



**JANUARY 24-25TH, 2015
AT CRUISEPORT BOSTON**

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 **2015 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
Cruiseport Boston, Phoenix Expo Services, and Pat Hoey Productions.

You will be receiving an additional production kit from Phoenix Expo Services.

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 24th- 25th, 2015
AT CRUISEPORT BOSTON
EXHIBITOR INFO

BOOTH EQUIPMENT

Each booth will be set with:

- * 8' high blue and gray back drape
- * 36" high blue side dividers
- * One 7"x44" One-line Identification Sign

(* Provided by Phoenix Expo Services)

SHOW SCHEDULE

Exhibitor Move-In

Friday, January 23rd
- 9am- 2pm

Exhibit Hours

Saturday, January 24th, 11:00am – 6:00pm
Sunday, January 25th, 11:00am – 5:00pm

Exhibitor Move-Out

Sunday, January 25th, 5:00pm-9:00pm

Any exhibitors not moved out by 9pm on January 25th will be removed from Cruiseport Boston by Phoenix Expo Services and will pay Phoenix to remove and store materials.

*Exhibitors who have any questions related to labor and electricity should contact
[Phoenix Expo Services (508) 792-1900]*

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 entrance of the show each day beginning on Saturday. Badges should be returned each night to ensure re-entry the following day.

2. Do my badges have my employee names on them?

- a. No- we will be giving you a generic exhibitor badge. You can write your name on your badge, or you can bring your own if that is what you prefer.

3. Parking: BRA/ EDIC Parking Garage 15 Drydock Ave. Boston MA

4. Electrical for my booth- Electrical for Cruiseport Boston will be handled by Green Tree Electrical Services. You must place your order directly with them. An order form is included in their kit.

- a. **Green Tree Electrical Services** 207-781-2982 x100

5. What if I need a hotel room?

- a. **Seaport Boston:** 617-385-5000
- b. **Renaissance Marriott:** 617-338-4111
- c. **The Westin Boston Waterfront:** 617-532-4600

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.

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 (link included below) and return with \$40 payment to:

Pat Hoey Productions
167 Auburn Street
Auburn, MA 01501

NO LATER THAN January 15, 2015

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 Cruiseport Boston and The City of Boston Health Department.

http://www.cityofboston.gov/images_documents/TEMPFOODAPP2013_fillable_tcm3-18370.pdf