



BOMA Sacramento presents..

Taste of the Town

Food 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.

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.

FOOD EXHIBITOR INFORMATION

All food exhibitors will be given an 8- foot table with tablecloth and two chairs. **Please note: As food will be placed on the end of your table, you will have approximately 6-feet for personal use.** The intent of the trade show is tabletop exhibits so please 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 with electricity requests no later than **Monday, September 6, 2010**.

FOOD and BEVERAGE

Food will be provided by the hotel. The hotel staff will refill food as necessary. **Please no 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.

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.

REMINDERS

Deadline: Monday, September 6, 2010

- Booth electrical requests to dsmith@bomasacramento.org
- Representative names and/or additional ticket requests to dsmith@bomasacramento.org

Questions? Please call 916-443-9092 or e-mail dsmith@bomasacramento.org