****

**ATS Participant Checklist:**

*If you have already been selected to participate in the upcoming Agricultural Trades Show (ATS), you can use this checklist to guide your preparations.*

[ ]  Start by reviewing and bookmarking [participant services portion of webpage](https://www.maine.gov/dacf/ard/business-development/exhibit/ag-trades-show.shtml#services). You will need to refer to the webpage for several of the following tasks.

[ ]  If applicable: review the tentative conference schedule and confirm your final details (organizers reach out via email)

[ ]  Review and download terms and conditions (posted on the webpage)

[ ]  Review and download promotional materials; begin distributing to your target audience

[ ]  Receive invoice and payment instructions (sent via email)

[ ]  Complete and submit payment – PayMaine online payment encouraged (instructions available on webpage)

[ ]  Continue to cross-promote and prepare for the show

[ ]  Review Welcome Kit materials, including planning guides and organizer announcements (posted on the webpage)

[ ]  Arrive at the event

*Updated May 2025*