

Before the show

- [Please go to the participant services](#) section the webpage for guides, maps, set up/tear down info, etc.
- Review the interactive map and participant directory on [the show webpage](#) before December.
- Download optional digital assets from the participant services webpage.

Getting to the show – public parking, no ticket, or entry fee, wi-fi is available

- There is no participant name badge – you are welcome to bring your own to wear.
- The show is open to the public to attend – there is **no entry fee** for attendees or participants.
- Public parking is available on site and shared by participants and attendees.
- North and south auditorium entrances open at 8:30 AM daily for participants. Public access opens at 9 AM.

Booth details

- **Standard booth size is 8-feet deep by 10-feet wide – use invoice to review your request.**
- Equipment spaces have no dividers. Non-equipment booths divers include a full-draped rear and half-draped side.
- You should bring your own signage, display materials, etc.
- Amenities/Changes: tables, chairs, coverings, electrical, etc. requests are due several weeks before the show. Requests made after deadline are subject to a venue surcharge, plus any item rental fee.
- Please label any electronic devices, supplies, tools, etc. so they may be returned if misplaced or left behind.

Arrival and set up

- **Relocate vehicles promptly from loading zone to accommodate others. Unload all supplies before setting up booth.**
- Only use the south airlock access into the Auditorium.
- **Heavy equipment – Set up between 7 and 11 AM Monday.** North end exhibits followed by south.
- **Other exhibitors – Set up between 12 and 3 PM Monday.** Auditorium closes at 4 PM.
- Refer to color coded map for visual aid: www.maine.gov/dacf/agtradesshow/participants

Tear down and departure

- **Pack up booth supplies and materials before moving vehicle(s) into loading zones.**
- Only use the south airlock access, or north and south entrances; avoid main lobby. Auditorium closes at 4:30 PM.
- **Tear down begins at 3 PM – other exhibitors followed by heavy equipment, starting at the south end.**

Help during the show – Wayfinding, Wi-Fi, Change Requests etc.

- Shared public Wi-Fi is available at the show.
- Please visit the info booth at the front of the auditorium entrance if you need help troubleshooting issues.
- Lost and found is at the venue front office in the lobby.

Come meet and mingle at the Listening Post! - Business Advising, Meet & Greets, Hospitality Suite

- Participants and attendees invited to discuss various topics of interest daily at 12 PM. Light refreshments available.

Future shows – Bookmark the show webpage for key dates and forms