

Expo Exhibitor Information

Thank you for participating in our 2024 Business and Community Expo, which will be held on Wednesday, March 27, from 2 to 7 PM, at the Samoset Resort in Rockport. Following are details that will help you better prepare for the day.

Please contact Matt Roderick at 207-236-4404/ Matt@CamdenRockland.com if you have any questions.

Booth Specs

Standard Booth: 8' wide x 8' x 6' deep

Premium Booth: 10' wide x 8' high x 6' deep

Pipe and Drapery: State of Maine Hall will have Hunter Green drapes.

Knox County Ballroom will have Royal Blue drapes.

All sponsor booths will have Gold drapes.

If you requested a table, it will be 30" wide x 6' long.

If you requested a tablecloth, it will be white and measure 90" x 132" (will drape to the floor).

All booths will be provided two chairs.

Certificate of Insurance

A certificate of insurance (COI) is required from all exhibitors. Exhibitor will maintain, at its sole expense, Comprehensive General Liability insurance covering bodily injury and death to persons and property damage with minimum per occurrence limits of \$1,000,000 and Worker's Compensation and Employer's Liability insurance covering all those engaged by Exhibitor to provide services on its behalf with minimum limits as required by the laws of Maine, in addition to adequate casualty property coverage for its property. The General Liability policy must name Penobscot Bay Regional Chamber of Commerce as an Additional Insured on the day of event, March 27, 2024, and all rights of subrogation against Exhibition Management must be waived. The COI must be issued within 30 days of the event, so dated no earlier than February 27, 2024. **Please send a copy of your COI, by March 20, 2024, to Matt Roderick at: Matt@CamdenRockland.com or mail to: PBRCC, 2 Public Landing, Camden, ME 04843.**

Set Up Times/Logistics

The Samoset welcomes you to set up your booth on the morning of the show, starting as early as 8:00 am. All booths must be ready to go promptly at 2:00 pm when the Expo opens to the public. If you require a set-up time on Tuesday evening, March 26, please contact Matt Roderick to make arrangements.

Before and after the show, exhibitors may bring vehicles closer to the Samoset Fitness Center entrance or the overhead door at the back of the State of Maine Hall for easier set-up and take-down.

Please remember that booths must remain open until 7:00 pm to ensure that late comers to the Expo have the full experience.

Hiring Opportunities

The Chamber will be actively promoting that job seekers are welcome and encouraged to attend the Business Expo to connect with businesses who are currently hiring. For Expo exhibitors who indicate that they are actively hiring when reserving their booth, we will make note in our publicity and on signage at your booth that you are hiring and that job seekers should stop by your booth to speak with you about opportunities.

Onsite Food and Beverage Options

The Samoset will have an on-site cash bar set up in the main Expo hallway for the duration of the event (2:00 pm to 7:00 pm). In addition, Samoset's Enoteca Lounge & Bar will be open from 2:00 pm to 7:00 pm, providing exhibitors and attendees the opportunity to purchase pizza. (Food can be boxed should you wish to bring it back to your booth.)

Food Give-Aways

For health reasons, all food giveaways must be individually wrapped or contained for quick consumption or carryout. Pre-packaged items such as chocolate, candy, mints are preferred. Exhibitors providing permitted food items must also provide their own trash receptacle for wrappers, waste, etc. If you have questions about whether an item is acceptable, please call Matt at the Chamber.

Raffles and Prize Give-Aways

Though not a requirement, we strongly encourage you to offer a raffle prize at the Expo, as entries for these prizes will provide you with a record of those who visited your booth. Raffle prizes and/or give-away items generally spark more visitor traffic to your booth. You will draw your winners and contact them individually.

Noise Restrictions

The audio level of any playback equipment, audio or video, must be at a level as to not disturb adjacent exhibitors and their patrons.

No Sales Policy

In order to maintain a no-pressure networking environment for all, sales of any kind are not permitted on the show floor. Coupons/special offers that can be redeemed at a later date are strongly encouraged.

Take Down Policy

Please remember that booths must remain open until 7:00 pm to ensure that late comers to the Expo have the full experience.

Exhibitor Parking

During Expo hours, all exhibitor vehicles must be parked in the Samoset employee lot, located on the right side of the Samoset access road as you enter from Waldo Avenue/Warrenton Street. Thank you for abiding by this rule so that our attendees may find convenient parking between the hours of 2:00 pm and 7:00 pm. Before and after the show, exhibitors may bring vehicles closer to the Samoset Fitness Center entrance or the overhead door at the back of the State of Maine Hall for easier set-up and take-down.

Expo Welcome Packets

Each exhibitor will find a welcome packet at their booth prior to set-up. The packet will include an Expo program, policies of the Expo. We will not be providing pre-printed name badges for exhibitors; however, we will have blank, adhesive name badges available at the Expo check-in desk for all who might need them.

Expo Floor Plan

If you would like to see the Expo floorplan, including exhibitors signed up to date, prior to March 27, log on to the Expo page on the Chamber website: www.penbaychamber.com/expo

Promotion of the Expo

The Chamber will be promoting the Expo in print, on the radio, through our website and social media channels, and via posters and banners leading up to the event. We encourage you to promote the Expo, too! If you want a .png of this graphic, please contact Matt@CamdenRockland.com.



Here are some sample social media posts you can use to promote your presence at the Expo:

Looking forward to the Business and Community Expo on March 27, from 2 to 7 pm, at the Samoset Resort. An opportunity to meet nearly 100 local businesses and non-profits, all under one roof! www.penbaychamber.com/expo

*Discover the advantages of doing business locally at the annual Business and Community Expo on March 27, from 2 to 7 pm, at the Samoset Resort. The Expo is your “one-stop shop” for connecting with businesses and non-profits in the Camden-Rockland Region.
www.penbaychamber.com/expo*

Come see us at the Business and Community Expo on March 27, from 2 to 7 pm, at the Samoset Resort. Free Admission, raffles and giveaways, and a broad array of local businesses exhibiting – many of whom are hiring! www.penbaychamber.com/expo