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10/4/24 email to room rental participants:

If you have any questions or concerns, please reply to this email before 10/9/24. Use

acfagtradesshow@maine.gov

Important:

- If you receive additional emails about your request, please follow those instructions and deadlines.
- Maine Stage participants should look for those updates separately, pending updates from organizers.
- Booth updates will be sent separately.

Next steps:

- No further questions? Great! Get a head start by reviewing some of the resources under the [participant services portion of the webpage](#) (e.g., the checklist, terms and conditions, etc.).
- You or the designated billing contact in your form will receive a separate email from ARDBilling.ACF@maine.gov with payment instructions and information. We offer online payments this year and will roll out the payment notices in batches, starting with internal customers and then external customers (booths only, then booths & room rental, followed by booths, room rental, Maine Stage).
- Please add acfagtradesshow@maine.gov to your safe sender list to receive important updates.

Reminders:

- In the coming weeks, an updated form will be added to the webpage for those who anticipate placing food and beverage requests. Food and beverage requests are made directly to the venue and billed separately.
- There's still time to be included in the Listening Post offerings – email acfagtradesshow@maine.gov if you haven't already.

10/28/24 email to all 2025 ATS participants:

If you have any questions or concerns, please reply to this email before 11/04/24. Use

acfagtradesshow@maine.gov for show information, or ARDBilling.ACF@maine.gov for billing.

Look for invoices and billing information from ARDBilling.ACF@maine.gov

- You or the designated billing contact in your form received a separate email from Lucas via ARDBilling.ACF@maine.gov Please add the email address to your safe senders.
- [Sign your terms and conditions](#)

- New this year! Accepting online payments via credit card or ACH (checking account info). [Pay Your Invoice on PayMaine](#) by entering your information from your invoice.
- In rare instances, you may not have your billing information yet. Here's why: you submitted the interest form after the early bird deadlines, and a change order/adjustment/clarification is in progress. Therefore, your billing information has not gone out with the first batch. Thanks for your patience as we work behind the scenes to prepare your billing details.

Getting ready for the show

Webinars and support calls

- Click the links to join live. No registration is needed. You can join from a web browser or use the Teams app on a mobile device.
- Monday, Nov. 4, 2024, at 9 a.m. Use this time to get help navigating the participant resources webpage, including online payment choices, and help us launch 2025 event promotions
- Wednesday, Dec. 4 at 8 a.m. Use this call to dig deeper into final prep. questions, including reviewing your welcome kit, business advising readiness

Stay in the know

- New for 2025 – RSVP opportunities. In recent years, people have asked about event registration for various reasons. We will offer an RSVP portal to help people who seek a more customized list of suggestions for getting the most from the show. The event remains free and open to the public. More details to be announced.
- Before Nov. 19, you should review and share the welcome kit with your team/staff/volunteers. If you have any questions, you can send them to this email.

Help promote the show

- The QR code may be used starting next month as part of your outreach to promote the show. Look for more digital toolkit items, including slide deck templates for presentations and social media templates.
- Seeking quotes to include in the promotions! Before Nov. 11, reply to this email with your quote. Here's a prompt: Why is gathering at this annual event important? What are your favorite reasons for attending this event?

Webpage Updates

- The 2025 event page is live. Please bookmark it – more updates are forthcoming: <https://www.maine.gov/dacf/ard/events/agtradesshow/2025-agtradesshow.shtml>
- Soft launches of the directory and schedule pages are live while we review and test content before broadly promoting the links in a couple of weeks. If you missed early bird deadlines or requested adjustments, your content might not be visible in the directory or schedule.
- Booth numbers will be assigned in late November/early December.

11/19/24 email to participants:

If you have any questions or concerns, please reply to this email before 11/25/24. Use acfagtradesshow@maine.gov for show information, or ARDBilling.ACF@maine.gov for billing.

Save the date – next optional teleconference/webinar

- Wednesday, Dec. 4 at 8 a.m. Use this call to ask questions, review tips and tools to prepare for the show.

[Click this link to join the day of the meeting](#)

Or use the call-in number

[+1 207-209-4724,,876787461#](tel:+12072094724876787461) (clicking this link from a mobile phone will automatically dial into the conference line)

Phone conference ID: 876 787 461#

On the horizon

- Look for a show preview in Maine's local papers, publishing early December.
- Debuting this year: RSVP link to support door prize drawings and help attendees prepare for the show. There's no obligation. The show remains free and open to the public, with doors opening at 9:00 a.m.
- There's still time to order any food and beverage requests to have at your booth, conference session, etc. [Review the menu](#). All food and beverage requests must go directly to the venue! [Email the venue](#).

FYI – getting to the show

- Before the show remember to subscribe to State of Maine alerts for real-time schedule updates related to delays or closings
- The Augusta Civic Center address is Community Drive, Augusta, ME 04330. Exit 112 off Interstate 95. Follow the signs for Augusta Civic Center. Public parking is available at the venue. Augusta is approximately 60 minutes north of Portland, and 90 minutes south of Bangor. Read about [visiting the Augusta area](#).

Reminders – ongoing topics

- Please add acfagtradesshow@maine.gov to your safe sender list to receive important updates.
- You or the designated billing contact in your form received a separate email from Lucas via ARDBilling.ACF@maine.gov Please add the email address to your safe senders. You can use online payments (ACH or debit card) this year using this link.
- [Sign your terms and conditions](#)
- Getting ready for the show. Refer to the welcome kits, QR code, social media graphics under the [participant services portion of the webpage](#)
- Review the [participant directory](#) and [conference schedule](#) – updated 11/19/2024. More content is planned, coordination is happening behind the scenes.

12/18/24 email to participants:

Use acfaqtradesshow@maine.gov for show information, or ARDBilling.ACF@maine.gov for billing.

Updates

- **Between now and the show, please use email to reach me.** This will help track and troubleshoot issues and provide support when I'm unavailable or out of office.
- **Reminder:** generally, the deadlines for requesting change orders, revisions, etc., have passed. Plus, you will be charged a fee for any on-site requests the venue fulfills.
- **Booths:** Assignments attached. Adjustments may occur; you'll be notified. **Reminder:** Load in Monday, Jan. 13, 2025, First group, **7 a.m. tractors, heavy equipment**, etc. If that's **not you, please wait until 12 p.m.**
- **Sessions:** [Conference and stage schedule](#)—You should refer to the web schedule. Look at the time stamps to see the latest updates. Work behind the scenes continues (e.g., adding credits, and other details).
- **Business advising:** [Listening Post/Business advising service menu](#) will be added to www.maine.gov/dacf/atsmeet You can share the links with people to publicize your offerings.
- RSVP to the show—feel free to share [this link](#) with prospective attendees. The goal is to get input from attendees so they can make the most of their visit. We will also use it for the promotional door prizes.
- **If you're "new" to the show or applied late, and this is your first onboarding/notice, please scroll to the bottom to catch up about ongoing topics or refer to the [email summaries](#).**

Check-in meeting – last chance before the show!

- Jan. 2, 2025, 8 a.m. – This may be especially useful for any “newcomers”, or those who missed other calls. You should invite your staff, volunteers, etc. too.
- Click the links to join live, or use the call in number. No registration is needed. You can join from a web browser or use the Teams app on a mobile device.
- Topics: tips to navigating the participant resources webpage, including online payment choices, event promotions, digging deeper into final prep. questions, etc.

[Click this link to join the day of the meeting](#)

Or use the call-in number

[+1 207-209-4724,,876787461#](tel:+12072094724876787461) (clicking this link from a mobile phone will automatically dial into the conference line)

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