

Event Promoter and Decorator Guide



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Boise Centre Mission Statement

As Idaho's premier event venue,
our mission is to WOW our guests
with unforgettable experiences.

Our team of passionate, creative professionals
are devoted to excellence in food, service,
amenities and venue management.

Welcome to Boise Centre

Thank you for selecting Boise Centre for your upcoming event. We look forward to working with you to make your event successful in every way. Boise Centre will bring our team of experts together to help you create a memorable event that wows your guests!

This event guide serves as your road map through the many details that are essential to designing the perfect event. If you do not find an answer to your question here, please reach out to your event manager for assistance.

Should your event include a trade show, we require all trade show organizers, promoters, decorators, vendors, and exhibitors to adhere to the policies and procedures outlined in this guide. As the promoter of your event, you will be required to distribute these policies to your decorators and exhibitors and ensure they are adhered to.

- Boise Centre will assign an event manager to your event. These individuals will meet with the promoter or decorator prior to the event.
- To help us provide the best service and guest experience, the promoter or decorator will need to provide Boise Centre with a total list of the exhibitors, booth numbers and utility requirements at least 14 days prior to the event so we can be fully prepared for their needs. Boise Centre is not able to take individual vendor equipment or utility requests. These requests must go through the event promoter or decorator.



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Accessibility

Boise Centre is committed to making our guest experience enjoyable and comfortable for everyone. All public areas from our exhibition and meeting space to the restrooms are ADA and wheelchair user accessible. Please advise your event manager of any special considerations thirty days prior to your event.

Wheelchair ramps or lifts are available for stages upon request.

Boise Centre West has four street level entrances to the facility with automatic ADA doors on the main entrance from The Grove Plaza as well as entrance "D".

Boise Centre East has one street level entrance to the building off of The Grove Plaza as well as an ADA automatic door.

Guests with special needs are welcome to bring trained service animals that are covered under the ADA guidelines into Boise Centre.

Boise Centre owns a limited number of wheelchairs that are available upon request at no charge; a valid ID is held as collateral. Please contact your event manager if you would like to reserve a wheelchair or anticipate the need for additional wheelchairs.

Boise Centre owns a limited number of assisted listening devices that are available and provided upon request. Please let your event manager know of these needs prior to the event to ensure appropriate quantities are available.

Adhesives

Nothing may be taped, nailed, stapled, pinned or affixed to ceilings, walls, painted surfaces, fabric walls or air walls by anyone other than Boise Centre staff and without prior approval. Damages resulting from the improper use of these materials on the facility or Boise Centre equipment will be charged directly to User.

It is the responsibility of User to inform vendors, exhibitors, speakers and staff of this policy. Check with your event manager for further information on appropriate displaying methods. All display locations must be approved and plotted on a diagram prior to installation.

Some 'low tac' graphic wall, door, floor, and window clings are allowed with prior approval. Contact your event manager for approved options.

Animals

With the exception of ADA service animals, no animals or pets are permitted in Boise Centre, without prior written approval. The request for approval for animals to be on the premises must be received in writing in advance (a minimum of three business days) and be approved by your event manager. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA, regardless of whether they have been licensed or certified by state or local government. Any animals allowed into Boise Centre must be supervised at all times.

All public areas from our exhibition and meeting space to the restrooms are ADA and wheelchair user accessible.



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ATM

Boise Centre West has one ATM located in the Main Lobby and Boise Centre East has one located in the SW Foyer on the 4th floor. There is a \$3.00 fee per ATM transaction.

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 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. Boise Centre will charge an external service provider fee of \$650 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. See Boise Centre's Audio Visual Policies for more information at boisecentre.com/av-policy

Please contact a Boise Centre event manager at least 30 business days prior to your event regarding your audio visual needs.

Bag / Luggage Check

Boise Centre offers bag and luggage check for events upon request. Please contact an event manager for information regarding pricing, policies, and coordination.

Balloons

All helium balloons must be tethered in groups of three or more. All helium tanks must be secured to an appropriate stand.

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.

Bars and Alcohol Service

No outside alcohol is allowed in Boise Centre. Boise Centre maintains a liquor license through the Idaho Alcohol Beverage Control Division, therefore no additional permits are necessary for events held within Boise Centre. Boise Centre staff is certified TIPS trained and will not serve intoxicated or underage guests under any circumstances. Alcoholic beverages will not be served by anyone other than Boise Centre staff.

Boise Centre has a full service in-house audio visual department.



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Cables

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

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

Cancellation of Building Space

Refer to the section of the use permit pertaining to cancellations of building space. Please contact your event manager for questions or clarification.

Changeovers / Room Turns

Any changes to the initial room set during the day of the event, or any planned midday room changeovers, will be subject to a reset fee. Please work closely with your event manager and review event orders and diagrams closely to ensure accuracy prior to your event.

Coat Check / Coat Racks

Portable self-service coat racks will be located near your event space during inclement weather or upon request. Staffed or volunteer group coat-check services can be arranged at an additional cost. Visit boisecentre.com/coat-check for Boise Centre's coat check policy, pricing, and options. Boise Centre is not responsible for items left in the coat check areas or on coat racks.

Contract

See USE PERMIT.

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 or contracted by Boise Centre. Any damage must be reported immediately to Boise Centre management.

All Boise Centre equipment will be set-up and operated by authorized Boise Centre personnel only.

Holes may not be drilled, cored, or punched into the facility or facility equipment.

All Boise Centre equipment will be set-up and operated by authorized Boise Centre personnel only.



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Decorations / Prohibited Items

Decorations, signage or other items may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, doors walls, glass, columns, painted surfaces, fabric, or decorative walls. Cost to repair damage resulting from the improper or unauthorized installation of materials will be charged to the show or event management.

Painting of signs, displays, exhibits or other objects is not permitted inside or outside the facility.

Displays containing soil, peat moss, sand, topsoil, humus, or other landscaping materials, or pens containing live animals, must have a protective coating for the floor such as plastic and carpet, or materials of similar strength and be previously approved by Boise Centre. Boise Centre reserves the right to require protective floor covering at our discretion.

The floor must be protected from stains or damage.

Watering must be controlled to eliminate leakage or seepage.

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

All decorative materials must be flame retardant to the satisfaction of the Boise City Fire Marshal.

Anything to be hung or suspended from any of Boise Centre's structures and/or equipment must be approved by Boise Centre and comply with Boise Centre's rigging rules and regulations.

Decorators and Subcontractors

It is the responsibility of show management to ensure that the decorator and/or subcontractors are fully informed of Boise Centre's rules and regulations outlined in this guide. Decorators and/or subcontractors are required to set-up and tear down within the dates and times specified by Boise Centre.

- Boise Centre's warehouse, staff storage areas, service halls, and loading docks cannot be used for event storage at any time. Event storage must be in rented floor space or 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 sub-contractors are the responsibility of the user.

It is the responsibility of show management to ensure that the decorator and/or subcontractors are fully informed of Boise Centre's rules and regulations.



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Deliveries

Boise Centre cannot accept freight shipments more than 72 hours before the event. Event 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 West	Boise Centre East
250 S 9th Street	195 S Capitol Boulevard
Boise, Idaho 83702	Boise, Idaho 83702
Event/Show Name	Event/Show Name
Booth Number and Name	Booth Number and Name
Event Date/s	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. We encourage you to consider digital signage as an extension of your marketing efforts to generate interest in keynote sessions, events, special topics and vendor rooms. Best of all, digital signage offers an environmentally friendly alternative to printing additional signs and banners. We are happy to provide several options to event planners interested in learning more about the digital options for branding and custom content.

Boise Centre's digital signage inventory includes room entry signs displaying event descriptions and/or times, multiple 55" and 90" displays located throughout the facility for wayfinding or client provided content, and portable displays for custom content.

Boise Centre is also proud to offer a unique LED Wall in the Main Lobby. This 5'5" by 15' custom display is curved to fit the shape of our lobby wall for maximum viewing. From simple signage to high definition custom graphics, Boise Centre can display a range of content to fit your specific event needs.

For detailed specifications of our in-house digital signage, please visit boisecentre.com/digital-signage for more information.

Drones

Boise Centre supports the use of cutting-edge technology, such as aerial drones, at events held within the Centre. Approved use of this technology is limited within the "four walls" of the facility. Operation of aerial drones outside of the building requires appropriate authorization from the Federal Aviation Administration (FAA).

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

Consider digital signage as an extension of your marketing efforts to generate interest in keynote sessions, events, special topics and vendor rooms.



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Use and operation of aerial drones in Boise Centre is subject to the advance review and approval of Boise Centre, or designated governing body.

Full terms and conditions of Boise Centre's drone policy can be found by visiting boisecentre.com/drone-policy

Electrical Service

Electrical services are supplied exclusively through Boise Centre. Floor plans showing the location of electrical floor boxes in the Grand Ballroom are available upon request.

It is the responsibility of the User to organize 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.

Please use Boise Centre's electrical request forms to ensure power requests and plugs are available at the time of the show. These forms are located at boisecentre.com/resources

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

Elevators and Escalators

Boise Centre West has three escalators and one passenger elevator leading to the Executive Boardroom (200), the Terrace, and the Concourse connecting Boise Centre West and Boise Centre East. Boise Centre East includes three escalators, four passenger elevators, and two freight elevators. Escalators and passenger elevators are meant to transport passengers only, and may not be used to transport freight, large items, or anything else that could cause damage.

The Boise Centre East's loading dock freight elevator limits and dimensions are listed below:

- Weight Limit: 7,000 Lbs.
- Door Dimensions: Height= 8', Width= 6'
- Inside Elevator Car Dimensions: Height= 8', Width= 7' 9", Depth= 9' 4"

Emergency Procedures and Services

Boise Centre proactively trains event staff to exercise whatever authority is deemed necessary to ensure the safety and best interest of the public, attendees, and our employees in the event of an emergency. Boise Centre will coordinate fully with emergency agencies and event management to achieve these goals. Emergency response plans are created for a variety of situations including medical, fire, natural disasters, and crowd control. Please visit boisecentre.com/emergency-procedures for a copy of Boise Centre's Emergency Procedures Guide or reach out to your event manager for more information regarding Boise Centre's emergency procedure plan. In the event of an emergency, please notify Boise Centre staff immediately.

Emergency response plans are created for a variety of situations including medical, fire, natural disasters, and crowd control.



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Exhibits and Materials

All exhibits are to be transported in and out of Boise Centre via the two loading docks 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, AEDs, 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.

All exhibits are to be transported in and out of Boise Centre via the loading docks during designated move-in and move-out times.

Exhibitor Access

During designated ingress/egress times, exhibitors and contracted suppliers will enter/exit via the 9th Street loading dock for Boise Centre or Capitol Street loading dock for Boise Centre East. You may be required to provide security to control loading dock activity. Entering or exiting through glass doors with exhibit materials is prohibited. Maps and specifications on loading docks can be found at boisecentre.com/loading-docks-map

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 per the Boise Fire Marshall:

- 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 as per Boise City Fire Marshal.

Fire lanes in and around the facility and the loading docks 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.

For additional details regarding fire code regulations, please contact your event manager.



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First Aid and EMT Services

Depending on the type of event and number of attendees, Boise Centre may require certified medical personnel to be on site for the duration of the event at the expense of show management. The final staffing level for medical personnel is at the discretion of the Executive Director. Boise Centre has several locations for first aid services placed around the building.

Floor Plans

All tradeshow floor plans must be pre-approved by Boise Centre prior to any booth space being sold. Booth floor plans must align with Boise Centre utility grids so that all utility boxes are accessible at the back of the booth. Failure to do so may result in additional charges. Pre-approved 8' x 10' and 10' x 10' booth plans are available upon request. Boise Centre must be provided with accurate floor plans noting all electrical, water, other utility, or special needs, a minimum of three days before scheduled move-in.

All room sets and diagrams must be approved by Boise Centre and must comply with all fire codes and exiting requirements regarding life safety. See **ROOM CAPACITIES** for more information.

Fog / Smoke / Laser Lights

Fog machines, smoke effects and laser light shows will not be permitted without the express written approval of Boise Centre, and additional fees may apply. The use of pyrotechnics is strictly PROHIBITED.

With prior written approval, the use of fog and haze machines for lighting and theatrical effects is permitted only within Boise Centre West's Grand Ballroom (100) and Boise Centre East's Ballroom (400), provided that the fog/haze fluid used in those machines is water-based.

Please visit boisecentre.com/haze-and-fog for a copy of Boise Centre's Fog and Haze Policy.

Food and Beverage Services

All catering, concessions, and food & beverage services are provided exclusively by Boise Centre. No outside food and beverage is permitted on the premises. Please contact your event manager for menu selections, payment policies, guarantee, and additional catering services. Your event manager will work in unison with you to coordinate all of your needs from start to finish. A guaranteed attendance number for all catered food and beverage functions is required seven business days prior to the event. For more information, please refer to Boise Centre's Food and Beverage Policies by visiting boisecentre.com/food-and-bev

All tradeshow floor plans must be pre-approved by Boise Centre prior to any booth space being sold.

All catering, concessions, and food & beverage services are provided exclusively by Boise Centre.



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Food Events and Sampling

Food handling and cooking events are regulated by the Central District Health Department and the Boise Fire Department. You must contact these agencies prior to your event, and strictly follow all guidelines. Floor mats are required in booths that prepare food. Food and beverage sampling is permitted with prior approval from Boise Centre. All sampling of food and beverage products is subject to compliance with generally accepted standards of health, safety, and sanitation and the specific requirements of the Central District Health Department. Where applicable, the standards of the Federal Department of Health and Agriculture also apply. Sampling of products will be limited to one-ounce portions. Food sampling request forms and Central District Health Department permits can be found at boisecentre.com/food-bev-sampling

Food handling and cooking events are regulated by the Central District Health Department and the Boise Fire Department.

Green Practices

One of the most important elements of Boise Centre is our commitment to preserving Idaho's resources. Through the support of sustainable efforts for the environment and goals for positive economic impact, the facility works to promote a healthy and happy life in Idaho.

Taking these extensive measures lessens our impact on the environment. The use of geothermal heat, promotion of recycling, increasing energy efficiency, conserving water and reducing waste have been great initiatives to help keep Boise Centre environmentally responsible.

Waste Reduction

- Partnership with Republic Services and Western Recycling to recycle all forms of paper, plastic and metal materials
- Designated compactor for all recyclable materials
- Use of china versus paper when possible
- Reducing paper waste by replacing traditional guest signage inside the facility with new digital technology.
- Divert thousands of pounds of recyclable materials from landfills
- Donate thousands of pounds of food to the Boise Rescue Mission

Boise Centre uses a geothermal heating system and participates in various initiatives including energy efficiency, waste reduction, and water conservation allowing the facility to join the ever-increasing ranks of environmentally responsible convention facilities.



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Water Efficiency

- Use of water stations rather than individual pitchers of water when possible.
- Filtered water stations and water bottle friendly drinking fountains located in public areas.
- Recently-upgraded dish machines resulting in a large reduction of water usage.

Food Donation

To reduce food waste and to support members of our community in need, Boise Centre donates food left over from events to the Boise Rescue Mission. The food is transported to the Boise Rescue Mission, who then distributes the food to one of their three shelters in the Boise area.

Internet / Wi-Fi / Networking

Dedicated wireless and hard-wired internet access is available throughout Boise Centre. Dedicated parcel bandwidth is available up to 250Mbps. Complimentary, limited Wi-Fi bandwidth service is provided. For more information please refer to Boise Centre's *Audio Visual and Technology Guide* by visiting boisecentre.com/av-services or contacting your event manager.

Keys / Access Cards

Keys and access cards may be ordered with advance notice at the prevailing rate through your event manager. Keys must be returned on the last day of the event. There is a \$100.00 charge for each key or access card not returned.

Licenses / Permits

The user is responsible for obtaining all licenses, permits, and approvals from the appropriate regulatory boards and authorities that may be required for the event, with the exception of lane closure permits. The cost of these licenses/permits are the responsibility of the user. Boise Centre operates under its own liquor license.

Lighting Levels

Lighting during ingress/egress will be at levels suitable for working. 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.

To reduce food waste and to support members of our community in need, Boise Centre donates food left over from events to the Boise Rescue Mission.

The user is responsible for obtaining all licenses, permits, and approvals from the appropriate regulatory boards and authorities that may be required for the event.



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Loading Facilities / Load In & Load Out

Exhibitor and freight entry to Boise Centre West is via the main loading dock on 9th Street. (See [DELIVERIES](#) for address information.) Boise Centre West's loading area consists of three loading bays with dock levelers, and a drive-in access ramp. The Grand Ballroom (100) has a 12' wide, 16' high overhead door with drive-in access .

The loading and unloading lane on 9th Street is available for use, but extreme caution must be taken because of oncoming traffic. Contact your Event Manager at least 30 days prior to your event for information regarding additional lane closures.

Exhibitor and freight entry to Boise Centre East is via the loading dock off Capitol Blvd. (See [DELIVERIES](#) for address information.) The Boise Centre East loading area consists of two loading bays with one freight elevator servicing the 4th floor meeting and ballroom spaces.

The Boise Centre East freight elevator limits and dimensions are listed below:

- Weight Limit: 7,000 Lbs.
- Door Dimensions: Height= 8', Width= 6'
- Inside Elevator Car Dimensions: Height= 8', Width= 7' 9", Depth= 9' 4"

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 your event manager. Your event may require security to manage dock activity.

Lobby Space

All Boise Centre West and Boise Centre East lobby and public area space serves as entrances and exits for Boise Centre guests, delegates, and members of the public. Based on fire code requirements and the safety and concern for all, these spaces are available on a limited basis for shared use with other Boise Centre functions. Portions of public spaces may be used for registration, food functions, and limited exhibits with prior approval, per your Use Permit. A rental charge may be incurred at the prevailing rate.

Logos / Photographs

Boise Centre's logo boisecentre.com/logo-pack and usage guidelines boisecentre.com/logo-guidelines are available to download from our website. Note, any use of Boise Centre's logo in promotional or public facing material must adhere to Boise Centre's Logo Usage Guidelines. For images of Boise Centre to include in promotional materials, please contact your Event Manager.

Portions of public spaces may be used for registration, food functions, and limited exhibits with prior approval.



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Lost & Found

Every effort is made to ensure that lost property is handled effectively to provide the best possible opportunity for the item to be returned to its owner. All items turned into the registration area or client/show office will remain there until the end of the event, at which time the client may decide to turn over lost items to Boise Centre. All lost and found items turned into Boise Centre are cataloged and stored for 30 days. After that period, all lost and found items 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 guests may fill out a lost and found form at boisecentre.com/about/lost-and-found

Media

If your event is expected to attract media attention, please advise your event manager so they may explain the options available for live remotes, taping, additional lighting, etc. that may be requested.

Motorized Vehicles / Fuel Powered Equipment

See the **VEHICLE INGRESS/EGRESS** portion of this guide.

Parking

Parking is available in downtown parking garages for guests visiting Boise Centre. For special event group parking arrangements, please contact ParkBOI (formerly Downtown Public Parking Services) at 208-368-7944. More directions and parking info can be found by visiting boisecentre.com/attend/directions-parking-public-transit

Power

In meeting rooms, User may use existing 20Amp wall outlets at no charge provided that power is not required to be distributed to multiple equipment, tables, or exhibits.

Tradeshow or table power will be run exclusively by Boise Centre and charged at current Boise Centre rates.

Please reference the **ELECTRICAL SERVICES** section of this guide for more information.

Product Sales

Sales of event-related products are permitted within contracted event space, excluding all common areas. Any common area required for event related product sales needs to be discussed in detail with your event manager.

For special event group parking arrangements, please contact ParkBOI at 208-368-7944



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Propane

The use of propane within Boise Centre is not allowed other than to be used for cooking. The propane cylinder cannot be larger than 16 ounces and must meet the approval of the Boise Fire Department, with prior approval by Event Manager.

Room Capacities

Room capacities will vary widely depending upon the specific function requirements and equipment utilized. Please discuss your proposed function details with your event manager to ensure safe and appropriate allocation of space. General room capacity information is available by visiting boisecentre.com or talking with your event manager. Boise Centre reserves the right to adjust room layouts when in concern for life safety or fire code.

Security

There are minimum requirements for event security staff and loading dock patrol agents, particularly during ingress/egress of an event. These vary depending upon the nature and size of the event. Security will be required by Boise Centre based on the nature or number of attendees, at the cost of the User. Boise Centre works closely with our in-house Safety and Security Specialist as well as several pre-qualified local security providers. Our event management team can put you in contact with these providers or order based on the needs or requirements of your event. If user fails to provide required security, Boise Centre will choose from our list of pre-qualified security providers to meet requirements, and user will be charged at prevailing rates. Events requesting to use anyone other than one of the pre-qualified security companies must submit a written request no less than 30 days prior to the event for approval.

Shipping and Receiving

Boise Centre 250 S 9th Street Boise, Idaho 83702	Boise Centre East 195 S Capitol Boulevard Boise, Idaho 83702
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Boise Centre is not equipped to store freight; therefore, we cannot receive goods more than 72 hours prior to move-in. 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 promoters, vendors, and exhibitors to make all arrangements for load out freight including packing, labeling, and contacting the freight company for pick up. Goods left will be considered lost and found.

List of pre-qualified security companies:

MAV Event Services
208-939-3230
maveevntservices.com

Peak Security
208-323-1199
peaksecurity.com

United Security Services
208-890-5929
unitedsecuritypi.com

Securitas
208-898-9256
securitasinc.com

Signal 88 Security
208-340-5446
signal88.com

Boise Centre is not equipped to store freight; therefore, we cannot receive goods more than 72 hours prior to move-in.



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Smoking

Boise Centre is a non-smoking facility. This includes all vapor/electronic cigarettes. Smoking is only permitted in designated areas outside of the facility. The Grove Plaza is a designated non-smoking area by the City of Boise.

Sound System

Boise Centre's sound system is designed for speech amplification, but may require supplemental sound equipment depending on your production requirements. Paging microphones and background music are available. It is possible to connect all rooms to provide one combined system. Please contact your event manager to discuss your audio visual event requirements.

Storage

Boise Centre's warehouse is not an option for event goods and equipment storage. Event storage must be in rented floor space or offsite. It may be necessary for a promoter to make arrangements for off-site storage.

Technology Services

Keep your presenters, vendors, and guests connected with connection speeds up to 250Mbps. Boise Centre offers a variety of technology services and in-house support to make your event run smoothly. We offer turn-key solutions as well as the flexibility to work with your technical staff on a customized network that fits your needs.

Wired Internet Access

- Dedicated Internet bandwidth is available from 10Mbps up to 250Mbps (or available capacity).
- Daily pricing.
- Dynamic addresses (DHCP) for 'plug and play' simplicity.

Wi-Fi Internet Access

- Boise Centre offers a complimentary shared Wi-Fi network, simply connect to 'BoiseCentre' in your list of networks.
- Dedicated Wi-Fi bandwidth is available in 10Mbps increments up to 250Mbps (or available capacity).
- Secure your dedicated Wi-Fi with customized SSID and Password.
- Daily pricing.
- Dynamic addresses (DHCP) for 'plug and play' simplicity.

Boise Centre offers a variety of technology services and in-house support to make your event run smoothly.



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Digital Signage

Digital signage screens display event information throughout the facility and at meeting room entrances. The display of basic booking and agenda information are included with your space rental.

We offer several options to display your custom content on our state of the art signage. Ask your event manager about options and pricing.

Video Conferencing

Boise Centre has built in video conferencing provided in our Executive Boardroom (200). This can allow you to easily connect face-to-face with multiple locations and stream to other rooms within Boise Centre. Ask your Event Manager for details.

Telephone Service

Boise Centre offers analog telephone in limited locations throughout the facility for voice, fax, credit card, long distance, speakerphone and conference call hosting. Please speak to an event manager about those locations.

The Grove Plaza

The Grove Plaza is owned and operated by Capital City Development Cooperation (CCDC). CCDC contracts Boise Centre to program and maintain the Plaza. The Grove Plaza can be utilized in conjunction with your event at Boise Centre, but is contracted and insured separately. Public access from all directions must be maintained regardless of use. Please speak with an event manager or coordinator for more information.

Trash

Boise Centre maintains all aisle and public area trash receptacles. Booth trash is the responsibility of the User, or their contracted decorator. Additional charges may apply for excessive trash or room clean-up. Boise Centre encourages recycling; marked containers are located throughout the facility and in the warehouse/loading dock areas. Boise Centre may require additional trash removal or additional receptacles depending on the nature of the event, at the cost of the event promoter.

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Use Permit

The Boise Centre Use Permit is the binding contractual agreement between the Greater Boise Auditorium District (“District”), and User executing the terms of the facility usage.

Indemnification

In Section 8 of the Boise Centre Use Permit is the Indemnification Clause. Each party shall indemnify and hold the other, and its employees, officers and agents harmless from any and all claims, damages, losses, expenses or liabilities for injury or death to any person; or loss or damage to property caused in whole or part by the negligence or wrongful conduct of the indemnitor, its employees, agents and invitees in connection with the user’s sponsored event. Provided, however, that the liability of the District and users, who are Idaho government entities are subject to the Idaho Tort Claims Act shall be limited to \$500,000 per occurrence in accordance with the Idaho Tort Claims Act.

Insurance

In Section 9 of the Boise Centre Use Permit is the Insurance Clause. User shall, at its expense, procure and maintain Commercial General Liability Insurance throughout the period of use under this Permit, including Blanket Contractual and Personal Injury Liability, having combined limits of liability not less than \$2,000,000 per occurrence. If the user will, or intends to have, the use of automobiles or other vehicles or otherwise provides or arranges for transportation in connection with its use of the Centre, user shall also maintain Automobile Liability, including Property Damage and Bodily Injury with combined limits of not less than \$2,000,000 per occurrence. If the user is an employer, user shall maintain Worker’s Compensation and Employer’s Liability Insurance as required by law. The District shall be included as an additional insured on all required liability policies. Additionally, user shall, at least ten (10) days prior to the commencement of the term of this Permit, deliver to the District a certificate with respect to all such insurance, information reasonably satisfactory to District. The certificates for general liability and auto liability policies shall include the District as an additional insured. All certificates shall contain the written agreement of each insurance company to notify the District at least ten (10) days prior to any cancellation or non-renewal of any such insurance.

User

The user is defined as the party that signs and executes the Boise Centre Use Permit (Contract).

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



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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. See **ELECTRICAL SERVICE** for more info.

Vehicle Ingress / Egress

Vehicles may be displayed in some areas based upon prior written approval from Boise Centre. Protective measures are required, such as plastic stretch wrapping the front wheels and floor protection under engine and drive train. Event promoters or users are responsible for disconnecting the vehicle batteries. Ingress/egress must be scheduled with your event manager.

It is the user's responsibility to obtain the necessary fire permits from the 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 Boise Fire Department 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 staff, 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.

See **FIRE REGULATIONS** for more information.

Visitor Information Center

Located adjacent to Boise Centre, the Visitor Information Center is a great resource to learn about activities, attractions, entertainment and all that Boise offers visitors. From restaurant suggestions, microbrewery locations, walking tours, to tips on local shopping and outdoor recreation—we have the resources to help you have a great time in The City of Trees. Complimentary local maps, brochures and publications are available. State and regional guide books and publications are also offered. Open Monday through Saturday, 9:00 am to 6:00 pm and for special events. Visit boisecentre.com/attend/concierge-corner

Operated by Boise Centre and staffed by volunteers, Visitor Information Center is a great resource for locals and visitors alike.



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Water Stations

Boise Centre uses and recommends the use of water stations rather than individual pitchers of water in all meetings. Contact your event manager should you require water service within a specific room.

Water stations are more sustainable than bottled water. For the convenience of our guests, there are filtered water stations and water fountains throughout the facility. Water fountains offer guests the opportunity to refill their own water bottles.

Website

www.boisecentre.com is the official website of Boise Centre. The site features 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 access to calendars, photos, parking information, maps, menus, floor plans, and much more.

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Thank You for Choosing Boise Centre.

We look forward to working with you to deliver an unforgettable WOW experience.



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