

2018 HOUSTON BOMA



May 17, 2018

2 – 7 PM

**NRG Center
One NRG Park
Houston, Texas 77054**

HOUSTON BOMA

Important Dates

Early Bird Registration
January 4 - 11, 2018

Open Registration Begins
January 12, 2018

Exhibitor Set-up
May 16, 2018
3 – 8 PM

Show Hours
May 17, 2018
2 – 7 PM | Expo

Exhibitor Tear-down
May 17, 2018
7 – 9 PM

Contact Information

Houston BOMA
Terri Kuvach
713-255-9181
tkuvach@houstonboma.org

Freeman | Exhibition Company
D'Andrea Thompson
713-433-2400
FreemanHoustonES@Freemanco.com

NRG Center Exhibitor Services
832-667-1718
<https://www.nrgpark.com/exhibitor-conference-services/>

Booth Applications & Registration

The following three items are required to apply for exhibit space:

1. Completed Online Application
2. Certificate of Insurance
3. Payment

No registrations will be accepted without all three items. No exceptions. You must upload your COI or send it to Terri Kuvach at (713) 255-9181 or tkuvach@houstonboma.org within 48 hours of completing the online application **or your booth will be released. Your booth will not be approved or confirmed until we receive this information.** Complete the online application at <https://www.regexpo.com/hboma/be18>. Please read all rules, regulations, and contract conditions before submitting your application. **All sales are final. No refunds allowed.**

Certificates of insurance must name Houston Building Owners and Managers Association as additional insured, providing general liability with a minimum bodily injury of \$250,000 per person and \$500,000 per occurrence and property damage liability of \$100,000 per occurrence and \$500,000 general aggregate coverage. You must contact your general liability insurance carrier to obtain a Certificate of Insurance.

Early bird registration is available only to Houston BOMA members who participated in the 2017 BOMA Expo.

Booth Pricing:

Booth price for members:
10x10 booth **\$1,200**

Non-members may purchase booths beginning January 12, 2018:
10x10 booth **\$2,200**

Early Bird online registration will begin on January 4, 2018 at 8:00 AM.

Booth assignments will be given on a first-come, first-serve basis. Priority will be given according to the date and time the

completed application, certificate of insurance, and payment are received. Exhibitor applications and certificates of insurance will not be accepted prior to January 4, 2018; however, if you plan on paying by check, you may send the check before this time to ensure you can purchase your booth on time.

Additional Information

- **Dress code for exhibitors** – all attire must be in good taste.
- **Display** – your display must not obstruct the view of or interfere with nearby booths. Music and odor-emitting displays are not permitted.
- **Fire codes** – Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event.
- **Booths do not include electricity.**

Exhibitor Checklist

Y – Your provider
N – NRG Center
S – Freeman

Promotional items and/or give-aways (Y)

- Floral/horticulture orders (Y)
- Food/beverage orders for your booth (N)
Must be ordered before Expo set-up day.
- Audio/visual orders (N)
- Phone orders (N)
- Electrical orders (N)
Must be ordered before Expo set-up day.
- Parking passes (N)
- Carpet orders (F)
- Furnishings and services (F)

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[conference-services/](#)

Freeman Exposition Services

The exhibition company for the 2018 Houston BOMA Expo is Freeman. Specific questions regarding your booth, booth equipment, and accessory rentals can be answered by D'Andrea Thompson with Freeman. Please note: booths do not include electricity and exhibit hall floors are not carpeted, but carpet is being provided.

Booth Package

All 10x10 and 10x20 exhibit booths will have an 8-foot-high back wall drapery with 3-foot-high side panel draperies. 20x20 and 30x20 island booths will not have any wall drapery unless specifically requested. A company identification sign (7" x 44"), carpet, a 6-foot draped table, and two chairs will also be provided. No other furnishings (electricity, etc.) will be provided. Your company name will be printed on the identification sign **exactly as it is written on your application.** Please verify spelling, capitalization, and punctuation of company name on application before submitting.

Exhibitor Name Badges

Exhibitor name badges are required for access to the exhibit hall and will be checked at the door during move-in and the entire day of the 2018 BOMA Expo.

Two complimentary name badges per 10x10 booth, four complimentary name badges per 10x20 silver sponsor booth, six complimentary name badges per 20x20 gold sponsor booth, and ten complimentary name badges per 30x20 platinum sponsor booth will be provided.

Name badges can be ordered in advance by completing the booth application. Additional name badges may be purchased for \$25 each at the time application is submitted. Additional name badges purchased after submission of application are \$35 each.

Any additions or changes in name badges during the Expo must be certified by the exhibitor's authorized representative.

If you are not exhibiting, you cannot attend the Expo. Service providers who have not purchased a booth will not be allowed entry to the show. No exceptions. Individuals without name badges will not be allowed in the exhibit hall. **No exceptions.**

Exhibit Admission Hours

There will be no set up on the day of the Expo. Following exhibitor move in on May 16, exhibitors will only be allowed on the exhibit floor at 12:00 PM on May 17, two hours prior to the opening of the Expo. No rolling carts or dollies will be allowed on the show floor the day of the show.

Removal of Exhibits

The exhibit hall will close promptly at 7:00 PM on Thursday, May 17. Exhibits are not to be dismantled or removed, in whole or in part, prior to the official closing at 7:00 PM. **Doing so will result in not being invited back to participate in future BOMA Expos.** Beginning at this time, empty exhibitor boxes/crates will be returned. All break down must be complete by 9:00 PM on May 17.

Storage Behind Booth Drapes

All cartons, crates, containers, packing materials, etc. stored for re-packing purposes must be removed from the exhibit area after they are unpacked. There will not be any on-site storage. **No exceptions.**

During the Expo

All main and cross aisles, corridors, exits, stair ways, etc. must be maintained at the required width at all times when the exhibit is open. All fire hose cabinets and emergency exits (including those inside an exhibit space) must be visible and accessible at all times. No obstructions (chairs, tables, displays, easels, etc.) will be allowed to protrude into the aisles.

Parking

There will be free parking for set up ONLY on Wednesday, May 16. Please use Holly Hall (Gate 3) to park all vehicles. The parking rate is \$12.00 per car per day with no in and out privileges. Movers and/or exhibitors will have to pay for parking the day of

the event. If you need additional parking passes, please contact Terri Kuvach at tkuvach@houstonboma.org.

Security

We will provide security from 3:00 PM on May 16 until the end of the BOMA Expo on May 17. It should be made clear, however, that although Houston BOMA is providing this service, we are not responsible for any loss of material by an exhibitor. We urge you to take every precaution to prevent loss or damage. Obtain proper insurance coverage for your goods from the time your shipment leaves your office, during move in, on show days, during move out, and until all materials have been returned to their point of origin.

Exhibitor Drawings

Exhibitors are encouraged to conduct prize drawings in their booth. Houston BOMA will announce your winners over the public address system every hour between the hours of 3:00 PM and 6:00 PM, if the prize is over \$100 in value. If you would like your winners announced, you must fill out the form located near the stage.

Demonstrations

Demonstrations are defined as the part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations, or sampling. Demonstration areas must be organized within the exhibitor's space and may not interfere with any traffic aisle. Sampling or demonstration tables must be placed a minimum of 2 ft. from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Expo management will request that the presentation or sampling be eliminated.

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisles or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems are kept to a minimum and do not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Expo management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.

Buyers' Guide 2018

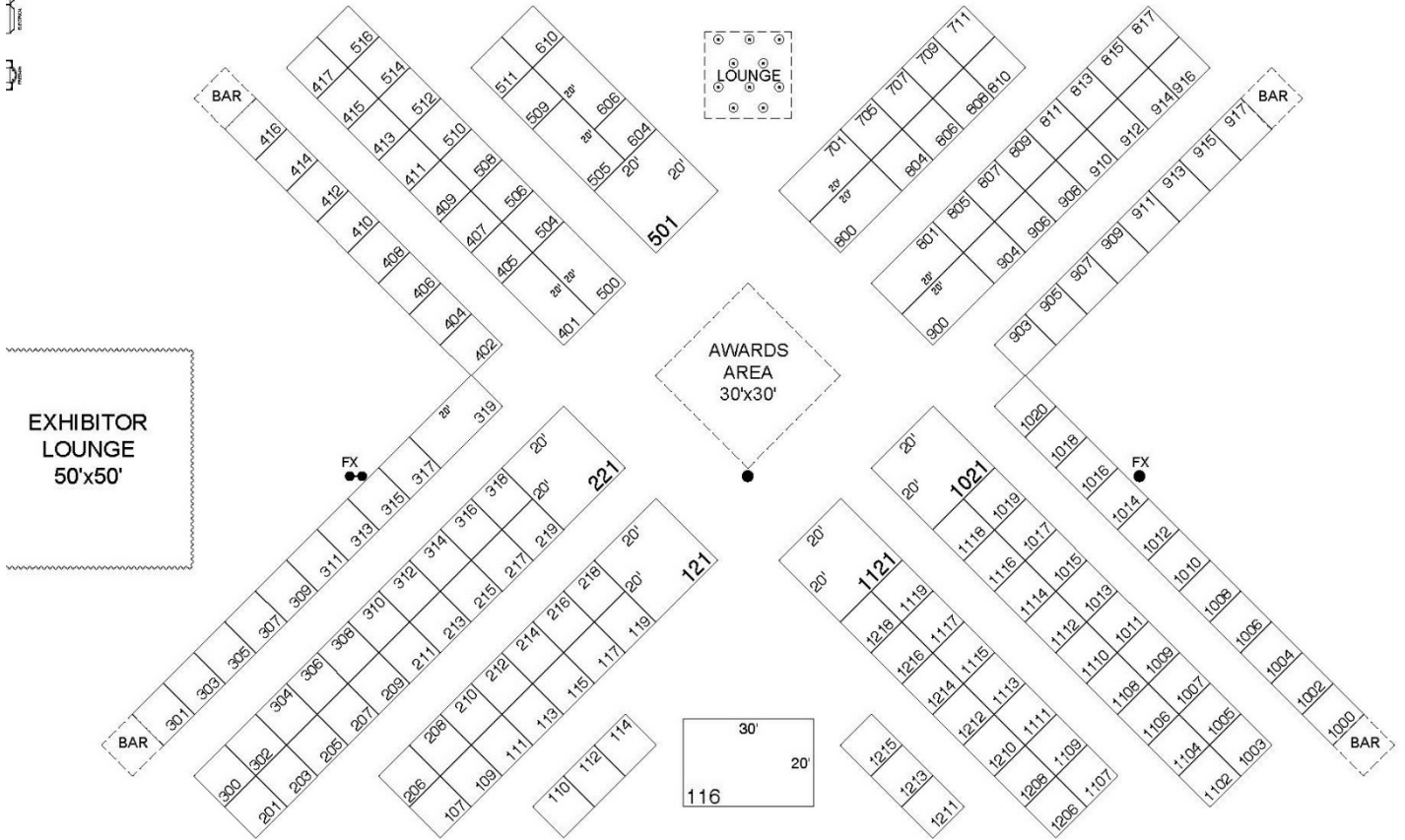
The 2018 Buyers' Guide will be a printed and digital publication that will be mailed directly to Houston BOMA members, as well as distributed to each Expo attendee. This document will list all of the Service Providers that belong to Houston BOMA and highlight those that are exhibiting at the Expo.

For information on obtaining increased exposure for your booth and company, please contact [Nancy Taylor](mailto:Nancy.Taylor@houstonboma.org) at Naylor at 678-808-3189.

Questions

For any questions, please contact [Terri Kuvach](mailto:Terri.Kuvach@houstonboma.org) at 713-255-9181.

Exhibitor Floor Plan



HOUSTON BOMA

May 17, 2018

2 - 7 PM

NRG Center

One NRG Park

Houston, Texas 77054

2018 Houston BOMA Expo

Official Regulations and Conditions of Contract

1. Event. Booth set-up is on May 16, 2018 from 3:00 – 8:00 PM. Booth break-down is on May 17, 2018, from 7:00 – 9:00 PM.
2. Contract for Space. By submitting an application for exhibit space, the applicant releases the Houston Building Owners and Managers Association and its agents from any and all liabilities to applicant, its agent, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. Houston BOMA determines the eligibility of any company or product for exhibit. Acceptance of application does not imply endorsement by Houston BOMA of the applicant's products, nor does rejection imply lack of merit of product or manufacturer.

This application for space (when endorsed by Houston BOMA with notice of space assignment) constitutes a contract for the right to use the space. Rental for space is payable with this application. No refund may be made for space that is not used or for space that is unused during part of the exhibit. Houston BOMA may rent or use it without obligation or refund.
3. Booths. Booths are 10-feet wide by 10-feet deep, unless otherwise indicated on floor plan. Booths of uniform design flame-proofed drapes with tubular aluminum framing will be supplied by Freeman. Background height is 8 feet, divider height is 36 inches. Electrical hook-ups are not included and must be purchased from Freemans. Carpet is provided.
4. Special Displays. For open display exhibits spaces – in all such exhibit spaces exceeding four booths located adjacent to one another or across the aisle from one another, displays may not exceed the 8 feet height limitation that has been prescribed for other areas unless the plans for such installation have been approved in writing by Houston BOMA at least 60 days prior to the show.

Background fixtures and showcases up to 8 feet in height may be installed in the exhibit space to a distance of 4 feet from the back wall of the space, but may not exceed a height of 36 inches in the remaining area of the booth, and must be designed and constructed so as not to detract from the appearance of the adjoining booths or the exhibit floor.

The space provided will be as shown on the floor plan insofar as possible, but Houston BOMA reserves the right to make changes at any time in the location, size and display limits of any booth if this is in the best overall interest of the exhibit.

Exhibits may not project beyond the space allotted or interfere with traffic to exhibits of others.
5. Use of Exhibit Space. **No Exhibitor may sublet, assign or apportion any part of the space allotted, or represent, advertise or distribute literature for the product or service for any other firm or individual except as approved in writing by Houston BOMA.** The purposes of the exhibit are to inform and educate Expo attendees regarding services and uses of the products. Sales or orders may not be solicited or taken.
6. Restrictions. Houston BOMA reserves the right to restrict exhibits which, because of noise, odor, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the Houston BOMA Expo 2018 as a whole. It may forbid installation or request removal or discontinuance of any exhibit or promotion which, if continued, departs substantially from the design and description given advance approval. In the event of such restrictions or evictions, Houston BOMA is not liable for any refund of rental or other expenses.

Advertising, displays, demonstrations, conferences, and entertainment, in the interest of business are not permitted except by firms that have rented space to exhibit. Music is not permitted.
7. Conduct. Exhibitors operating sound motion picture equipment, record players, loud-speakers or any other noise-creating devices shall do so only at a level which will not interfere with other exhibitors or add unduly to general acoustic inconvenience or Houston BOMA may require all demonstrations, interviews and other exhibit activities be halted so as not to infringe on the rights of other exhibitors or of fend visitors to the exhibit.

No undignified manner of attracting attention will be permitted. All booth attendants shall be dressed modestly and in good business taste.
8. Souvenirs and Samples. Distribution of souvenirs and samples in a dignified fashion is permitted provided there is no interference with other exhibits, and the souvenirs or samples pertain to or contribute to the exhibits. Houston BOMA may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable.
9. Fire Regulations. Booth decorations and construction must conform to the fire regulations of the City of Houston and NRG Center. Combustible or explosive materials and substances may not be used. Cloth and other flammable materials must be flame-proofed. Packing containers,

excelsior, wrappings and similar materials must be removed from the exhibit area and not stored under tables or behind displays.

10. Care of Premises. No part of an exhibit and no signs or other materials may be pasted, nailed, or otherwise affixed to walls, doors, or other surfaces in a way that might mar or deface the venue or booth equipment and furnishings. Damage from failure to observe this notice is payable by the Exhibitor.

11. Exhibitor's Representative. A representative of the Exhibitor must be in attendance throughout the period of the exhibition. The Exhibitor is to notify Houston BOMA in advance who their official representative will be. The official representatives will upon registering, receive two complimentary name badges per 10x10 booth, four complimentary name badges per 10x20 silver sponsorship booth, six complimentary name badges per 20x20 gold sponsorship booth, or ten complimentary name badges per 30x20 platinum sponsorship booth will be provided. Additional nametags will be provided at \$25 each if paid with the application or \$35 each if requested any time after submission of application or onsite.

All representatives of exhibiting companies must wear identification badges while on the exhibit floor and must be employed by the exhibiting member company. No person without a name badge will be allowed on the showroom floor on the day of the Expo. **No exceptions.**

12. Buyer's Guide. A Buyer's Guide, showing the location of each Exhibitor, will be distributed before the Expo, as well as at the Expo. ***For additional information about increased exposure in the Buyer's Guide, turn to page 3.**

13. Liability and Insurance. Houston BOMA will employ reputable guards and will take reasonable precautions to safeguard Exhibitor's property; however, **Houston BOMA assumes no liability whatsoever for loss or damage, through any cause, of goods, exhibits, or other materials owned, rented, or leased by the exhibitor.** The Exhibitor shall indemnify against and hold harmless from any complaints, suits, or liabilities resulting from negligence of the Exhibitor in connection with the Exhibitor's use of exhibit space.

14. Interpretation and Enforcement. These regulations become a part of the contract between the Exhibitor and Houston Building Owners and Managers Association. All matters in question not covered by these regulations are subject to the decision of Houston BOMA, and all decisions so made shall be binding on all parties affected by them as by the original regulations. Any exhibitor that does not adhere to contract will risk being allowed to exhibit in future Houston BOMA Expos.

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