

# BOMA 2019

INTERNATIONAL CONFERENCE & EXPO  
Presented by BOMA International and BUILDINGS

JUNE 22-25 | SALT LAKE CITY, UT  
EXPO DATES: JUNE 23-24

## Deadline Checklist

The deadline checklist has been created to help reduce confusion regarding due dates. Please use these pages as a reminder to yourself to place your orders and send in your forms. Be sure to retain a copy of each form for your records. **We recommend that all services be ordered in advance.**

<u>Deadline</u>	<u>Action Item</u>	✓
April 23, 2019	Lead Retrieval Order Form (CompuLead) <b>Early Bird Deadline</b>	
April 30, 2019	<i>For Exhibitors with Room Blocks</i> – Last day to Cancel Rooms without penalty	
May 3, 2019	Finalize your <b>2019 Directory and Show Guide</b> Listing and Product Category Listings	
May 9, 2019	Lead Retrieval Order Form (CompuLead) <b>Advance Deadline</b>	
May 14 – June 14, 2019	Advance Shipments May Arrive at the Warehouse. <b>Late charges begin after June 15.</b>	
May 24, 2019	Written Notification of Intent to Use Non-Official I&D Contractor sent to Brede Services	
<b>May 31, 2019</b>	<b>Deadline to Reserve Hotel Rooms at the Discounted Rate</b> (please note: the BOMA room block could sell out prior to this date)	
June 6, 2019	<b>REQUIRED:</b> Submit copy of Certificate of Insurance to <a href="mailto:sales@rainprotection.net">sales@rainprotection.net</a>	
June 6, 2019	Audio Visual and Computer Rental Order Form due to CCR Solutions	
June 7, 2019	Internet/Telephone Order Form Due to Convention Center	
June 7, 2019	Air/Water/Gas Order Form Due to Convention Center	
June 7, 2019	Catering Order Forms Due to Utah Foods	
June 7, 2019	Electrical Order Forms Due to Modern Electric	
<b>June 7, 2019</b>	<b>Brede Services Forms Due including:</b>	
	Carpet, Table & Drape, Booth Furnishings Order Forms – <b>Carpet is REQUIRED</b>	
	Estimated Material Handling Order Form	
	Labor Order Form	
	Forklift/Rigging Order Forms	
	Booth Cleaning Service Order Form	
	Graphics Order Form	
June 14, 2019	Registration Deadline - Complimentary Conference Registrations and Booth Personnel Registrations Due	
<b>June 14, 2019</b>	<b>Advance Shipments must arrive at the Brede warehouse to avoid late fees</b>	
<b>June 21, 2019</b>	<b>Direct Shipments may begin to arrive at the Salt Palace Convention Center</b>	
June 22, 2019	Booth set-up complete: Aisles must be cleared, empty crates tagged by 5:00 pm	