



BANK EXPO 2008

April 15, 2008
Holiday Inn by the Bay
Portland, Maine

EXHIBITOR SCHEDULE

MONDAY, APRIL 14, 2008

7:00-9:00 p.m. Optional Exhibitor Setup Casco Bay Exhibit Hall

TUESDAY, APRIL 15, 2008

6:00-9:00 a.m. Exhibitor Setup Casco Bay Exhibit Hall

8:00-9:00 a.m. Banker Workshops Ballroom level

9:00-10:00 a.m. EXHIBITS OPEN
Continental Breakfast
All bankers in exhibit hall Casco Bay Exhibit Hall

10:00 a.m.-12:00 p.m. Banker Workshops Ballroom level

12:00-1:30 p.m. Luncheon Buffet
All bankers in exhibit hall
Door prizes awarded 1:00-1:30 Casco Bay Exhibit Hall

1:30-2:30 p.m. Banker Workshops Ballroom level

2:30-3:00 p.m. Refreshment Break
All bankers in exhibit hall
Grand Prize awarded at 3:30 Casco Bay Exhibit Hall

3:00 p.m. EXHIBITS CLOSE/ BREAK DOWN Casco Bay Exhibit Hall

***Please note:** Exhibitors who break down their booths before the conclusion of the refreshment break at 3:00 p.m. will be charged a surcharge to exhibit next year.*

WHY EXHIBIT?

- This is the only bankers' trade show held in Maine where it's accessible to all Maine banks.
- Bankers attending receive a product and service profile for all exhibitors and exhibitors are invited to supply a one-page promotional piece in every conference packet.
- Exhibitors receive an advance registration list to use in pre- and post-show promotion.
- All meals, breaks and prize drawings take place in the Exhibit Hall.
- Bankers attend this meeting to talk business. There are no cocktail parties, golf tournaments or group tours to distract them from their purpose!





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INFORMATION FOR EXHIBITORS

LODGING

The Holiday Inn by the Bay is located at 88 Spring Street in Downtown Portland. For those who need lodging, the group rate is \$111.00, single or double, plus 7% hotel tax. To reserve a room, call the Holiday Inn at 800 345-5050 and mention the Maine Community Banks' BANK EXPO. The hotel provides complimentary airport van service to registered hotel guests. To guarantee room reservations, please reserve early. The Holiday Inn will guarantee rate and availability through **March 14**.

EXHIBIT SPACE

Booth includes: 8' high draped back wall; 3' high side drapes; one 6' skirted table; two folding chairs; one wastebasket with liner; one exhibitor identification sign (7" x 44", one line); 5 amp electrical outlet with 4 plugs. The hall is carpeted. The fee also includes wireless Internet access, registration and meals for one delegate, and an advance list of conference registrants.

BOOTH COST

MACB affiliate members:

Single booth (8' deep x 10' wide) \$440
Double booth (8' deep x 20' wide) \$690

Nonmembers:

Single booth (8' deep x 10' wide) \$550
Double booth (8' deep x 20' wide) \$800

ADDITIONAL EXHIBITOR SERVICES

For your convenience, the Holiday Inn is wireless throughout the building, and your registration fee includes unlimited Internet access. When you register for a booth, you will receive information on how to order additional audiovisual aids, electrical outlets, phones and rental furniture directly from the Holiday Inn or our show contractors, SER Exposition Services.

ADDITIONAL REGISTRANTS

The exhibitor fee includes registration and meals for one delegate. The fee for all additional delegates is \$60.00.

SETUP

Exhibit booth setup can begin from 7:00 to 9:00 p.m. April 14, or after 6:00 a.m. on April 15. Setup must be completed by 9:00 a.m. on April 15, when the exhibit hall opens. All exhibits must be removed by 5:00 p.m. on April 15. Deliveries of displays will be accepted 72 hours before the conference begins, and must be sent to:

Maine Association of Community Banks BANK EXPO
C/O Sales Office

Holiday Inn by the Bay
88 Spring Street - Portland, ME 04101-3924
Please be sure to state the BANK EXPO name on the label.

The Holiday Inn has a connected parking garage, and you can bring equipment directly into the Casco Bay Hall from the garage.

EXHIBITION HOURS

Exhibitors must staff their booths during refreshment periods (continental breakfast, luncheon, and afternoon coffee break), when all bankers will be in the exhibit hall. During the rest of the day, a majority of bankers will attend educational sessions and the exhibit hall will be quiet, except for a few bankers who will visit the booths rather than attend the sessions. At those times, exhibitors may use their discretion as to whether they wish to remain in the exhibit hall. Exhibitors may attend the educational sessions at no extra charge.

BREAK DOWN OF EXHIBITS

Exhibitors are expected to keep booths in place until 3:00 p.m. Those who break down before the conclusion of the afternoon coffee break will be charged a surcharge for their attendance at next year's event.

SPONSORSHIP

Exhibitors who would like to sponsor an event should contact Pam Green at the Maine Association of Community Banks (MACB). Sponsorships provide an opportunity to promote your business in addition to enhancing the conference. Please check the attached sheet for details.

Sponsors who commit by February 15 will be listed as sponsors in the marketing brochure, and MACB will provide sponsor signs at the event.

DOOR PRIZES, SOUVENIRS, GIVEAWAYS

We hope you will join the fun in awarding a door prize from business cards collected at your booth. During the luncheon, we will ask you to come forward with the business cards you've collected to do the drawing and present your prize to the winner. All door prizes will be awarded during lunch. Only the Grand Prize will be drawn at the conclusion of the show at 3:00 p.m.

DEADLINES

The deadline for reserving exhibitor space is April 8. Space is limited to 55 booths. Refunds on cancelled exhibit space will be granted as follows:

Through March 11	Full amount less \$25
Through March 25	One half refund
After April 1	No refund

BOOTH SELECTION

Exhibitors are invited to sign up for their preferred booth location when they register. **BOOTHS WILL BE ASSIGNED IN THE ORDER IN WHICH PAYMENT IS RECEIVED.** We will try to accommodate all requests, but final booth assignments are at the discretion of MACB. Any two adjacent booths can be made into a double booth, or double booths can be split. Final booth numbers may differ from those on the attached diagram.

INFORMATION

We consider exhibitors the VIPs of the conference! Please call if you need help with plans.

Pam Green
MACB Major Meetings Manager
(207) 791-8412
greenp@mecb.com

