

Laser Industry Vendor Program Tabletop Display & Reception Guidelines

- Details:** **Tuesday, September 28, 2010**
Anaheim Marriott, Anaheim, California, USA
Location: Marquis Center & South
- Hours:** Set-up: 2:00pm - 4:00pm
Reception: 4:00pm – 7:30pm
Take-down: 7:30pm – 9:00pm
- Space Allotment:** **Platinum and Gold Sponsors**
Booth space available – 10' length x 5' depth (display booths allowed)
One 6' x 30" table, 2 chairs and a tent card with the company name will be provided.
- Silver & Bronze Sponsors and Vendors**
Tabletop displays only – pop-up booth or tablecloth
One 6' x 30" table, 2 chairs and a tent card with the company name will be provided.
- Important:* All display materials (Silver & Bronze Sponsors & Vendors) MUST FIT on or behind tabletop and may not protrude into aisles!** Tablecloths, tabletop pop-up displays and collateral material are recommended. If you have any questions, contact the [LIA Conference Department](#).
- No operational lasers allowed for the safety of all attendees!*
- Electricity:** Electricity hook up is available for an additional cost of \$85.00. If you need electricity at your booth and have not already paid for the service, please complete the attached electricity form and return to the [LIA Conference Department](#) by email or fax. The form must be submitted by no later than September 1.
- Audio Visual Needs:** No Audio-Visual is provided as part of the Sponsor/Vendor Program. The Audio-Visual rental forms are included in this package.
- Cleaning, floral and photography will not be provided.
- Floor Plan / Table Assignments:** Floor plan and table number will be available by August 20.

Music Licensing:

Due to strict music licensing requirements, no copyrighted music may be played at the Vendor Program Reception. This restriction applies to background video music or audiotape presentations.

Shipping Information

Shipments to Hotel

Multiple packages within a single shipment should be sequentially numbered, i.e., 1 of 3, 2 of 3, 3 of 3. Please make note of individual package contents to ensure that itemized records of all materials are available in the event of damage or non-receipt. All materials should be addressed as follows:

Attention: (name of your company's onsite contact)

Anaheim Marriott Hotel
700 West Convention Way
Anaheim, CA 92802, USA

Hold for:

Company Name

ICALEO Vendor Program: September 28

Please take extra care to label all shipments properly.

Handling and storage fees* will apply to any incoming packages for each day stored at the hotel before being received by the guest.

*The Marriott's fee schedule as of July 1st is as follows:

Incoming and Outgoing Packages

Letter Packs – no charge

Packages & Boxes - \$10.00

Self Contained Display Unit / Cases - \$25.00

Pallets or Oversized Containers - \$100.00 and up

Storage Per Day

Packages & Boxes - \$10.00

Self Contained Display Unit / Cases - \$25.00

Pallets or Oversized Containers - \$100.00 and up

Labor fees may also apply.

Outgoing Shipments:

All displays must be dismantled and removed at the close of the reception. Outgoing shipments are the responsibility of participant and arrangements should be made **prior** to ICALEO.

At the conclusion of the Vendor Reception, hotel-shipping forms will be available. The Hotel will charge processing fees to handle outgoing shipments. These fees are in addition to carrier fees. Sponsors and Vendors are responsible for hotel shipping and handling fees.

ICALEO 2010 General Information

On-Site Information:

ICALEO Registration Desk –

Anaheim Marriott

Sunday, September 26	7:00am – 4:00pm
Monday, September 27	6:45am – 5:00pm
Tuesday, September 28	7:00am – 4:00pm
Wednesday, September 29	7:00am – 5:00pm
Thursday, September 30	7:00am – 12:00pm

Conference Registration:

Please use the form in back of this guidebook to receive your one (1) Complimentary Full Conference registration if you have not already done so. This form must be returned to the LIA by August 20 to process the complimentary registration.

Sponsor and Vendor Program participants may also send up to 3 additional people to work at the Tabletop Event only – please pre-register by August 20 by using form in this packet.

Tabletop Display & Reception:

Tuesday, September 28 4:00pm – 7:30pm

Location & Hotel Reservations:

Anaheim Marriott

700 West Convention Way
Anaheim, California 92802 USA
Phone: +1.714.750.8000
Fax: +1.714.750.9100

ICALEO Group Rate: Standard: \$159

Hotel Reservations Deadline: September 3

Go to

https://www.laserinstitute.org/conferences/icaleo/hotel_information for more information or to make online reservations.

Transportation:

Avis Rental Car- Call Avis Rental Car[®] +1.800.331.1600 and mention AVIS worldwide discount number **J093783** or to reserve online [Click Here.](#)

Driving Directions:

From Orange County/John Wayne (SNA):

Hotel direction: 15 miles SE

Take 55N to 5N, exit on Katella, and turn left. Go to Harbor Blvd and turn left. Turn right on Convention Way. Hotel is on left side.

- Bus service fee: 10.00 USD (one way)
- Estimated taxi fare: 35.00 USD (one way)

From Los Angeles (LAX):

Hotel direction: 35 miles NW

Take 405S to Garden Grove Fwy East, exit on Harbor North. Turn left on Convention Way.

- Bus service fee: 16.00 USD (one way)
- Estimated taxi fare: 85.00 USD (one way)

From Long Beach (LGB):

Hotel direction: 20 miles N

Take 405S to 22 E, exit on Harbor North. Turn right on Harbor, and left on Convention Way.

- Bus service fee: 35.00 USD (one way)
- Estimated taxi fare: 45.00 USD (one way)

Hotel Shuttle Service

This hotel does not provide shuttle service to any airport.

Airport Shuttle Service

Call Prime Time Shuttle Service[®] +1.800.RED.VANS or +1.310.536.7922 and mention LIA's ICALEO Conference or to reserve online [Click Here](#)

Rates to and from **LAX** to Marriott Anaheim is \$15.00 per person one-way, discounted rate is \$13.00 per person one-way.

Rates to and from **LGB** to Marriott Anaheim is \$38.00 and \$10.00 for the 2nd, the discounted rate is \$36.00 and \$10.00 for the 2nd they have to be on the same van the same time.

Rates to and from **SNA** to Marriott Anaheim is \$10.00 per person one-way, discounted rate is \$8.00 per person one-way

Contacts:

Gail LoIacono
Director of Conferences
Laser Institute of America
13501 Ingenuity Drive, Suite 128
Orlando, FL 32826
Phone: +1.407.380.1553 or
+1.800.34.LASER
Fax: +1.407.380.5588
E-mail:gail@laserinstitute.org

Katie Matlock
Conference Coordinator
Laser Institute of America
13501 Ingenuity Drive, Suite 128
Orlando, FL 32826
Phone: +1.407.380.1553 or
+1.800.34.LASER
Fax: +1.407.380.5588
Email:kmatlock@laserinstitute.org