

# Maine Agricultural Trades Show “Maine” Stage Participant Prep List

- View show map on the [show web page](#)
- Review the set up information in the Welcome Kit: [Stage and Conference Sessions](#)

## Bring to the show – support and staffing reminders/suggested packing list:

- |   |  |
|---|--|
| <input type="checkbox"/> Visual aids, promotional materials, etc. | <input type="checkbox"/> Samples if doing a food preparation demo.             |
| <input type="checkbox"/> Computers, cables, etc.                  | <input type="checkbox"/> Be prepared to advance any slides, set up props, etc. |
| <input type="checkbox"/> Supplies, tools, etc. for presenting.    |  |

### Avoid

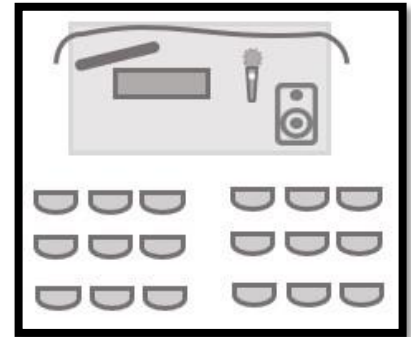
- Open flames, propane inside building
- Not tidying stage after use

### Allowable

- Open flame outside the building
- Griddles, toasters, hotplates with electrical heat source
- Re-arranging layout of the stage to improve presentation

## What’s Included, Typical Layout:

- ✓ Pre-set stage in auditorium
- ✓ Hand-held and lavalier microphones
- ✓ Skirted tables, 4 chairs, etc.



## Typical Schedule and Timelines:

- 60-minute session; approximately 30- min. prep time, 30-min. cleanup

Tuesday	Tuesday	Wednesday	Thursday
9:00 a.m.	Show opens Morning announcements Prep stage	Show opens Morning announcements Prep stage	Show opens Morning announcements Prep stage
10 a.m. – 11 a.m.	Presentation or demo Prep stage	Presentation or demo Prep stage	Presentation or demo Prep stage
12 p.m. – 1 p.m.	Presentation or demo Prep stage	Presentation or demo Prep stage	Presentation or demo Prep stage
2 p.m. – 3 pm.	Presentation or demo Prep stage	Presentation or demo Prep stage	
4 p.m. – 5 p.m.	Presentation or demo	Presentation or demo	
5 p.m. – 6 p.m.		Presentation or demo	