

IMPORTANT EXHIBITOR INFORMATION

Please Read

BOMA2016
INTERNATIONAL CONFERENCE & EXPO
Presented by BOMA International and BUILDINGS
GAYLORD NATIONAL RESORT & CONVENTION CENTER
JUNE 25-28, 2016 | WASHINGTON, DC

Important Information & Reminders Regarding:

- Exhibitor Schedule
- Children in Expo Hall
- Exhibitor Services, Expo Sales Office & Exhibitor Lounge
- 2017 Exhibit Space Selection
- Badge Color-Coding
- And More

Exhibitor Schedule

- **Expo Hours:** **Sunday, June 26** **3:00 pm – 6:00 pm**
 Monday, June 27 **10:30 am – 2:00 pm**
 Tuesday, June 28 **10:30 pm – 2:00 pm**

Booths must be staffed during all Expo hours. Early tear-down is not permitted. Any exhibitor who is found tearing down prior to the close of the show on Tuesday at 2:00 pm will lose a minimum of one year's priority points and may lose access to the post-show attendee list.

- **Set-up Deadline:** Your booth must be set up by 5:00 pm on Saturday, June 25.

Sunday, June 26 from 8:00 – 11:00 am is reserved for setting pop-up displays and setting product. Please be in your booth and prepared for the show opening prior to 3:00 pm on Sunday, June 26.

Exhibitor Orientation: Everything You Need to Know to Have a Successful Show

Sunday, June 26, 11:00 am – Noon in Chesapeake Rooms A & B in the Gaylord National Resort & Convention Center.

This session is not just for new exhibitors! Exhibitor Orientation will feature sales strategies, ideas and tips so you can make the most of your time at the BOMA International Conference & Expo.

National Associate Member and Exhibitor Education Session: How to Do Business with BOMA Members

Monday, June 27, 2:30 – 4:00 pm in National Harbor Rooms 4 & 5 in the Gaylord National Resort & Convention Center.

We invite you to a special education workshop for all Exhibitor Personnel and BOMA National Associate Members.

BOMA International members will present ideas and tips on how to do business with industry suppliers. The panel will address issues such as how vendors get an audience with a BOMA member, who influences the buying decision, where they are making capital investments, what services they are outsourcing, and how vendors can become partners in the buying/servicing process.

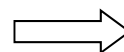
This interactive session is a must-attend for all exhibitors and National Associate Members who want to get the most from their relationship with BOMA members.

Exhibitor Forum

Tuesday, June 28, 9:30 am with continental breakfast – Expo Sales Office in Expo Hall

Visit with BOMA Officers and staff to share your comments and suggestions for future Expos. Participation in this meeting is open to all exhibitors and is highly encouraged.

PLEASE SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION



Policy Regarding Children in the Expo Hall

For safety reasons, during move-in and move-out hours and at all other times during which the Expo is not open, children under the age of 16 are not permitted in the Expo Hall.

During Expo hours only, children from 6–15 years of age are permitted in the Expo Hall and **must** be accompanied by an adult at all times. Children under the age of 6 are not permitted in the Expo Hall at any time.

Exhibitor Services, Expo Sales Office and Exhibitor Lounge

- The Exhibitor Services Desks are located behind the 1400 aisle in the Expo Hall. Service desks for labor, shipping, booth furnishings, utilities, lead retrieval, photography and floral can be found in this area.
- The Expo Sales Office and the Exhibitor Lounge are both located behind the 1400 aisle in the Expo Hall. Please see show management in the Expo Sales Office if you have any questions or require assistance.

2017 Exhibit Space Selection

Space Selection for the 2017 BOMA International Expo takes place on Monday and Tuesday in the Expo Sales Office. If you do not have the meeting schedule that we mailed to you, please stop by the Expo Sales Office to confirm your assigned selection time.

Badge Color-Coding

The attendee badges are color-coded by registration type. Please note the colors and inform your booth staff which attendees these badge colors represent:

- Green: Full Conference Registration
- Yellow: One Day Registration and Press
- Red: Expo-Only Registration
- Blue: Exhibitors
- Purple: Family/Friend

Prize Drawings

If you are planning a drawing for a prize with a value of \$500 or more, you may enter the prize winner on the Prize Winner Board at the Prize Stage. No PA announcements can be made regarding drawings.

Conference General Sessions and Education Sessions

All badged booth personnel are invited to attend the sessions. These are your opportunities to learn about trends in commercial real estate, as well as to network with the industry's decision-makers.

Press Kits

Exhibitors are invited to drop off their press kits in the Press Room located behind the 1400 aisle in the Expo Hall.

Business Center

If you need copies or anything shipped via FedEx or UPS, visit the Fedex Office Print and Ship Center located on the 2nd floor of the Convention Center. The phone number is 301-567-0457.

Thank you for exhibiting, and we hope you have a productive show!

Questions? See Show Management in the Expo Sales Office behind the 1400 aisle.