

EXHIBITOR INFORMATION

EXHIBITOR TABLETOP:

- Opportunity to showcase your company at this high impact Speed Networking Event.
- Two complimentary exhibitor registration badges for each Exhibitor Tabletop rented.
- Two complimentary drink tickets per exhibitor.
- One 36" round high-top cocktail table (linens provided) with two bar stools.
- A third bar stool/exhibitor registration badge can be purchased for \$55.

Important Notes

- Exhibitors may bring **one** door prize for eligible members who attend. Must be present to win.
- No alcohol can be served at your tabletop. Alcohol that is pre-packaged can be given away as a door prize.
- When registering, you will be asked to submit your top three tabletop location choices. Annual Partners receive first option, remaining tables will be sold on a first-come, first-served basis. If your choices are not available, you will receive the best available tabletop. Staff will make every reasonable effort to strategically position exhibitors and avoid placing competitors next to one another.

EXHIBITOR RULES AND REGULATIONS

- **Payment:** BOMA must receive complete payment by April 9, 2026, to guarantee your Exhibitor Tabletop reservation. Cancellation by Exhibitor: Exhibitors may cancel this contract ONLY with written notice to BOMA ON or BEFORE the deadline of April 9. A cancellation fee of \$250 will be deducted from the refund amount.
- **Installation of Exhibits:** Exhibitors may begin move-in at 12:00 PM on Thursday, April 30. All exhibits must be set up by 2:30 PM. It is the responsibility of the exhibitor to make sure materials are delivered prior to the deadline.
- **Trash:** All vendors are responsible for taking all of their items with them following the event. Any items left are considered trash. Please do not leave trash piled at the exhibit area.
- **Break-down of Exhibits:** No break-down or packing up of exhibits will be allowed until after the official closing of the exhibit area. You must have your exhibit packed and removed by 6:30 PM.
- **Soliciting and Demonstration:** Canvassing, exhibiting, or distributing advertising matter outside of your designated Exhibitor Tabletop area is prohibited. Soliciting or demonstrating by an exhibitor must be confined to the exhibitor's own tabletop. No subletting of space will be permitted.

No refunds issued after April 9. Checks will be made out to the Payee designated by the Attendee. Invoices are due on a net 30-day basis from the transaction date unless it is a pre-reserved sponsorship. At that point, 30 days prior to the event would be used for the transaction date, even if the purchase is made within 30 days of the event date. You should receive an invoice link in your confirmation email. Please contact info@bomadenver.org if you do not receive your invoice. It is the responsibility of the member to forward an invoice internally for prompt payment by check. Any invoice unpaid after 60 days will incur a 10% administrative fee. If you have questions, please contact the BOMA Office at 303-383-4870 or email info@bomadenver.org.