

EXHIBITOR QUICK GUIDE



Welcomes you to:

Richmond, VA

403 N 3rd St Richmond, VA 23219

Friday, July 29th

Saturday, July 30th



Exhibitor Quick Guide

RICHMOND, VA

Greater Richmond Convention Center
403 N 3rd St Richmond, VA 23219

Schedule and Contact Information

Exhibit Hall A

Exhibitor Move-In

Thursday, July 28, 2022 12 PM—9 PM

Expo Days & Hours

Friday, July 29, 2022 10 AM —5 PM
(8 AM Exhibitor Access)

Saturday, July 30, 2022 10 AM —5 PM
(9 AM Exhibitor Access)

Exhibitor Move-Out

Saturday, July 30, 2022 5 PM —9 PM

Important Contacts

Organizer:

Lucky Leaf Expo

info@luckyleafexpo.com

972-694-5553

Exhibition Services:

Exhibits Incorporated

info@xhibitsinc.com

804-788-4400

Exhibition 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: July 15, 2022** (Early Discount)

Orders can be placed via their PCI-Compliant Online Ordering System. Simply request an online login by emailing info@xhibitsinc.com (please specify show name and date as Lucky Leaf Expo July 29th&30th)

Contact Information: Phone: 804-788-4400

Email: info@xhibitsinc.com

Electricity and Internet Orders

→ **Deadline: July 14, 2022** (Early Discount)

Only order IF your booth requires electricity or dedicated internet or dedicated WiFi.

[Order Electric or Internet Services](#) Phone: 313.259.7700

Free open WiFi name: GRCC_Public_Free (no password needed) *signal strength can vary

Exhibitor Badge Registration

→ **Deadline: July 18th** (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

Fraud Alert: Lucky Leaf does not sell attendee lists. Beware of scammers. They're selling fake lists.

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@luckyleaf.com

2. View Floor Map and select your Booth if you have not already done so. If you have already selected a booth, verify your location on the map.

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

3. 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 Wastebasket s | 16 Badge Passes |
| *Sponsors, please refer to sponsor deck for # of badges | | | | |

Booths do not come with carpet or electricity. If needed, carpet/flooring can be ordered through Exhibits Incorporated and electricity can be ordered through the convention center (see #4 below).

4. Make Sure to Meet all Important Deadlines:

- **Exhibition Services - **Deadline:** July 15th (Early Discount)**
include **CARPET, SHIPPING, ON-SITE SERVICES** and **MORE**

Exhibits Incorporated: Phone: 804-788-4400
Email: info@xhibitsinc.com

- **Electricity and Internet - **Deadline:** July 14th (Early Discount)**

Contact Information: Online: [Order Electric or Internet Services](#)
Phone: 313.259.7700



5. Exhibitor Badge Registration - **Deadline: July 18th (*Express Check-in*)**

Each member of your team **MUST** pre-register in order to have access to **Express Check-in** during exhibitor move-in.

→ [Register Now](#)

*See chart in Step 3 for # of free badges included with your booth



6. Hotel Reservations – Room blocks have been reserved at select hotels. Discounted rate room blocks are subject to availability. Please use the links below to check availability, pricing and deadlines for each hotel.

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



7. Shipping to the Convention Center or Advance Warehouse

Please refer to the [→Exhibitor Kit ←](#) for shipping labels and receiving dates

Pages 13-15

Shipping/receiving related questions should be directed to:

Exhibits Incorporated:

Phone: 804-788-4400

Email: info@xhibitsinc.com

We recommend shipping to the Advance Warehouse Option, which offers more flexible receiving dates up to 30 days prior to the expo.

If you ship Direct to Show Site, please note that your shipment will only be received by the convention center on the ONE day listed on the shipping label and earlier shipments could be refused by the convention center.

Please note the receiving dates/times and for both options (Advance Warehouse or Direct to Show Site) as outlined in the Exhibitor Kit and plan accordingly. Please read instructions for each option carefully to ensure a smooth delivery.



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. Please alert the rest of your team so that they are informed as well.



9. Exhibitor Setup and Teardown Reminders

Expo Times are:

Friday: 10:00am-5:00pm

Saturday: 10:00am-5:00pm

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

Exhibitor Move-in Dates and Early Access Times:

Thursday 7/28 12:00-9:00pm (Move-In Day)

Friday 7/29 8:00-9:30am

Saturday 7/30 9:00-9:30am

TEARDOWN

Lucky Leaf Expo Ends at 5:00pm on Saturday 7/30

Exhibitors MUST wait until 5:00 pm to breakdown booths.

Early breakdown 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 7/30 5:00-9:00pm



10. Additional Questions, Services and Important Exhibitor Resources

View the complete [Exhibitor Kit](#)



11. Directions and Parking

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

This link provides directions to the loading dock as well as directions to the nearest parking. 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.