

EXHIBITOR QUICK GUIDE



Welcomes you to:

Jackson, MS

105 E Pascagoula St, Jackson, MS 39201

Friday, October 7th

Saturday, October 8th



Exhibitor Quick Guide

Jackson, MS

Jackson Convention Complex
105 E Pascagoula St, Jackson, MS 39201

Schedule and Contact Information

Exhibit Hall A

Exhibitor Move-In

Thursday, October 6, 2022 12 PM—9 PM

Expo Days & Hours

Friday, Oct 7, 2022 10 AM —5 PM
(8 AM Exhibitor Access)

Saturday, Oct 8, 2022 10 AM —5 PM
(9 AM Exhibitor Access)

Exhibitor Move-Out

Saturday, Oct 8, 2022 5 PM —9 PM

Important Contacts

Organizer:

Lucky Leaf Expo

info@luckyleafexpo.com

972-694-5553

Exhibitor Services Contractor:

Convention Display Service

terri@cds1958.com

601-948-4228

Exhibitor Services Contractor provides:

Material Handling to and from exhibitor's booth. Inbound/Outbound Shipping. Booth Furnishing and Carpet Rentals. Signs & Graphics. Labor. Forklift service. Cartload Service. Vehicle Spotting Service and more. See their manual for more info

Important Reminders and Deadlines

Exhibitor Service Orders

→ **Deadline: Sept 28, 2022** (Early Discount)

Please refer to the [→Exhibitor Service Kit←](#) for order forms and details

Contact Information: Phone: 601-948-4228

Email: terri@cds1958.com

Electricity and Internet Orders

→ **Deadline: Oct 5, 2022** (Early Discount)

Only order IF your booth requires electricity or dedicated internet. [Order Electrical](#)

Contact Information: Cherre Miller Phone: 601.960.2321 ext. 1014 | cmiller@jacksonconventioncomplex.com

Free Open WiFi name: JCC_Guest (no password needed) *signal strength can vary

Exhibitor Badge Registration

→ **Deadline: Sept 28th** (Express Check-in)

For express check-in on Move-in Day, please register all members of your team.

Registration Link: [Register Your Team for Badges](#) Phone Support: 972.694.5333

CHECK LIST

1. **Submit your company logo, a brief description of your company and your main point of contact for Exhibitor follow-up.**

Submit to: info@luckyleafexpo.com

2. **View Floor Map and select your Booths(s) if you have not already done so. If you have already selected your booth(s), verify your location on the map.**

View Map: [Online Floor Map](#) Submit Booth #: info@luckyleafexpo.com

3. **Your Booth Package Includes:**

- ◆ 8' tall background drape (Black) ◆ 3' tall side dividers (Black)
- ◆ 6' Skirted Table(s) (Black) ◆ Chairs ◆ Waste Basket(s)
- ◆ Exhibitor Badge Passes ◆ Company Listing on Website
- ◆ Company Listing in Program Guide*

Booth Size	Tables	Chairs	Waste Baskets	Badge Passes
10x10 Booth	1	2	1	4
10x20 Booth	2	4	2	8
10x30 Booth	3	6	3	12
20x20 Booth	4	8	4	16
*Sponsors: Please refer to sponsor deck for # of badge passes				

Additional badges beyond your allotted amount can be purchased for \$35 each

4. **Exhibitor Badge Registration - **Deadline:** Sept 28, 2022 (Express Check-in)**

You **MUST** register each member of your team to be able to have access to **Express Check-in** during exhibitor move-in. Refer to the chart above for your allotted # of badge passes. **Please ensure that badges have the correct name for each of your team members that you are registering.**

Registration Link: [Register Your Team for Badges](#)

Phone Support: 972.694.5333



5. Make Sure to Meet all Other Important Deadlines:

- **Exhibitor Services Orders- **Deadline:**** Sept 28, 2022 (*Early Discount*)

If you need **CARPET, SHIPPING, ON-SITE SERVICES** and **MORE**

[→View Exhibitor Services Kit ←](#)

Convention Display Service: Phone: 601-948-4228

Email: terri@cds1958.com

- **Electricity and Internet - **Deadline:**** Oct 5, 2022 (*Early Discount*)

[Order Electric or Internet Services](#)

Questions? Contact: Cherre Miller Phone: 601.960.2321 ext. 1014

cmiller@jacksonconventioncomplex.com



6. Hotel Reservations – Room Blocks - **Deadline:** Sept 15, 2022

Online: [Lucky Leaf Expo Hotel Room Blocks](#)



7. 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 convention center will ONLY accept deliveries on move-in day, Thursday, October 6, 2022 and you will need to check 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 pages 8-10 of your [Exhibitor Services Kit](#) for information and deadlines for both shipping options.

Questions? Contact **Convention Display Service:**

Phone: 601-948-4228. Email: terri@cds1958.com



8. FRAUD ALERT – **FRAUD ALERT – FRAUD 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 scams.



9. Exhibitor Setup and Teardown Reminders

Expo Access for Attendees:

Friday, Oct 7 2022: 10:00am-5:00pm

Saturday, Oct 8, 2022: 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 10/6 12:00-9:00pm

Friday 10/7 8:00-9:30am

Saturday 10/8 9:00-9:30am

TEARDOWN

Lucky Leaf Expo Ends at 5:00pm on Saturday Oct 8, 2022

Exhibitors MUST wait until 5:00pm to breakdown booths. Early breakdowns will result in financial penalties as outlined in the Exhibitor Terms and Conditions agreed to at the time of exhibitor registration.

Exhibitor Move-Out Times:

Saturday 10/8/22 5:00-9:00pm



10. Additional Questions, Services and Important Exhibitor Resources

View the complete Exhibitor Kit and other important information under our [Exhibitor Resources link](#), which can be found in the footer area of our website.



11. Directions and Parking

Online: [View Directions](#) to loading dock and parking lot(s).

The above link provides directions to the loading dock as well as directions to the nearest parking. Please use the MAIN Loading Dock (not Farish). Loading docks are for unloading only. Once you have finished unloading, please relocate your vehicle to the nearest parking lot.

Large trailers will require special parking arrangements. Please email info@luckyleafexpo.com if you plan to park a large trailer onsite.