

Before the show

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

Promoting your involvement

- We invite you to promote your session. Use your website, e-mail lists, social media (Facebook, EventBrite, etc.)
- Download optional digital assets and share social media posts.

Getting to the show – public parking, no registration/check-in, no ticket entry fee

- 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.

Conferences and meetings – Arrival and set up

- Set up happens the day of your session, between session start and end time.
- Room layouts are pre-set – as theater style (default), unless prior approval via change order.
- A/V is pre-set. It includes screens and projectors by default, unless change order was requested and approved.
- Day of change order requests may be subject to a venue surcharge.



The “Maine” Stage (Auditorium) – Arrival and set up

- Set up and tear down happens the day of presentation. You have a 20-minute buffer and after your scheduled time to adjust layout, connect/disconnect A/V, organize supplies, etc.
- The stage is pre-set with handheld and lavalier microphones, plus a screen and projector.
- You may temporarily place items in hideaway between the stage and info booth curtains.



A/V, Technology Wi-Fi, – General

- You are responsible for providing computers, laptop, slide decks, etc. and setting up your computer.
- Mac computer users should also bring a VGA adapter to connect to venue projector (or BYO).
- You are welcome to bring a projector, pointers, visual aids. Please carry in/carry out.
- Please label personal items and devices with a name and phone the devices so they may be returned if misplaced.
- Shared public Wi-Fi is available at the show.

Day of help – Technology, wayfinding, etc.

- Please visit the info booth if you need help troubleshooting issues or locating your space.
- Please review the maps in the participant services portion of the show webpage.

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