



Dear Exhibitors,

We are looking forward to a great EXPO in **Boise, ID- April 4-6, 2025**, and want to make your experience a pleasant one. Enclosed are the forms and information necessary to plan your schedule. Should you have any questions please feel free to call us at (866) 607.4108.

Please pay careful attention to the announcements on this sheet as well as the contents of your manual. Once again thank you for exhibiting at The Log & Timber Home Design-Build EXPO, and we look forward to seeing you all at Expo Idaho, in Boise, ID.

Regards, Eric

- All Exhibitors are required to submit an insurance policy naming Solid WOOD Promotions, LLC as an additional insured for no less than 1M. Please see the Terms & Conditions on the reverse side of the contract. Also, we have forms to purchase single/multiple event insurance should you require it-please call us for details.
- Please pay **CAREFUL** attention to move-in/out times. Your cooperation and patience are always appreciated.
- Should you be selling products off the floor, please be aware of ID Sales and Use Tax.
- Please bring your own Carts: due to theft/liability carts are at a premium if at all available
- Please read and understand the move-in/out times and guidelines listed in the Essential Information and Rules and Regulations that are attached.



BOISE IDAHO 2025 SHOW INFORMATION

Show Dates/Hours	Friday, April 4 Saturday, April 5 Sunday, April 6	1pm to 7pm 10am to 6pm 10am to 4pm
Show Management	Eric Johnson, Operations Manager	(518) 618-1195 Cell: (518) 321-7438
Show Venue	Idaho Expo/South Hall 5610 Glenwood Blvd., Boise, ID 83714 Email: info@expoidaho.com Phone: 208-287-5650	Cutoff for orders: March 21, 2025

Decorator

Idaho Tents & Events
3900 W. Chinden Blvd. Garden City, ID 83714
Phone: (208) 336-5486 Fax: (208) 342-2880
E-MAIL COMPLETED FORM TO: mailto:esta@idahotents.com or mailto:sales@idahotents.com

Host Hotels

COURTYARD BOISE WEST/MERIDIAN
1789 S. EAGLE ROAD
MERIDIAN, ID 83642
[MARRIOTT.COM/BOIWM](https://www.marriott.com/BOIWM)

208-888-0800

Rate: \$139
Cutoff: March 12, 2025
Rate Keyword: Log Timber Expo
Online Reservation [LINK](#)

Exhibitor Move-in*(Drive-on Access for Move-in)**

- 10x20 and larger: **Thursday, April 3- (10am-6pm)**
- All Others: **Friday, April 4- (8AM-12PM)** limited to NO drive on.
- Trailer Parking: FREE

Exhibitor Move-out**Sunday: 4pm-9pm- (There IS Drive-on ACCESS for teardown)**

Teardown of exhibits may **NOT** begin until after the show closes at 4pm on Sunday. Drive-in doors will be opened when Show Management and the decorator deem it appropriate. Any material remaining after 12pm on Monday may be removed and shipped at the exhibitor's expense, per decorator guidelines. Move-out is targeted by Show Management

Show Colors

Black drape

Marketing Partners*Log and Timber Home Living* magazine**Show Producers**

Solid Wood Promotions LLC

Directions- Parking Free

Expo Idaho/South Hall

5610 Glenwood Blvd.Boise, ID 83714info@expoidaho.com208-287-5650[Google Map](#) directions

Expo Idaho/South Hall

5610 Glenwood Blvd.Boise, ID 83714

info@expoidaho.com

208-287-5650

Google Map Directions

Coming from OREGON on I-84 East

Take EXIT 46, turn left onto Eagle Rd.

Turn right onto Chinden Blvd.

Turn left onto Glenwood, pull into far right lane, and turn into first Expo entrance.

Coming from MONTANA or EASTERN IDAHO on I-15 South

Traveling on I-15 west, take the Twin Falls EXIT 72 where the interstate merges into I-84 west

Take EXIT 52, turn right onto Orchard St.

Drive all the way to Chinden, take a left onto Chinden.

Turn right onto Kent Lane, you'll see the Expo Idaho Sign above you.

Coming from UTAH on I-84 West

Upon reaching Boise, take EXIT 52, turn right onto Orchard St.

Drive all the way to Chinden, take a left onto Chinden.

Turn right onto Kent Lane, you'll see the Expo Idaho Sign above you.

Coming from NEVADA on 93 North:

Traveling north, reach Hwy 93/30 interchange; take a right onto Hwy 93/30.

Turn left onto Blue Lakes Blvd N./Hwy 93.

Reaching I-84, take a left to enter I-84 West.

Upon reaching Boise, take EXIT 52, turn right onto Orchard St.

Drive all the way to Chinden, take a left onto Chinden

Turn right onto Kent Lane, you'll see the Expo Idaho Sign above you.

Electrical Order Form Please FAX to **(518) 618.1413**



Company Name: _____

Contact: _____ Booth

Number: _____

Show dates: April 4-6, 2025

Show location: Expo Idaho/South Hall

**The Log & Timber Home Design-Build EXPO
-Show Needs Checklist-**

SEND PAYMENT TO
ejohnson@loghomeshow.com
OR
FAX TO 518.618.1413

1. Please let us know your power needs below

- NO** Power Needed
- 110V- 15A (Circle one) \$75

Quantity of each: _____ 110V Total (\$)_____

Please find my check payable to **Solid WOOD Promotions** Amount \$ _____

Charge to my: VISA MASTERCARD AMEX Amount \$ _____

CARD ACCOUNT NUMBER: _____

Expiration Date:

CCV # _____

Cardholder's Name: _____ Signature: _____



Boise ID Badge Request and Company Listing Form

This form is for exhibitor badges and PROPER company listing for the show program for **The Log & Timber Home Design-Build EXPO**. Please fill in the spaces below and return by **Friday, March 14**. Thank you and we look forward to seeing you in Boise!

Company Listing: Please choose one of the following- Log Home Company, Timber Frame Company, Builder, Handcrafted Furniture, Décor & Accessories, Financing, Real Estate, Fireplaces & Stoves, Flooring, Lighting, Heating & Air Conditioning, Log Home Handcrafter, Care & Maintenance, Restoration, Windows & Doors, Cabinets, Hot Tubs & Saunas, Tools & Equipment, Structural Insulated Panels, Stairways & Railings, Associations, Publications (**category not listed- add your own**)

Company name: _____

Company listing: _____

Exhibitor badges:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Please fax back form @ (518) 618.1413 or email: ejohnson@loghomeshow.com



BOISE GUEST LIST REQUESTS

We encourage you to invite your customers to the show! Your first ten (20) guests are free. You may invite an unlimited number of additional guests for \$5 each (70% off ticket price). You will be invoiced based on the number of guests who actually attend the event.

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive. There are **NO** physical guest passes mailed in advance. Your Guests will need to provide your company name in order to receive entry into the event and will be given a guest receipt to present at the entrance.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO THE SHOW DATE**, if you miss this deadline, bring the list with you to the show and leave it at the Will Call desk. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. Please **DO NOT** forget to include your company name.

COMPANY NAME: _____

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Please fax back form @ (518) 618.1413 or email: ejohnson@loghomeshows.com



Boise Call for Seminars and Demonstrations

Now offering both 1/2 hour and 1-hour presentations.

We're getting ready for a great expo in **Boise** and need to fill our seminar **AND** demonstration slots.

SEMINARS: As you know this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', **what it is not is a sales pitch**...we are looking for informational, diverse, and well put together "neutral" presentations. We will provide an LCD projector; you provide the presentation and handouts if applicable.

We are looking for presentations that encourage thought and feedback, you need not be a professional speaker, but one who is knowledgeable in their chosen field. Ideas of some topics we are looking for include: designing your log/timber frame, financing, selecting a company, understanding the log/timber frame package, finish and maintenance, heating systems, foundations, construction, interior design, the process, etc. and any other ideas you may have.

DEMONSTRATIONS: We're looking for demos on all products like: log stacking, building an insulated log wall, timber frame joinery, making furniture, maintenance (application techniques) etc. Like the seminars, this is an opportunity to get in front of these people and leave an impression that says 'these people know their stuff', what it is not is a sales pitch...we are looking for informational, diverse, and well put together "neutral" demonstrations.

There is also the chance that you may be asked to do multiple presentations per day- there will be a box below to check if you are ok with that. Please fill out the information below and provide an outline of your presentation if possible. Thank you for participating in this very important part of the Expo:

Title of Presentation: _____

Name of Presenter and Title: _____

Description: _____

NEW-Choose 1: 1/2 hour _____ 1 hour _____

AV needs: LCD _____ None _____

Yes _____ I would love to present more than once a day: No _____ Once is enough!

Preferred Times (please circle): **Friday**-early, mid, late afternoon, evening. **Saturday**-morning, early, mid, late afternoon, evening. **Sunday**- morning, early, mid, late afternoon.

Please respond no later than Friday, March 14, via fax at 518.618.1413 or email ejohnson@loghomeshows.com

866.607.4108 ■ 518.618.1195 ■ fax 518.618.1413 ■ loghomeshows.com



3900 W. Chinden Blvd.
Garden City, Idaho 83714
Ph: (208) 336-5486

LOG & TIMBER
EXPO IDAHO
APRIL 4TH TO 6TH
MARCH 21ST 2025

Dear Exhibitor,

Thanks for participating in the Log & Timber home design show. **Idaho Tents & Events** is honored to be the exclusive rental company for this event.

Enclosed, you will find the necessary order forms for the different equipment and services we provide. By completing and submitting these forms in advance, we will be able to provide you with more efficient service and discounted items.

Orders may be mailed or e-mailed to Esta@idahotents.com You can refer to the Payment sheet of this packet for payment information. **Idaho Tents & Events** requires a credit card to be on file for each exhibitor and charged a slight 3% processing fee. Please complete and submit all forms by March 21st 2025.

Please email filled out forms to esta@idahotents.com or sales@idahotents.com.

If you do not get a paid receipt within 48 hours of sending in your order, please call us at (208) 336-5486.

TO RECEIVE DISCOUNT PRICES, ORDERS MUST BE PLACED AND FULL PAYMENT RECEIVED BY: March 21st 2025

If you have any questions, please contact an inside sales associate at (208) 336-5486. All questions regarding policies of the event/convention center, space assignments, and scheduling should be directed to (208) 336-5486.

We look forward to seeing you at the show!

Sincerely,

The Team at Idaho Tents & Events



www.idahotents.com



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LOG & TIMBER
EXPO IDAHO
APRIL 4TH TO 6TH
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Equipment Rules and Guidelines

Chairs

1. Please do not remove chairs or stools from any booth spaces without contacting a sales associate on site.
2. For the safety of the exhibitor, standing on chairs or stools provided by **Idaho Tents & Events** is strictly prohibited.

Tables

1. Please do **not** remove tables from any booth spaces without contacting an **Idaho Tents & Events** sales associate.
2. For the safety of the exhibitor, standing or sitting on any table provided by **Idaho Tents & Events** is strictly prohibited.

Drape

1. Please do not pin, staple, tape, or alter in any way, the drape that has been furnished by **Idaho Tents & Events**. You will be charged for replacement of each drape damaged.
2. Do not move or remove any drape furnished by **Idaho Tents & Events** without contacting an **Idaho Tents & Events** sales associate.
3. Do not use drape for any other purpose than that designated by **Idaho Tents & Events**. If drape is to be used for any other purpose, exhibitor must first inform **Idaho Tents & Events** and get permission to do so.

IF ANY OF THE ABOVE RULES ARE VIOLATED, EXHIBITOR WILL BE CHARGED FOR THE REPLACEMENT OF THE ITEM IN QUESTION. IDAHO TENTS & EVENTS RESERVES THE RIGHT TO HAVE FULL DISCRETION OVER THE DAMAGE OF ANY RENTAL ITEMS.



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LOG & TIMBER
EXPO IDAHO
APRIL 4TH TO 6TH
MARCH 21ST 2025

Show General Information

Company name: _____ Date: _____ Booth #: _____

Show Information

Facility location: Expo Idaho 5610 Glenwood Garden City Idaho 83714
Exhibitor move-in: April 3rd 10:00 am to 6:00 pm. And April 4th 8 to noon
Show schedule: April 4th 1:00 to April 6th at 4:00 pm.
Exhibitor move-out: April 6th 4:00 to 10:00 pm
Exhibitor freight forced out: By 6:00 pm on April 6th
Date all exhibitor material must be removed from facility: April 6th 2025

Booth Description

Depth: _____
Width: _____
Drape color: Black
Aisle carpet color: _____
Items included with this booth: _____

Booth Identification Sign

(If) provided by show producer, booth identification sign should read:

_____ NA _____

NOTE: Booth signs are printed in capitalized black block letters. SIZE: 7" x 44"

IMPORTANT: THIS FORM MUST BE COMPLETED AND SUBMITTED 2 WEEKS PRIOR TO SHOW. IF NOT RETURNED 2 WEEKS PRIOR, BOOTH SIGN WILL BE PRINTED AS IT APPEARS ON THE LIST FURNISHED BY THE ASSOCIATION.

WE WILL SEND CONFIRMATION OF YOUR ORDER WITHIN 24 BUSINESS HOURS. IF YOU DO NOT RECEIVE CONFIRMATION, PLEASE CALL (208) 336-5486.



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LOG & TIMBER
 EXPO IDAHO
 APRIL 4TH TO 6TH
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Booth Furnishings

Company name: _____ Date: _____ Booth #: _____

Qty	Description	Discount Price	Regular Price	Total	Qty	Description	Discount Price	Regular Price	Total
Display Tables Only					Cocktail Tables Only				
	4 ft. x 30" wide	30.00	45.00			30" RD x 30" H	25.00	40.00	
	6 ft. x 30" wide	30.00	45.00			30" RD x 42" H	25.00	40.00	
	8 ft. x 30" wide	30.00	45.00						
Display Tables with Floor Length Linen					Cocktail Tables with Floor Length Linen				
	4 ft. x 30" wide	30.00	65.00			30" RD x 30" H	40.00	55.00	
	6 ft. x 30" wide	30.00	65.00			30" RD x 42" H	40.00	55.00	
	8 ft. x 30" wide	30.00	65.00						
Extras					Chairs				
	2'x2' Foam flooring	6.00	15.00			Folding Chair Black	3.50	8.50	
	Waste Basket	10.00	15.00			Padded Chair Wood	5.50	8.50	
	Floor Length Linen	25.00	40.00			High Back Bar Stool	20.00	30.00	

Linen colors (first orders get first choice). Please circle:

Pewter, Black, Royal Blue

BOOTH FURNISHINGS PROVIDED BY



PLEASE CALL FOR SPECIAL REQUESTS

ALL ORDERS MUST BE ACCOMPANIED BY THE PAYMENT CALCULATION FORM AND MUST BE SIGNED BY THE EXHIBITOR, AUTHORIZING **IDAHO TENTS & EVENTS** TO PLACE ORDERS AND ACCEPT PAYMENT FOR ORDERS.

TOTAL: \$	_____
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LOG & TIMBER
 EXPO IDAHO
 APRIL 4TH TO 6TH
 MARCH 21ST 2025

Shipping Freight to & From Idaho Tents & Event Warehouse

Company name: _____ Date: _____ Booth #: _____

Use this page to determine your material handling cost. Add the estimated cost to the Payment Calculation page.

MATERIAL HANDLING – Crated, boxed, or skidded materials will be received at Idaho Tents & Events’ warehouse up to 14 days prior to the show, but no later than 5 days prior to the show. The materials will be delivered to respective booths prior to vendor move in. All pieces MUST have a booth number and the corresponding company name on them.

Description of services and material handling prices are listed below.

We Will Ship Our Freight to Idaho Tents & Events Warehouse		
Crated and/or skidded floor load shipments – All freight must be boxed, taped, and have prepaid labels in place after the show or we cannot pick up your item. All pieces of freight MUST have your booth number and the name of the company for that booth. Prices apply to shipments that meet the deadline. See Delivery Deadline information below. Freight will be sent to Idaho Tents & Events’ warehouse at 3900 W. Chinden Blvd., Garden City, ID 83714 and will be brought to your booth before the show opens.	Per 100 lbs.	Est. Total
	45.00	

Delivery Deadline			
Freight not received at the warehouse <u>(5) business days prior to the first day of exhibitor move-in</u> , and any shipments received after the show has opened, will be subject to the following additional charges.	Per Piece	Min. Charge	Est. Total
	100.00	100.00	

FOR OUTBOUND SHIPPING:			
All freight must be packed and ready with your pre-paid label attached to each piece. Idaho Tents & Events will pick up and bring freight back to our warehouse. Please schedule your courier to pick up from Idaho Tents & Events warehouse at 3900 W. Chinden Blvd. Garden city Idaho 83714, the business day following the close of show.	Per 100 lbs	outbound	Est. Total
	45.00		

THESE ARE IDAHO TENTS & EVENTS HANDLING CHARGES ONLY. ALL CHARGES ACCRUED BY INDIVIDUAL FREIGHT CARRIER ARE THE SOLE RESPONSIBILITY OF THE EXHIBITING COMPANY.

TOTAL: \$	
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APRIL 4TH TO 6TH
MARCH 21ST 2025

Freight Shipping and Handling at Close of Show

Company name: _____ Date: _____ Booth #: _____

Shipping to Idaho Tents & Events

For shipment to
Idaho Tents & Events
Please see 2nd freight page.

Direct Show Shipping

Please contact the facility for direct shipping
requirements if available.

Shipment Instructions at Close of Show

Our designated ground for this show is SEKO Logistics



All exhibitor freight not picked up by their exhibitor designated carrier will be forced out by SEKO Logistics at the end of the show.

ALL MATERIAL MUST BE OUT OF THE EXPO IDAHO BY APRIL 6TH 6PM)

For outbound shipping after the show:

John Wilson will be on site a couple hours prior to the close of the show with Bills of Lading.

SEKO Logistics
4501-A South Federal Way
Boise, ID 83716
john.wilson@sekologistics.com
(208) 344-2784



3900 W. Chinden Blvd.
Garden City, Idaho 83714
Ph: (208) 336-5486

LOG & TIMBER
EXPO IDAHO
APRIL 4TH TO 6TH
MARCH 21ST 2025

Payment Policy

Idaho Tents & Events requires full payment at time of service. **Idaho Tents & Events** also requires that all exhibitors using our services provide a credit card to be placed on file with their initial order. The credit card on file will be used to cover any unpaid balances at the closing of the show. If not otherwise paid, **Idaho Tents & Events** will charge the card on file the day of delivery or set-up of the show.

Method of Payment

Idaho Tents & Events accepts check, Visa, MasterCard, American Express, and Discover with a 3% processing fee. Or we take Zelle or ACH.

Advance Payment/Discount Price

When show orders are placed in advance, **Idaho Tents & Events** can provide you with a faster and more efficient service. Payment must be submitted with the original order if exhibitors wish to receive discounted rates. All orders placed after the discount deadline will be charged at regular price.

Adjustments and Cancellations

Some services provided by **Idaho Tents & Events** incur extra costs if restocking must occur. Because of this, some items and services may be subject to a restocking fee if cancelled within 2 days of the show set-up date. To avoid these costs, please be sure and finalize any submitted orders prior to the show.

Items cancelled on-site will be subject to a 50% restocking fee.

Items cancelled after delivery will not be refunded to exhibitor.

A service fee of \$35.00 will be assessed for any returned checks.



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LOG & TIMBER
 EXPO IDAHO
 APRIL 4TH TO 6TH
 MARCH 21ST 2025

Payment Calculation

Please print all information.

Company Name		Date	Booth #
Street Address		City	State ZIP
Phone	Fax	Ordered By	
Email		Signature	

PLEASE INCLUDE THIS PAGE WHEN SUBMITTING YOUR ORDER TO IDAHO TENTS & EVENTS

Credit Card Information

Please fill out the credit card information below. By filling out this form and submitting it to **Idaho Tents & Events**, you are authorizing to have your Credit Card charged for any orders that you have placed. Any additional charges incurred as the result of a show site change, or the addition of services on site, will be charged to your authorized Credit Card. **Idaho Tents & Events requires a Credit Card to be on file before the delivery or rendering of any services. IF YOU DO NOT RECEIVE A PAID RECEIPT WITHIN 48 HOURS, PLEASE CALL US!!**

Visa Discover MasterCard American Express

Card Number		EXP (mm/dd)	CVC
Cardholder's name – please print			
Cardholder's signature			
Billing address			
City	State	ZIP CODE (REQUIRED)	

Calculation of Orders

Furnishings	\$	_____
Electrical (NOT taxable)	\$	_____
Freight Handling (NOT taxable)	\$	_____
Miscellaneous Services (specify)	\$	_____
Subtotal	\$	_____
Idaho Sales Tax (6%)	\$	_____
Total	\$	_____