



EXHIBITOR CHECK LIST

ALBUQUERQUE
NEW MEXICO



2024



Friday, Sept 27, 2024
Saturday, Sept 28, 2024



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

Questions?



Lucky Leaf Expo
Tel: 972-645-2802
Email: info@luckyleafexpo.com

WWW.LUCKYLEAFEXPO.COM



Exhibitor Check List

Albuquerque, NM 2024

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 located at 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 Sept 26th. Do not come before 12pm**

When

Exhibitor Move-In	Thursday, Sept 26	12PM-8PM
Expo Days & Hours	Friday, Sept 27 Saturday, Sept 28	10am-5pm Both Days (8am exhibitor access Friday) (8:30am exhibitor access Saturday)
Exhibitor Move-Out	Saturday, Sept 28	5pm-8pm Early tear downs are prohibited . Plan your schedule & travel arrangements appropriately.

Special Events

After Party

Friday, Sept 27

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 12, 2024**

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 as possible.

[Register Now](#)

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

CHECKLIST

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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**. Information/guidelines for 3rd Party Exhibitor Appointed Contractors, Rigging, etc is also included in this kit. View the Exhibitor Services Kit for full details and other important show-related information.

[EXHIBITOR SERVICES KIT](#)

Order Deadline: Friday, Sept 13, 2024 (Early Discount)

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

5

Electricity/ Internet - **Deadline: Friday, Sept 20th (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

Free Wifi:

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

This is an unsecured WiFi. **Signal strength varies**. If needed, secured WiFi/dedicated internet services can be ordered using the internet link above. **Dedicated wifi is \$50 and is the last option on the internet form link above, listed as "Move Wirelss Access Point."**

6

Commercial General Liability (CGL) Insurance- **Deadline Sept 20, 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. Only use the link on our website to view options. Ignore third party emails.

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/SHARED ATTENDEE LISTS.**

Also beware of hotel scams as mentioned in Step 7.

9 PRODUCT SALES / SAMPLING

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

NO SAMPLING of psychoactive substances (including NO DELTA 8, Delta 9, Kratom). Items which contain ANY amount **psychoactive substances** (including but not limited to Delta 8, Delta 9 , Kratom, etc) may NOT be sampled, even if they are legal.

All other food/beverage samples and/or food/beverage products for sale must be pre-approved by the convention center's Food & Beverage department at least 2 weeks prior to the show (even free popcorn).

Temporary Food Service permits (\$25) from the City of Albuquerque may also be required.

[View Authorization Request for Sampling Form](#)

[View Temporary Food Service Permit](#)

It is the responsibility of the each exhibitor to ensure that their products and the sale, display, etc of their product are in compliance with Federal and State laws as well as any regulations imposed by the convention center and the city in which the event is being held.

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CHECKLIST

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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 26th**--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

TO: [[Exhibiting Company Name](#)].
 Booth # ____ No ____ of ____ PCS
 Lucky Leaf EXPO 2024
 c/o CSS
 1921 Bellamah Ave. NW
 Albuquerque, NM 87104

**Must Arrive Between:
 Mon August 26- Wed Sept 25th**

DIRECT TO SITE

TO: [[Exhibiting Company Name](#)].
 Booth # ____ No ____ of ____ PCS
 Lucky Leaf EXPO 2024
 c/o CSS
 ACC -Hall 2 (NE)
 401 2ndStreet NW
 Albuquerque, NM 87102

**Can ONLY arrive on this day:
 Thursday, Sept 26, 2024**

Receiving Hours:
 Mon-Fri 8am-4:30pm

**Advance
 Warehouse**

Receiving Hours:
 Thursday Sept 25th 8am-5pm

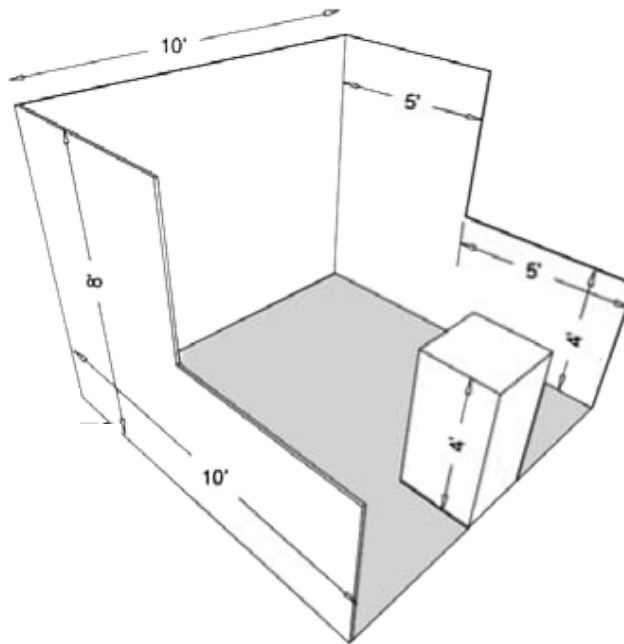
**Direct to
 Site**

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.***

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POP UP TENT INFORMATION (Per Albuquerque Fire Regulations)

Only 10x10 tents will be permitted. Pop Up tents are required to have Fire Retardant Label/Information displayed. Smoke Detectors are required to accompany any pop up tents. Exhibitors with popup tents will be required to include a smoke detector in their tent.

CHECKLIST

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Exhibitor Setup and Teardown Reminders

Expo Access for Attendees:

Friday, Sept 27 2024: 10:00am-5:00pm

Saturday, Sept 28, 2024: 10:00am-5:00pm

SETUP

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

Exhibitor Move-in and Early Access:

Thursday, Sept 26 12:00pm-8:00pm

Friday Sept 27 8:00am-9:30am

Saturday Sept 28 8:30am-9:30am

Exhibitor Move-Out:

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 [972-645-2802](tel:972-645-2802)