



Dear Vendor,

EventRent, Idaho's premier event professionals, is proud to serve as the Official Decorator for the upcoming Idaho Education Technology Association Conference, scheduled for February 4-5, 2026, at Boise Centre WEST in Boise, Idaho.

We're excited to work with you and look forward to a successful event together. This Vendor Packet contains important information and forms to assist you with planning and preparation. Please take the time to review it thoroughly and keep it on hand as a reference while coordinating your participation.

Inside, you'll find essential details regarding move-in and move-out procedures, material handling, shipping instructions, and available services such as electrical, additional booth furnishings, and more. To ensure a seamless experience, please complete and return all applicable forms by the listed deadlines. Early submissions may qualify for discounted rates on select services.

We strongly encourage you to carefully review the shipping guidelines and material handling information. These will help you avoid unnecessary charges or delays. If you plan to ship materials in advance, please use the designated advance warehouse and follow the labeling instructions precisely.

If you have any questions or need assistance at any point, please don't hesitate to reach out. Our team, along with the official show contractors, are here to support you every step of the way.

Thank you again for being a valued part of this event! We wish you a productive and enjoyable experience at the show!

Warm regards,
EventRent Tradeshow Professionals

EventRent's Contact Information

Email: tradeshow@eventrentidaho.com

Sales Team Phone Number: (208) 608-5528

Fax Number: (208) 695-2233, Attention: Tradeshow

Address: 600 North Eagle Road, Meridian, Idaho 83642



IMPORTANT DEADLINES

Advanced Receiving Warehouse Accepting Pre-Show Shipments Opens	Monday, January 19th
Discounted Pricing for Booth Furnishings Ends	Friday, January 23rd
Booth Furnishings Order Forms Due	Friday, January 23rd
Advanced Receiving Warehouse Accepting Pre-Show Shipments Closes	Friday, January 30th
Post-Show Shipments Scheduled for Pickup Opens	Monday, February 9th
Post-Show Shipments Scheduled for Pickup Closes	Tuesday, February 10th



How Does Drayage Work?

1. Vendor contacts their preferred carrier and works with them to have items shipped to the Advanced Receiving Warehouse.
2. Before items are shipped, Vendor submits Drayage Order Forms to EventRent.
3. Items arrive at the Advanced Receiving Warehouse and are safely stored before items are loaded into EventRent trucks to be delivered to the show site.
4. Items arrive in Vendor's Booth Space by the start of Vendor Move In.
5. Before the event starts, packing materials will be picked up from Vendor's Booth Space and returned to the Advanced Receiving Warehouse to be safely stored during the event.
6. Before or during the event, Vendor will provide Outbound Drayage Forms, if not already submitted with the Inbound Drayage Forms.
7. At the start of Vendor Move Out, packing materials will be returned to Vendor's Booth Spaces, in a random order.
8. Vendor will package shipments up and leave in their designated Booth Space for EventRent to pick up.
9. EventRent will take shipments back to the Advanced Receiving Warehouse to be shipped out from there the Monday after the event ends.



Pre—Show Shipments

***** The venue does not support / allow direct inbound or outbound shipping. *****

Any items shipped directly to the venue will be the sole responsibility of the Vendor to locate and handle. Any items brought by EventRent must be brought back to EventRent's warehouse to ship out from there.

EventRent will accept crated, boxed, or skidded materials starting Monday, January 19th, and ending Friday, January 30th.

- Warehouse receiving hours:
 - Monday–Friday: 9:00am–5:00pm
 - Saturdays: 9:30am– 3:30pm
 - Excludes Holidays & Sundays
- Late shipments that arrive after Friday, January 30th may be subject to Onsite Costs.

Both inbound and outbound shipments must be registered on the Freight Storage and Handling Order Forms before sending. Both inbound and outbound shipments must have a Bill of Lading (BOL) or delivery slip indicating the number of packages, description of items, and the weight of the items, unless shipping with specifically UPS Ground or FedEx Ground/Express.

All payments, including post show freight handling, are due after the show.

Our team will ensure that all freight handling arranged with EventRent will be delivered to Vendor's booth prior to Vendor Move In.

Additional labor or handling not pre-arranged with EventRent may incur Material Handling Charges. Any extra fees are the Vendor's responsibility.

Shipping Labels & Warehouse Address

Please ensure all shipping labels and Bills of Lading (BOLs) clearly include your exhibiting company name, booth number, and the name of the event. Shipments missing this information will still be transported to the show site; however, they will be held back from delivery to the show floor until the Vendor checks in with the onsite EventRent representative assisting with Vendor Move-In. This ensures materials are properly identified and delivered to the correct booth.

The Advanced Receiving Warehouse address and an example of how to label packages are located on the next page.

Storage of Shipping Containers

All empty shipping containers will be taken back to the Advanced Receiving Warehouse and stored for the duration of the show.

At the beginning of Vendor Move Out, the empty containers will be returned to the correct booths, in a random order. This depends on the size and quantities of containers the exhibitor has.

FOR SHIPPING TO THE ADVANCED

RECIEVING WAREHOUSE

TO: _____

(NAME OF EXHIBITING COMPANY)

BOOTH #: _____

ITEM _____ **OF** _____

IETA c/o EventRent

600 N Eagle Rd.

Meridian, ID 83642

DELIVER TO BAY #5



**Event
Rent**

(208)695-2121 ■ idahoeventrent.com

DELIVER BETWEEN JANUARY 19 - 30

EXHIBIT MATERIAL, DO NOT DELAY

FOR SHIPPING TO THE ADVANCED

RECIEVING WAREHOUSE

TO: _____

(NAME OF EXHIBITING COMPANY)

BOOTH #: _____

ITEM _____ **OF** _____

IETA c/o EventRent

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Meridian, ID 83642

DELIVER TO BAY #5



**Event
Rent**

(208)695-2121 ■ idahoeventrent.com

DELIVER BETWEEN JANUARY 19 - 30

EXHIBIT MATERIAL, DO NOT DELAY



Post—Show Shipments

***** The venue does not support / allow direct inbound or outbound shipping. *****

Any items shipped directly to the venue will be the sole responsibility of the Vendor to locate and handle. Any items brought by EventRent must be brought back to EventRent's warehouse to ship out from there.

EventRent is not responsible for scheduling with a carrier or labeling items for return. Vendor must schedule / arrange return shipping with the carrier of their choosing from EventRent's warehouse during the designated timeframe.

Prior to the show, Vendor must work with their chosen carrier to have a Bill of Lading (BOL) or shipping labels ready to place on each unit for return.

Please note: There are no printing services available onsite at the Venue.

All crated, boxed, or skidded materials must be scheduled for pickup after the show at EventRent's Warehouse (600 North Eagle Road, Meridian, Idaho 83642) starting Monday, February 9th and ending Tuesday, February 10th.

- Warehouse hours:
 - Monday–Friday: 9:00am–5:00pm
 - Saturdays: 9:30am– 3:30pm
 - Excludes Holidays & Sundays
- Shipments that remain at the EventRent warehouse beyond Tuesday, February 10th while awaiting carrier pickup may be subject to additional Onsite Handling or Storage Fees.

All payments, including pre- and post-show freight handling, are due *after the show*.

Pickup From Booth Space

Post-show shipping includes direct pickup from the Vendor's booth. If you would like EventRent to handle the return of any items, please complete the Freight Storage and Handling Order Forms to ensure your materials are scheduled for pickup.

If the Vendor arranges a pickup from EventRent's warehouse using any carrier other than specifically FedEx Ground / Express or UPS Ground, a completed Bill of Lading (BOL) must be emailed in advance to tradeshows@eventrentidaho.com.

Please note: EventRent will not collect any items or packages from a Vendor's booth unless a completed order form has been submitted in advance. All outbound items must be properly labeled, securely packaged, wrapped, palletized, and scheduled for pickup within the designated timeframes. Shipments that are improperly prepared, unlabeled, or not scheduled for pickup will not be retrieved.

**Labor Information**

Most standard booth furnishings listed in the Booth Furnishing portion of this Vendor Packet include basic labor as part of the rental cost. However, additional labor services may be necessary depending on your specific needs. Services such as booth installation and dismantling, continuous trash removal, assistance with excess freight, or labor required for non-standard shipping tasks will incur additional charges. If you anticipate needing any of these services, please contact EventRent in advance or speak with one of our on-site team members during move-in.

Where can I get a forklift?

Forklifts will be available onsite for official use only.

If your booth setup or teardown requires the use of a forklift, or if a forklift is required to move large shipments from the loading dock to your booth, please notify one of our trained EventRent representatives onsite.

For safety and liability reasons, exhibitors are not permitted to operate forklifts under any circumstances.

Please note: Forklift usage may result in additional fees depending on time and scope of use. For planning purposes, we highly encourage exhibitors to notify us in advance of any expected forklift needs.

Do I need insurance?

While not required, it is highly recommended that all Vendors insure their materials from the point of origin to the final return destination. This includes coverage during transit, while stored at the advance warehouse, and during the event itself.

EventRent will take every reasonable measure to safeguard your property; however, we are not liable for any lost, stolen, or damaged shipments or materials at any point in the process. It is the responsibility of the Vendor to ensure adequate insurance coverage is in place.

LIMITS OF LIABILITY

Shipper understands that even if shipper's property is lost, stolen or damaged, EventRent does not pay replacement or restoration cost of any property. If found liable for any loss, EventRent's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500 (USD) per occurrence/shipment, whichever is less. Carrier Limits of Liability are subject to the carriers specific Limits of Liability stated in the carriers Rules/Tariff.



Freight Handling & Storage Price Breakdown

***** PLEASE NOTE ***** When you submit your order form, you are authorizing EventRent to keep your card on file. EventRent will monitor the arrival and departure of each shipment, including their weights.

***** Following the event, EventRent will process the charges to the listed credit/debit card and provide a detailed receipt. *****

- Charges are based on the weight of each individual item in the shipment, with a minimum weight charge of 100 lbs. per unit. Shipment weight per unit will be rounded up to the next 100 lbs. per unit. All shipments are subject to re-weight.
- Units packaged together will be charged as one unit. (Example: Four 20 lb. boxes sent individually will be charged as FOUR units at \$125 per unit totaling to \$500, however, four 20 lb. boxes shrink wrapped together on a pallet or skid will be counted as ONE unit for a total of \$125.)
- Additional charges may apply for any shipments that are delivered before or after the time frame in which freight shipments are accepted.

Weight Class	Price Per Unit
0 - 100 lbs.	\$125
101 - 200 lbs.	\$250
201 - 300 lbs.	\$375
301 - 400 lbs.	\$500
401 - 500 lbs.	\$625
501 - 600 lbs.	\$750
601 - 700 lbs.	\$875
701 - 800 lbs.	\$1,000
801 - 900 lbs.	\$1,125
901 - 1000 lbs.	\$1,250
1,001 lbs. +	Please Call

LEASE AGREEMENT TERMS AND CONDITIONS

Lessor, hereby agrees to lease to Lessee the equipment described on the face of this agreement or in attached schedules in accordance with the following agreement:

1. TITLE AND OWNERSHIP. The leased equipment shall at all times be and remain the sole and exclusive property of Lessor. Lessee shall have only the rights to use the equipment in accordance with the terms of this agreement. Lessor shall have the right to display notice of its ownership of the equipment by display of an identifying stencil, plate or other marking, and Lessee agrees that it will not remove or cover such markings without the written permission of Lessor. It is expressly intended and agreed that the equipment shall be personal property even though it may be affixed or attached to real estate. The equipment shall not be removed from the place of delivery or installation without the expressed written permission of Lessor.

2. INSPECTION. Lessee acknowledges that he has had an opportunity to personally inspect the equipment and finds it suitable for his needs and in good condition. Lessee understands its proper use. Lessee further acknowledges Lessee responsibility to inspect the equipment prior to its use and to notify Lessor of any defects.

3. REPLACEMENT OF MALFUNCTIONING EQUIPMENT. If the equipment becomes unsafe or in disrepair for any reason, Lessee agrees to discontinue its use and to notify Lessor. Lessor will repair or replace the equipment with similar equipment in good working order if available, and if the defect is the result of normal use. Lessor is not responsible for any incidental or consequential damages caused by delays or otherwise, and Lessee hereby waives any right or entitlement thereto.

4. WARRANTIES. Lessor is not the manufacturer of the rented property nor the agent of the manufacturer, and no warranty against patent or latent defects in material workmanship or capacity is given, and Lessee expressly waives all such warranties of fitness which may be accorded by law or otherwise. There are no warranties of merchantability or fitness, either express or implied. There is no warranty that the equipment is suited for customers intended use, or that it is free from defects, and any and all such warranties of fitness, or otherwise, are expressly and specifically waived by customer.

5. HOLD HARMLESS AGREEMENT. Lessee shall defend, indemnify and hold harmless Lessor its employees, agents and subsidiaries, from and against all claims, liabilities, losses, damages to property or otherwise, and expenses, of every character whatsoever, resulting from the actions, negligent or otherwise, of Lessee, Lessee's employees and agent of Lessee or Lessee subcontractor. The indemnities included in this exhibit shall include reasonable attorney's fees paid by Lessor in defending suit and actions involving liability covered by the indemnification provision in this paragraph.

6. TIME OF RETURN. Lessee right of possession terminates on the expiration of the rental period and retention of possession after this time constitutes a material breach of Lessee's obligations under this contract. Time is of the essence in this agreement. Any extension must, at Lessor's election be mutually agreed upon in writing.

7. ASSIGNMENTS, SUBLEASES AND LOANS OF EQUIPMENT. The Lessor may assign its right under this contract without the Lessee's consent but will remain bound by all obligations herein. The Lessee may not sublease or loan the equipment without the Lessor's written permission. Any purported assignment by the Lessee is void.

8. RETURN OF EQUIPMENT. At the termination of this agreement, Lessee shall return all the equipment to Lessor's premises during Lessor's regular business hours, in the condition and repair as when delivered to Lessee, subject only to reasonable wear and tear. Lessee shall be liable for all damages to or loss of the Equipment occurring because it was not returned within Lessor's regular business hours. If Lessor has agreed to deliver the Equipment to Lessee or to pick up the Equipment from Lessee. Lessee shall be responsible for all losses or damage to the Equipment from time of delivery to Lessee and until picked up by Lessor.

9. INSPECTION BY LESSOR. Lessor shall at all times have the right to enter any premises where the Equipment may be located for purposes of inspecting it, observing its use, or removing it from Lessee's premise.

10. PERMITS AND LICENSES. Lessee shall at its own expense, and prior to the installation of the equipment provide all necessary permits, licenses, and other consents.

11. DELIVERY/PICK UP. Delivery is made to closest point truck can park. Extra charges will result in deliveries to upstairs, elevator use or any point where extra time is involved. Our service does not include set up and knock down of tables and chairs. If this service is required, arrangements should be made several days prior to delivery with a special charge quoted. If no arrangements are made and this service is desired on delivery, our driver must call for authorization. If time permits, we will try to accommodate you after quoting the price. On pick up where no prior arrangements have been made and equipment is not knocked down and assembled in one sheltered area, tables and chairs will be left until the next day when a special crew can be scheduled. There will be an addition alone day rental. A knock down fee will result if equipment is still up.

12. CLEANING. China, Glassware, and Flatware must be returned rinsed and repacked properly in boxes provided or additional charges will be assessed. Special cleaning deposits will be charged on BBQ Grills and Cooking Equipment.

13. LINENS. Table linens are inspected prior to pick up and upon return. DO NOT ROLL UP OR PLACE WET LINENS IN ANY BAG - mildew will result. If there is obvious damage such as mildew, excessive stains, burns or tears, you will be charged the cost of the linen and keep same as though it were a sale. Return all linens dry and free of waste.

14. DIRTY, OR DAMAGED EQUIPMENT. Lessee agrees to pay for any damage to rented equipment regardless of cause, except reasonable wear and tear, while equipment is out of possession of Lessor. Lessee also agrees to pay a reasonable cleaning charge for all equipment returned dirty. Accrued rental charges cannot be applied against the purchase or cost of repair or damaged goods. Rental Equipment damaged beyond repair will be paid for by Lessee at its Replacement Cost when rented. The cost of repairs will be borne by the Lessee, whether performed by Lessor, or at the Lessor's option by others.

15. DAMAGE WAIVER. If Renter pays the Damage Waiver Charge as specified on the reverse page, subject to the limitations and exclusions below, Rental Company agrees to modify the terms of the usual Rental contract and relieve the Renter of liability for accidental damage to the items rented. Excluded from this waiver, however, is any loss or damage due to theft, abuse, theft by conversion, intentional damage and mysterious disappearance. If any such loss seems to indicate a crime may have been committed, a further condition of this waiver is that the Renter must file a report to the proper law enforcement authorities and furnish a copy of the report to the Rental Company. In addition, if the Renter has insurance for the loss or damage, Renter shall himself exercise and empower Rental Company to exercise all rights available to Renter to obtain recovery and all insurance proceeds shall be given or assigned to Rental Company. The Damage Waiver does not relieve the Renter of the obligation to pay cleaning charges for items requiring cleaning.

16. THEFT OF EQUIPMENT. The Lessee agrees to pay for equipment [at its replacement cost when rented] for all types of theft or mysterious disappearance. Damage Waiver does not cover theft.

17. COLLECTION COSTS. The Lessee agrees to pay all reasonable collection attorney's and court fees and other expenses involved in the collection of charges or enforcement of the Lessor's rights under this contract.

18. WEATHER RELATED RISKS. Lessee assumes all weather-related risks involved in holding an outdoor tented event. Lessor will endeavor to minimize said risk, however, should the tenting become unusable due to high wind, snow, rain, flooding, extreme cold or heat, or any other factor beyond Lessor's control, Lessee shall still be liable for payment in full of all charges.

19. PREPARATION OF SITE. Lessee agrees to have the site upon which the equipment is to be erected, free and clear of all obstacles, natural and man-made, prior to the arrival of the Lessor's work crew. Lessee further agrees to have all tents cleared for removal prior to our arrival. All non-leased equipment and decorations shall be cleared and taken from site. If Lessee fails to do so, then Lessee shall pay all costs involved for any delay, additional rental, and all costs including collection and legal expense.

20. MATERIAL. All tents are subject to stretching and retracting of up to 5% of listed sizes and although all tents have been impregnated with waterproofing compound, no tents are guaranteed to be absolutely waterproof and are to be considered temporary shade structures.

21. COOKING UNDERTENTS. Lessee agrees not to do any type of cooking under or within a reasonable distance of the tent. Lessee assumes full responsibility and costs incurred for damage and or cleaning expense to tent tops due to cooking processes under or near tents.

22. ELECTRIC POWER AND LIGHTING. Lessee agrees to furnish Lessor access to, and the right to use Lessee's electrical and power lines for the installation and operation of the rented equipment.

23. UNDERGROUND FACILITIES. Lessee agrees to have all Underground Facilities, in the vicinity of the Equipment installation, clearly marked prior to the arrival of Lessor's work crews. Lessee assumes full responsibility for damage to all Underground Facilities. To identify Underground Facilities, Lessee must call one week prior to installation.



Payment Terms

Full payment, including applicable taxes, is due immediately following the event. This includes charges for Pre & Post Show Freight Storage / Handling Forms, Requested Labor Services Forms, and Power Order Forms (if applicable).

EventRent accepts the following payment methods:

- Cash
- Check
- Credit / Debit Cards (Visa, MasterCard, American Express, and Discover)
 - For orders exceeding \$5,000, a 3% credit card processing fee will apply.

Helpful Hints

Save Money — Placing as many items as possible on a pallet or skid is the most cost-effective way for shipping your items to and from the show.

Place your order early to secure Advanced Pricing and avoid additional fees. Orders must be submitted by Friday, January 23rd to qualify.

Avoid Delay — Ship early to ensure timely arrival of all materials. Delays due to weather, holidays, or national events may impact transit times. Late shipments can result in additional costs and lost business opportunities.



THIS FORM IS REQUIRED

600 N. Eagle Rd., Meridian, ID, 83642
tradeshows@eventrentidaho.com
Fax Number: (208) 695-2233, Attention: Tradeshows

Company Name: _____

This agreement, made between EventRent Idaho, LLC (EventRent) and _____, authorizes EventRent to charge the below listed credit card for any/all charges incurred by renting items, requesting labor services, ordering power and/or internet, and/or shipping items to and from EventRent. By submitting this form, I, _____, authorize EventRent to keep my credit card information on file for the purpose of billing in accordance with the terms listed: The credit card information provided will be securely stored and used to charge for services and/or products based on the order forms submitted. EventRent will track the number of packages sent to the Advanced Receiving Warehouse prior to the show and the number of packages shipped out from the Advanced Receiving Warehouse after the show, including their respective weights. After the event concludes, EventRent will calculate the total charges incurred and process the payment on the credit card provided. A detailed receipt will be sent to the email address provided on the order forms submitted. The pricing for the services and products has been clearly outlined in all portions of the Vendor Packet, and I acknowledge that I have reviewed and understood the charges. I also acknowledge that I've read and accepted the terms and conditions laid out in this packet.

Card Type: _____ Card Holder Name: _____

Card Number: _____

Card Expiration Date: _____ CVC: _____

Billing Address: _____ Billing Zip Code: _____

I understand that EventRent will handle my credit card information in accordance with the terms listed above and will take all necessary precautions to ensure its security. I also understand that I will receive a receipt for all charges made to my credit card.

_____ Date: _____

(Auth. Signature)

(Printed Name)

(Title)



Company Name: _____
 Address: _____
 City, State: _____
 Zip: _____

Contact Name: _____
 Contact Email: _____
 Company Phone: _____
 Cell Phone: _____
 Fax: _____
 Order Date: _____

Tradeshow: _____
 Booth Number(s): _____
 Onsite Contact: _____
 Onsite Phone: _____

Orders due before:
Friday, January 23rd

Please email orders to: tradeshows@eventrentidaho.com

Freight Storage & Handling

Drayage is calculated by weighing each piece of freight individually and rounding that number up to the next 100 lbs.

Price: \$125.00 per 100 lbs. per individual unit

Example: Each unit of 0-100 lbs. is \$125, each unit of 101-200 lbs. is \$250, etc.

Please check which service below you'd like to sign up for.

Pre-Show:	
*Advanced Receiving Price includes storage, delivery to site, and handling of drayage/freight.	

Post-Show:	
*Post show freight includes storage, pickup from show, and handling of drayage/freight.	

Specific Carrier Name:

Total Declared Value: \$

# of Pieces Pre / Post	Description of Freight and/or and Special Marks	Weight	Estimated Value	Pre Show Price	Post Show Price
/	Cardboard Boxes:				
/	Cardboard Boxes:				
/	Crates (Wooden):				
/	Crates (Wooden):				
/	Hard Cases / Trunks:				
/	Hard Cases / Trunks:				
/	Skids / Pallets:				
/	Skids / Pallets:				
/	Other:				
/	Other:				
/	Other:				

LIMITS OF LIABILITY: Shipper understands that even if shipper's property is lost, stolen or damaged, EventRent does not pay replacement or restoration cost of any property. If found liable for any loss, EventRent's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500 (USD) per occurrence/shipment, whichever is less. Carrier Limits of Liability are subject to the carriers specific Limits of Liability stated in the carriers Rules /Tariff.

****To order and pay, you MUST turn in the Credit Card Authorization Form filled out in its entirety.****