Stay Updated

- View and bookmark www.maine.gov/dacf/agtradesshow in your preferred browser
- Add DACF@subscriptions.maine.gov to safe-sender list to receive newsroom updates
- View the Augusta, Maine (04330) weather forecast
- Visit info booth (in middle of auditorium) for maps, agendas, info, assistance
- Government office closings, storm bulletins, and other urgent or emergency updates
  Subscribe at: https://www.maine.gov/portal/CAS/

Agreements and Invoicing

Agreements:

- **View Exhibitor terms and conditions** (Read prior to submitting signature page.)
- **Blank version of signature page** (Use this if you need to replace the version sent to you.)
- Return signed, dated signature pages to show management: MaineAgTradesShow.DACF@maine.gov

Invoicing Process:

**Reminder**—different and new process created for 2020 show, please be patient.

1) Show Management receives Exhibitor info to plan show & create invoice →
2) Service Center updates accounts payable and receivable info, mails invoice →
3) Exhibitor receives invoice, sends invoice stub & check to Service Center →
4) Payment reconciles with State’s accounting system. Record available for future reference.

**Note:** Checks payable to Treasurer, State of Maine.

Current State of Maine DACF W-9 available upon request.

Conference Sessions

- **Preview conference session schedule**. Use the electronic calendar or print PDFs of detailed agendas and conference session locations.

**Note:** Show management may need to make unforeseen schedule updates. Carry in and carry out all meeting items and supplies that you did not rent from the venue.
**Maine Ag Trades Show Exhibitor Resource Sheet**

**Auditorium Booths**

→ **View the tentative auditorium load-in and load out shifts**

Note: heavy equipment loads in first for safety and logistical needs. Load out schedule may change due to logistical needs. Please work with venue staff to streamline load-in/load-out.

→ **Exhibitor space assignments**

→ **Auditorium exhibitor map**

**Reminder, bring your own:**

✓ Signs
✓ Name badges
✓ Amenities you did not pre-order to rent (tables, table coverings, small waste basket, etc.)

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**Presentation Stage**

- Includes stage with audience seating of 60-minute time slots to awarded participants.
- There is limited time for setup before and after scheduled sessions.
- A/V includes projector, screen, stage, cordless lapel microphones.

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**Other Info**

→ **List of some accommodation options** Area properties extend an invite to Exhibitors.

→ **Event planning checklist** Guide with tips and reminders.

→ Venue spaces may be unattended at times. Please care for valuables accordingly.

→ Need assistance during the show? Please visit info booth in auditorium.

→ Keep promoting: create a Facebook event, use #MaineAgTradesShow on social media.