



2027 Buy Idaho Capitol Show

UNLOADING & LOADING INFORMATION

Capitol Show Participants

Load-In: Tuesday, February 23, 2027 | 4:30 PM–6:00 PM

Show Date: Wednesday, February 24, 2027 | 8:00 AM–3:00 PM public hours

Exhibitor Networking: Wednesday, February 24, 2027 | 7:15–8:00 AM

Location: 1st Floor East Side

LOAD-IN & LOAD-OUT

We have been granted special permission to facilitate loading and unloading for the show. Because this is a special accommodation, **we must follow these procedures carefully.**

Tuesday Load-In | February 23

Exhibitors may temporarily pull **onto the sidewalk in front of the Capitol on Jefferson Street** between **4:30 PM and 6:00 PM** to unload.

Please:

- Pull as far forward as possible so traffic can continue moving.
- Unload your belongings quickly.
- Do not leave your vehicle unattended.
- Have a volunteer watch your items while you move your vehicle, or bring someone with you to stay with your belongings.
- Once unloaded, move your vehicle to a metered parking space and finish bringing your items inside.
- A wagon or hand cart is highly encouraged.

Do not use the State Street entrance for loading or unloading.

Wednesday Morning Load-In

If you are arriving **Wednesday morning to unload**, the temporary sidewalk loading permission does not apply. You must use a **metered parking space or find a surface lot.**



Please arrive by **7:15 AM** so you have time to unload, set up, mingle with fellow exhibitors, and be available for photos and potential interviews before the doors open.

Important Parking Reminder

There are **“NO PARKING”** signs posted in front of the Capitol on Jefferson Street. Exhibitors have special permission to temporarily use the sidewalk for loading and unloading only.

Please do not stop along the curb or in the bike lane. The bike lane must remain clear of vehicles.

Safety and efficiency are important. Please move in and out quickly so all exhibitors have an opportunity to load and unload.

WHERE TO ENTER

The Capitol entrance for loading and unloading is through the **Garden Level at the front of the Capitol.**

This is the lowest level of the building. Enter from the ramp located on the side of the front Capitol steps.

Once inside:

- If using a hand cart, use the **EAST elevator** to reach your assigned floor.
- A volunteer will be outside to help direct you to your destination.
- Please bring enough people to assist with your unloading and setup.

LOAD-OUT | Wednesday, February 24

After the show ends at **3:00 PM**, please dismantle your booth and stage your items on the Capitol sidewalk.

Then:

1. Retrieve your vehicle.
2. Drive **up onto the sidewalk** in front of the Capitol.
3. Load your belongings quickly.
4. Exit the area so the next exhibitor can load.

Please do not begin breaking down your booth before **3:00 PM**.



Vendors are responsible for packing out **ALL trash** and leaving their area clean and tidy.

WHAT TO BRING

Each exhibitor should bring:

- **6-foot table or smaller**

- Table linens
- Stand-up banners or free-standing signs
- Marketing materials
- Products or samples, as applicable
- Extension cords if you have a power booth
- Gaffers tape to secure cords to the floor and eliminate tripping hazards
- Wagon or hand cart, if needed

Nothing may be affixed to the Capitol walls, floors, columns, furniture, or other surfaces.

If you have a power booth, please bring an extension cord long enough to reach the available outlet and gaffers' tape to safely secure the cord.

A FEW IMPORTANT REMINDERS

We encourage exhibitors to load in on **Tuesday, February 23**, but **please do not leave anything of value unattended at your booth.**

Please arrive by **7:15 AM Wednesday** for exhibitor networking, photos, and potential interviews.

A Wi-Fi password will be provided by the Capitol for the event.

Doors open to the public at 8:00 AM.

Booths must remain set up until **3:00 PM. Please do not break down early.**

QUESTIONS OR DAY-OF NEEDS

We are excited to have you with us and look forward to another wonderful Buy Idaho Capitol Show!

Email: info@buyidaho.org

Office: **208-343-2582**

Day of event, you can text:



Jen: 208-724-4487