



**THE BOSTON HOME SHOW
JANUARY 27-29, 2012
AT SUFFOLK DOWNS**

Exhibitor Production Kit

Welcome to The BostonHome Show!

On behalf of Pat Hoey Productions, we would like to thank you for your participation in the
2012Boston 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 January!

Sincerely,

Patrick J. Hoey, President

Pat Hoey Productions

THE BOSTON HOME SHOW
JANUARY 28-30, 2011
AT SUFFOLK DOWNS
EXHIBITOR INFO –*SPRING 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, January 26th

-8:00am- 8:00pm

Friday, January 27th

-8:00am-Noon

-Hand Carry ONLY

Exhibit Hours

Friday, January 27th, 4:00pm – 9:00pm

Saturday, January 28th, 10:00am – 9:00pm

Sunday, January 29th, 10:00am – 5:00pm

Exhibitor Move-Out

Sunday, January 29th, 5:00pm-11:00pm

Monday, January 30th, 8:00am- 11:00am

Any exhibitors not moved out by 11am on January 30th 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

January 27-29, 2012

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 January 18, 2012

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, MA01501

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 ExhibitionsElectric. You must place your order directly with them. An order form is included in this kit for convenience.

- a. Exhibitions Electric: (617) 439- 5425

5. What if I need a hotel room?

- a. The Hampton Inn is located within 1 mile of Suffolk Downs. For Reservations call: 1-800- Hampton- mention "The Hampton Inn Revere" and our group code is: "PHP"

6. 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

7. 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.

8. 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, MA01501

NO LATER THAN January 15, 2012

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/HOTHELDING 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
2012 Boston Home Show**

January 27-29th, 2012

Stay with us at the
Marriott Courtyard
Special Show Rate

\$99.00 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 2012 Boston Home Show

1. FREEMAN DECORATING QUESTIONS:

Nicole Fanelli (781) 380-7550

2. EXHIBITIONS 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: Marlina Hoey (508) 832-3300

Controller/Billing: Melanie (508) 832-3300

6. FOOD/CONCESSIONS :

Michael Trubenbacher , Centerplate Catering (617) 568-3230