

2023 ANNUAL MEETING

ELUNA FORWARD



MAY 9-12 | LOS ANGELES, CALIFORNIA

EXHIBITOR INFORMATION KIT



fb.com/groups/eluna-group



[@ELUNAOrg](https://twitter.com/ELUNAOrg)

www.el-una.org

On Site Logistics

VENUE

The Westin Bonaventure Hotel & Suites, 404 South Figueroa Street, Los Angeles, CA 90071.
The planning committee has secured great rates for attendees (expires April 15th 2023).

 **+1 213-624-1000**  [View Map](#)  [Room Reservations](#)  [Local Information](#)

SPONSOR LOCATION

Level 2 Foyer

EXHIBITOR TIMES

Wednesday/Thursday: May 10-11: 9am-6pm

Friday: May 12: 9am-12pm



SETUP/DISMANTLE TIMELINE

Setup on Tuesday: May 9, 2023, 1pm-5pm

Breakdown on Friday: May 12, 2023, 12pm-4pm

INCLUDED BY ELUNA

- Standard 6' table with draping
- Facility provided track lighting
- Two chairs
- Power strip
- Wi-Fi
- Waste basket



Exhibitor Space Outside of Main Ballroom

SPONSOR LOCATION

& SHIPPING/RECEIVING INFORMATION

See pages 3-4 for floorplans and detailed instructions from the hotel.

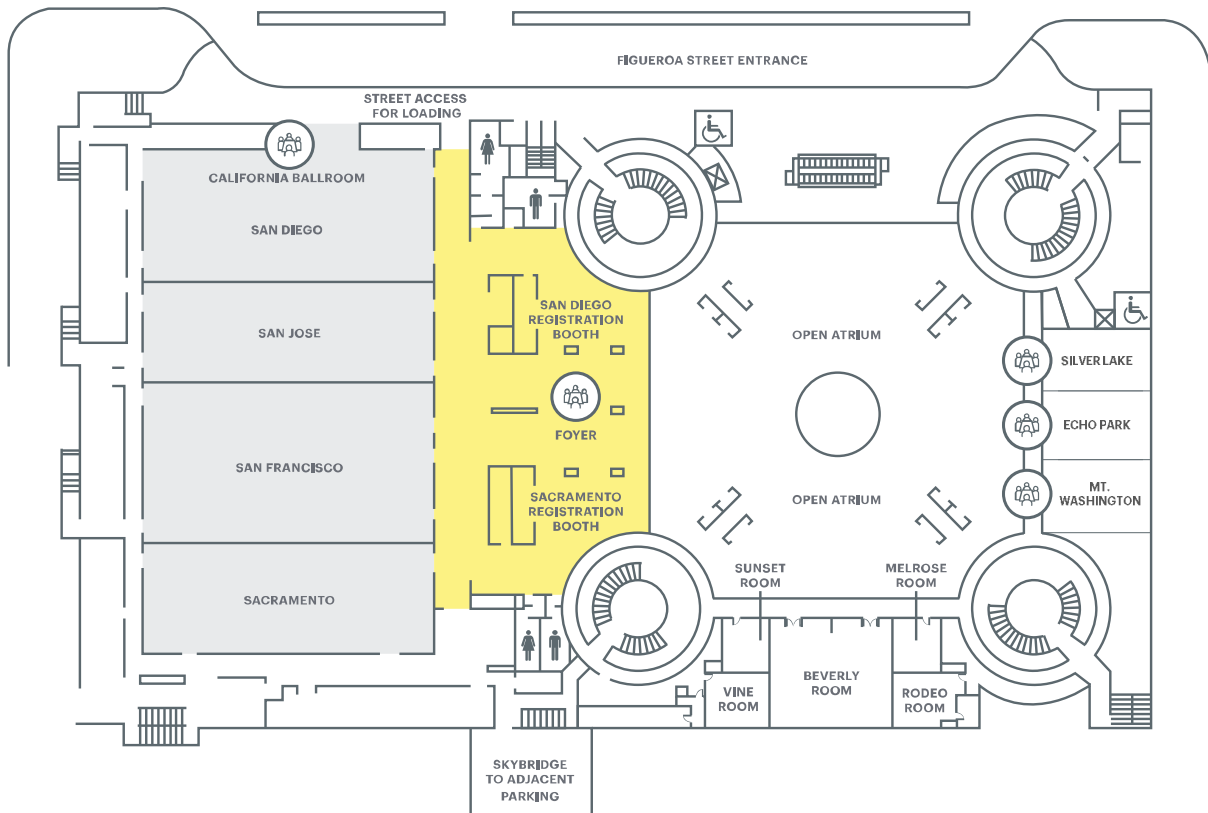


Questions? Contact Judy Drescher: sponsors.eluna@gmail.com

Exhibitor Space Layout

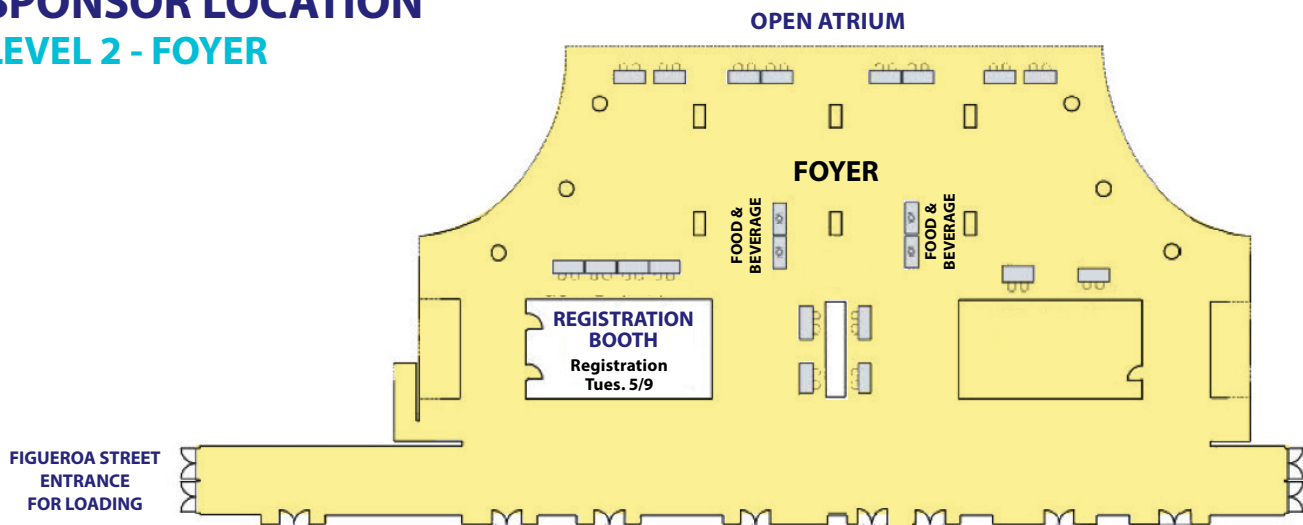
EVENT LOCATION

LEVEL 2 - CALIFORNIA BALLROOM



SPONSOR LOCATION

LEVEL 2 - FOYER



CALIFORNIA BALLROOM, PLENARY & LARGE BREAKOUT ROOMS

[View All Floorplans](#)

Shipping Information

BONAVENTURE SHIPPING/RECEIVING POLICIES

The Hotel will accept and store all boxes and shipments required for scheduled meetings/programs. Shipments must be scheduled to arrive no more than 3 days prior to the conference as the Hotel has very limited space. Shipments arriving more than 3 days prior will be refused or a storage fee may apply.

The receiving Department is open from 6:30 am to 3:30 pm, Monday through Friday, Saturday by appointment only, or by reservation. The hours are subject to change so please arrange in advance any shipping and/or receiving needs with the Hotel. All packages being shipped should be labeled accordingly:

**Tracey Vaughn-Perfetti
Ex Libris Users of North America
The Westin Bonaventure Hotel and Suites
404 South Figueroa Street
Los Angeles, California 90071
Hold for: Vine**

After your event, any boxes to be shipped out of the Hotel must be properly packaged and labeled with shipping address, return address and method of payment on your departure date. Outbound shipping is through FedEx Business Center located on the lobby level of the hotel. The hotel is not responsible for packing or for supplying and packing materials. Any materials left behind without shipping instructions will be discarded 3 business days after your departure.

The package handling fees for inbound and outbound shipments are based on weight; inbound shipping includes storage. Please note package handling fees below.

PACKAGE HANDLING FEES - INBOUND

Box or Parcel - 0 to 5 lbs	\$6.00 each
Box or Parcel - 6 to 20 lbs	\$11.00 each
Box or Parcel - 21 to 50 lbs	\$16.00 each
Box or Parcel - over 50 lbs	\$26.00 each
Crates	\$50.00 each
Pallet	\$100.00 each
Oversized/Odd Shaped Items requiring additional handling	\$125.00 each

PACKAGE HANDLING FEES - OUTBOUND (FedEx Office)

Box or Parcel - 0 to 1 lbs	\$2.00 each
Box or Parcel - 1.1 to 10 lbs	\$10.00 each
Box or Parcel - 10.1 to 20 lbs	\$15.00 each
Box or Parcel - 20.1 to 30 lbs	\$20.00 each
Box or Parcel - 30.1 to 50 lbs	\$25.00 each
Box or Parcel - over 51 lbs	\$35.00 each

For More Information on FedEx Print & Ship Services:

<https://local.fedex.com/en-us/ca/los-angeles/office-5531>

One More Thing Before You Go...

AN EXCLUSIVE INVITE-ONLY EVENT!

You're Invited!
MAY 9, 2023

WESTIN BONAVENTURE - PLAZA POOL DECK

ELUNA First Time
Attendees Reception Hour
6:00-7:00 pm

Main Reception to Follow: 7:00-10:00 pm

SURF INSPIRED
ATTIRE
Welcome!
BUT NOT REQUIRED

We Look Forward to Seeing You in LA!

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