

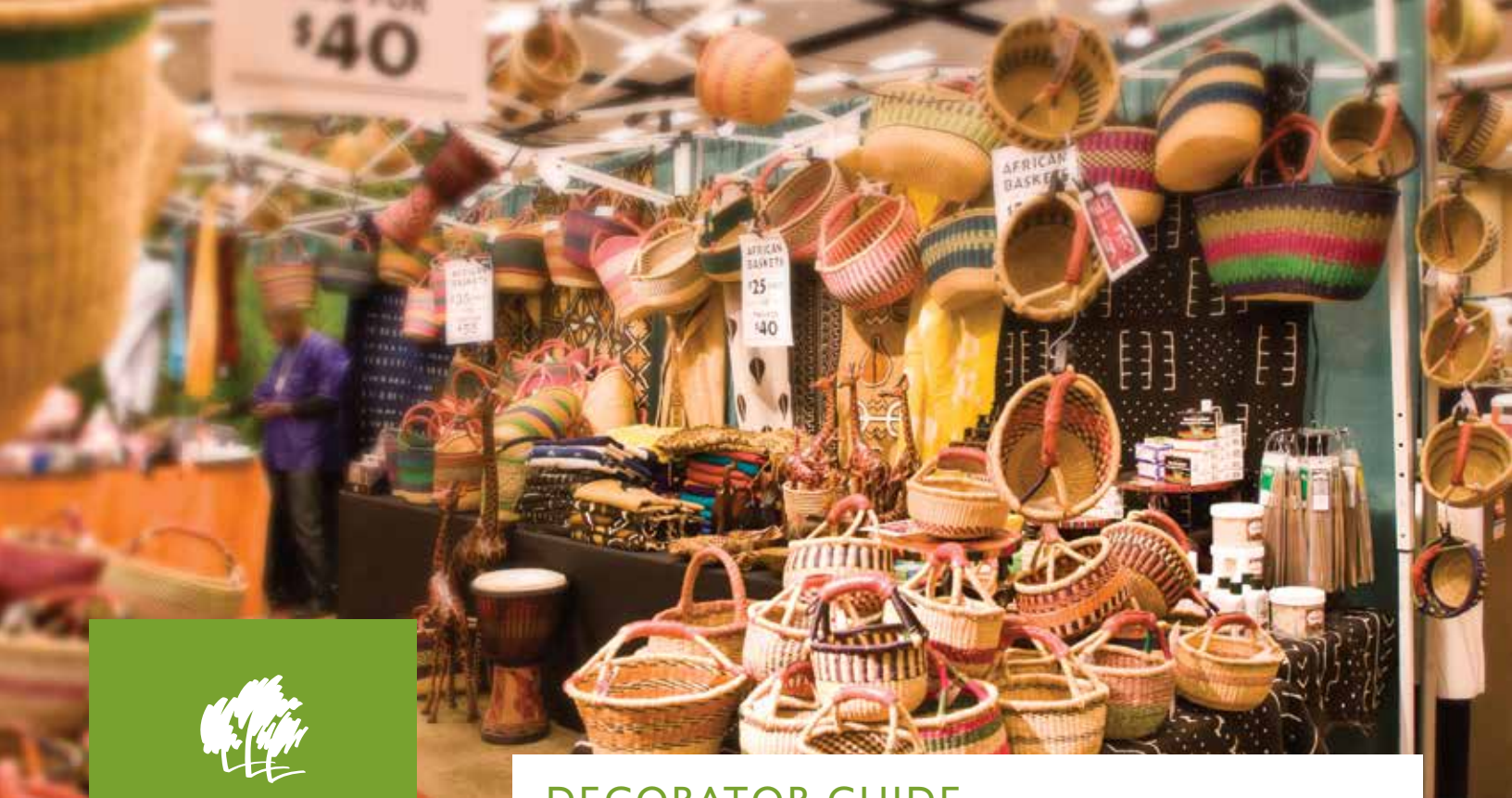
DECORATOR GUIDE



DECORATOR GUIDE

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DECORATOR GUIDE

ADHESIVES

No adhesives, tacks, nails, etc., can be used to affix items to doors, tables, walls, windows, floors, etc., in any location at Boise Centre. Contact your Event Manager for other options.

AUDIO VISUAL SERVICES

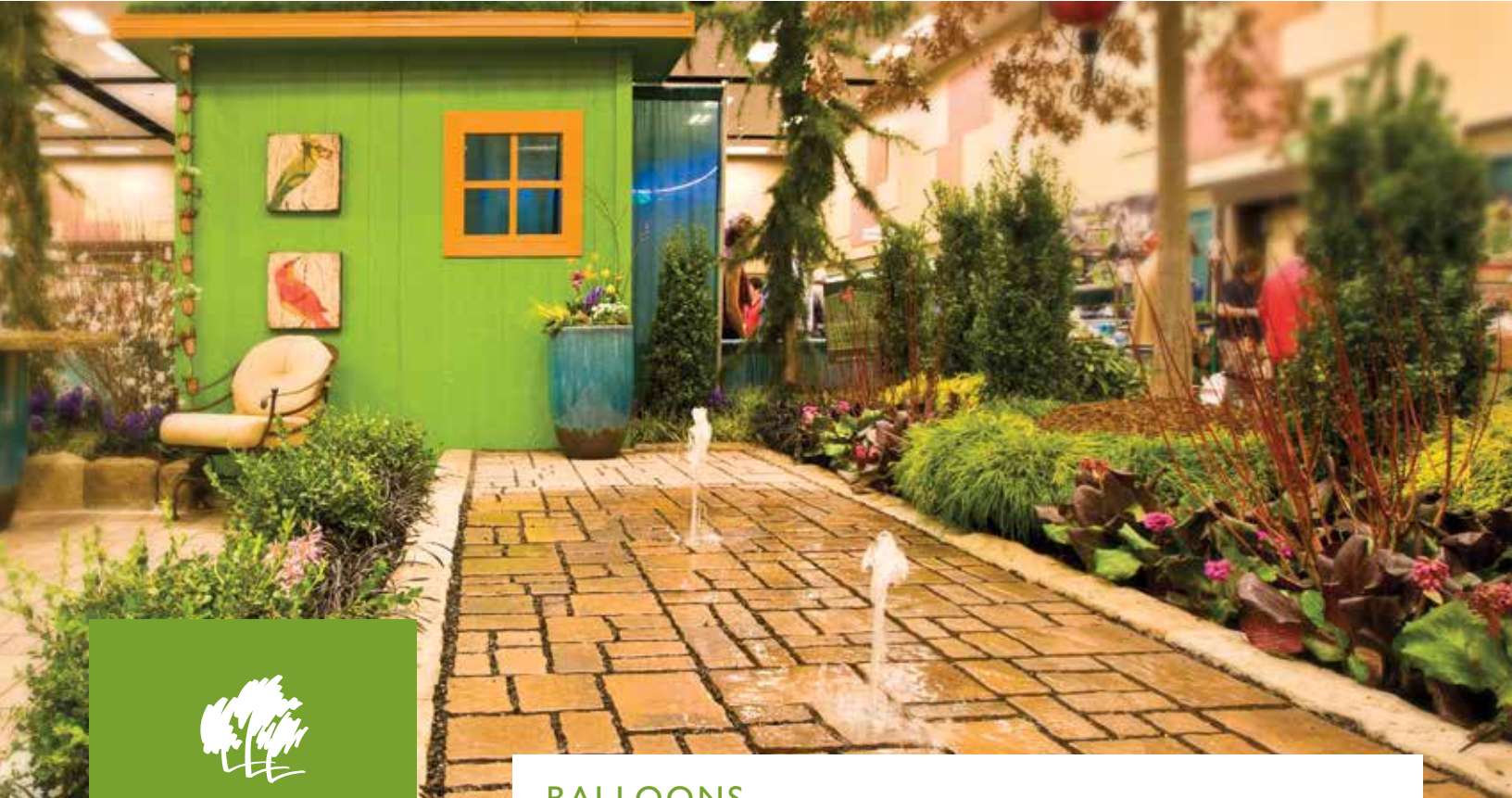
Boise Centre has a full service in-house Audio Visual Department. We offer concert quality sound, full lighting design and video packages to meet any budget and show demand. Our A/V Department can meet a variety of needs from the basic meeting room requests to complex services for large multi-media shows. For price quotes and detailed information reflecting your specific event needs, or to meet with our A/V staff, please contact your Event Manager.

If you choose not to use Boise Centre's audio visual services, strict guidelines must be adhered to by you and your external service provider. Please contact a Boise Centre Event Manager at least 30 business days prior to your event.

Boise Centre will charge an external service provider fee of \$300 per day to the client or contract signee. A Boise Centre representative will be on site for the duration of your event, including load-in and load-out, to ensure all guidelines are met.

BANNERS / SIGNAGE

Signs, banners, and posters may not be physically attached to any part of Boise Centre or to any of the furnishings or fixtures without prior approval. Arrangements can be made to hang banners utilizing Boise Centre staff and equipment. A limited number of easels are available for event display only. Please contact your Event Manager for detailed information, locations, equipment and labor rates.



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BALLOONS

All helium balloons must be tethered. All helium tanks must be secured to an appropriate stand.

CABLES

All electrical or audio visual cables must be secured with approved gaffers tape to conform to safety standards. Matting or cable trays may be necessary.

Audio visual contractors who provide or install their own cables, matting, and cable trays will be inspected by Boise Centre staff to ensure the installation is in compliance with all safety standards.

DAMAGE, ALTERATION, OR DEFACEMENT

All damage to Boise Centre is the responsibility of the User for the cost necessary to clean, repair, and/or replace any damages that occur throughout the course of the event. All repairs will be performed by Boise Centre. Any damage must be reported immediately to Boise Centre Management.

DECORATIONS / PROHIBITED ITEMS

Boise Centre does not allow straw or hay bales, confetti, aerosol spray string, popcorn, gum, peanuts, or cotton candy.

DECORATOR AND DISPLAY COMPANIES

It is the responsibility of the promoter to ensure that the decorator and/or display companies are fully informed of the Boise Centre rules and regulations. The decorator and/or display companies are required to set-up and tear down within the dates and times specified by Boise Centre.

- Boise Centre warehouse and loading dock cannot be used for any event storage at any time. Event storage must be in rented floor space or trucked offsite.
- No equipment, pallets or waste materials may be left after event move-out or charges will be incurred by the User.
- Any damage, facility charges or other costs incurred by display, decoration or labor contractors are the responsibility of the User.



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DELIVERIES

Boise Centre cannot accept freight shipments more than 72 hours before the event. Show management will be responsible for consignment of all freight shipments.

All shipments must be clearly marked with the following information on each package:

Boise Centre
250 S 9th Street
Boise, Idaho 83702
Event/Show Name
Booth Number and Name
Event Date/s

DIGITAL SIGNAGE

Boise Centre offers an in-house network of digital signs to provide timely, relevant information to our guests and attendees. Daily event agendas are displayed throughout the facility and at each room entrance. Branding and custom content may be accommodated upon request.

ELECTRICAL SERVICE

Electrical services are supplied exclusively through Boise Centre. Floor plans of the exhibit hall that show locations of electrical floor boxes are available upon request.

It is the responsibility of the promoter/decorator to take all electrical and/or utility orders and then submit a floor plan with the designated utility requests to Boise Centre no later than 72 hours before the event. Additional charges will be added if exhibit booth layouts are not aligned with the designated floor boxes.

Users of 3 phase, 208 volt, and some 120 volt equipment need to provide the necessary plugs and receptacles.

Requests for an electrician must be made in advance; additional charges will apply.

EXHIBITS AND MATERIALS

All exhibits are to be transported in and out of Boise Centre via the loading dock during designated move-in and move-out times. Boise Centre does not provide furniture, equipment, or plants for exhibit booth or event use. The public spaces at Boise Centre may not be obstructed by exhibits or closed to general public access. Doors, windows, AED's, fire extinguishers or house lighting equipment may not be covered or obstructed. All exhibit layouts require the advance approval of Boise Centre and, in some cases, a Boise City Fire Marshal. Contact your Event Manager for pre-approved lobby usage areas for registration counters/displays etc.

EXHIBITOR ACCESS

During designated ingress/egress times, exhibitors and contracted suppliers will enter/exit Boise Centre via the 9th Street loading dock. You may be required to provide security to control loading dock activity.

FIRE REGULATIONS

All floor plans require advanced written approval by Boise Centre. Aisles and exits, as designated on approved show plans, must be kept clean and free from obstruction. Any tables, easels, signs, chairs, etc. may not be placed in doorways, aisles, or beyond booth areas. Show management is responsible for advising exhibitors that booths must be cleared of combustible refuse daily.

The following items are not allowed in Boise Centre:

- Bales of hay or straw, of any size
- Any and all types of pyrotechnics
- Open flame of any type, typically candles

All decorations, including but not limited to drapes, signs, banners, acoustical materials, moss, bamboo, plastic, cloth, fabric, linen and similar decorative materials must not be flammable.

Fire lanes in and around the facility and the loading dock must remain clear and unobstructed. Adequate security will be required to control vehicle traffic on 9th Street around the loading dock during ingress/egress times.

It is the User's responsibility to obtain the necessary fire permits from Boise City Fire Department. All fuel powered vehicles or equipment of any size is subject to Boise City Fire Department permits before entering Boise Centre and will be inspected by BFD for the following conditions: fuel tanks less than ¼ full, fuel caps locked or sealed, batteries disconnected, drip pans (or floor protection) under vehicles. All equipment is to be clean and dry, and vehicle keys are to be left with Boise Centre Management, if unattended. Please consult with your Event Manager if you have any questions.

Any camper trailers or RV's must have empty propane tanks to be displayed on show floors.

For additional details regarding fire code regulations, please contact your Event Manager for additional information.

FLOOR PLANS

All floor plans must be pre-approved by the Event Manager prior to any booth space being sold. Booth floor plans must align with the Boise Centre layout of 10' x 10' booths on 30 foot centers and 10' aisles so that all utility boxes are accessible at the back of the booth. Failure to do so will result in additional charges. Boise Centre must be provided accurate floor plans noting all electrical, water, other utility, or special needs, 3 days before scheduled move-in. Contact your Event Manager for a copy of the Boise Centre floor diagram and planning assistance.



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FOG / SMOKE / LASER LIGHTS

Fog machine, smoke effects or laser light shows will not be permitted without the express written approval by Boise Centre. The use of pyrotechnics is PROHIBITED.

LIGHTING LEVELS

Lighting during ingress/egress will be at levels suitable for working, but also to conserve energy. Lighting levels during event days are arranged with your Event Manager. Any specialty lighting requirements are available through Boise Centre's Audio/Visual Services Department.

LOADING FACILITIES / LOAD IN & LOAD OUT

Exhibitor and freight entry to Boise Centre is via the main loading dock on 9th Street. (See Deliveries for address information.) The loading area consists of 3 loading bays with dock levelers, and a drive-in access ramp. The exhibit hall has a 12' wide, 16' high drive-in access through an overhead door.

The loading and unloading lane on 9th Street is available for use, but extreme caution must be taken because of oncoming traffic.

Due to commitments to other events and building requirements, all bays and load-in areas may not be available at all times. Therefore, it is important to coordinate your event dock needs with your Event Manager.

Vehicles cannot park in the loading area at any time. The loading dock is available for unloading and loading only, vehicles must be removed immediately when loading or unloading is complete. For ingress/egress staffing requirements, please consult with the Event Manager, your event may require security to manage dock activity.

LOGOS / PHOTOGRAPHS

The Boise Centre logo and images of the facility are available on our web site at www.boisecentre.com. Additional images can be made available upon request. Please contact your Event Manager to inquire.

LOST AND FOUND

All lost and found articles are catalogued and stored for thirty (30) days. After that period, all articles are disposed of at the sole discretion of Boise Centre. This includes booth/display items left by exhibitors.

Any inquiries regarding lost and found items should be directed to Boise Centre at 208 336-8900 or to your Event Manager.

MOTORIZED VEHICLES / FUEL POWERED EQUIPMENT

All fuel powered vehicles or equipment of any size is subject to Boise City Fire Department permits before entering Boise Centre and will be inspected for the following conditions: fuel tanks less than ¼ full, fuel caps locked or sealed, batteries disconnected, drip pans (or floor protection) under vehicles. All equipment is to be clean and dry, and vehicle keys are to be left with Boise Centre Management if unattended. Please consult with your Event Manager if you have any questions.

PHOTOGRAPHY

Boise Centre retains the right to take photographs of an event for its own records and/or for publicity purposes. Your Event Manager will provide you an official permission/release form prior to or during your event.



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SHIPPING AND RECEIVING

Boise Centre shipping address is 250 South 9th Street, Boise, Idaho, 83702. Boise Centre is not equipped to store freight; therefore we cannot receive goods prior to move-in of more than 72 hours. Any goods arriving prior to the authorized move-in times may be refused and required to return at the scheduled move-in time. It may be necessary for a promoter to make arrangements for off-site storage. It is imperative that all freight have the name of the event and the event date directly on the shipping label.

It is the sole responsibility of the promoter/vendor/exhibitor to make all arrangements for load out freight including packing, labeling, and contacting the freight company. Goods left will be considered lost and found.

SMOKING

Boise Centre is a non-smoking facility. Smoking is only permitted in a designated area outside of the facility. The Grove Plaza is a designated non-smoking area by the City of Boise.

STORAGE

It may be necessary for a promoter to make arrangements for off-site storage.

The Boise Centre warehouse is not an option for event goods and equipment storage. Event storage must be in rented floor space or trucked offsite.

SUSTAINABILITY / RECYCLING

Boise Centre has taken many sustainable measures to move toward a more environmentally friendly venue. Boise Centre is equipped with a single stream recycle compactor for all recyclable materials. Recycle containers are located throughout the facility.

Some of our specific initiatives regarding energy and waste conservation are listed below.

ENERGY EFFICIENCY

- Upgrading fluorescent lighting systems from T-12 to T-5 and T-5 HO
- New lighting controllers that reduce output by 50% for move in/move outs
- Interactive Lighting and HVAC control systems send heating or cooling into setback mode when lights are turned off
- Building is heated with Boise City's geothermal water system
- Natural light in the main lobby areas provides for reduced lighting, particularly during set up and tear down
- Energy reducing motor control drive upgrades to the cooling tower and chiller

WASTE REDUCTION

- Partners with Allied Waste and Western Recycling to recycle all forms of paper, plastic and metal materials
- Designated compactor for all recyclable materials
- Partner with Sustainable Futures, a nonprofit company specializing in sterilizing glass wine bottles and re-selling to local wineries
- Initiated a composting program with local neighborhood co-op farms to provide composting materials
- All plastic cups, flatware, and "to go" boxes are made from corn products
- All paper cups, plates, and napkins are made from recycled, compostable paper products
- Individual water bottles are replaced with filtered water stations in public areas
- Reduce paper waste by replacing traditional guest signage inside the facility with new digital technology

Boise Centre makes every effort to recycle all materials recyclable including donating surplus meals, compostable food waste, and wine bottles. Water stations are equipped with bottle fillers.

UTILITIES

Boise Centre has electrical, water, and sewer available. Water and sewer are available in limited locations. Contact your Event Manager for rates and locations.

VEHICLE INGRESS / EGRESS

Automobiles and trucks may be displayed in some areas. Protective measures are required, such as plastic stretch wrapping the front wheels and floor protection under engine and drive train. Ingress/egress must be scheduled with your Event Manager.

See Fire Code Regulations for more information.

WEBSITE

www.BoiseCentre.com is the official website of Boise Centre. The site features a more intuitive navigation for visitors, event planners and exhibitors. The website reflects Boise Centre's commitment to outstanding customer service. It makes event planning much easier with easy access to calendars, photos, parking information, maps, menus, floor plans and much more.



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