



BOMA Sacramento presents..

# *Taste of the Town*

## Exhibitor Instructions



**Thank you for joining us at BOMA Sacramento's 2010 Taste of the Town Vendor Showcase.**

This information is meant to answer all logistical exhibitor questions. If you need additional information, please do not hesitate to contact Danielle Smith at 916-443-9092 or via e-mail at [dsmith@bomasacramento.org](mailto:dsmith@bomasacramento.org).

### **Schedule of Events: Taste of the Town: Thursday, September 16, 2010, 3:00 - 7:00 pm**

**9:00 am – 2:00 pm** – Exhibitor Setup (Note: All exhibit set-up must be completed no later than 2:00 pm)

**3:00 – 4:00 pm** – Registration and Property Manager/Owner education session

**4:00 – 7:00 pm** – Vendor showcase

**7:00 – 8:30 pm** – Exhibitor move-out

### **SET UP INFORMATION**

You will be e-mailed your exhibit set-up time frame no later than **Monday, September 6, 2010**.

**Upon arrival to the hotel, please go to the left toward the back of the hotel. The loading dock is located behind the hotel.** Please use this entrance, instead of the main entrance in front. You will be given your assigned table location upon arrival. You must be set up completely by 2:00pm. Please return for the showcase no later than 3:45 pm.

### **EXHIBITOR INFORMATION**

All exhibitors will be given an **8- foot table with tablecloth and two chairs**. The intent of the trade show is tabletop exhibits so please plan to limit your marketing materials to the designated area. You will have space for marketing materials, signage, raffle bowl, etc. All displays should be free standing and not attach to the wall or floor in any manner.

Limited power is available on a first-come, first-served basis. **An electrical fee in the amount of \$25 will apply.** Please e-mail [dsmith@bomasacramento.org](mailto:dsmith@bomasacramento.org) with electricity requests no later than **Monday, September 6, 2010**.

### **FOOD and BEVERAGE**

BOMA will provide drinks and appetizers for the attendees. Please do not bring in any outside food or drink.

### **PARKING**

There is ample free parking on-site.

### **RAFFLE PRIZES**

Providing a raffle prize is a great opportunity to collect business cards at your table. Throughout the event, we will ask you to draw a name from your collection and the winner of your prize and company will be announced. Raffles are intended for Principle members only so we ask that Allied members or exhibitors do not enter the raffles. Please relay this policy to all members of your company attending.

### **REPRESENTATIVES**

Each exhibit booth includes two attendees. If you have not provided the names of your booth representatives, please do so no later than **Monday, September 6, 2010**. Additional tickets may be purchased for \$60 per ticket. Contact Danielle Smith for details at [dsmith@bomasacramento.org](mailto:dsmith@bomasacramento.org).

### **REMINDERS**

**Deadline: Monday, September 6, 2010**

- Booth electrical requests to [dsmith@bomasacramento.org](mailto:dsmith@bomasacramento.org)
- Representative names and/or additional ticket requests to [dsmith@bomasacramento.org](mailto:dsmith@bomasacramento.org)

**Questions? Please call 916-443-9092 or e-mail [dsmith@bomasacramento.org](mailto:dsmith@bomasacramento.org)**