

# Maine Ag Trades Show Exhibitor Resource Sheet

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  - Add [DACF@subscriptions.maine.gov](mailto: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  
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## 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](mailto: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.**

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## 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.*

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## 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.