



2010 BANK EXPO

April 14, 2010 - Holiday Inn by the Bay, Portland, ME

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 \$114.00, 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 12**.

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 for 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)	\$465
Double booth (8' deep x 20' wide)	\$715

Nonmembers:

Single booth (8' deep x 10' wide)	\$575
Double booth (8' deep x 20' wide)	\$825

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 \$75.00.

SHIPPING BOOTHS AND EQUIPMENT

Please arrange to have heavy booths and equipment shipped to our setup contractors, who will accept shipments 30 days before:

SER Exposition Services
35B New Street, Worcester, MA 01605
Phone 508-757-3397 Fax 508-757-9136

Please write MAINE ASSOC OF COMMUNITY BANKS on the label.

Smaller exhibit booth cases and boxes may be sent to the Holiday Inn no more than 72 hours before the conference begins. They may 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 write MAINE ASSOC OF COMMUNITY BANKS on the label.

SETUP

Exhibit booth setup can begin from 7:00 to 9:00 p.m. April 13, or after 6:00 a.m. on April 14. Setup must be completed by 9:00 a.m. on April 14, when the exhibit hall opens. All exhibits must be removed by 5:00 p.m. on April 14.

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, exhibitors may remain in the exhibit hall or 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 17 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 7. Space is limited to 55 booths. Refunds on cancelled exhibit space will be granted as follows:

Through March 10	Full amount less \$25
Through March 24	One half refund
After March 31	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 accommodate requests when possible, but final booth assignments are at the discretion of MACB. Any two adjacent booths can be made into a double booth, and double booths can be split. Final booth numbers may differ from those on the attached diagram. The diagram indicates booths that were reserved and prepaid at the conclusion of the 2009 show.

INFORMATION

Exhibitors are the key to this conference! Please call if you need help with plans.

Pam Green
MACB Major Meetings Manager
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