Shipping Information
When addressing your drayage, please make certain to reference the following information:

Boise State University – Student Union Building
Jordan Ballroom
1910 University Drive
Boise, ID 83725
208-426-1677

Shipping to Center: Due to limited storage, please ship packages to arrive no earlier than **Monday, April 6th, 2015**. Please make sure to include your company name and return shipping address on all of your packages.

Return Shipping: Exhibitors are responsible for all bills-of-lading and contacting shipping companies directly. Please bring your own packing slips and plan to ship out following the show. All packages should be picked up by Wednesday, April 8th, 2015.

Facility and Set-Up and Show Hours
The program will be taking place in the Jordan D Ballroom. SMTA Staff will be on-site to check you in and direct you to your table.

Parking: Please See Parking Instructions Listed Below. The Designated Parking Lots for our event is the Lincoln Lot. Instructions are listed on next page. Follow these to receive discounted price of $1.50.

Registration and Set-up: 8:00AM-10:00AM
Your exhibitor badges and information will be waiting at your booth upon arrival.

Exhibit Hours: 10:00AM – 4:00PM (lunch from 12:00-1:30PM)

Teardown: 4:00PM-5:00PM
(Booths may not be torn down before 4:00PM)

Hotels

Room block at Hampton Inn: Please reference ‘SMTA’ for discount of $94/night.

* Hampton Inn – 875 South Allen Street, Meridian, ID 83642 (208) 887-3600

Nearby hotels:

* Residence Inn Boise Downtown – 1404 S. Lusk Ave. Boise, ID 83706, (208) 344-1200
* TownePlace Suites Boise Downtown, 1455 S. Capitol Blvd., Boise, ID 83706, (800) 257-3000


Facebook: Like us, Facebook.com/SMTAssociation
LinkedIn: find us under groups, “Surface Mount Technology Association”
Twitter: Join us and use hash tag: #SMTAchannel

Free Marketing at Intermountain Expo
Drop off your company bags, pens, or lanyards at registration upon checking in. We’ll pass them out for you!
Important: You may park on any floor, but need to make note of the parking stall number. This number is painted on the ground at the back end of the parking stall.
Steps to pay for parking:
After parking your vehicle and noting your parking space number, proceed to one of the parking payment machines located on each level just outside the northwest and southeast stairwells (Lincoln) or inside the northwest and southwest stairwells (Brady).

Press any key to begin, then enter your stall number.

Select 1) Purchase Ticket.
Select 4) The name of your event will be in this location.

Insert Cash or Credit Card to pay for parking.

You have completed the process and a receipt will print.

PLEASE TAKE THIS RECEIPT WITH YOU

If you have any questions concerning these instructions, please contact Aaron Culver (208)426-4313, aaronculver@boisestate.edu