



# Pavilion Exhibitor Application Form



Business/Association Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth/Site Manager Name (If Different From Contact): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business/Tax #: \_\_\_\_\_ or Tax Exempt #: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Site Manager Cell Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Website: \_\_\_\_\_

Name of event you are applying for: \_\_\_\_\_

1. Are you a new applicant or returning exhibitor for this event?

If new, would you agree to allow a representative from MDACF to perform a site visit at your location?

YES NO

2. Please indicate below what utilities or accommodations you will require:

- \_\_\_\_\_ Water/plumbing
- \_\_\_\_\_ Electricity - **List appliances:**
- \_\_\_\_\_ Refrigerated storage (Charges may apply)
- \_\_\_\_\_ Frozen storage (Charges may apply)
- \_\_\_\_\_ Other needs-- please describe:

3. Describe in detail the type of products to be offered, including a list with description of the individual items you will have available for purchase. Samples, or photos of each product offered are required as part of this application (attach separate sheet as necessary).

4. Are the products listed in question #3 made, grown or significantly altered in Maine?

YES NO

**Please list source of materials:**

PRODUCT	Made in Maine? Y or N	% of Maine ingredients	Source of other ingredients	Comments

5. Please indicate how you will provide the necessary staffing levels for your booth. Include who will be staffing your exhibit and the anticipated staffing level coverage for your exhibit throughout all hours.
  
6. How many people does your company employ year round?
  
7. Do you plan to offer any demonstrations or samples at your exhibit space? If so, please explain.
  
8. Explain your ability to produce the amount of inventory that will be necessary to service the anticipated large volume of sales that will be generated during this event.
  
9. Please briefly describe the design of your exhibit. (Please submit diagrams or photos)
  
10. Describe how your booth would contribute to the overall effort to present a quality exhibit featuring the best of Maine’s resources.
  
11. Please list other retail/consumer exhibits and industry shows in which you have participated:

**Support Materials Required:**

- **New applicants must provide 2 letters of recommendation from peers who describe your show experience related to service and quality.**

I believe the above to be an accurate and true description of our proposed display/exhibit area. I understand that the decision of the MDACF will be based upon the content of this application. I understand that completion of this application does not constitute an agreement for exhibit space.

Applicant agrees to the above statements and to all provisions in the above “Maine Pavilion Booth Space Application”.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Return completed application to: Melissa Jordan- [Melissa.A.Jordan@maine.gov](mailto:Melissa.A.Jordan@maine.gov)