



Smart Women  
**SMART MONEY**™   
*Never too early, never too late.*

## Hello Sponsors!

I would like to first, thank you for your generous sponsorship and support of the **2019 Smart Women Smart Money** Conference at the Boise Centre in Boise on **Friday, February 15th from 8:00 am to 4:30 pm.**

Below are the details that you will need to assist you with the setting up and tear down of your Exhibit area.

**Shipping:** You may ship any materials necessary for your Exhibit area to the Boise Centre, 250 South 9th Street, Boise, ID 83702. Due to space constraints, **boxes can arrive 48 HOURS PRIOR TO THE EVENT.** **NO EARLIER.** All materials shipped to the Boise Centre on the Grove must be clearly marked for the **Smart Women Smart Money, 02/15/19.** Please number your boxes.

**Set Up:** **Thursday, February 14th, 1:00 pm – 5:00 pm and Friday, February 15th at 6:00 am.**  
**Use the Loading Dock-off on 9th Street for all loading and unloading of your materials.**  
**Exhibitors should be ready by 7:00am on Friday, February 15th!!**

**Break Down:** The Exhibit areas MUST be cleared of all material no later than 6:00 pm the evening of February 15th. Exhibitors are responsible for set-up, breakdown, and clean-up of their exhibitor area.

**Please do not hesitate to contact LeAnn Sullivan  
at 208-899-1843 if you have any questions.**