BOOTH DIAGRAM CHECKLIST

If you have a booth in more than one category, a form needs to be completed for each booth.

IHA use only:
Date Received

_____

COMPANY INFORMATION

Company _____ Booth Number _____

Show Contact _____ Title _____

Category _____ Email _____

List hired Exhibitor-Appointed Contractor (EAC) and/or Installation and Dismantle (I&D) company installing your booth:

_____

(Exhibitors must register their EACs by Friday, February 5, 2027)

Please submit the following information with booth measurements in feet and/or inches.

Metric dimensions will not be accepted and will be returned to ensure dimensions are converted correctly to meet guidelines.

A schematic/diagram/picture of your booth along with the following:

- Elevation drawing: a scaled drawing depicting front, back and side views of an exhibit with details of all the heights in the exhibit from multiple points in the exhibit
- The width and depth of your booth
- Height of any walls
- If requiring drain/water/electricity - the location of the port being accessed
- Location of signage/branding

Booth dimensions (inches and/or feet):

Booth Depth: _____ Booth Width: _____ Backwall Height: _____ Sidewall Height: _____

Please check that you've read and agree to the below:

- ☐ IHA does not supply pipe and drape, carpet or any part of the booth. The exhibitor must have appropriate flooring, backwall and signage. A company may not use a neighboring booth structure as their back or side walls. Hanging items from a neighboring booth is prohibited.
- ☐ If your backwall faces another exhibitor and is over 8 feet high, it must be flush and finished in a neutral color with no signage/logos or otherwise.
- ☐ If sidewalls are being used, at any height, facing into a neighbor, it must be flush and finished, neutral in color with no branding/pictures, etc. and is the exhibitor's responsibility. If sidewalls are exposed and need to be covered it will be charged to the exhibitor.
- ☐ Your backwall will be set 12 inches from the back of your booth to allow electric to be laid and accessible to appropriate parties (ex: If your booth depth is 10 feet, your backwall needs to be placed at 9 feet.)
- ☐ Must allow a 6-inch gap on both sides of your backwall to allow access behind your wall.
- ☐ Any signage, with branding of any kind, that is above your wall height, may not directly show into your neighbor's booth and needs to be 10 feet from any sharing wall. Booths in violation will be asked to correct at the exhibitors expense.
- ☐ Multi-level/covered booths must adhere to all IHA/McCormick Place regulations identified in the McCormick Place Fire Safety Regulations: www.theinspiredhomeshow.com/mccormick-place-fire-safety-regulations/
- ☐ Requests for hanging signs must be sent by Tuesday, December 15, 2026 - Restrictions apply.

Any changes after the booth has been approved must be re-submitted to the appropriate manager for approval.

Signature _____ Date _____

Please submit diagram by Monday, January 18, 2027 to the appropriate Show Manager:

Katie Thill
Tabletop, Kitchen Essentials + Accents
kthill@housewares.org

Stacey Barrett-Brooks
Cookware + Bakeware
Industry Service Provider Pavilion
Travel Gear & Luggage
Debut
sbarrettbrooks@housewares.org

Alyssa Fulton
Clean + Contain
Wired + Well,
afulton@housewares.org

Joe Clark
Global Design Points
International Sourcing
Inventors Corner
Candle / Pet / SPLiCE Pavilions
jclark@housewares.org

If you are shipping your booth, please be aware of your target freight date.

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

March 9-11, 2027 | Chicago, USA

TUESDAY - WEDNESDAY - THURSDAY

Tuesday, March 9	8:30 am - 5:30 pm
Wednesday, March 10	8:30 am - 5:30 pm
Thursday, March 11	8:30 am - 3:00 pm

POWER HOUR:
5:30 - 6:30 pm
Tuesday & Wednesday!
(appointments recommended)
An opportunity to extend buyer meetings an additional hour after the 5:30 pm close

INTERNATIONAL HOUSEWARES ASSOCIATION
IHA
THE HOME AUTHORITY

Tel: +1 847.292.4200
TheInspiredHomeShow.com