

SMART INVESTMENTS STRONG INFRASTRUCTURE

Advancing Maine's Transportation Landscape

EXHIBITOR TERMS & INFORMATION

LOCATION & EXHIBITS

Exhibits will be on display in the Main Auditorium of the Augusta Civic Center. The Planning Committee reserves the right to adjust the floor plan to meet the needs of exhibitors and registrants.

BOOTH DETAILS AND ASSOCIATED COSTS

Each booth is approximately 8 ft. deep by 10 ft. wide and divided by pipe and drape. The single booth includes one table with tablecloth and drape, two chairs and an electrical outlet. The double booth includes two tables with tablecloths and drapes, four chairs and an electrical outlet. For MBTA members, the cost is \$450 for a single booth or \$800 for a double booth. The booth price also includes two "Day Only" Conference Registrations. Audiovisual equipment is provided at an additional cost, if requested by Wednesday, November 15, 2023. Only bite size snacks are allowed as food give-aways.

INSTALLATION AND REMOVAL TIME

Exhibitors are asked to install on Wednesday, December 6 between 3 p.m. and 8 p.m. Exhibit installation on Thursday, December 7 (additional fee), will occur between 6 a.m. and 7 a.m. only. All booths must be ready for viewing by 7 a.m. We regret there is no space available for the storage of empty cartons, crates, etc. Dismantling of exhibits may not begin before 3:30 p.m. on Thursday, December 7. All exhibits must be removed from the exhibit area by 10 p.m. on Thursday, December 7.

PLEASE NOTE:

Booth items that cannot be carried in must come through the loading dock to the left of the building.

SHIPPING YOUR BOOTH?

Deliveries may be made to the Augusta Civic Center, Monday-Friday, 8 a.m. - 4 p.m. no earlier than 5 business days before the event. Deliveries should reference the event, and should be sent to:

Augusta Civic Center
Maine Transportation Conference
76 Community Drive
Augusta, ME 04330

EXHIBIT HOURS

The schedule of activities in the exhibit area is as follows:

7:00 a.m. - 8:00 a.m. Registration & Continental Breakfast
10:15 a.m. - 11:00 a.m. Break - Viewing of Exhibits & Refreshments
12:00 p.m. - 1:45 p.m. Lunch
3:00 p.m. - 3:30 p.m. Break - Viewing of Exhibits & Refreshments

EXHIBIT FACILITY

The Exhibitor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Exhibitor's displays, equipment and other property brought upon the premises of the Augusta Civic Center. The Exhibitor shall indemnify and hold harmless the Augusta Civic Center and the sponsors of this event and their agents, servants and employees from any and all such losses, damages and claims.

CANCELLATION/REFUNDS

Cancellation/refund requests must be submitted to Cindy VanDenBossche at Cindy@MBTAonline.org no later than Monday, November 20, 2023. An e-mail will be sent confirming your cancellation.