



# Information & Instructions 2017 Northern Maine Agri-Business Trade Fair

**HOURS OF OPERATION:** Saturday, March 25<sup>th</sup> - 9:00 am to 6:00 pm  
Sunday, March 26<sup>th</sup> - 9:00 am to 3:00 pm

## Access, Installation and Removal

Each night the Forum is locked for the night at 10 p.m. so no one can enter the exhibit areas and disturb the displays. Installation of displays will begin at 8:00 am on Friday morning, March 24<sup>th</sup>. All displays must be removed by 5 p.m. on Monday, March 27<sup>th</sup>. Large exhibitors can park their displays outside the Forum beginning Tuesday March 21<sup>st</sup>, but must wait until their assigned time to move their equipment in place. If necessary, arrangements will be made so that final touches can be made early Saturday morning prior to show opening at 9:00AM. We are happy to work with you to find a schedule to fit your needs! Please contact Tim at 472-3802 to discuss alternate arrangements.

## Liability and Protection:

The Fort Fairfield Chamber of Commerce, or its employees will not be responsible for any injury to exhibitors or for any exhibits lost by fire, theft, damage, delay, mechanical failures or by any labor problems which might be caused while exhibitors are utilizing the Forum.

## Distribution of Food:

No exhibitor may dispense any food without prior consent of the Forum. The Forum reserves the right to assess a fee per exhibit/per day for food sales or giveaways.

## Smoking Policy:

There is no smoking allowed on the premises except in the designated smoking area.

## Parking Policy:

**During the show, all exhibitors are asked to park to the rear of the building to ensure ample parking for the public.** Please keep this in mind as a courtesy to all – making it easier for our customers to come enjoy the show!

## Identification:

**Exhibitors must wear their nametags at all times.** Please make your staff aware of this requirement, as personnel not wearing nametags as they enter the Forum will be required to pay the admission fee. Spouses and or family members are not to be given nametags unless they are working at a booth.

## Excessive Use of Forum Equipment:

Exhibitors will be billed for any use of the Forklift used during set up or take down. An itemized bill will be sent following the show.

**For More Information or to Reserve a Space Contact:** **Tim Goff, Executive Director**  
**Fort Fairfield Chamber of Commerce**  
**18 Community Center Dr.**  
**Fort Fairfield, ME 04742**  
**(207) 472-3802**  
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