

Here is an update of what you need to know to have a successful show. First of all, this show is owned, organized, and managed by Rich Castiglione who is a great guy and easy to work with. Our Craftproducers role is to coordinate with the art, craft, and specialty food exhibitors. While you are at the show, he is the go-to guy. We will be at the show Thursday and Friday to be sure that you are settled in. At that point we leave you in the very good hands of Rich. If you need to reach him before the show, his office number is (508) 823-0389 and his email richcastig@comcast.net.

You can setup on Thursday from 8Am until 8PM. You can drive inside the building if necessary. There is a large overhead door near the booths that you can dolly to from the parking lot. On Friday the show runs from 2PM until 9PM. You can setup Friday morning using the overhead door but cannot drive into the building. The hours Saturday are 10-9, and Sunday 10-6. Because you are located near the overhead door, getting out of there should be relatively easy at breakdown.

Everyone should visit the show website www.newengalndhomeshows.com. It has all info, directions, hours, etc. Read the Show Manual in the Moving In section. Also, there are PDF forms here. **ALL Specialty Food Exhibitors must fill out and submit a Temporary Food permit before February 15.** Foxborough is really strict. Return your completed form and a \$50 check payable to the Town of Foxborough. We have attached this form for your convenience or you can download it.

YOU MUST HAVE FLOOR COVER FOR YOU BOOTH.

If you want **extra** Exhibitor badges with different names on them, you must fill out the PDF form and get it to the show management by February 27, 2015.(Note: we will have two badges for each of you as you indicated in your application to us. The above is in reference to any extra badges you need.)

You are entitled to 5 free passes. If you want them mailed, contact Rich. They are for your friends and customers. (It is strictly forbidden to pass these out in front of the show entrance.) If you do not require extra Exhibitor badges, you can get five extra free passes. We will issue booth numbers on March 1, and will give them to Rich on that date. Before then don't worry about your booth number.

Well, that's enough for now. Please feel free to call us with any questions.

See you there,

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