



EXHIBITOR CHECK LIST



2023



Friday, Oct 6, 2023
Saturday, Oct 7, 2023



St Charles Convention Center
1 Convention Center Blvd,
St Charles, MO 63303

Questions?



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

WWW.LUCKYLEAFEXPO.COM



Exhibitor Check List

Metroplex of
ST LOUIS, MO 2023, MO 2023

Where

St Charles Convention Center
1 Convention Center Blvd,
St Charles, MO 63303

Loading Docks: Use Loading Docks A, B, C which are the LOWER LEVEL docks. Do not go to loading docks D, E, F on the upper level. Unload at lower level loading docks. After unloading, you may park for FREE in either Lot B which is closer to the lobby or LOT C which is closer to the loading docks. Oversized vehicles & trailers will need to park in Lot D. See [MAP](#). Complimentary flat bed carts are available for use based on availability (or you can use your own)

Exhibit Hall: North&South

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

When

Exhibitor Move-In

Thursday, Oct 5

12PM-9PM

Expo Days & Hours

Friday, Oct 6
Saturday, Oct 7

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

Exhibitor Move-Out

Saturday, Oct 7

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

Special Events

After Party

Friday, Oct 6

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 21, 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

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Review Exhibitor Services Kit:

Exhibition Services Provider: St Charles Convention Center

is in charge of SHIPPING, MATERIAL HANDLING, STORAGE, ON-SITE SERVICES and MORE. View the Exhibitor Services Portal for full details and other important show-related information.

Order Deadline: Thursday, Sept 21st (Early Discount)

QUESTIONS? Email: exhibitorsvs@scmocc.com Phone: (636) 669-3011

EXHIBITOR SERVICES PORTAL

Step 1: Visit the Exhibitor Services Portal

Step 2: Scroll down till you see the Lucky Leaf Expo event and select "Order Now"

Step 3: Sign up and create an account. Once logged in you will be able to navigate to the service you want to register for using the LEFT side menu options.

This includes:

- **Electrical Services**
- **Internet Service**
- **Decorating Services**
- **Shipping & Storage Services**
- And MORE

The hall is already carpeted. If you still want to bring your own flooring, please email exhibitorsvs@scmocc.com to ensure there are no restrictions.

Free WiFi: Once onsite, select the following WiFi network name **SCC_GUEST** (no password needed). Signal strength and speed may vary. For dedicated WiFi with higher band width, order via the exhibitor services portal starting at \$25/day/device.

6

Commercial General Liability (CGL) Insurance- Deadline Sept 28, 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

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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 or otherwise distributed onsite.

Hemp-derived CBD may be sampled subject to compliance with the laws of the United States and the State of Missouri 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 a temporary health permit may be required in certain circumstances. **[VIEW CENTER'S SAMPLING RULES & REGULATIONS](#)**

For questions regarding the convention center's sampling protocols, contact: St Charles Exhibitor Services at (636) 669-3011 or at exhibitorsvs@scmocc.com.

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

10**Shipping to the Convention Center**

All shipments should be sent directly to the convention center utilizing the address label found in the exhibitor portal.

SHIPMENTS MUST ARRIVE ON OR AFTER SEPT 21ST! The St Charles Convention Center ONLY accepts shipments/deliveries up to 2 weeks before the event. Anything sent in earlier than 2 weeks before the event will be turned away.

SEE FULL INSTRUCTIONS IN [EXHIBITOR PORTAL](#)

Storage Fees/Material Handling Rates are based on the size and number of packages as well as the number of storage days. It is NOT based on weight.

- Regular packages: smaller than 2'w x 2'l x 2'h' = \$25 per day per package
- Large packages: Larger than 2'w x 2'l x 2'h = \$45 per day per package
- Pallets: package with movement by pallet jack/forklift at \$65 per day per pkg

All inbound & outbound shipping must be set up by exhibitors with their carrier of choice.

Dates and receiving hours that shipments will be accepted: **September 21st to Oct 5th.**
Receiving hours 8am - 5pm. Please note that the earlier things are shipped in the more the storage holding fee will be in total at the end.

Questions? Email: exhibitorsvs@scmocc.com Phone: (636) 669-3011

**St Charles Convention Center
Exhibitor Services****ADVANCED SHIPMENT**

Show Name: _____

Exhibitor: _____

Booth #: _____

**St. Charles Convention Center
One Convention Center Plaza
St. Charles, MO 63303**

**Items arriving prior to move in day are
subject to storage fees**

We will receive shipments for shows that the
St. Charles Convention Center has been contracted
for handle shipping services.

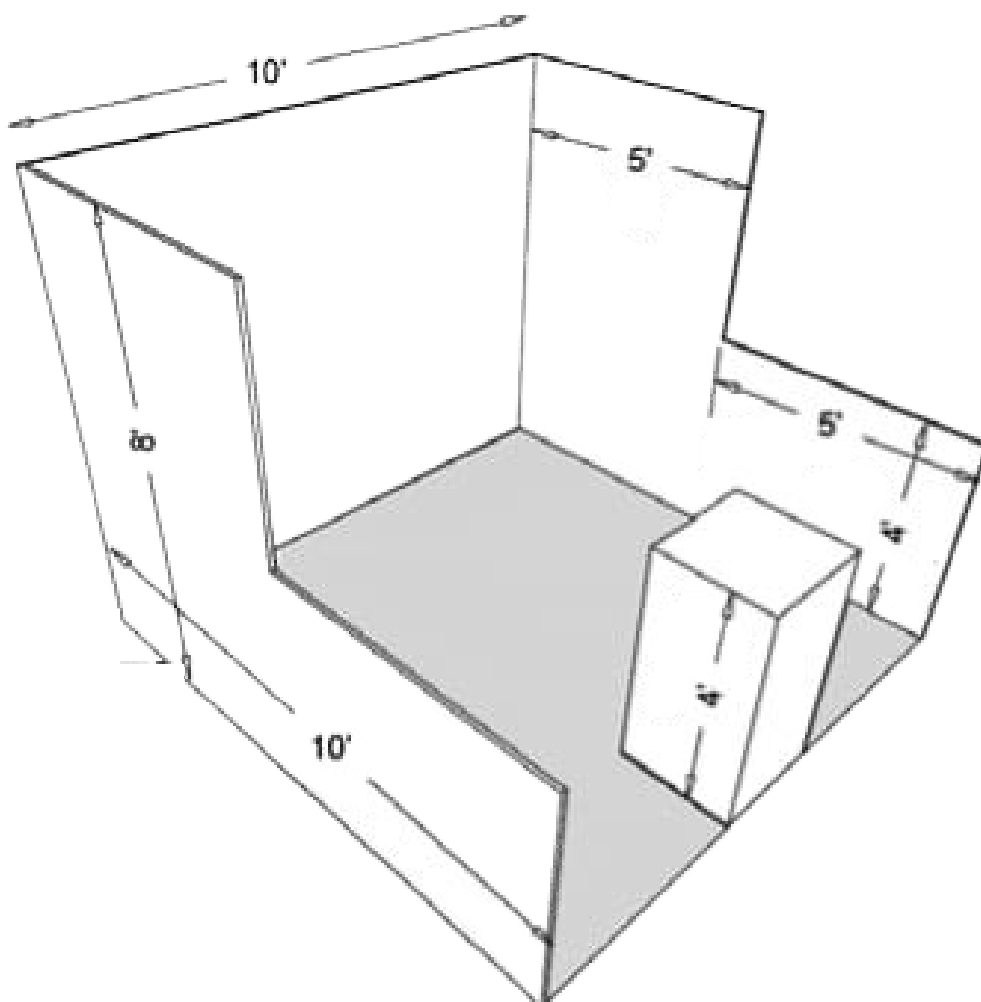
1. Refer to your [EXHIBITOR PORTAL](#) for complete shipping labels and instructions. DO NOT SKIP THIS STEP.
2. Please prepay for the storage fees through the exhibitor portal.
3. Storage fees are based off # of storage days + the quantity/size of each package
4. MUST ARRIVE BETWEEN SEPT 21-OCT 5

CHECKLIST

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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

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Exhibitor Setup and Teardown Reminders

Expo Access for Attendees:

Friday, Oct 6, 2023: 10:00am-5:00pm

Saturday, Oct 7, 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, Oct 5 12:00pm-9:00pm

Friday Oct 6 8:00am-9:30am

Saturday Oct 7 8:30am-9:30am

Exhibitor Move-Out Times:

Saturday Oct 7 5:00-9:00pm

NO EARLY TEARDOWNS.

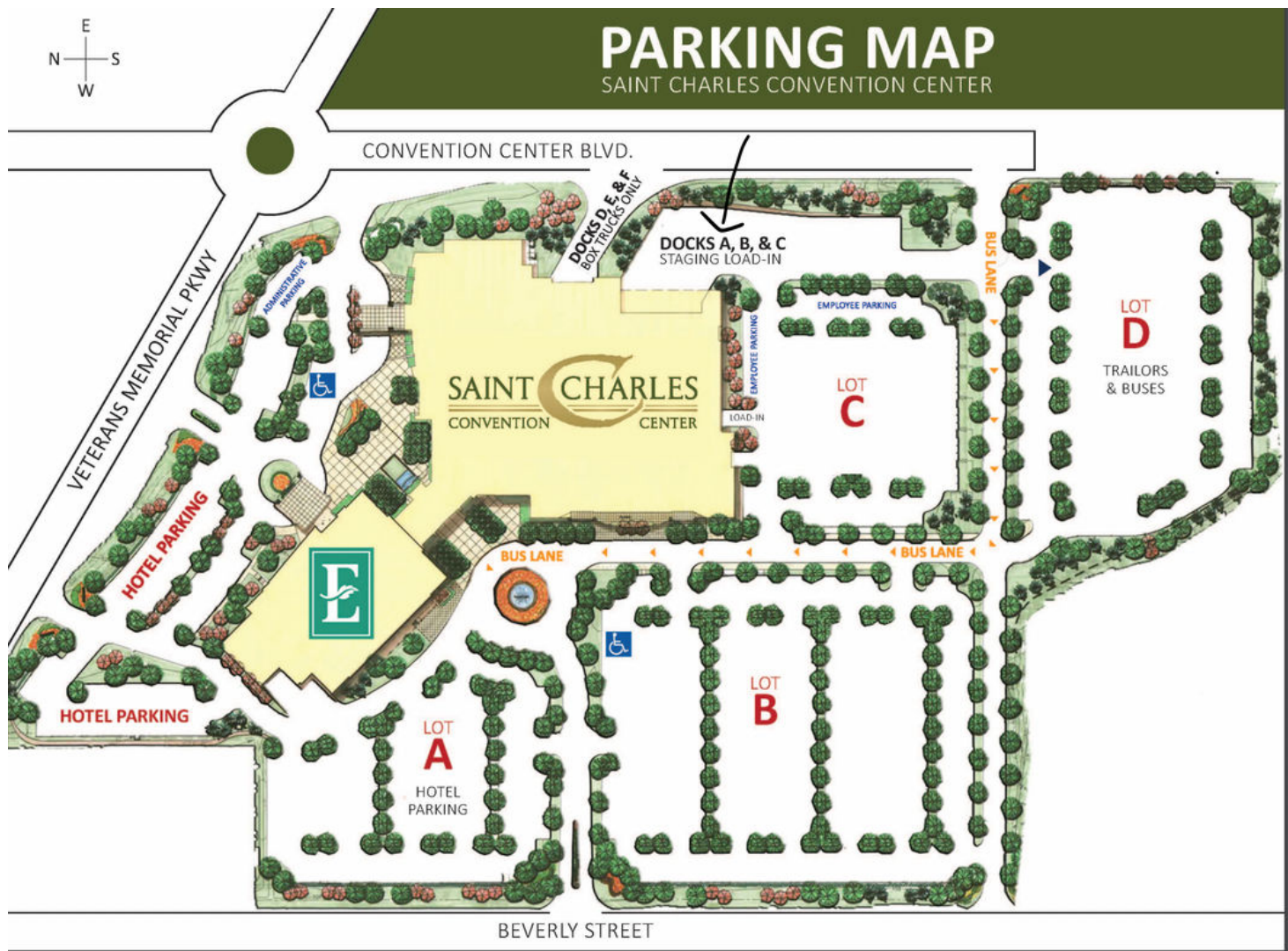
Please plan your schedules and flights accordingly

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

Certain updates or additional info may be listed [HERE](#)



Loading Docks: Use Loading Docks A, B, C which are the LOWER LEVEL docks.

Do not go to loading docks D, E, F on the upper level. Unload at lower level loading docks.

After unloading, you may park for FREE in either Lot B which is closer to the lobby or LOT C which is closer to the loading docks.

Oversized vehicles & trailers will need to park in Lot D. See [MAP](#).

During Move-In, complimentary flat bed carts are available for use based on availability (or you can use your own)