



February 9, 10 & 11 is just around the corner! The 2018 Boise Golf Show information in this packet will aid you in planning ahead. Call Vision Marketing at (509) 621-0125 or email info@boisegolfshow.com if you have any questions.

LOCATION: Expo Idaho – North Exposition Hall, 5610 Glenwood, Boise, ID 83714

MOVE-IN: Set-up for the Boise Golf Show is Friday, February 9th from 10:00AM to 5:00PM, unless other arrangements have been made.

BOISE GOLF SHOW HOURS

Friday - February 9 – 5PM – 8PM (VIP Business After Hours Event)
Saturday – February 10 – 9 AM – 5 PM
Sunday – February 11 – 10 AM – 4 PM

BOOTH INCLUDES: 3’ high side drape, 8’ high drape, 6’ table, 2 chairs and wireless internet. 10 wide x 8 deep booth size. The Expo Idaho Exhibit Hall is **NOT** carpeted.

OTHER TABLES|CHAIRS|CARPET: Call Venue Event Services, 208-830-4803, www.venueidaho.com. Note that there is a large surcharge added if you order on the floor – day of the show.

MOVE-OUT: Begins at 4:00 PM Sunday. **NOT BEFORE.** All displays MUST be completely removed SUNDAY.

EXHIBITOR IDENTIFICATION: Exhibitors receive up to 4 passes per booth unless other arrangements have been made with the show office. All exhibitors must turn in an exhibitor list in advance of the show for passes to work the booth. Additional passes are available at \$5/each.

Please fax or email the list to our office by **February 1st**
FAX:(509) 621-0118 or Email: Info@boisegolfshow.com

**Picking up passes the day of show opening: Passes will be at will call 30 minutes before show opening at the ticket booth in front of the show. You will need to be at WILL CALL early to obtain your pass if you have not obtained it earlier when setting up your booth. We will not be able to let anyone into the front gate without a pass to work their booth. Plan your time wisely for the WILL CALL line to obtain your pass if you are working the show opening.

All Passes will be held under your COMPANY NAME and will be available for pick-up :

Thursday	Feb 8, 2018	Noon – 4 pm	Back of Hall Check in table
Friday	February 9, 2018	10:00 am to 4:00 pm	Back of Hall Check in table
All Other Days	Feb 9,10 & 11, 2018	30 min B-4 Show Open	Front WILL CALL

NO SMOKING: Just a reminder. By law, this is a non-smoking facility. You are welcome to step outside to smoke!

SOUND: Exhibitors are asked to monitor their own booths to be sure the noise levels from demonstrations or video systems does not interfere with others. Vision Marketing reserves the right to determine at what point the sound interferes with others and must be discontinued.

DISTRIBUTION OF LITERATURE AND GIVE-AWAYS: No person or firm will be allowed to distribute literature or merchandise outside of their own exhibit area. Persons or firms not exhibiting will not be allowed to distribute any literature or merchandise without the written consent of Vision Marketing.

PARKING: [CLICK HERE TO SEE PARKING MAP](#). Move in/out: During move-in and teardown, vendors can pull up along the building to load and unload. On the north side of the North Expo Building is a large overhead door. Most vendors will move-in through that door. There is only one road in and out of that door. Vendors can park on the grass on either side of the road while they are moving in and out.

The yellow areas are the lots where vendors can park during show hours. It is not marked on the map, but to the south of the gravel lots is trailer parking. Once the vendor parking fills up in the these areas, vendors will need to park in the main lot.

MESSAGES DURING SHOW HOURS: In the event of an emergency, the message will be delivered to the exhibitor. Vision Marketing phones are available for use during The Spokane Golf Show Tom: (509) 869-0343, Matty (509) 944-1009 and Karen (509) 869-0344.

BUSINESS AND OCCUPATION TAX: MANDATORY- ID SALES TAX DECLARATION: you take responsibility to act in accordance with the Idaho sales tax declaration - [ALL VENDORS MUST COMPLETE THIS FORM](#). The form will be available at check in also. Please have your tax ID available at that time if you have not completed an online form. For specific information contact the Idaho State Tax Commission at (800) 972-7660.

OTHER INFORMATION YOU MAY HAVE QUESTIONS ABOUT:

The following information is available online at <http://www.boisegolfshow.com/> on the Exhibitors Info page.

- Map to Expo Idaho
- Decorator Packet
- Floor plan

If you need anything, please don't hesitate to call the main office at 509-621-0125, Tom: (509) 869-0343, Matty (509) 944-1009 and Karen (509) 869-0344 or fax 509-621-0118, info@boisegolfshow.com

EXHIBITOR EMPLOYEE LIST

Exhibitor Company Name: _____

Employees must be on this list to enter the show through the exhibitor entry or they will need to pay admission. This list is for employees only! Additional passes for employees above the 4 per booth may be purchased \$5/each.

NAMES

The Names on the list must have ID to pick up their Exhibitor Passes to get into the show.

1) _____

2) _____

Wristbands will be provided for entry and re-entry into the show. Each day of the show will have a different color.

3) _____

Torn, shredded or broken wristbands will not be admitted.

4) _____

Additional Names

Please use one of the following to send us this list:

5) _____

Email: info@boisegolfshow.com
Fax: 509-621-0118
Mail: PO Box 85
Newman Lake, WA 99025

6) _____

7) _____



For Office use:

Approved by: _____

Notes: _____

Additional passes - Invoice ___x \$5 = _____