



The BOMA/Chicago Expo brings our real estate community members together under one roof to connect with commercial real estate decision-makers, share industry expertise and build on existing relationships. This is an exclusive benefit of membership, only our Affiliate Members are invited to sponsor or exhibit. Whether your company hosts a booth or sponsors the Expo, you won't want to miss this unique networking event.

### EARLY BIRD BOOTH REGISTRATION (ENDS MONDAY, SEPTEMBER 23)

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
- (2) Company Representatives

All booth fees will increase once early bird registration has closed. On September 23, 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 expo. You must be an exhibitor or a sponsor to attend the expo. Non-participating BOMA/Chicago Affiliate members will not be permitted entry to the show.

### CHOOSING YOUR BOOTH LOCATION

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.**

### 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 two representatives to manage your booth. All sponsors and exhibitors can purchase up to three additional expo tickets at \$150 per person.

### STAR BOOTH: \$850 (Choose from Booths 1067, 1083, 1099, 1113, 2114, 2100, 2084, 2068)

Those attending the expo must visit all of the designated STAR Booths to be eligible for the STAR Booth prize(s). 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 with a star on the map. *The STAR Booth fee is in addition to the standard booth fee.*

## 2019 SPONSORSHIP OPPORTUNITIES

The following sponsorships are available for those Affiliate Members that may not be able to host a booth but want to participate in the show, they may also be purchased in addition to a booth. 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.

- **OFFICIAL EXPO 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 program which is given to all attendees as they enter the expo.
- **REGISTRATION PRIZE SPONSOR: \$1,500 (1 AVAILABLE)**  
Your team will be at the expo registration desk to offer each attendee a key for one try to unlock the prize box.
- **SPECIALITY BAR BOOTH: \$1,500 (4 AVAILABLE)**  
Your team can be stationed in one of the four specialty bars located throughout the expo. The Bar Booths are in fixed locations, they are 1075, 1105, 2106 and 2076
- **CHAMPAGNE SPONSOR: \$1,000 (1 AVAILABLE)**  
Champagne will be tray passed at the show entry. Your staff can be positioned here to greet the attendees. Company signage provided on each service tray.
- **BEER, WINE & SOFT DRINK BARS: \$1,500 (1 AVAILABLE)**  
These bars are in addition to the specialty bar booths. There will be two locations set up at each end of the show floor. Company signage will be provided at each bar.
- **BUFFET SPONSOR: \$1,500 (1 AVAILABLE)**  
One large buffet station will be located in the center of the show floor. Company signage will be provided at the station.

## BOMA/CHICAGO EXPO TERMS & CONDITIONS

This application is for exhibit space at the BOMA/Chicago Expo on October 11, 2019. 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, (2) 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. *You may not break down your booth during show hours!*

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 9/23/19, 50% of the booth or sponsorship fee will be charged. No refunds will be given on or after 9/23/19.



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

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

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

Single Booth \$1,500 (After Sept 23 - \$1,800)	Total: \$ _____
Double Booth \$3,000 (After Sept. 23 - \$3,600)	Total: \$ _____
STAR Booth \$850 (fixed locations/additional fee)	Total: \$ _____
Expo Tote Sponsor \$2,000	Total: \$ _____
Program Advertisement Sponsor \$1,000	Total: \$ _____
Bar Booth Sponsor \$1,500 (fixed locations)	Total: \$ _____
Beer, Wine & Soft Drink Bar Sponsor \$1,500	Total: \$ _____
Buffet Station Sponsor \$1,500	Total: \$ _____
Champagne Service Sponsor \$1,000	Total: \$ _____
Registration Prize 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> # \_\_\_\_\_ 2<sup>nd</sup> # \_\_\_\_\_ 3<sup>rd</sup> # \_\_\_\_\_**  
(If choosing a STAR Booth **please select** from the fixed locations, 1067, 1083, 1099, 1113, 2114, 2100, 2084, 2068.  
For a Bar Booth you **must select one** of the following... 1075, 1105, 2106, 2076)

**Payment Information** (select one)

Invoice me for \$ \_\_\_\_\_ (payment must be made by October 11, 2019)

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.