

MAKE SURE THAT ALL SHOW INFORMATION GETS IN THE HANDS OF THE PERSONNEL WHO
WILL BE SETTING UP AND/OR MANNING YOUR DISPLAY DURING THE EXPO.

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IMPORTANT INFORMATION

ACCESS – Large and heavy equipment can be displayed inside the Arena. Truck access to the Arena floor can be found on the Buck Street side of the Cross Insurance Center. *Please contact show management to discuss load in and load out for large equipment in the Arena.*

ADA COMPLIANCE - The Americans with Disabilities Act (ADA) governs public shows and exhibits. All booths must be accessible to patrons who are physically challenged. This includes, but is not limited to, such items as ramps and sheds, counters that are the proper height for patrons in wheelchairs, and booths that allow access for wheelchairs.

ARRIVAL/DEPARTURE - Do not ship freight to arrive at the Cross Insurance Center grounds before Tuesday May 13, 2025. If it arrives before that date, facility personnel will refuse it causing you added expense and hassle.

ATTENDEE LIST - A listing of all attendees and their contact information is available for order. Please look elsewhere in this package for instructions.

BE A GOOD NEIGHBOR - We have not burdened exhibitors with a long list of rules, regulations, and restrictions. We ask that common sense and the “Golden Rule” apply when setting up your exhibit. Don't encroach on somebody else's space and *don't block the view of your neighbor with a large item or wall*. Show management reserves the right to require the change or removal of any offending display.

COPYRIGHTED MUSIC - If any copyrighted music is played or performed as part of your exhibit display, you are required to obtain a license and pay the appropriate royalty fees to the copyright owner or licensing agent representing the copyright owner. (See the *Terms and Conditions* section of the contract.)

Once secured, this license must be posted in your booth and available for inspection at the request of show management.

The following agencies can give more information about licensing procedures: ASCAP, ASCAP Bldg., 1 Lincoln Plaza, NY, NY 10023 (212) 595-3050 or BMI, 8730 Sunset Blvd., Hollywood CA 90068 (213) 659-9109.

STATE REGULATIONS – The Loggers' Expo will follow all State of Maine regulations regarding large gatherings that may be in effect at the time of the show. While there are no regulations currently in place (as of February 2025), show management will inform exhibitors of any regulations that may be enacted that impact our show. They may include wearing masks and/or social distancing. The Loggers' Expo has a zero-tolerance policy for exhibitors and attendees who do not follow state regulations.

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DEADLINES – For complete information, please refer to the *Expo Planning Checklist* that is part of this information packet. Some of the forms should be completed as soon as possible, while most other deadlines are in April and May.

ELECTRICITY – Complimentary standard electrical service is available for **inside exhibitors only**. If you have special electrical requirements beyond normal household-type electrical inside the Arena or Concourse you should submit the enclosed Special Electrical Order Form as soon as possible to make the necessary arrangements. We strongly suggest that you bring an extension cord just in case your outlet is not exactly where you want it. **The extension cord must be all rubberized and must meet OSHA specifications. No home type extension cords may be used.**

EXHIBIT PERSONNEL BADGES - Each person working your display should obtain an *Exhibitor Badge*. You can obtain *Exhibitor Badges* for all your personnel simply by registering them at the Expo website – www.northernlogger.com. Please note that all badges will be printed at the show entrance and will not be mailed out in advance. You'll find further instructions elsewhere in this package about obtaining an **Exhibitor Access Code** to facilitate your exhibit personnel registration process. Please contact us if you have any questions.

EXHIBIT SET-UP/BREAK-DOWN SCHEDULE

MOVE IN - Outside spaces will be available for set up starting at noon on Tuesday May 13th, though please note that overnight outdoor security won't begin until Wednesday the 14th. The Arena and Concourse will be open for general set up starting at 8 a.m. on Thursday May 15th. Inside exhibitors displaying large equipment or who have special needs should contact show management to set a customized set-up schedule.

MOVE OUT – All equipment and display material must be removed from the Arena and Concourse by 10 a.m. on Sunday, May 18th. The building will remain open until a reasonable time Saturday night so that most of your work can be accomplished then. ***Any display materials left in the building or in the outside display area at the close of the Expo without prior arrangements with show management will be shipped by Capital Convention Contractors and the exhibitor will be charged for handling and freight.*** Oversized equipment that cannot be moved on the weekend must be moved to a designated area and must be removed from the grounds on Monday, May 19th.

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FIRE REGULATIONS - All fabrics used as backdrops and/or table coverings must be flame retardant. Burlap material is not allowed. Flammable liquids and gases are not allowed in the buildings. Devices using open flames are not allowed. Only the Cross Insurance Center electricians can do electrical wiring. Batteries in vehicles and equipment inside the Arena should be disconnected, if possible, or the keys should be removed. Fuel should be kept to a minimum and the fill caps should be locked or taped shut. Engines will not be started or run at any time while these buildings are open to the public. There should be no accumulation of trash around your display. All designated fire lanes; aisles and exits - both inside and outside - must remain free and clear. Failure to comply with fire regulations may result in and Exhibitor's expulsion from the Expo.

FORKLIFTS – Complimentary forklift service will be available (*no service on Concourse level*). Only show management personnel are allowed to operate machines. Reservations for forklift service during the breakdown will not be accepted, rather forklift service will be provided on a first-come, first-ready, first-served basis. Access routes will be opened as quickly as possible at the direction of the show staff. **ALERT:** There are loading dock facilities located at the Buck Street entrance to the Cross Insurance Center. *Show management retains the right to refuse to unload when the process is inherently unsafe or if the load exceeds the posted limit of the forklifts on site.*

INSURANCE – *An exhibitor cannot set up without having filed a certificate of insurance with us.* This is a relatively simple procedure. In most cases, a call to your insurance agent or company should be sufficient. The contract for exhibit space that you signed calls for a minimum of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury and \$1,000,000 each occurrence property damage insurance. (*Please refer to the contract provisions on the reverse side of your Exhibit Space Contract.*) We have provided contact information in this packet for Exhibitor Liability Insurance offered through Rainprotection.net for exhibitors who need one-time only insurance.

NO SMOKING - Smoking is prohibited inside the Cross Insurance Center. Fire marshals on duty during the show will enforce this regulation.

PARKING – Reminder that parking is no longer allowed on the Racetrack Infield. However, there is ample free parking at the Hollywood Casino Bangor, across the street from the Cross Insurance Center. Vehicles will be allowed in the exhibit area for the purposes of unloading during Move-In only. Please do not park in another exhibitor's space during set-up. ***You will not be allowed to park in the exhibit area or drive through the exhibit area during show hours.*** Through traffic will be banned from the exhibit areas during show hours.

POWER CABLES - Exhibitors using generators in the outside exhibit area must shield the cables from the generator with planks or some other form of protective cover. Machines with unprotected cables will not be allowed to operate.

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SAFETY - We want to continue to run the safest show possible. Special care should be given to the set-up of your display. Live demonstrations should be done in the safest manner possible with the crowd being kept at a safe distance. Special attention should be given to the *Safety Rules for Chainsaw Displays and Other Live Demonstrations* that is included with this mailing.

SECURITY - Overnight security on the grounds will begin at dusk Wednesday, May 14th and run through Monday morning, May 19th. Please use common sense, especially during the move-in and move-out. Small, high-value items that are easily transportable should be secured first. Outdoor exhibitors should take prudent steps to secure small items at night and use chains and other devices to protect easily transported items.

SHOW HOURS – The Loggers' Expo will be open to the public at 9 a.m. Friday and remain open until 5 p.m. Show hours on Saturday are from 9 a.m. until 4 p.m.

SHOW OFFICE AND DECORATOR SERVICE DESK - Show personnel will be available in the Arena Registration Area. They will be able to communicate by radio, *so go to the registration area first for information.* The decorator, Capital Convention Contractors, will have a service desk inside the Arena.

TENTS - If you choose to erect a tent in your outside exhibit space it should be secured with water barrels or cement blocks. **You and your tent provider are responsible for supplying these anchoring items. Do not spike the tent to the ground,** as the exhibit area is paved and there may be buried utilities that can be damaged with tent pegs. The facility will levy a hefty fine to any vendor that uses spikes.

TRACKED EQUIPMENT - All tracked equipment must be “walked” on boards. This applies both inside and out. Please bring a few hardwood boards on the truck or trailer that delivers the tracked equipment. Exhibitors will be responsible for any damage that is done by equipment that is not properly walked. **Past fines levied by the facility for this sort of damage have exceeded \$1,000.**

QUESTIONS? – If you have a question that has not been answered with the enclosed packet of information, please call Show Manager Joe Phaneuf or Kristin Armendola at 315-369-3078 or email us at expo@northernlogger.com