

Vendor Directions - Boise Safety Fest (UPDATED 1/17/20)

Event Dates: January 28-31 (Vendors on January 28 & 29)

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

Vendor Set-up Instructions:

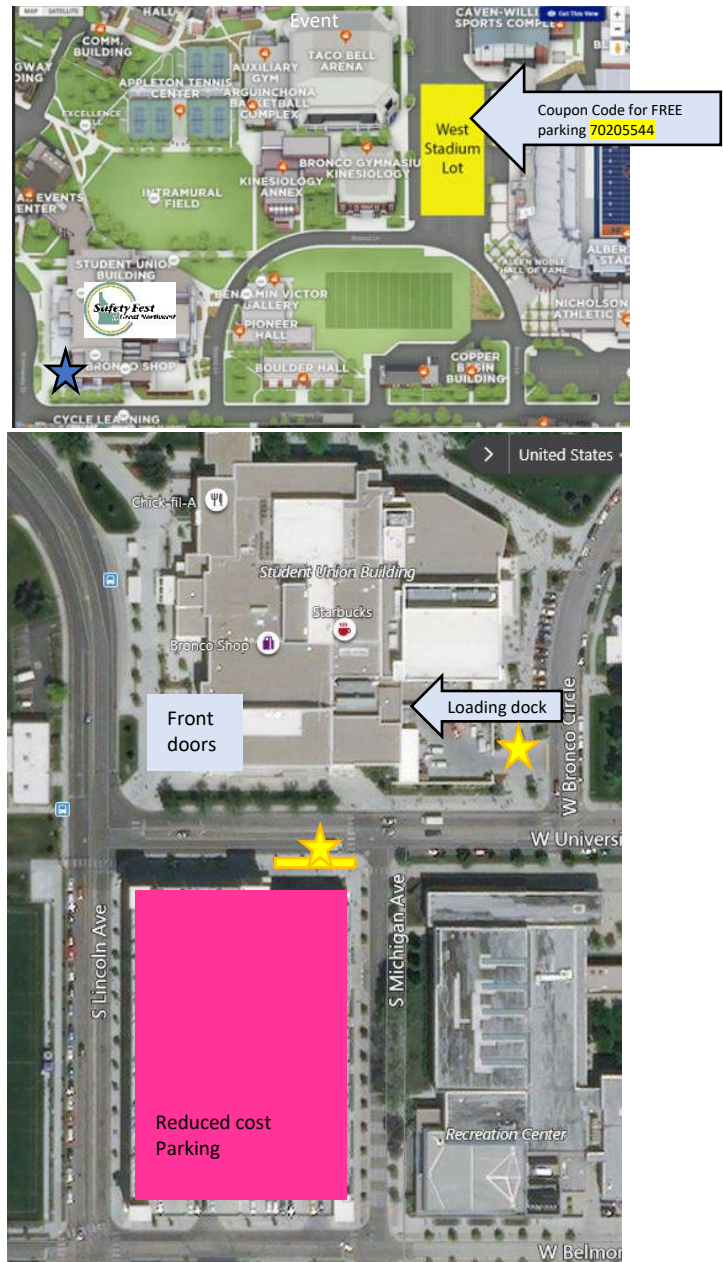
Vendors can set up on Monday (January 27th) from 1:30-5:00 p.m. Vendors will be on display in the *Jordan Ballroom* located inside the Student Union Building on the 2nd Floor. Tables are 6 ft. and you will need to bring your own tablecloths.

★ **Loading** – There is a small area you can stop and unload your booth materials. Safety Fest team members will be helping direct people into the building (Safety Fest volunteers will be wearing safety vest so they can be easily seen). You can come through the front entrance with your materials or the safety fest volunteers can bring your items through the loading dock doors to the inside elevator.

Please note: We cannot pull vehicles into the loading dock area but we will be taking some hand carts of heavy or larger supplies through that entrance.

Hosted Event Parking – Safety Fest is paying for parking for vendors this year at the West Stadium. Vendors will still need to enter their vehicle license plate # into the payment kiosk and use a Coupon Code **70205544**.

Reduced Cost parking will be available at the Lincoln Garage across from the SUB. There will be a Safety Fest/Event Tab on the parking payment kiosk and will prompt you to enter your license plate # and pay the discounted rate of \$2.50 per day. Your payment with the event tab is good for the whole day in the Lincoln Garage. For example, if you leave for lunch and return to the garage the cameras recognize your license plate when you come back from lunch and see that it already has been checked in for the day. It does not guarantee you a spot, but it does mean you do not have to replay after lunch.



Shuttle Service: 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

Monday, January 27

1:30 to 5:00 p.m. Vendor Set Up

Tuesday, January 28

7:10 a.m. Registration Desk Opens
7:10 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 29

7:10 a.m. Registration Opens
7 a.m. to 3 p.m. Vendor Displays
3 p.m. Vendor Prize drawings
8 a.m. to 5 p.m. Classes in session

Vendor tear down can start after the prize drawing around 4 to 5 p.m.

Thursday, January 30 (No Vendors on Display)

7:10 a.m. Registration Opens
8 a.m. to 5:15 p.m. Classes in session

Friday, January 31 (No Vendors on Display)

7:10 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 and need to contact me, please dial my cell phone 208-724-0851 (Lea Duffin).

Lea Duffin 208-724-0851

Treasurer/Vendor Coordinator for Boise Safety Fest 2020