

FAQs – Maine Building Short-Term Exhibits

Q – When will I get my admission tickets and parking?

A – At the fair—either before it starts, or at the Gate 1 entrance (there will be an envelope with your booth and contact name available for pick up at the Gate 1 booth).

Q – When can I load in or out? Can I load in or out before that time?

A – You should only load in/out during your assigned time. We estimate three hours is sufficient for setup/tear down within the Building. Generally, set up and tear down happens after hours. Most short-term Exhibitors can expect the following load in/out times (see chart on page 6 for details):

- The day before exhibit date: 9 PM to 10:30 PM
- The day of exhibit date: 6 AM to 8:30 AM

Q – Can I get onto the fairgrounds and into the fair before my load-in time?

A – Yes. You can typically access Gate 1 (location of Exhibitor parking, dead storage, admission/security). If you would like to do this, here's an example schedule you may choose to use as a guide.

Example schedule, day before first exhibit date:

- Afternoon (3-5 PM) - arrive in W. Springfield, check into accommodations
- Evening – (6 – 8 PM) – go through Gate 1, get parking and admission passes, park vehicle. Enter fairgrounds, go to Coliseum and get photo ID badge ([See grounds map](#), [See photo ID schedule](#))

Example schedule, day of first exhibit date:

- Morning – (6 – 9 AM) – enter Gate 1 – park vehicle, or get confirmation from gate attendant to get access to the road behind the State Buildings
- Unload items from vehicle to booth, park vehicle, return to Building to complete Booth setup
- 9:30 AM – bathroom break, inventory count, cash register/POS ready
- 10 AM, Building opens, ready to sell

Q – Is there electricity?

A – Yes. It's generally along a back wall of the stall. We recommend that you supply surge protectors and electrical cords for your booth.

Q – What does the short-term Exhibit space look like?

A – All multi-day short-term Exhibit stalls are located at the rear of the Building. This space is adjacent two main exits/entrances. You have the choice to set up your stall as a corner space.

A wooden partition divides stalls (approximately 6-feet tall). Please do not use adhesives or tack anything into the partitions. You may hang items over them (as one might on an over-the-door hook). You can also set up your own draping. Remember to review the fire code compliance items for acceptable display materials.

Q – Do you have pictures of the Building?

A – Yes. For your reference, please use the following diagrams, pictures, and associated keys.

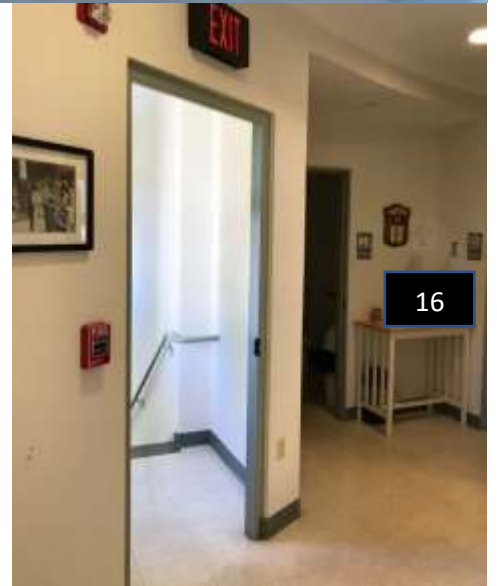
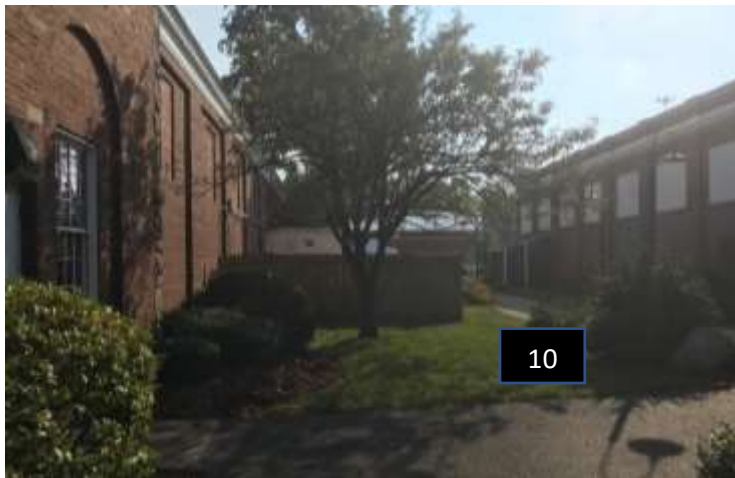
Number key – landmarks

1. Gate 1 (access to Gate 1 parking, dead storage and transportation center entrance)
2. Gate 1 parking
3. Dead storage
4. Transportation Center – Exhibitor entrance, Security, Public Restrooms, ATM
5. Roadway behind State Buildings
6. Roadway in front of State Buildings (Avenue of States)
7. Maine Building
8. Maine Building front lawn
9. Maine Building front entry/exits
10. Path between VT and ME Buildings
11. Main rear entry/exits
12. Potato Line (outside the Building)
13. Roadway between ME and MA Buildings



Number key – landmarks (continued)

- 14. Shared commercial sink location (inside Building – behind rotunda wall)
- 15. Custodial closet location (inside Building – behind rotunda wall)
- 16. Second floor - Exhibitor Breakroom and shared kitchen (with restroom), Exhibitor restroom
- 17. Catwalk/second floor hallway
- 18. Example of a wooden partition that divides Exhibit stall space





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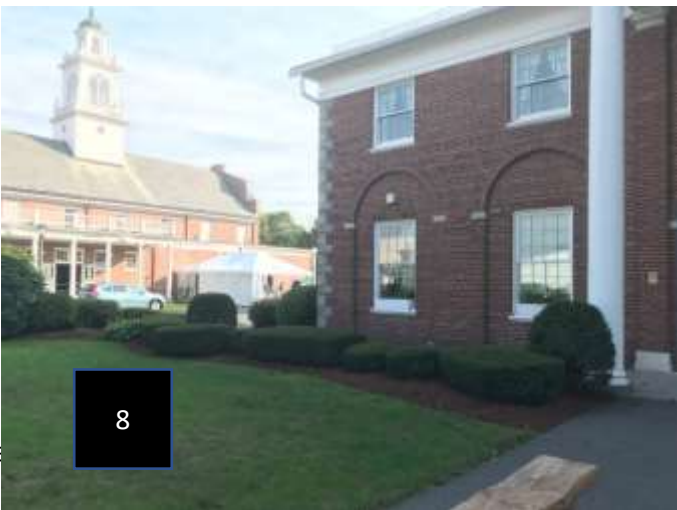
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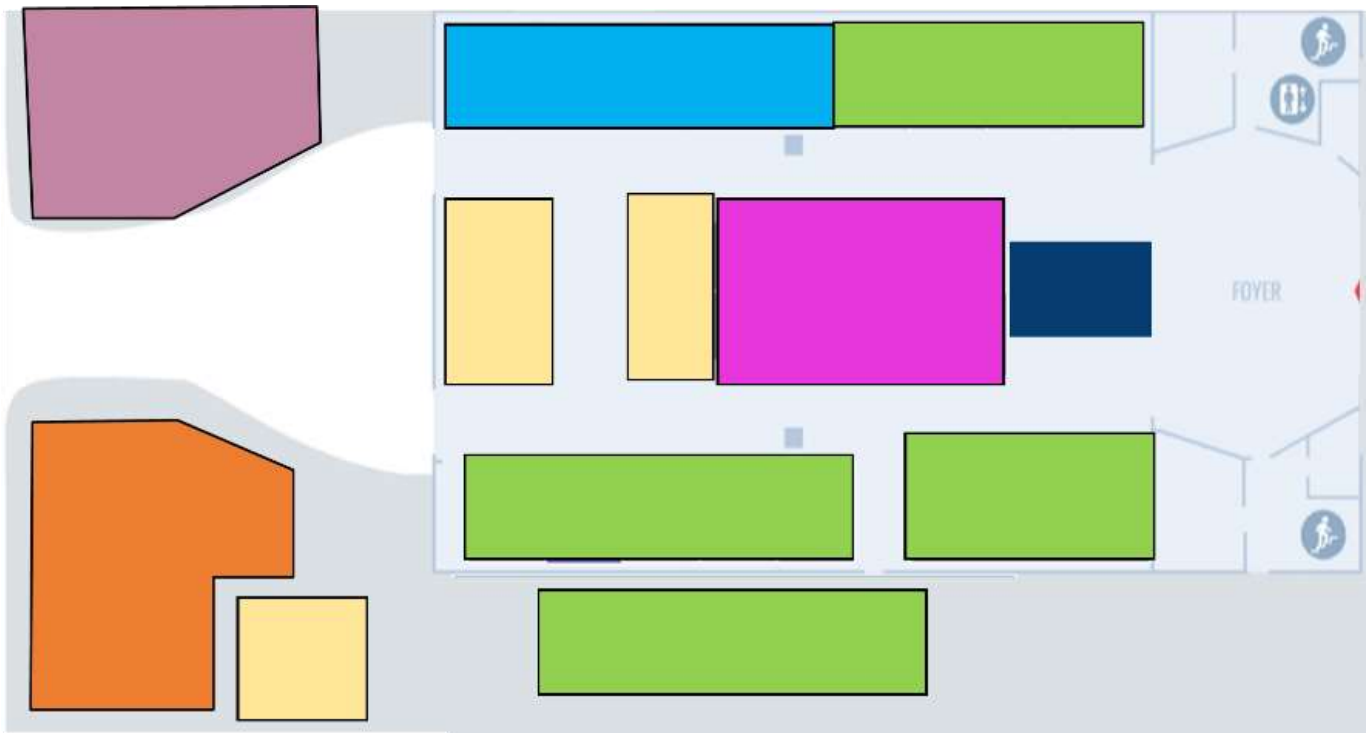


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Diagram of booth locations by 'theme', not to scale.



Theme key:

- Yellow =Short-term
- Green = Farm - food and Agriculture
- Hot pink = Makers and crafts
- Mauve = Alcohol
- Navy =Tourism, recreation
- Orange =Food truck/stall—commissions
- Sky blue = Seafood and marine

Short-term Exhibitor Load In/Out Chart

Group	Exhibit on these fair days	# of exhibit days	How soon can I start load in?	When does load in end?	How soon can I start load out?	When does load out end?
B	1 thru 6 (Friday - Wednesday)	6	2 PM <u>before</u> exhibit start date (Thursday afternoon)	3 PM <u>before</u> exhibit start date must be done by 5 PM (Thursday)	Exhibit end date - between ~ 9 & 10:30 PM (Wednesday <u>after</u> Building closes to public)	6 AM to 8:30 AM day after exhibit end date (Thursday <u>before</u> Building opens to public)
C	7 thru 12 (Thursday - Tuesday)	6	Evening before exhibit start date - between ~ 9 & 10:30 PM (Wednesday <u>after</u> Building closes to public)	6 AM to 8:30 AM on your exhibit start date (Thursday before Building opens to public)	Exhibit end date - between ~ 9 & 10:30 PM (Tuesday <u>after</u> Building closes to public)	6 AM to 8:30 AM day after exhibit end date (Wednesday <u>before</u> Building opens to public)
D	13 thru 17 (Wednesday - Sunday)	5	Evening before exhibit start date - between ~ 9 & 10:30 PM (Tuesday <u>after</u> Building closes to public)	6 AM to 8:30 AM on your exhibit start date (Wednesday <u>before</u> Building opens to public)	Exhibit end date - between ~ 9 & 10:30 PM Sunday evening (also last day of fair)	6:30 AM to noon day after the fair (Monday)
E	1 (Saturday)	1	7 AM to 9 AM same day as exhibit date (Saturday morning)	Same as exhibit date 7 AM to 9 AM on exhibit date (Saturday morning)	5 PM - same day as exhibit date (Saturday evening)	7 PM - same day as exhibit date (Saturday evening)