

**The 16<sup>th</sup> Annual  
ANDROSCOGGIN BUSINESS TO BUSINESS  
TRADE SHOW**

**EXHIBITOR'S GUIDE**

**PRESENTED BY:  
LEWISTON-AUBURN ECONOMIC GROWTH COUNCIL**



**JUNE 9, 2011  
9:30 A.M. – 5:30 P.M.**

**ANDROSCOGGIN BANK COLISEE  
190 BIRCH STREET  
LEWISTON, MAINE**

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## SECTION 1 – GENERAL INFORMATION

A. **Hours:** Attendee hours on Thursday, June 9<sup>th</sup> are from 9:30 a.m. to 5:30 p.m.

B. **Admission:** Admission to the Androscoggin Business to Business Trade Show is free, but attendees must present a business card for admission.

C. **Set-Up Times:**

Wednesday	June 8 <sup>th</sup>	12:00 p.m. – 8:00 p.m.
Thursday	June 9 <sup>th</sup>	6:30 a.m. – 8:30 a.m.

All exhibits must be fully set-up by 8:30 a.m. at the latest on June 9<sup>th</sup>.

**No exhibit may be dismantled before 5:30 p.m. the day of the show.**

D. **Loading and Unloading:** An overhead door is located at the rear of the building (Jefferson Street). Once exhibit materials are unloaded, please move your vehicle to the general parking area.

**IF NECESSARY, PLEASE BRING YOUR OWN DOLLY TO TRANSPORT MATERIALS ACROSS THE COLISEE**

E. **Booth Space:** Booth space consists of a 7'x 8' space. You are not allowed to exceed this space. All booth spaces will include:

- 7'd x 8'w booth
- 7' back wall and 30" sides
- One 6' table with tablecloth and skirting
- One 110 volt, 5 amp electrical receptacle **within six feet of booth wall**
- Two chairs

F. **Electricity:** The electrical hook-up for each booth will be one 5AMP/110V electrical outlet. The receptacle will be **within 6 feet of your booth**. Please bring any **extension cords, multi-outlet power bars, or surge protectors** that you need.

**This circuit is enough to handle the draw of lights for your booth, one or two computers and a small- to medium-sized TV/video system. If you have any additional equipment which you would like to have in your booth, you must contact the LAEGC office before June 3<sup>rd</sup>. Types of equipment that require an additional circuit would include: coffee makers, popcorn makers, copiers, and any other office equipment.**

G. **Exhibitor Name Tags:** Exhibitor name tags will be provided for up to four people. If you have not already provided the LAEGC with names, please do so before June 3<sup>rd</sup>. **All exhibitor name tags will be at your booth.**

H. **Breakdown and clean up: June 9<sup>th</sup>, 5:30 to 7:00 p.m. and June 10<sup>th</sup>, 7:00 to 9:00 a.m.**

**No dismantling of booths may begin before 5:30 p.m. on June 9<sup>th</sup>. Exhibitors are responsible for cleaning their own booth spaces, and for providing their own trash bags. Trash bags should be placed in the aisles at the close of the Trade**

Show so that they may be easily picked up by the janitorial staff.

- I. **Parking:** There will be ample parking available at the Androscoggin Bank Colisee. We ask that after unloading your equipment, you move your vehicle from the unloading area to the exhibitor parking area to make room for other exhibitors to unload.
- J. **Security:** The building is secured by an alarm system during the overnight hours to allow exhibitors to set-up on June 8<sup>th</sup> and tear down on June 10<sup>th</sup>.
- K. **Insurance:** Although the promoter will take reasonable precaution throughout the event to ensure the protection of exhibitors and their equipment, specifically, during the exhibition hours and the set-up/dismantling of displays, **the promoter and representatives cannot be held responsible under any circumstances for loss, theft or damage, whatever the cost.** Furthermore, the promoter refuses to accept responsibility for any damage, loss, harm or injury caused to the exhibitor or his/her property, whatever the cause. **Exhibitors must procure sufficient insurance to cover their personnel, display booths and all exhibition materials against the above-mentioned risks as well as any general liability insurance coverage deemed appropriate by the exhibitor.**

## SECTION 2 – RESTRICTIONS ON EXHIBITOR MATERIALS & BOOTH SPACES

In order to ensure your safety, we will enforce the following restrictions.

- A. No open flames will be allowed.
- B. Stands, equipment, or displays must not obstruct or impede access to security facilities, emergency exits, fire extinguishers, alarms, aisles, other exhibitors' spaces, etc.
- C. The promoters and the Colisee shall hold exhibitors responsible for expenses incurred either by themselves or by their representatives for any damage to partitions, walls, floors, columns or the property of others. The exhibitor may not use or permit the use of nails, screws, hooks or any other similar means to hang or affix materials of any kind on the walls, columns, or floors without sufficient protection previously approved by exhibition management.
- D. The City of Lewiston Fire Prevention Regulations stipulate that any decorative materials, such as material covering for panels, artificial plants and flowers, etc., be fire-retardant. Gas, diesel or propane motors must not operate during the exhibition unless prior written permission is obtained from the promoter and/or the management of the Colisee.

- E. All electrical equipment and operation in the exhibition hall must be in compliance with local building codes.
- F. Exhibitors must ensure the presence of at least one person at the display booth at all times during the hours of the trade show.
- G. Please be courteous to your neighboring exhibitors. The promoter reserves the right to verify and adjust installations and sound levels at all exhibits.
- H. No solicitation or sales of items are permitted without prior permission of trade show management.

**SECTION 3 – AVAILABLE SERVICES**

- A. **Information Booth:** There will be an information booth available. Please refer to the enclosed floor plan. There will be a Trade Show Assistant at the information booth to answer questions.
- B. **Telephones:** No phones will be available at the show, so please bring your cellular phone.
- C. **Fire Safety:** The Lewiston Fire Department will have two officers on duty during the show.
- D. **Balloons** are allowed at the Androscoggin Bank Colisee.

***DON'T FORGET TO BRING THESE ITEMS !***

(If needed)

<ul style="list-style-type: none"> <li>• Dolly to transport materials across the gym</li> <li>• Surge protectors/ Multi-outlet power strips</li> <li>• Cellular phone</li> <li>• Rope or hooks to hang up signs and other materials</li> </ul>	<ul style="list-style-type: none"> <li>• Trash bags</li> <li>• Extension cords</li> <li>• Duct tape, masking tape</li> <li>• Pens, markers, pencils, scissors</li> </ul>
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## *Lunch Options*

- ❖ Androscoggin Bank Colisee Concession Area
- ❖ Boxed Lunch at a cost of \$10.00 each  
(Please order by June 3<sup>rd</sup> by calling Stephanie at 784-0161)

### **DIRECTIONS TO TRADE SHOW Androscoggin Bank Colisee (formerly Central Maine Civic Center)**

- ☞ From I-95 North ~ Get off at **Exit 80** and bear **right, or**
- ☞ From I-95 South ~ Get off at **Exit 80** and turn **left** at the stop sign onto **Alfred Plourde Parkway**
- ☞ Take the Lewiston off ramp (**Route 196W**) which loops around to **Lisbon Street**
- ☞ Approximately 1.5 miles (four sets of lights), turn **right** onto **East Avenue**
- ☞ At the second traffic light, take a left onto Bartlett Street
- ☞ Take right at stop sign onto Birch Street
- ☞ The Longley School and Multi-Purpose Center will soon be on your right, and the Androscoggin Bank Colisee will be on your left.

### **DIRECTIONS TO KICK-OFF BREAKFAST BATES COLLEGE COMMONS ~ CENTRAL AVENUE**

- ☞ From I-95 North ~ Get off at **Exit 80** and bear **right, or**
- ☞ From I-95 South ~ Get off at **Exit 80** and turn **left** at the stop sign onto **Alfred Plourde Parkway**
- ☞ Take the Lewiston off ramp (**Route 196W**) which loops around to **Lisbon Street**
- ☞ Approximately 1.5 miles, turn **right** onto **East Avenue**

- ☞ Continue straight on East Avenue through four sets of lights
- ☞ Take left onto Campus Avenue
- ☞ Continue on Campus Avenue past Hospital
- ☞ At four-way stop, turn right onto Central Avenue.
- ☞ Parking is available on Central Avenue or surrounding side streets. Please look for signs.