

2023 Home & Golf Show Marlboro Quick Facts		Deadlines
SHOW HOURS: Friday, March 31 st 2:00 pm - 7:00 pm Saturday, April 1 st 11:00 am - 7:00 pm Sunday, April 2 nd 11:00 am - 5:00 pm		
MOVE-IN: Thursday, March 30 th 7:00 am - 5:00 pm Friday, March 31 st 8:00 am - 12:00 pm		-Must be set-up by Noon on Friday!
MOVE-OUT: Sunday, April 2 nd 5:00 pm - 10:00 pm Monday, April 3 rd 8:00 am - 12:00 pm		**All items must be removed from exhibit hall by 12:00pm on Monday!
SHOW MANAGEMENT Castle Events Phone: (508) 823-0389 Fax: (508) 822-1292 18 Juniper Hill Drive Raynham, MA 02767 www.HomeShowMarlboro.com	Contacts: Rich Castiglione – President & CEO E-Mail: richcastig@comcast.net rich@HGLMedia.com Jeanne Castiglione - Vice President E-Mail: jeannecastiglione@comcast.net jeanne@HGLMedia.com John Pulsifer – Sales Director E-Mail: prinrec@comcast.net Brittany Mastroianni - Operations Manager E-Mail: brittany@HGLMedia.com	
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. Guest and family members of exhibitors must use guest passes. Please return your completed Exhibitor Badge Order Form by Friday, March 17, 2023 to Jeanne Castiglione at jeannecastiglione@comcast.net or jeanne@HGLMedia.com or by fax to (508) 822-1292.		Due by Friday, March 17th to Castle Events
Temporary Food Service Permit If you are planning on handing out any food samples, please complete the "City of Marlborough Temporary Food Service Application" and mail with a \$50.00 check made payable to "City of Marlborough" to: <i>Castle Events, 18 Juniper Hill Drive, Raynham, MA 02767 by Friday, February 17, 2023.</i>		Due by Friday, February 17th to Castle Events
Vendor Tax ID Form 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 Vendor Tax ID Form by Friday, March 17, 2023 to Jeanne Castiglione at jeannecastiglione@comcast.net or jeanne@HGLMedia.com or fax to (508) 822-1292.		Due by Friday, March 17th to Castle Events

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<p>Show Office 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>Capital Convention Contractors – General Services Contractor Freight, Shipping, Labor, Booth Furnishings, Carpet, etc.</p> <p>Phone: (877) 335-3700 E-Mail: help@capitalconventions.com Fax: (508) 481-1150 Website: www.CapitalConventions.com</p> <p>Submit Order Forms with Credit Card Authorization Form to Capital Convention via Fax Number (508) 481-1150 by Friday, March 17, 2023 in order to receive Advanced Order discount pricing.</p>	<p>Order by Friday, March 17th for Discount Pricing Through Capital Convention</p>
<p>Royal Plaza Trade Center Operations Electrical, Wireless Internet, Telephone Lines, Water & Drainage Services</p> <p>Phone: (508) 303-1777 Address: Fax: (508) 303-1709 181 Boston Post Road West E-Mail: jbellemer@rplazahotels.com Marlborough, MA 01752</p> <p>Submit Order Form to Royal Plaza Operations via email or fax by Tuesday, February 28, 2023 in order to receive Advanced Order discount pricing.</p>	<p>Order by Tuesday, February 28th for Discount Pricing Through Royal Plaza Trade Center</p>