2023 ANNUAL MEETING

ELUNA FORWARD

MAY 9-12 | LOS ANGELES, CALIFORNIA

EXHIBITOR INFORMATION KIT

fb.com/groups/eluna-group  @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

SPONSOR LOCATION
& SHIPPING/RECEIVING INFORMATION
See pages 3-4 for floorplans and detailed instructions from the hotel.

Exhibitor Space Outside of Main Ballroom

Questions? Contact Judy Drescher: sponsors.eluna@gmail.com
EVENT LOCATION
LEVEL 2 - CALIFORNIA BALLROOM

SPONSOR LOCATION
LEVEL 2 - FOYER

View All Floorplans
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:  
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

We Look Forward to Seeing You in LA!

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