

<b>2022 Home Show Foxboro Quick Facts</b>		<b>Deadlines</b>
<b>SHOW HOURS:</b> Friday, March 18 <sup>th</sup> 2:00 pm - 7:00 pm Saturday, March 19 <sup>th</sup> 11:00 am - 7:00 pm Sunday, March 20 <sup>th</sup> 11:00 am - 5:00 pm		
<b>MOVE-IN:</b> Thursday, March 17 <sup>th</sup> 7:00 am - 5:00 pm <i>(See move-in floor plan for specific</i> Friday, March 18 <sup>th</sup> 8:00 am - 12:00 pm <i>move-in schedule.)</i>		-Must be set-up by Noon on Friday!
<b>MOVE-OUT:</b> Sunday, March 20 <sup>th</sup> 5:00 pm - 10:00 pm Monday, March 21 <sup>st</sup> 8:00 am - 12:00 pm		**All items must be removed from exhibit hall by 12:00pm 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.HomeShowFoxboro.com">www.HomeShowFoxboro.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 - \$10.00). Guest and family members of exhibitors must use guest passes.  Please return your completed <b>Exhibitor Badge Order Form</b> (p. 5) <b>by Friday, March 4, 2022</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, March 4th to Castle Events</b>
<b>Temporary Food Service Permit</b> If you are planning on handing out any food samples, <b>please complete the Town of Foxborough Temporary Food Service Application</b> (pages 12-17 of this manual) <b>and mail with a \$50.00 check made payable to "Town of Foxborough" to avoid \$200.00 late fee:</b> <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767 by Friday, February 11, 2022.</i>		<b>Due by Friday, February 11th 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</b> (p.18) <b>by Friday, March 4, 2022</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, March 4th to Castle Events</b>

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<p><b>Show Office</b>            Located in the main lobby by the entrance of the exhibit hall, 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>	
<p><b>Capital Convention Contractors – General Services Contractor</b>            Electrical, Freight, Shipping, Labor, Booth Furnishings, Carpet, etc.  <b>Phone:</b> (877) 335-3700                      <b>E-Mail:</b> <a href="mailto:help@capitalconventions.com">help@capitalconventions.com</a>  <b>Fax:</b> (508) 481-1150</p> <p style="text-align: center;">Submit Order Forms with Credit Card Authorization Form to Capital Convention via Fax Number (508) 481-1150 by <b>Friday, March 4, 2022</b> in order to receive Advanced Order discount pricing.</p>	<p style="text-align: center;">Order <b>by Friday, March 4th</b> for Discount Pricing Through <b>Capital Convention</b></p>