

## Questions & Answers

The following are some commonly asked questions about entries into the awards competition.

- Q.** May I enter the same building in two categories?
- A.** *No, each building may be entered in one category only.*
- Q.** Can I enter more than one building?
- A.** *Yes. We encourage you to enter as many buildings as you wish.*
- Q.** What percentage of office space do you need in order for a building to be considered?
- A.** *50% or more office space is necessary to enter the competition.*
- Q.** Our association had a tie in one of the categories. Can we submit both of the winners to the regional competition?
- A.** *No, you may only submit one building in each category to advance to the regional or international competition.*
- Q.** Am I allowed to approach a nonmember and entice them into becoming a member because I think the building has a good chance of winning the competition?
- A.** *Yes. In fact, many associations use the awards program as a membership recruitment vehicle. Companies must join BOMA prior to the local awards ceremony in October.*
- Q.** What if the building is 50 years old, has been renovated, is 50% occupied by a corporate entity, and is over 500,000 Square Feet which category do I enter?
- A.** *The decision is up to you. However, you may want to discuss this with your awards chair/committee members because there may be a certain category in which you have a better chance of winning.*
- Q.** I have four buildings, each over 500,000 square feet, which are attached and include a retail shopping area. Which category should I enter?
- A.** *Since there is not a "Downtown Complex" category, we suggest entering just one of the four buildings in the Over 500,000 Square Foot category and highlighting the shopping area in the tenant relations or community impact section of the required entry notebook.*

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- Q.** A building is attached to a hotel. Should the building enter with the hotel and be in the over 500,000 square foot category or enter without the hotel and be in the 250,000 to 500,000 Square Foot Category?
- A.** *The building should enter on its own and use the hotel as an amenity.*
- Q.** For the Rehabilitated/modernized category, does that include the whole exterior? The common areas? The whole building? What specific things need to be modernized in order to enter this category?
- A.** *To enter the Rehabilitated/Modernized Category, the requirements are that the building must be at least 15 years old and occupancy must be maintained during the renovation process. There will be varying degrees of renovation represented in this category, so the decision is up to you. However, if your building was completely gutted during the renovation process (and all of the tenants moved out), you will have to enter the building in another category since you now have a "new" facility inside an original (either whole or partial) exterior. We advise you to discuss this with the chair.*
- Q.** I have 5 buildings with a landmass of over 5 acres. The buildings are mixed use, part warehouse and part offices. Can I enter the Suburban Office Park category?
- A.** *You may enter that category if you have two or more buildings, six stories in height, that occupy land greater than five acres and are located outside of the central business district. The buildings must also contain 50% office space in order to be considered.*