

# EVENT/PROMOTER GUIDE



## EVENT/PROMOTER GUIDE

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850 West Front Street  
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(208) 336-8900  
(208) 336-8803 fax  
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It is the responsibility of the Promoter to ensure that all Exhibitors, Vendors, Decorator, Display, or any other event sub-contractors are fully informed of the Boise Centre Rules and Regulations.

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### ANIMALS

Animals or pets, with the exception of ADA Service Animals, are not permitted in Boise Centre except as an approved exhibit, activity, or performance legitimately requiring use of animals. The request for approval for such animals to be on the premises must be received in writing in advance (a minimum of 3 business days) and be approved by your Event Manager. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. If they meet this definition animals are considered service animals under the ADA, regardless of whether they have been licensed or certified by state or local government.

### ATM

Boise Centre has one ATM within the facility located in the lobby. (There is a \$2.50 fee per transaction.)

### CANCELLATION OF BUILDING SPACE

Refer to the section of the Use Permit pertaining to cancellations of building space. Please contact your Event Manager for questions or clarification.

### CHANGEOVERS / ROOM TURNS

Any changes to the initial room set during the day of the event will be subject to a reset fee. Please contact your Event Manager for more information.

### COAT CHECK / COAT RACKS

Coat check services or portable coat racks are available upon request. Boise Centre is not responsible for items left in the coat check areas or on coat racks. Please contact your Event Manager for more information.

### CONTRACT

See Use Permit.



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## DISABILITIES

Boise Centre is in current compliance with all the Americans with Disabilities Act (ADA) requirements with restrooms, concessions and telephones designed to accommodate the needs of those with physical and non-physical impairments. Services for the hearing impaired are available upon request. Discuss any special requirements you may need with the Event Manager.

## EMERGENCY MEDICAL TECHNICIANS (EMT)

EMT service is available upon request. Contact your Event Manager for the prevailing hourly rates.

## FOOD AND BEVERAGE SAMPLING

Food and beverage sampling is permitted with prior approval of Boise Centre. All sampling of food and beverage products is subject to compliance with generally accepted standards of health, safety, and sanitation and the specific requirements of the Central District Health Department and also, where applicable, the Federal Department of Health and Agriculture. Sampling of products will be limited to 1"x1" or 1 ounce.

## FOOD AND BEVERAGE SERVICE

All catering, concessions, and food and beverage services are provided exclusively by Boise Centre. No outside food and beverage is permitted on the premises. Contact your designated food and beverage representative for menu selections, payment policies, guarantee, and additional catering services. Your food and beverage representative will work in unison with you and your Event Manager to coordinate all of your needs from start to finish. A guaranteed attendance number for all catered food and beverage functions is required 3 to 5 business days prior to the event and will be invoiced accordingly.

## FOOD EVENTS

Food handling and cooking events are regulated by the Central District Health Department and the Boise Fire Department. You must contact these agencies and strictly follow all guidelines. Floor mats are required in booths that prepare food.



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## INTERNET / WI-FI / NETWORKING

Wireless and hard wired internet access is available throughout Boise Centre offering a shared 100Mbps service. Dedicated parcel bandwidth is available. Limited Wi-Fi bandwidth service is available at no charge. Please refer to the Boise Centre Technology Guide for more information or contact your Event Manager.

## KEYS

Keys and security cores may be ordered with advance notice at the prevailing rate through the Event Manager. Keys must be returned on the last day of the event. There is a \$100.00 charge for each key not returned.

## LICENSES / PERMITS

The User is responsible for obtaining all licenses, permits, and approvals from the appropriate regulatory boards and authorities that may be required for. The cost of these licenses is the responsibility of the User.

Boise Centre operates under its own liquor license.

## LOBBY SPACE

All Boise Centre lobby and public area space serves as entrances and exits for Boise Centre guests, delegates, and members of the public. Based on fire code requirements and the safety and concern for all, it is available on a limited basis for shared use with other Boise Centre functions. Portions of public spaces may be used for registration, food functions, and limited exhibits with prior approval, per your Use Permit. A rental charge may be incurred at the prevailing rate. Please discuss your specific needs with your Event Manager.

## MEDIA

If your event is expected to attract media attention, please advise your Event Manager so they may explain the options available for live remotes, taping, additional lighting, etc. that may be requested.



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## PARKING

Boise Centre does not have parking facilities. All parking is operated by the Downtown Public Parking System which offers plentiful parking within a few blocks of Boise Centre. Event parking arrangements are available; please contact your Event Manager for information.

## PRODUCT SALES

Sales of event-related products are permitted within contracted event space, excluding all common areas. Any common area required for event related product sales needs to be discussed in detail with your Event Manager.

## PROPANE

The use of propane within Boise Centre is not allowed other than to be used for cooking. The propane cylinder cannot be larger than 16 ounces and must meet the approval of the Boise Fire Department. Please discuss details with your Event Manager.

## ROOM CAPACITIES

Room capacities will vary widely depending upon the specific function requirements and equipment utilized. Please discuss your proposed function details with your Event Manager to ensure safe and appropriate allocation of space. General room capacity information is available on the Boise Centre website ([www.boisecentre.com](http://www.boisecentre.com)).

## SECURITY

There are minimum requirements for event security staff and loading dock patrol agents, particularly during ingress/egress of an event. These vary depending upon the nature and size of the event. Please contact your Event Manager for more information.

## SOUND SYSTEM

The Boise Centre sound system is designed for speech amplification, but may require supplemental sound equipment depending on your production requirements. Paging microphones and background music are available. It is possible to connect all rooms to provide one combined system. Please contact your Event Manager to set up a meeting with the audio visual staff to discuss your event requirements.

## TELECOMMUNICATIONS / INTERNET / NETWORKING

Boise Centre is the exclusive provider of Telecom and Internet services. Single-line analog speaker and conference phones, long distance access, and other services may be provided upon request. Please refer to the Boise Centre Technology Guide for more information or contact your Event Manager.

## TRASH

Boise Centre maintains aisle trash. Booth trash is the responsibility of the promoter. Additional charges may apply for excessive trash or room clean-up. Boise Centre encourages recycling and marked containers are located throughout the facility and in the warehouse/loading dock area.

## USE PERMIT

The Boise Centre Use Permit is the binding agreement between The Greater Boise Auditorium District and the party executing the terms of the Use Permit.

### INDEMNIFICATION

In Section 8 of the Boise Centre Use Permit is the Indemnification Clause. Each party shall indemnify and hold the other, and its employees, officers and agents harmless from any and all claims, damages, losses, expenses or liabilities for injury or death to any person; or loss or damage to property caused in whole or part by the negligence or wrongful conduct of the indemnitor, its employees, agents and invitees in connection with the User's sponsored event. Provided, however, that the liability of the District and Users, who are Idaho government entities are subject to the Idaho Tort Claims Act shall be limited to \$500,000 per occurrence in accordance with the Idaho Tort Claims Act.

### INSURANCE

In Section 9 of the Boise Centre Use Permit is the Insurance Clause. User shall, at its expense, procure and maintain Commercial General Liability Insurance throughout the period of use under this Permit, including Blanket Contractual and Personal Injury Liability, having combined limits of liability not less than \$1,000,000 per occurrence. If the User will or intends to have the use of automobiles or other vehicles or otherwise provides or arranges for transportation in connection with its use of the Centre, User shall also maintain Automobile Liability, including Property Damage and Bodily Injury with combined limits of not less than \$1,000,000 per occurrence. If the User is an employer, User shall maintain Worker's Compensation and Employer's Liability Insurance as required by law. The District shall be included as an additional insured on all required liability policies. Additionally, User shall, at least ten (10) days prior to the commencement of the term of this Permit, deliver to the District a certificate with respect to all such insurance, information reasonably satisfactory to District. The certificates for general liability and auto liability policies shall include the District as an additional insured. All certificates shall contain the written agreement of each insurance company to notify the District at least ten (10) days prior to any cancellation or non-renewal of any such insurance.



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## USER

The User is defined as the party that signs and executes the Boise Centre Use Permit. (Contract)

## VISITOR SERVICES / CONCIERGE CORNER

Operated by Boise Centre and staffed by volunteers, Concierge Corner & Visitor Services is a great resource for locals and visitors alike.

Concierge Corner & Visitor Services provides the latest information on local, regional and state attractions, event information, free maps, brochures, special offers, publications and recommendations. Learn about local accommodations, or get help making a reservation for dinner. A computer and printer are available for quick research, securing directions and for providing access to print boarding passes or other travel related documents.

Concierge Corner & Visitor Services is located inside Boise Centre and also has convenient access through the Grove Plaza outdoor area. Concierge Corner & Visitor Services is open Monday through Friday 10 a.m. to 4 p.m. and on special occasions.

## WATER STATIONS

Boise Centre uses and recommends the use of water stations rather than individual pitchers of water in all meetings. Contact your food & beverage representative should you require water service within a specific room.

Water stations are more sustainable than bottled water. For the convenience of our guests, there are filtered water stations and water fountains throughout the facility. Water fountains offer guests the opportunity to refill their own water bottles.