



# ELUNA

Ex Libris Users of North America



**2026** EXHIBITOR INFORMATION KIT



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**2026 ELUNA ANNUAL MEETING**  
**LOS ANGELES, CA • APRIL 29-MAY 1**

[www.el-una.org](http://www.el-una.org)



**ON-SITE  
LOGISTICS**

**HOLLYWOOD**

## VENUE

The 21st ELUNA Annual meeting is at the Westin Bonaventure Hotel & Suites, 404 S. Figueroa Street, Los Angeles, CA, 90071. The planning committee has secured great rates for attendees April 6, 2026

 [+1 213-624-1000](tel:+12136241000)  [View Map](#)  [Room Reservations](#)  [Local Information](#)

## EVENT DATES:

Annual Meeting: April 29-May 1, 2026

## SPONSOR LOCATION

Level 2 Foyer

## SETUP/DISMANTLE TIMELINE

Setup on Tuesday: April 28, 2026, 1pm-5pm

Breakdown on Friday: May 1, 2026: 1pm-3pm

## EXHIBITOR TIMES

Wednesday/Thursday: April 29-30, 2026: 9am-6pm

Friday: May 1, 2026: 9am-1pm

## INCLUDED BY ELUNA

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

**WESTIN**<sup>®</sup>  
HOTELS & RESORTS



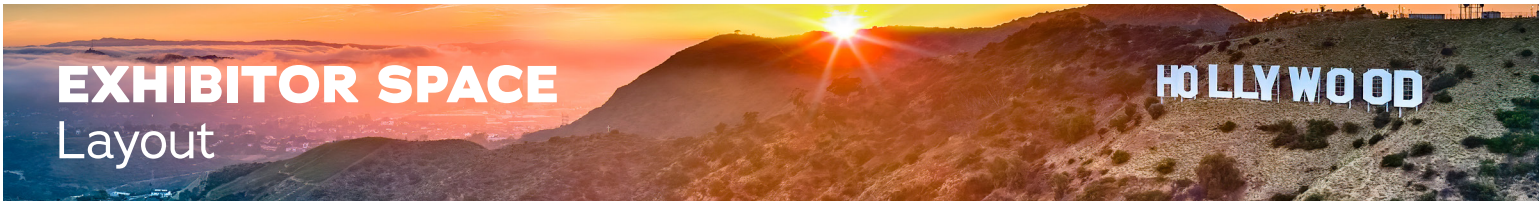
Exhibitor Space Outside of Main Ballroom

## SPONSOR LOCATION & SHIPPING/ RECEIVING INFORMATION

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



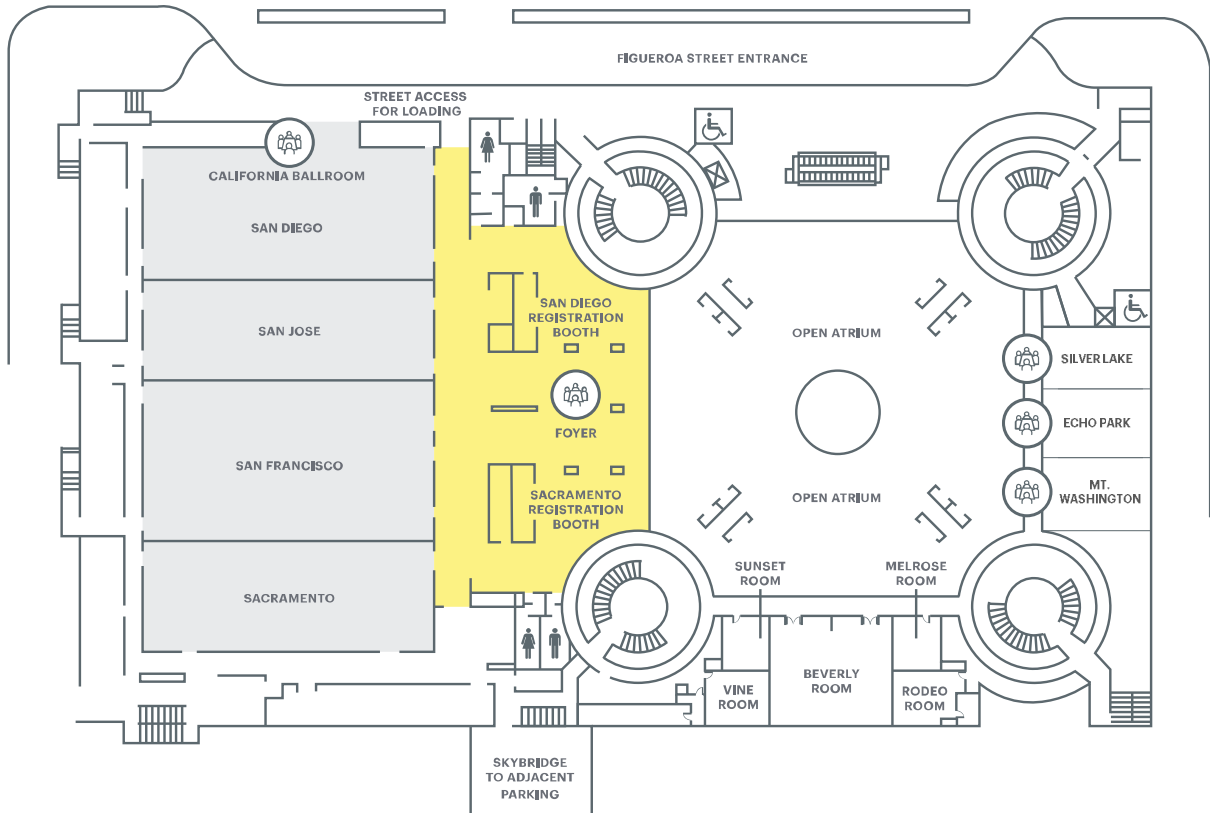
**FOR QUESTIONS:** [www.eluna.libanswers.com](http://www.eluna.libanswers.com)



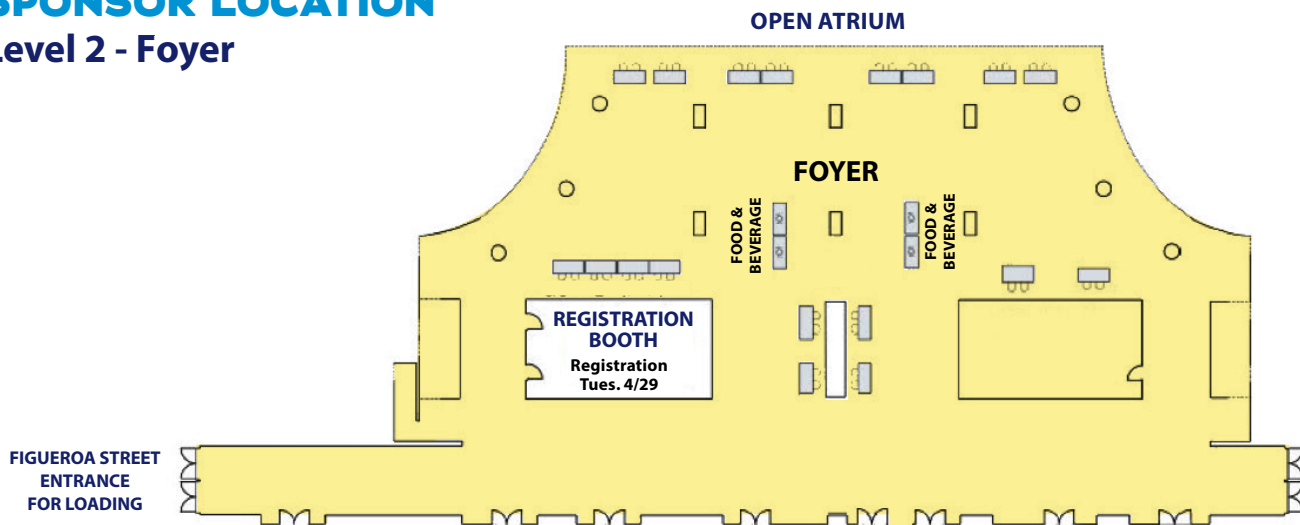
# EXHIBITOR SPACE Layout

HOLLYWOOD

## EVENT LOCATION Level 2 - California Ballroom



## SPONSOR LOCATION Level 2 - Foyer



CALIFORNIA BALLROOM, PLENARY & LARGE BREAKOUT ROOMS

[View All Floorplans](#)

## **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. Here are the shipping instructions for vendors who will need to pay for their own shipping and receiving costs. These guests will need to pickup their materials and shipments at the Bell Desk and settle any shipping and receiving charges individually:

**ALL PACKAGES  
SHOULD BE  
LABELED  
ACCORDINGLY**

**Shipping Persons Name**  
**Package 1 of \_ (etc.)**  
**ELUNA 2026 Annual Meeting**  
**The Westin Bonaventure Hotel and Suites**  
**404 South Figueroa Street**  
**Los Angeles, California 90071**  
**Hold for: C.A Ballroom Foyer**

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, UPS, USPS or Other Courier)**

Packages may be dropped off at Bell Desk, must be closed, tapped and pre-labeled.  
\*Guest must arrange pick up of packages on own with individual courier

**FOR MORE INFO: on FedEx Print & Ship Services:**

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