

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. 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. Someone from Craftproducers 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.

For set up these are your options for the Boston Show February 24-26.

Driving your vehicle inside the building is available Wednesday February 22 from 8AM until 8PM. On Thursday you can drive in until about 2PM. Thereafter, you will be able to dolly in until 8PM. On Friday you may dolly in from 8 until 11:30.

The show opens at noon and runs until 9. Saturday the show runs 10 until 9 and Sunday 10 to 6. Breakdown starts at 6 and you will not be allowed to drive in the building until at least 9 or 10PM. You can dolly out at any time. If you dolly, you must have all your goods at the door or loading dock. Police are very cooperative if they see you actively packing up. They frown upon seeing cars parked idly without the vehicle being actively packed up. So, don't bring your vehicle to be loaded up unless your booth is entirely broken down and you are set to load it.

Everyone should visit the show website www.newenglandhomeshows.com. It has all info. Read the Show Manual in the Moving In section. Also, there are PDF forms here. If you are a Specialty Food exhibitor, you need a **Temporary Food Service Permit**. A copy is attached or you can download it. Please fill it out and get it to: Castle Events, 18 Juniper Drive, Raynham, MA 02767 along with a check for \$40 payable to the City of Boston. They need this by **January 29**.

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 6. (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 five 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.)

We will issue booth numbers by February 5 and will give them to Rich by that date. Before then don't worry about your booth number.

This year you are not allowed to use your top on your tent. No tent tops.

Well, that's enough for now. Please feel free to call us 802-425-3399 with any questions. See you there,

Tim Cianciola and Charley Dooley (802) 425 -3399 Office
Email: info@craftproducers.com,