



Exhibitor Quick Guide

AUSTIN, TX **May 14-15, 2021**

Austin Convention Center: 500 E. Cesar Chavez St. Hall 3 Austin, TX 78701

SCHEDULE.....

Exhibitor Move-In	Exhibit Hall E-3
Thursday, May 13, 2021	12 PM—9 PM
Expo Days & Hours	
Friday, May 14, 2021	10 AM —5 PM (8 AM Exhibitor Access)
Saturday, May 15, 2021	10 AM —5 PM (9 AM Exhibitor Access)
Exhibitor Move-Out	
Saturday, May 15, 2021	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, April 30th (Early Discount) May 5th (Last day for online orders)	Portal Login Info was 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 Thursday, April 29th (Early Discount) Sunday, May 9th (Standard Rate) Monday, May 10th (Floor Rate)	Only if you need either electricity or dedicated internet for your booth, you can order directly thru the Austin Convention Center --> Order Here <-- https://www.austinconventioncenter.com/exhibit/	Utility Coordinator: Jacek Czelak jacek.czelak@austintexas.gov Tel: 512-404-4229
Hotel Room Blocks *Based on Availability	Room blocks have been arranged with: —Courtyard by Marriott Austin Downtown —The W Austin -->View Rates/Book Now<--	Hotel Information can be found by visiting www.luckyleafexpo.com On the Austin Homepage, click the tab called Hotels & Travel
Exhibitor Badges / Passes Friday, May 7th	Booth Staff Badge Registration	See Instructions on next page

Exhibitor Badge Registration

For Exhibitor Badge Passes, click here: [Exhibitor Badge Registration](#)

This link can also be found in the Exhibitor Resources Section (in the footnotes of our website).

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 *

***Austin Public Health has set the following limits on the # of exhibitor personnel that should be in the booth at one time.**

Please plan on rotating out your staff accordingly: For 10x10 booths, you may have up to 2 staff members at the same time in the booth. For 10x20s, up to 4 staff members at the same time. For 10x30s, up to 6 staff members at the same time. For 20x20s, up to 8 staff members at the same time in booth.

FAQ: Do exhibitor badges allow access to the seminar rooms? Yes. Exhibitor Badges will allow you access to both the expo floor and all the seminar rooms on both Friday & Saturday.

- ◆ In order to avoid delays, please use the link above to pre-register for your badges by or before May 7th.
- ◆ Exhibitor Badges may be picked up onsite during Thursday's move-in hours of 12pm-9pm (May 13th).
- ◆ Extra Exhibitor Badges can be purchased at the discounted rate of \$35.

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.

**If you purchased a multi-show package, lead retrieval is already included*

Ask About Sponsorship Opportunities

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

Move-In Day: Thursday, May, 13, 2021 Times: 12pm-9pm

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

- ◆ Directions to Austin Convention Center: —>[Click Here](#) <—
Or visit: <https://www.austinconventioncenter.com/directions-and-parking/>
- ◆ ENTER THROUGH SERVICE YARD ON RED RIVER STREET: You will enter the building through the service yard/loading docks located on Red River Street. This is the backside of the convention center. Masks are required, per Austin Public Health. You may unload & enter through here.
- ◆ Badge Pickup: Once inside the exhibit hall, please follow the signs which will lead you to the Atrium/Main Lobby, where the registration counters are set up. You can pickup your badges there anytime between 12pm-9pm on Thursday, May 13, 2021.

Expo Days:

Friday, May 14, 2021 10am– 5pm

Saturday May 15, 2021 10am-5pm

- ◆ The main doors that attendees will use to enter do not open till 9am. Exhibitors will have access to the building beginning at 8am on Friday, May 14, 2021. You must enter through the service yard. Park in the **5th Street Garage** and walk to the Service Yard located Red River Street.
- ◆ Show Hours are 10am-5pm, both Friday and Saturday (May 14-15). Exhibitors **should be inside their booths no later than 9:30am each day, fully set up and ready to go by 9:45 am.** Again, exhibitors can enter through the service yard beginning at 8am on Friday.

Onsite Complimentary WiFi :

General WiFi is available onsite at no charge. 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)

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.

Phishing Scam Alert:

Scammers have been targeting 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.

Scammers are apparently also calling with hotel booking scams. 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 to ensure that you are reaching the real Lucky Leaf team. If something seems fishy, do not click on any links in those emails. Instead, please reach out to us for confirmation via the Contact Us Form found on our website at www.luckyleafexpo.com.

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 full details can be found in your Exhibitor Manual, which was emailed to you shortly after you registered. The Exhibitor Manual 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: [Full Exhibitor Kit](#)

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)

ADVANCE WAREHOUSE LABEL

DIRECT TO SHOW SITE LABEL

 <p>SUPERIOR EXPO SERVICES</p>	 <p>SUPERIOR EXPO SERVICES</p>
<p>Lucky Leaf Expo Austin EXHIBIT MATERIALS MUST be received by Monday, May 10, 2021 Between 8:30 AM – 5:00 PM</p>	<p>Lucky Leaf Expo Austin EXHIBIT MATERIALS To arrive NO SOONER than Thursday, May 13, 2021</p>
To: (Exhibiting Company Name) _____	To: (Exhibiting Company Name) _____
<p>Superior Expo Services 9018 Tuscany Way Austin, TX 78754</p>	<p>Austin Convention Center C/O Superior Expo Services 500 E. Cesar Chavez St., Hall 3 Austin, TX 78701</p>
WAREHOUSE	SHOW SITE
Booth # (s): _____ Number of Pieces: _____	Booth # (s): _____ Number of Pieces: _____
Carrier: _____	Carrier: _____

 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!*