

2018 Home Show Topsfield Quick Facts	Deadlines
<p><b>SHOW HOURS:</b>            Friday, April 20th                    2:00 pm - 8:00 pm            Saturday, April 21st                10:00 am - 8:00 pm            Sunday, April 22nd                    10:00 am - 5:00 pm</p>	
<p><b>MOVE-IN:</b>            Thursday, April 19th                10:00 am - 7:00 pm            Friday, April 20th                    8:00 am - 12:00 pm</p>	<p>**Must be set-up by            Noon on Friday!</p>
<p><b>MOVE-OUT:</b>            Sunday, April 22nd                    5:00 pm - 10:00 pm</p>	<p>**All items must be removed            from exhibit hall by 10pm Sunday!</p>
<p><b>SHOW MANAGEMENT:</b>  <b>Castle Events</b>            Phone: (508) 823-0389            18 Juniper Hill Drive            Raynham, MA 02767            Fax: (508) 822-1292  <a href="http://www.HomeShowTopsfield.com">www.HomeShowTopsfield.com</a></p>	<p><b>Contacts:</b>  <b>Rich Castiglione</b> - President &amp; CEO  <a href="mailto:richcastig@comcast.net">richcastig@comcast.net</a>  <b>Jeanne Castiglione</b> - Vice President  <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a>  <b>John Pulsifer</b> - Sales  <a href="mailto:prinrec@comcast.net">prinrec@comcast.net</a></p>
<p><b>Exhibitor Service Contractors:</b>  <b>Capital Convention Contractors</b>  <i>(Freight, Electrical, Labor, Carpet, Furniture, etc.)</i>            Phone: (877) 335-3700            Fax: (508) 481-1150            E-Mail: <a href="mailto:help@capitalconventions.com">help@capitalconventions.com</a>  <a href="http://www.CapitalConventions.com">www.CapitalConventions.com</a></p>	<p><b>Advanced Discount            Orders to be sent to            Capital Conventions by            Friday, April 6th            Deadline!</b></p> <p><i>**Carpeting is required for this event and            must be provided at exhibitor's expense.            Exhibiting companies may provide their            own or order through Capital Conventions.</i></p>
<p><b>Exhibitor Registration:</b>            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 - \$6.00).   <b>Please return your completed Exhibitor Badge Order Form by Friday, April 6th to Jeanne Castiglione at <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a> or by fax to (508) 822-1292.</b></p>	<p><b>Due by            Friday, April 6th            to            Castle Events!</b></p>
<p><b>ELECTRICAL - CAPITAL CONVENTION CONTRACTORS</b>            (See Contact info for Capital Convention above)             Electrical Order Form &amp; Credit Card Authorization Form is available in this manual and online at <a href="http://www.HomeShowTopsfield.com">www.HomeShowTopsfield.com</a> in the Capital Convention Manual.  <b>**Exhibitors are responsible for supplying their own extension cords and power strips.**</b>  <b>Advanced Discount Orders to be sent to Capital Convention by Friday, April 6th Deadline!</b></p>	<p><b>Advanced Discount            Orders to be sent to            Capital Conventions by            Friday, April 6th            Deadline!</b></p>

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<p><b><u>Temporary Food Service Permit:</u></b></p> <p>If you are planning on handing out any food samples, please complete the <b><i>Town of Topsfield Temporary Food Service Application</i></b> and <i>mail</i> with a <b>\$50.00 check made payable to "Town of Topsfield"</b>, to <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767</i> <b>by Friday, March 30, 2018</b> to avoid any late fees.</p>	<p style="text-align: center;">Due by Friday, March 30th to Castle Events!</p>
<p><b><u>Vendor Tax ID Form:</u></b></p> <p>The Mass Department of Revenue requires a list of all exhibitor's Tax ID Information upon the conclusion of the event.</p> <p>Please return your completed Vendor Tax ID Form by Friday, March 30, 2018 to Jeanne Castiglione at <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a> or by fax to (508) 822-1292.</p>	<p style="text-align: center;">Due by Friday, March 30th to Castle Events!</p>