

2019 Home Show Foxboro Quick Facts		Deadlines
SHOW HOURS: Friday, March 22 nd 2:00 pm - 8:00 pm Saturday, March 23 rd 10:00 am - 8:00 pm Sunday, March 24 th 10:00 am - 5:00 pm		
MOVE-IN: Thursday, March 21 st 7:00 am - 5:00 pm <i>(See move-in floor plan for specific</i> Friday, March 22 nd 8:00 am - 12:00 pm <i>move-in schedule.)</i>		-Must be set-up by Noon on Friday!
MOVE-OUT: Sunday, March 24 th 5:00 pm - 10:00 pm Monday, March 25 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 Director E-Mail: prinrec@comcast.net Brittany Mastroianni - Operations Manager E-Mail: BrittanyLMastro@gmail.com	
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 (p. 5) by Friday, March 8, 2019 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.		Due by Friday, March 8th 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 12-15 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 Monday, February 11, 2019.</i>		Due by Monday, February 11th 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 (p.16) by Friday, March 8, 2019 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.		Due by Friday, March 8th to Castle Events

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<p>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.</p>	
<p>Capital Convention Contractors – General Services Contractor Electrical, Freight, Shipping, Labor, Booth Furnishings, Carpet, etc. Phone: (877) 335-3700 E-Mail: help@capitalconventions.com Fax: (508) 481-1150</p> <p style="text-align: center;">Submit Order Forms with Credit Card Authorization Form to Capital Convention via Fax Number (508) 481-1150 by Friday, March 8, 2019 in order to receive Advanced Order discount pricing.</p>	<p style="text-align: center;">Order by Friday, March 8th for Discount Pricing Through Capital Convention</p>