



**THE BOSTON HOME SHOW
OCTOBER 14-16, 2011
AT SUFFOLK DOWNS**

Exhibitor Production Kit

Welcome to The Boston Home Show!

On behalf of Pat Hoey Productions, we would like to thank you for your participation in the
2011 Fall Boston Home Show.

PLEASE READ CAREFULLY

The enclosed information package is an important guide designed to help you plan and present
your display.

It is necessary that you pay close attention to the guidelines set forth by
Suffolk Downs, Freeman and Pat Hoey Productions.

**You will be receiving an additional production kit from Freeman Decorating. This
package will include exhibitor services like decorating, labor, and more.**

We are looking forward to working with you this October!

Sincerely,

Patrick J. Hoey, President

Pat Hoey Productions

THE BOSTON HOME SHOW

OCTOBER 14-16, 2011

AT SUFFOLK DOWNS

EXHIBITOR INFO – FALL EDITION

BOOTH EQUIPMENT

Each 8'x10' booth will be set with:

- * 8' high green & white back drape
- * 36" high white side dividers
- * One 7"x44" One-line Identification Sign

(* Provided by Freeman Decorating)

EXHIBIT HALL

Aisle Carpet: This event will not be carpeted

SHOW SCHEDULE

Exhibitor Move-In

Thursday, October 13th

-8:00am- 8:00pm

Friday, October 14th

- 8:00am-Noon

-Hand Carry ONLY

Exhibit Hours

Friday, October 14th, 4:00pm – 9:00pm

Saturday, October 15th, 10:00am – 9:00pm

Sunday, October 16th, 10:00am – 5:00pm

Exhibitor Move-Out

Sunday, October 16th, 5:00pm-11:00pm

Monday, October 17th, 8:00am- 11:00am

Any exhibitors not moved out by 11am on October 17th will be removed from Suffolk Downs by Freeman Decorating Co. and will pay Freeman to remove and store materials.

*Pat Hoey Productions will open ALL Overheads for MOVE-OUT USE
Exhibitors who have any questions related to labor and overhead move-out should contact
[Freeman at (781)380-7550]*

THE BOSTON HOME SHOW

October 14-16, 2011

At Suffolk Downs

Boston, MA

EXHIBITOR BADGE REQUEST FORM

Please fill out and fax back this form to request exhibitor name badges.

Fax To: (508) 832-0371 on or before October 4, 2011

Each company will receive **eight (8) name badges** to use over the entire three days of the show. *Additional badges will only be available during move-in times so please plan ahead.*

Please fill out and fax to The Boston Home Show at (508) 832-0371

Company Name: *(please print clearly)*

Date:

Names desired on badges: *(please print clearly)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

The Boston Home Show, a Pat Hoey Production

167 Auburn Street

Auburn, MA 01501

www.thebostonhomeshow.com

OTHER EXHIBITOR INQUIRIES & FREQUENTLY ASKED QUESTIONS

1. Where do I pick up my exhibitor badges?

- a. Your badges can be picked up at the exhibitor booth located in the lobby of Suffolk Downs each day beginning on Friday. Badges should be returned each night to ensure re-entry the following day.

2. What if I don't get my employee names in on time for the badges?

- a. You will receive 8 exhibitor badges left blank to be used by your company during the course of the weekend.

3. Parking policies: Parking is FREE courtesy of Pat Hoey Productions at Suffolk Downs for both exhibitor and attendee

4. Electrical for my booth- Electrical for Suffolk Downs provided by Exhibition Electrical. You must place your order directly with them. An order form is included in this kit for convenience.

- a. **Exhibition Electrical Phone Number:** 617-439-5425

5. What if I need a hotel room?

6. The Courtyard Marriot is located within 1 mile of Suffolk Downs. For Reservations call: 617-569-5250 or go to www.marriot.com/bosla then put your dates in and then there is a box that says promotions click that then there is a box that says group code put in BHSBHSA hit enter and your rate will come up.

7.

8. What if I plan to have food/ drinks in my booth?

- a. The Health Department requires you fill out a Health Certificate, which is also enclosed. Any other inquiries should be directed to Michael Trubenbacher , Centerplate Catering (617) 568-3230

9. What are the rules of hand- outs?

- a. We encourage you to provide company information, but your information is not permitted to be displayed anywhere but in your booth. If your company would like to participate in a sponsorship or promotion, please contact show management.

10. Giveaways- What if my company is giving something away to attendees?

- a. If your company will be running any promotions of giveaways we want to know! Send us your information and let us put it on our website and in our promotions.

ATTENTION!!!!!!

HEALTH CERTIFICATE INFORMATION

For any exhibitor who will prepare or serve food or beverages inside their booth location at the Boston Home Show

You must fill out and return a temporary food service application (included below) and return with \$40 payment to:

Pat Hoey Productions
167 Auburn Street
Auburn, MA 01501

NO LATER THAN October 3, 2011

Anyone serving food from a **RAW STATE**- i.e. cooking raw food or preparing raw food at the show- must contact Pat Hoey Productions at (800) 533-0229 for information on *additional fees.

We appreciate your cooperation with Suffolk Downs and The City of Boston Health Department.



Boston Inspectional Services Department
 Division of Health Inspections
 1010 Massachusetts Avenue
 Boston, MA 02118
 Tel: (617) 635-5326
 Fax: (617)-635-5388
www.cityofboston.gov/health

TEMPORARY FOOD SERVICE APPLICATION
****ALL * INFO IS REQUIRED****

*NAME OF APPLICANT: _____ *PHONE _____
 *NAME OF OWNER (if different): _____
 *ADDRESS: _____
 *CITY: _____ *STATE: _____ *ZIPCODE: _____
 EMAIL ADDRESS: _____
 *NAME OF EVENT: _____
 *EVENT COORDINATOR: _____ *PHONE _____
 *EVENT ADDRESS: _____
 *CITY: _____ *STATE: _____ *ZIPCODE: _____
 *DATE/TIME OF EVENT: _____
 *SIGNATURE OF APPLICANT: _____

ONLY NO TRANS FAT FOODS CAN BE SERVED (effect. 9/13/08)

LIST ALL FOOD/BEVERAGES THAT WILL BE SERVED AND THE ESTABLISHMENT WHERE THE FOOD WAS PURCHASED:

<u>ITEMS:</u>	<u>LOCATION PURCHASED:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*****PHF'S (POTENTIALLY HAZARDOUS FOOD PRODUCTS) ALWAYS REQUIRES A HEALTH INSPECTOR ON SITE. CHECK WITH OFFICE IF YOU HAVE QUESTIONS ON THIS*****

FEES ARE AS FOLLOWS:

1 DAY EVENT - \$30
 \$30 FOR FIRST AND \$5 FOR EACH CONSECUTIVE DAY UP TO 14 DAYS

EXAMPLE:

1/1/01=\$30
 1/1/01-1/3/01=\$40

PREPARATION/COOKING FACILITIES:

ON SITE: YES ___ NO ___ N/A, IF YES, DESCRIBE FACILITIES AND EQUIPMENT: _____

OFF SITE: YES ____, IF YES, WHERE? _____

TYPE OF TABLEWARE: PAPER PRODUCTS _____ CHINA _____

DESCRIBE WAREWASHING FACILITIES FOR UTENSILS AND EQUIPMENT: _____

FOOD PROTECTION:

DESCRIBE EQUIPMENT AND MEANS OF TRANSPORTING FOOD HOT (140°F OR ABOVE), COLD (45°F OR BELOW):

REFRIGERATION: REQUIRED ___ NOT REQUIRED ___

METHOD OF REFRIGERATION: _____

TYPE OF COOKING/HOT HOLDING EQUIPMENT: _____

DESCRIBE MEASURES TO PROTECT FOOD FROM CONTAMINATION DURING PREPARATION, STORAGE AND DISPLAY: _____

GARBAGE AND RUBBISH:

DESCRIBE MEANS FOR STORAGE AND DISPOSAL: _____

PERSONNEL AND FOOD HANDLING PRACTICES:

NUMBER OF FOOD HANDLERS: _____

LOCATION OF HANDWASHING FACILITIES: _____

LOCATION OF TOILET FACILITIES: _____

HAIR RESTRAINTS PROVIDED: YES ___ NO ___

DISPOSABLE GLOVES PROVIDED: YES ___ NO ___



225 McClellan Hwy.
East Boston MA 02128
617-569-5250

**Marriott Courtyard
Host Hotel of the
2011 Fall Boston Home**

October 14th-16th, 2011

Stay with us at the

Marriott Courtyard

Special Show Rate

\$179.00 Plus Tax

**Complimentary Parking
Complimentary Wireless Internet
Complimentary 24 hour Shuttle service to Logan Airport
Restaurant and Lounge on Property**

Please Call And Book Your Room Today!!!!

617-569-5250

IMPORTANT CONTACTS

For Exhibitors of the 2011 Boston Home Show

1. FREEMAN DECORATING QUESTIONS:

Nicole Fanelli (781) 380-7550

2. EXHIBITION ELECTRICAL QUESTIONS:

Kathy Toner : 617-439-5425

3. HOTEL: MARRIOTT COURTYARD

Reservations: 617-569-5250

4. SUFFOLK DOWNS

Steve Pini: (617) 567-3900

5. PAT HOEY PRODUCTIONS:

Show Manager: Marlena Hoey (508) 832-3300

Controller/Billing: Melanie (508) 832-3300

6. FOOD/CONCESSIONS :

Michael Trubenbacher , Centerplate Catering (617) 568-3230



Purchase a VIDEO at the Fall Boston Home Show!

Your Business Needs Video For:

- **Higher Google rankings**
- **More effective website engagement**
- **Better engagement on Social Media Sites**
- **More successful email campaigns**



PURCHASE A VIDEO AT THE FALL BOSTON HOME SHOW AND YOU'LL RECEIVE:

- * A professional video crew at your booth to film your video
- * High-definition video and professional audio
- * Professional editing
- * Electronic delivery of your video optimized for uploading to YouTube

Cost: only \$895

**We can also create your YouTube channel and upload your video,
AND embed your video in your website**

For more information, or to purchase your Fall Boston Home Show video, go to www.yesmediaworks.com/tradeshows/fall-boston-home-show-1



508-439-4094

info@yesmediaworks.com

www.yesmediaworks.com



Yes! MediaWorks is the authorized provider of video production services at the Fall Boston Home Show

Exhibitions Electrical Co., Inc.

200 Seaport Boulevard, Suite 602

Boston, MA 02210

phone (617) 439-5425

fax (617) 439-5433



ORDER FORM

Show Name Boston Home Show Show Dates October 14-16, 2011 Booth # _____

Company Name _____

Company Address _____

Contact Person _____ Street _____ City _____ State _____ Zip _____

Telephone# _____
please print

A 15214 Fax # _____

QTY.	120 VOLT SERVICE	Discount RATE	Floor RATE	COST
_____	Outlet to 500 watts	\$105	\$130	\$ _____
_____	Outlet to 1000 watts	\$125	\$160	\$ _____
_____	Outlet to 2000 watts	\$150	\$185	\$ _____
	All outlets are installed on the floor at rear of in-line and peninsula booths.			
	208 VOLT SERVICE			
_____	20 amps single phase 208 volt.....	\$348	\$417	\$ _____
_____	30 amps single phase 208 volt	\$448	\$548	\$ _____
_____	50 amps single phase 208 volt	\$754	\$949	\$ _____
_____	20 amps 3 phase 208 volt	\$403	\$487	\$ _____
_____	30 amps 3 phase 208 volt	\$525	\$640	\$ _____
_____	50 amps 3 phase 208 volt	\$901	\$1123	\$ _____
			Total	\$ _____

- 1.) Electrical power for all booths will be turned on 1/2 hour before show opening and turned off at the close of the show.
- 2.) Orders for 24-hour service add 100%. Please mark payment as 24 hr power.
- 3.) Please enclose sketch or NEMA number of 208 volt power outlets. Equipment without cord caps require a one hour labor charge.
Call customer service for labor quote.
- 4.) **All orders not received 14 days before show opening will be considered floor rate.**
- 5.) Refunds will not be given for electrical services after the start of the show. All exhibitors are responsible for making sure they have power before the start of the show.
- 6.) Building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- 7.) **Please makes checks payable to Exhibitions Electrical Co., Inc. and mail to the address above or fax order with credit card payment to (617) 439-5433. Full payment must accompany all orders.**

American Express MasterCard VISA

Card Number _____ Exp Date _____
(please print legibly)

Card Holder's Name _____

Card Holder's Billing Address _____
(if different from above)

Signature _____
(please sign order to authorize charge to credit card provided)

