

Maine Building Exhibitor – Meeting, Orientation, Open Office Dates 2024

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

March

Welcome and Orientation – Webinar Call; required for all Exhibitors

12 PM/noon to 1 PM, Thursday March 14, 2024

Tentative Agenda:

Welcome & Introductions – 30 minutes

Building Management

Exhibitors

Others

Contact Information & Mentorship Pairing – 5 minutes

Mentorship pairing – makers, food and beverage, etc.

Logistics and required information – 45 minutes

Key dates

Agreements, Terms & Conditions

Billing

Code enforcement and compliance (fair, town, etc.)

Amenities and services

Wi-Fi

On-site storage rental

Food & Beverage - suppliers, temporary permits, etc.

Q and A – 20 minutes

May

Open Office Hours; optional teleconference: Tuesday 5/14/24 12 PM/Noon

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

July

Open Office Hours; optional teleconference:

Wednesdays, July 10, 17, 24 12PM/Noon to 12:30

August

Optional: 17- Day Exhibitors, paid in full by 7/1. On site work day.* No inventory*

Friday, August 16 - 10 AM to 3 PM

Open Office Hours; optional teleconference: Tuesday 8/20/24 12 PM/Noon

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 4:30 PM)**

Updated July. 2024

Outline of Typical Tasks for Maine Building Applicants and Exhibitors- grouped into an event countdown												
Key Tasks - By Timelines	J	F	M	A	M	J	J	A	S	O	N	D
240+ days before fair												
Reviewed application materials	X											X
Submitted application	X	X								X	X	X
Subscribed to email updates												
120+ days before fair												
Reviewed Exhibitor Resources			X	X	X	X						
Orientation and signed terms and conditions			X	X	X	X						
80-90 days before fair (avg. June 1)												
Reserved and scheduled in-person site visit-in person (available to 17-day renters paid in full)				X	X	X						
Reserved accommodations (e.g. hotel, vacation rental, off-site RV, etc.)				X	X	X	X					
Reserved off-site, and on-site storage, and amenities				X	X	X	X					
Submitted final logistics info and paperwork to Building Management					X							
Obtain insurance certificates - Fair requires to be presented upon request				X	X	X						
Submitted booth rental exhibit payment – Due July 1							X					
60-70 days before fair												
Provided final staffing headcount to Maine Building Management					X	X						
Made site visit (only for 17-day renters paid in full)						X	X					
Set up an account with the on-site bank (if needed)							X	X	X			
40-50+ days before fair												
Submitted dead storage payment to ESE (if needed)						X	X	X				
Completed any paperwork required by the ESE and/or town						X	X	X				
Reserved internet						X	X	X				
Reserved phone line (if needed—some Point of Sale systems require)						X	X	X				
40+ days before fair – FOOD and BEVERAGE exhibitors completed:												
Submitted required paperwork and payment to appropriate authority for the Town of W. Springfield					X	X	X					
Provided updated information and/or status to comply with local codes					X	X	X					
Allergen training (food)					X	X	X					
ServSafe training (food)					X	X	X					
TIPS (alcoholic beverage)					X	X	X					
10 Days before fair (just before Labor Day)												
Reviewed suggested packing list, and have adequate supplies and prepared gear and inventory				X				X		X		
Stored emergency numbers and contact information for your staff				X				X		X		
Print a copy of important documents to have on file at site				X								
Scheduled event-related updates to social media and tag the Big E! fair				X				X				
Begin exhibiting (on site, beginning first Friday after Labor Day)												
Obtained parking passes –from Maine Building Management, on site										X		
Admission credentials –from Maine Building Management, on site										X		
Reviewed the walk-through for emergency evacuation map and identified meet-up location for all staff										X		
FOOD and BEVERAGE temporary permits – Handed out by local officials Thursday(s) through Saturday(s)										X		
Readied exhibit, locate places of interest/need on grounds, in building etc.										X		
Exhibition is over												
Removed signage, display material, supplies, remaining inventory, storage etc. – relocate to off-site storage										X		
Removed signage, display material, supplies, inventory, storage etc. – relocate to off-site storage										X		

Outline of Typical Tasks for Maine Building Applicants and Exhibitors- grouped into common categories												
	Color codes: Red = Due now! Yellow = Likely have a buffer if something goes wrong Green= OK to start											
Key Tasks - By category	J	F	M	A	M	J	J	A	S	O	N	D
Paperwork, required info to Building Management or Fair												
Reviewed application materials	X											X
Submitted application	X	X									X	X
Subscribed to email updates	X								X	X	X	X
Reviewed Exhibitor Resources			X	X	X	X						
Orientation and signed terms and conditions			X	X	X	X						
Submitted final logistics data to Building Management						X						
Current copy of insurance certificates available if requested			X	X	X	X						
Submitted final staffing headcount to Maine Building Management			X	X	X	X						
Requested, scheduled site visit (only for 17-day renters paid in full)			X	X	X	X						
Site visit (only for 17-day renters paid in full)								X				
Expenses												
Reserved accommodations (e.g. hotel, vacation rental, off-site RV, etc.)				X	X	X	X					
Reserved off-site, and on-site storage, and amenities				X	X	X	X					
Submitted commitment deposit – Due April 1			X									
Submitted booth rental exhibit payment – Due July 1							X					
Submitted dead storage payment to ESE (if needed)						X	X	X				
Reserved internet						X	X	X				
Reserved phone line (if needed—some Point of Sale systems require)						X	X	X				
Admission credentials (for non complimentary)								X	X			
Licensing and training (generally Town of W. Springfield)												
Created online account (food permit application)				X	X	X						
Allergen training (food)	X	X	X	X	X	X	X					
ServSafe training (food)	X	X	X	X	X	X	X					
TIPS (alcoholic beverage)	X	X	X	X	X	X	X	X				
Liquor License Commission Meeting (alcoholic beverage)								X	X			
Food/beverage permits – Local officials disburse Thursday(s) - Saturday(s)										X		
Promotion and publicity												
Contact collector for emails				X	X	X	X					
Professional marketing materials - product, price list, rack cards, signsetc.				X	X	X	X					
Scheduled event-related updates to social media and tag the Big E! fair				X				X	X			
Sales, labor, inventory, revenue etc.												
Set up an account with the on-site bank (if needed)							X	X	X			
Recruited staffing help			X	X	X	X	X	X	X			
Key points and training for staff							X	X	X			
Planned and prepared inventory - ME SKUs for Fair purchases 5/1				X	X	X	X	X				
Set budget and sales goals				X	X	X	X					
Event Preparation												
Reviewed suggested packing list - adequate supplies, gear and inventory				X				X	X			
Stored emergency numbers and contact information of staff				X				X	X			
Print a copy of important documents to have on file at site			X	X	X	X	X					
Walk through emergency evacuation map, ID gathering spot										X		
Readied booth space, identify places of interest/need on site										X		
Post-Event												
Clean exhibit space: remove all waste, tidy, ready for off-season deep clean										X		
Remove signage, display material, supplies, inventory, etc.										X		
Admission, Credentials, Passes, Etc. (Limited Complimentary)												
Receive from Maine Bldg. Mgmt (at fair)										X		

2024 Fair Dates

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
KEY:		10-Sep	11-Sep	12-Sep	13-Sep	14-Sep
Group A	Group D					ME
Group B	Group E					
Group C						
15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep
22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep
					HNE	
29-Sep						

Group	A	B	C	D	E	E
# of exhibit days	17	6	6	5	1	1
Fair days	ALL (# 1-17)	First six (#1 - 6)	Next six (# 7- 12)	Last five (# 13 - 17)	Maine Day	Harvest N.E.Day
Open to public	10 AM - 9 PM	10 AM - 9 PM	10 AM - 9 PM	10 AM - 9 PM	10 AM - 5 PM	10 AM - 5 PM
Exhibit days	Friday- Sunday	Friday-Wednesday	Thursday-Tuesday	Wednesday-Sunday	Saturday	Friday
Exhibit dates	9/13-9/29/24	9/13-9/18/24	9/19-9/24/24	9/25-9/29/24	9/14/2024	9/27/2024
When Does Load in Start?						
Time	12:00 PM	12:00 PM	~ 9 PM until 10:30 PM	~ 9 PM until 10:30 PM	7:00 AM	7:00 AM
Day	Tuesday	Thursday	Wednesday night	Tuesday night	Saturday	Friday
Date(s)	9/10-9/12/2024	9/12/2024	9/18/2024	9/24/2024	9/14/2024	9/27/2023
When Does Load in End?						
Time(s)	5:00 PM	5:00 PM	6:30 AM to 8:30 AM	6:30 AM to 8:30 AM	9:00 AM	9:00 AM
Day	Thursday eve	Thursday eve	Thursday morning	Wednesday morning	Saturday	Friday
Date(s)	9/12/2024	9/12/2024	9/24/2024	9/25/2024	9/14/2024	9/27/2024
When Does Load Out Begin?						
Time(s)	~ 9 PM until 10:30 PM	~ 9 PM until 10:30 PM	~ 9 PM until 10:30 PM	~ 9 PM until 10:30 PM	5:00 PM	5:00 PM
Day	Sunday night	Wednesday night	Tuesday night	Sunday night	Saturday	Friday
Date(s)	9/30/2024	9/18/2024	9/25/2024	9/30/2024	9/14/2024	9/27/2024
When Does Load Out End?						
Time(s)	6:30 AM to noon	6:30 AM to 8:30 AM	6:30 AM to 8:30 AM	6:30 AM to noon	7:00 PM	7:00 PM
Day	Monday	Thursday morning	Wednesday morning	Monday	Saturday	Friday
Date(s)	9/30/2024	9/19/2024	9/25/2024	9/30/2024	9/14/2024	9/27/2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
KEY:					Day 1 - First Day of Fair	Day 2
17- Day: Group A	Short Term: Group D	Group A (17-day) load In Times: 8:00AM -5:00 PM			[Group A - START	
Short Term: Group B	Group E		17 Day exhibitors: Building Mgmt distributes passes noon- 3PM at ME Building		[Group B - START	
Short Term: Group C					Bldg open to exhibitors: 8AM - 9:30PM	MAINE DAY [Group E] Open to exhibitors: 8AM -9:30PM
[= start exhibit] = end exhibit			Short term PM load in @ noon		
Short term PM load out/in	Short Term AM load out/in					
Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Open to exhibitors: 8AM -9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Open to exhibitors: 8AM -9:30PM
			Group B - END]	[Group C START		
			Short term PM load out/in	Short Term AM load out/in		
Day 10	Day 11	Day 12	Day 13	Day 14	Day 15	Day 16
Open to exhibitors: 8AM -9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Building open to exhibitors: 9AM- 9:30PM	Open to exhibitors: 8AM -9:30PM
		Group C- END]	[Group D - START			
		Short term PM load out/in	Short Term AM load out/in		Harvest New England Day	
Day 17 - Last Day of Fair		REMINDERS: <u>Maine Building hours of operation - Open to public 10AM-9PM</u>				
Open to exhibitors: 8AM - 10:30PM	All remaining load out - Access: 6:30AM-12:00 (noon) PM	<u>Deliveries to grounds and booth:</u> between 8:00 and 9:15 AM Booth designee must be present at delivery. Alert management of delivery plans.				
Group A END]		<u>Short term load in/out, unless told otherwise:</u>				
Group D END]		LOAD IN: Evening before start date (after building closes to public), until 10:30 PM, and the morning of start date 7 to 9 AM. LOAD OUT: Evening of end date (after building closes to public), until 10:30 PM, and morning after 7 to 9 AM.				