

# TRADE SHOW TAILGATE EXHIBITOR INFORMATION

***Please Read***



**The Crane Bay Event Center  
551 W. Merrill St., Indianapolis, IN 46225  
4:00 – 7:00 PM EST**

On behalf of the BOMA Indianapolis Board of Directors, we appreciate your commitment to participate in the 2020 BOMA Indianapolis Tailgate Tradeshow! We look forward to seeing you outside in The South Lot directly behind The Crane Bay Event Center on September 17th! BOMA Indianapolis is committed to holding this event in a safe and responsible manner. Please know we are taking all the following precautions so you can enjoy a safe and fun event:



- Event capacity will be 300 at any given time including booth attendees.
- All participants must register this year: [Quick Registration Process!](#)
- **We are limiting vendors and booth exhibitors to two (2) people per company in order to be able to allow plenty of attendees into the show.**



- In order to adhere to Marion County's mandate requiring all individuals to wear a face covering when in an indoor place or when outdoors in a situation where adequate social distancing of at least six feet is not possible (including outdoor public gatherings), **BOMA Indianapolis will require you to wear a face mask indoors and outdoors.**
- We ask you to be mindful when taking photos and keep your mask on especially if sharing on social media.



- We will have a drive-in and walk-in entrance to keep all members/guests spread out.
- We will screen all participants by administering a health questionnaire and temperature checks.
- You will be asked to sign a waiver if you haven't already done so online.
- Masks will be handed out to all & are required throughout the event - members will receive a FREE high-quality BOMA mask!
- Once the screening is complete, we will hand out bracelets, so all guests know exactly how other guests would like to be approached:
  - **RED** = I'm Social Distancing, Please Keep Your Distance
  - **YELLOW** = Elbows Only Please
  - **GREEN** = Handshakes & High-Fives Are Ok (only if we are in phase 5)
- The following health questions will be asked:
  - Have you felt like you had a fever in the past day?
  - Do you have a new or worsening cough today?
  - Do you have any of these other symptoms: Shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea.



- We encourage all members and guests to maintain 6 feet of distance between themselves and the next person.
- Each exhibitor will have three (3) parking spaces for their company and will have one space on either side between them and the next exhibitor. See exhibit B.
- Signage will be placed throughout the event encouraging our guests to be mindful of the current COVID-19 pandemic.
- We know in an atmosphere such as this, it can be easier to let your guard down. Please remain respectful of everyone's health around you.



- For those entering the facility to use the restroom, a door greeter will be in place to provide a touch-free entry into the facility.
- If weather allows, the exterior doors into the facility may be kept open to allow maximum airflow.
- A large tent will be located just east of Crane Bay. Guests may enjoy food and drink at the various, socially distanced tables.



- We will spray both the registration areas and tables located under the tent prior to the event. Continued use of sanitizing wipes will be utilized at registration areas and tables.
- Crane Bay will use CDC guidelines for increased cleaning of restrooms and high-touch areas including the tables under the tents.
- Please continue to wash your hands and use hand sanitizer.



- There will be no buffet-style dining this year.
- All food and beverage will be served by an attendant.
- Attendants will be required to wear a face covering and gloves.
- No drink tickets this year! We will be serving beer and wine for all.



- Crane Bay, Crystal Catering and BOMA Indianapolis will have sufficient staff on hand to monitor and ensure compliance with social distancing and mask requirements.
- Masks are required indoors and outdoors.
- If a member/guest is observed not adhering to local/state mandates and is causing others to feel uncomfortable, they will be reminded. If the behavior continues, the member/guest will be asked to leave.



**ARRIVAL – 2:00PM EST**

**COMPLETE BEFORE 4:00PM EST**

- Drive to your space this year!
- Enter just west of the venue on S. California Street (See Exhibit A).
- To keep our booths safely distanced, each exhibitor will have three (3) parking spaces to exhibit (See Exhibit B). There will be one (1) space between each exhibitor. If there is an exhibitor behind you, they will be offset and not directly behind you.
- You may leave your vehicle in your exhibit space (especially if it has a logo!) or you may park it in the back of the lot closest to McCarty St.



You are **HIGHLY** encouraged to decorate your booth; dress in costume, or even host a themed raffle. This adds to the festive feel of the event and draws more traffic to your booth. Each booth will be considered for the “*Best Booth*” award at the end of the event. The winner receives a trophy at the end of the evening and a FREE booth in 2021. Attendees will be informed of the various prizes being raffled during the weeks leading up to and during their entrance to the event. Consider a unique raffle to draw attendees to your booth. **Please let us know what you are raffling, and we’ll advertise it in the show handout.**



**ITEMS**  
TO BRING

- We highly recommend bringing a pop-up tent. A simple pop-up tent can be purchased for as little as \$100. Tents **CANNOT BE STAKED** into the blacktop. Consider low-cost sandbags to anchor your tent, if needed.
- **Electricity is NOT be provided this year as we are outside. You may bring a portable generator.**
- Bring chairs if you need them.
- Your raffle prize worth a minimum of \$100 – let us know what you are bringing by September 1<sup>st</sup> so we can print it in the handout.
- **Only food in its ORIGINAL packaging may handed out.** All food must be approved by BOMA prior to event. BOMA will provide plenty of food using current safety precautions throughout the show.
- **Absolutely no outside alcoholic beverages may be brought in unless it's part of your raffle prize.** You have the option to add a bartender and signature drink to your booth for a fee of \$75/bartender and \$6-7/drink served. **If you require a bartender, please contact us no later than September 1<sup>st</sup>.**



**ITEMS**  
WE PROVIDE

- A reserved spot
- A 6-foot-long table
- Plenty of Food (Non-Buffer Style)
- Beer & Wine – No Drink Tickets!



Network responsibly! Remember those wristbands? Pay attention to those so you know how to greet your visitors. It will make the show run much smoother for you. At 6:30PM, you will want to text the winner of your raffle prize. Encourage the winner(s) to come back to your booth to pick up their prize. If they have left the event, this is an ideal time to set up a coffee or lunch to deliver their prize further promoting networking after the show is over. **Make sure attendees place their cell number on their cards.**

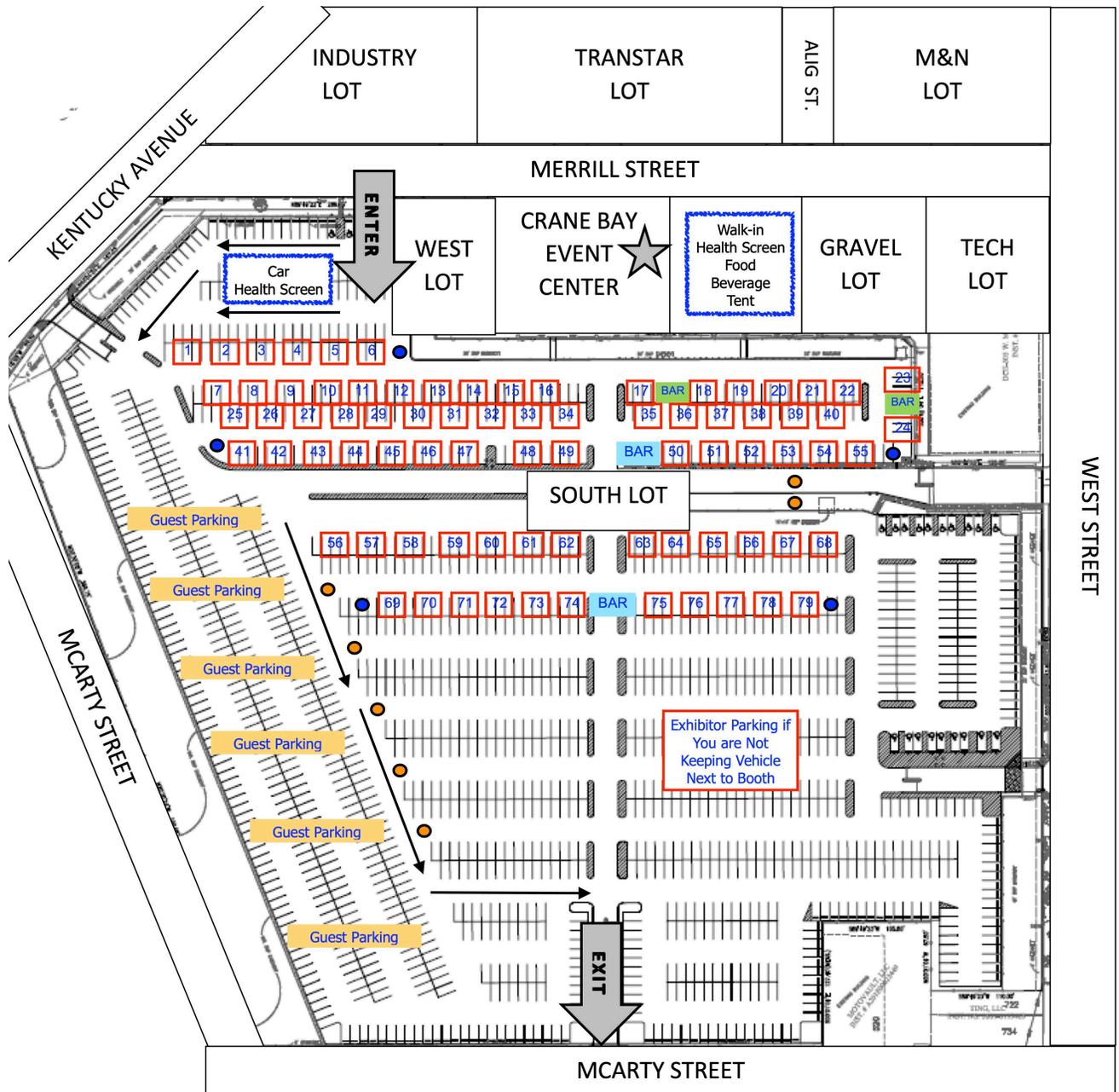


- **DO NOT breakdown your booth until the conclusion of the show at 7:00PM.**
- Remember to show courtesy when unloading and loading your items.
- You may drive your vehicle back to your booth area (if it's not already there) to load.
- Be very careful when driving out of the lot as there may still be participants walking about. You will exit on McCarty and we will have an attendant there to help.
- **Take everything with you, except the table!**
- Please move your vehicle from the South Lot by **9:00PM** or it may be locked in overnight. You may leave your car in the side-lot overnight and be able to retrieve it at any point. **DO NOT PARK ACROSS THE STREET!**



- **All payments must be received by September 1<sup>st</sup>.**
- 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>

# THE SOUTH LOT



# EXAMPLE EXHIBITOR SPACING



You will have three (3) spaces + one (1) in between you and the next exhibitor. Each space is 9 feet wide. You may drive up to your space. The photos depict a similar BOMA Trade Show in Orlando, FL. They only have one space to exhibit. You have 3!





Most importantly, please stay home if you are sick, or are exhibiting any of the symptoms mentioned above. Based on current available information and clinical expertise, adults age 65 or older and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19 and should not attend this event.

An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and sometimes death. Wear your mask!