

2020 Home Show Topsfield Quick Facts	Deadlines
<p>SHOW HOURS: Friday, April 24th 1:00 pm - 7:00 pm Saturday, April 25th 11:00 am - 7:00 pm Sunday, April 26th 11:00 am - 5:00 pm</p>	
<p>MOVE-IN: Thursday, April 23rd 10:00 am - 7:00 pm Friday, April 24th 8:00 am - 12:00 pm</p>	<p>**Must be set-up by Noon on Friday!</p>
<p>MOVE-OUT: Sunday, April 26th 5:00 pm - 10:00 pm</p>	<p>**All items must be removed from exhibit hall by 10pm Sunday!</p>
<p>SHOW MANAGEMENT: Castle Events Phone: (508) 823-0389 18 Juniper Hill Drive Raynham, MA 02767 Fax: (508) 822-1292 www.HomeShowTopsfield.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, Electrical, Labor, Carpet, Furniture, etc.)</i> Phone: (877) 335-3700 Fax: (508) 481-1150 E-Mail: help@capitalconventions.com www.CapitalConventions.com</p> <p><i>**Carpeting is required for this event and must be provided at exhibitor's expense. Exhibiting companies may provide their own or order through Capital Conventions.</i></p>	<p>Advanced Discount Orders to be sent to Capital Conventions by Friday, April 10th Deadline!</p>
<p>Exhibitor Registration:</p> <p>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.</p> <p>Please return your completed Exhibitor Badge Order Form by Friday, April 10th to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.</p>	<p>Due by Friday, April 10th to Castle Events!</p>
<p>ELECTRICAL - CAPITAL CONVENTION CONTRACTORS (See Contact info for Capital Convention above) Electrical Order Form & Credit Card Authorization Form is available in this manual and online at www.HomeShowTopsfield.com in the Capital Convention Manual. **Exhibitors are responsible for supplying their own extension cords and power strips.** Advanced Discount Orders to be sent to Capital Convention by Friday, April 10th Deadline!</p>	<p>Advanced Discount Orders to be sent to Capital Conventions by Friday, April 10th Deadline!</p>

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<p>Temporary Food Service Permit: If you are planning on handing out any food samples, please complete the <i>Town of Topsfield Temporary Food Service Application</i> and <i>mail</i> with a \$50.00 check made payable to "Town of Topsfield", to <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767</i> by Friday, March 20th to avoid any late fees.</p>	<p style="text-align: center;">Due by Friday, March 20th to Castle Events!</p>
<p>Vendor Tax ID Form: 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 by Friday, April 10th to Jeanne Castiglione at jeannecastiglione@comcast.net or by fax to (508) 822-1292.</p>	<p style="text-align: center;">Due by Friday, April 10th to Castle Events!</p>