



boise | centre



What you need to know to plan a successful meeting, conference, or tradeshow at Boise Centre.

EVENT GUIDE





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WELCOME TO BOISE CENTRE

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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 wow's 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 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 and operations 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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Section One

EVENT/PROMOTER GUIDE



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EVENT/PROMOTER GUIDE

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 has six street level entrances to the facility, 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.

Special needs guests 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 amounts are available.

ANIMALS

With the exception of ADA Service Animals, no animals or pets are permitted in Boise Centre. 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.

ATM

Boise Centre has one ATM within the facility located in the Meadow lobby. There is a \$3.00 fee per transaction.

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 will be subject to a reset fee.

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. Boise Centre is not responsible for items left in the coat check areas or on coat racks.

Any changes to the initial room set during the day of the event will be subject to a reset fee.



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CONTRACT

See Use Permit.

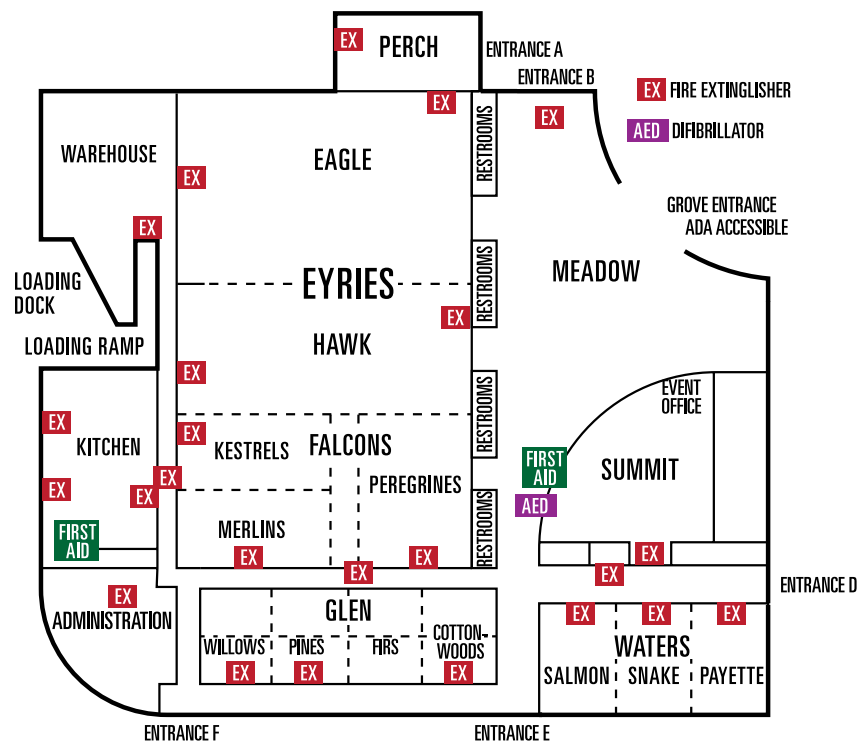
EMERGENCY PROCEDURES AND SERVICES

Boise Centre proactively trains event staff to exercise whatever authority deemed necessary to insure the safety and best interest of the public, attendees, and our employees in the event of an emergency situation. 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 reach out to your event manager for more information regarding Boise Centre's emergency procedure plan. In the event of emergency please notify Boise Centre staff immediately.

Emergency response plans are created for a variety of situations.

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 users expense. 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 and can be seen on the map below.



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. Where applicable, the standards of the Federal Department of Health and Agriculture also apply. Sampling of products will be limited to 1"x1" or one ounce.



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FOOD AND BEVERAGE SERVICE

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 five business days prior to the event and will be invoiced accordingly.

FOOD EVENTS

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. A link to the Central District Health permit can be found on www.boisecentre.com.

INTERNET / WI-FI / NETWORKING

Wireless and hard wired internet access is available throughout Boise Centre offering a shared 90Mbps service. Dedicated parcel bandwidth is available. Limited Wi-Fi bandwidth service is available at no charge. Please refer to the Boise Centre Technology Guide for more information or contact your event manager.

KEYS

Keys and security codes 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 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.

LOBBY SPACE

All Boise Centre 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, it is 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.

LOST AND 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.

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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 on www.boisecentre.com.

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.

PARKING

Parking is available in downtown parking garages for guests visiting Boise Centre and Boise Centre East. For special event group parking arrangements, please contact the Downtown Public Parking Services at 208-368-7944. A parking map is available on www.boisecentre.com/ parking.

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.

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.

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 on the Boise Centre website (www.boisecentre.com).

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 may be required by Boise Centre due to the nature or number of attendees at the cost of the event. Boise Centre works closely with several local security providers that our event management team can put you in contact with or order based on the need or requirements of your event.

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 set up a meeting with the audio visual staff to discuss your event requirements.

Sales of event-related products are permitted within contracted event space, excluding all common areas.



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TECHNOLOGY SERVICES

Keep your presenters, vendors, and guests connected with connection speeds up to 90Mbps. 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 90Mbps (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 30Mbps increments up to 90Mbps (or available capacity).
- Secure your dedicated Wi-Fi with customized SSID and Password.
- Daily pricing.
- Dynamic addresses (DHCP) for 'plug and play' simplicity.

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 signage. Ask your event manager about options and pricing.

Telephone Service

Boise Centre can distribute phone service to any location in the facility. We offer lines for voice, fax, credit card, long distance, speakerphones, and conference call hosting.

TRASH

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

USE PERMIT

The Boise Centre Use Permit is the binding agreement between the Greater Boise Auditorium District ("District"), and user executing the terms of the Use Permit.

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

The Boise Centre Use Permit is the binding agreement between The Greater Boise Auditorium District and the party executing the terms of the Use Permit.



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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 \$1,000,000 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 \$1,000,000 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).

VISITOR SERVICES / CONCIERGE CORNER

Operated by Boise Centre and staffed by volunteers, Concierge Corner & Visitor Services is a great resource for locals and visitors alike.

Concierge Corner & Visitor Services provides the latest information on local, regional and state attractions, event information, free maps, brochures, special offers, publications and recommendations. Learn about local accommodations, or get help in making a dinner reservation. A computer and printer are available for quick research, securing directions, and for providing access to print boarding passes or other travel related documents.

Concierge Corner & Visitor Services is located across from Boise Centre on the SE corner of Front Street and 9th Street.

Concierge Corner & Visitor Services is open Monday through Friday 10 a.m. to 4 p.m. and on special occasions.

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.

Operated by Boise Centre and staffed by Volunteers, Concierge Corner & Visitor Services is a great resource for locals and visitors alike.



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Section Two

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 approved 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 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 \$400 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.

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 required.

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 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.

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.

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



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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.

Cost to repair damage resulting from the improper or unauthorized installation of materials will be charged to the client.

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.

The floor must be protected from stains.

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.

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 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.

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

Boise Centre East
 195 S Capitol Boulevard
 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 for a nominal charge.

Boise Centre also features three 90 inch Sharp Aquos LED televisions positioned side by side to form a 20 foot wide video wall. The video wall is integrated with our event booking software and digital signage network to provide attendees with event information, maps, and agendas in real time.



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Boise Centre proactively trains event staff to exercise whatever authority deemed necessary to insure the safety and best interest of the public, attendees, and our employees in the event of an emergency situation.

In addition to informational content, the wall also displays custom digital artwork made from still and moving images. With 3D capability, dynamic contrast ratio of 8,000,000:1 and a maximum resolution of 5760px by 1080px this is definitely a stunning addition to Boise Centre's digital inventory.

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.

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

Term and conditions of Boise Centre approval includes, but not limited to, the following:

- All operators must show proof of a current FAA UAS operator certificate.
- Designation of a separate demonstration area (fly-zone area) away from the general public, enclosed by safety netting or steel mesh.
- Designation of the fly-zone area must be contained within the Licensee's contracted space or approved lobby areas.
- In addition to the safety netting or steel mesh, the Boise Centre may require additional barriers and safety buffer zones.
- Operation of the aerial drones outside the designated fly-zone is strictly prohibited.
- A representative from the drone manufacturer or authorized operator shall be present at all times in the fly-zone area.
- No other persons, unless authorized by Boise Centre, will be allowed in the fly-zone area while the aerial drone is in operation.
- There shall be an unobstructed sight path between the aerial drone and its operator at all times.
- Upon approval by Boise Centre, the aerial drone unit may be operated to hover up and down, rather than in a fly-around pattern within the fly-zone area.
- Operation of any aerial drone must maintain a constant minimum of 10' clearance in height from the ceiling, within any approved area(s). Operation is required to be under 5 mph.
- Drone is to be under 55 lbs. in weight.
- Drones with protected rotor/propeller blades are required.
- Licensee shall be responsible for properly notifying exhibitors, attendees and the general public to their event that an aerial drone is in operation and may be taking video or images.
- Boise Centre may require show management to provide appropriate signage to this end.
- Boise Centre may require a fire safety officer on stand-by (billable to show management or exhibitor) upon full review of the aerial drone operation plan.
- The licensee/vendor/exhibitor shall issue and have executed a release of liability form from each participant in the vicinity of the approved area(s), which includes an indemnification of Boise Centre, on the release from liability form. Event Manager will monitor that such forms are being actively completed during the course of the drone activity. Upon request,



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completed forms shall be submitted to Boise Centre.

- The licensee/vendor/exhibitor shall provide proof of insurance including aircraft liability as outlined in the Event License Agreement insurance requirements.

To ensure that aerial drone operations are reviewed in a timely manner, licensee/vendor/exhibitor shall submit the documentation outlined above to your Event Manager no later than sixty calendar (60) days prior to the first show day.

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.

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 on www.boisecentre.com.

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

EMERGENCY PROCEDURES

Boise Centre proactively trains event staff to exercise whatever authority deemed necessary to ensure the safety and best interest of the public, attendees, and our employees in the event of an emergency situation. 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 reach out to your event manager for more information regarding Boise Centre's emergency procedure plan. In the event of emergency please notify Boise Centre staff immediately.

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 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.

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.

One of the most important elements of Boise Centre is its commitment to preserving Idaho's resources.



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The Boise Centre logo and images of the facility are available on our web site.

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 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.

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. (8' x 10' booth plans are also available.) 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, three days before scheduled move-in. Contact your event manager for a copy of the Boise Centre floor diagram.

FOG / SMOKE / LASER LIGHTS

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

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.

Sustainability Initiatives

- Divert thousands of pounds of recyclable materials from landfills
- Donate wine bottles for repurposing
- Donate thousands of pounds of food to the Boise Rescue Mission

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
- Collaboration with Usful Glassworks, a nonprofit company specializing in sterilizing glass wine bottles and re-selling to local eateries



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- Use of china versus paper when possible
- Filtered water stations in public areas
- Use of water stations rather than individual pitchers of water in all meetings
- Reducing paper waste by replacing traditional guest signage inside the facility with new digital technology

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.

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

Water Efficiency

Use of water stations rather than individual pitchers of water in all meetings.

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.

Other Features

Boise Green Bike, a bike-sharing program and an alternative to carbon-emitting transportation, has a station located adjacent to the convention center. The station is located on the Grove Plaza just outside our main entrance.

Valley Regional Transit, a regional public transit authority provides bus service from the airport and throughout the Boise area to Main Street Station in downtown Boise. Main Street Station is located underneath Boise Centre East and the Clearwater Building.

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.

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.) Boise Centre's loading area consists of three 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.

Exhibitor and freight entry to Boise Centre East is via the loading dock off of 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.



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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.

LOGOS / PHOTOGRAPHS

Boise Centre's logo and images of the facility are available on our web site at boisecentre.com. Additional images can be made available upon request. Please contact your event manager to inquire.

LOST AND 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.

MOTORIZED VEHICLES / FUEL POWERED EQUIPMENT

See Fire Regulations.

SHIPPING AND RECEIVING

Boise Centre
250 S 9th Street
Boise, Idaho 83702

Boise Centre East
195 S Capitol Boulevard
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 promoters, vendors, and exhibitors 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 and Boise Centre East are non-smoking facilities. 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.

STORAGE

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

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.

Our website reflects
Boise Centre's
commitment to
outstanding customer
service.



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VEHICLE INGRESS / EGRESS

Automobiles and trucks 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 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. See Fire Regulations for more information.

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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Section Three

AUDIO/VISUAL GUIDE



- 15 Audio Visual Services Guidelines
- 16 Background Music / Television
- 16 Internet Wi-Fi Network TeleCommunication
- 16 Lighting
- 16 Power
- 16 Rigging
- 16 Sound System
- 16 Video Display / Projection



AUDIO VISUAL GUIDE

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.

AUDIO VISUAL SERVICES GUIDELINES

1. 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.
2. Boise Centre will charge an external service provider fee of \$400 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.
3. ALL audio visual production companies, promoters and subcontractors must have on file with Boise Centre, a current CERTIFICATE OF INSURANCE with a minimum of \$1,000,000.00 liability.
4. Outside service providers are NOT permitted to hang any equipment from any structural elements of the facility. 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.
5. All staff of an outside service provider must be professionally attired and wear name tags for identification.
6. Fog machine, smoke effects, or laser light shows will not be permitted without the express written approval by Boise Centre, and additional fees may apply. The use of pyrotechnics is PROHIBITED.
7. All power requirements will be provided at the prevailing rates. Contact your event manager for information.
8. Storage space for audio visual equipment will be the sole responsibility of the client.
9. Under no circumstances will Boise Centre be liable for lost, damaged, stolen, or misused equipment.
10. Utilization of the Boise Centre house sound system is \$75 per day, per room, and requires seven business days advanced notice.
11. Use of scissor lifts or fork lifts will be provided at prevailing rates and will be operated by Boise Centre staff.
12. Boise Centre strongly recommends all audio and visual cables be flown from the ceiling whenever possible.
13. Audio visual is subject to a 20% service charge. Current state sales tax may apply.
14. Boise Centre loading dock is for **LOADING AND UNLOADING ONLY**, parking is not allowed.

Please contact your Boise Centre event manager or Audio Visual department at:
(208) 336-8900.

Boise Centre can tailor your display/projection needs with a wide variety of flat panel monitors and projection/screen packages.



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We offer concert quality sound, full lighting design and video packages to meet any budget and show demand.

BACKGROUND MUSIC / TELEVISION

Boise Centre features four DIRECTV receivers for background music and video channels. The music channels can be played into any room at no charge. Video channels or RF signals can be patched into any room for \$50 per room.

INTERNET WI-FI NETWORK TELECOMMUNICATION

Boise Centre offers hard wired and wireless internet throughout the meeting space. Boise Centre offers a shared 90Mbps internet service. Please refer to the Boise Centre Technology Guide for more information or contact your event manager.

LIGHTING

Each meeting room has a wall control panel that features multiple lighting presets that can be programmed to accommodate most meeting applications. Each breakout room offers dimmable LED, and fluorescent lighting. Our ballroom offers florescent and dimmable LED's as well as a complete stage lighting system controlled by programmable light board. Boise Centre can design a lighting show tailored to your need using the latest in technology.

POWER

Boise Centre offers 110v wall and floor outlets. 208v 50amp power drops and wall outlets. 200amp 3 phase disconnects Cam Lok connections located in the service hall next to the ballroom.

RIGGING

Due to the unique architectural design features of the building, Boise Centre has designated Production Services International (PSI) as the official rigging contractor for production.

SOUND SYSTEM

Boise Centre features a state-of-the-art audio infrastructure offering the latest in audio digital signal processing and control interfacing. This robust system offers total flexibility for your meeting and convention needs. The meeting rooms, ballroom/exhibit hall systems provide distinct and ample audio levels for most events. Boise Centre also offers a variety of sound reinforcement packages from portable systems to full concert production.

Boise Centre offers full audio signal patching throughout the facility for recording or production. Clients, or their contractors are not allowed to attach any systems, microphones, speakers, instruments or cabling to the facility without prior authorization.

Boise Centre offers a unique paging/announcement system allowing clients to access from one to all rooms used.

VIDEO DISPLAY/PROJECTION

Boise Centre can tailor your display/projection needs with a wide variety of flat panel monitors and projection/screen packages. Boise Centre offers display options from a PowerPoint presentation for 10 to conducting a multimedia presentation to a crowd of 3,000.



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Section Four

TECHNOLOGY GUIDE



- 17 Digital Signage
- 17 Internet Access - Wired
- 17 Internet Access - Wi-Fi
- 17 Telephone Service
- 17 Terms of Service



TECHNOLOGY GUIDE

Keep your presenters, vendors, and guests connected with connection speeds up to 90Mbps. 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.

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.

INTERNET ACCESS - WIRED

- Dedicated Internet bandwidth is available from 10Mbps up to 90Mbps (or available capacity).
- Daily pricing.
- Dynamic addresses (DHCP) for 'plug and play' simplicity.

INTERNET ACCESS – WI-FI

- Boise Centre offers a complimentary shared Wi-Fi network, simply connect to 'BoiseCentre' in your list of networks.
- Dedicated Wi-Fi bandwidth available in 30Mbps increments up to 90Mbps (or available capacity).
- Secure your dedicated Wi-Fi with customized SSID and Password.
- Daily pricing.
- Dynamic addresses (DHCP) for 'plug and play' simplicity.

TELEPHONE SERVICE

Boise Centre can distribute phone service to any location in the facility. We offer lines for voice, fax, credit card, long distance, speakerphones and conference call hosting.

TERMS OF SERVICE (TOS) FOR COMPLIMENTARY WI-FI

Access to Wi-Fi

The Wi-Fi service is a free public service provided by Boise Centre. Your access to the service is completely at the discretion of Boise Centre, and your access to the service may be blocked, suspended, or terminated at any time for any reason, including but not limited to; violation of this agreement, actions that may lead to liability for Boise Centre, disruption of access to other users or networks, or violation of applicable laws or regulations. Boise Centre may revise the TOS at any time. You must accept this agreement each time you use the service and it is your responsibility to review it for any changes each time. This is an open wireless network. No network communication is 100% secure.

Internet services are flexible and can be customized into a package designed to fit your needs.



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Please Remember

NO network communication should be considered private or protected. All communication over Boise Centre's complimentary wireless network is subject to monitoring. Additionally, media and material stored in Boise Centre's network environment are subject to disclosure under the Freedom of Information Law. Boise Centre reserves the right to reduce throughput or access as need be.

Acceptable Use of the Service

Your use of the service and any activities conducted online through the service shall not violate any applicable law or regulation or the rights of Boise Centre, or any third party. Boise Centre cannot accept any responsibility for any injury or loss that results from inaccurate, unsuitable, offensive, or illegal internet communications.

Disclaimer

The service and any products or services provided on or in connection with the service are provided on an as is, as available basis without warranties of any kind. All guarantees with respect to the content or service and the operation, capacity, speed, functionality, qualifications, or capabilities of the services, goods or personnel resources provided hereunder, whether expressed or implied, arising by law, custom, prior oral or written statements by Boise Centre or otherwise (including, but not limited to any warranty of satisfactory quality, merchantability, fitness for particular purpose, title and non-infringement) are hereby overridden, excluded and disclaimed. Some jurisdictions do not allow the exclusion of certain warranties, in which case, liability in such jurisdictions shall be limited to the extent permitted by law.

No Consequential Damages

Under no circumstances will Boise Centre, its suppliers or licensors, or their respective officer, directors, employees, agents, and affiliates be liable for consequential, indirect, special, punitive or incidental damages or lost profits, whether foreseeable or unforeseeable, based on claims of customer, its appointees or its or their customers (including, but not limited to unauthorized access, damage or theft of your system or data, claims for loss of goodwill, claims for loss of data use of or reliance on the service, stoppage of other work or impairment of other assets, or damage caused to equipment or programs from any virus or other harmful application), arising out of breach or failure of express or implied warranty, breach of contract, misrepresentation, negligence, strict liability in tort or otherwise. In no event will the aggregate liability that Boise Centre or its officers, directors, employees or volunteers may incur in any action or proceeding, exceed the limitations, exclusions and disclaimers set forth in this section will not apply only if and to the extent that the law or a court of competent jurisdiction requires liability under applicable law beyond and despite these limitations, exclusions and disclaimers.

The Use of the Service for the Following Activities is Prohibited

Spamming and invasion of privacy of others, violating intellectual property law, transmitting obscene or indecent speech or materials, transmitting defamatory or abusive language, hacking or distribution of internet viruses, worms, trojan horses, or other destructive activities.

Thank you for choosing Boise Centre.

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



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