



EXHIBITOR CHECK LIST

ALBUQUERQUE
NEW MEXICO



2023



Friday, Sept 22, 2023
Saturday, Sept 23, 2023



Albuquerque Convention Center
401 2nd St NW
Albuquerque, NM 87102
East Building (not the West Building)

Questions?



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

WWW.LUCKYLEAFEXPO.COM



Exhibitor Check List

Albuquerque, NM 2023

Where

Albuquerque Convention Center

Go to the EAST BUILDING

401 2nd St NW
Albuquerque, NM

Exhibit Hall: 2

(There is a West and an East Building. We are in EAST bldg)

Primary parking is available at the Convention Center garage Dr. Martin Luther King Jr Ave. and Broadway Blvd., with overflow parking available at the Civic Plaza garage (Marquette & 3rd St.)

[Click Here for Parking Details](#)

Loading Dock/Marshaling Yard – from I-25 take Lomas south to First street. Turn south (left) onto First Street. First Street will then end at the convention center guard shack (yellow gate) and turn left into the marshaling yard and drive into the loading dock bays to unload. **Loading dock opens at 12pm on Thursday 21st. If you arrive earlier, it may be locked**

When

Exhibitor Move-In

Thursday, Sept 21

12PM-9PM

Expo Days & Hours

Friday, Sept 22
Saturday, Sept 23

10am-5pm Both Days
(**8am** exhibitor access Friday)
(**8:30am** exhibitor access Saturday)

Exhibitor Move-Out

Saturday, Sept 23

5pm-9pm
Early tear downs are **prohibited**. Plan your schedule & travel arrangements appropriately.

Special Events

Exhibitor Breakfast

Friday, Sept 22

8am-9:30am

After Party

Friday, Sept 22

6pm-9pm

CHECKLIST

1

View [Online Floor Map](#) to Confirm:

- a) The correct booth # has been properly assigned to your company
- b) Company name is listed and spelled correctly
- c) Company logo and a brief description of your company are correctly displayed.

If you have not already provided this info to us or if any corrections need to be made, please submit to: info@luckyleafexpo.com

2

Your Booth Includes:

- ◆ 8' Tall Background Drape (Black) ◆ 3' Tall Side Dividers (Black)
- ◆ 6' Skirted Table(s) (Black) ◆ Chairs ◆ Waste Basket(s) ◆ Badge Passes
- ◆ Company Listing on Website ◆ Company Listing in Program Guide

10x10 Booth	1 Table	2 Chairs	1 Wastebasket	4 Badge Passes
10x20 Booth	2 Tables	4 Chairs	2 Wastebaskets	8 Badge Passes
10x30 Booth	3 Tables	6 Chairs	3 Wastebaskets	12 Badge Passes
20x20 Booth	4 Tables	8 Chairs	4 Wastebaskets	16 Badge Passes
*Sponsors, please refer to sponsor deck for # of badges				

Booths do not come with carpet or electricity. If carpet and/or electricity is needed, see steps 4 & 5 for info. *(Certain sponsorships may include electricity)

3

Exhibitor Badge Registration--Please complete by **Sept 8, 2023**

Each member of your team **MUST** pre-register for their Badge Pass. Please ensure that badges have the **correct name and spelling** for each of your team members that you are registering. If you miss the deadline, do not skip this step--please complete as soon possible.

[Register Now](#)

*See chart in step 2 above for # of free badge passes included with your booth

CHECKLIST

4

Review Exhibitor Services Kit:

Exhibition Services Provider: **Convention Services of the Southwest** is in charge of **CARPET, SHIPPING, MATERIAL HANDLING, STORAGE, ON-SITE SERVICES** and **MORE**. View the Exhibitor Services Kit for full details and other important show-related information.

[EXHIBITOR SERVICES KIT](#)

Order Deadline: Tuesday, Sept 5th (Early Discount)

QUESTIONS? Email: esr@cssabq.com Phone: (505) 243-9889

5

Electricity/ Internet - **Deadline: Thursday, Sept 14th (Early Discount).**

IF your booth requires **electricity** or **internet** or **dedicated WiFi**, please order before the early discount deadline listed above.

[ELECTRICITY/UTILITIES](#)

[INTERNET SERVICES](#)

All electrical/utilities/internet needs are handled directly by the Convention Center
Questions? Call (505) 379-2076 or e-mail: eorders@albuquerquecc.com

Complimentary WiFi Login Information:

Network Name: **ConventionCenterFreeWiFi** (no password needed)

This is an unsecured WiFi. If needed, secured WiFi/dedicated internet services can be ordered using the internet link above.

6

Commercial General Liability (CGL) Insurance- **Deadline Sept 8, 2023**

Exhibitors are **required** to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

In most cases, your current insurance provider can add an endorsement to your existing policy for the span of the event. If not, RainProtection insurance offers an easy, fast online ordering option for \$84 with the requirements **pre-filled** for you.

Order event insurance online through RainProtection [HERE](#)

Or if using your own insurance, view instructions (pg 1) & SAMPLE CGL form (pg 2) [HERE](#)

Failure of exhibitor to obtain and/or provide a copy of their CGL shall not constitute a waiver of any obligations imposed upon exhibitor.

CHECKLIST

7

Hotel Reservations-**[VIEW NEARBY HOTEL RECOMMENDATIONS](#)**

Hotels are listed on our website under the Travel/Accommodations tab.

BEWARE of SCAMMERS who reach out "on behalf of lucky Leaf" or "on behalf of" a certain hotel. Where you stay is up to you. Hotels will not initiate contact with you. Beware.

8

FRAUD ALERT – ATTENDEE LISTS – FRAUD ALERT

Scammers have been targeting exhibitors of trade shows (all kinds of trade shows, not just ours) claiming to sell attendee lists for a fee. LUCKY LEAF DOES NOT AND **HAS NOT EVER SOLD ATTENDEE LISTS.**

As mentioned in step 7, please also be aware of hotel scams such as "you need to book your stay in order to complete your registration." Where you stay is up to you. Only use the link on our website to view room blocks. Ignore third party emails.

9

NO SAMPLING of psychoactive substances (including **NO DELTA 8)**

Items which contain ANY amount of **marijuana** or other **psychoactive substances** (including but not limited to Delta 8 and Kratom) may NOT be sampled.

Hemp-derived CBD may be sampled subject to compliance with the laws of the United States and the State of Albuquerque as well as any regulations imposed by the convention center provided that: all laws/regulations are adhered to, samples include proper ingredient labels, and there are no other psychoactive substances in the product.

Please reach out to us for logistical questions. For legal advice/questions, please consult with a licensed attorney.

All samples must be pre-approved by the convention center's Food & Beverage department **at least 2 weeks** prior to the show. View [Authorization Request for Sampling Form](#)

Items which contain any amount of **marijuana may NOT be sampled, sold, gifted or otherwise distributed at the show.**

Continue to next page

CHECKLIST

10

Shipping to the Convention Center or Advance Warehouse

If you plan to ship anything, we **strongly** recommend shipping to the **Advance Receiving Warehouse**. If you choose to ship Direct to Site, please note that the onsite deliveries will only be accepted on move-in day--Thursday, Sept 20th--and you will need to check your courier's delivery times to ensure your shipment is delivered earlier rather than later in the day to avoid delays in your setup plans.

Please refer to your [EXHIBITOR KIT](#) for shipping labels, instructions and deadlines for both shipping options. Make sure you use the addresses listed on **page 16** (the shipping labels).

Questions? Contact

Email: esr@cssabq.com Phone: (505) 243-9889

FOR COMPLETE SHIPPING INFO, REFER TO [EXHIBITOR KIT](#) (See pages 13-16)
BELOW ARE THE ADDRESSES AND DEADLINES FOR QUICK REFERENCE

ADVANCE WAREHOUSE

ADVANCE FREIGHT RECEIVING Monday – Friday 8:00AM – 4:30PM Monday, August 21 – Tuesday, September 19, 2023 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # Lucky Leaf EXPO 2023 c/o CSS 1921 Bellamah Ave. NW Albuquerque, NM 87104

**Must Arrive Between:
August 21-Sept 19, 2023**

**Advance
Warehouse**

DIRECT TO SITE

FIRST DAY FOR DIRECT FREIGHT Thursday, September 21, 2023 — 8:00AM – 5:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS Lucky Leaf EXPO 2023 ACC – Hall 2 (NE) 401 2nd Street NW Albuquerque, NM 87102

**Can ONLY arrive on this day:
Thursday, Sept 21, 2023**

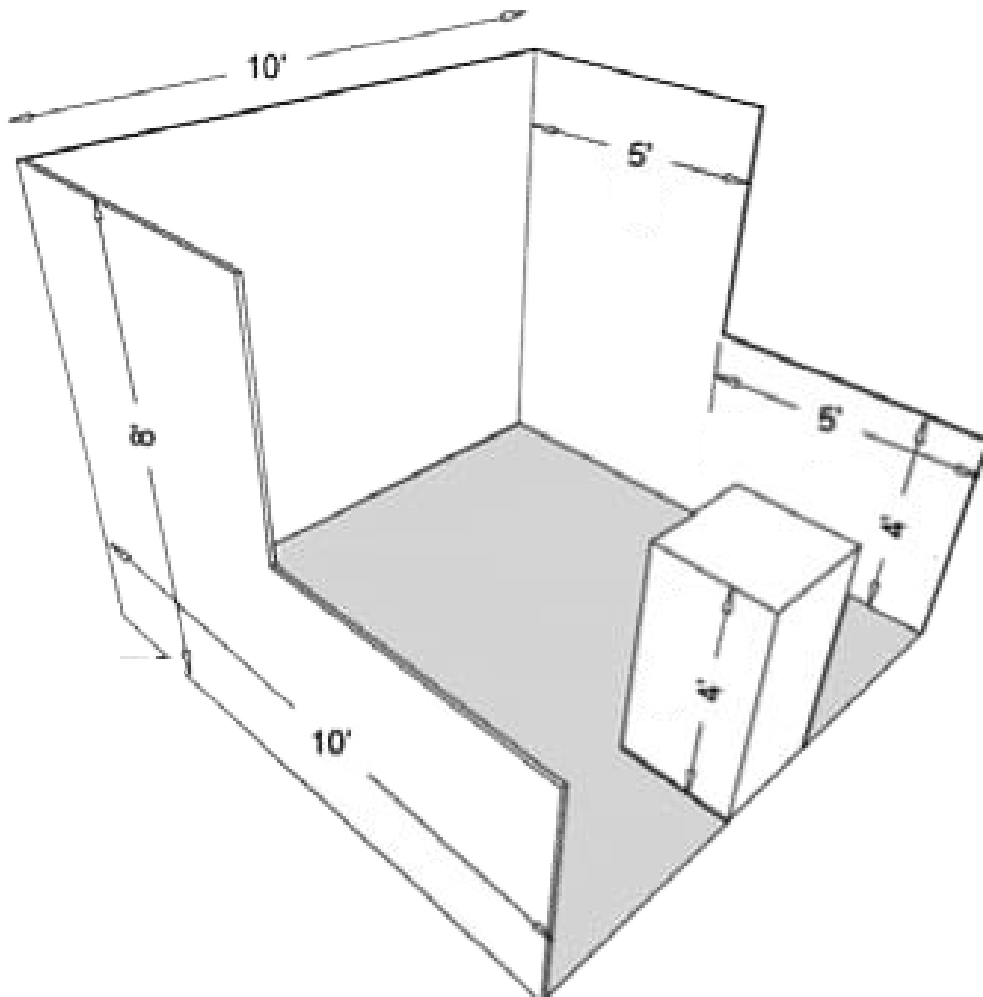
**Direct to
Site**

CHECKLIST

11

Line of Sight Reminder: Do not block your neighbor's view!

The ability for attendees to easily and clearly see products/services/booths as they walk the aisles is essential to all exhibitors, and that is the basis for including a linear booth Line-of-Sight setback rule. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle unless a mockup has been submitted to and prior approval has been granted in writing by show management. The example below provides a visual example of what is allowed.



While this example depicts a 10x10 booth, the same concept applies to any sized linear booth. Front half of booth may not have sides higher than 4 feet. Back half of booth may have sides up to 8 feet tall that are finished (not raw, unsightly). For linear booths, exterior facing sides must be blank so that logos/graphics/wording do not face into your neighbor's booth. *Rules for islands and split islands may differ from the linear line of sight rules above. **Please check with management for variation allowances if you have an island or split island booth.***

CHECKLIST

12

Exhibitor Setup and Teardown Reminders

Expo Access for Attendees:

Friday, Sept 22 2023: 10:00am-5:00pm

Saturday, Sept 23, 2023: 10:00am-5:00pm

SETUP

Exhibitors SHOULD be in their booths no later than 9:30am each Expo Day

Exhibitor Move-in Dates and Times:

Thursday, Sept 21 12:00pm-9:00pm

Friday Sept 22 8:00am-9:30am

Saturday Sept 23 8:30am-9:30am

Exhibitor Move-Out Times:

Saturday Sept 23 5:00-9:00pm

NO EARLY TEARDOWNS.

Please plan your schedules and flights accordingly

Exhibitors MUST wait until 5:00pm to breakdown booths. If you have a lot of small display products, you may begin LIGHTLY packing up some of the smaller items starting at 4:30pm as long as some main items are left out till 5pm. Furniture, display cases, backdrops and larger items must remain in tact till 5pm. Early breakdowns will be documented and could result in penalties as outlined in the Exhibitor Terms and Conditions agreed to at the time of exhibitor registration.

Easy Reference Access:

Link to this Exhibitor Quick Guide as well as the Exhibitor Kit and other exhibitor resources can be accessed anytime via the Exhibitor Resources link, which can be found in the footer area of our website. For any other questions, please contact Lucky Leaf at info@luckyleafexpo.com or 972-694-5553