

# EXHIBITOR CHECK-LIST

NEW ENGLAND HOME SHOW  
FEBRUARY 23 - 25, 2018



Please be aware of the following rules regarding exhibiting in the show! These are mandatory and will benefit your experience and success at the show.

- **Exhibitor** must note that any booth located on the front wall, in front of the loading docks, are scheduled for move-in on Friday morning, February 23<sup>rd</sup>. These booths are always last in and first out. Please call with questions.
- **Exhibitor** must follow the Move-In Schedule (color coded floor plan with specific move-in day and time available online). **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** must have booth space **paid-in-full** prior to arrival to the event. Exhibitor's 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** booths will all be carpeted in a Midnight Blue color. This is free of charge for 2018 only. Exhibitors are welcome to provide their own carpeting or floor covering if preferred, at their own expense.
- **Exhibitor** must staff their booth from open to close each day of the show.
- **Exhibitor** must submit any necessary forms & orders in accordance with their individual deadlines. Forms are available on the event website at [www.HomeShowBoston.com](http://www.HomeShowBoston.com). These forms include:
  - Badge Order Form**
  - Freeman Decorating - Labor, Freight, Furniture, Carpeting, Signage Order Forms
  - Seaport Energy Electrical & Lighting Order Form
  - Temporary Food Service Permit Application (if required)
  - Projection AV Order Form
  - Seaport Telecom Order Form
- **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 completely within the dimensions of my booth without protruding into the aisles or into other exhibitors' booth space.
- **Exhibitor** will receive **Renewal Information for our 2019 show**, to be distributed to your booth 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 March 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.HomeShowBoston.com](http://www.HomeShowBoston.com)**