IBC Booth Information

Space

- All schedulable booth space locations have been approved by the IBC Council.
- Campus can provide setup for one 6’ rectangular table and two chairs.
- Including signage and your entire workspace, booth operations may be no larger than 10’ wide and 6’ deep.
- There are sixteen booth locations in the MC including: seven in the lobby by the Information Desk, four in front of the Grand Ballroom, four at the Sky Bridge, and one behind the stairwell by the game tables on the first floor. A map indicating the exact locations can be picked up in the Scheduling Office.
- Foyers and outside booth spaces may be scheduled. These spaces include field, quad locations and booths associated with the following: OUTSIDE – the Amphitheatre Quad; the north and south Spor Quads; FOYERS – Benson (1st floor on the west side), Clarke (1st floor, north entrance), Hart (second floor), Ricks (1st floor – non-food sales only), Smith (1st floor west entrance), and Science and Technology Center.

Scheduling

- Call the Scheduling Office (208) 496-3120 or visit the office in MC 376 from 8-5 M-F (closed for devotional) to reserve or cancel a booth space.
- You may schedule a booth space for multiple days, and in advance.
- Your reservation must be made at least two business days in advance. If you wish to make changes to your reservation, you must do so two days in advance.
- If you need to cancel a booth space, please contact the Scheduling Office as early as possible.
- You may reserve booth space Monday-Saturday during open building hours.

Handouts and Fliers

- You must schedule a booth space to hand out fliers.
- The group will be restricted to the booth location.
- All groups must stay out of the flow of traffic and present themselves in a dignified manner.
- Yelling or shouting to promote business is prohibited.

Product Storage and Display

- Storage is the responsibility of the IBC group.
- Campus storage is limited; please contact Stacy Eagar at (208) 496-3621 to inquire about on campus space, if needed.
- Tip: Please carefully measure the doorway access width, including the open door if your group is building a kiosk. Consider a collapsible expo type display to mitigate storage space needs and increase mobility.
Manwaring Center Booth Space
1st Floor (University Store level)

North to Amphitheatre Quad

2nd Floor (Crossroad level)
North Entrance to Library Skybridge

Additional indoor booth spaces are located in the foyers of Benson, Clarke, Hart, Ricks, Science Technology, and Smith Buildings.