

EXHIBITOR INFORMATION

Check In

Upon arrival at the event for load-in, please report to the Spectra Show Office. You can verify your location, and obtain your Exhibitor Badges, Parking Pass, along with other exhibitor information. Please do not attempt to locate your display first!

Loading In

All vendors will be given a specific load-in time; 9am, 10am, 11am, or 12pm. The loading times are based on location. You may drive your vehicle inside the building to unload (limited within the 11am time, prohibited within the 12pm time slot) but we ask that you do not set up any portion of your booth until your vehicle is unloaded and taken out of the building.

Vehicle Access/Parking Pass

During load-in you have vehicle access to the grounds with limited restrictions. But once an event starts the only way to have vehicle access to exhibitor parking will be with a parking pass. Once an event starts you can access the exhibitor parking one hour prior to show time.

One parking pass will be allocated for each exhibitor (not one per booth!) as there is limited parking available. If you desire an additional parking pass a limited amount will be available for \$5.00. Due to limited parking, your parking pass does not guarantee you a parking spot. If there are other events the same weekend as a Flea Market the parking lot may fill up and vendors will have to use the same parking as the general public.

Exhibitor Identification

Each person expecting to gain access to the event without having to buy an admission ticket must have an Exhibitor Badge. In order to eliminate confusion about access to the event, we cannot stress enough how important it is for each person working your booth to have an Exhibitor Badge to enter an event. The most effective way to do this is to order one Exhibitor Badge per person working the event. You will receive two Exhibitor Badges with the cost of your booth. Additional Exhibitor Badges needed beyond what are issued to you are available at the cost of \$1.00.

Trailer / Truck Parking

Trailer Parking: All trailers that need to be parked for the event will have their own parking area and must have a Parking Sticker (available at the show office) to identify it as an exhibitor trailer. Trailers cannot be parked in the general public parking lots.

Truck Parking: All company service vehicles and panel vans that are larger than a normal passenger car have their own parking area and cannot be parked in the general public parking lots.

Cancellation Policy

Exhibitor understands that their \$20.00 deposit is non-refundable. If an exhibitor desired to cancel his contract within 30 days prior to the show, but before 14 days prior to the show, exhibitor will be liable for 50% of the contract amount. If an exhibitor cancels his contract within 14 days before an event, the full amount of the contract will be due and the exhibitor agrees to pay same to Spectra. **IMPORTANT:** Notice of cancellation must be in writing (email notification will be accepted) and is effective the date received.

Re-newal Policy

At the conclusion of each Flea Market all space is held upon a "first-right of refusal basis" until the following Wednesday. Starting the Thursday following each Flea Market any space not secured with a signed application and \$20.00 deposit will be released.

Rights and Privileges

Any right or privilege of Exhibitor to sell any products or services within a Spectra event may be immediately revoked, without refund, if the Exhibitor fails or refuses to comply with the Show Terms and Conditions portion of the Spectra Productions Event Application, as well as the contents of this Exhibitor Guide. If any questions arise while reading the Show Terms and Conditions portion of the Spectra Productions Event Application or the Exhibitor Guide, it is the responsibility of the exhibitor to clarify any and all questions prior to occupying their space at the event.

Aisle Encroachment

Please remind those working your booth not to work in the aisle. You are to work in the confines of your booth, period. This means no stepping out into the aisle to "pull" people into your booth, or stepping into the aisle to pass out any materials. Additionally, you cannot 'walk the floor' passing out any materials to fellow exhibitors or attendees alike. Also, please make sure there is room for "you" in your booth! We mark the aisle at 8'. When exhibitors sit in chairs outside of their booths, in the aisle it closes the aisle to an unacceptable width.

Illegal Activities

Determination of any illegal activity could result in expulsion from the event and forfeiture of all monies paid.

Animals

Animals will not be permitted on the grounds during the event, with the exception of leashed disability-related service dogs.

EXHIBITOR INFORMATION

Tax Forms

The Idaho Sales Tax Act requires every retailer engaged in business in Idaho to obtain a sellers permit from the Idaho State Tax Commission. Retailers are required to collect the six percent (6%) sales tax on each sale that is not exempt from tax. As is dictated by Idaho Tax Code, Title 63-3620C, each exhibitor must complete form ST-124, stating whether or not they have taxable items, and if they do, what their sellers permit number is *Please note:* Once you provide your Idaho State Tax ID #, Spectra will not have to ask you to fill out the ST-124 form ever again!

Trash

Exhibitors must dispose of refuse in the dumpsters provided. The building maintenance staff is not responsible for the disposing of or the hauling of waste or debris used in the daily function of running your booth. Refuse cans and boxes set in front of booths are intended for use by event patrons only. Please do not fill them up with your daily refuse.

Recycling

There are recycling containers available for cardboard and plastic. Please place all applicable materials in these receptacles. Please be sure to break down all cardboard boxes prior to placing them in the cardboard recycling bin.

Helium

Helium is not allowed on any part of the grounds during the event. This is specifically pointed at helium balloons!

Forklift

Any exhibitor may request a forklift at the Spectra Show Office. Forklift service will be available free of charge during the normal load-in hours for the event.

Rentals

If you need any items for your display such as tables, chairs, carpets, etc., you may bring your own, or these items can be rented through Spectra. Prices reflect sales tax, delivery, and pick-up.

Food Sales / Samples

Sales and sampling of food items must be approved prior to the event by submitting a "Food Sampling/Sales Form". Additionally any vendor wanting to sell or sample food at the event must also gain a permit from the Southwest District Health Department; contact them at (208) 327-8535. Non-food vendors are only allowed to give away free individually wrapped single pieces of candy and 4 oz. cups of water.

Inspections

Each Exhibitor agrees that Spectra shall have the right to inspect their display at any time.

Drawings

If you plan to hold a drawing it must be approved prior to the event by submitting a "Drawing Prize Form". Exhibitors will also need to return a "Drawing Winners Form" form to the Spectra Office by the deadline given.

Security

The building will be secured each night of the event. Spectra assumes no responsibility for materials left in booths. If you have anything in your display of value that could be carried away, it is suggested that you take it with you each night when you leave the building. Exhibitor understands that Spectra and it's personnel, nor the facility and it's personnel, cannot be responsible for any loss or damage.

Sound/Amplification

Sound transmissions such as radios, television sets, loudspeaker, voice amplification systems, music or instruments, and misc. machinery, etc. are subject to approval, and if used, they must be controlled as to not interfere with other exhibitors. **THIS PRIVILEGE MAY BE REVOKED AT ANY TIME.** Exhibitors intending to have elevated sound/amplification must complete the "Sound/Amplification Approval Form".

Gas and Fire

In accordance with NFPA 101 Life Safety code, section 32.2.3, any exhibitors using open flame devices must obtain an inspection and approval from the local Fire Marshall. Their approval must be in writing for installation and use of such a device. All open flame devices must be permanently mounted, such as on a table or bench, and be in depth no less than 36" from any combustible materials. Candles must be out of reach to avoid accidental tipping, and must be placed on a non-combustible surface (i.e. foil covered).

Exhibitor must supply and have readily accessible at least one (1) fully charged and operational UL-rated, class K, wet-chemical fire extinguisher of at least 2 ½ lbs. net capacity in each booth or space cooking food or using open flame.

ELETRICAL INFORMATION

Overview

It is very important to order the proper electrical service for the type of equipment you plan to utilize in your display. Every piece of equipment (appliances, lights, adding machines, etc.), has its own specific electrical requirements. There are requirements posted (unless removed) in the form of a sticker or plate on the back or underside of each unit. There are two pieces of information you want; Voltage and Amps/Wattage.

Example:



Outlets and Circuits

Electrical service is provided through large service cords that have boxes with four outlets wired into them. Each electrical order allows you to plug into one of the four outlets. **IMPORTANT: Each outlet you plug into will have a separate charge.** It is not always possible to locate your electrical service directly behind your booth so we recommend you bring a 50' extension cord to "bridge the gap".

Power Strips

Due to the temporary nature of electrical service supplied at the shows, we recommend you bring a power strip to plug your equipment into. The type with a fuse that will stop a power surge are the best to have at a show. All power strips must be the three prong grounded variety.

Electrical Inspections

Every show is visited by the electrical inspector. All cords must be the three prong grounded variety. That is not limited to just extension cords but all cords on all equipment. All cords must be in proper working order; no splicing, bare wires, fraying, crimping, etc. All cords in violation will be "tagged" and will not be allowed to be used. This policy will be strictly enforced by the electrical inspector.

General Requirements

- 1) Facility staff electrician has the authority on all electrical equipment, electrical cords, lights, appliances used at the event, to determine if compliant with state and national electrical code and facility policy. Facility reserves the right to determine whether specific equipment, electrical cords, or appliances are allowed.
- 2) All electrical equipment, devices, appliances must be U.L. listed as per the National Electrical Code.
- 3) All electrical extension cords must be a 3 wire grounding type, U.L. approved, and in good working order. Extension cords must be sized according to the amperage rating of appliance, equipment, or device being supplied power. Examples: 50amp – 6gauge wire, 30 amp – 10 gauge wire, 20 amp – 12 gauge wire. All electrical cord ends must be secured to cord with no exposed wire and must be U.L. listed. All electrical cords must be supported and secured as not to come in contact with any metal: framing of tents, covers, displays, etc.
- 4) All electrical devices must be U.L. listed, in good working order and of the 3 wire grounded type. **Any electrical device, lights for instance, that are used that are only 2 wire style, a GFI Protected Device must be used.**
- 5) All displays with water (i.e. fountains, waterfalls, hot tubs, pools, etc.) must be GFI Protected.
- 6) Use of hot plates for anything other than approved cooking demonstrations is prohibited. If approved, the device must be in good working order and U.L. listed.

Let Us Help You!

There is enough stress for everyone when participating in an event. We are ready, willing, and able to help minimize the frustration that comes with planning and being at an event. Just let us know how we can help you!

Thank you for your attention to these important, but often overlooked components in planning for any event!

Directions

DIRECTIONS TO EXPO IDAHO

Interstate I84 eastbound from Caldwell and Ontario Oregon - Take EXIT 46, turn LEFT onto Eagle Rd. Turn right onto Chinden. Turn left onto Glenwood, pull into far right lane and turn into first entrance.

Interstate I84 westbound from Boise - Upon reaching Boise, take EXIT 52, turn right onto Orchard St. Drive all the way to Chinden, take a left onto Chinden. Turn right onto the Kent Lane entrance, you'll see the Expo Idaho sign above you.

Just plug in "Expo Idaho" into Google Maps, or your favorite GPS app!

Address or Intersection: **5610 GLENWOOD ST.**
City: **BOISE** State: **ID** Zip Code: **83714-1338**

Local Hotel, Camping Information

HOTELS NEAR EXPO IDAHO

The Riverside Hotel (208) 343-1871

Springhill Suites - Cloverdale (208) 939-8266

HOTELS NEAR I-84 & BOISE TOWNE SQUARE MALL

Towne Square La Quinta Inn & Suites (208) 378-7000

RV PARK NEAR EXPO IDAHO

Boise Riverside RV Park (208) 375-7432

Contact Information

SPECTRA PRODUCTIONS

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