



## Boise 2014 Fall National College Fairs Exhibitor Manual

### Location:

Expo Idaho  
Center Expo Building  
5610 Glenwood  
Boise, ID 83714  
[www.expoidaho.com](http://www.expoidaho.com)  
208/287-5650

### Fair Hours:

Wednesday, October 29, 2014  
9:00 a.m.–2:00 p.m.  
6:00 p.m.–8:00 p.m.

### Transportation, Directions and Parking:

Find Directions to the Expo Idaho:  
[www.expoidaho.com/index.php/about/directions](http://www.expoidaho.com/index.php/about/directions)  
Exhibitors may park on the east side of the Center Expo Building, or they may park in the Main Lot. Parking is free of charge.

### Need more information?

E-mail [collegefairs@nacacnet.org](mailto:collegefairs@nacacnet.org) or [info@nacacnet.org](mailto:info@nacacnet.org)  
or call: 703/299-6855.

### Fair Set-Up Hours:

Tuesday, October 28, 2014  
3:00 p.m.-5:00 p.m.  
Wednesday, October 29, 2014  
7:00 a.m.-8:30 a.m.

**Estimated Attendance:** 8,000

### Loading/Unloading:

Exhibitors needing to use the loading dock should load-in through the large load in door on the east side of the building.

### Exposition Services Provided by:

Tates Tents and Events  
208-336-5486 Tel  
208/336-8184 Fax  
Direct any special requests to Rachel Sanders

### Shipping Information:

Advance Shipping Address:  
(Your Name/Institution)  
NACAC Boise National College Fair  
c/o Tates Tents & Events  
3900 W Chinden Blvd  
Boise, ID 83714

### Material Handling Charge:\*

Cost is \$30 per 100 cwt. Make check payable to Tates Tents and Events. Contact Tates Tents and Events directly to arrange shipping. \* Rates are subject to change. Contact Tates Tents and Events for current rates.

**Shipping Deadline:** All materials must be received by October 20, 2014.

### Electrical Service:

Please refer to Exhibitor Service Kit for electrical service order forms. Contact Tates Tents and Events directly for questions related to electrical service orders.

### Host Hotel:

Hyatt Place Boise  
<http://boisetonnesquaremall.place.hyatt.com/en/hotel/home.html>

925 N. Milwaukee St.  
Boise, ID 83704  
208/375-1200

The Hyatt Place Hotel is 7 miles from the Expo Idaho. A shuttle will be available to/from the facility for hotel guests.

**Rate:** \$109 Single/ Double

**Deadline:** October 7, 2014

Reservations may be made [online](#). Please enter the group code (G-COLL) to receive the NACAC rate. Reservations may also be made by calling the hotel directly. Please reference "National College Fair – Boise National College Fair" when making your reservation to ensure you receive the negotiated rate.

### Contact Information:

For more information regarding this National College Fair, email Rachel McCoy at [rmccoy@nacacnet.org](mailto:rmccoy@nacacnet.org) or call at 703/299-6855.