

# EXHIBITOR CHECK-LIST

HOME SHOW FOXBORO  
MARCH 23 - 25, 2018



Please be aware of the following guidelines and information regarding exhibiting with us at this show! These are mandatory and will benefit your experience and success at is event.

- **Exhibitor** must follow the Move-In Schedule (color coded floor plan with specific move-in day and time available on line). **This show will be completely sold out.** In order to guarantee a smooth move-in, please bring any equipment necessary to do so. We recommend using hand-carts and 2-wheel dollies (provided by exhibitor).
- **Exhibitor** is responsible for providing carpet or other adequate flooring that covers the entire dimension of their booth. **This is mandatory for all exhibitors and is NOT provided for this event.** You can supply your own carpet or place an order through Capital Conventions.
- **Exhibitor** must be **PAID-IN-FULL** prior to arrival to the event. Exhibitors with an outstanding balance will not be permitted access to setup their display. *Company checks will NOT be accepted on-site* and payment via credit card or bank check will be required for move-in access.
- **Exhibitor** must submit any necessary forms & orders in accordance with their individual deadlines. Forms are available on the event website at [www.HomeShowFoxboro.com](http://www.HomeShowFoxboro.com). These forms include:
  - Badge Order Form - Return to **Castle Events by Friday 3/9**
  - Capital Convention Exhibitor Services Order Forms - Return to **Capital Convention by Friday 3/9** for Advanced Order Discount (Electrical, Labor, Carpet, Furniture, Freight, etc.)
  - Temporary Food Service Permit Application - Return to **Castle Events by Friday 2/16** (with \$50.00 check made payable to "Town of Foxborough") to avoid a **\$200.00 late fee**
- **Exhibitor's** who are Paid-in-Full by mid-February will be mailed their free admission passes, for this event, to the main contact person listed on the contract. **Please do not distribute passes in or around the facility.** Passes can be left your designated company folder at our Will Call desk as needed.
- **Exhibitor** must staff their booth from open to close each day of the show.
- **Exhibitor** must make sure the exhibit space is no higher than a maximum of 8' high for the full length and depth of the exhibit space. All sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of show management.
- **Exhibitor** must stay within the dimensions of their booth without protruding into the aisles or other exhibit spaces.
- **Exhibitor** will receive **Renewal Information for the 2019 show**, to be distributed on Sunday morning, as well as sent via e-mail immediately following the event. You must have your 2019 signed contract with **deposit to Castle Events by April 30, 2018** in order to confirm your existing booth location.

**PLEASE BE AWARE FAILURE TO FOLLOW EACH OF THESE RULES MAY RESULT IN YOUR COMPANY NOT BEING ASKED TO EXHIBIT IN FUTURE SHOWS!**

**Rich Castiglione - Castle Events, LLC - (508) 823-0389**  
[www.HomeShowFoxboro.com](http://www.HomeShowFoxboro.com)