
TRADE SHOW EXHIBITOR CHECK LIST

DATE: Thursday, May 9th

TIME: Trade Show 4:00 pm - 7:00 pm, After Party 7:00 pm - 10:00 pm

LOCATION: 502 East Event Center - 502 E Carmel Dr, Carmel, IN 46032

On behalf of the BOMA Indiana Board of Directors and Trade Show Committee, we appreciate your commitment to participate in the 2024 BOMA Indiana Trade Show! We look forward to seeing you at 502 East on May 9th!





- Load-in starts at 12:00 PM EST, and all setups must be completed by 3:30 PM EST. Our Trade Show Committee will be available to assist with a swift load-in, and rolling carts will be provided by the venue.**
- Enhance your booth's appeal by decorating creatively, dressing up, or hosting a themed raffle. This boosts the event's excitement and attracts more visitors. The 'Best Booth' award will be given, with the winner receiving a trophy and a FREE booth in 2025. Attendees will be informed about the raffle prizes before and during the event.**
- Attendees will vote for the 'Best Booth' using a QR code in their booklet. It's a great chance for you to engage with attendees and encourage their participation.**
- Electricity needs? For electricity, contact Christian at christian@bomaindy.org before Thursday, April 25th. Cost: \$55.**
- All booths are required to raffle a prize worth at least \$100 to engage attendees and maintain post-event connections.**
- If you wish to serve food at your booth, you must purchase through 502 East. Contact Leigh at leigh.murphy@jonathanbyrds.com. No external alcoholic beverages allowed unless included in your raffle prize.**
- What's provided? An 8-foot-long table, approximately 10' x 10' booth space, two chairs, and two drink tickets per booth.**





Attendees are incentivized to explore the showroom floor and find (6) QR codes for a chance to enter and win the grand prize. Connect with attendees by asking how many codes they've found or helping them locate the code closest to your booth.

Network responsibly to ensure a smooth show experience. Text your raffle winner at 6:30 PM and invite them back to your booth to claim their prize. If they've left, consider arranging a coffee or lunch to deliver the prize, fostering post-show networking. Encourage attendees to include their cell numbers on their cards.

Moving out. Do not dismantle your booth until the show ends at 7:00 PM. The Derby After Party will follow, including announcements, Best Booth, door prizes, Emerging Leader Scholarship recipient, and the grand prize giveaway. You'll have 15-30 minutes before the band starts. Show courtesy during unloading and loading, and our Trade Show Committee will help with a quick exit so you can enjoy the evening. Please note, items cannot be left overnight.

Payment. All payments must be received by Friday, May 3rd. If we do not have your payment by that date, we will reach out and work with you. We offer an easy way to pay on our website:<https://www.BOMAIndy.org/TradeShow>

