

Use the box on the left to mark completed tasks. Use the columns on the right and the days to target deadlines. This version is for those who plan by a date countdown.

Tasks	J	F	M	A	M	J	J	A	S	O	N	D
240 + days before fair												
<input type="checkbox"/> Review application materials	X											X
<input type="checkbox"/> Submit application	X	X								X	X	X
<input type="checkbox"/> Subscribe to email updates												
120+ days before fair												
<input type="checkbox"/> Start using Exhibitor Resources Library - www.maine.gov/dacf/bigeprep		X	X	X	X							
<input type="checkbox"/> Orientation, review terms and conditions			X	X	X							
<input type="checkbox"/> Submit logistic, staffing updates to Management					X							
<input type="checkbox"/> Reserve lodging (e.g. hotel, rental, off-site RV, etc.)				X	X	X						
80-90 days before fair (avg. June 1)												
<input type="checkbox"/> RSVP for site visit (for 17-day renters paid in full)				X	X	X						
<input type="checkbox"/> Reserve storage (off-site, dead) and amenities				X	X	X	X					
<input type="checkbox"/> Current insurance certificates - Fair may view copies upon request				X	X	X						
<input type="checkbox"/> Pay MDACF exhibit invoice – Due July 1							X					
60-70 days before fair												
<input type="checkbox"/> Site visit (only for 17-day renters paid in full)						X	X					
<input type="checkbox"/> Set up local banking (on-site or nearby)						X	X	X				
40-50 + days before fair												
<input type="checkbox"/> Pay ESE for dead storage reservation						X	X	X				
<input type="checkbox"/> Completed paperwork required by ESE and/or town						X	X	X				
<input type="checkbox"/> Reserved internet						X	X	X				
40+ days before fair – FOOD and BEVERAGE exhibitors completed:												
<input type="checkbox"/> Permit applications and payment to Town of W. Springfield					X	X	X					
<input type="checkbox"/> Submit proof of training or certifications					X	X	X					
<input type="checkbox"/> Allergen training (food)					X	X	X					
<input type="checkbox"/> ServSafe training (food)					X	X	X					
<input type="checkbox"/> TIPS (alcoholic beverage)					X	X	X					
10 Days before fair (just before Labor Day)												
<input type="checkbox"/> Review suggested packing list; finish packing				X				X				
<input type="checkbox"/> Update emergency contact for self and staff				X				X				
<input type="checkbox"/> Print a copies of important documents to keep on site				X								
Second Friday after Labor Day - Fair begins (on site)												
<input type="checkbox"/> Admission & parking passes –from Maine Building Management									X			
<input type="checkbox"/> Review emergency evacuation plan, designate a staff meet-up site									X			
<input type="checkbox"/> On-site inspection by town official; receive permits when pass									X			
<input type="checkbox"/> Set up exhibit and locate key areas									X			
Exhibition is over												
<input type="checkbox"/> Clean up; remove all display materials, inventory, etc.									X			

Use the box on the left to mark completed tasks. Use the columns on the right to target deadlines. This version is for those who plan by topics or categories.													
✓		Color codes: Red = Due now! Yellow = Likely have a buffer if something goes wrong Green= OK to start											
	Tasks	J	F	M	A	M	J	J	A	S	O	N	D
	Paperwork, required info to Building Management or Fair												
	Review application materials	X											X
	Submit application	X	X									X	X
	Subscribe to email updates	X								X	X	X	X
	Reviewed Exhibitor Resources				X	X	X	X					
	Orientation, review terms and conditions				X	X	X	X					
	Submit logistic updates to Management							X					
	Current insurance certificates - Fair may view copies upon request				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					
	RSVP for site visit (for 17-day renters paid in full)								X				
	Expenses												
	Reserve lodging (e.g. hotel, vacation rental, off-site RV, etc.)				X	X	X	X					
	Reserve storage (off-site; on-site), and amenities				X	X	X	X					
	Pay MDACF exhibit invoice – Due July 1							X					
	Pay ESE for dead storage reservation						X	X	X				
	Admission credentials (for non complimentary)								X	X			
	Permits, Licensing - Town of W. Springfield, Fair												
	Obtain insurance certificates - Fair may view copies upon request				X	X	X						
	Create online account (food permit application)				X	X	X						
	Allergen training (food)	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					
	Liquor License Commission Meeting (alcoholic beverage)							X	X	X			
	On-site inspection by town official; receive permits when pass									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, admin, etc.												
	Set up local bank account							X	X	X			
	Recruit staff			X	X	X	X	X	X	X			
	Staff training							X	X	X			
	Inventory - ME PFG codes for Fair purchases due May 1				X	X	X	X	X				
	Set budget and sales goals				X	X	X	X					
	Event Preparation												
	Start using Exhibitor Resources Library - www.maine.gov/dacf/bigeprep						X						
	Review suggested packing list; finish packing				X				X	X			
	Update emergency contact for self and staff				X				X	X			
	Print a copies of important documents to keep on site				X	X	X	X	X				
	Review emergency evacuation plan, designate a staff meet-up site									X			
	Set up exhibit and locate key areas									X			
	Post-Event												
	Clean exhibit space: remove all waste, tidy, ready for off-season deep clean									X			
	Remove all display materials, inventory, etc.									X			
	Admission, Passes, Etc. (Limited Complimentary)												
	Receive from Maine Bldg. Mgmt (at fair)									X			

2025 Fair Dates

SUN.	MON.	TUES.	WED.	THURS.	FRI.	SAT.
KEY:		9-Sep	10-Sep	11-Sep	12-Sep	13-Sep
Group A	Group D					ME
Group B	Group E					
Group C						
14-Sep	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
					HNE	
28-Sep						

Group	A	B	C	D	E	E
What Is The Exhibit Duration?						
# 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)		
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
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
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
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
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

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 out/in	Short Term AM load out/in			Short term PM load in @ noon		
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.				