EXHIBITOR INFO

Thank you for participating in the 32nd Annual Buy Idaho Capitol Show!
Items you will need and other info:

1. 6ft table or smaller - space is approx 6x4 (you are welcome to utilize the space however you wish)
2. Chairs (recommended)
3. Memory Foam Mat to stand on - optional but suggested!
4. Linens
5. Marketing Material
6. Swag
7. Product/service info
8. Engagement - raffle, game, collect emails, business cards, giveaways, etc.
9. Stand Alone banners - we cannot adhere anything to the Capitol Walls
10. Extension cord if needed
11. Gaffers Tape to secure any extension cords to the ground
12. REMEMBER NO SALES in the Capitol can happen! You may direct people to your website or capture information to complete any sales outside of the show!
13. Bring snacks and water! This is a busy event. There is a cafeteria on the garden level of the Capitol that you can utilize for lunch.

Load in
Feb 24th 4:30 pm -6:00 pm or Feb 25th 7:00 am. Doors open to the public at 8am.
Please see load in instructions for more details

Break Down - 3:00 pm - Please do not break down early. Your commitment to the entire showtime is imperative to have a successful event!

Load out
Feb 25th 3:00 pm - 5:00 pm
Please see load out instructions

We will be doing a Vendor networking with ICCU with Zero Dark Thirty coffee from 7:15 am - 8:00 am on the 1st Floor of the rotunda. ALL participants are welcome to join and meet the members!

Please note that ALL assignments are subject to change the day of the event. We do our best to accommodate all wishes, but we have to be fluid to make the show work and be successful. There is NO BAD SPOT! Volunteers will be outside to help guide you and to watch your items. Email info@buyidaho.org or call 208-343-2582 with any questions.