

# MAINE FISHERMEN'S FORUM 2017 TRADE SHOW

## Exhibitor Information Sheet

1. You have already received your 2017 Forum Trade Show Contract. Please read both sides of the contract carefully along with the following information and retain for your records.
2. **RESERVATIONS:** A Samoset reservation form is enclosed. Reservations must be made through this form. The Ledges Motel (800) 898-8944, Camden Riverhouse Hotel and Inns (207) 236-0500 and Capt. Lindsey House Inn (207) 596-7950 are all available during the Forum. Also available is the Hampton Inn & Suites (207) 594-6644. There is also the Tradewinds (207) 596-6661.

**3. SET UP WILL BE THURSDAY, MARCH 2, 2017.** Forklift service is provided during specific times only. **Forklift operation will be allowed from 8 a.m. til 10 a.m. only.** Please make a point of being on time for both events – your cooperation is very important. All other exhibitor set up will begin at 10 a.m. (in the engine room) and must be completed by 5 p.m., when the doors will be closed and locked. If you arrive too late to set up, you will have to organize your booth or table after the doors are opened the next day. *There are no exceptions to this rule.* **On Thursday afternoon we will have an unofficial opening of the Trade Show from 3:00 to 5:00.**

4. **HOURS OF THE TRADE SHOW:** On Friday, March 3, 2017, and Saturday, March 4, 2017, the doors will open for exhibitors at 8:00 a.m. and for the public at 8:30 a.m. The doors will close each day at 5:00 p.m. and be locked.

5. **TEAR DOWN OF BOOTHS:** Tear down will begin Saturday afternoon at 5 pm for most exhibitors (4 pm at the earliest). For those needing a forklift, tear down will be Sunday, March 5, 2017, at 8:00 a.m. and **must be completed by noon.** **Forklift operation will be allowed from 8 a.m. til 10 a.m. only.** Vehicles that will be loaded by the forklift must be in line by 8 a.m.

6. **ELECTRICITY:** Electricity is available at \$30.00 for the show. If you have requested and paid for electricity, there will be one 110 standard power outlet (**which does not include extension cord**) at your space. **ELECTRICITY BILLED AFTER THE SHOW WILL BE BILLED AT \$40.00.** If you have special electrical requirements please contact Steve Ames at the Samoset 207-594-2511. Arrangements must be made two weeks prior to the show.

7. **STORAGE:** No available storage at the Samoset is available prior to Thursday, March 2, 2017.

- 8.\*\*\*\* **EXHIBIT HALL REQUIREMENTS:** Any exhibit that has equipment that uses oil, hydraulic fluid, etc., should have a protective material, such as cardboard or a tarp, placed between the exhibit and the floor surface. This is the responsibility of the exhibitor. Any automobiles or exhibits that use gasoline must be completely drained before entering the

building. Heavy exhibits that would require a forklift (or engine hoist) to move it into the building should be left on a pallet. **It is the responsibility of the exhibitor to contact Chilloa & make payment for the forklift and the operator. Pre-payment for forklift services is required.** Any exhibitor using a forklift to move an exhibit must also have an employee from the Samoset maintenance department available during the move to ensure there is no surface damage to the floor from the forklift. Forklift operation **8-10 a.m. only for both setup and tear down.**

**Vehicles that will be loaded by the forklift during tear down must be in line by 8 a.m.**

9. **PROGRAM ADVERTISEMENT:** Each trade show exhibitor will have its company's name & address listed in the Trade Show section of the Program exactly as it appears on the contract. **Please make sure your company's name and other information on your contract are exactly what you want shown in the Program.**

**If your organization wants to place an ad in the program, please contact Chilloa at 207-442-7700 or [Chilloa@taxbracket.com](mailto:Chilloa@taxbracket.com) as soon as possible. Costs for advertising are as follows:**

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|---------------------------------------|---------------------------------------|
| ___ Back Outside Cover 5"x 8": \$625. | ___ Inside Front Cover 5"x 8": \$575. |
| ___ Inside Back Cover 5"x 8": \$575.  | ___ Inside First Page 5"x 8": \$550.  |
| ___ Last Back Page 5"x 8": \$550.     | ___ Full Page 5"x 8": \$275.          |
| ___ Three Quarter Page 5"x 6": \$200. | ___ One Half Page 5"x 4": \$175.      |

10. **SEAFOOD RECEPTION:** The Opening Reception will be held from 5-7 p.m. on Thursday, March 3<sup>rd</sup>. Tickets may be purchased using the enclosed form.

11. **PRE-SHOW ADVERTISING:** Please include "See us at the Maine Fishermen's Forum, March 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup>, 2017" in your advertisements.

12. **INSURANCE: Liability insurance of no less than \$50,000 property damage and \$1,000,000 personal injury, naming the MFF as a certificate holder, in companies authorized to do business in Maine must be obtained by Exhibitor at its own cost and expense. Exhibitor shall provide MFF with evidence of insurance before entering the exhibition premises. Without prior proof of insurance, Exhibitors will not be allowed to set up.**