

QUICK GUIDE



Welcomes you to:

Albuquerque, NM

401 2nd St NW, Albuquerque, NM 87102

Friday, February 25th

Saturday, February 26th



Exhibitor Quick Guide

Albuquerque, NM

Albuquerque Convention Center • 401 2nd St NW, NM 87102

SCHEDULE.....

	Exhibit Hall 3
Exhibitor Move-In	
Thursday, Feb 24, 2022	12 PM—9 PM
Expo Days & Hours	
Friday, Feb 25, 2022	10 AM —5 PM (8 AM Exhibitor Access)
Saturday, Feb 26, 2022	10 AM —5 PM (9 AM Exhibitor Access)
Exhibitor Move-Out	
Saturday, Feb 26, 2022	5 PM —9 PM

Contact Info

Organizer:

Lucky Leaf Expo

info@luckyleafexpo.com
972-694-5553

Exhibitor Services:

Superior Expo

service@superior-expo.com
972-271-7444

Superior Expo Provides Exhibitor Services Including:
Material Handling to and from exhibitor's booth. Inbound/Outbound Shipping. Booth Furnishing Rentals . Signs & Graphics. Labor . Forklift service . Cartload Service. Vehicle Spotting Service . And more. Please see exhibitor kit for full list/details If you don't see something you need, please ask.

IMPORTANT REMINDERS & DEADLINES

Service / Deadline	Details	Point of Contact
Exhibitor Services Orders: Friday, Feb 11 (Early Discount)	Portal Login Info will be emailed to you from Superior Expo. If you did not receive it, contact —————>	Superior Expo Services service@superior-expo.com Tel: 972-271-7444
Electrical / Internet Friday, Feb 18 (Early Discount) For orders submitted after Feb 18, the onsite rate will apply	Only *IF* you need either electricity or dedicated internet (instead of the free WiFi) for your booth, these must be ordered directly from the convention center. —>Order Electrical Now <— —>Order Dedicated Internet Now <—	Point of Contact Dakota Thompson dthompson@albuquerquecc.com
Hotel Room Blocks *Based on Availability and at least 2 weeks advance booking	For your convenience, room blocks have been arranged with select hotels. —>View Rates/Book Now <—	Hotel Information can be found anytime by visiting www.luckyleafexpo.com On the City Homepage, click the tab called Hotels & Travel
Exhibitor Badges / Passes Friday, Feb 11, 2022	Booth Staff Badge Registration Pre-register your team for their exhibitor badges	See Instructions on next page

Exhibitor Badge Passes

Every person on site is required to wear a badge. Use this link to register your team for their Exhibitor Badge Passes [—>CLICK HERE<—](#)

of Badges Included Per Booth:

- 10x10 Booth--up to 4 badges
- 10x20 Booth--up to 8 badges
- 10x30 Booth--up to 12 badges
- 20x20 Booth--up to 16 badges

*sponsors: Please refer to sponsor deck for your badge allotment

Please refer to the chart on the left for the # of staff members that you may register **at no charge**. Extra Exhibitor Badge Passes beyond the allotted amount may be purchased at the discounted rate of \$35.

- ♦ In order to avoid delays, please pre-register for your team's badge passes by or before **February 11, 2022**.
- ♦ Badges may be picked up onsite during Thursday's move-in hours of 12pm-9pm (Feb 24)

FAQ: Do exhibitors need to purchase separate tickets in order to listen to the speakers? No. Exhibitor Badges will allow you access to both the expo floor and all the general seminar rooms on both Friday & Saturday.

What's Included with My Booth?

Each Booth includes:

- | 8' tall background drape (Black)
- | 3' tall side dividers (Black)
- | 6' skirted table(s) (Black)
- | Chairs
- | Wastebasket(s)
- | Exhibitor Badge Passes

10x10 Booths: 1 table, 2 chairs, 4 badge passes
10x20 Booths: 2 tables, 4 chairs, 8 badge passes
10x30 Booth— 3 tables, 6 chairs, 12 badge passes
20x20 Booth—4 tables, 8 chairs, 16 badge passes

All booths also include:

- | Company Listing on Website
- | Hyperlink to Your Website
- | Company Listing in Program Guide
- | I.D. Sign

*Sponsors—please refer to sponsor deck for your list

Optional Add-Ons

Ad Space & Swag Bag Inserts

Full Page: \$599

Half Page: \$399

Quarter Page: \$299

Swag Bag Inserts: \$499

Lead Retrieval: \$199

Capture and process sales leads with the quick scan of an attendee's badge.

Ask About Sponsorship Opportunities

Booths do not include electricity. If you require electricity, see Electrical/Internet ordering info on 1st page. Booths do not include carpet. If you need carpet, see Superior Expo Services ordering info on 1st page

Move-In Day

Thursday, February 24, 2022.....12pm-9pm

You may come set up your booth anytime between the hours of 12pm-9pm

- ◆ **Directions to Albuquerque Convention Center:** —>[Click Here](#) <—
Or visit: <http://www.albuquerquecc.com/directions/> Or <http://www.albuquerquecc.com/parking/>
- ◆ **Badge Pickup:** You will see registration desks set up in the lobby area located in front of Exhibit Hall **3**. You can pickup your exhibitor badges here anytime between 12pm-9pm on Thursday, February 24, 2022.

Expo Days

Friday, February 25, 2022.....10am– 5pm

Saturday, February 26, 2022.....10am-5pm

- ◆ Show Hours are 10am-5pm, both Friday and Saturday.
- ◆ Exhibitors **should be inside their booths no later than 9:30am each day, fully set up and ready to go by 9:40 am.** You may enter the expo hall as early as 8am on Friday and as early as 9am on Saturday. Remember that your main

Onsite Complimentary Exhibitor WiFi : Exhibitor WiFi will be available onsite at no charge. A password will be provided on show day. If you need to order a dedicated internet/wifi connection, please see the Electrical/Internet section on the 1st page of this document (under Important Reminders). Please do not use the general open network wifi as scammers may be able to access your info on open networks.

Other Comments: Superior Expo Services will be onsite during Move-In and Move-Out Hours. They will have an exhibitor services desk towards the back of Exhibit Hall **3**, near the dock area.

Scam Alert:

DON'T BUY ATTENDEE LISTS. Also Ignore Hotel Solicitations.

These are SCAMS. Scammers target exhibitors of tradeshow (all kinds of tradeshow, not just ours) claiming to sell attendee lists for a fee. **LUCKY LEAF DOES NOT AND HAS NOT EVER SOLD ATTENDEE LISTS.** Please do not fall for these elaborate scams. They use public information such as the floorplans on our website to see who is exhibiting, and then solicit exhibitors with false info. Scammers may also call with hotel booking scams. You've already completed registration. Hang up the phone. Delete their Emails. Don't Click on Any Links in suspicious emails. It could compromise your private data. Don't give credit card info.

If you have any questions about the legitimacy of an email or phone call you receive, please do NOT reply back to the sender of the email. Instead, use the CONTACT US form on our website (luckyleafexpo.com) to ensure you are communicating with the real Lucky Leaf Team.

This Exhibitor Quick Guide was designed to answer the most frequently asked questions. We hope you have found this to be helpful. More info and details can be found in your Exhibitor Manual, which can be found anytime by visiting the Exhibitor Resources Section on our website (it's located at the bottom, in the Footer area).

Here is a direct link: [Exhibitor Manual](#)

For your convenience, we've also posted a copy of the shipping labels from page 13 of your exhibitor kit. Information related to loading/unloading, shipping, forklift service etc, can be found in your exhibitor manual. For questions regarding most of the services listed in the manual, contact Superior Expo Services: Email: service@superior-expo.com
Tel: 972.271.7444 or toll free 866.386.3976 (866.FUN.EXPO)

These shipping labels are from page 13 of your Exhibitor Manual. Please [click here](#) to see the labels and more info regarding shipping

ADVANCE WAREHOUSE LABEL

DIRECT TO SHOW SITE LABEL

 <p>SUPERIOR EXPO SERVICES</p> <p>Lucky Leaf Expo EXHIBIT MATERIALS MUST be received by Friday, February 18, 2022 Between 8:30 AM – 5:00 PM</p> <p>TO: (Exhibiting Company Name) _____</p> <p>Superior Expo Services 900 64th NW Albuquerque, NM 87121</p> <p>WAREHOUSE</p> <p>Booth # (s): _____ Number of Pieces: _____ Carrier: _____</p>	 <p>SUPERIOR EXPO SERVICES</p> <p>Lucky Leaf Expo EXHIBIT MATERIALS To arrive NO SOONER than Thursday, February 24, 2022</p> <p>TO: (Exhibiting Company Name) _____</p> <p>Albuquerque C/O Superior Expo Services 401 2nd St SW, 12:00:00 AM Albuquerque Convention Center ,NM 87102</p> <p>SHOW SITE</p> <p>Booth # (s): _____ Number of Pieces: _____ Carrier: _____</p>
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THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



We want your experience with Lucky Leaf Expo to be smooth and enjoyable. If you have any questions, please reach out to us.

Lucky Leaf Expo: Email: info@luckyleafexpo.com Tel: 972-694-5553

*Thank you for exhibiting at the Lucky Leaf Expo.
We look forward to seeing you at the show!*

CHECK LIST

- 1 Send us your logo & a brief description for website
- 2 View floor map & email us your preferred booth #
[—>View Floor Map<—](#) Please allow 48 hours for the floor map(s) to be updated with the booth selection of your choice. Then re-check the floor map to ensure that your booth selection is correctly marked on the floor map(s).
- 3 Know what's included with your booth
See page 2. Tables, chairs & trash cans come standard. If you need extra booth furnishings, you can order through Superior Expo Services (see page 1 instructions under Important Deadlines)
- 4 Register your team for their Exhibitor Badge Passes
See Page 2 The sooner the better, but please complete this no later than **February 11th**
- 5 Do you need electricity for your booth?
If yes, see page 1 instructions under Important Deadlines
- 6 Do you want carpet for your booth?
If yes, see page 1 instructions for Exhibitor Services Orders under Important Deadlines
- 7 Hotel Reservations If needed, see options on Page 1 under Important Deadlines
- 8 Shipping/Delivery Needs
See instructions on Pages 10-15 of your Exhibitor Manual . [—>View Exhibitor Manual<—](#)
If you choose to ship on your own, shipping labels are on page 13. If you do NOT follow instructions about shipping dates, your items may not get delivered. We strongly recommend using the ADVANCE WAREHOUSE LABEL (follow their deadlines!). THE DIRECT TO SHOW shipping option is very strict on the date. Early shipments may not be received by the Convention Center & could get lost. Lucky Leaf does not have any control over shipments. Please follow the instructions & dates as listed on the shipping labels (pg 13)
- 9 Read the Scam Alert & Share with Your Team See Page 3.
- 10 Review the Full Exhibitor Manual [—>View Exhibitor Manual<—](#)
- 11 Find Exhibitor Resources Link on Website
For your convenience, the Exhibitor Resources Link containing this document as well as others can be found in the footnotes section of our website. Visit www.LuckyLeafExpo.com & scroll all the way to the navy blue section at the very bottom. You'll find the exhibitor resources link there.
- 12 Exhibitor Schedule Exhibitor Schedule & Expo Hall location listed on page 1 in the schedule box. Exhibitor move in/move out/expo hall access times listed on Page 3
Want to see the full show schedule? There's a tab called "Schedule" in the green navigation bar on the Albuquerque homepage. Check it out. (Does not include behind the scenes Exhibitor schedule...Just general show schedule)