

2009 MAINEducation Conference Exhibitor Information
(Revised 9/23/09)

Participant List Not Available: ACTEM policy is not to provide a list of participants to any of its events.

Exhibit Facilities: The Augusta Civic Center is located just off Interstate 95 at exit 112. The exhibit hall is a spacious basketball auditorium. Fourteen 20'x 20" draped "Learning Booths" are available which may be used for group presentations or simply to accommodate a larger exhibit. A carpeted area in the middle provides the standard 8' tables (\$425 and include one lunch) arranged in rows. Three "Super Corner" booths (\$625 and include 2 lunches) on each corner of the large group of tables. Exhibitors have the option of selecting a bag lunch for pickup in the auditorium 11:30-12:30 or a sit down lunch behind a curtain at the north end of the auditorium. Luncheon dessert for participants and vendors on Friday will be available only in the exhibit hall.

Equipment Delivery: Exhibitors must take full responsibility for delivery and pick-up of shipment arrangements. Please plan ahead to ensure your shipments arrive as close to October 15 as possible, and **NOT BEFORE** October 5, 2009. Address shipments to:

MAINEducation Conference 2009

c/o Augusta Civic Center

phone: 207-626-2405

76 Community Drive

Augusta, ME 04330

Setup: Exhibitors may set up in the exhibit area between 11:30AM and 4:00 PM on Thursday, October 15. Exhibit Hall doors will be locked at 6:15 p.m. The exhibit hall will be open at 6 a.m. on Friday morning, October 16 for setup. Attendees begin arriving in the hall for coffee shortly after 7AM. The keynote session on Friday begins at 8AM.

Thursday lunch: The Thursday lunch behind the curtain in the exhibit area is a sponsored event for conference participants and we ask that if exhibitors are setting up that they order a bag lunch in advance from ACTEM (\$13) or make other arrangements for lunch. A variety of food options, including Panera Bread in the mall across the street, are available near the Civic Center.

Exhibitor Reception Thursday 4:00 PM = 6:00 PM

The exhibit hall will be open to attendees for a reception from 4:00-6:00 PM with wine and beer available to be purchased in the hall. Appetizers will be served. ACTEM expects between 300-350 educators to attend pre-conference workshops in the Civic Center on Thursday afternoon with others arriving for the annual awards dinner at 6:00. Exhibitors may elect to purchase "drink coupons" for \$5 each to use as handouts to customers visiting your booth. These coupons will also be honored at the 6:00 Awards Dinner on the second floor. Exhibitors are invited to join ACTEM members for the dinner. Tickets are \$30 each.

Thursday Evening ACTEM Dinner: The 4th annual ACTEM buffet dinner will be held on the second floor of the Augusta Civic Center on Thursday evening October 15 from 6:00-8:00 pm. Many educators will already be in the auditorium having attended one of Thursday workshops and the exhibitor reception. Our knowledgeable vendors are key components to the success of Maine educational technology and we invite you to join us for this social event. Tickets are \$30 per person and must be purchased by October 7, 2009.

Exhibit Hours: Friday, October 12 only: 7:15 a.m. to 2:30 p.m. open continually. Coffee, juice and pastries are available in the exhibit hall in the morning for participants and vendors.

An “Exhibits Only” break is listed on the program from 10:15 -11:00 am. An afternoon “Water & Cookie Break” is also held in the exhibits hall. Luncheon desserts are available only in the exhibit hall and not in the dining rooms.

Additional Friday Lunch Tickets: Additional Friday lunch tickets are available for \$16. Please email cdickinson@actem.org or call (207) 646-2918 to order.

Exhibitor Housing: Exhibitors are eligible for reduced conference motel rates (\$70 + tax) at the nearby Holiday Inn (207-622-4751) or Comfort Inn (207-623-1000 and includes continental breakfast). Ask for the “ACTEM Conference Rate” and place your reservation prior to October 7, 2009.

Door Prizes: Each year we receive a generous level of support from our exhibitors in providing door prizes for the well-attended door price session at the end of the day. Each contributing vendor is announced prior to the winner’s name being drawn. Please indicate your willingness to contribute a door prize on your application. On the day of the show door prizes may be brought to Dennis Kunces at the ACTEM table by the main entrance to the lobby.

Booth Drawings: ACTEM encourages exhibitors to offer drawings at individual booths. We will gladly announce your winner and deliver your prize at the concluding door prize session if you wish. Just bring your prize to the ACTEM booth in the auditorium by 2:30 pm on Friday.

Additional Sponsorship Opportunities: Sponsors of the following activities will receive verbal recognition at the opening session and on the exhibit floor loud speaker. A sign will be placed on the table designating sponsorship and sponsors will also be recognized in the conference program. Thursday afternoon cookie break \$150.

Vendor Sessions on the Program: The sponsorship bundles offered in previous years allowing vendors to purchase sessions listed on the program are not available this year. Exhibitors interested in offering group product demonstrations are encouraged to consider contracting for a “Learning Booth” on the exhibit floor. The conference committee does offer a few breakout sessions or Bag Lunch sessions at a cost to ACTEM partners and vendor members.

Application for Space: Applications for exhibit space must be completed online from a link on the Exhibitor page at www.actem.org. To pay by check for your booth mail a check payable to ACTEM to P.O. Box 910, Moody, ME 04054-0910. For payment by Visa, MC, or AMEX call Craig Dickinson at (207) 646-2918.

Full payment is due with the application. ACTEM will make the first booth assignments on June 1. Exhibitors whose contracts and full payments have been received will be assigned at that time based upon:

- 1) Past conference participation
- 2) Amount of space required
- 3) Postmark date or date of phone payment via credit card
- 4) Special needs
- 5) Grouping for proper display comparison

Exhibitors whose registrations and payments arrive after June 1 will be assigned as they arrive.

Learning Booths: Learning Booths are draped on three sides and include electrical outlets and wireless Internet. ACTEM will provide two 8’ tables and 10-12 seats upon request.

Complimentary paper tablecloths are available at the ACTEM booth. Exhibitors purchasing Learning Booths are encouraged to spotlight special presentations or drawings by submitting a summary of booth highlights in 60 words or less to cdickinson@actem.org by July 15, 2009. Every effort will be made to spotlight your Learning Booth in the conference program. Learning Booths are encouraged to post signs highlighting the times of special presentations. In 2009 a few Learning Booths are available with a single hardwire Internet connection for an additional fee.

Standard Exhibitor Table: Each 8' exhibitor table (\$425 includes one lunch ticket) has electrical outlets and two chairs. Complimentary paper tablecloths are available at the ACTEM booth. Wireless Internet is included. An additional table is available for \$375.

Super Corners: Super Corner spaces (\$625 includes 2 lunch tickets) offer approximately 12' X 12' square corners and include up to two tables and four chairs, electrical outlets and wireless Internet. Complimentary tablecloths are available at the ACTEM booth.