

EXHIBITOR CHECK-LIST

HOME SHOW TOPSFIELD FAIRGROUNDS
APRIL 26 - 28, 2019



Please be aware of the following guidelines and information regarding exhibiting with us at this show! These are mandatory and will benefit your experience and success at this event.

- **Exhibitor** must remain in their booth space only and are not permitted in the aisles to solicit attendees. Numerous complaints have been received from both attendees and exhibitors that this has been happening and attendees are in turn avoiding those specific booths and aisles for this reason. Please know that we will be policing this issue very closely and anyone found accosting attendees in the aisles will not be asked back to our future events. This does not only hurt your business, but ours as well.
- **Exhibitor** must note that this show will be completely sold out. In order to guarantee a smooth move-in, please bring any equipment necessary to do so. We recommend using hand-carts and 2-wheel dollies (provided by exhibitor).
- **Exhibitor** is responsible for providing carpet or other adequate flooring that covers the entire dimension of their booth. This is mandatory for all exhibitors and is NOT provided for this event. You can supply your own carpet or place an order through Capital Conventions.
- **Exhibitor** must be **PAID-IN-FULL** prior to arrival to the event. Exhibitors with an outstanding balance will not be permitted access to setup their display. Company checks will NOT be accepted on-site and payment via credit card or bank check will be required for move-in access.
- **Exhibitor** must submit any necessary forms & orders in accordance with their individual deadlines. Forms are available on the event website at www.HomeShowTopsfield.com. These forms include:
 - Badge Order Form - Return to **Castle Events by Friday 4/12**
 - Capital Convention Exhibitor Services Order Forms - Return to **Capital Convention by Friday 4/12** for Advanced Order Discount (Electrical, Labor, Carpet, Furniture, Freight, etc.)
 - Exhibitor-Vendor Tax ID Form - Return to **Castle Events by Friday 4/12**
 - Temporary Food Service Permit Application - Return to **Castle Events by Friday 3/29** (with \$50.00 check made payable to "Town of Topsfield") to avoid a late fee.
- **Exhibitors** who are *Paid-in-Full by the end of March* will be mailed their free admission passes, for this event, to the main contact person listed on the contract. Please do not distribute passes in or around the facility. Passes can be left your designated company folder at our Will Call desk as needed, located in the main lobby of Coolidge Hall.
- **Exhibitor** is responsible for providing their own extension cords and power strips if ordering electricity through Capital Conventions.
- **Exhibitor** must staff their booth from open to close each day of the show.
- **Exhibitor** must make sure all sides and surfaces, front and back of exhibits which are exposed to view must be properly finished and decorated by exhibitor at their own expense and to the satisfaction of show management.

PLEASE BE AWARE FAILURE TO FOLLOW EACH OF THESE RULES MAY RESULT IN YOUR COMPANY NOT BEING ASKED TO EXHIBIT IN FUTURE SHOWS!

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www.HomeShowTopsfield.com