

# Exhibitor Action Checklist

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

## November 2023

- 20 Reminder to Book Early-Bird Hotel Rates Through OnPeak, IHA's Official Housing Partner

## December 2023

- 4 Review Exhibitor Plan Your Budget Piece for Cost Savings
- 8 McCormick Place Meeting Room Reservation Form for Grandfathered Exhibitors
- 18 Final Date for Hanging Signage Approval – Restrictions Apply
- 18 Review Freight Target Floor Plan Online for Move-in Date and Time for Freight Delivery to the Show Floor
- 20 McCormick Place Meeting Room Reservation Form Deadline
- 31 Last Day to Book Early-Bird Hotel Rates

## January 2024

- 4 Lead Retrieval - Early-Bird Rate Deadline
- 16 Review Transportation Website
- 26 Send Blueprints with Multi-levels or Ceilings to McCormick Place for Fire Marshal Review

## February 2024

- 1 Lead Retrieval - Advanced Rate Deadline
- 2 Send Booth Diagrams for New or Rebuilt Exhibits to IHA
- 2 Shuttle Bus Print Sponsorship Deadline
- 2 ColorWatch by Pantone Display Product Submission **FREE**
- 2 New Product Showcase / IHA Global Innovation Awards (*gia*) Entry (eligible for *gia* product award)
- 4 Show Sponsorship Deadline
- 7 Approval for Wireless Access Points
- 15 Update Connect 365 (Online Marketplace)
- 15 Media List – Invite Media to Your Booth
- 16 Influencer Expo Deadline
- 16 Exhibitor-Appointed Contractor Registration – All exhibitors using non-recommended vendors must complete
- 16 Freeman: Audio Visual Rental Advance Rate Deadline
- 16 Freeman: Carpet Advance Rate Deadline
- 16 Freeman: Cleaning Advance Rate Deadline
- 16 Freeman: Display/Exhibit Advance Rate Deadline
- 16 Freeman: Display Labor Advance Rate Deadline
- 16 Freeman: Electrical Advance Rate Deadline
- 16 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate Deadline
- 16 Freeman: Plumbing Advance Rate Deadline
- 16 Freeman: Rigging Labor Advance Rate Deadline
- 16 Freeman: Signs/Graphics Advance Rate Deadline
- 16 Food Service Deadline
- 16 New Product Showcase (not eligible for a *gia* product award after the deadline)
- 19 New Product Listing for News Media **FREE**
- 19 News Center Product Room **FREE**
- 23 Floral Services/Event Production Advanced Rate Deadline
- 23 Shuttle Bus Video Sponsorship Deadline
- 23 Booth Guard Service Advance Rate Deadline
- 25 Photography/Videography Advanced Rate Deadline
- 26 Reserve Guaranteed Parking at McCormick Place (online only)
- 27 International Shipping – U.S. Customs Clearance – Ocean Freight
- 28 Telephone, Internet Access and Cable Access Advance Rate Deadline

## March 2024

- 1 Advance Warehouse Shipments
- 1 No Photography Signs **FREE**
- 1 Independent-Friendly Signs **FREE**
- 1 Made in the USA Signs **FREE**
- 1 New For The Home Signs **FREE**
- 1 Smart Home Signs **FREE**
- 1 Travel Products Signs **FREE**
- 1 My Press Release Writer
- 3 Computer / iPad Rental Advance Rate Deadline
- 5 International Shipping & U.S. Customs Clearance – Air Freight
- 8 First Day of Move-in for South (Hall A) Exhibitors (noon)
- 8 First Day of Move-in for North (Hall B) Exhibitors (noon)
- 12 First Day of Move-in for North (Hall C) Exhibitors (noon)
- 15 Complimentary Metra Train Service Begins
- 16 Special Event/Product Demonstrations
- 16 Press Kits to News Center
- 16 Online Press Kit Deadline
- 16 All Booths Set by 5:00 p.m.
- 17 Show Opens at 8:30 a.m.
- 19 Show Closes at 5:30 p.m.
- 20 Last Day of Move-out for North (Hall C) Exhibitors (4:30 pm)
- 22 Last Day of Move-out for South (Hall A) Exhibitors (noon)
- 22 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

## 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).
- 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 17-19, 2024**  
McCormick Place | Chicago

|          |         |                   |
|----------|---------|-------------------|
| March 17 | Sunday  | 8:30 am - 5:30 pm |
| March 18 | Monday  | 8:30 am - 5:30 pm |
| March 19 | Tuesday | 8:30 am - 5:30 pm |