

2018 New England Home Show Quick Facts		Deadlines
SHOW HOURS: Friday, February 23 rd 2:00 pm - 8:00 pm Saturday, February 24 th 10:00 am - 8:00 pm Sunday, February 25 th 10:00 am - 5:00 pm		
MOVE-IN: Wednesday, February 21 st 8:00 am - 8:00 pm <i>(See move-in floor plan for specific</i> Thursday, February 22 nd 8:00 am - 8:00 pm <i>move-in schedule.)</i> Friday, February 23 rd 7:00 am - 12:00 pm		-Exhibitor Service Desk & Drive-On Ramp open 8:00am – 4:30pm on Wednesday & Thursday. -Must be set-up by Noon on Friday!
MOVE-OUT: Sunday, February 25 th 5:00 pm - 11:45 pm Monday, February 26 th 7:00 am - 1:00 pm		**All items must be removed from exhibit hall by 1:00pm on Monday!
SHOW MANAGEMENT		
Castle Events Phone: (508) 823-0389 Fax: (508) 822-1292 18 Juniper Hill Drive Raynham, MA 02767 www.HomeShowBoston.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 - \$12.00). Guest and family members of exhibitors must use guest passes. Please return your completed Exhibitor Badge Order Form by Friday, February 9, 2018 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.		Due by Friday, February 9, 2018 to Castle Events
Temporary Food Service Permit If you are planning on handing out any food samples, please complete the City of Boston Temporary Food Service Application (pages 11-12 of this manual) and mail with a \$40.00 check made payable to "City of Boston" to: <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767 by Friday, January 26, 2018.</i>		Due by Friday, January 26, 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, February 9, 2018 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.		Due by Friday, February 9, 2018 to Castle Events

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<p><u>Hotel Reservations</u> Special Hotel Rates have been made available through the Seaport Hotel for exhibitors of the New England Home Show. Please call to make reservations and mention the Home Show to receive a discounted room rate before they sell out Reservations: (617) 385-4000</p>	<p>Make reservations by Friday, February 2, 2018 through the Seaport Hotel</p>
<p><u>Freeman Co. – General Services Contractor</u> Freight, Shipping, Labor, Booth Furnishings, Carpet, etc. Phone: (508) 894-510 E-Mail: FreemanBostonES@freemanco.com Fax: (469) 621-5608 Website: www.FreemanCo.com</p> <p>Order online at www.FreemanCo.com/store by Tuesday, January 30, 2018 in order to receive discount pricing.</p>	<p>Order by Tuesday, January 30, 2018 for Discount Pricing Through Freeman</p>
<p><u>Seaport Energy Co. – Electrical & Lighting Services Contractor</u> Electricity & Lighting Phone: (617) 439-5425 E-Mail: info@seaportenergyboston.com Fax: (617) 439-5433 Website: www.SeaportEnergyBoston.com</p> <p>Order on line: www.SeaportEnergyBoston.com/electrical-service by Thursday, February 8, 2018 with Coupon Code "HOME18", to receive discount pricing.</p>	<p>Order by Thursday, February 8th for Discount Pricing through Seaport Energy</p>
<p><u>Seaport Telecom – Telecommunication Services Contractor</u> Telecommunications & Internet Services Department Phone: (617) 385-5006 Fax: (617) 385-4400</p> <p>Fax Order Forms to Seaport Telecom at Fax (617) 385-4400 by Monday, February 5, 2018 to receive discount pricing.</p> <p><i>**Complimentary Wi-Fi is available in the Exhibit Hall however, we do not recommend using this connection as primary internet source for exhibit displays/point of sale. Reliable and efficient internet connectivity will be best handled through a wired connection, which can be ordered through Telecom.</i></p>	<p>Order by Monday, February 5, 2018 for Discount Pricing through Seaport Telecom</p>
<p><u>Projection – Audio Visual Services Contractor</u> (Audio Visual, Projection, & Computer Equipment) Phone: (617) 385-4405 E-Mail: swtc@projection.com Fax: (617) 385-5093 Website: http://projection.com/exhibitors/</p> <p>Order Options: (1) Order on line at http://projection.com/exhibitors/, (2) Scan Order Form to swtc@projection.com, OR (3) Fax Order Form to (617) 385-5093 by Friday, February 16, 2018 to receive discount pricing.</p>	<p>Order by Friday, February 16, 2018 for Discount Pricing through Projection</p>
<p><u>Water & Air Exhibitor Requests</u> Contact: Kirk Sweeney, Seaport World Trade Center E-Mail: kirk.sweeney@seaportboston.com <i>E-Mail completed order form to Kirk Sweeney for processing.</i></p>	<p>E-Mail to Kirk Sweeney at kirk.sweeney@seaportboston.com</p>
<p><u>Show Office</u> Located in the main lobby of the front of the exhibit hall next to the escalators; 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>	