

Exhibitor Action Checklist

Use this list to determine deadlines and to track completion of necessary forms for exhibiting in the Show.

December 2025

- 2 Reminder to Book Early-Bird Hotel Rates Through OnPeak, IHA's Official Housing Partner
- 2 Review Exhibitor Plan Your Budget Piece for Cost Savings
- 5 McCormick Place Meeting Room Reservation Form for Grandfathered Exhibitors
- 8 Review Online Freight Target Floor Plans for Move-In and Move-Out
- 15 Final Date for Hanging Signage Approval – Restrictions Apply
- 18 Lead Retrieval - Early-Bird Rate Deadline
- 19 McCormick Place Meeting Room Reservation Form Deadline
- 31 Last Day to Book Early-Bird Hotel Rates

January 2026

- 7 Review Transportation Website
- 20 Send Blueprints with Multi-levels or Ceilings to McCormick Place for Fire Marshal Review
- 20 Send Booth Diagrams for New or Rebuilt Exhibits to IHA
- 20 Shuttle Bus Print Sponsorship Deadline
- 28 Approval for Wireless Access Points
- 29 Lead Retrieval - Advanced Rate Deadline
- 30 New Product Showcase / IHA Global Innovation Awards (*gia*) Entry (eligible for *gia* product award)
- 30 Show Sponsorships

February 2026

- 3 Pantone ColorWatch Display Product Submission **FREE**
- 6 Exhibitor-Appointed Contractor Registration – All exhibitors using non-recommended vendors must complete
- 6 Freeman: Audio Visual Rental Advance Rate Deadline
- 6 Freeman: Carpet Advance Rate Deadline
- 6 Freeman: Cleaning Advance Rate Deadline
- 6 Freeman: Display/Exhibit Advance Rate Deadline
- 6 Freeman: Display Labor Advance Rate Deadline
- 6 Freeman: Electrical Advance Rate Deadline
- 6 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate Deadline
- 6 Freeman: Plumbing Advance Rate Deadline
- 6 Freeman: Rigging Labor Advance Rate Deadline
- 6 Freeman: Signs/Graphics Advance Rate Deadline
- 6 Computer / iPad Rental Advance Rate Deadline
- 6 New Product Showcase (not eligible for a *gia* product award after the deadline)
- 9 Telephone, Internet Access and Cable Access Advance Rate
- 9 OVG Hospitality Food Service Deadline
- 13 Floral Services/Event Production Advanced Rate Deadline
- 16 Media List – Invite Media to Your Booth
- 16 News Center Product Room Consideration **FREE**
- 16 Booth Guard Service Advance Rate Deadline
- 17 Shuttle Bus Video Sponsorship Deadline
- 17 Photography/Videography Advanced Rate Deadline
- 18 Reserve Guaranteed Parking at McCormick Place (online only)
- 19 International Shipping – U.S. Customs Clearance – Ocean Freight
- 20 Advance Warehouse Shipments
- 20 No Photography Signs **FREE**
- 20 Independent-Friendly Signs **FREE**
- 20 Made in the USA Signs **FREE**
- 20 New For The Home Signs **FREE**

February 2026 (continued)

- 20 Smart Home Signs **FREE**
- 20 Travel Products Signs **FREE**
- 25 International Shipping & U.S. Customs Clearance – Air Freight

March 2026

- 3 First Day of Move-in for South (Hall A) Exhibitors (8:00 am)
- 3 First Day of Move-in for North (Hall B) Exhibitors (8:00 am)
- 5 First Day of Move-in for North (Hall C) Exhibitors (8:00 am)
- 3 Special Transportation and Shuttle Bus Service Reservation Deadline
- 7 Complimentary Metra Train Service Begins
- 9 In-Booth Special Events
- 9 Physical Press Kits to News Center
- 9 Digital Press Kit Upload
- 9 All Booths Set by 5:00 p.m.
- 10 Show Opens at 8:30 a.m.
- 12 Show Closes at 4:30 p.m.
- 14 Last Day of Move-out for North (Hall C) Exhibitors (4:30 pm)
- 16 Last Day of Move-out for South (Hall A) Exhibitors (4:30 pm)
- 16 Last Day of Move-out for North (Hall B) Exhibitors (4:30 pm)

No Deadline

- Work with IHA Approved Charities to Donate Your Product
- Exhibit Floor Meeting Room Reservation
- FedEx Kinko's
- Hostesses/Hosts
- Security Containers for In-Booth Use
- Review Complimentary Shuttle Bus Schedule (to/from Hotels)
- New Product Listing
- Update Connect 365 (Online Marketplace)

Important Information Sent Under Separate Cover

- Booth Space Acknowledgment Letter
- Exhibitor Badge Registration: Booth space must be paid in full.
- Hotel Cancellation: Guests must cancel reservations 24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel).
- Convention Center Hotel Cancellation: Guests must cancel reservations up to 7 days prior to arrival to avoid loss of deposit.
- Connect 365 (Online Marketplace)
- Freight Target Floor Plan
- Exhibitor Services Kit
- Exhibitor Marketing Kit

THE
INSPIRED
HOME
SHOW IHA's GLOBAL HOME +
HOUSEWARES MARKET

March 10-12, 2026 | Chicago, USA
TUESDAY - WEDNESDAY - THURSDAY

Tuesday, March 10	8:30 am - 5:30 pm
Wednesday, March 11	8:30 am - 5:30 pm
Thursday, March 12	8:30 am - 4:30 pm