

THE 2021 - LONG BEACH LANDSCAPE DESIGN • BUILD • MAINTAIN • SUPPLY OCTOBER 13TH & 14TH EXPO

Dear Exhibitor,

Welcome to the 2021 Landscape Expo!

In this packet you will find the necessary information to assist you in organizing your booth. The following information will save you time and money if you place your orders by Monday, September 27th, 2021.

This year we are using a new decorator called Total Expo. We have had to bring in a union decorator because in the past we have been picketed. They are a very experienced team and are very willing to work with us. This year we are paying for the 15 minute forklift time and also for the “spotters” needed to ensure the safety of all exhibitors. Please make sure you are present when loading and unloading.

Certificate of Insurance – this is needed to participate in the show.

Please send your certificate of insurance to Rainprotection and NOT to us as they are handling all the certificate of insurances needed and will supply one to you if needed. Just go to:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=2cd4d528d7d9>

Leads: Included with your booth is an activated free Vendor Profile with links to your company’s website and a company bio. 10 Searchable Product Profiles are also included. If you have any questions, or need help to take advantage of this additional free promotional opportunity, don’t hesitate to contact Jeremy at (714) 979-5276 x 140 or at jvictor@landscapearchitect.com

Booth Personnel Registration Form: Please register your booth staff in advance by signing up online (thelandscapeexpo.com/exhibitors/Exhibitor-Personnel-Reg-Form.pdf) or click here for booth personnel form.

Entrance/Load In/Load Out: The entrance to the 2021 Landscape Expo is off Shoreline Drive. Look for the service road and see map on page 36. Please check your exhibitor emails for the latest up to date information.

Move In – Tuesday October 12

All exhibitors over 400 sq ft ONLY – 7:30 a.m. – 12.00 p.m. | All exhibitors under 400 sq ft ONLY – 12.00 p.m. – 5.00 p.m.

Move Out

It has come to our attention that exhibitors are packing up early, if exhibitors dismantle their booth early, then they will lose their priority points as we have received complaints from attendees who are paying to come to the show!

Parking: Park in the large car park situated off Shoreline Drive. \$15.00 per single space.

Hotel: We have two blocks of hotels. Please book on our website at thelandscapeexpo.com/attendees/hotel-travel.

1. Hyatt Regency - \$209
2. Westin - \$165

Please contact me if you have any questions at (714) 979-5276 x 143 or (714) 215-2842

Sincerely,

Margot Boyer
Trade Show Manager

*Free forklift use applies to unloading/loading of exhibitor vehicle with exhibitor present.

THE 2021 - LONG BEACH LANDSCAPE DESIGN • BUILD • MAINTAIN • SUPPLY EXPO OCTOBER 13TH & 14TH

Show Hours and Information

Show Hours

Wednesday, October 13 9:00 a.m. - 3:00 p.m.
Thursday, October 14 9:00 a.m. - 3:00 p.m.

Move - In Information

We are using Hall B and Hall C. 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 12

All exhibitors over 400 sq ft ONLY 7:30 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 12, 2021. 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 14 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, 14. It is disruptive and potentially dangerous. **Due to attendee complaints and liability issues, this year exhibitors will lose their priority points if they dismantle their booth(s) early.** 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 7:00 p.m. Thursday, October 14, 2021. 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@thelandscapeexpo.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 12, 2021 or starting 8:00 a.m. on Wednesday, October 13 and Thursday, October 14, 2021.

Important Contact Information:

Decorator: Total Expo - (310) 320-4203
Electrical: Edlen Electrical - (714) 985-1480
Audio Visual: ProAV - (800) 788-4173
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 \$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 August 1, 2021. 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 \$94.00.

Click Here for Certificate of Insurance Application

Seminar Hours:

Wednesday, October 13, 2021

1.5 hour seminars are scheduled between 8:00 a.m. - 3:30 p.m.

Thursday, October 14, 2021

1.5 hour seminars are scheduled between 8:00 a.m. - 1:30 p.m.

Registration Hours:

Wednesday, October 13th: 8:00 am - 2:45 p.m.
Thursday, October 14th: 8:00 am - 2:30 p.m.

Sign ups for next years show will be in the Exhibitor Room (upstairs). 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 and will be enforced.

For Additional Questions or Concerns:

Contact: (714) 979-5276 Ext.143
mboyer@thelandscapeexpo.com

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Frequently Asked Questions

Who Can I Contact For Assistance With My Booth?

All inquiries related to booth setup (for example, cleaning services, banner hanging or furniture requests) should be directed to the official show decorator: Total Expo - (909) 624-1697

If you need electricity, please contact: Edlen Electrical - (714) 985-1480

All other questions should be directed to: (714) 979-5276 Ext. 143

Can I get on the Internet at the show?

You can order your own Internet connection for your booth, but do this before the early bird deadline date. Smart City - (888) 446-6911

Can I use the same email address to register everyone for my company?

No. Please use a separate email address for each person, that way each will get their own confirmation email that they have been registered.

Hotel reservations

Please do not leave booking your hotel until the last minute! Go to thelandscapeexpo.com to book your room at \$209 a night at the Hyatt Regency or \$165 a night at the Westin.

Exhibitor Badges

Sign up your booth personnel at TheLandscapeExpo.com and you will receive your exhibitor badges at the show or Click [HERE](#) for exhibitor personnel registration form.

Things to do in Long Beach

Apart from the networking events that are organized, please take advantage of all the exciting things in Long Beach – Please check out [this link](#).

Parking

Parking will be easy this year, as the show entrance is at the back of the convention center. Go to Shoreline Drive, and the entrance will be marked. There is a huge car park, and it will be easy to park your oversized vehicle.

For Additional Questions or Concerns:

Contact: Margot Boyer
(714) 979-5276 Ext. 143
(714) 215-2842 – Cell
mboyer@landscapeexpo.com

EXHIBITOR PERSONNEL REGISTRATION FORM

***Company Name:** _____

Representative's First Name	Representative's Last Name	Email
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Fax to 714-434-3862 or scan and email to tlereg@thelandscapeexpo.com.

THE 2021 - LONG BEACH
LANDSCAPE
DESIGN • BUILD • MAINTAIN • SUPPLY EXPO
OCTOBER 13TH & 14TH

2021 Show Schedule

Monday, October 11

Exhibitor Move In

(Large Exhibitors ONLY and prior appointment time agreed)

12.00 p.m. – 5.00 p.m.

Tuesday, October 12

Exhibitor Move In

Exhibitors over 400 square feet - 7:30 a.m. – 12:00 p.m.

Exhibitors under 400 square feet - 12:00 p.m. – 5:00 p.m.

Wednesday, October 13

Seminar Times

8:00 a.m. – 3:30 p.m.

Expo OPEN

9:00 a.m. – 3:00 p.m.

Thursday, October 14

Seminar Times

8:00 a.m. – 1:30 p.m.

EXPO OPEN

9:00 a.m. – 3:00 p.m.

Exhibitor Move-Out

3:00 – 7:00 p.m.

Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, October 11-14, 2021, naming The Landscape Expo (14771 Plaza Dr. Suite A Tustin, CA 92780) as the certificate holder. The following must be named as additional insured: The Landscape Expo and Long Beach Convention Center.

The Landscape Expo has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase insurance covering the dates: October 7-14, 2021 Cost: \$94

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=2cd4d528d7d9>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.
Please use the following: Address - 300 E Ocean Blvd. Halls B and C Long Beach, CA 90802
Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: sales@rainprotection.net.

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)

Exhibitor Service Information Quick Facts

TotalExpo, Inc. has been appointed as the official General Service Contractor for The Landscape Expo 2021. This exhibitor kit contains important information and order forms to help you further equip your booth. Please direct this kit to the person in charge of your booth and those who will be on-site. **It's important that your on-site team is aware of our material handling information, labor requirements, and all rules and regulations.** If you have any questions please contact Exhibitor Services at (310) 320-4203 or email csr@totalexpo.com.

10'x10' booths and larger include:

10'x10' booths end caps include:
8' high backwall & 3' high side rails draped in black and white.

10'x20' booths and larger are floor marked only and do not come with drape.

***All booths receive 15 minuted complementary forklift service**
(subject to availability).

Facility Information

Long Beach Convention Center

Halls B & C

300 E Ocean Blvd.,

Long Beach, CA 90802

- www.longbeachcc.com

*The facility is not carpeted

*Dock located on service road (as marked) off of Shoreline Dr.

Show Schedule

Exhibitor Move-In:	Tue, October 12 th	7:30am - 12:00pm Booths larger then 400 sq ft 12:00pm - 5:00pm Booths 400 sq ft and smaller
Show Hours:	Wed, October 13 th Thu, October 14 th	9:00am - 3:00pm 9:00am - 3:00pm
Dismantle:	Thu, October 14 th	3:10pm - 7:00pm
Carrier Check In:	Thu, October 14 th	3:00pm - 5:30pm Shipments without carriers checked in by then will be rerouted or sent back to the designated warehouse at the exhibitor's expense.

Important Dates and Reminders

- **Discounted rates are available through Mon, September 27th by 4:30pm.** Orders and payments received after this date will be billed at the regular rates.
- **Online ordering is available through Mon, October 4th by 4:30pm.** Orders can be faxed or emailed after this date. Please see the following page for more information.
- All exhibitors must begin packing their exhibits as soon as possible after the show closes and empty containers have been returned. Any exhibits and materials that are left unattended for more than **1 hour after show close** will be dismantled and packaged by TotalExpo, Inc. at its sole discretion, to effectively clear the exhibit hall space in the time allotted by the facility. Labor charges for this service would be at the exhibitors expense.
- Any exhibitor materials or freight left on the show floor, where no shipping document or Bill of Lading has been turned in at the TotalExpo, Inc. Service Desk, may incur additional expenses, such as labor charges, for verification and delay shipping of said materials.
- **Please make sure your on-site team has all of your outbound shipping information including carrier name, pick up time, ship to address, billing address and other important information.**
- For questions regarding services provided by other vendors please contact that vendor directly.

Shipping and Freight Deadlines Material Handling charges will apply to all shipments sent to event and must be paid in advance.

- **Advance Warehouse Receiving:** Shipments will be received between Wed, September 8th and Wed, October 6th from 9:00am - 3:30pm.
- **Direct to Show-Site Receiving:** Shipments will only be received on Tue, October 12th from 8:00am-4:30pm.
- **Driver Check-In deadline** is 5:30pm on Thu, October 14th, 2021. If drivers have not picked up by this time shipments will be rerouted back to the warehouse or through the show carrier at the exhibitors expense.

Advance Warehouse Address

[Exhibiting Company and booth #]
Landscape Expo 2021
C/O TotalExpo/YRC
15400 S Main St
Gardena, CA. 90248

Direct to Show-Site Address

[Exhibiting Company and booth #]
Landscape Expo 2021
C/O TotalExpo
Long Beach Convention Center Halls B & C
300 E Ocean Blvd.,
Long Beach, CA 90802

Outbound Shipping

- A completed TotalExpo bill of lading is required for all shipments. This can be picked up from the onsite service desk.
- It is the exhibitors responsibility to schedule pick up with their carrier.
- Any paperwork provided by your carrier or company must be submitted with the Total Expo bill of lading.
- All shipments must have shipping labels attached to each box / pallet. If using FedEx /UPS you must use their shipping labels.
- Your freight will be rerouted if your carrier refuses to pick up your shipment due to missing documents or shipping labels.
- **Any shipment without a carrier checked in by 5:30pm will be rerouted** via the show carrier, YRC, at the exhibitor's expense.

Covid-19 Protocol

Health & Safety Guidelines



Effective March 29, 2021



COVID-19 Preparedness Plan for TotalExpo, Inc.

TotalExpo, Inc. is committed to providing a safe and healthy workplace for all our employees and customers. To ensure a safe and healthy workplace at the Convention site, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and all convention related sites where we operate. This requires full cooperation among all of these parties, including our clients and associated vendors. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces. Management and supervisors are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and California Department of Health guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- *hygiene and respiratory etiquette;*
- *engineering and administrative controls for social distancing;*
- *cleaning, disinfecting, decontamination and ventilation;*
- *prompt identification and isolation of sick persons;*
- *communications and training that will be provided to managers and workers;*
- *management and supervision necessary to ensure effective implementation of the plan.*
- *communications and instructions for customers.*

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations on the show floor so they can be used for hand hygiene in place of soap and water, as long as hands, are not visibly soiled. In addition to available restroom facilities located in the facility, hand sanitizing stations are located in registration area.

Respiratory etiquette: Cover your mouth and nose

Employees, customers and visitors are being instructed to cover their mouth and nose with a mask and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers, customers and visitors. Signage to be located at all points of entry to facility.

Social distancing

Social distancing will be implemented and maintained between workers, customers and visitors in the workplace through the following engineering and administrative controls: Signage, markings and instructions for employees, visitors and customers about social distancing. At job sites, show aisles will be minimum 10ft wide. Inline booths would either include 8ft high clear plastic dividers for adjacent spaces or be spaced to allow for social distancing between each booth. Aisles would be marked for one way travel to minimize traffic were required. If spacing cannot be increased or social distancing consistently maintained, stanchions would be installed to control the distancing. Occupancy limits will be adhered to at all times. Workers will stagger breaks and keep the proper distancing at all times. Customer Service Center will include a Plexiglas divider and offer a kiosk for self ordering. Free gloves will be available for all exhibitors to handle exhibit freight and to assist with booth installation. Personal work tools and equipment will not be shared and, if used by more than one person, cleaned and disinfected between users. Protective supplies, such as masks or nonmedical cloth face coverings, gloves and disinfectant will be used by all workers and made available to any exhibitors that require them.

Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as door handles, elevator panels, railings, delivery equipment, etc. All cleaning would be conducted by a STAR certified cleaning services provider trained in areas required involving Covid-19.

Appropriate and effective cleaning and disinfectant supplies have been purchased and will be used for all carpet and furniture cleaning in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

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Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

How to Submit Your Order

Place your order online!

As an exhibitor, we understand your time is valuable as you face a list of overwhelming deadlines and decisions. Below are instructions to access [TotalExpo's online marketplace](#), which provides an easy way for you to order all of your TotalExpo show services. This new system is user friendly and visually driven, making it easy to navigate. **Online ordering is available through the date listed above. After that day orders can be sent in via email or fax. Please see below for more information.**

For New Exhibitors: How to create an account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the show code **LAND21**.
3. Enter the email address that should be associated with your account.
4. Choose a password for your account.
5. Enter your **exhibiting company name**.
6. If you're a third party company ordering for one or more exhibitors be sure to check Third-Party Ordering.
7. Click Create Account.
8. You'll be taken to the My Events page. Click on your event.
9. On the next page click **+Start New Order** to begin your ordering process. If you have not already entered in your contact information you will be prompted to do so before you can add items to your order.

For Returning Exhibitors: How to log in and access your current order.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Enter the email address and password associated with your account and click Login.
3. If you have forgotten your password, click Forgot Password to have a recovery code emailed to you. With this code you can reset your password.
4. Once you're logged in you'll be taken to the My Events page. Click the event name to view your Orders page.
5. From your Orders page you can view current orders to print invoices.
6. You can add items to your current order, or to create a new order click **+Start New Order**.

For Returning Exhibitors: How to add a new event to your current account.

1. [Click here to access TotalExpo, Inc.'s online marketplace](#)
2. Log in using the email address and password associated with your account.
3. You will be taken to the My Events page. Here you will see your previous event's listed.
4. Click the link **+Join Event** listed on the right of My Events.
5. On the next page enter in your new show code **LAND21** and click next.
6. Enter in the requested exhibitor contact information and click save.
7. You can begin ordering for you new event right away.

Please Note: Only one account is needed per exhibiting company, although third parties and EAC's must create a separate account. Accounts may be used for all future shows. If you have any questions or need any assistance with online ordering please contact us at (310) 320-4203 or send an email to orders@totalexpo.com.

Email Your Order (Include the Payment Authorization form without your credit card number)

After the online ordering period ends you can submit you order via email to orders@totalexpo.com. Your order should be included as a PDF attachment. **The Payment Authorization form should be included, however for your security please do not fill in your credit card number when emailing this form.** Once we receive your order we will contact you for your credit card information to complete your order.

Fax Your Order

Orders can also be faxed to (310) 320-4265. Please be sure that each page has your company name and booth number completed.

Need Further Assistance?

If you need further assistance or have any questions regarding your order please contact Exhibitor Services at (310) 320-4203.



1161 Sandhill Ave, Unit A, Carson, CA 90746
Phone: (310) 320-4203 Fax: (310) 320-4265
www.totalexpo.com orders@totalexpo.com



The Landscape Expo 2021
Long Beach Convention Center
October 13th-14th, 2021
www.thelandscapeexpo.com

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Payment Authorization

This form must be included with all orders

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor costs; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Credit Card Number:	Expiration Date	Security Code
<div></div>	<div></div>	<div></div>
FOR YOUR SECURITY DO NOT SEND YOUR CREDIT CARD NUMBER VIA EMAIL. If you are emailing your order leave the above portion blank.		

Billing Information

Company Name

Cardholder Name

Billing Address

City

State

Zip

Phone

Fax

Invoice Email Address

Required Authorized/Cardholders Signature

I agree in submitting this credit card authorization that I have accepted TotalExpo, Inc.'s Payment Policy and Terms and Conditions listed above. Authorization signature for credit card required below.

Authorized Signature/ Cardholder's Signature

Authorized Name (Please print)



1161 Sandhill Ave, Unit A, Carson, CA 90746
Phone: (310) 320-4203 Fax: (310) 320-4265
www.totalexpo.com orders@totalexpo.com



The Landscape Expo 2021
Long Beach Convention Center
October 13th-14th, 2021
www.thelandscapeexpo.com

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Contact Information and Order Recap

Contact Information

Company Name

Contact Name

Cell Phone

Contact Email Address

Billing Address

City

State

Zip Code

Phone

Fax

Order Recap

Category	Total
Rental Items: Table, Chairs, and Accessories	\$
Rental Items: Carpet, Padding, and Visqueen	\$
Advance Warehouse Receiving	\$
Direct to Show-Site Receiving	\$
Install and Dismantle Labor	\$
Forklift Labor	\$
Sign hanging and Assembly Labor	\$
Miscellaneous	\$
	\$
Total	\$

Payment Policy

Full payment is required at the time services are ordered. A credit card authorization must accompany all orders, regardless of payment method. For your convenience we will use this debit/credit card authorization for amounts or balances due as a result of: advance orders; orders placed at show-site; services rendered including but not limited to material handling and labor; charges that TotalExpo may have to pay on behalf of the exhibitor, including but not limited to shipping/drayage charges. **Advanced discounted rates** will only apply to those orders received with full payment on or before the listed discounted rate deadline. Orders and payments received after this date will be subject to the regular rates without exception.

Cancellation Policy

No adjustments will be made to invoices after the close of show. All cancellations must be received in writing at least 5 business days or more prior to the first move in date. Any discrepancies or issues with your order or rental items should be brought to the attention of the onsite Exhibitor Service Desk personnel immediately. Orders cancelled within 5 business days prior to first move-in date by the exhibitor will receive 50% refund, or no refund depending on order status and costs incurred by TotalExpo. Orders cancelled during set up or on-site will not be refunded. For all other items such as booth cleaning and freight please see that specific order form for that item's cancellation policy.

Payment Methods

TotalExpo will accept Visa, MasterCard, Discover, American Express, and checks drawn on US banks. **Checks should be made payable to TotalExpo, Inc. and must include a completed credit card authorization form.**

Submitting Your Order

Orders can be submitted online (prior to the date listed above), faxed to 310-320-4265, or mailed to TotalExpo, Inc. 1161 Sandhill Ave., Unit A, Carson, CA 90746. Orders can also be sent in via email, but do not include your credit card number.

How to properly submit an order via email: Although orders can be submitted via email, your credit card information should not be included. Please fill out and sign this Payment Authorization, **but leave the credit card number blank**. Once we receive your order we will call you for the missing information to complete your order. Orders can be emailed to orders@totalexpo.com.

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Rental Items: Furniture, Carpet and Accessories

30" High Tables with Skirting						
Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2000	4ft Skirted Table		\$ 132.00	\$ 158.00	\$
	2001	6ft Skirted Table		\$ 161.00	\$ 193.00	\$
	2002	8ft Skirted Table		\$ 186.00	\$ 223.00	\$
	2300	Skirting on all four sides		\$ 66.00	\$ 79.00	\$
42" High Counter Tables with Skirting						
Counter Tables are 24" across						
Qty		Item	Color	Advance	Regular	Total
	2003	4ft Skirted Counter Table		\$ 179.00	\$ 214.00	\$
	2004	6ft Skirted Counter Table		\$ 203.00	\$ 243.00	\$
	2005	8ft Skirted Counter Table		\$ 232.00	\$ 279.00	\$
	2301	Skirting on all four sides		\$ 74.00	\$ 88.00	\$
Available colors: Blue, Red, Grey, Teal, Black, Plum, Hunter Green, Burgundy, White.						

Standard Carpet					
For Inline Booths only, not Island Booths or Bulk Space					
Qty		Item	Advance	Regular	Total
	3001	10'x10' Inline Booths	\$ 193.00	\$ 232.00	\$
	3002	10'X20' Inline Booths	\$ 385.00	\$ 462.00	\$
	3003	10'X30' Inline Booths	\$ 576.00	\$ 692.00	\$
	3004	10'X40' Inline Booths	\$ 769.00	\$ 923.00	\$
Island Booth and Bulk Space Carpet					
Pre-show orders only.					
Qty		Item	Advance	Regular	Total
	3010	Island Booth/Bulk Carpet per sq.ft.	\$ 2.65	\$ 3.50	\$
Plush Carpet					
Pre-show orders only, there will be no refunds on custom carpet.					
Qty		Item	Regular	Total	
	3011	Plush Carpet per sq.ft.	\$ 4.00	\$	
INDICATE YOUR CARPET COLOR					
Carpet Color:		Your booth size:			
Available carpet colors : Blue, Red, Grey, Black, Plum, Hunter Green, Burgundy. Please call for Custom Plush Carpet colors.					
Carpet Padding and Visqueen					
Qty		Item	Advance	Regular	Total
	3300	Carpet Padding, per sq.ft.	\$ 0.95	\$ 1.20	\$
	3400	Visqueen, per sq.ft.	\$ 0.50	\$ 0.65	\$

30" High Tables - Unskirted					
Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2100	4ft Unskirted Table	\$ 79.00	\$ 96.00	\$
	2101	6ft Unskirted Table	\$ 96.00	\$ 114.00	\$
	2102	8ft Unskirted Table	\$ 112.00	\$ 135.00	\$
42" High Counter Tables - Unskirted					
Counter Tables are 24" across					
Qty		Item	Advance	Regular	Total
	2103	4ft Unskirted Counter	\$ 111.00	\$ 134.00	\$
	2104	6ft Unskirted Counter	\$ 128.00	\$ 153.00	\$
	2105	8ft Unskirted Counter	\$ 146.00	\$ 175.00	\$
Pedestal Tables					
Qty		Item	Advance	Regular	Total
	2201	30" round x 30" high	\$ 107.00	\$ 129.00	\$
	2202	30" round x 42" high	\$ 134.00	\$ 161.00	\$

Chairs					
Qty		Item	Advance	Regular	Total
	1000	Padded Side	\$ 71.00	\$ 85.00	\$
	1001	Padded Arm	\$ 103.00	\$ 123.00	\$
	1002	Padded Stool w/ back	\$ 116.00	\$ 139.00	\$
	1003	Folding Chair	\$ 42.00	\$ 50.00	\$

Booth Accessories					
Qty		Item	Advance	Regular	Total
	4000	Wastebasket	\$ 24.00	\$ 28.00	\$
	4001	Chrome Easel	\$ 45.00	\$ 55.00	\$
	4002	Chrome 22"x28" Sign Holder	\$ 75.00	\$ 89.00	\$
	4003	Bag Rack	\$ 134.00	\$ 161.00	\$
	4004	Literature Rack	\$ 150.00	\$ 181.00	\$
	4005	Garment Rack	\$ 134.00	\$ 161.00	\$
	4006	Stanchion	\$ 57.00	\$ 67.00	\$
	4007	8' long Velour Rope	\$ 44.00	\$ 53.00	\$
	4011	4'x8' Msg. Board	\$ 276.00	\$ 331.00	\$
	4013	2'x8' Grid Wall w/ Feet	\$ 106.00	\$ 128.00	\$
	4015	Glass Showcase	\$ 500.00	\$ 600.00	\$
	4100	3' H Side Drape, per ft.	\$ 8.00	\$ 10.00	\$
	4101	8' H Back Drape per ft.	\$ 10.00	\$ 12.00	\$

Rental Drape Color: _____
Available drape colors: Blue, Red, Grey, Teal, Black, Plum, Green, White.

Please note that carpet rentals are installed clean and without damage. Additional booth cleaning/vacuuming is not included with the booth space. (If excessive debris has accumulated during set up, then **booth vacuuming should be ordered**). If you find debris or damage to the carpet prior to setup please notify the TotalExpo service desk **immediately**. Furniture, carpet, and accessories should only be used for their intended purpose with reasonable care. Chairs should not be stood on, tables should not be stood on sat on. TotalExpo, Inc. assumes no responsibility for damage or bodily injury arising from improper use of furniture, carpet, and accessories. Orders cancelled within 5 business days prior to first move-in date will receive 50% refund, Orders cancelled during set up or on-site will not be refunded. Please see Cancellation Policy on pg. 4

Exhibiting Company Name

Booth Number

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Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Material Handling and Drayage Information

Please order these services on the following page

Material Handling and Drayage: General Information

Material handling includes unloading materials from your carrier, storage at the advance warehouse for up to 30 days prior to the show, delivering the materials to your booth space, storage of empty containers during the show, and loading your materials from your booth onto the outbound carrier during move-out. Shipments received without documentation will be delivered without guarantee of piece count or condition.

We require that a credit card authorization form be on file for all shipments. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services. **Please see the following page for material handling rates and ordering.**

TotalExpo is not a carrier and does not provide shipping of materials. Our material handling and drayage services are separate from the actual shipping services provided by your carrier. The actual shipping cost should be paid in advance, and handled between you and your carrier directly. Shipments sent collect will not be accepted.

For additional clarification on Material Handling and Drayage please contact exhibitor services at (310) 320-4203.

Calculating your Material Handling Charges

Shipments are billed per cwt; **1 cwt is equal to 100 lbs.**; if your weight exceeds 10 lbs. above the previous 100 lbs. it will be rounded up to the next 100 lbs. (ex. 211 lbs. is billed at 300 lbs. or 3cwt, 350 lbs. is billed at 400 lbs. or 4 cwt). A 200 lbs. minimum charge will apply to all shipments, except those that qualify for small package rates. To calculate your material handling fees multiple you cwt by the rate listed on the following page. It is understood that your calculated weight is only an estimate and final billing will be based off actual weight. Each shipment received will be billed separately, including shipments split by the carrier.

Advance Warehouse Receiving (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at designated advance warehouse during dates and times listed; storage up to 30 days; reloading onto our trucks for delivery to show-site; unloading shipments and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

The advance warehouse will receive shipments that are: boxed, crated; skidded; carpet and pad only.

The advance warehouse will **not** receive shipments that are: uncrated; loose; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

Direct to Show-Site Shipping (2 cwt minimum charge per shipment received)

This service includes: unloading shipments at the show-site during dates and times listed and delivery to the booth; retrieving, storing, and returning empty containers; loading outbound shipments from the booth to the indicated carrier. Any additional services or materials will be provided at an additional cost.

Regular Handling and Special Handling

Regular Handling applies to any shipment delivered in such a manner that does not require additional labor or special equipment to unload and deliver such as crated and skidded materials. Crated Materials are those packed in any type of shipping container that can be unloaded/loaded without additional labor or equipment.

Special Handling applies to any shipment delivered in such a manner that requires additional labor, additional or special equipment to unload and deliver. This applies to: shipments delivered without documentation (such as FedEx, UPS, DHL, and USPS shipments); mixed load shipments that include crated and uncrated pieces; designated piece unloading/loading that requires the crew to unload or rearrange other pieces; shipments that require ground or sided unloading/loading; stacked shipments; carpet and pad only shipments; shipments unload/load by cubic foot; shipments delivered via van lines.

Small Packages

Small package rates apply to shipments weighing 30 lbs. or less in total weight. This does not mean 30lbs per piece. Rate is charged per piece. Shipments delivered via FedEx, UPS and similar carriers qualify for this rate, however if the total weight exceeds 30lbs these shipments will be billed at special handling rates.

Early/Late Shipments and Additional Surcharges

Shipments received outside of the listed receiving dates and timeframes will incur a 35% surcharge. Shipments attempting delivery outside of the listed dates and times are not guaranteed to be accepted. In some instances where additional labor and/or additional or special equipment is required there may be an additional surcharge on top of the special handling rate.

Outbound Shipping

A TotalExpo Bill of Lading (BOL) is required for all outbound shipments. The BOL can be obtained from the service desk. The TotalExpo BOL is required in addition to any other documentation provided by the exhibiting company or the carrier. The BOL and other documentation must be turned in at the service desk, not left in the booth. Shipments must be picked up within the listed time frame. If you are using a carrier other than our preferred show carrier you will be responsible to schedule a pick up within the listed timeframe. Shipments not picked up within that timeframe will be rerouted via our preferred show carrier, our carrier will bill the exhibitor directly for shipping charges. The exhibitor will be responsible for all charges related to rerouting, including additional labor and or material charges. If the outbound carrier requires their own documentation be available with the shipment or affixed to the shipment (such as UPS and FedEx) the exhibitor will be responsible for providing and properly completing those documents. FedEx and UPS may not be able to pick up within limited move out times or on weekends.

Back to Warehouse or Return to Warehouse Service (Subject to availability, 4 cwt minimum charge)

For an additional fee, shipments will be brought back to TotalExpo designated warehouse and will be available in the following days for pick up by your preferred carrier. This service includes transportation back to the designated warehouse, unloading, storage for 5 business days, and loading on to your carrier. Storage fees will be charged after 5 business days. A BOL must be provided in advance. Exhibitors are responsible for scheduling a pick up from the warehouse. Please contact exhibitor services at (310) 320-4203 to confirm pick up address and availability times. The pickup address may **not** be the same as the advance warehouse address. This service may not be available at all events, please call our exhibitor services at 310-320-4203 to confirm.

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Material Handling Services Order Form

Before submitting your material handling order please review the Material Handling Information on the previous page

The Material Handling Information page includes a detail of our services, explanation of regular/special handling, and instructions on calculating your material handling fees. For additional clarification on Material Handling please contact exhibitor services at (310) 320-4203.

We require that a credit card authorization form be on file for all shipments. If you are paying by check you must also include a credit card authorization form with your order. To avoid a delay in receiving your shipment at your booth these services should be paid for in advance. Shipments may be held until payment is received. As the official service contractor TotalExpo is the exclusive provider for material handling and drayage services.

Receiving Dates Shipments will be received during the following dates at the listed location:

Advance warehouse shipments will be received between the following dates only: **Wed, September 8th through Wed, October 6st from 9am-3:30pm.**

Direct to show-site shipments will be received on the following dates only: **Tue, October 12th 2021 from 8am-4:30pm.**

Shipments received outside of the listed dates will incur a 35% surcharge if accepted, however they are not guaranteed to be accepted.

Advance Warehouse Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the advance warehouse during the dates listed, storage is included up to 30 days prior to move in. Shipments will be transported to the show-site and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately. The advance warehouse will receive shipments that are: crated; skidded; carpet and pad only and will **not** receive shipments that are: uncrated; pad-wrapped; unskidded machinery without proper lifting bars or hooks.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 112.00 (\$224 min)	\$	
Special Handling		x	\$ 140.00 (\$280 min)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Direct to Show-Site Receiving 2 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be received at the show-site during the dates listed and delivered to the booth. Shipments received outside of the listed dates and times will incur a 35% surcharge. Each shipment received will be billed separately.

	Shipment Cwt	x	Rate	Total	Piece Count
Regular		x	\$ 112.00 (\$224 min)	\$	
Special Handling		x	\$ 140.00 (\$280 min)	\$	

Please see the previous page for an explanation of regular and special handling shipments. FedEx, UPS, DHL, and van lines will be billed as special handling.

Return To TotalExpo Warehouse 4 cwt minimum charge

Rate is per cwt., 1 cwt is equal to 100 lbs. Shipments will be brought back to our designated warehouse (address may differ from the advance warehouse) for pick up by your carrier within 5 business days. A BOL is required during move out. Exhibitors are responsible for scheduling a pick up with their carrier and providing any required forms or documentation. Please call exhibitor services at (310) 320-4203 to confirm pick up availability.

Your Cwt	x	Rate	Total
	x	\$67.00 (\$268 min)	\$

This service a 4 cwt minimum charge

Shrink Wrap and Banding for Outbound Shipments

When requested TotalExpo will shrink wrap and/or band pallets and crates. The fee will be labor at the listed dismantle rates plus cost of materials. Shrink wrap for stand-ard pallets/crates is \$27.00 per pallet. Banding is provided at \$0.60 per foot plus labor. This service can be ordered on-site. If necessary outbound shipments left on the show floor, or shipments reroute via the show carrier will be shrink wrapped and/or banded for stability at the exhibitors expense.

Advance Warehouse Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

- **Please keep in mind** all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Han-

ADVANCE WAREHOUSE EXHIBITION MATERIAL	
SHIP TO:	
Full Exhibiting Company Name _____	
Booth Number _____	
Landscape Expo 2021 C/O TotalExpo, Inc./YRC 15400 S Main St Gardena, CA. 90248	
	
SHIPMENT MUST ARRIVE BETWEEN:	
Wed, September 8 th and Wed, October 6 th from 9:00am-3:30pm	
Carrier _____	Piece number _____ of _____ total pieces.
ADVANCE WAREHOUSE EXHIBITION MATERIAL	
SHIP TO:	
Full Exhibiting Company Name _____	
Booth Number _____	
Landscape Expo2021 C/O TotalExpo, Inc./YRC 15400 S Main St Gardena, CA. 90248	
	
SHIPMENT MUST ARRIVE BETWEEN:	
Wed, September 8 th and Wed, October 6 th from 9:00am-3:30pm	
Carrier _____	Piece number _____ of _____ total pieces.

Direct to Show-Site Shipping Labels

To ensure your shipments are handled in a timely manner please use the below labels.

Please keep in mind all shipments sent to either the Advance Warehouse or Directly to the Show-Site will incur Material Handling charges. These Material Handling charges should be paid in advance prior to delivery of the shipment. Please see the Material Handling Order Form for more information.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Landscape Expo 2021
c/o TotalExpo, Inc.
Long Beach Conv. Ctr., Halls B & C
300 E Ocean Blvd.,
Long Beach, CA 90802



SHIPMENT MUST ARRIVE ON :
Tue. October 12th, 2021 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

DIRECT TO SHOW-SITE EXHIBITION MATERIAL

SHIP TO:

Full Exhibiting Company Name

Booth Number

Landscape Expo 2021
c/o TotalExpo, Inc.
Long Beach Conv. Ctr., Halls B & C
300 E Ocean Blvd.,
Long Beach, CA 90802



SHIPMENT MUST ARRIVE ON :
Tue, October 12th, 2021 from 8:00am-4:30pm

Carrier _____ Piece number _____ of _____ total pieces.

Exhibiting Company Name

Booth Number

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Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Installation and Dismantle Labor

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered through this form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent full time employee of the exhibiting company. See the Union Rules and Regulations for more information.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements: Tools and/or ladders are not required; The exhibitor may set up or dismantle their own display with "one" full time employee of the exhibiting company; The work can be completed within (1) hour total. The work may **NOT** be split between more people to meet the time limit;

These rules do not apply to the exhibiting company's product/merchandise, literature, stocking shelves, unpacking, and packing, etc. as long as product is not part of the exhibit or construction of exhibit and workers are full time permanent employees of the exhibiting company.

Labor Order Information

- The listed rates are per person, per hour.
- Labor is billed at a one hour minimum per person, and half hour increments thereafter.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times labor/exhibitor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo, Inc. supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- Please provide set up instructions/drawings, and pictures of your booth with this order.
- Gratuity in any form is prohibited.

Rates for Installation and Dismantle Labor rates are subject to change

Labor	Advance Rate	Regular Rate	Schedule	Rates apply to
Straight Time	\$ 112.00	\$ 135.00	Monday through Friday from 8:00am to 4:30pm	Dismantle & Install until 4:30pm
Overtime	\$ 169.00	\$ 203.00	Monday through Friday all other times.	Dismantle & Install after 4:30pm
Double Time	\$ 225.00	\$ 271.00	All day Saturday, Sunday, and Holidays.	Not Applicable

Supervision of Labor Please indicate the supervision of your labor

☐ **TOTALEXPO SUPERVISION** Work will begin at TotalExpos discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your booth with your order. A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: _____ Cell Number: _____

☐ **EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: _____ Cell Number: _____

How is your booth Being Shipped? Whenever possible please ship to the advance warehouse.

☐ Advance Warehouse ☐ Direct to Show Site Carrier: _____ # of pieces: _____ ETA: _____

Order and Schedule Labor

Install/Dismantle	ST/OT/DT	Date	Start Time	End Time	Total Hours	x	# of Workers	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$
						x		x	\$	\$
If necessary please provide a detailed labor schedule separately with your order.									10% Supervision Fee	\$
									Labor total	\$

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
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Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

Sign Assembly, Hanging/Rigging Labor

TotalExpo is responsible for the assembly of all signs and truss, as well as the hanging/installation and removal. Any signs deemed unsafe by management personnel will not be hung. Sign assembly labor will be billed at the listed Sign Hanging/Rigging Labor rates.

Labor Order Information

- The listed rates are per crew, per hour. Sign Hanging/Rigging labor includes a crew of 2 workers and the lift.
- Labor is billed at a one hour minimum per crew, and half hour increments thereafter.
- TotalExpo reserves the right to add workers and/or lifts if deemed necessary by management.
- Any additional materials used such as slings, cables, shackles, etc. will be billed to the exhibitor.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times labor/exhibitor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- TotalExpo supervised orders will be started at our discretion and completed before show opening or before the hall must be cleared. Whenever possible work will be done on straight time.
- You must provide set up instructions/drawings, and pictures of your hanging sign with this order by fax or email to info@TotalExpo.com. If placing your order online please also include Install/Dismantle schedule and Emergency/Exhibitor supervisor contact information.**
- Gratuities in any form is prohibited.

Rates for Sign Hanging Labor rates are subject to change

Hanging Labor	Advance Rate	Regular Rate	Schedule
Straight Time	\$ 480.00	\$ 576.00	Monday through Friday from 8:00am to 4:30pm
Overtime	\$ 620.00	\$ 744.00	Monday through Friday all other times.
Double Time	\$ 711.00	\$ 853.00	All day Saturday, Sunday, and Holidays.

Supervision of Labor Please indicate the supervision of your labor

☐ **TOTALEXPO SUPERVISION** Work will begin at TotalExpo discretion and will be completed before the show opens for install and before the hall has to be cleared for dismantle. Whenever possible work will be done on straight time. Please include detailed instructions and drawings of your sign with your order. **Shipping containers should not be locked.** A supervision fee of 10% will be added to your order. On a case by case basis for more extensive exhibit builds a supervision fee of 30% may be added to labor orders in place of the 10% fee.

Emergency Contact: _____ **Cell Number:** _____

☐ **EXHIBITOR SUPERVISION** Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: _____ **Cell Number:** _____

How is your hanging sign Being Shipped? All hanging signs must be received at the advance warehouse.

Advance Warehouse Carrier: _____ **# of pieces:** _____ **ETA:** _____

Hanging Sign Details

Your hanging sign must comply with all show rules and regulations.

Type of sign: Banner Structural Systems Other: _____ **Shape of sign:** _____

Dimensions: weight _____ lbs. width _____ length _____ height _____ **Sign height from floor to top of sign:** _____ ft.

Sign Orientation: _____

Order and Schedule Labor

Install/Dismantle	ST/OT	Date	Start Time	End Time	Total Hours	x	# of crew/lift	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$

If necessary please provide a detail labor schedule separately with your order. Please note we cannot guarantee labor will be available at above requested times, Whenever possible, work will be done on straight time.

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

10% Supervision Fee	\$
Labor total	\$

Exhibiting Company Name

Booth Number

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Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

In-Booth Forklift Labor

TotalExpo is responsible for the use of all forklifts and similar equipment.

In-booth forklift service may be required to: Assemble displays, or when uncrating, positioning, and re-skidding equipment and/or machinery; Assist in the moving of equipment and materials weighing 200 pounds or more; Moving equipment from one booth to another. **Please Note:** In-booth forklift service does not replace material handling. Unloading and loading must be done at exhibitors direction.

Labor Order Information

- The listed rates are per crew, per hour. Forklift labor includes a crew of 1 worker and the forklift.
- Labor is billed at a one hour minimum per crew, and half hour increments thereafter.
- Exhibitor Supervision is required.
- TotalExpo reserves the right to add workers and/or lifts if deemed necessary by management.
- Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately.
- For other start times labor/exhibitor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.
- Please provide set up instructions/drawings, and details of work with this order by fax or email to info@TotalExpo.com. If placing your order online please also include Install/Dismantle schedule and Exhibitor supervisor contact information.
- Gratuities in any form is prohibited.

Rates for Forklift Labor rates are subject to change

Forklift w/ operator	Forklift Labor	Advance Rate	Regular Rate	Schedule
Up to 5,000 lb.	Straight Time	\$ 206.00	\$ 247.00	Monday through Friday from 8:00am to 4:30pm
Up to 5,000 lb.	Overtime	\$ 261.00	\$ 314.00	Monday through Friday all other times.
Up to 5,000 lb.	Double time	\$ 368.00	\$ 441.00	All day Saturday, Sunday, and Holidays.
For a crane/hoist up to 10,000lb capacity please contact exhibitor services (310) 320-4203.				
3 or 4 stage forklift capacity please contact exhibitor services (310) 320-4203.				

Supervision of Labor

EXHIBITOR SUPERVISION IS REQUIRED Exhibitor will be responsible for supervision. Start time is only guaranteed in those instances where workers are requested at the start of the work day. In those cases workers will be sent to the booth immediately. For other start times labor supervisor must check in at the Service Desk to pick up their labor, and must return to the Service Desk when the work is completed to release their labor.

Exhibitor Supervisor: _____ Cell Number: _____

Forklift Labor Detail

Describe the work to be done: _____

Weight of item(s) to be moved : _____

Order and Schedule Labor

Install/Dismantle	ST/OT	Date	Start Time	End Time	Total Hours	x	# of forklifts	x	Rate	Total
						x		x	\$	\$
						x		x	\$	\$

If necessary please provide a detail labor schedule separately with your order. Please note we cannot guarantee labor will be available at above requested times, Whenever possible, work will be done on straight time.

10% Supervision Fee

Labor total

Labor Cancellation Policy

Cancelled labor orders must be received in writing with a 48 hour notice. Installation orders cancelled without a 48 hour notice will be refunded all but 1 hour per worker or crew in case of forklift/hanging/rigging. Dismantle orders cancelled without a 48 hour notice will not be refunded. No show and rescheduled labor will be charged 1 hour per worker or crew in case of forklift/hanging/rigging.

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: AACSC9

Intent to Use EAC (Exhibitor Appointed Contractor)

An Exhibitor Appointed Contractor (EAC) is a third party company, other than designated general or official service contractor, selected by an exhibiting company that will require access to the exhibiting company's booth during installation and dismantle. An EAC may also be another third party company ordering services from TotalExpo Inc., on behalf of the exhibitor, but not requiring access to the booth.

The required forms must be completed and received by TotalExpo Inc. **two weeks prior to the first move-in date**. If these forms are not received by that date the EAC will not be allowed to work in an exhibitor's booth.

The following required forms **MUST BE RECEIVED TOGETHER**:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

TotalExpo Inc., shall have no liability to any party for damages or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EAC's with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend TotalExpo, Inc. for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EAC's that are not covered or provided by EAC's insurance.

Exhibitor Appointed Contractor:	
Contact Name:	
Email Address:	Cell Phone:
Office Phone:	Fax Number:
Street Address:	City, State ZIP:

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include a valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the EAC Rules and Regulations, and completed EAC Rules and Regulations.

Authorized representative agrees to all TotalExpo Inc., rules and regulations as stated.

Authorized Signature BY EXHIBITING COMPANY

Authorized Name (Print)

Date

Exhibiting Company Name

Booth Number

Discounted Rate Deadline: Mon, September 27th, 2021 by 4:30pm, after this date all orders and payments will be processed at the regular rates.
Online Ordering Ends: Mon, October 4th, 2021 by 4:30pm, after this date orders can be placed via email or fax.

Submit your order online! Visit <https://orders.totalexpo.com/> with Show Code: LAND21

EAC Rules and Regulations

The EAC has been selected by the above listed exhibitor to provide services at the above listed event. The EAC agrees to follow TotalExpo, Inc.'s Rules and Regulations. This form must be completed by an authorized representative of the EAC.

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all TotalExpo, Inc. rules and regulations, and accept liability for any negligent actions.
2. EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
3. EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming TotalExpo, Inc. as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to TotalExpo Inc. at least **two weeks prior to the first move-in date**.
4. If the EAC fails to provide the documentation required the Exhibitor will be required to use TotalExpo Inc., Inc. for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.
5. EAC shall provide, if requested, evidence to TotalExpo Inc. that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
6. EAC agrees to indemnify, defend and hold the Show Management, the Facility and TotalExpo Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of TotalExpo Inc. provided labor. EAC also agrees to reimburse TotalExpo Inc. Inc. for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
7. Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
8. EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall, name TotalExpo Inc. (Official Service Provider), Show Management, The Show Name, and the Facility as additional insureds on a primary and non-contributory basis. It is the EACs responsibility to obtain the proper language needed on the COI.

The following required forms **MUST BE RECEIVED TOGETHER**:

- Intent to Use an Exhibitor Appointed Contractor
- Valid Certificate of Insurance
- The EAC Rules and Regulations

Authorized Representative Signature BY EAC COMPANY

Authorized Name (Print)

Title

Date

Company:

Shows-site Contact Name:

Cell Phone:

Office Phone:

Email Address:

Street Address:

City, State Zip:

Union Rules and Regulations

Decoration: Exhibits and Displays

The Painters and Allied Trades Union Local 831 have the jurisdiction for the erection, clean up, dismantling, repairing and building of all exhibits and displays. These exhibits can go from floor to ceiling, and include headers; floor covering of all kinds; aisle covering; hanging of decorative material from the ceiling; painting and hanging of all types of signs; pictorial and scenic paintings; changing electric light bulbs in exhibits; repairing of all animation; hanging and mounting all electrical fixtures. Use of ladders is exclusive to the Local 831 workers.

If the below requirements cannot be met then all work must be done in conjunction with proper union personnel. Labor should be ordered per the Install and Dismantle Labor Order form. Exhibitors shall be permitted to work with a union worker on a one-to-one basis, provided that person is a permanent employee of the exhibiting company. This rule does not mean casual workers, a worker hired from an employment agency (temporary workers), a non-union display or decorating company.

Exhibitors may install or dismantle their own exhibit if it meets the following requirements:

1. Tools and/or ladders are not required.
2. The work can be completed by NO MORE than the exhibitor and (1) one full time employee of exhibiting company.
3. The work can be completed within (1) hour total. (The work may **NOT** be split between (2) two or more people to meet the time limit.)
4. limit.)

The above worker and time limits do not apply to the exhibiting company's merchandise, literature, stocking shelves, packing, etc. as long as the product is not part of exhibit or construction of exhibit and workers are full-time permanent employees of the exhibiting company.

Freight: Material Handling, Loading and Unloading

Teamsters Local Union have jurisdiction over and are responsible for the loading and unloading of all trucks or trailers of common and contract carriers, as well as the handling of empty crates and the operations of material handling equipment including forklifts, pallet jacks, electric carts, flat carts and other industrial and commercial equipment. TotalExpo and Teamsters Local 986 also have jurisdiction of the loading and unloading of individual company vehicles, including any outside contractors.

Exhibitors are permitted to bring in their materials either by: (The below is per exhibiting company, one trip total, not per person)

1. Transport from the dock area, across the exhibit floor any amount that can be hand carried in (1) ONE TRIP per exhibiting company
- OR**
2. Transport from the dock area, across the exhibit floor any amount that can be brought in on their own (2) two wheeled luggage type carriers in (1) ONE TRIP per exhibiting company.

Exhibitors MAY NOT USE: hand trucks, (4) four wheeled carriers, pallet jacks, wagons nor any other wheeled device to transport exhibit materials from the dock or other areas across the exhibit floor.

Riggers: Heavy Machinery

The riggers have the responsibility for unloading, uncrating, un-skidding, leveling, cleaning, and assembly of heavy machinery and equipment. Their jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

Labor Schedule: Whenever applicable, labor charges will be billed per the following schedule:

- **Straight Time:** Monday through Friday, between 8:00am and 4:30pm.
- **Overtime:** Monday through Friday, prior to 8:00am, and after 4:30pm.
- **Double Time:** All day on Saturday, Sundays, and Holidays.

Tipping

Our service contractor policy expressly forbids soliciting or accepting tips of any kind. If a worker attempts to solicit a tip please report it to the TotalExpo, Inc. Service Desk immediately. If you feel a worker has done an exception job, a great way to thank them is letting their supervisor at the Service Desk know.

Representatives or stewards of the union will be on the floor during move-in and will be checking to see that all exhibitors comply with the above rules. Your cooperation in complying with the above guidelines created by the Convention Services Division of the Local Union is appreciated.

**LIMITS OF LIABILITY AND RESPONSIBILITY
FOR MATERIAL HANDLING SERVICES
PROVIDED BY TOTALEXPO, INC.**

Insurance — It is understood that TotalExpo, Inc. is not an insurer. That insurance, if required, it is to be obtained by the exhibitor. Exhibit materials should be insured for the duration of the event, including point to point shipping. Endorsements to existing policies can usually be obtained for this purpose.

TotalExpo, Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials after the same has been delivered to designated booth location.

TotalExpo, Inc. shall not be responsible for loss, theft, or disappearance of exhibit materials during or after the close of a show. An Outbound Shipping Form or Bill of Lading must be turned in at the TotalExpo service desk for outbound shipments at close of the show. The Outbound Shipping Form or Bill of Lading will be checked at time of actual pick up from booth. Any discrepancies in piece counts with Outbound Shipping Form or Bill of Lading will be noted at this time.

TotalExpo, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits, revenues or collateral costs, which may result from any loss or damage to any exhibit properties that are unable to be displayed.

TotalExpo, Inc. liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. And in any event the maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$500.00 per item, or \$1,000 per shipment, whichever is less. Claims for the loss or damage must be submitted to TotalExpo, Inc. prior to the close of the show.

TotalExpo, Inc. shall not be responsible for any loss, damage or delay due to Acts Of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control.

Acceptance — The consignment or delivery of a shipment to TotalExpo, Inc. and/or its affiliates, by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor and/or shipper of the terms and conditions set forth.

Fire Department Rules and Regulations

INHERENTLY FIRE RETARDANT OR FLAME RETARDANT TREATMENT:

1. All exhibit decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table/skirt coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than 6".
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A certificate of Flame Resistance, provided by the exhibiting company or third party, shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

VEHICLES/INTERNAL COMBUSTION ENGINES ON DISPLAY:

1. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show move-in date.
2. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
3. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed three gallons or one-eighth tank, whichever amount is less.
4. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.

COMBUSTIBLES:

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact matter.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the back-wall drapery (booth) or behind any display.

OBSTRUCTIONS:

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

ELECTRICAL EXTENSION CORDS AND MULTI-PLUG ADAPTERS:

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices with increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are prohibited.

COMPRESSED CYLINDERS:

1. Compressed cylinders must be attached to a stand if used upright or laid flat on the floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

COOKING AND/OR WARMING DEVICES:

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M., CSA.
2. Cooking, warming devices and/or heated products shall be isolated from the public either placing the device a minimum of four feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

HEAT PRODUCING EQUIPMENT:

Welding, soldering or any open flame devices are prohibited.

Landscape Expo 2021

October 13-14, 2021



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EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
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Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office setting. She is looking at a laptop screen and holding a smartphone in her left hand. The background is a bright blue wall with large windows.

INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and looking at a laptop screen. He is pointing at the screen with his right hand. The background is a light blue wall.

TELEPHONE

Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

EVENT-	LANDSCAPE EXPO
LOCATION-	LBCC-Long Beach, CA
DATE-	OCT 13-14, 2021



Garth@avprofessionals.biz

Pricing is based on Per Day. Cancellation is 72 hr before the event date at a reimburse of 50% of the cost will apply, within 72 hrs no refund is available.

TEL (310) 213-9225 *4
email orders to the address above please

Company :	Show Name: LANDSCAPE EXPO
Street:	Location: Long Beach Convention Center
City:	Booth #
State:	Delivery Date: OCT 12 Time Schedule: 8 AM to 5 PM
Postal Code / Zip Code:	Starting Date: OCT 13 Time: 9:00 AM
Tel: Fax: ()	Pick Up Date: OCT 14 Time: 3:00-4:00 PM
Ordered By:	Contact on site:
Email-	Tel:

<i>Presentation Equipment</i>	QTY.	DAYS	PRICE	TOTAL
Flipcharts w/ Pad and Markers			\$ 40.00	\$ -
Flipcharts w/ Post it Pad and Markers			\$ 75.00	\$ -
Tripod Screen 6ft			\$ 25.00	\$ -
Tripod Screen 7ft/ 8ft			\$ 30.00	\$ -
4x6 Whiteboard with easel, eraser, and markers			\$ 65.00	\$ -

<i>Visual Video/Data Display Equipment</i>	QTY.	DAYS	PRICE	TOTAL
32" LCD Flat Video w/2 HDMI inputs and Tablestand			\$ 45.00	\$ -
40" LED 1080P Flat Screen TV w/ Tablestand			\$ 75.00	\$ -
50" LED 1080P HDMI Flat Screen TV w/ Pole Stand			\$ 125.00	\$ -
60" LED 4K HDMI Flat Screen TV w/ Pole Stand			\$ 150.00	\$ -
70" LED 4K HDMI Flat Screen TV w/ Pole Stand			\$ 175.00	\$ -
80" LED 4K HDMI Flat Screen TV w/ Pole Stand			\$ 250.00	\$ -
LCD Projector 3000 Lumens			\$ 75.00	\$ -
Panasonic DLP 8500 Lumens Projector 1080P Native Res w/ Lens			\$ 250.00	\$ -
Panasonic HD 12K Lumens Laser Projector w/ Lens			\$ 650.00	\$ -
MEDIA PLAYER WITH HDMI CABLE			\$ 5.00	\$ -
TALL CART WITH DRAPE			\$ 10.00	\$ -

<i>Audio Equipment</i>	QTY.	DAYS	PRICE	TOTAL
Shure UHF ULX Wireless Microphone Kit			\$ 50.00	\$ -
Omnidirectional Shure Microphone (wired)			\$ 25.00	\$ -
4 Channel Shure Audio Mixer			\$ 20.00	\$ -
Soundcraft 10 Channel Audio Mixer			\$ 35.00	\$ -
JBL Eon G2 10" Powered Speaker w/ Tripod (220 Watt)			\$ 25.00	\$ -
QSC K8 Powered Speaker w/ Tripod (1500 Watt)			\$ 45.00	\$ -
JBL PRX 715 Powered Speaker w/ Tripod (1500 Watt)			\$ 55.00	\$ -

<i>Laptops</i>	QTY.	DAYS	PRICE	TOTAL
DEL/ACER/ ASUS Win 10 Laptop w/ Office Pro 2016 GE Force Video Ca		WEEKLY	\$ 75.00	\$ -
HDMI Cable 25 ft		WEEKLY	\$ 5.00	\$ -
RF Wireless Presenter with Laser Pointer (100' Range)		WEEKLY	\$ 10.00	\$ -

<i>Lighting</i>	QTY.	DAYS	PRICE	TOTAL
LED ADJ Mega Q Plus Uplight with Battery			\$ 15.00	\$ -

COMPLETE PAYMENT MUST ACCOMPANY ORDER			
Check one box: <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express			
Credit Card No. _____ Ex Date: _____		AVP WILL NOT RIG GEAR ON DIPLAY WALLS	
Name on Card _____ SECURITY# _____		SUB TOTAL \$ -	
Billing Address: _____ City _____ ZIP _____		Set Up/Strike Labor \$75 per hour	
_____		Delivery/Pick Up \$150.00	
_____		On Floor Order Fee	
Date _____	Authorized Signature _____		
I authorize AV Professionals, Inc. to charge my credit card account for those charges that appear on this Authorization Form.		TOTAL DUE \$ -	



Exhibit Services

Reliable trade show shipping services





The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

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Delivering confidence at the show

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- Lowest trade show shipping fees in the industry
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- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
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* Subject to applicable Tariffs and Rules and Conditions publications.

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DIRECTIONS TO HALL C LOADING DOCK



- From 710 Southbound, remain in center lane until the freeway ends and turns into Shoreline Drive (follow signs towards Aquarium of the Pacific).
- Once on Shoreline Dr., remain passed (4) traffic lights. The 5th traffic light will be Linden Ave, prepare to make a U-turn here.
- Immediately on the right hand side will be the entrance to the "Service Road", as marked. Turn in.
- At the parking booth veer to the right (attendant may require verbal identification: note event name, location & purpose).
- Just past the parking booth on the left will be another service road
- Follow this road to Hall C Loading Dock