Helpful Reminders and Checklists—Ag Trades Show

Pre- event reminders:

☐ Bookmark: www.maine.gov/dacf/agtradesshow and add your email to the GovDelivery listserv to receive notices
☐ Submit information to express interest to participate; await notice to learn if awarded space
☐ If need: request amenities (electrical, tables, chairs, A/V, etc.) by deadline *For those awarded space; fees apply
☐ If using: submit print-ready promotional information online (e.g., brochure info, courtesy release)
☐ Submit payments, and signed and dated agreement(s) (for those awarded space)
☐ Prepare booth, presentation or other materials, submit food and beverage orders if applicable
☐ Help promote: social media #MaineAg TradesShow, place poster(s), include event information in your PR
☐ Other:

General:

☐ Comfortable shoes and attire, brand apparel if applicable, extra sweater or layers
☐ Wallet, ID, money, keys etc.
☐ Phone and charger
☐ Snacks and food, cooler/lunch, water bottle
☐ First aid—Band-Aids, ibuprofen etc.
☐ Camera/phone—take pics before, during and after for reference and promotion
☐ Office supplies—pens, paper, business cards, clipboard, 3M wall tape
☐ Name tag. If none, blank ones are available at information booth
☐ Technology—cords, computer, media, multi-port USB adaptor, etc.
☐ Other:

Exhibition space—label your property: 

☐ Display and setup materials—sign(s), shelving, display props, table(s), table covers, sanitizer
☐ Electrical—extension cords, surge protector, lighting/lamps
☐ Padded floor mat
☐ Toolbox—zip/cable ties, tape, box cutter, Velcro, measuring tape, duct tape, packing tape screwdriver, staple gun, light bulbs for displays, etc.
☐ Promotional and marketing info—listserv to collect contacts, jump drive for on-site backup of print material
☐ Handcart for moving supplies in and out
☐ Other:

Meeting space or presentation stage—label your property:

☐ Presentation materials—presenter information, supplies, flyer with current agenda
☐ Promotional and marketing materials to distribute to attendees
☐ Backup data: jump drive for on-site backup of presentation material
☐ Other: