

<b>2019 New England Home Show Quick Facts</b>		<b>Deadlines</b>
<b>SHOW HOURS:</b> Friday, February 22 <sup>nd</sup> 2:00 pm - 8:00 pm Saturday, February 23 <sup>rd</sup> 10:00 am - 8:00 pm Sunday, February 24 <sup>th</sup> 10:00 am - 5:00 pm		
<b>MOVE-IN:</b> Wednesday, February 20 <sup>th</sup> 8:00 am - 8:00 pm <i>(See move-in floor plan for specific</i> Thursday, February 21 <sup>st</sup> 8:00 am - 8:00 pm <i>move-in schedule.)</i> Friday, February 22 <sup>nd</sup> 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!
<b>MOVE-OUT:</b> Sunday, February 24 <sup>th</sup> 5:00 pm - 11:45 pm Monday, February 25 <sup>th</sup> 7:00 am - 1:00 pm		**All items must be removed from exhibit hall by 1:00pm on Monday!
<b>SHOW MANAGEMENT</b>  <b>Castle Events</b> <b>Phone:</b> (508) 823-0389 <b>Fax:</b> (508) 822-1292 18 Juniper Hill Drive Raynham, MA 02767 <a href="http://www.HomeShowBoston.com">www.HomeShowBoston.com</a>	<b>Contacts:</b> <b>Rich Castiglione</b> – President & 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>	
<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 - \$12.00). Guest and family members of exhibitors must use guest passes.  Please return your completed <b>Exhibitor Badge Order Form (p. 5) by Friday, February 8, 2019</b> to Jeanne Castiglione at <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a> or by fax to (508) 822-1292.		<b>Due by Friday, February 8, 2019 to Castle Events</b>
<b>Temporary Food Service Permit</b>  If you are planning on handing out any food samples, <b>please complete the City of Boston Temporary Food Service Application</b> (pages 11-12 of this manual) <b>and mail with a \$40.00 check made payable to "City of Boston" to:</b> <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767 by Friday, January 25, 2018.</i>		<b>Due by Friday, January 25, 2019 to Castle Events</b>
<b>Vendor Tax ID Form</b>  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 <b>Vendor Tax ID Form (p. 13) by Friday, February 8, 2019</b> to Jeanne at <a href="mailto:jeannecastiglione@comcast.net">jeannecastiglione@comcast.net</a> or by fax to (508) 822-1292.		<b>Due by Friday, February 8, 2019 to Castle Events</b>

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<p><b>Hotel Reservations</b>  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 <b>by Friday, February 1, 2019</b> through the Seaport Hotel</p>
<p><b>Freeman Co. – General Services Contractor</b>  Freight, Shipping, Labor, Booth Furnishings, Carpet, etc.  <b>Phone:</b> (508) 894-510      <b>E-Mail:</b> <a href="mailto:FreemanBostonES@freemanco.com">FreemanBostonES@freemanco.com</a>  <b>Fax:</b> (469) 621-5608      <b>Website:</b> <a href="http://www.FreemanCo.com">www.FreemanCo.com</a></p> <p>Order online at <a href="http://www.FreemanCo.com/store">www.FreemanCo.com/store</a> by <b>Tuesday, January 29, 2019</b> in order to receive discount pricing.</p>	<p>Order <b>by Tuesday, January 29, 2019</b> for Discount Pricing Through Freeman</p>
<p><b>Seaport Energy Co. – Electrical &amp; Lighting Services Contractor</b>  Electricity &amp; Lighting  <b>Phone:</b> (617) 439-5425      <b>E-Mail:</b> <a href="mailto:info@seaportenergyboston.com">info@seaportenergyboston.com</a>  <b>Fax:</b> (617) 439-5433      <b>Website:</b> <a href="http://www.SeaportEnergyBoston.com">www.SeaportEnergyBoston.com</a></p> <p>Order on line <a href="http://www.SeaportEnergyBoston.com/electrical-service">www.SeaportEnergyBoston.com/electrical-service</a> by <b>Monday, February 4, 2019</b> with Code "HOME" (Form on p. 16), to receive discount pricing.</p>	<p>Order <b>by Monday, February 4th</b> for Discount Pricing through Seaport Energy</p>
<p><b>Seaport Telecom – Telecommunication Services Contractor</b>  Telecommunications &amp; Internet Services Department  <b>Phone:</b> (617) 385-5006      <b>Fax:</b> (617) 385-4400</p> <p><b>Fax Order Form (p. 18) to Seaport Telecom at Fax (617) 385-4400 by Monday, January 28, 2019 to receive discount pricing.</b></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 <b>by Monday, January 28, 2019</b> for Discount Pricing through Seaport Telecom</p>
<p><b>Projection – Audio Visual Services Contractor</b>  (Audio Visual, Projection, &amp; Computer Equipment)  <b>Phone:</b> (617) 385-4405      <b>E-Mail:</b> <a href="mailto:swtc@projection.com">swtc@projection.com</a>  <b>Fax:</b> (617) 385-5093      <b>Website:</b> <a href="http://projection.com/exhibitors/">http://projection.com/exhibitors/</a></p> <p><b>Order Options: (1) Order on line at <a href="http://projection.com/exhibitors/">http://projection.com/exhibitors/</a>, (2) Scan Order Form (p. 17) to <a href="mailto:swtc@projection.com">swtc@projection.com</a>, OR (3) Fax Order Form to (617) 385-5093 by Friday, February 15, 2019 to receive discount pricing.</b></p>	<p>Order <b>by Friday, February 15, 2019</b> for Discount Pricing through Projection</p>
<p><b>Water &amp; Air Exhibitor Requests</b>  Contact: Kirk Sweeney, Seaport World Trade Center E-Mail: <a href="mailto:kirk.sweeney@seaportboston.com">kirk.sweeney@seaportboston.com</a>  <i>E-Mail completed order form (p. 19) to Kirk Sweeney for processing.</i></p>	<p><b>E-Mail to Kirk Sweeney at <a href="mailto:kirk.sweeney@seaportboston.com">kirk.sweeney@seaportboston.com</a></b></p>
<p><b>Show Office</b>  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>	