

| 2019 Home Show Marlboro Quick Facts | Deadlines |
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| <p>SHOW HOURS: Friday, February 8th 2:00 pm - 8:00 pm Saturday, February 9th 10:00 am - 8:00 pm Sunday, February 10th 10:00 am - 5:00 pm</p> | |
| <p>MOVE-IN: Thursday, February 7th 8:00 am - 8:00 pm Friday, February 8th 8:00 am - Noon <i>**Must be set-up by Noon on Friday.</i></p> | |
| <p>MOVE-OUT: Sunday, February 10th 5:00 pm - 9:00 pm <i>**All items must be removed from</i> Monday, February 11th 8:00 am - Noon <i>exhibit hall by NOON on Monday!</i></p> | |
| <p>SHOW MANAGEMENT:</p> <p>Castle Events Phone: (508) 823-0389 18 Juniper Hill Drive Raynham, MA 02767 Fax: (508) 822-1292 www.HomeShowMarlboro.com</p> <p>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</p> | |
| <p>Exhibitor Service Contractors: Capital Convention Contractors <i>(Freight Shipments, Labor, Carpet, Furniture, etc.)</i> <i>**Carpeting is required for this event and must be provided at exhibitor's expense.</i> Phone: (877) 335-3700 Fax: (508) 481-1150 E-Mail: help@capitalconventions.com www.CapitalConventions.com</p> <p><i>Exhibiting companies may provide their own or order through Capital Conventions.</i></p> | <p>Advanced Discount Orders to be submitted to Capital Conventions by Friday, January 25th Deadline!</p> |
| <p>Royal Plaza Trade Center Operations <i>(Electrical, Wireless Internet, Telephone Lines, Water & Drainage Services)</i> Phone: (508) 303-1777 <i>**See p. 16 for Order Form</i> Fax: (508) 303-1709 E-Mail: jbellemer@rplazahotels.com 181 Boston Post Road West Marlborough, MA 01752</p> | <p>Advanced Discount Orders to be submitted to Royal Plaza Trade Center by Tuesday, January 8th Deadline!</p> |
| <p>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 - \$6.00).</p> <p>Please return your completed Exhibitor Badge Order Form (p. 5) by Friday, January 25th to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.</p> | <p>Due to Castle Events by Friday, January 25th Deadline!</p> |

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| <p>Temporary Food Service Permit:</p> <p>If you are planning on handing out any food samples, please complete the <i>City of Marlborough Temporary Food Service Application (p. 11-12)</i> and <i>mail</i> with a \$50.00 check made payable to "City of Marlborough", to <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767</i> by Friday, January 18, 2019 to avoid any late fees.</p> | <p>Due to Castle Events by Friday, January 18th Deadline!</p> |
| <p>Vendor Tax ID Form:</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 (p. 13) by Friday, January 25, 2019 to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.</p> | <p>Due to Castle Events by Friday, January 25th Deadline!</p> |
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