

Maine Building Exhibitor – Meeting, Orientation, Open Office Dates 2022

Please save the dates—invitation details will be sent separately:

April

Welcome and Orientation – Webinar Call; required for all exhibitors

3 PM to 5 PM, Thursday April 14, 2022

Agenda:

- Welcome & Introductions – 30 minutes
 - Building Management
 - Exhibitors
 - Others
- Contact Information – 5 minutes
- Logistics and required information – 45 minutes
 - Key dates
 - Agreements, Terms & Conditions
 - Billing
 - Code enforcement and compliance (fair, town, etc.)
 - Amenities and services
 - Internet
 - Storage rental
 - Q and A – 20 minutes

June

Open Office Hours; optional teleconference: Thursday 6/23/22 1 PM to 2 PM

Q and A; Building Management will be available to review questions

Meeting with Big E Fair: TBD/TBA

August

Open Office Hours; optional teleconference: Tuesday 8/23/22 10 AM to 11 AM

Q and A; Building Management will be available to review questions

September

Exhibitor Huddle (17-day exhibitors)

Maine Building, **Thursday afternoon before fair opens (approximately 4 PM)**