

BOMA 2022

INTERNATIONAL CONFERENCE & EXPO
Presented by BOMA International and BUILDINGS

JUNE 25-28 | NASHVILLE, TN
EXPO DATES: JUNE 26-27

Deadline Checklist

<u>Deadline</u>	<u>Action Item</u>	✓
April 26, 2022	Lead Retrieval Order Form (CompuLead) Early Bird Deadline	
April 29, 2022	<i>Exhibitors with Room Blocks</i> – Deadline to provide individual guest names for your block	
May 2, 2022	Last Day to cancel Hotel Rooms without penalty	
May 12, 2022	Lead Retrieval Order Form (CompuLead) Advance Deadline	
May 14, 2022	Audio Visual and Computer Rental Order Form due to CCR Solutions	
May 20, 2022	Submit PowerPoint slide to be included in the Keynote Session slideshow. Use the template in the Exhibitor Console and send slide to meetings@boma.org	
May 20, 2022	Request the Invited Press List – email mkutner@showmgt.com	
May 27, 2022	Complete Intent to use Exhibitor Appointed Contractor (EAC) Form; send to mkutner@showmgt.com	
May 27, 2022	Freeman Services Discount Deadline:	
	Booth Furnishings – Carpet is Required	
	Material Handling/Labor	
	Forklift/Rigging	
	Booth Cleaning	
May 27, 2022	Deadline to Reserve Hotel Rooms through the Housing Bureau at the Discounted Rate - <i>Please note: the BOMA room block could sell out prior to this date.</i>	
May 27, 2022	Advance shipments may begin to arrive at the Freeman Warehouse. <i>Late fees will apply for any materials received after June 17th.</i>	
May 27, 2022	REQUIRED: Submit copy of Certificate of Insurance to sales@rainprotection.net	
June 10, 2022	Advance Deadline for Music City Center (MCC) Services including:	
	Catering	
	Electrical Services	
	Natural Gas, Compressed Air, Water & Drain Services	
	Technology Services (Phone, Internet)	
	Rigging Services	
June 17, 2022	Pre-Registration Deadline	
June 24, 2022	Direct Shipments may begin to arrive at the Convention Center at 8:00 am	
June 25, 2022	Booth set-up complete: Aisles must be cleared, empty crates tagged by 5:00 pm	