

### 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 Spori Quads; FOYERS – Benson (1<sup>st</sup> floor on the west side), Clarke (1<sup>st</sup> floor, north entrance), Hart (second floor), Ricks (1<sup>st</sup> floor – non-food sales only), Smith (1<sup>st</sup> 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.

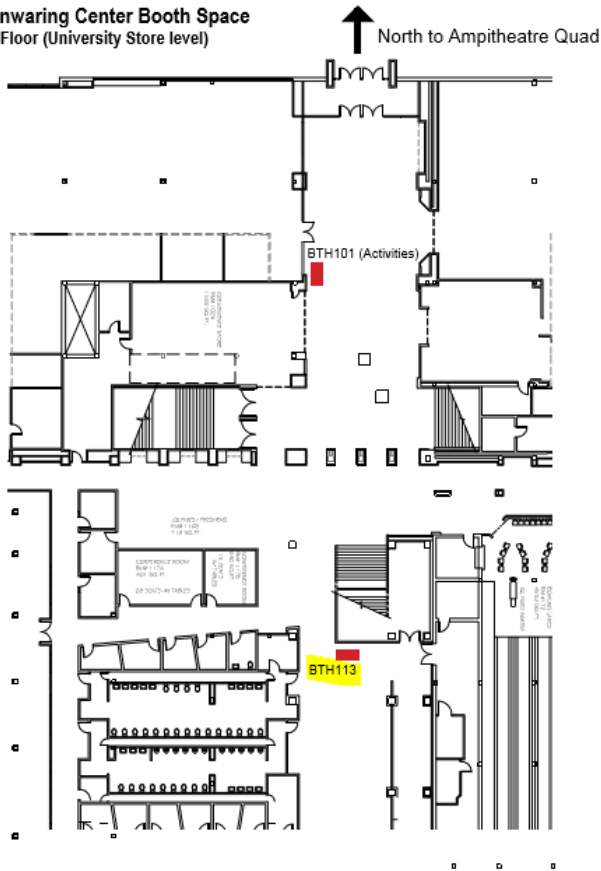
#### Handouts and Fliers

- 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.

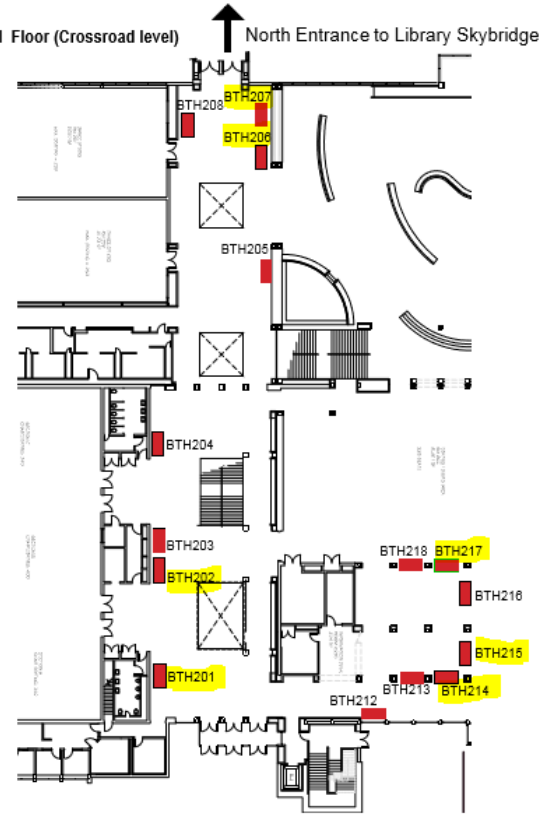
#### Product Storage and Display

- 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)



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



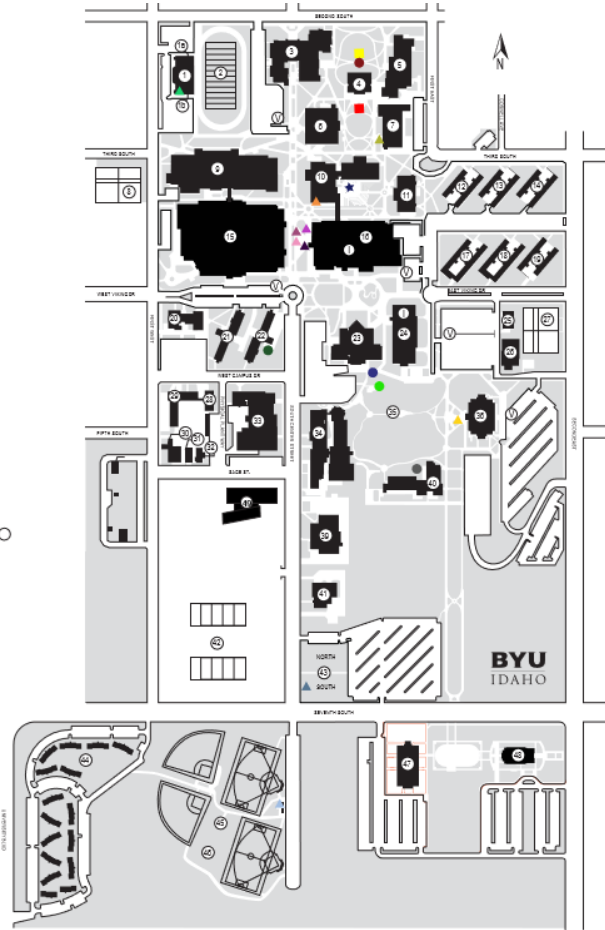
Additional indoor booth spaces are located in the foyers of Benson, Clarke, Hart, Ricks, Science Technology and Smith Buildings

## KEY with Outdoor Booths and Quads

- ★ Amphitheatre Quad (see detail map)
  - Spori South Quad
  - Spori North Quad
  - Ricks Garden Gazebo\*
  - Ricks Garden Picnic Pavillion\*
  - Ricks Patio/Foyer Combo
  - Rigby Lawn
  - Spori Patio
  - ▲ Clarke Booth
  - ▲ Hinckley Booth
  - ▲ McKay West Booth
  - ▲ Plaza Booth 1
  - ▲ Plaza Booth 2
  - ▲ Plaza Booth 3
  - ▲ Plaza Booth 4
  - ▲ Seventh South Playfield Booth
  - ▲ Seventh South Corner Booth
  - ▲ Stadium Booth
- \*Community use upon approval. All others for internal use only.

#	Name	#	Name
1	BYU-Idaho Stadium	Playfields	
1a	Outdoor Rental Center	2	Stadium Track and Field
1b	Stadium Studio	8	Lower Tennis Courts
3	Eliza R. Snow Performing Arts Center	27	Upper Tennis Courts
4	Jacob Spori Bldg.	42	Upper Playfield
5	Oscar A. Kirkham Bldg.	43	7th South and Center Playfields
6	George S. Romney Bldg.	45	7th South Activity Fields
7	John L. Clarke Bldg.	46	Ropes Course
9	John W. Hart Bldg.		
10	David O. McKay Library		
11	Joseph Fielding Smith Bldg.		
12	Virginia H. Perkins Hall (women)	Additional Off-campus Locations	
13	Annie S. Kern Hall (women)	47	University Married 1st Stake Center, 68 E 7 S
14	Sarah Ann Barnes Hall (women)		
15	BYU Idaho Center	48	Rexburg Idaho Temple, 750 S 2 E
16	Hyrum Manwaring Student Center (University Store, Food Services)		Fourth Ward Meetinghouse, 166 S 1 E
17	Verla L. Chapman Hall (men)		University Married 2nd Stake Center, 389 S Mariah Avenue
18	Helen Lamprecht Hall (men)		University Married 3rd Stake Center, 289 W 7 S
19	Edna I. Ricks Hall (women)		Alumni & Friends Visitors Center, 16 E Main Street
20	Heating Plant		Badger Creek Outdoor Learning Center, near Teton
21	Lowell G. Biddulph Bldg. (faculty offices)		Henry's Fork Outdoor Learning Center, 5400 W Hwy 33
22	William F. Rigby Bldg. (faculty offices)		LDS Philanthropies, 1216 Stocks Avenue
23	John Taylor Bldg.		Livestock Center, 5400 W Hwy 33
24	Spencer W. Kimball Bldg.		Natural Science Center, Island Park
25	University Communications Bldg.		Teton Mountain Lodge, near Victor
26	Student Health & Counseling Center		
28	University Operations Bldg.		
29-32	Facilities Management Services Bldg. (Service Shops)		
33	Mark Austin Bldg.		
34	Ezra Taft Benson Bldg.		
	Agricultural & Biological Sciences Bldg.		
35	Thomas E. Ricks Memorial Gardens		
36	Gordon B. Hinckley Bldg.		
39	Auxiliary Services Bldg.		
40	Thomas E. Ricks Bldg.		
41	Ag. Engineering Bldg.		
44	University Village (family housing)		
49	Science and Technology Center		

Last revised 03-06-15



## Amphitheatre Quad

### BOOTHS

AMPBTH1	Ampitheater booth 1	electrical outlets
AMPBTH2	Ampitheater booth 2	electrical outlets
AMPBTH3	Ampitheater booth 3	electrical outlets
AMPBTH4	Ampitheater booth 4	electrical outlets
ESBTH1	East sidewalk booth 1	south side of walk
ESBTH2	East sidewalk booth 2	north side of walk, electrical outlets
MCKBTH1	McKay Library booth 1	by entrance
MCKBTH2	McKay Library booth 2	adjacent to east wing

