



# TRADE SHOW

WEDNESDAY, OCTOBER 5, 2016

Merchandise Mart, 7th Floor, 3:30-7 pm



The BOMA/Chicago Trade Show is an exclusive benefit for all BOMA/Chicago Members and only Affiliate Members are invited to exhibit. Whether you establish new relationships or build on existing ones, this show gives your company a unique opportunity to demonstrate your industry expertise and connect with commercial real estate decision-makers.

## EARLY BIRD BOOTH REGISTRATION (ENDS MONDAY, SEPTEMBER 19)

10x10 Single Booth - \$1,500

20x20 Double Booth - \$3,000

STAR Booth - \$850 additional (More information below)

## BOOTH DETAILS

- Merchandise Mart Dock (Load In/Load Out)
- All Booths Are Carpeted
- (2) Four Foot Tables/Black Linen
- (2) Chairs
- Wastebasket
- Booth Signage
- Power Outlets
- 150 Watts
- Extension Cord
- (1) Power Strip – as requested
- (3) Company Representatives

All booth fees will increase once early bird registration has closed. On September 19, the single booth fee will increase to \$1,800, and the fee for a double booth will increase to \$3,600.

## WHO MAY EXHIBIT

Only BOMA/Chicago Affiliate members may exhibit or sponsor the show. Non-participating BOMA/Chicago Affiliate Members will NOT be permitted entry to the show. You must be an exhibitor or a sponsor to attend the show.

## BOOTH ASSIGNMENTS

All assignments are made on a first-come, first-serve basis. The completed registration form should include your top three choices for booth location. Shortly after submitting your completed form you will receive a confirmation email along with your booth number. Every effort is made to secure the booth location of your choice. **If you are concerned about your location as it relates to competing companies, please note this on your registration form.**

## CHOOSING YOUR BOOTH LOCATION

Provide your top three choices for booth location. All booths will be assigned on a first-come, first-serve basis.

## TIPS FOR READING THE FLOOR PLAN

Each booth number starts with a 7- which represents the floor number. The squares throughout the map represent pillars. The booths marked yellow represent STAR Booths, the blue booths are the specialty bars.

*For more information or to discuss your booth location contact Beth Halat at 312-870-9606 or email [bhalat@bomachicago.org](mailto:bhalat@bomachicago.org)*

## OPTIONAL WITH ADDITIONAL COST

All exhibitors will receive the Merchandise Mart Exhibitor Packet, which lists additional booth equipment and services such as Wi Fi, extra electrical, paint, etc. Additional services are to be contracted and paid directly to the Merchandise Mart.

## ADDITIONAL EXHIBITOR ATTENDEE TICKETS

Your booth fee includes three tickets to the show. All sponsors and exhibitors can purchase up to two additional show tickets at \$150 per person.

## STAR BOOTH: \$850 (Choose from Booths # 1053, 1075, 1107, 2124, 2104, 2082, 2052, or 1045)

Those attending the show must visit all of the designated STAR Booths to be eligible for the STAR Booth prize. The eight STAR Booth locations are fixed, if your company would like to be a STAR Booth you must choose one of the booths which are highlighted in yellow on the map. The STAR Booth fee is in addition to the standard booth fee.

## 2016 SPONSORSHIP OPPORTUNITIES

The following items can be added on to your booth purchase or can be purchased individually by a non-exhibiting BOMA/Chicago Affiliate member. All sponsor logos will be featured on shows promotional materials and be included in the trade show program. Each sponsorship includes two tickets to the show.

- **TRADE SHOW TOTE: \$2,000 (1 AVAILABLE)**  
Your company logo will be featured on the official trade show tote given out to all of the show attendees.
- **PROGRAM ADVERTISEMENT: \$1,000 (1 AVAILABLE)**  
Your company will receive the entire back panel of the trade show program which is given to all show attendees as they enter the show
- **TRADE SHOW BARS: \$1,000 (4 AVAILABLE)**  
Choose to sponsor one of the four specialty bars located throughout the show (see map) Choose from Champagne Bar – Booth 2072, Margarita Bar – Booth 1095, Infused Vodka Bar – Booth 1057, or Whiskey Bar – Booth 2112.
- **BEER, WINE & SOFT DRINK BARS: \$1,500 (1 AVAILABLE)**  
These bars are in addition to the specialty bar booths. There will be a minimum of three locations down the middle of the show floor. Company signage will be provided at each bar.
- **BUFFET SPONSOR: \$1,500 (1 AVAILABLE)**  
Two buffet stations will alternate down the center of the room between the beer, wine and soft drink bars. Company signage will be provided at each station.

## BOMA/CHICAGO TRADE SHOW TERMS & CONDITIONS

This application is for exhibit space at the BOMA/Chicago Trade Show on October 5, 2016. Booth applications must be made on this form. The method of allocating and assigning space is understood and agreed to as is described on this registration form.

It is understood that this application becomes a contract when signed and accepted by BOMA/Chicago. The standard booth fee includes a 10x10 booth, (2) four foot tables with black linen, (2) chairs, (1) wastebasket, booth signage, 150 Watts, (1) extension cord, (1) power strip, dock use for load in and load out, (3) Company Representatives. Any additional services will be charged directly to the exhibitor.

The following items are prohibited from the booth: bright lights, sirens and loud noises and service of any alcoholic products. All exhibits must be contained in the allocated booth space and must not obstruct the view and traffic of adjacent or adjoining booths. BOMA/Chicago reserves the right to request adjustments to your booth if these requirements are not met. Each company that purchases a booth is responsible for removal after the show. Exhibitors agree to remove the booth only during the designated move out times and to leave your booth clean and in good condition. Your booth may not be broken down during the show times!

All exhibitors agree to comply with the exhibit regulations, instructions and conditions of contract and with all conditions under which facilities at the Merchandise Mart are rented to BOMA/Chicago.

## CANCELLATION POLICY

Prior to 9/19/16, 50% of the booth or sponsorship fee will be charged. No refunds will be given on or after 9/19/16.



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## Exhibitor Registration Form

Company Name: \_\_\_\_\_  
(as it should appear on all show signage and promotional materials).

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Our company would like to purchase:**

Single Booth \$1,500 (Sept 19 - \$1,800) Total: \$ \_\_\_\_\_

Double Booth \$3,000 (Sept. 19 - \$3,600) Total: \$ \_\_\_\_\_

STAR Booth \$850 (additional to standard booth fee) Total: \$ \_\_\_\_\_

Trade Show Tote Sponsor \$2,000 Total: \$ \_\_\_\_\_

Program Advertisement Sponsor \$1,000 Total: \$ \_\_\_\_\_

Trade Show Bar Sponsor \$1,000 (select one) Total: \$ \_\_\_\_\_

*Champagne Bar (2072) Margarita Bar (1095) Whiskey Bar (2112) Infused Vodka Bar (1057)*

Beer, Wine & Soft Drink Bar Sponsor \$1,500 Total: \$ \_\_\_\_\_

Buffet Station Sponsor \$1,500 Total: \$ \_\_\_\_\_

One Additional Exhibitor Attendee \$150 Total: \$ \_\_\_\_\_

Two Additional Exhibitor Attendees \$300 Total: \$ \_\_\_\_\_

**Balance Due: \$ \_\_\_\_\_**

**REQUESTED BOOTH LOCATIONS: 1<sup>st</sup> #7-\_\_\_\_\_ 2<sup>nd</sup> #7-\_\_\_\_\_ 3<sup>rd</sup> #7-\_\_\_\_\_**

**Payment Information** (select one)

Invoice me for \$ \_\_\_\_\_ (payment must be made by October 3, 2016)

Please charge my credit card for \$ \_\_\_\_\_

Credit Card: VISA / MASTERCARD / AMEX

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_

Name on CC: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

The completed registration form should be sent to Beth Halat by email [bhalat@bomachicago.org](mailto:bhalat@bomachicago.org) or fax 312-870-9601. Booth locations are determined on a first come first serve basis.