



**Maine Association of
Assessing Officers
2023 Fall Conference**

September 27-29, 2023

**Sebasco Harbor Resort
Sebasco Estates, ME**

VENDOR PACKET

www.maineassessors.org

MAAO BOARD

PRESIDENT

Travis Roy, City of Old Town
Phone: 827-3965, ext 206
E-mail: troy@old-town.org

VICE PRESIDENT

Lewis Cousins, City of Presque Isle
Phone: 760-2714
E-mail: lcousins@presqueisleme.us

SECRETARY/CO-TREASURER

Tammy Brown, Town of North Haven
Phone: 867-4433
E-mail: tammybrown4139@aol.com

CO-TREASURER

Lewis Cousins, City of Presque Isle
Phone: 760-2714
E-mail: lcousins@presqueisleme.us

FIRST PAST PRESIDENT

Tammy Brown, Town of North Haven
Phone: 867-4433
E-mail: tammybrown4139@aol.com

SECOND PAST PRESIDENT

William Healey, Jr., City of Lewiston
Phone: 513-3122, ext 3206
E-mail: bhealey@lewistonmaine.gov

2023 DIRECTORS

Darryl McKenney, Town of Waldoboro
Phone: 832-5369
Email: assessor@waldoboromaine.org

Ruth Birtz, Town of Lincoln
Phone: 794-3372
E-mail: Ruth.Birtz@lincolmaine.org

Luke Vigue, Town of York
Phone: 363-1005, ext. 6063
E-mail: lvigue@yorkmaine.org

Theresa Duff
Phone: 532-7111
E-mail: tax.assessor@houlton-maine.com

Elisa Marr, City of Portland
Phone: 894-8754
E-mail: emarr@portlandmaine.gov

2023-2024 DIRECTORS

Valerie Moon, City of Brewer
Phone: 989-7560
E-mail: vmoon@brewermaine.gov

Cynthia Namer, Town of Paris
Phone: 743-2501
E-mail: assessor@parismaine.org

Nicholas Cloutier, Town of Scarborough
Phone: 730-4061
E-mail: ncloutier@scarboroughmaine.org

Taylor Burns, Town of Brunswick
Phone: 725-6659
E-mail: tburns@brunswickme.org

Maine Association of Assessing Officers 2023 Fall Conference



Dear Friends & Colleagues:

It's that time of year once again; time for your company to showcase your product and services to nearly 100 Maine Assessors.

The Maine Association of Assessing Officers 2023 Annual Fall Conference will be held at the Sebasco Harbor Resort in Phippsburg, Maine from September 27th to September 29th.

Since this Fall Conference is the only MAAO sponsored event that offers vendor representation, it is a great opportunity to exhibit your products and services to potential clients. Additional benefits include:

- A listing in MAAO's Meets & Bounds newsletter published immediately following the Conference. The newsletter is sent to our full membership of over 250.
- The opportunity to do a short presentation regarding your product and services after the welcoming remarks on Wednesday morning.

Prompt registration is strongly recommended, as vendor space is limited. The exhibit area is an open format so doors will be locked after the close of the exhibition hours to ensure the security of equipment, displays and materials. Should you have any questions or concerns regarding the enclosed vendor terms, registration form and overnight accommodation, please contact Melissa White at mwhite@memun.org.

If you are interested in contributing a door prize, please specify on the attached registration form. These prizes will be given out at the end of each educational session.

MAAO's Membership looks forward to seeing our returning vendors again and are excited to meet our new vendors and preview all the products you have to offer. We appreciate your support and look forward to seeing you at Sebasco Harbor Resort.

Sincerely,
Travis Roy, President
Maine Association of Assessing Officers

VENDOR REGISTRATION FORM

Maine Association of Assessing Officers • Fall Conference – September 27-29, 2023

Registration Deadline: September 15, 2023

EXHIBIT SPACE APPLICATION AND REGISTRATION FORM

(1) Name: _____ Title: _____

E-mail: _____ Phone: _____

(2) Name: _____ Title: _____

E-mail: _____ Phone: _____

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Additional Rep: _____

Full Conf: Mbr - \$275.00 Non-Mbr - \$315.00 One Day: Mbr - \$142.00 Non-Mbr - \$172.00

Please check if electrical service is required-110v ONLY. Please check if you DO NOT need a table.

Vendor Space Choice: 1st _____ 2nd _____

Please list any competitors you DO NOT wish to be placed adjacent to: _____

YES! I would like to contribute a Prize to give away at the Conference (Sponsors will be recognized for their contribution): _____ (Please indicate the prize your company is donating)

Sponsorship Opportunities: (Sponsors will be recognized for their contribution--Please check all that apply)

GOLD: \$750.00 donation. Sponsors will be able to run a business card ad on the MAAO website for one full year and a Fall Conference Program Ad.

SILVER: \$500.00 donation. Sponsors will receive a Fall Conference Program Ad.

BRONZE: Afternoon Break \$150.00 per day. Sponsors will receive recognition in the Fall Conference Program and on Sponsor sign.

Total Sponsorship Amount : _____ = \$ _____

COST PAYMENT INFORMATION

Vendor space reservation: 2 Full Conference Registrations: Includes Wednesday's Continental Breakfast, All Morning & Afternoon Breaks, Wednesday & Thursday luncheon, Thursday breakfast & Friday's Breakfast Buffet.

INVITATION: All are welcome to a Spaghetti Dinner on Thursday – September 28th at the Cushman Cottage.

Additional Rep: _____ = \$ _____

Vendor Booth Reservation _____ @ \$650.00/booth : _____ = \$ _____

TOTAL ENCLOSED (Vendor Booth Fee & Sponsorship): _____ = \$ _____

DISCLAIMER: LIABILITY AND PROTECTION

The Maine Association of Assessing Officers and its officers, and agents, will not be held responsible for any injury to exhibits or for any loss by fire, theft, damages, delay, mechanical failure, or labor trouble which may occur or which may otherwise affect Vendors or which may affect in any way the results Vendors may expect to derive from or produce by their exhibits while Vendors are utilizing the Sebasco Estates facility.

I acknowledge that I have read and understand the Vendor Terms and above section: _____

(Sign and Date)

Please return this form via email to Training@memun.org. Mail payment to MAAO, 60 Community Drive, Augusta, ME 04330

GUEST REGISTRATION FORM

Maine Association of Assessing Officers' Fall Conference

Sebasco Harbor Resort

September 27-29, 2023

Complete and return this form via email to wsreg@memun.org

******NO PHONE RESERVATIONS ACCEPTED******

Please register the following guest of _____ for the MAAO Fall Conference.

FULL NAME: _____

EMAIL: _____

For any fees not prepaid, we will use the billing address of the attendee of which this person is a guest.

Billing Address: _____

Guest Meals:	Cost	Total
Wednesday All-Inclusive Meals (Continental Breakfast, AM/PM Breaks, Lunch Buffet)	\$65.00/person	= \$ _____
Thursday All-Inclusive Meals (Hot Buffet Breakfast, AM/PM Breaks, Lunch Buffet)	\$75.00/person	= \$ _____
Friday All-Inclusive Meals (Hot Buffet Breakfast)	\$35.00/person	= \$ _____
	TOTAL MEALS:	\$ _____

****Please use one form per conference guest. Copy this form as needed.****



GOLF REGISTRATION FORM

2023 Fall Classic

Best Ball Golf Tournament

Attention tax women, tax men, friends, family, and vendors. Please join us at beautiful Sebasco Harbor Resort's Golf Course for a friendly round of team golf competition at this year's Annual MAAO Fall Conference. Teams will consist of randomly grouped golfers competing in a shotgun start best ball team tournament. Whether you are a scratch golfer or a weekend hacker, this fun-filled afternoon on the links is an excellent opportunity to test your skills with and against your friends and colleagues on the Sebasco Harbor Resort course. The course can be viewed at http://www.sebasco.com/activities/sebasco_harbor_resort_golf.php. Prizes will be awarded to the winning team. The coordinator for the golf tournament is William 'Bill' Healey, Jr.

The tournament will start immediately after the last program of the day on Wednesday, September 27, 2023

Registrant's Name: _____

E-mail Address: _____

Your handicap: _____

Your typical score for 9 holes: _____

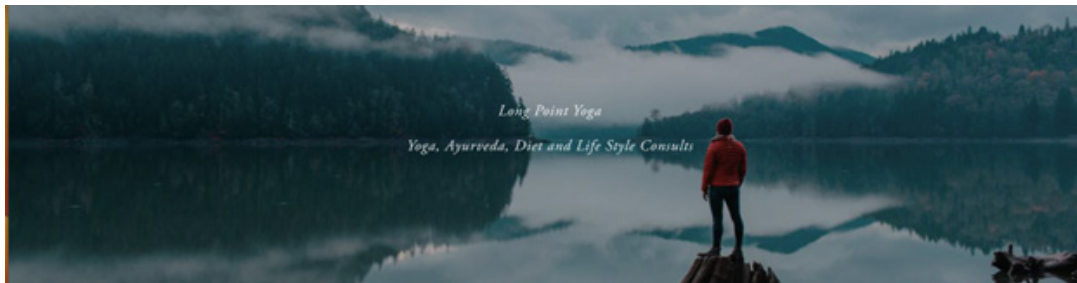
Cost for the tournament will be \$35.00, plus \$10.00 for a cart rental, on-course refreshments and a pledge of loads of fun! Please use only one registration form per person.

Total enclosed for golf: \$ _____

Complete and return this form via email to wsreg@memun.org

Should you have questions, please feel free to contact Bill at (207) 513-3122 ext. 3206.

YOGA REGISTRATION FORM



Stretch, Breathe and Relax with a yoga practice.

Come Join Cindy Beaulieu for an hour and a half long Kripalu Yoga Class. The class will be full of options appropriate for beginners and advanced students. Please bring a yoga mat and a towel or blanket and a smile!

Cynthia Beaulieu is the owner/operator of Long Point Yoga. Cindy is a Certified Kripalu Professional Level Yoga Instructor and Certified Ayurvedic Practitioner.

Group Rate \$15.00 per student Minimum 10 students

More information can be found on my website: www.longpointyoga.com

Registrant Name: _____

Registrant Email: _____

Overnight Accommodations

Maine Association of Assessing Officers Fall Conference – September 27-29, 2023 Sebasco Harbor Resort, Sebasco Estates, ME

Sebasco Harbor Resort has special overnight rates for the conference. You are welcome to stay any or all nights. Please call the resort at (207) 389-1161 to make your reservation. Remember to also complete the attendee registration form to make sure we have you registered for the conference.

- Reservation Deadline: MONDAY, AUGUST 28, 2023.
- Deposit/Confirmation: In order to guarantee your reservation, either a credit card number with an expiration date and signature, or a check made out to Sebasco Harbor must accompany your registration. Your room is not confirmed without this pre-payment. Once your reservation has been processed you will receive a confirmation from the Reservations Office.
- Cancellation Policy: All room cancellations are subject to a \$25.00 fee and cottages are subject to a \$50.00 fee. For a refund—minus the fee—cancellations must be received 30 days prior to the date of arrival. No refunds will be made after that time unless we are able to resell your accommodations. Check-in time: 3:00 P.M. Check-out time: 10:30 A.M.

ARRIVAL: September 27, 2023

DEPARTURE: September 29, 2023

PLEASE CALL: 207-389-1161 to make your reservation or toll free at 1-877-413-4462

MasterCard, Visa, American Express, and Discover Cards are accepted

Rooms are subject to Maine Lodging tax, currently at 9% and 5% Resort Amenity Fee. For rooms with more than two adults, there will be a \$15.00 per day room charge added, plus tax for each additional adult over the age of 12 (children 12 years and under stay free in the same room with an adult). Please note that check-in time is 3:00 PM and check-out is at 10:30 AM. Guests arriving earlier than 3:00 PM will be accommodated as rooms become available. Guests checking out after 10:30 AM will be subject to a late check-out fee unless arrangements have been made prior to check-out (based on availability). Two night minimum weekend requirement and other standard hotel policies apply.

With 9% Tax Included

*Shore Ledges Cottage (priced per room):	\$189.00/night	\$206.01/night
Fairwinds Suite:	\$289.00/night	\$315.01/night
Harbor Village Admiral Suite:	\$329.00/night	\$358.61/night
Harbor Village Suite King:	\$269.00/night	\$293.21/night
Harbor Village Captain Suite, 2 Queen:	\$269.00/night	\$293.21/night
Main Lodge Balcony Double:	\$209.00/night	\$227.81/night
Main Lodge Balcony King:	\$209.00/night	\$227.81/night
Main Lodge Corner King:	\$209.00/night	\$227.81/night
Main Lodge Standard Double:	\$179.00/night	\$227.81/night
Main Lodge Standard King:	\$179.00/night	\$195.11/night
Main Lodge Standard Queen:	\$179.00/night	\$195.11/night

If you are interested in saving money, consider sharing a room. *Early Arrival: Those wanting to arrive on Tuesday, September 26th or stay over Friday, September 29^h can lock in the above rates!

CALL: (207) 389-1161 or 1-877-413-4462

If tax-exempt, provide a copy of the municipality's tax-exempt number to the Resort. THIS MUST BE ACCOMPANIED BY A TOWN/CITY CHECK/CREDIT CARD.

Maine Association of Assessing Officers

2023 Fall Conference

September 27-29, 2023 · Sebasco Harbor Resort, Sebasco Estates, ME

******Please be sure to read thoroughly******

VENDOR TERMS

Location of Vendors

The 2023 Fall Conference will be held at Sebasco Harbor Resort, Sebasco Estates, Maine. MAAO reserves the right to make such modifications and changes in table top/booth assignments as may be necessary to adjust the floor plan at any time to meet the needs of the vendors and registrants. Space is limited, table top/booths will be assigned by date received on a “first come - first paid” basis.

Table Top/Booth Equipment and Service Information

Each table top/booth space (8' x 6' space) rented will include an 8-foot skirted table (see vendor floor plan for placement), two chairs and standard 110 power upon request. Please note that the vendor area is only for tabletop displays and not intended for large floor model display booths. If you have a large type booth, it must fit within the parameters of the 8-foot tabletop area. **Note: Vendors must provide electrical extension cords. The length of extension cord required will vary depending on location of booth.**

Vendors' Representative Admission

Two (2) full Fall Conference registrations will be provided for each table top/booth space rented.

Overnight Accommodations

Rooms have been reserved at Sebasco Harbor Resort, Sebasco Estates, Maine and are based on availability at the time of booking. See attached overnight accommodations for room rates. All reservations are subject to 9% lodging tax per room and are inclusive on overnight accommodations form. Reservations **must be received by Monday, August 28, 2023** to be eligible for the quoted rate and are based on availability at the time of booking. For reservations, please call Sebasco Harbor Resort at 207-389-1161. Please make sure to review hotel cancellation policy. Due to limited availability, it is strongly recommended that hotel reservations are booked as soon as possible.

Installation and Removal Time

Vendors must be set up between 7:00 AM and 8:00 AM on Wednesday, September 27, 2023. All vendor materials and equipment must be removed from the vendor area by 12:30 PM on Friday, September 29, 2023.

Vendor Hours (Table Top Vendors)

Wednesday, September 27, 2023: 8:00 AM – 5:00 PM

Thursday, September 28, 2023: 8:00 AM – 5:00 PM

Friday, September 29, 2023: 9:00 AM – 12:00 PM

Vendor Facility

The Vendor assumes responsibility and liability for losses, damages and claims arising out of injury or damage to the Vendors' displays, equipment and other property brought upon the premises of Sebasco Harbor Resort. The Vendor shall indemnify and hold harmless Sebasco Harbor Resort and MAAO and their agents, servants and employees from any and all such losses, damages and claims.

There is not another agreement of warranty between the Vendor and MAAO except as set forth in this document. The rights of MAAO under this contract shall not be deemed waived except as specifically stated in writing and signed by an authorized officer of MAAO.

Security and Insurance

The Vendor is solely and fully responsible for its own exhibit material and should insure its exhibit against loss or damage from any causes whatsoever. All property of the Vendor is understood to remain in its care, custody, and control in transit to or from within the confines of the facility.

Care of Building and Equipment

Vendors, or Agents, must not injure or deface the walls or floors of the building, the tables, or the equipment of the booths. When such damage appears, the Vendor is liable to the owner of the property so damaged. All materials used in exhibits must be flameproof. Combustible material or explosives are not permitted in the vendor area. All electrical wiring included in the display must conform to electrical code safety rules and all applicable fire laws, electrical codes and other laws that are in effect at the Vendor area. The Vendor shall also comply with all reasonable requests of officials of Sebasco Harbor Resort with respect to installation, conduct and disassembly of its Vendor display.

Cancellation of Event

In the event that it is necessary to cancel a portion or all of the Fall Conference and/or the Vendor displays due to any cause beyond the direct control of the MAAO including, but not limited to, damage to, or destruction of, the convention and vendor building, labor strikes, adverse weather conditions, the Vendor shall be reimbursed for actual direct costs not incurred by MAAO.

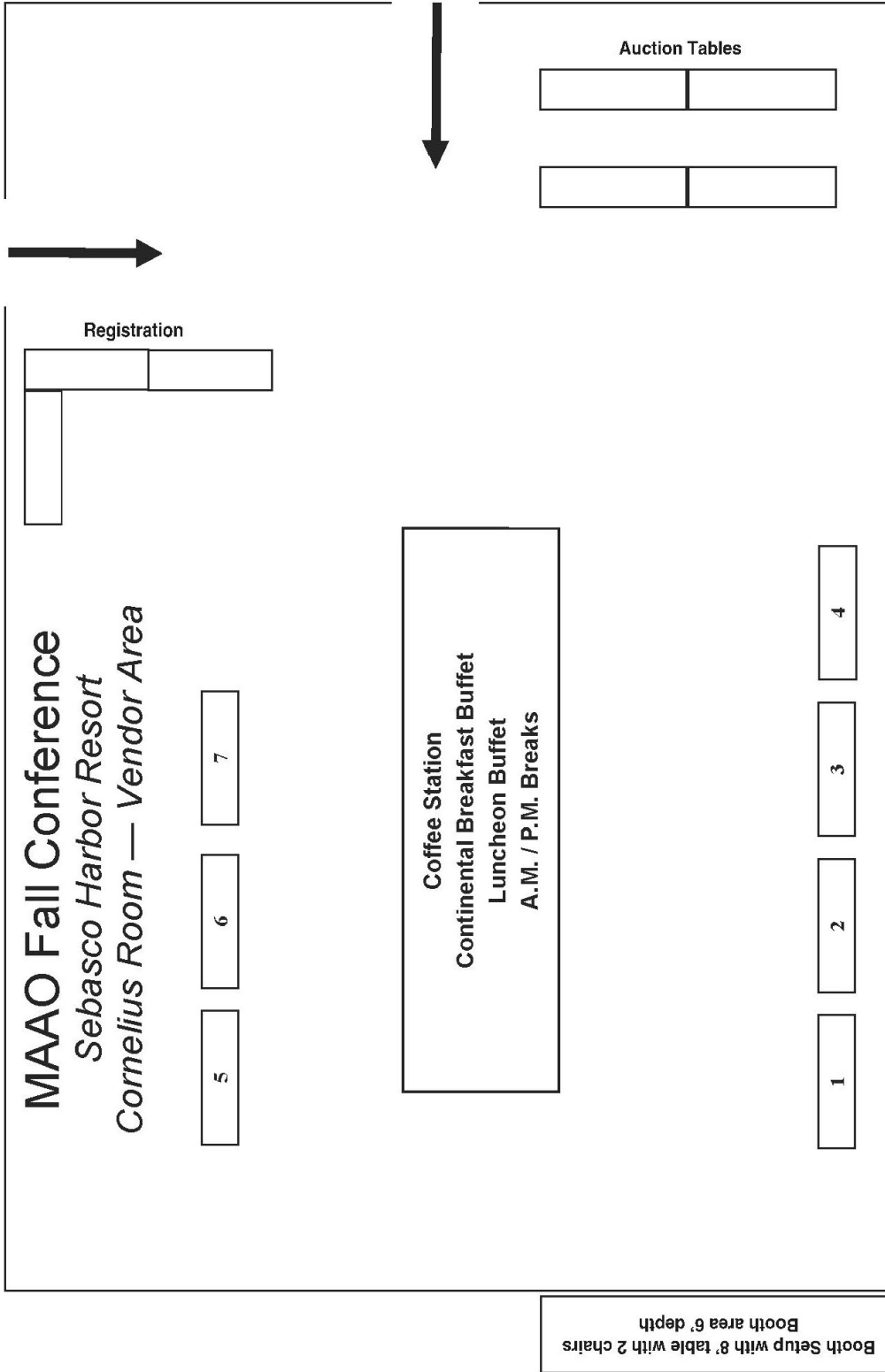
Cancellation of Registration

All cancellations are subject to a NON-REFUNDABLE cancellation fee of \$100.00 per table. Cancellations received before September 15, 2023 are subject to the \$100.00 cancellation fee. Cancellations received after September 15, 2023 are 100% NON-REFUNDABLE.

Vendor Confirmation

A confirmation of your Vendor registration and your booth assignment will be emailed to you prior to the event.

*Diagram is subject to change





M.A.A.O.

2023 ANNUAL CONFERENCE

Sebasco Harbor Resort

September 27-29, 2023

14th Annual Silent Auction

MAINE ASSOCIATION OF ASSESSING OFFICERS
2023 Benefit Auction
DONATION INFORMATION

DONOR: _____

MAILING ADDRESS: _____

TELEPHONE NO.: _____ CONTACT: _____

ITEM DESCRIPTION: _____

DONOR VALUE: _____

DATE OF DONATION: _____ SOLICITED BY: _____

ITEM: Received To be picked up Will be delivered

MAINE ASSOCIATION OF ASSESSING OFFICERS
2023 Benefit Auction
DONATION RECEIPT

DONOR: _____

CONTACT: _____ DATE OF DONATION: _____

ITEM DESCRIPTION: _____

DONOR VALUE: _____ SOLICITED BY: _____

2023 Silent Auction

To Benefit the M.A.A.O. Scholarship Fund

ZULU NYALA

Experience the Magic of Africa

South Africa Photo Safari for Two

*6 nights stay at the Zulu Nyala Heritage Safari
Lodge/Tented Camp.*

Donor Value: \$5,950, excludes airfare





2023 Fall Conference

Sebasco Harbor Resort, Sebasco Estates, Maine
September 27-29, 2023

Sebasco Harbor Resort Amenities:

Fitness Center
Bowling Alley
Tennis Courts
Golf – 9 holes

For additional information visit: www.sebasco.com

**2023 Fall Conference
Materials Enclosed!**

MAAO
60 COMMUNITY DRIVE
AUGUSTA, ME 04330

