

**7<sup>th</sup> International Fire Behavior and Fuels Conference**  
**Boise, Idaho**  
**April 15-18, 2024**

**Frequently Asked Questions – Sponsors and Exhibitors**

**SPONSORS:**

**Do we provide the pop-up banner and when do you need it?**

*You will provide the banner, you do not need to provide ahead of time, you can bring it with you and give it to someone at the registration desk.*

**Regarding bag inserts, can we send a literature piece or swag or both?**

*You can provide literature and/or swag. We will need these in advance, we will have you ship them to Boise directly. We will provide an address for this soon. We would like them to arrive by Friday, April 12<sup>th</sup>.*

**For the ad, can you please provide the specs and the deadline to submit it?**

*Click here for Ad specs, please send to [execdir@iawfonline](mailto:execdir@iawfonline) by March 18<sup>th</sup>.*

**For the presentation/demo at the exhibit hall or showcase session, can you please provide the details?**

*We will have a stage, AV and silent disco headphones in the expo hall. We will create a schedule for sponsors to do a presentation and/or demo. We need to figure out how many presentations we will have before finalizing the schedule.*

**EXHIBIT SPACE LOGISTICS:**

**Is there an exhibitor's kit/manual for this event?**

*[Click here for service kit.](#)*

**Do we have an assigned exhibit space?**

*We will share the map with you soon so you can select your booth space.*

**Can you provide the date and timeframe for the following?**

Exhibitor Move in:

- *Monday, April 15th, 2024: From 12:00pm—5:00pm*

Show Schedule/ Exhibit Hours: ALL TIMES ARE SUBJECT TO SLIGHT CHANGES.

- *Monday, April 15th, 2024: From 6:00pm—8:00 pm, Welcome Reception with Sponsors & Exhibitors*
- *Tuesday, April 16th, 2024: From 10:00am—10:30am, Exhibitor Networking Break*

- *Tuesday, April 16th, 2024: From 3:00pm—3:30pm, Exhibitor Networking Break*
- *Tuesday, April 16th, 2024: From 6:00pm—7:30pm, Poster Session*
- *Wednesday, April 17th, 2024: Field Trips*
- *Thursday, April 18th, 2024: From 10:00am—10:30am, Exhibitor Networking Break*
- *Thursday, April 18th, 2024: From 3:00pm—3:30pm, Exhibitor Networking Break*

**Exhibitor Move-Out:**

- *Thursday, April 18th, 2024: From 3:30pm—5:30pm*
- *All exhibitors must be moved out by 5:30pm.*

**Is the venue carpeted?**

*Yes, the ballroom is fully carpeted.*

**How do I order internet/ electrical for our exhibit space?**

*Electricity is included in your booth package.*

**Are there any special shipping instructions and/or freight handling fees for our incoming and outgoing shipments?**

*Please refer to the [service kit](#). If you have additional questions, contact our show decorator, EventRent (208) 695-2121*

**Are we required to provide a Certificate of Insurance (COI)?**

*No.*

**Does this conference support lead retrieval/badge scanning?**

*Yes, we will be using a mobile app called PheedLoop, so we will offer this to those who would like it.*

If you have additional questions, please contact Mikel Robinson at [execdir@iawfonline.org](mailto:execdir@iawfonline.org) or 406-625-7059.