



# EXHIBITOR CHECK LIST



**Friday, April 26, 2024**  
**Saturday, April 27, 2024**



**Minneapolis Convention Center**  
**1301 2nd Ave S,**  
**Minneapolis, MN 55404**

Questions?



**Lucky Leaf Expo**  
Tel: 972-645-2802  
Email: [info@luckyleafexpo.com](mailto:info@luckyleafexpo.com)



# Exhibitor Check List

## Minneapolis, MN 2024

### Where

#### Minneapolis Convention Center

1301 2nd Ave S,  
Minneapolis, MN 55404

Loading Docks/ Marshaling Yard - Main Entrance is on 16th Street (see attached map). Once you enter, the guard will direct exhibitors to the Exhibit Hall D Loading Dock, which is also marked clearly with large signage.

#### Exhibit Hall: Hall D

Best Parking: Plaza Ramp is the closest to Hall D

[For Driving and Parking Directions, CLICK HERE](#)

### When

#### Exhibitor Move-In

Thursday, April 25

12PM-8PM

#### Expo Days & Hours

Friday, April 26  
Saturday, April 27

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

#### Exhibitor Move-Out

Saturday, April 27

5pm-8pm  
Early tear downs are **prohibited**. Plan your schedule & travel arrangements appropriately.

### Special Events

**After Party**  
**Friday, April 26th**

The Pourhouse  
10 S. 5th St #111  
Minneapolis, MN 55402

# 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](mailto: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 April 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 possible.

## [Register Now](#)

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

# CHECKLIST

## 4 Exhibition Services Provider: **Fern**

Fern is pleased to be the official services provider for Lucky Leaf Expo - Minneapolis. Use the link below to log into Fern's OneView portal to view important event details and familiarize yourself with the **services Fern**

**oversees, which include**

**CARPET**

**SHIPPING**

**LOADING DOCK ACCESS**

**ON-SITE SERVICES and MORE**

You can also order electricity and other utilities thru this portal

**Early Discount Deadline: Friday, April 5, 2024**

## [View Exhibitor Services Kit](#)

After clicking the link, you can view basic info contained in the Exhibitor Kit without logging in (be sure to scroll down to see all the info). Then click the green Request Access button IF you need to place any orders so that a login account can be created for you and so that you can see more detailed info.

**Have a question? Reach Fern's Exhibitor Services Team** at 1-800-774-1251 ext. 1 or [Chat Now](#). You can also email Jessica Mulheron at [jmulheron@fernexpo.com](mailto:jmulheron@fernexpo.com).

## 5 **Electricity/ Internet/Utilities**

**Early Order Discount: April 11, 2024**

**IF** your booth requires electricity, internet, dedicated WiFi or other utilities, please order by **April 11** in order to get early order discounts.

[ORDER HERE](#)

# CHECKLIST

## 6 FRAUD ALERT – FAKE 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**.

**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.

## 7 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 or otherwise distributed onsite.**

Hemp-derived CBD may be sampled subject to compliance with the laws of the United States and the State of Minnesota 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.

**If you plan to sample any food or beverages**, please review the convention center's sampling protocols, and note that you may have to fill out certain forms with the convention center and that a temporary health permit may be required in certain circumstances.

[\*\*VIEW CENTER'S SAMPLING RULES & FORMS\*\*](#)

All activities on site must adhere to federal, local and state laws, as well as convention center regulations. Please reach out to us for logistical/operational questions (no legal advice).

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

# CHECKLIST

## 8 Commercial General Liability (CGL) Insurance- **Deadline April 15, 2024**

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.

Insurance must be in force during the full lease dates of the event, April 25-27, 2024, naming Lucky Leaf Expo (317 Commercial Street NE Suite A-643, Albuquerque, NM 87102) as the certificate holder. The following must be named as additional insureds: Lucky Leaf Expo and its officers, directors and employees and Minneapolis Convention Center, its officers, directors and employees.

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 \$91 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.

## 9 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.

# CHECKLIST

## 10 Shipping

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 two days (April 24th from 8am-2pm and on move-in day of Thursday, April 25 from 8am-8pm) 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, material handling rates, instructions and deadlines for both shipping options.**

Questions? Contact FERN at 1-800-774-1251 ext. 1 or [Chat Now](#).  
Email Jessica Mulheron at [jmulheron@fernexpo.com](mailto:jmulheron@fernexpo.com).



**FOR COMPLETE SHIPPING INFO, REFER TO EXHIBITOR KIT**  
BELOW ARE THE ADDRESSES AND DEADLINES FOR QUICK REFERENCE

### ADVANCE WAREHOUSE

### DIRECT TO SITE

#### ADVANCE WAREHOUSE RECEIVING HOURS

**Monday-Friday 8:00AM-4:00PM**

TForce Freight c/o Crane (FERN)  
3025 Lunar Lane | Dock Doors 37-38  
Eagan, MN 55121  
Lucky Leaf Expo - Minneapolis  
Exhibitor Name \_\_\_\_\_  
Booth # \_\_\_\_\_

Must arrive between 3/25/24-4/19/24

#### Direct to Site Receiving Hours

**April 24th 8am-2pm**  
**April 25th 8am-8pm**

Minneapolis Convention Center  
Hall D  
1301 2nd Avenue South  
Minneapolis, MN 55403  
Lucky Leaf Expo - Minneapolis  
Exhibitor Name \_\_\_\_\_  
Booth # \_\_\_\_\_

Cannot arrive before April 24th

**Must Arrive Between:**  
**March 25 - April 19 2024**  
**Mon-Fri 8am-4pm**

**Advance Warehouse**

**Can ONLY arrive on these days:**  
**April 24th: 8am-2pm**  
**April 25th: 8am-8pm**

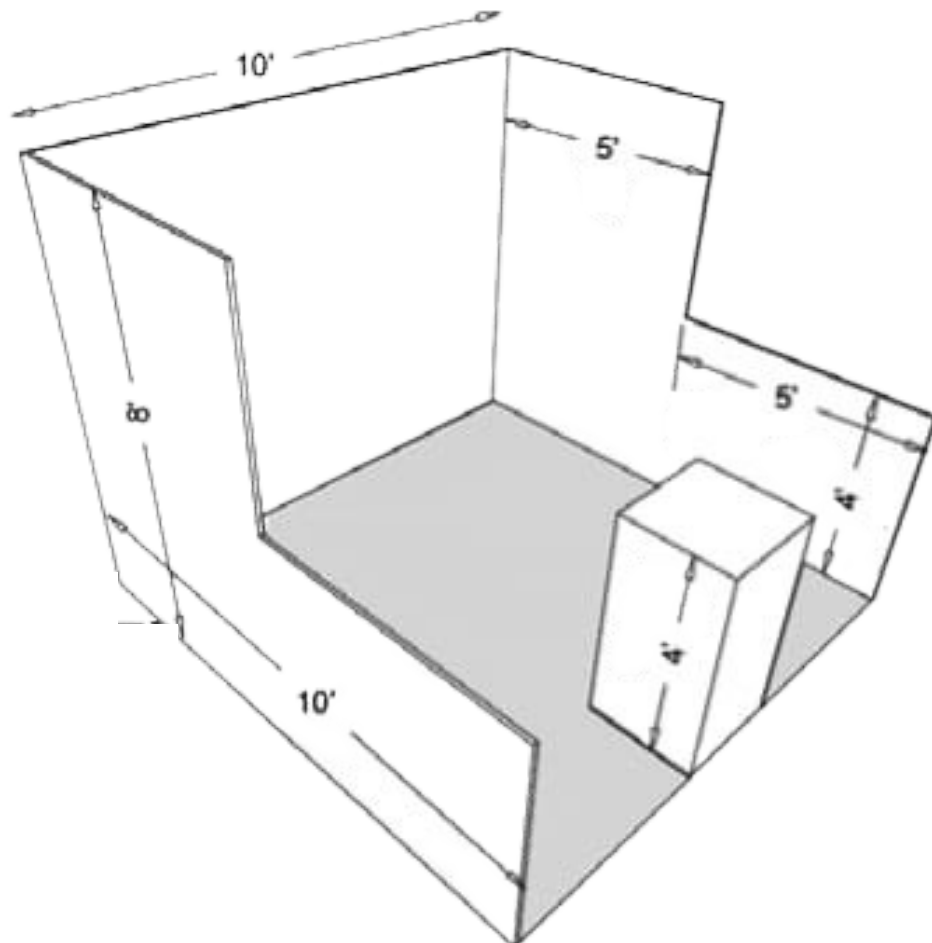
**Direct to Site**

\*please contact Fern about any later shipments

# 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.***

# At a Glance

## Exhibitor Setup and Teardown Reminders

### Expo Access for Attendees:

Friday, April 26, 2024: 10:00am-5:00pm

Saturday, April 27, 2024: 10:00am-5:00pm

Exhibitors are welcome to attend the seminars taking place Friday and Saturday

### Exhibitor Presence

Exhibitors MUST be in their booths no later than 9:30am each Expo Day and booths shall remain manned until 5pm each EXPO Day

### Exhibitor Move-in Dates and Times:

Thursday, April 25 12:00pm-9:00pm

Friday April 26 8:00am-9:30am

Saturday April 27 8:30am-9:30am

### Exhibitor Move-Out Times:

Saturday April 27 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.

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### 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](mailto:info@luckyleafexpo.com) or 972-645-2802