

Preparing to complete the Maine Agricultural Trades Show Interest Form



Before you begin

- Please visit the show webpage to read more about the ways to participate in the show, and subscribe to show news.
- Bookmark the show webpage link for applicants and participants: www.maine.gov/dacf/agtradeshow/participants

Types of information the form collects

- Please read the reference list of questions for more detailed examples of questions organized by topic.
- The form has two parts:
 - **Part One:** Input contact information for your organization, primary, billing, and on-site contacts.
 - **Part Two:** Select the ways you want to participate in the show, and answer logistics and planning questions.
- **Note:**
 - Select as few or as many ways to participate that apply to you.
 - Not everyone will complete the entire application; only those who wish to apply for all parts of the show.

Best practices for completing your form

- You will have the chance to edit information while the form is open but **not after you submit** the form.
- You will have the choice to save a copy of your responses. We recommend saving your responses. However, you will also receive an email confirmation with your responses.
- Use one form to submit your contact info and choose all the ways you want to participate in the show. *For example: if you are applying for a booth and conference space, use one form to input all the information. Failure to do so may delay your application and responses by show organizers.*
- Plan to complete all the information in one sitting before submitting it by the priority deadline for best rates.
- Avoid acronyms - Failure to do so may delay your application and responses by show organizers.
- Check your work - Typos, incorrect emails and addresses, and web browser autofill are common ways that applicants accidentally enter inaccurate information into a form. Errors may limit the ways that show organizers communicate status updates and important information, including participant selection.

Common graphics and icons found on the form and their meanings

= Pause to double-check a critical detail

= Reminder or tip

* = Required information

= Ready to finish and submit

= Only one choice allowed; you must select one option

= More than once choice allowed; you may select multiple options

= Yes and/or agree

= Maybe and/or I want to make a change

= No/do not agree/accept

= Not applicable



Exhibits



Listening Post



Conferences/Meeting



Sponsorship, "Maine" Stage