



2027 Exhibitor Instructions

Buy Idaho Capitol Show

What to Bring & What to Know

Thank you for participating in the **2027 Buy Idaho Capitol Show**! We are excited to have you join us for a great day of Idaho business, connection and community.

WHAT TO BRING

Your space is approximately **6' x 4'** and will accommodate a **6-foot table or smaller**. You are welcome to use your space however you wish.

Please bring:

1. **6-foot table or smaller**
2. **Chairs** – recommended
3. **Memory foam mat** – optional, but highly recommended
4. **Table linens**
5. **Marketing materials**
6. **Swag or giveaways**
7. **Product or service information**
8. **Something to engage visitors** – raffle, game, email sign-up, business cards, giveaway, demonstration, etc.
9. **Free-standing banners or signs** – nothing can be attached to the Capitol walls
10. **Extension cord** – if needed
11. **Gaffers tape** – required for safely securing extension cords to the floor

IMPORTANT: NO SALES AT THE CAPITOL

Sales **cannot take place inside the Capitol** during the show.



You are welcome to promote your products and services, collect emails and contact information, gain social media followers, and direct attendees to your website. Any sales can be completed outside of the show.

TAKE CARE OF YOURSELF

This is a busy day, so bring **snacks and water** and wear comfortable shoes.

The Capitol cafeteria on the **Garden Level** is available for exhibitors to use for lunch.

LOAD-IN

Tuesday, February 23 | 4:30–6:00 PM

OR

Wednesday, February 24 | 7:00 AM

Doors open to the public at **8:00 AM**.

Please review the **Load-In Instructions** for complete parking and unloading information.

EXHIBITOR NETWORKING

Start the Day with Your Fellow Idaho Businesses

Join us for exhibitor networking on **Wednesday, February 24 from 7:15–8:00 AM** on the **1st Floor East Side**.

All participants are welcome. Come early, grab a coffee and meet the other Idaho businesses taking part in the show.

BREAKDOWN & LOAD-OUT

Breakdown begins at 3:00 PM.

Please **do not break down early**. Your commitment to staying for the full show is important to creating a successful experience for everyone.

Load-Out: Wednesday, February 24 | 3:00–5:00 PM

Please review the **Load-Out Instructions** for complete details.



A FEW FINAL NOTES

Booth assignments are subject to change on the day of the event. We do our best to accommodate requests, but flexibility is sometimes necessary to make the show work smoothly.

There is no bad spot! Every location gives you an opportunity to meet new people, connect with other businesses and share what makes your business special.

Volunteers will be outside to help guide you and assist with watching your items during the loading process.

We can't wait to see you at the Capitol!

Questions?

info@buyidaho.org

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