



**2019 Home Show Topsfield at the Topsfield Fairgrounds  
Coolidge Hall & The Trade Center, Topsfield, MA  
April 26 - 28, 2019**

Dear Exhibitor,

Welcome to the **2019 Home Show at the Topsfield Fairgrounds**. We hope that your participation will prove to be a productive and rewarding business experience. In an effort to help your company prepare in advance and avoid any last minute surprises, we have provided you with this exhibitor information manual. It is intended for those whose responsibility it is to arrange the shipping, set- up and/or display details of your company's exhibit.

***Please take the time to review this exhibitor manual thoroughly.*** Included in this packet is information on exhibitor setup/move-out, event hours, shipping instructions, order forms, key contact information, etc. Also included is a checklist of important deadlines in order to save you time and money.

All booths are *required* to be **carpeted**. This is mandatory for all exhibitors. You may supply your own carpet (or adequate floor covering) or order it through Capital Convention Contractors. We **DO NOT** provide carpeting for this event.

**Electricity** can be purchased in advance at a discounted rate through Capital Convention (order form attached as well as available on line). If ordering electrical, *please note that all exhibitors are responsible for providing their own extension cords and power strips if required.*

**We suggest that you share this information with all parties involved in your display, from pre-show planning and installation to dismantling.** Please do not hesitate to contact us directly with any questions at (508) 823-0389.

Sincerely,

A handwritten signature in black ink that reads "Rich Castiglione". The signature is written in a cursive style.

**Rich Castiglione**  
**Show Director**  
[richcastig@comcast.net](mailto:richcastig@comcast.net)

2019 Home Show Topsfield Quick Facts	Deadlines
<p><b>SHOW HOURS:</b>            Friday, April 26th                    2:00 pm - 8:00 pm            Saturday, April 27th                10:00 am - 8:00 pm            Sunday, April 28th                    10:00 am - 5:00 pm</p>	
<p><b>MOVE-IN:</b>            Thursday, April 25th                10:00 am - 7:00 pm            Friday, April 26th                    8:00 am - 12:00 pm</p>	<p>**Must be set-up by            Noon on Friday!</p>
<p><b>MOVE-OUT:</b>            Sunday, April 28th                    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            E-Mail: <a href="mailto:richcastig@comcast.net">richcastig@comcast.net</a>  <b>Jeanne Castiglione</b> - Vice President            E-Mail: <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a>  <b>John Pulsifer</b> - Sales Director            E-Mail: <a href="mailto:prinrec@comcast.net">prinrec@comcast.net</a>  <b>Brittany Mastroianni</b> - Operations Manager            E-Mail: <a href="mailto:BrittanyLMastro@gmail.com">BrittanyLMastro@gmail.com</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 12th            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 12th 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 12th 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 12th Deadline!</b></p>	<p><b>Advanced Discount            Orders to be sent to            Capital Conventions by            Friday, April 12th            Deadline!</b></p>

2019 Home Show Topsfield Quick Facts	Deadlines
<p><b>Temporary Food Service Permit:</b>            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 <b><i>mail</i></b> 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 29th</b> to avoid any late fees.</p>	<p style="text-align: center;"><b>Due by            Friday, March 29th to            Castle Events!</b></p>
<p><b>Vendor Tax ID Form:</b>            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, April 12th to Jeanne Castiglione at <a href="mailto:jeanecastiglione@comcast.net">jeanecastiglione@comcast.net</a> or by fax to (508) 822-1292.</p>	<p style="text-align: center;"><b>Due by            Friday, April 12th to            Castle Events!</b></p>

# **EXHIBITOR REGISTRATION**

## **Registration, Badges, and Pre-paid Tickets**

### **Exhibitor Registration & Badges**

Enclosed you will find an order form for your company exhibitor badges. 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).

Exhibitor Badges are only to be worn by employees of the company renting booth space and working in the booth during their designated shift. Official Exhibitor (Show) Badges are the only forms of identification that will allow you entry onto the show floor. Individual company badges or identification is not acceptable. This policy is necessary to increase security and deter theft.

Please complete the attached **Exhibitor Badge Order Form** (event's employee list) and **return to Jeanne Castiglione via E-Mail - [Jeannecastiglione@comcast.net](mailto:Jeannecastiglione@comcast.net) or Fax at (508) 822-1292 no later than Friday, April 12th.** All exhibitors are required to submit badge forms/ staff list prior to the event. Changes can be made at the Exhibitor Registration Desk if needed.

Badges can be picked up at Exhibitor Registration, outside of the on-site show office, beginning Friday, April 26th to exhibiting companies that are paid in full.

### **Guest of Exhibitor Tickets**

Exhibitors will be provided with (5) Guest of Exhibitor passes per Company Exhibit to use at your own discretion. Tickets will be mailed to Company Contact noted on the Event Contract near the end of March to companies PAID-IN-FULL at the time of the mailing. These tickets are to be distributed prior to arriving at the Home Show Topsfield or may be left at our will-call desk, under your Company Name or Guest Name, located in the main entrance lobby. These tickets should not be distributed in or around the building throughout the duration of the show.

Guests of exhibitors must use Guest Passes (not exhibitor badges). Additional Guest Passes can be obtained for \$3.00 each, a savings of \$3.00 off the regular adult ticket price (see below for more info).

### **Prepaid Tickets**

Castle Events is also providing the opportunity to exhibitors to purchase admission tickets to the Show at \$3.00. Please see Prepaid Ticket Order Form attached. These have great promotional value for your customers. Exhibitors can also purchase discount tickets throughout the show.

**Important Note:** These tickets are to be distributed prior to arriving at the Home Show Topsfield. In no way should these tickets be distributed in or around the building throughout the duration of the show. We ask all exhibitors to utilize the Will Call, located in the main lobby, for any VIP ticket, or exhibitor badge distribution. Anyone seen distributing tickets in or around the building will be asked to leave immediately and the tickets will be confiscated.

# 2019 Home Show Topsfield Fairgrounds - Exhibitor Badge Order Form

**APRIL 26-28, 2019**

**Company Name:**

**Contact Name:**

**Booth #:**

**Phone:**

**Booth Size:**

**Please Complete and Return By Friday, April 12, 2019.**

1)		8)	
2)		9)	
3)		10)	
4)		11)	
5)		12)	
*(5) Exhibitor Badges Available per Company; Please return at end of shift!!*		13)	
6)		14)	
7)		15)	

- 1) All booth personnel must wear an Exhibitor Badge during the duration of the show. Five (5) badges will be distributed per company. Badges WILL NOT be mailed prior to the show and can be picked up at Exhibitor Registration on-site starting Friday, April 26th.
- 2) Badges must be picked up individually at the Exhibitor Registration Desk located at the Main Entrance. Your staff members will be asked to show a company ID or business card.
- 3) Please advise workers to return badges to exhibitor registration when their shift is over so they can be redistributed to your next crew. Once these badges are gone, anyone requesting a badge will be treated as an attendee and charged an admission fee.

**Please complete form and return to:**

**E-Mail:** [JeanneCastiglione@comcast.net](mailto:JeanneCastiglione@comcast.net)

**Fax:** (508) 822-1292

**Mail:** Home Show Topsfield Fairgrounds  
18 Juniper Hill Drive  
Raynham, MA 02767

*Show Management reserves the right to limit the number of Exhibitor Badges to each exhibiting company.*

1) Badges are only to be worn by employees of the company renting booth space and working in the booth. Badges are not to be given to non-working personnel. Guests and family members of exhibitors must use guest tickets for show entry.

2) Guest Passes: Five (5) free admission passes are available per Exhibit Company and can be picked-up at Exhibitor Registration in the Main Lobby beginning at event setup.

**\*\*EXHIBITING COMPANY MUST HAVE RETURNED A COMPLETED AND SIGNED CONTRACT AND BE PAID-IN-FULL IN ORDER TO RECEIVE EXHIBITOR BADGES & GUEST PASSES.\*\***

# Pre-Paid Admission Ticket Order Form

**2019 Home Show at the Topsfield Fairgrounds**  
Coolidge Hall & The Trade Center  
April 26 - 28, 2019

Prepaid Admission Tickets are available at a **Pre-Show Discount**. These can be used to invite valued customers and prospects to the show. It is a great way to ensure a successful show for your company.

Prepaid Admission Tickets are **\$3.00 each**, the lowest possible admission price to the Show. Regular adult admission is \$6.00. These tickets are available for purchase by Exhibitors at any time.

To order tickets please fill out the form below. Be sure to make check payable to: **Castle Events**.

### **PAYMENT MUST ACCOMPANY ORDER FORM.**

\_\_\_\_\_ # of Prepaid Admission Tickets @ \$3.00 each, Totaling \$ \_\_\_\_\_

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Will Call Name(s) (if applicable): \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **Choose All That Apply:**

Check is Attached (payable to Castle Events) \$ \_\_\_\_\_

Please charge this amount to credit card \$ \_\_\_\_\_

Visa    MasterCard    Discover    AMEX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

---

**card holder name**

**signature**

**expiration date**

### **Please Mail Ticket Order Form & Payment To:**

#### **Castle Events**

18 Juniper Hill Drive

Raynham, MA 02767

(508) 823-0389 or Fax with Credit Card (508) 822-1292

**Tickets can be picked up in the show office on site.**

# General Exhibitor Information

## Move-In Information

Thursday, April 25<sup>th</sup>          10:00 AM – 7:00 PM  
Friday, April 26<sup>th</sup>          8:00 AM – 12:00 PM

### Capital Convention Contractors General Info

**Address:**    **Phone:** (877) 335-3700  
153 Northboro Road - Suite 6                      **Fax:** (508) 481-1150  
Southborough, MA 01772                           **E-Mail:** [help@capitalconventions.com](mailto:help@capitalconventions.com)  
(Exhibitor Service Manual available on line at [www.HomeShowTopsfield.com](http://www.HomeShowTopsfield.com))

- For ***Advanced Shipments to Warehouse:*** All freight shipments must be shipped prepaid and received to the Capital Conventions Warehouse *no later than April 19, 2019*. A 35% late charge will apply if orders for **Advanced** Shipping are received *AFTER* this date. Advanced Shipping Warehouse address below:

**To: Exhibitor Name / Booth #**  
**For: Home Show at Topsfield**  
**c/o Capital Convention Contractors**  
**153 Northboro Road - Suite 6**  
**Southborough, MA 01772**

- For ***Direct Shipping to Show Site:*** **DO NOT** ship exhibit materials direct to show site to arrive prior to Thursday, **April 25, 2019**. You **MUST** designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS. Show site address below:

**To: Exhibitor Name / Booth #**  
**For: Home Show at Topsfield**  
**Capital Convention Contractors**  
**c/o Topsfield Fairgrounds**  
**207 Boston Street**  
**Topsfield, MA 001983**

- ***Capital Convention Contractors Advanced Order Deadline:*** Advanced orders must be paid-in-full and received with payment no later than **Friday, April 12th**. They must have a major credit card on file to process your orders! Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to their office and can be faxed directly to (508) 481-1150.
- Order Forms and the Capital Convention Exhibitor Services Manual can be found online at [www.HomeShowTopsfield.com](http://www.HomeShowTopsfield.com) under Exhibitor Move-In Info.

## Event Move-In FAQ's

- **Carpeting (or adequate floor covering) is required in all booths and NOT provided. In fairness to all exhibitors, please adhere to this policy.**
- Please be sure to place any necessary electric or other exhibitor services orders prior to arrival (forms can be found in the Capital Convention Manual).
- Exhibitors are responsible for providing their own extension cords and power strips for this event if electric is required and ordered!
- The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for ALL common carrier and van line trucks.
- Exhibitors are allowed to perform their own material handling provided they meet the following criteria:
  - Exhibitors may load/unload uncrated materials from a mini-van, car, pick-up truck or box truck owned by the exhibiting company.
  - Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled dollies and four-wheeled flat carts are permitted.
  - Exhibitors choosing to handle their own materials are responsible for their own storage during the event.

## Move-Out Information

Sunday, April 28<sup>th</sup> 5:00 PM – 10:00 PM

*PLEASE NOTE: MOVE-OUT DOES NOT BEGIN UNTIL 5:00 PM ON SUNDAY. It is unfair to attendees who have paid to visit to find that some of the exhibits have already packed up and is ready to leave. Exhibitors breaking down early will be penalized (i.e. loss of exhibit space location for the following year's show).*

- All exhibit material **MUST** be removed **by 10:00 PM on Sunday, April 28<sup>th</sup>**.

## Booth Guidelines

The Home Show Topsfield utilizes the CUBIC CONTENT RULE in regard to booth construction. Exhibitors are allowed to build their booth to the **maximum height of 8'**. These are the guidelines that we believe are fairest to all exhibitors. Any exceptions need to be approved in advance by Show Management.

**NOTE:** All exposed areas of the exhibit must have finished surfaces including back and sides. Graphics, logos or print facing into another booth will not be allowed. Any part of any booth needing a finished surface at 6:00 p.m. the day prior to show opening will be draped at the expense of the exhibitor. Show Management will determine whether such drape is needed.



# **Security Advisory/ Insurance Coverage**

## **Security Service**

While guard service will be provided by **Castle Events** around the clock, **it is the responsibility of each exhibitor to take whatever precautions he/she deems necessary to prevent loss or damage.** If you have items to lock up during non-show hours, please use our storage room that is available free of charge. For more information, contact the show office during show hours. **Castle Events** assumes no liability or responsibility for any loss or theft. Therefore, it is incumbent upon exhibitors to provide their own insurance coverage.

## **Arrival of Exhibit Material/ Setup**

It is recommended that adequate personnel be present at the booth to receive shipments and take inventory. Remember that merchandise shipped in advance to the official drayage contractor will be delivered on the first day of installation. While setting up booths which contain small, easily stolen articles, use of individual booth safeguards should be made, *i.e.*, chaining of items, show cases, covering with tarps and locking containers. Private guards are also available on a rental basis from the service contractor.

**DO NOT PUT ANY ARTICLES OF VALUE IN A CRATE OR CARTON DESIGNATED FOR "EMPTY STORAGE."**

## **Duration of Event**

Booth personnel should be in attendance at least 1 hour prior to Show opening & should remain during all Show hours. **BOOTHS MUST BE STAFFED DURING ALL SHOW HOURS.** Special safeguards should be exercised with regard to personal items such as handbags, wallets, coats and attaché cases. At the close of the Show each evening, booth personnel should remain until the public has been cleared from the floor and the booth has been secured for the evening.

## **Dismantling Period**

If you are hand carrying your merchandise out of the building, you must have proper exhibitor identification. Dismantling and/or merchandise removal cannot begin prior to the official closing of the show. **Note: Exhibitors dismantling early will be prohibited from exhibiting in future Castle Events shows.**

It must be stressed that exhibitor personnel must remain with merchandise until it is removed from the exhibit floor. Each outbound carton or crate must be properly labeled or tagged for shipment. **Castle Events** assumes no liability or responsibility for any loss or theft; therefore, it is incumbent upon exhibitors to provide their own insurance coverage.

## **Insurance**

You are advised to update your regular company insurance to fit your needs at the Show (extra territorial coverage, theft, public liability, and property damage). **Castle Events** as well as organizations and individuals employed by or associated with the Show are not responsible for injury or damage that may occur to an exhibitor, his/her employees or agents, nor the safety of any exhibit or property against robbery, fire, accident or other destructive causes.

# Vendor/Contractor Licenses & Permits

## Federal Tax Identification Numbers

According to the Massachusetts Department of Revenue, all vendors selling direct to the public must apply for registration on line with MassTaxConnect at the following: <https://mtc.dor.state.ma.us/mtc/>

All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number if a business or Social Security number if an individual to Show Management prior to setting up at the show. The Massachusetts Department of Revenue requires that Show Management maintain a complete file of the information for any exhibitor selling product/merchandise or services on the show floor. That number required is simply the number you or your company uses to file Massachusetts or Federal Income tax.

Each exhibitor must be able to present a FID or SS number on site to comply with State requirements. If you have any questions please visit [www.mass.gov/dor](http://www.mass.gov/dor) or call the Department of Revenue Customer Service Office at (617) 887-6367. ***The responsibility is yours to comply with state codes.***

## Temporary Food Service Permit

If you are planning on handing out any food sample, the below **food permit must be filled out and sent back to Castle Events by Friday, March 29th**, with a **check for \$50.00 made payable to the "Town of Topsfield"** to *avoid a late fee*. **Form is available on the next 4 pages of this manual.** Please mail form with payment **by Friday, March 29, 2019 to avoid a late fee to:**

Castle Events  
18 Juniper Hill Drive  
Raynham, MA 02767

## Home Improvement Contractor License

The Commonwealth of Massachusetts requires all residential home improvement contractors to register with the Office of Consumer Affairs and Business Regulation before soliciting or conducting business in the state. All advertising must contain your registration number. In addition, the company may operate only under the name provided at the time of registration. Unregistered contractors face criminal penalties of up to \$5,000 or two years in jail or both, plus civil penalties.

Castle Events requires that a sign be posted at each booth indicating their current HIC registration number. The application to register/renew can be found on line at [www.mass.gov/renewHIC](http://www.mass.gov/renewHIC). We suggest that the application along with two money orders or certified checks (one for the \$150.00 registration fee or \$100.00 renewal fee if applicable, and one for the appropriate one-time payment to the Guaranty Fund) be delivered in person to the Office of Consumer Affairs, 10 Park Plaza, Suite 5170, Boston, MA 02116 to receive card immediately or, mail in application/apply on line to receive registration card in 1-2 weeks.

If you have questions about the registration process, please call the Home Improvement Contractor Hotline at (617) 973-8788 or visit them on line at: <http://www.mass.gov/ocabr/>



# TOWN OF TOPSFIELD

## Board of Health

8 West Common Street, Topsfield, Massachusetts 01983  
(978) 887-1520/Fax (978) 887-1521



### APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT PERMIT

Fee:      \$50.00 less than 4 days (one event) or      \$75 full year (multiple events)

Name of Establishment \_\_\_\_\_ Operator \_\_\_\_\_ Contact Telephone \_\_\_\_\_  
2019 Home Show Topsfield Fairgrounds April 26-28, 2019: Fri 2pm-8pm; Sat 10am-8pm; Sun 10am-5pm  
Name of Event/Location \_\_\_\_\_ Date(s) of Event/Hours of Operation \_\_\_\_\_

Operator Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

1. Before completing this application, read Food Safety at Temporary Events and the temporary food service "Are You Ready?" Checklist. Have you read this material? Available at [www.mass.gov/dph/fpp/retail\\_food](http://www.mass.gov/dph/fpp/retail_food).      YES      NO

2. Menu: Attach or list all items. Any changes must be submitted and approved by the Board of Health at least 7 days prior to the event.

3. Will all foods be prepared at the temporary food service booth?  
     YES Fill out **Section B** below.

     NO 1. Attach a copy of the food permit and agreement for use of another approved kitchen giving dates and times. 2. Fill out both **Sections A and B** below.

4. List each potentially hazardous food item, and for each item check which preparation procedure will occur.

#### SECTION A: At the approved kitchen:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

#### SECTION B: At the booth:

FOOD	Thaw	Cut/ Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion Package
1.								
2.								
3.								
4.								
5.								

Note: If your food preparation procedures cannot fit these charts, please list all of the steps in preparing each menu item on an attached sheet.

5. Food source(s): \_\_\_\_\_

Source and storage of water/ice: \_\_\_\_\_

Storage and disposal of wastewater: \_\_\_\_\_

Storage and disposal of garbage: \_\_\_\_\_

6. On the back of this page, draw a sketch of the booth.

I certify that I am familiar with 105 CMR 590.000 Minimum Sanitation Standards for Food Establishments - Chapter X., federal 1999 Food Code and the above described establishment will be operated and maintained in accordance with the regulations

\_\_\_\_\_  
APPLICANT'S SIGNATURE

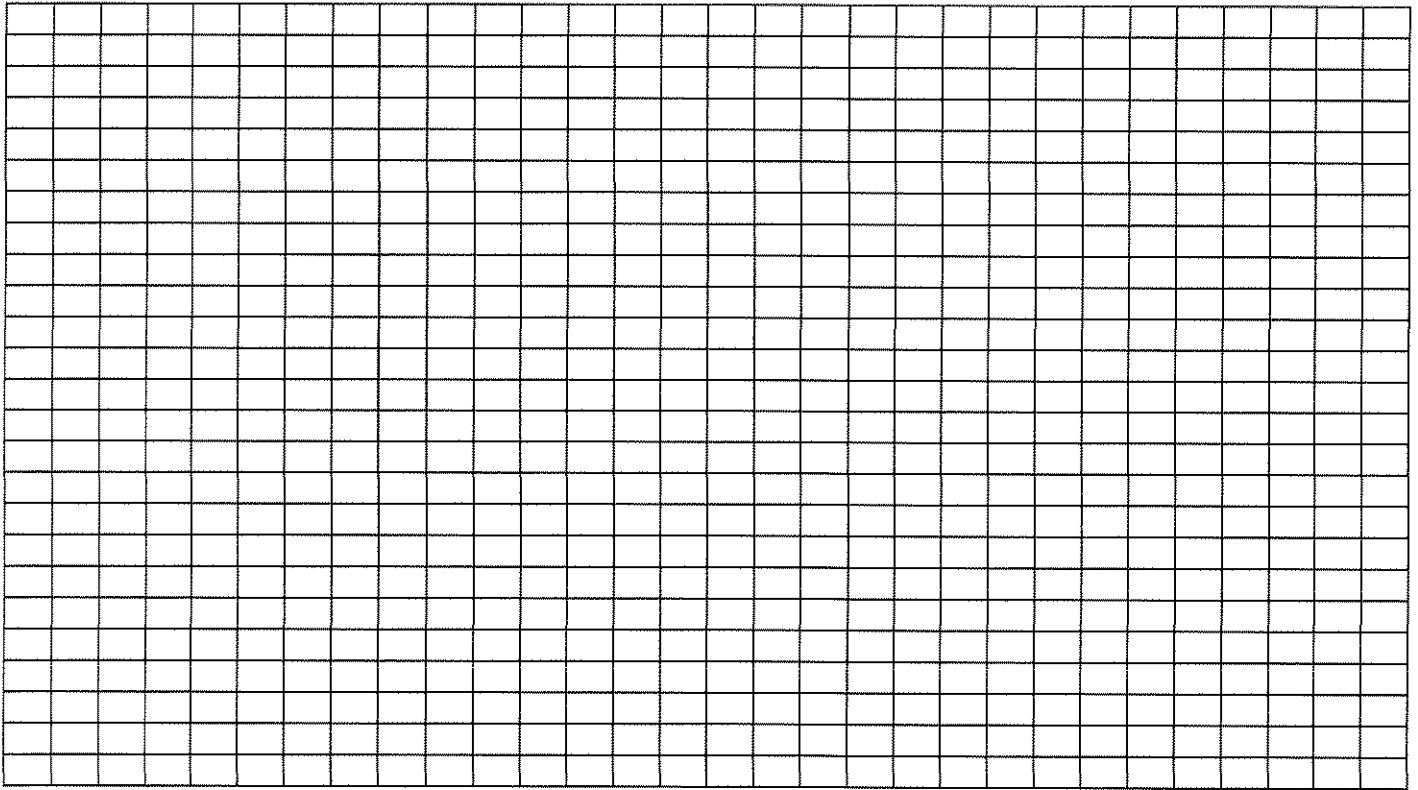
\_\_\_\_\_  
DATE

-OVER-

**Plan Review:**

**A. Draw in the location and identify all equipment including handwash facilities, dishwash facilities, ranges, refrigerators, worktables, food/single service storage, etc. (A certificate from the Fire Department is required for all open flames.)**

**B. Describe floor, wall and ceiling surfaces:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BOARD OF HEALTH COMMENTS:**

\_\_\_\_\_  
PERMIT NUMBER

\_\_\_\_\_  
APPROVED BY:

\_\_\_\_\_  
DATE

Copy to Applicant:  In Person  Mailed

Date \_\_\_\_\_



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

<p><b>Are you an employer? Check the appropriate box:</b></p> <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/ or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]</p> <p>3. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**</p> <p>4. <input type="checkbox"/> We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]</p>	<p><b>Business Type (required):</b></p> <p>5. <input type="checkbox"/> Retail</p> <p>6. <input type="checkbox"/> Restaurant/Bar/Eating Establishment</p> <p>7. <input type="checkbox"/> Office and/or Sales (incl. real estate, auto, etc.)</p> <p>8. <input type="checkbox"/> Non-profit</p> <p>9. <input type="checkbox"/> Entertainment</p> <p>10. <input type="checkbox"/> Manufacturing</p> <p>11. <input type="checkbox"/> Health Care</p> <p>12. <input type="checkbox"/> Other _____</p>
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\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: \_\_\_\_\_

Insurer's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

<i>Official use only. Do not write in this area, to be completed by city or town official.</i>	
City or Town: _____	Permit/License # _____
Issuing Authority (circle one):	
1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office	
6. Other _____	
Contact Person: _____	Phone #: _____

# **Exhibitor/Vendor Federal Tax ID Form**

The Massachusetts Department of Revenue encourages your enterprising activities and likewise encourages your responsible tax payments on behalf of such business sales. All exhibitors selling merchandise on the Show floor are required to provide a Federal Identification Number if a business or Social Security number if an individual. Therefore, please complete and mail, e-mail, or fax, the following form **by Friday, April 12th**, to the address below:

## **HOME SHOW TOPSFIELD FAIRGROUNDS**

Castle Events  
18 Juniper Hill Drive  
Raynham, MA 02767  
Phone: (508) 823-0389  
Fax: (508) 822-1292  
E-Mail: [jeannecastiglione@comcast.net](mailto:jeannecastiglione@comcast.net)

Vendor Name \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_  
Address \_\_\_\_\_ HIC # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

## **EXHIBITORS/VENDORS WITH NO MASSACHUSETTS TAX ID NUMBER**

Whether you are an **out-of-state** or and **In-State Vendor**, you are REQUIRED to be properly registered with the Massachusetts Department of Revenue (MGL 64H, S7). Therefore, secure from the Mass. Dept. of Revenue as noted below the proper tax forms.

Your tax registration certificate (card) or copy thereof, showing your tax certificate number must be displayed on site [MGL 62C, S7A (d)].

A tax return of your gross sales accompanied by your tax payment must be forwarded to the Mass. Dept. of Revenue by the 20th of the following month of your show participation. The Commonwealth can **demand**, at its discretion, your tax due payment at the close of any show if the commissioner feels the collection of any tax due will be jeopardized by delay (MGL 62C, S29). Your failure to collect and pay taxes due and keep records can initiate a criminal action [MGL 62C, S73 (b)].

### **Massachusetts Department of Revenue**

Customer Service Office  
100 Cambridge Street  
Boston, MA 02114  
Main: (617) 887-6367  
Toll-Free in MA: (800) 392-6089  
[www.mass.gov/dor](http://www.mass.gov/dor)

## ELECTRICAL ORDER FORM

**Advance Order Price Deadline: April 12, 2019**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>120 VOLTS</b>		0-500 Watts (5 AMPS)	\$65.00	\$80.00	
		500-1000 Watts (10 AMPS)	\$75.00	\$90.00	
		1001-1500 Watts (15 AMPS)	\$85.00	\$100.00	
		1501-2000 Watts (20 AMPS)	\$95.00	\$110.00	

\*\*\*\*\*All pricing is for the duration of the show, not per day\*\*\*\*\*

### Note:

**All exhibitors are responsible for their own extension cords and power strips.**

**ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED by April 12, 2019.**

- ❖ No credit will be issued on items ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

<b>SUB TOTAL</b>	\$ _____.
<b>MA TAX 6.25 %</b>	\$ _____.
<b>GRAND TOTAL</b>	\$ _____.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
**EMAIL, MAIL OR FAX FORM TO:**  
 Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772  
 Phone 877-335-3700 · Fax 508-481-1150 · Email [help@capitalconventions.com](mailto:help@capitalconventions.com)

