



## Moving In/Out

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

Absolutely NO moving in or out through public entrances or exits.

Boise Centre provides a limited number of carts, hand trucks, and tools to move equipment in/out.

If your equipment requires a forklift or electric pallet jack, please coordinate prior through event producer or manager.

If show management did not contract drayage or shipping services; exhibitors are responsible for their own freight and shipping.

If smaller items or boxes need shipped out, vendor is responsible for contacting shipper for pick up as well as providing correct shipping labels.

Boise Centre will not accept any freight more than 72 hours prior to an event.

Large items or equipment must be previously scheduled with show management, and may require a marshalling area and/or off hour move in/out times and fees.

### SHIPPING INFO:

**Boise Centre West  
Shipping Address**  
250 S 9th St.  
Boise, ID 83702

**Boise Centre East  
Shipping Address**  
195 S. Capital Blvd.  
Boise, ID 83702

## Building Rules and Regulations

- ❖ **Adhesives-** Nothing may be taped, nailed, stapled, pinned or affixed to ceilings, floors, walls, painted surfaces, fabric walls/air walls by anyone other than Boise Centre staff and without prior approval.
- ❖ **Alcohol-** No outside alcohol is allowed in Boise Centre.
- ❖ **Animals-** With the exception of ADA Service Animals, no animals or pets are permitted in Boise Centre. Any special accommodations require prior written approval from Boise Centre management.
- ❖ **Cables-** All electrical or audio-visual cables must be secured with approved gaffer's tape to conform to safety standards. Matting or cable trays may be required.
- ❖ **Carpeted Areas-** Displays that create the potential for stains or carpet damage must have an appropriate protective coating for the floor such as plastic and carpet, or materials of similar strength and be previously approved by Boise Centre management.
- ❖ **Cooking-** Any cooking in public areas must be done on a back table and out of reach of the public.
- ❖ **Displays-** Booths and displays must stay within the designated booth sizes to adhere to Boise Centre approved floor plans for safety and fire code compliance.
- ❖ **Electrical Services-** Electrical services are supplied exclusively through Boise Centre. Electrical orders are captured prior to the event by the event promoter or show management. Requests for an electrician must be made in advance; additional charges will apply.
- ❖ **Fire Regulations-** 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 and fire proof certifications may be required.
- ❖ **Firearms-** All Event requests to possess, show or display any firearms, ammunition, simulated firearms, or simulated ammunition on premise must be made in writing to Boise Centre ninety (90) days prior to the event date for approval.
- ❖ **Food and Beverage Sampling-** Food and beverage sampling is permitted with prior approval of 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. Sampling of products will be strictly limited to 1"x 1" or one-ounce portions.
- ❖ **Helium Tanks/Balloons-** Helium tanks are required to have the appropriate bases and all balloons must be tethered.
- ❖ **Lifts-** Use of Boise Centre scissor lifts or fork lifts can be provided at prevailing rates and operated by Boise Centre staff. Arrangements must be made in advance through show management.
- ❖ **Loading Dock(s)-** The loading docks are for loading/unloading only, and vehicles must be removed promptly. Vehicles not removed at Boise Centre management's request in a timely manner will be towed at user or owners expense.
- ❖ **Prohibited Items-** Boise Centre does not allow straw, hay bales, confetti, aerosol spray string, gum, or unshelled peanuts.
- ❖ **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 City Fire Department.
- ❖ **Storage-** Boise Centre's warehouse is not an option for event goods and equipment storage. Event storage must be in rented floor space or trucked offsite.
- ❖ **Rigging-** All rigging equipment, such as steel cable, span sets, shackles, chain motors, etc., will be provided by Boise Centre. Boise Centre will provide certified riggers for rigging and inspection. Charges at prevailing market rates will be applied. Any and all hanging or rigging must be scheduled, planned, and previously approved by Boise Centre management.
- ❖ **Vehicles/Combustible Engines-** Automobiles and trucks may be displayed in some areas based upon prior written approval from Boise Centre. It is the user's responsibility to obtain the necessary fire permits from the Boise City Fire Department (BCFD). All fuel powered vehicles or equipment of any size is subject to BCFD permits before entering Boise Centre and will be inspected by Boise City 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 Management, if unattended.

*DISCLAIMER: This document is meant to be a helpful guide for exhibitors and/or vendors, and is superseded by Boise Centre's Use Permit and Event Promoter and Decorator Guide.*

