MCCORMICK PLACE MEETING ROOM RESERVATION FORM

IHA use only:
Date Received

_____

Please send both the front and back of this form as well as a diagram of your room layout to Sarah Veenstra at sveenstra@housewares.org.

Deadline: December 18, 2026

STANDARD EQUIPMENT & SERVICES INCLUDED IN YOUR RENTAL COST:

The rental of a meeting room includes the following (if requested): A one-time standard (1) room set, defined as conference, hollow square, u-shape, theater, banquet or classroom, (4) 6 ft. tables, white tablecloths, speaker's platforms, one (1) non-lit podium (standing or table), bottled water for speakers upon request and one (1) wired microphone (lectern, lavaliere, standing or table). All the above equipment is subject to availability. Please indicate your requirements in writing and submit with form.

- **Electrical service is not included in meeting room rental fee.** You can list your electrical power needs on your McCormick Place confirmation form, that will be emailed to you separately, prior to your event.
- All meeting room information has been provided by McCormick Place and is subject to change.
- **The rental of a McCormick Place meeting room includes up to four (4) 6 ft. tables (covered and skirted upon request). Any additional tables needed by the exhibitor will incur an extra fee of $45 per table.**

COMPANY INFORMATION

Company _____ Booth Number (exhibitors only) _____

Show Contact _____ Title _____

Address _____

City _____ State _____ Zip Code _____ Province _____

Country _____ Email _____

Telephone _____ Website _____

Company Type: ☐ Exhibitor ☐ Retailer ☐ Other: _____

MEETING ROOM SELECTION

My company's meeting room selection is: First Choice: _____ Second Choice: _____ Third Choice: _____

MEETING INFORMATION

Meeting Type: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Sales Meeting ☐ Press Event ☐ Reception ☐ Other: _____

Room Layout: ☐ Theater ☐ Classroom ☐ Banquet ☐ Hollow Square ☐ Conference ☐ U-Shape ☐ Other: _____

Set For: _____ (# of people) Meeting Date(s): _____ Meeting Time: _____ to _____

Set-up Date(s): _____ Set-up Time: _____ to _____

NOTE: A daily fee will apply for each day your company uses a McCormick Place meeting room, including set-up and tear-down. McCormick Place willinvoice your company directly.

IN ORDER TO PROCESS THIS REQUEST, THE BACK OF THIS PAGE MUST BE SIGNED.

MEETING ROOM GUIDELINES

Please read IHA's McCormick Place Meeting Room Policy in full. By checking each box and signing below, you acknowledge that your company will abide by IHA's guidelines.

- ☐ The meeting room user must be an exhibiting company or an approved registered retailer at The Inspired Home Show 2027.
- ☐ If an exhibitor cancels their booth space in the Show, IHA will automatically cancel all meeting room requests.
- ☐ Meeting room utilization is for food functions and meetings only. **Product displays are prohibited** during Show hours unless approved by IHA. Violation of this policy will result in loss of seniority and expulsion from the Show. Exhibitors may conduct private product showings in their booth or take advantage of the complimentary exhibit floor meeting rooms.
- ☐ Meeting room users may place one (1) sign outside of their room. If additional signs are placed outside the room or leading to the room, IHA has the right to remove them.
- ☐ There will be one (1) meeting room allocated per exhibiting company, unless previously approved by IHA.
- ☐ Meeting rooms will be assigned and contracted with McCormick Place, not IHA. However, IHA must approve all meeting room requests prior to assignment.
- ☐ You must submit a diagram of your room layout, specifically indicating how the room should be set and the requirements needed from McCormick Place.
- ☐ A daily fee will apply for each day your company uses a McCormick Place meeting room, including set-up and tear-down. McCormick Place invoices will be sent after the close of the Show.
- ☐ Meeting rooms will be assigned in the following order:
  1. Exhibitors and Retailers that had contracted a meeting room for the 2026 Show. Exhibitors must have booth space in the 2027 Show.
  2. Retailers registered for the 2027 Show.
  3. Exhibiting companies for the 2027 Show, by date received.
- ☐ McCormick Place will begin meeting room assignment in January, by sending a confirmation and a contract to your company.

Signature _____ Date _____

If this form is not signed, your company will not be assigned a meeting room.

SPECIAL INSTRUCTIONS

Please send your completed forms and room layout diagram to Sarah Veenstra at sveenstra@housewares.org.

Questions regarding the meeting room assignment and qualification process should be directed to Sarah Veenstra at +1-847-692-0133 or sveenstra@housewares.org.

ADDITIONAL QUESTIONS AND CONTACT INFORMATION

Questions regarding McCormick Place guidelines should be directed to InspiredHome@mccormickplace.com.

To order any of the services below, forms will be provided within the online Exhibitor Services Kit available in mid-November.

Audio Visual
Freeman AV
Tel:+1-404-889-0045
Jamie Tabor
jamie.tabor@freemanco.com

Specialty Furniture & Easels
Freeman
Tel: +1-773-473-7080
www.freeman.com

Telecommunications & Internet
McCormick Place
Tel: +1-312-791-6113
www.mccormickplace.com
technology@mccormickplace.com

Food & Beverage
OVG Hospitality
Tel: +1-312-791-7250
infoovg@mccormickplace.com