

INSTALLATION + DISMANTLING GUIDELINES

THE INSPIRED HOME SHOW

March 10 – 12, 2026

Exhibit Hall Usage

South Building, Level 3, Halls A1 & A2
 North Building, Level 3, Halls B1

Exhibitor Move-In Schedule

Dates	Hours	Description
Tuesday, March 3	8:00 p.m. – 4:30 p.m.	Targeted Move-In
Wednesday, March 4	8:00 a.m. – 4:30 p.m.	Targeted Move-In
Thursday, March 5	8:00 a.m. – 4:30 p.m.	Targeted Move-In
Friday, March 6	8:00 a.m. – 4:30 p.m.	Targeted Move-In
Saturday, March 7	8:00 a.m. – 4:30 p.m.	Exhibitor Move-In
Sunday, March 8	8:00 a.m. – 4:30 p.m.	Exhibitor Move-In
Monday, March 9	8:00 a.m. – 4:30 p.m.	Exhibitor Move-In

Notes:

- Based on the above schedule, it is recommended to arrange for booth build labor on straight time days on Tues, 3/3, Wed 3/4, Thurs, 3/5 and Fri 3/6.
- Plan for booth merchandising and product placement anytime on Sat, 3/7, Sun, 3/8 and Mon, 3/9.
- Booth structures must be fully installed and empties removed by 5:00 pm on 3/9.
- Exhibitors may work later than 5:00 pm on 3/9, if necessary.

Freight Target Floor Plans

- The Inspired Home Show is a targeted event. This means exhibitors are assigned a specific date and time for moving into an exhibit hall through [Freight Target Floor Plans](#). Shipments delivered to the advance warehouse will be delivered to the exhibit space by the designated target date and time.
- Shipments delivered to Show site must adhere to the assigned target date and time for delivery.
- Carriers should be advised to arrive at the McCormick Place Marshalling Yard at least two hours prior to the target assignment.

Show Hours

The Inspired Home Show shifted to a new mid-week Tuesday - Thursday pattern to best position the industry's evolving needs and expectations. The Show will conclude at 4:30 p.m. on Thursday, one hour earlier than in previous years.

Show Dates	Hours
Tuesday, March 10	8:30 a.m. – 5:30 p.m.
Wednesday, March 11	8:30 a.m. – 5:30 p.m.
Thursday, March 12	8:30 a.m. – 4:30 p.m.

Notes:

- EACs and Exhibitors will be allowed on the floor at 7:00 a.m. on Tuesday, March 10.
- IHA is promoting a “Power Hour” on Tuesday and Wednesday, this will give attendees an opportunity to extend their meetings an additional hour after the 5:30 p.m. close.

Exhibitor Move-Out Schedule

Dates	Times	Buildings
Thursday, March 12	4:30 p.m. – 10:00 p.m.	All Exhibit Halls
Friday, March 13	8:00 p.m. – 4:30 p.m.	All Exhibit Halls
Saturday, March 14	8:00 p.m. – 4:30 p.m.	All Exhibit Halls
Sunday, March 15	8:00 p.m. – 4:30 p.m.	Dark Day
Monday, March 16	8:00 p.m. – 4:30 p.m.	All Exhibit Halls Carrier Check-In: 10 am Exhibitor Clear Deadline: 4:30 pm

Notes:

- Exhibitors may tear down/pack booths anytime during move-out.
- Schedule tear down labor for Thurs, 3/12, Fri, 3/13 and Mon, 3/16 to avoid overtime fees.
- North Building (Hall B) & South Building (Hall A) exhibitor freight carriers must be checked into the marshalling yard by Mon, 3/16 by 12:00 p.m.

Dismantling

Tear down begins at 4:31 p.m., Thursday, March 12. If exhibitors are caught tearing down early, they may receive a \$1,000 violation fee. Second year offenders will be barred from exhibiting in future years. To help expedite the return of empty crates for the entire Show, please review the attached move-out reminder, which was included in the online Exhibitor Services Kit.

Freeman carpet crews will begin removing aisle carpet immediately at 4:31 p.m. Freeman will begin returning empty containers as soon as the aisle carpeting is removed, or plastic covering has been laid in the aisle of the exhibit halls.

McCormick Place EAC Registration

EACs must be registered and approved by McCormick Place. If you are unsure of your registration status, please email EventContractors@McCormickPlace.com. If your company does not have a valid union contract, you may only supervise work completed by a company that does have a valid union contract. EACs must abide by [McCormick Place's Building Entry and Exit Procedures](#) (B.E.E.P.).

EAC Show Registration & Wristbands

All EACs are required to submit a valid COI, sign IHA's EAC Agreement, register with McCormick Place and pay EAC Management's fee. If these were fulfilled, the EAC company is considered "approved" and labor wristbands will be distributed on-site. New for this year, EACs must go to the EAC Management desk in the Grand Concourse to receive their access credentials. Any EAC not wearing the mandatory Show wristbands will be removed from the Show floor.

On-Site Process:

- All EAC personnel must check in on-site each day before entering the exhibit hall.
- Wristbands are required for show floor access during move-in, show days, and move-out. Below are the designated colors:
 - Move-In: Orange
 - Show Days: Navy Blue
 - Move-Out: Teal
- Wristbands are issued only after presenting valid identification, which may include:
 - ESCA Worker Identification System (WIS) Badge
 - Company-issued photo ID
 - Business card
 - Branded company apparel
- Wristbands must be worn visibly at all times while inside the facility.
- EACs who have not completed all required steps (designation, COI, fee, rules acknowledgment) will **not** be permitted to check in or receive wristbands.

Exhibitor Service Centers

There will be an Exhibitor Service Center in each building:

- South Building - Under the food service pods in the South Building
- North Building - Room N230b

EAC Labor Dispatch Desks

Labor dispatch desk requests must be submitted in writing to Freeman. The space approved must not hinder the freight handling process of the official service contractor. **If you have a service desk location request, please send to Julia Enderle with Freeman at julia.enderle@freeman.com.** Be sure to include a copy of your proposed location using the 2026 floorplans. Labor Dispatch desks are not allowed near or around the South Building Food Pods. Service counters should not have any headers. EAC's may indicate their company name, logo and/or phone number on the front of the counter. There should be no signs offering additional services.

Hanging Signs

The deadline date for hanging sign requests was Monday, December 15, 2025. No additional hanging signs will be approved for the 2026 Show after this day

Extended Work Authorization

Any contractors or exhibitors seeking to work before 7:00 a.m. or past 6:00 p.m. during move-in or move-out must obtain approval from IHA and complete an Extended Work Authorization form from the Floor Manager / Help Centers. Security will be checking booths for personnel working late. The following rules apply to these situations:

- Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.
- NO ONE will be allowed to work before 7:00 a.m. or past 10:00 p.m. unless approved by IHA.
- When working late, once personnel exit the Show floor, they will be denied re-entry until the next working day.
- All personnel are required to wear their wristbands in plain view while on the Show floor. It is the Exhibitor's responsibility to register their Exhibitor-Appointed Contractors (EACs), allowing them to receive the appropriate credentials. It is prohibited for an Exhibitor to register their EAC using their Exhibitor badge allotment.
- No smoking is allowed within the McCormick Place complex, this includes the exhibit floors. You can find [dedicated smoking areas](#) under the Convention Center section of the online Exhibitor Services Kit.
- All personnel are required to follow all safety rules set forth by IHA, Freeman and McCormick Place.
- All bags, toolboxes, cartons, etc. removed from the Show floor are subject to inspection.
- Exhibitor or Contractor Supervisors are responsible for the conduct and actions of their personnel.

Labor Staging Areas – Show Break Only

- North, Level 2
- South, Level 1 Crate Storage Area, Elevators 12, 13 & 14

The South Building freight elevators 7, 8, & 9 at Show close must not be used for EAC equipment staging and must be kept clear for Freeman to dispatch carpet / furniture crews. Please use other elevators for equipment.

Notes:

- No gang boxes or scooters on exhibit floor until 6:30 p.m. (1 hour after Show close).
- No one will be allowed access to the South Building crate storage area after 8:00 a.m.
- All labor personnel must use the main entrance after 8:00 a.m. during move-in and move-out.

Freight Elevators + Crate Removal

The fourteen (14) freight elevators in the South Building are to be utilized by the Official Service Contractor only. IHA is responsible for any and all damage to these elevators as well as the exhibit halls. Anyone caught using these elevators other than the Official Contractor will be barred from the exhibit floor. Crate storage is located in the back of Hall A2 in the South Building and Hall B2 in the North Building. Label empty crates as quickly as possible so crates can be removed. Your cooperation is appreciated. Make sure to complete a teamster work order for easy access container removal at the break of the Show.

Equipment Storage / Scooters

Gang boxes, ladders and equipment should be stored inside your client's booth or in designated storage areas. Fire regulations prohibit storage of these items in building corridors and aisles. Equipment should not be chained around columns overnight. Fire extinguishers must be accessible at all times.

In the South Building, during Show hours, I+D's will be allowed to store one (1) gang box and a minimal number of ladders in the crate storage area. Please notify the appropriate Drayage Supervisor prior to storing you equipment.

Any EAC that places equipment in a non-designated area including perimeter or outside crate storage areas will have equipment removed and placed in a trailer. EAC will be charged for the removal. Scooters, carts, gang boxes and ladders are not allowed across the Grand Concourse. Movement between North and South Buildings with equipment must occur from the outside of the building. This is a McCormick Place policy.

Scooters may not be used one hour before Show opening and must be off aisle carpet at Show break. Scooters are not allowed on the exhibit floor at any time during Show hours. It is extremely important that EAC's not disrupt the removal of aisle carpet after the Show closes. Do not bring any gang boxes, ladders, or scooters onto the exhibit floor until one hour after the Show closes.

Booth Setup Policy

Any Exhibitors or contractors who throw any type of trash (including poly) into the aisles on Tuesday morning prior to Show opening will risk their participation at future Shows. "No-freight" aisles should be kept clear at all times.

Also, garbage hoppers will be placed throughout the exhibit floor. Please throw any refuse in these hoppers. If you require additional hoppers or assistance with trash removal, please contact Freeman / Century Maintenance: Bill Daddono / Cell: +1-847-274-1468.

Excess Trash Removal

Your clients' contract with IHA requires that the exhibit space be returned in the same manner in which it was received. Therefore, all carpet, tape, padding, promotional materials, and display components must be removed from the hall accordingly. It is the responsibility of the exhibitor-appointed contractor to see that this condition is met. Exhibiting companies or Exhibitor-Appointed Contractors that do not remove the excess trash from their booth space will be billed for the removal.

No Cash Sales

As a not-for-profit organization, IHA must comply with city, state and local tax regulations. For this reason, the exchange of payment for product on the exhibit floor is prohibited. Security will confiscate unauthorized product leaving the Show floor. Violations may affect eligibility for future Shows. Trade Guests and Industry Affiliates are NOT approved to remove any product from the Exhibit floor.

Loss Prevention

Complimentary security areas are available to the exhibitors on each floor. Locations are as follows:

North Building, Level 3, Hall B2	Front of Hall, East Side
South Building, Level 3, Hall A1	East Side, Near Booth S130

Safety and Emergency Procedures

In the event of an accident or medical emergency call +1-312-791-6060 or dial 6060 on a house phone. After help has been summoned, please contact IHA's Security Office at +1-312-791-6615 as soon as possible, so we can notify our Risk Manager to monitor the situation and make a record of the incident.

In the event of accidental damage to the facility or exhibit, notify a floor manager or IHA immediately. If notified in a timely manner, contractor or facility staff can often make the necessary repairs in a brief time. Damage gone unreported often causes needless delays in services.