Architect Expo! Thus far there has been so much enthusiasm from exhibitors and attendees regarding this new endeavor that we are looking forward to a great debut show.

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 online (www.LandscapeOnline.com) by clicking on the tab labeled, "Exhibitor Information."

Remember to book your hotel early and take advantage of the discounted block rates. This year we have negotiated some really good rates, at four hotels! Try to book an extra night if you can...explore and have a little fun in Long Beach since you are here! Please send us a copy of your insurance certificate as soon as you can, as this is needed in order for you to participate in the show.

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

Sincerely,

George Schmok
Producer