

MCCORMICK PLACE MEETING ROOM RESERVATION FORM

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

IHA use only:

Date Received: _____

Deadline: December 15, 2021

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), ice water for speakers and one (1) wired microphone (lectern, lavalier, 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 \$35 per table.

COMPANY INFORMATION

Company _____ Booth Number (exhibitors only) _____

Show Contact _____ Title _____

Address _____

City _____ State _____ Zip Code _____ Province _____

Country _____ E-mail _____

Telephone _____ Website _____

Company Type: Exhibitor Retailer Other _____

MEETING ROOM SELECTION (Please select only one of the boxes below:)

My company wants the same meeting room number that was assigned to us last year: _____

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 invoices will be sent after the close of the Show.

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

**THE
INSPIRED
HOME
SHOW** | IHA'S GLOBAL HOME +
HOUSEWARES MARKET

March 5 - 8, 2022
McCormick Place | Chicago

march 5,	saturday,	10:00 am - 5:30 pm
march 6,	sunday,	8:30 am - 5:30 pm
march 7,	monday,	8:30 am - 5:30 pm
march 8,	tuesday,	8:30 am - 3:00 pm

POWER HOUR:

5:30 - 6:30 pm,
Saturday - Monday!

(appointments recommended)

An opportunity to extend buyer meetings an additional hour after the 5:30 pm close



Tel: +1 847.292.4200

TheInspiredHomeShow.com

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 2022.
- 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 2020 Show. Exhibitors must have booth space in the 2022 Show.
 2. Retailers registered for the 2022 Show.
 3. Exhibiting companies for the 2022 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 Wilson at swilson@housewares.org.

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

ADDITIONAL QUESTIONS AND CONTACT INFORMATION

Questions regarding McCormick Place guidelines should be directed to Jason Wiatrak with McCormick Place at +1-312-791-6510 or jwiatrak@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: +1-708-473-1510

Jeff Straughn
jeff.straughn@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

SAVOR...Chicago
Tel: +1-312-791-7250
savorchicagomcpl.com
Alyson McQuillan
Tel: +1-312-791-7242
amcquillan@
mccormickplace.com

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march 8,	tuesday,	8:30 am - 3:00 pm