



Shipping Guidelines

We suggest the following guidelines to ensure efficient package delivery for your conference. It is the responsibility of all exhibitors to pay for any associated charges with inbound and outbound handling fees. The Boise Centre does not manage the shipping although we have partnered with IBL Events to help you with any questions regarding shipping and handling for this conference.

Boise Centre is not equipped to store freight; therefore, they cannot receive goods more than 72 hours prior to the conference. Any goods arriving prior to the authorized move-in times may be refused and required to return at the scheduled move-in time.

Shipments Arriving Within 72 Hours of the Conference:

If shipping items will arrive within 72 hours of the conference, all boxes/packages sent to the Boise Centre need to be clearly marked with the following information:

1. Attendee's/Vendor's Name and Arrival Date
2. Name and Date of Meeting/Conference

For Example: Mr. Joe Smith (Arriving 4/28/2024)

Boise Centre
250 S. 9th Street
Boise, ID 83702
NWVRP Conference (4/29-4/30/2024)
Company: ACME Inc
Contact Number: (555) 555-5555

If multiple boxes are expected in a shipment, please label consecutively. This will determine if the entire shipment is received. For example, if 4 boxes are being shipped, label each box as: 1 of 4, 2 of 4, 3 of 4 and 4 of 4.

Shipping arrangements can be made with a company of your choice. A few suggestions are provided below:

- Fed Ex: 1-800-463-3339
- Fed Ex-Kinko's Local Office: 1-208-331-5100
- UPS: 1-800-PICK-UP (7225-877)
- The UPS Store Vista Village: 1-208-345-2042

Shipments Arriving PRIOR to 72 Hours of the Conference:

If shipping items need to arrive PRIOR to 72 hours of the conference, all boxes/packages sent to the IBL Events and need to be clearly marked with the same information:

1. Attendee's/Vendor's Name and Arrival Date
2. Name and Date of Meeting/Conference

For Example: Mr. Joe Smith (Arriving 4/28/2024)

IBL Events

880 E. Franklin Rd, Suite 302

Meridian, ID 83642

NWVRP Conference (4/29-4/30/2024)

Company: ACME Inc

Contact Number: (555) 555-5555

*Please contact IBL Events if your shipment is heavier than 50lbs, requires special handling, and/or the need for a pallet jack. Additional charges may apply.

Conclusion of the Conference:

It is the sole responsibility of the vendors and exhibitors to make all arrangements for load out freight including packing, labeling, and contacting the freight company for pick up. Goods left without the proper packaging information will be considered lost and found. IBL Events will be onsite for handling shipments ready for the freight company pick up. ***All goods should be arranged to be picked up at the Boise Centre.***

Miscellaneous

It is the vendor and exhibitors responsibility to have comprehensive insurance coverage while in transit storage and onsite for the duration of the exhibition and return. We will not accept any responsibility for loss or damage of the exhibitor's equipment/goods.

For any additional questions regarding shipping and receiving for the NWVRP Conference, please contact IBL Events at 208-376-0464 or email info@ibleventsinc.com