



**Maine Association of
Assessing Officers
2024 Fall Conference**

September 18-20, 2024

Jordan Hotel-Sunday River Resort
Newry, ME

VENDOR PACKET

www.maineassessors.org

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Maine Association of Assessing Officers 2024 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 2024 Annual Fall Conference will be held at the Jordan Hotel at Sunday River in Newry, Maine from September 18 to September 20.

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 training@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 Sunday River.

Sincerely,
Lewis Cousins, President
Maine Association of Assessing Officers

VENDOR REGISTRATION FORM

Maine Association of Assessing Officers • Fall Conference – September 18-20, 2024

*****Registration Deadline: September 6, 2024*****

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 - \$400.00 Non-Mbr - \$450.00 One Day: Mbr - \$205.00 Non-Mbr - \$240.00

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: \$800.00 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: \$550.00 donation. Sponsors will receive a Fall Conference Program Ad.

BRONZE: Afternoon Break \$200.00 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, Wednesday and Thursday dinner, Thursday breakfast & Friday's breakfast.

INVITATION: Join us for a golf tournament on Thursday, September 19th. See details in vendor packet. **Note there is limited capacity.

Additional Rep: = \$ _____

Vendor Booth Reservation _____ @ \$700.00/booth : = \$ _____

Golf Tournament _____ @ \$55.00 /person : = \$ _____

TOTAL ENCLOSED (Vendor Booth Fee, golf & 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 Sunday River 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

Maine Association of Assessing Officers

2024 Fall Conference

September 18-20, 2024 · Jordan Hotel Sunday River Resort, Newry, ME

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

VENDOR TERMS

Location of Vendors

The 2024 Fall Conference will be held at the Jordan Hotel at Sunday River Resort, in Newry, 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 the Jordan Hotel at Sunday River Resort, in Newry, Maine and are based on availability at the time of booking. See attached overnight accommodations sheet for room rates, booking information, and terms. 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 18, 2024. All vendor materials and equipment must be removed from the vendor area by 12:30 PM on Friday, September 20, 2024.

Vendor Hours (Table Top Vendors)

Wednesday, September 18, 2024: 8:00 AM – 5:00 PM

Thursday, September 19, 2024: 8:00 AM – 5:00 PM

Friday, September 20, 2024: 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 Sunday River Resort. The Vendor shall indemnify and hold harmless Sunday River 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 Sunday River 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.

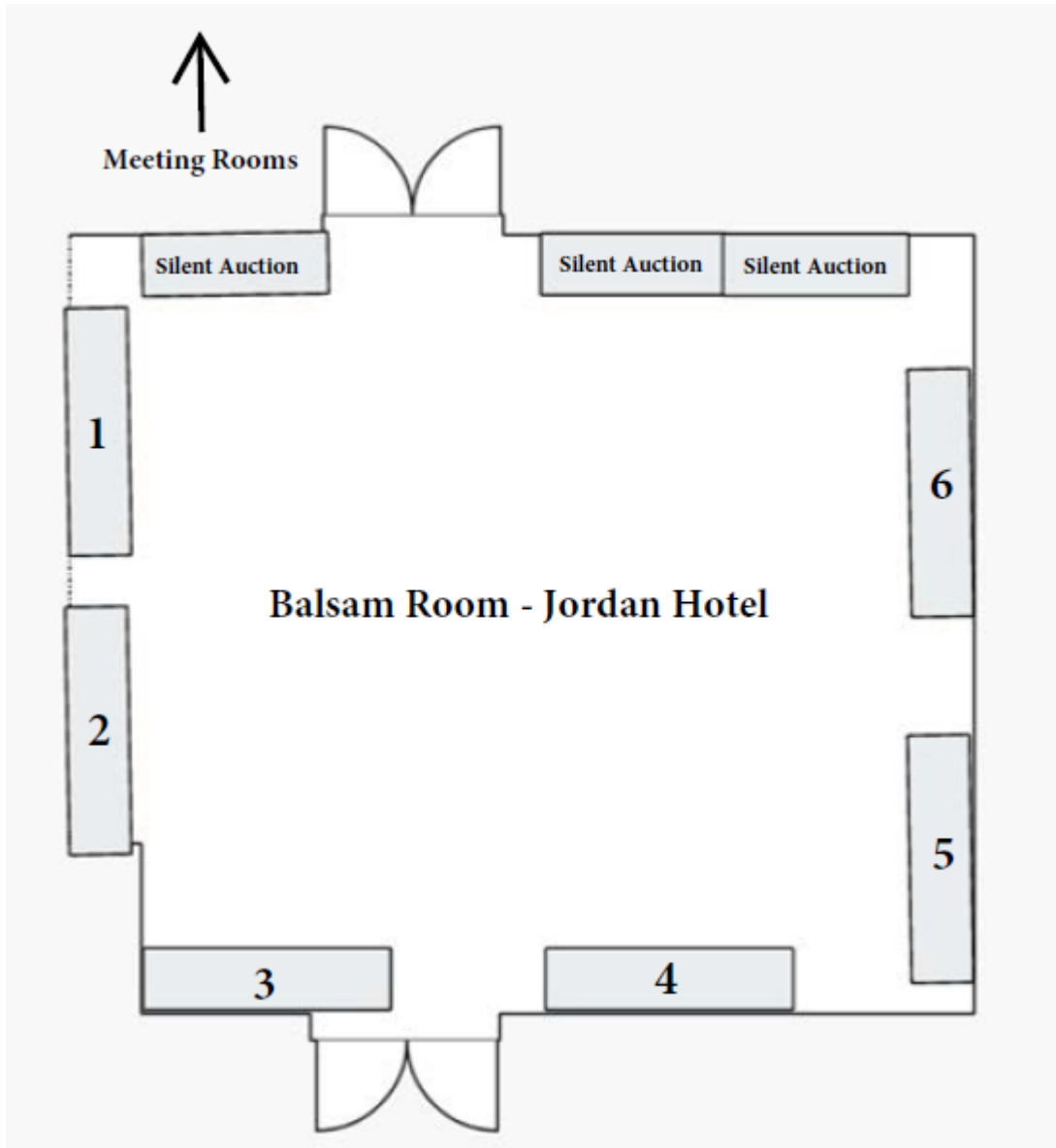
Cancellation of Registration

All cancellations are subject to a NON-REFUNDABLE cancellation fee of \$100.00 per table. Cancellations received before September 6, 2024 are subject to the \$100.00 cancellation fee. Cancellations received after September 6, 2024 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.

**MAAO Fall Conference Jordan Hotel-Sunday River
Balsam Room-Vendor Area**



*Diagram is subject to change

GUEST REGISTRATION FORM

Maine Association of Assessing Officers' Fall Conference

Sunday River Resort

September 18-20, 2024

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 (Breakfast, AM/PM Breaks, Lunch, Dinner) | \$110.00/person | = \$ _____ |
| Thursday All-Inclusive Meals (Breakfast, AM/PM Breaks, Lunch, Dinner) | \$135.00/person | = \$ _____ |
| Friday All-Inclusive Meals (Breakfast, AM Break) | \$30.00/person | = \$ _____ |
| Golf Tournament (Thursday, September 19th) | \$55.00/person | = \$ _____ |
| | TOTAL MEALS: | \$ _____ |

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



HOTEL ACCOMMODATIONS INFORMATION

Sunday River Resort - Jordan Hotel MAAO Fall Conference – September 18-20, 2024

ARRIVAL: Wednesday, September 18, 2024

DEPARTURE: Friday, September 20, 2024

The Jordan Hotel at Sunday River Resort has special overnight rates for the conference. You are welcome to stay any or all nights. Please remember to also complete the attendee registration form to make sure we have you registered for the conference.

There are two ways to book your stay:

- **Reserve Online:** <https://sundayriver.com/booklodging?Group=86D5CF&resultFilterValue=J&Checkin=09/18/2024&Checkout=09/20/2024&pid=42446>.
- **Reserve Via Phone Call:** Please call 800-207-2365 and refer to the Maine Association of Assessing Officers Conference 2024 group and Group Code **86D5CF**

DEADLINE: Reservation and deposit must be received by August 18, 2024. Group rate and availability cannot be guaranteed beyond this date.

ROOM RATES:

| Lodging Preference | Per Room Nightly Rate* |
|--|------------------------|
| Jordan – Standard Room (2 queen beds – sleeps 2-4) | \$145 |
| Jordan – Studio Deluxe Unit (1 queen Murphy bed, 1 sleeper sofa & kitchenette – sleeps 2-4) | \$145 |
| Jordan – Studio Superior (1 queen Murphy bed & kitchenette – sleeps 2) | \$135 |

* **Each per room, per night rate includes:** 1 night of lodging at the Jordan Hotel and the use of all hotel amenities; 9% tax and 13% resort fees are additional. If you are tax exempt, we require a State of Maine tax exempt form sent to us with your reservation form as well as a copy provided at check-in. All payments for the tax exempt portions of your stay must be paid by the name of the person, business or organization listed on the tax exempt form.

Lodging Deposit Policy: The first night's stay is due in full at the time of booking. The remaining balance is due 14 days prior to arrival and will be automatically charged to the credit card on file. If booking within 14 days of arrival, the balance is due in full at the time of booking. One-night stays are due in full at time of booking.

Cancellation Policy: Cancellations made more than 14 days prior to arrival are subject to a \$50 cancellation fee. If canceled within 14 days of arrival, 50% of the total reservation value is non-refundable. Shortening of a stay is considered a cancellation and non-refundable if canceled with 14 days of arrival. Guest is responsible for all nights confirmed, regardless of late arrival or early departure. No-shows are 100% non-refundable of the total reservation value.

Check-In/Check Out: Hotel check-in time is 5:00 PM on the day of arrival. Checkout time is 10:30 AM on the day of departure. Late check out fees will apply. Room availability cannot be guaranteed for early arrivals. All efforts will be made, however, to accommodate those guests who arrive early. Luggage storage may be available.

Amenities: Visit <https://www.sundayriver.com/jordan-hotel-guest-guide> to learn about Jordan Hotel's extensive amenities and activities for guests.

Best Ball GOLF Tournament Details

Attention tax women, tax men, friends, family, and vendors. Please join us at the beautiful Sunday River Golf Club for a friendly, 9-hole 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 Sunday River course. The course can be viewed at <http://www.sundayriver.com/summer-and-fall-activities/sunday-river--golf-club>. Prizes will be awarded to the winning team. The coordinator for the golf tournament is William 'Bill' Healey, Jr.

Available Tee times are 4:10 PM, 4:20 PM, and 4:30PM on Thursday, September 19, 2024. Please be ready by 4:00 PM at the club house, where teams of four and tee times will be assigned.

The cost for the tournament will be **\$55.00** per person, included is a golf cart for your team, on-course refreshments and a pledge of loads of fun! Please pre-register for this activity on the on-line registration platform-on-site registrants may be sold based on availability. Guests may be pre-registered for the activity on the separate guest form.

Fifteenth Annual Silent Auction

The auction will be held in the Balsam room, beginning on Wednesday at 8:30 am. The closing bell will sound at 5 p.m. on Thursday. This year's auction is guaranteed to be bigger and better than last year's! It's never too late to donate; donations will be accepted right up until Thursday morning.

MAINE ASSOCIATION OF ASSESSING OFFICERS
2024 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
2024 Benefit Auction
DONATION RECEIPT

DONOR: _____

CONTACT: _____ DATE OF DONATION: _____

ITEM DESCRIPTION: _____

DONOR VALUE: _____ SOLICITED BY: _____

Maine Association of Assessing Officers

2024 Fall Conference

