

Exhibitor Action Checklist

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

November 2024

- 4 Reminder to Book Early-Bird Hotel Rates Through OnPeak, IHA's Official Housing Partner
- 20 Review Exhibitor Plan Your Budget Piece for Cost Savings
- 29 McCormick Place Meeting Room Reservation Form for Grandfathered Exhibitors

December 2024

- 4 Review Freight Target Floor Plan Online for Move-in Date and Time for Freight Delivery to the Show Floor
- 11 McCormick Place Meeting Room Reservation Form Deadline
- 17 Final Date for Hanging Signage Approval – Restrictions Apply
- 19 Lead Retrieval - Early-Bird Rate Deadline
- 31 Last Day to Book Early-Bird Hotel Rates

January 2025

- 1 First Look Search Opens for News Media
- 8 Review Transportation Website
- 10 Send Blueprints with Multi-levels or Ceilings to McCormick Place for Fire Marshal Review
- 13 Send Booth Diagrams for New or Rebuilt Exhibits to IHA
- 20 New Product Showcase / IHA Global Innovation Awards (*gia*) Entry (eligible for *gia* product award)
- 20 Shuttle Bus Print Sponsorship Deadline
- 20 Approval for Wireless Access Points
- 20 Show Sponsorships
- 23 Lead Retrieval - Advanced Rate Deadline
- 29 Pantone ColorWatch Display Product Submission **FREE**
- 30 Media List – Invite Media to Your Booth
- 31 Exhibitor-Appointed Contractor Registration – All exhibitors using non-recommended vendors must complete

February 2025

- 1 Freeman: Audio Visual Rental Advance Rate Deadline
- 1 Freeman: Carpet Advance Rate Deadline
- 1 Freeman: Cleaning Advance Rate Deadline
- 1 Freeman: Display/Exhibit Advance Rate Deadline
- 1 Freeman: Display Labor Advance Rate Deadline
- 1 Freeman: Electrical Advance Rate Deadline
- 1 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate Deadline
- 1 Freeman: Plumbing Advance Rate Deadline
- 1 Freeman: Rigging Labor Advance Rate Deadline
- 1 Freeman: Signs/Graphics Advance Rate Deadline
- 3 New Product Showcase (not eligible for a *gia* product award after the deadline)
- 6 Telephone, Internet Access and Cable Access Advance Rate
- 7 Floral Services/Event Production Advanced Rate Deadline
- 9 Photography/Videography Advanced Rate Deadline
- 11 OVG Hospitality Food Service Deadline
- 12 Reserve Guaranteed Parking at McCormick Place (online only)
- 12 News Center Product Room **FREE**
- 13 International Shipping – U.S. Customs Clearance – Ocean Freight
- 14 Advance Warehouse Shipments
- 14 No Photography Signs **FREE**
- 14 Independent-Friendly Signs **FREE**
- 14 Made in the USA Signs **FREE**
- 14 New For The Home Signs **FREE**
- 14 Smart Home Signs **FREE**
- 14 Travel Products Signs **FREE**

February 2025 (continued)

- 14 Booth Guard Service Advance Rate Deadline
- 17 Shuttle Bus Video Sponsorship Deadline
- 19 International Shipping & U.S. Customs Clearance – Air Freight
- 21 Special Transportation and Shuttle Bus Service Reservation Deadline
- 21 First Day of Move-in for South (Hall A) Exhibitors (noon)
- 21 First Day of Move-in for North (Hall B) Exhibitors (noon)
- 25 First Day of Move-in for North (Hall C) Exhibitors (noon)
- 28 Complimentary Metra Train Service Begins
- 28 Computer / iPad Rental Advance Rate Deadline

March 2025

- 1 Special Event/Product Demonstrations
- 1 Press Kits to News Center
- 1 Online Press Kit Deadline
- 1 First Look for Media - Final Submissions Deadline
- 1 All Booths Set by 5:00 p.m.
- 2 Show Opens at 8:30 a.m.
- 4 Show Closes at 5:30 p.m.
- 6 Last Day of Move-out for North (Hall C) Exhibitors (11:00 am)
- 7 Last Day of Move-out for South (Hall A) Exhibitors (noon)
- 7 Last Day of Move-out for North (Hall B) Exhibitors (noon)

No Deadline

- Work with IHA Approved Charities to Donate Your Product
- Exhibit Floor Meeting Room Reservation
- FedEx Kinko's
- Hostesses/Hosts
- Security Containers
- Review complimentary Shuttle Bus Schedule to/from official block 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
- Show Preview Press Event

**THE
INSPIRED
HOME
SHOW** IHA's GLOBAL HOME +
HOUSEWARES MARKET
MARCH 2-4, 2025 • CHICAGO

CELEBRATING
125
SHOWS