

Vendor Directions - Boise Safety Fest

Event Dates: January 22-24 (Vendors on January 22 & 23)

Location: Boise State - Student Union Building 2nd Floor – 1700 W. University Drive, Boise, ID 83706 (across the street from the Lincoln garage)

Vendor Set-up Instructions:

Vendors will have access to set up their tables *Tuesday (January 22nd) from 6 to 8 a.m.*

Vendors will be on display in the *Simplot Room* located inside the Student Union Building on the 2nd Floor. Tables are 6ft and you will need to bring your own tablecloths.

★ **Loading** – There is an area you can stop and unload your booth materials. Safety Fest team members will be helping direct people into the building. Please be patient with us as this is our first year in the new facility.

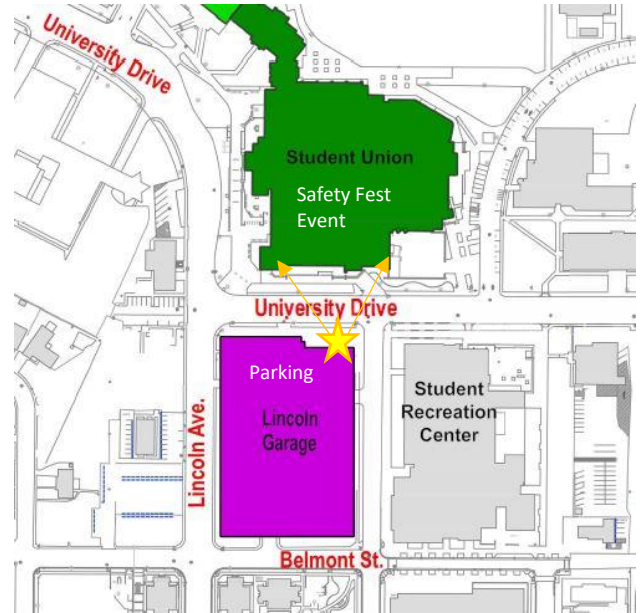
Hosted Event Parking – Safety Fest is paying for parking for vendors this year. Vendors will still need to enter their space # into the payment kiosk and use a Coupon Code (We have not received our coupon code yet. I will send that in a separate email when I receive it)

Note: There will be a Safety Fest button on the parking payment kiosk but that it for attendees and it will prompt you to pay.

Mailing Supplies Early? You may mail supplies to my office early but please make sure they arrive January 17th or before.

Dawn Christensen
Boise Safety Fest
3330 Grace St.
Boise, ID 83703

Hotel accommodations: “The four hotels we have signed contracts with that guarantee a Boise State rate are Courtyard by Marriott Boise Downtown (these ones have a shuttle), The Grove Hotel, Hotel 43, and the Red Lion Downtowner. Please check with them about shuttle service to the University. We also have a Boise State shuttle that stops at the Clearwater Building and by the Dutch Bros Coffee place. Here is the link: <http://shuttle.boisestate.edu/>” - Mention you are with a conference at Boise State.



Event Schedule

Tuesday, January 22

6 to 8 a.m.	Vendor Set Up
8 a.m.	Registration Desk Opens
8 a.m. to 5 p.m.	Vendor Displays
9 a.m. to noon	Opening Session
Noon to 1 p.m.	Lunch with OSHA
1 p.m. to 5 p.m.	Classes in session

Wednesday, January 23

7 a.m.	Registration Opens
7 a.m. to 5 p.m.	Vendor Displays
8 a.m. to 5 p.m.	Classes in session
Noon	Vendor Bingo Prize Drawings

Thursday, January 24 (No Vendors on Display)

7 a.m.	Registration Opens
8 a.m. to 5:15 p.m.	Classes in session

There are no sales on-site at Safety Fest events.

Please remember with this venue there are a few additional rules we must follow:

BSU is a smoke free campus.

Weapons are prohibited.

We are not allowed to bring outside food and beverages to hand out at the event.

Here is a link to the Student Union Event Guidelines if you would like to read them in full:

<https://eventservices.boisestate.edu/eventguidelines/student-union-event-guidelines/>

Questions? If you have questions during the actual event or the day prior (MLK Holiday) and need to contact me, please dial my cell phone 208-598-0723 (Dawn Christensen). If you call my office, they can also transfer you through. But my office will be closed on January 21st for the holiday.

Dawn Christensen
Communications Officer
Local Highway Technical Assistance Council
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