

AROOSTOOK INVESTMENT EXCHANGE

*(modeled after the Maine Investment Exchange (MIX),
founded and operated by Maine & Company since 1996)*

ENTREPRENEUR'S FORUM

Guidelines for Presenters and Exhibitors

1. On the day of the event exhibitors and presenters should arrive one half hour before the scheduled event to set up their exhibit table and to set up their computers for presentation (if applicable). Please be prepared to move and set up all of your own materials.
2. Each presenter/exhibitor company may have up to three persons in attendance, including the featured company speaker.
3. Facilities permitting, AIX will provide each exhibitor company with one 30" X 72" table top surface, for material and product display purposes. Electricity will be provided. But please bring your own extension cords.
4. Heavy equipment will not be permitted in the exhibit area. Nor will any heavy equipment be permitted into the event facility to deliver any display materials of any kind. We recommend you plan on 60 to 90 attendees.
5. Each exhibitor is encouraged to have sufficient quantities of business cards, company brochures and product/service literature for all those in attendance. We also recommend that you bring several copies of your business plan for you to distribute as you see fit.
6. Presenters will be scheduled prior to the day of the event, by the organizers.
7. Each presenter and presenter company will be individually introduced. **Presenters will be given exactly 10 minutes** to make their presentation. An AIX staff person or volunteer will monitor the presenter and raise a five minute and one minute working sign. Presenters will be asked to stop exactly at the ten minute mark. Then the next presenter will then be introduced.
8. Presenters will be permitted to use Power Point, overhead projection sheets (8.5 x 11), flip charts and other visual aides. AIX will provide an overhead projector, screen, computer projector and podium. Presenters will be responsible for providing any additional equipment, unless expressly provided by AIX. (Contact Duane P. Walton at NMDC for any special needs.)
9. Presenters and exhibitors will be encouraged to remain after the scheduled event for an additional half hour to continue networking and developing prospective investor contacts.
10. We encourage an up beat atmosphere and expect all parties to be interested in your presentation. Make it a good one.