



BOMA EXPO - DESTINATION ST. PAUL

**3-6 pm Thursday, September 26<sup>th</sup>, 2019**

New Venue  
Second Floor Atrium  
@ DoubleTree  
Downtown St. Paul

Two strong  
education tracks to  
attract more  
Property Managers.

Enhanced Prize  
Drawings

### **Destination Saint Paul**

Your opportunity to showcase how your products and services can help property managers make the Saint Paul office market a go to destination.

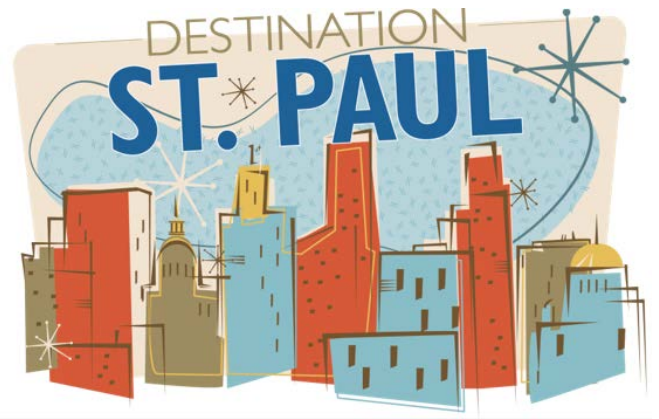
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*Space is limited so fill out the enclosed registration form today!*

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Greater Saint Paul BOMA, 332 Minnesota Street, Suite W2950 Saint Paul, MN 55101  
Tel: 651 291 8888 Fax: 651 291 1031 email [denise.jenkins@bomastpaul.org](mailto:denise.jenkins@bomastpaul.org)

**Greater Saint Paul  
BOMA Expo  
Additional  
Sponsorship Packages**



**Mighty Mississippi - Platinum Level Sponsorship**

**Bar Sponsor** **Two Available** **Cost \$750 each**  
 Logo featured in two bar areas signage, logo featured on signage throughout Expo and at registration. Logo featured on beverage tickets, (co-branded sponsors), listed as Platinum sponsor on all marketing materials & publications. Place one literature item in attendees' bag. Prime booth position in one of the bar areas.

**Food Sponsor** **ONE Two Available** **Cost \$750 each**  
 Logo featured in two bar areas signage, logo featured on signage throughout Expo and at registration. Logo featured on napkins, co-branded sponsors, listed as Platinum level sponsor on all marketing materials & publications. Place one literature item in attendees' bag. Prime booth position close to food service area.

**Wabasha Caves - Gold Level Sponsorship**

**AV Media Sponsor** **One Available** **Cost \$350**  
 Logo prominently featured on signage in the two continuing education rooms and at Expo registration. Listed as Gold level sponsor on all marketing materials. Place one literature item in attendees' bag.

**Bag Sponsor** **One Available** **Cost \$350**  
 Vendor to supply 200 co-branded (vendor and BOMA logos), environmentally friendly gift bags for all attendees. (BOMA to approve bag and branding). Any unused bags will be utilized at future BOMA events. Listed as Gold level sponsor on all marketing materials. Place one literature item in attendees' bag.

**Rice Park - Silver Level Sponsorship**

**Lanyard Sponsor** **One Available** **Cost \$250** **SOLD OUT**  
 Vendor to supply minimum 200 co-branded (vendor and BOMA Logos) lanyards for all attendees. (BOMA to approve lanyard & branding). Any unused lanyards will be utilized at future BOMA events. Listed as Silver level sponsor on all marketing materials. Place one literature item in attendees' bag.

**Attendee Souvenir Sponsor** **One Available** **Cost \$250** **SOLD OUT**  
 Vendor to supply minimum 200 co-branded items (vendor and BOMA Logos) for all attendees. (BOMA to approve item & branding) Any unused items will be used at future BOMA events. Listed as Silver level sponsor on all marketing materials. Place one literature item in attendees' bag.



**2019 St Paul BOMA Expo  
Vendor Registration**

**Vendor Contact Information**

**Company Name** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_  
**Contact Phone** \_\_\_\_\_  
**Contact Email** \_\_\_\_\_

**Premium Electrical Booth @ \$675.00** \$.....  
**Standard Booth @ \$600.00** \$.....  
**Do you require a 6' Table** Yes/No \_\_\_\_\_

**Complimentary Registration**

Attendee Name 1 \_\_\_\_\_ \$ 0.00  
 Attendee Name 2 \_\_\_\_\_ \$ 0.00

**Additional Attendees (\$45.00each)**

Attendee Name 3 \_\_\_\_\_ \$.....  
 Attendee Name 4 \_\_\_\_\_ \$.....  
 Attendee Name 5 \_\_\_\_\_ \$.....  
 Attendee Name 6 \_\_\_\_\_ \$.....

Additional attendees not pre-registered that attend the event will be charged \$65.00 on the day. Total \$.....

**Payment Information**

Credit Card Number \_\_\_\_\_ Expiration Date (MM/YY) \_\_\_\_\_  
 Name on Credit Card \_\_\_\_\_ CVV number \_\_\_\_\_

**Increase your exposure to your prospects by becoming a sponsor!**

Indicate your preferred sponsorship, these are allocated on a first come first served, should your chosen level not be available we will call you to offer you the next available level.

**Mighty Mississippi - Platinum Sponsorship @ \$750.00**

Beverages \_\_\_\_\_ Food \_\_\_\_\_  
 Already Reserved

**Wabasha Caves - Gold Sponsorship @ \$350.00**

Audio/Visual \_\_\_\_\_ Attendee Gift Bag \_\_\_\_\_  
 Already Reserved

**Rice Park - Silver Sponsorship @ \$250.00**

Attendee Lanyard \_\_\_\_\_ Attendee Souvenir \_\_\_\_\_  
 Already Reserved

Please email this registration form to [denise.jenkins@bomastpaul.org](mailto:denise.jenkins@bomastpaul.org)

The vendor above agrees that this application for a booth at the 2019 St Paul BOMA Expo indicates the applicant's willingness to abide by the accompanying terms, conditions and general rules and regulations the management deems necessary to ensure the success of the event.

**With your booth rental, you company will receive:**

- Opportunity to showcase what your business can do for our Property Manager and Engineer attendees.
- One 6-foot table.
- Two complimentary registrations to the event.
- Two complimentary beverage tickets for each registered vendor attendee of the event and appetizers.
- Contact information of all property manager attendees to send a follow-up after the event.

To participate in this event, vendor members of Greater St Paul BOMA are required to rent a table. The number of booths is limited for this event and registrations will be processed in the order they are received.

**Standard Booth Details.** Tables will be 6' long and your display must not extend into another vendors space. Greater Saint Paul BOMA reserves the right to assign all space in the best interest of the event and reserves the right to reassign booths when necessary. No vendors shall sublet, assign, or share any of the space allocated without the written consent of Greater Saint Paul BOMA. If your booth exceeds the 6' space, an additional booth needs to be purchased.

**Premium Electrical Booth Details.** There are a limited number of booths with access to standard electrical power, the vendor is responsible for providing their own extension cords, the booths come complete with a 6' Table and your display must not extend into another Vendors space. Greater Saint Paul BOMA reserves the right to assign all space in the best interest of the event and reserves the right to reassign booths when necessary. No vendors shall sublet, assign, or share any of the space allocated without the written consent of Greater Saint Paul BOMA. If your booth exceeds the 6' space, an additional booth needs to be purchased.

**Booth Set-Up/Tear Down** Booth set up will commence at 10am on the day of the event. You should be checked in and your display should be completely set up no later than 2:15 pm and must remain up until the end of the event at 6.00pm. Setting up, tearing down, and removal of displays are the sole responsibility of the vendor. There will be a concierge service during the set up to transport vendor materials on a first come first served basis from the Town Square drive up entrance to the atrium space. Space not occupied by the close of the exhibit installation period as specified will be forfeited by the Greater Saint Paul BOMA Vendor and this space may be resold, reassigned or used by Greater Saint Paul BOMA with no refunds. The DoubleTree and Greater Saint Paul BOMA will not accept, or store shipments of any materials required for the event prior to the booth set up time. No helium balloons, glitter or fog machines are permitted in the venue.

**Cancellation** If you need to cancel your table registration for this event, you must do so in writing no later than August 16th, 2019. A cancellation fee of \$50 will be charged to vendors who cancel before August 16<sup>th</sup>, 2019. No refunds will be given for Greater Saint Paul BOMA Vendors who cancel after August 16th, 2019.

**Booth Prizes** This year we are asking each participating Greater Saint Paul BOMA vendor to coordinate their own prize drawings at their booth. These prize drawings are optional, but encouraged for further attendee engagement, and will be conducted on the vendor's time, and each vendor must contact the winner(s) on their own. Raffle prizes will be being offered by Greater Saint Paul BOMA to the building attendees throughout the Expo timetable with the Grand Prize drawing taking place at 5:30pm.

**Food and Beverage**

Greater St Paul BOMA vendors may not bring any food, liquor, beer or wine into the DoubleTree. However, it is acceptable to have small pre-wrapped candies at your table if you wish to do so.

**Sponsor Packages**

Sponsors of the gift bag, lanyard and souvenir, as well as vendors that take advantage of the other sponsorship programs will need to supply the materials for inclusion in the attendees' bags to the Greater Saint Paul BOMA office by September 6<sup>th</sup>, 2019.

**Billing**

If credit card details are provided the card will be charged upon receipt of the registration form. If credit card details are not provided an invoice will be issued upon receipt of registration and are payable in full net 30 days.