

# ACTION BULLETIN #1

## Important Information for all 2016 Exhibitors

### At-A-Glance Information BOMA Conference & Expo

#### Move-In/Set-Up:

##### **Friday, June 24**

2:00 pm – 5:00 pm

Prior to 2pm by appointment only,  
contact [mkutner@showmgmt.com](mailto:mkutner@showmgmt.com)

##### **Saturday, June 25**

8:00 am – 5:00 pm

##### **Sunday, June 26**

8:00 am – 11:00 am

Pop-up displays and products set  
ONLY

#### Exhibitor Orientation: Everything

You Need to Know to Have a

Successful Show

##### **Sunday, June 26**

11:00 am – Noon

#### Exhibit Hours:

##### **Sunday, June 26**

3:00 pm – 6:00 pm

##### **Monday, June 27**

10:30 am – 2:00 pm

With buffet lunch

##### **Tuesday, June 28**

10:30 am – 2:00 pm

With buffet lunch

#### NAM Exhibitor Education Session:

##### **Monday, June 27**

2:30 pm – 4:00 pm

#### Exhibitor Forum:

##### **Tuesday, June 28**

9:30 am - Continental breakfast in  
the Sales Office in the Expo Hall.

#### Move-Out:

##### **Tuesday, June 28**

2:00 pm – 10:00 pm

##### **Wednesday, June 29**

8:00 am – Noon

#### Hotel Information

For information about reserving  
hotel rooms review the [Hotel and  
Travel](#) page of the conference  
website and the [Registration,  
Housing and Hospitality flyer](#).

**Deadline: May 31, 2016, or until  
the BOMA room block is sold  
out.**

#### Hospitality Information

To obtain space for hospitality events  
at the Gaylord National Resort &  
Convention Center, please contact:  
Michelle Mears, 301-965-2401 or  
[Michelle.Mears@gaylordhotels.com](mailto:Michelle.Mears@gaylordhotels.com).

### Checklist of Action Items:

#### Register Exhibitor Personnel Online

Online registration is now open! You should have received an email notification from "BOMA International <[BOMA@compusystems.com](mailto:BOMA@compusystems.com)>" which included your login and password information. Click here to [Register Booth Personnel](#).

Your username is the first 7 letters of your company name with no spaces. The system will not accept your full company name. Your password is the same one you use to access your online booth profile.

If you need assistance, contact Kathy Hoshko at [khoshko@showmgmt.com](mailto:khoshko@showmgmt.com). The deadline to register booth personnel is **June 15, 2016**. After that, changes/additions must be made on-site.

#### Book Hotel Rooms

**Hotel rooms should be booked through BOMA International's online reservation system (see above). BOMA's official housing bureau is ConferenceDirect.** Any other company claiming to be working or partnering with BOMA to assist with housing is misrepresenting themselves.

Only exhibiting companies who have registered staff (either as Booth Only or Exhibitor Full Conference) will be permitted to book housing through the online reservation system.

As you register new personnel for the Expo, you will see the option to book housing after their registration is entered. To add housing to an existing registration, while logged on, click on "Registration Tools" and then "Edit Existing Registration." A list of your registered personnel will appear. Click on "Book Housing" under each person's name.

You may reserve hotel room(s) at the BOMA discounted room rate until **May 31** or until the BOMA room block is sold out, whichever occurs first. Exhibitors requiring 10 or more rooms should contact ConferenceDirect at [BOMA@conferencedirect.com](mailto:BOMA@conferencedirect.com) to request a sub-block housing form. *To finalize the sub-block rooms, individual guest names must be received by April 29.*

#### Update Your Virtual Booth

Your online booth for the BOMA Conference & Expo provides buyers with 24-7 access to your company and includes your company description, product categories, complete contact information, a direct link to your company's Web site and a link to your highlighted booth on the interactive floor plan. However, **for this to occur, you need to update your listing ASAP. Deadline is May 6, 2016.**

To add or change your information, click here for [Exhibitor Login](#). Enter your password and click "Edit." Make your changes or additions then click "Save." Contact [support@showmgmt.com](mailto:support@showmgmt.com) or 888-777-6956 if you have any questions about your listing.

#### Arrange for Hospitality Events

Exhibitors are permitted to host hospitality events at the exhibitor's expense. **No exhibitor hospitality may be held during ANY BOMA Conference & Expo event.** All exhibitor hospitality events must take place Sunday, June 26 after 10:00 pm and Monday, June 27 after 5:00 pm. If you would like to obtain space for hospitality events at the Gaylord National Resort & Convention Center, please contact: Michelle Mears at 301-965-2401 or [Michelle.Mears@gaylordhotels.com](mailto:Michelle.Mears@gaylordhotels.com)

#### Exhibitor Service Manual - Available in March

The 2016 Exhibitor Service Manual will be available in March and will be sent via email to our primary contacts for your company. The manual will include the order forms for necessary services at the show, as well as all deadlines — some of which are critical.

**PLEASE NOTE:** BOMA has secured official contractors (listed in the service manual) for all services you may need in conjunction with your exhibit. We ask that you treat solicitations from non-official vendors with appropriate caution. You will also be able to access the Exhibit Service Manual on the [Exhibitor Resource Center](#) page in March. Please contact Megan Kutner at 703-330-3282 or [mkutner@showmgmt.com](mailto:mkutner@showmgmt.com) with questions.