

2018 Home Show Foxboro Quick Facts		Deadlines
SHOW HOURS: Friday, March 23 rd 2:00 pm - 8:00 pm Saturday, March 24 th 10:00 am - 8:00 pm Sunday, March 25 th 10:00 am - 5:00 pm		
MOVE-IN: Thursday, March 22 nd 7:00 am - 5:00 pm <i>(See move-in floor plan for specific</i> Friday, March 23 rd 8:00 am - 12:00 pm <i>move-in schedule.)</i>		-Must be set-up by Noon on Friday!
MOVE-OUT: Sunday, March 25 th 5:00 pm - 10:00 pm Monday, March 26 th 8:00 am - 12:00 pm		**All items must be removed from exhibit hall by 12:00pm on Monday!
SHOW MANAGEMENT Castle Events Phone: (508) 823-0389 Fax: (508) 822-1292 18 Juniper Hill Drive Raynham, MA 02767 www.HomeShowFoxboro.com	Contacts: Rich Castiglione – President & CEO E-Mail: richcastig@comcast.net Jeanne Castiglione - Vice President E-Mail: jeannecastiglione@comcast.net John Pulsifer – Sales E-Mail: prinrec@comcast.net	
Exhibitor Registration Each exhibiting company will receive (5) Exhibitor Badges to be reused throughout the duration of the event. Please advise workers to return badges to exhibitor registration when their shift is over so they can be redistributed to your next crew. Exhibitor Badges are transferable between employees. Once these badges are gone, anyone requesting a badge will be treated as an attendee and charged an admission fee (Adults - \$11.00). Guest and family members of exhibitors must use guest passes. Please return your completed Exhibitor Badge Order Form by Friday, March 9, 2018 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.		Due by Friday, March 9, 2018 to Castle Events
Temporary Food Service Permit If you are planning on handing out any food samples, please complete the Town of Foxborough Temporary Food Service Application (pages 11-12 of this manual) and mail with a \$50.00 check made payable to "Town of Foxborough" to avoid \$200.00 late fee: <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767 by Friday, February 16, 2018.</i>		Due by Friday, February 16, 2018 to Castle Events
Vendor Tax ID Form The Mass Department of Revenue requires a list of all exhibitors' Federal Tax ID Information upon the conclusion of the event. Please return your completed Vendor Tax ID Form by Friday, March 9, 2018 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.		Due by Friday, March 9, 2018 to Castle Events

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Show Office

Located in the main lobby by the entrance of the exhibit hall, open during exhibitor move-in/move-out as well as for the duration of the event for Exhibitor Badge and Admission Pass inquiries, Registration, etc.

Capital Convention Contractors – General Services Contractor

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E-Mail: help@capitalconventions.com

Fax: (508) 481-1150

Submit Order Forms with Credit Card Authorization Form to Capital Convention via Fax Number (508) 481-1150 by **Friday, March 9, 2018** in order to receive Advanced Order discount pricing.

Order **by Friday, March 9, 2018** for Discount Pricing Through **Capital Convention**