

# THE INSPIRED HOME SHOW 2022

## EXHIBITOR INFORMATION BULLETIN

### Show Hours

Saturday, March 5 10:00 a.m. - 5:30 p.m. \*  
Sunday, March 6 8:30 a.m. - 5:30 p.m. \*  
Monday, March 7 8:30 a.m. - 5:30 p.m.

\* IHA is promoting a "Power Hour" Saturday & Sunday. This gives buyers and exhibitors an opportunity to extend their meetings an additional hour after 5:30 p.m. close. Show music will begin at 6:30 p.m.

### Reminders

- Exhibitors should have booths set by 5:00 p.m. on Friday, March 4. If you need additional time on Friday, exhibitors can work until 10:00 p.m.
- The Lakeside Center Lobby (Hall of Global Innovation) will open one hour before Show open each day. Exhibitors, Manufacturers' Reps and approved vendors will be allowed access to the Grand Concourse Lobby and all Exhibit Halls starting 7:00 a.m. on Show days.

### Health & Safety

For the most up-to-date information on health and safety, please visit [Health & Safety / COVID-19 Readiness Plan](#).

Thank you to the following companies for their generous donations:

- IRIS USA has donated complimentary masks that will be distributed on Show Days throughout the convention center.
- Newell Brands / Rubbermaid and simplehuman have donated hand sanitizers that will be available on Show Days throughout the convention center.

### McCormick Place Emergency

Dial 312-791-6060 or dial 6060 from any house phone. Calls are recorded.

### Security Office (Non-Emergency Issues)

Should you have any non-emergency issues that require assistance from Show security, please call 312-791-6615.

### Lost and Found

If an Exhibitor or Attendee of the Show finds or loses an item, please direct them to the Show Office in N426ab. The Show Office phone number is 312-791-6600.

### Key Locations and Phone Numbers

#### **Lakeside Center**

Floor Manager Help Desk	Level 3 – Near Booth L12302	312-949-3259
FedEx Kinkos (Business Center)	Level 2 – Lobby	312-949-2100

#### **North Building / Grand Concourse Lobby**

Show Office (Operations + Sales)	Level 4 – Room N426ab	312-791-6600
Association Office	Level 4 – Room N426c	312-791-6601
Marketing Office	Level 4 – Room N427d	312-791-6602
International Business Center	Level 3 – Near Booth N7157	312-791-6605
Floor Manager Help Desk	Level 3 – Near Booth N7700	312-808-2104

#### **South Building**

Floor Managers/Help Desk	Level 3 – Near Booth S400; North Food Pod East Side	312-791-6611
FedEx Kinkos (Business Center)	Level 2.5 – Off the Grand Concourse	312-949-2100
News Center	Level 4 – Room S401	312-791-6603

### On-site Instant Feedback Program

Once on-site, please share your feedback to help IHA assess and improve Show operations. Let us know about transportation, coat check, food service outlets or send kudos to a convention employee that positively impacted your Show experience. Should any improvements need to be made, IHA would like the opportunity to rectify.

Text: +1-312-623-5655

Email: [operations@housewares.org](mailto:operations@housewares.org)

## **Health and Safety Requirements**

All show participants are required to demonstrate proof of vaccination (boosters not necessary) OR produce a negative Covid-19 test (PCR or Antigen/Rapid) that has been professionally applied within 72 hours prior to arrival. Natural immunity is also accepted for those individuals with proof of positive, verifiable Covid-19 test taken at least 10 days before the Show's opening and no longer than three months before the Show's opening.

- Registrants received a show-branded email from our official partner, Cleared4, asking to provide the necessary health documentation.
- Once approved by Cleared4, registrants will receive an Express Badge Pick-Up email with scannable barcode for easy show badge printing on-site.
- Express Badge Pick-Up emails will begin being sent on February 21. To expedite the badge pick-up process, please bring your Express Badge Pick-Up e-mail (on personal device or a print-out) to one of the on-site Express Badge Pick-up locations (see below).

If someone on your team (who is already registered) did not receive an email from Cleared4, please have them visit [Cleared4's record locator](#) and enter their email. Please ensure they are entering the same email address used for their Show registration as the two systems are connected. Once the record is found, they will then be able to upload their health documents.

## **FREE On-Site COVID-19 Testing**

There will be (2) on-site Covid-19 testing locations available from **Wed., March 2 - Tue., March 7 from 8 am – 5 pm**. To book an appointment in advance, you can use the links below. Walk-ins are welcome.

[South Building, Level 1, Meeting Room S105a](#)

[North Building, Level 1, Meeting Room N140](#)

Appointments can be booked ahead of time for Show entry requirements or for return travel home. Both (PCR) and Rapid Antigen Tests will be available. That said, if a negative test is needed for Show entry, we encourage tests to be completed in advance and uploaded into Cleared4's system.

If you must test on-site for Show entry, you will want to wait for your rapid test results (an estimated 15 minutes). Once confirmed negative, the health care worker from Prism Health Lab will provide a confirmation card. You will then go to a typist in a full-service registration area to present your confirmation card for badge printing.

## **Registration Information**

IHA is no longer mailing badges in advance of the Show. All registrants can pick up their badges in Chicago at one of the locations below. After health documentation is approved, registrants will receive an Express Badge Pick-Up confirmation email with a scannable barcode. Everyone must pick up their own badge. A photo ID will be required to claim badges. Badge reprints will not be allowed. A \$100 registration fee starts at 12:01 a.m., Saturday, March 5 for all new registrants. Please make sure your team has their show badge with them during the early days of move-in.

### **Full-Service Registration Locations:** (Including Express Badge Pick-Up)

South Building – Level 1, Room S103

North Building – Level 2, Lobby

<u>Date</u>	<u>Hours</u>
Monday, February 28	10:00 – 3:00 (Only S103)
Tuesday, March 1	8:00 – 5:00
Wednesday, March 2	8:00 – 5:00
Thursday, March 3	8:00 – 5:00
Friday, March 4	8:00 – 7:00
Saturday, March 5	7:00 – 5:30
Sunday, March 6	7:30 – 5:30
Monday, March 7	7:30 – 4:30

### **Express Badge Pick-Up Mobile Carts:**

South Building – Level 1, West Transportation Lobby

Lakeside Center – Level 2, Lobby

North Building – Level 1, Lobby

<u>Date</u>	<u>Hours</u>
Monday, February 28	7:30 – 8:00
Tuesday, March 1	7:30 – 8:00
Wednesday, March 2	7:30 – 8:00
Thursday, March 3	7:30 – 8:00
Friday, March 4	7:30 – 10:00
Saturday, March 5	7:30 – 8:00
Sunday, March 6	7:30 – 8:00
Monday, March 7	7:30 – 4:30

**Express Badge Pick-Up Mobile Cart** (Available Early for Move-In)  
South Building – Level 3, Grand Concourse, Near Escalators to Level 4

<u>Date</u>	<u>Hours</u>
Thursday, February 24	7:30 – 3:30
Friday, February 25	7:30 – 3:30
Saturday, February 26	CLOSED
Sunday, February 27	CLOSED
Monday, February 28	7:30 – 8:00
Tuesday, March 1	7:30 – 8:00
Wednesday, March 2	7:30 – 8:00
Thursday, March 3	7:30 – 8:00
Friday, March 4	7:00 – 10:00

**Lead Retrieval**

Exhibitors reserving CompuLEAD Mobile, a hand-held badge scanner, may pick up their unit at the following locations:

- South Building, Room S104a
- North Building, Room N230
- Lakeside Center, Room E251

**Exhibitor Services Center**

Exhibitor Services Centers are in each building. Utilize the center to obtain assistance with orders for electrical, plumbing, gas, labor, cleaning, furniture, audio / visual, internet, telephones, photography, hostesses, floral, product donations and freight.

<u>Locations</u>	<u>Freeman</u>	<u>Freeman Electrical</u>	<u>Freeman Cleaning</u>
Lakeside Center, Level 2 (Room E252)	773-473-8196	312-791-7096	312-791-6640
North Building, Level 2 (Room N230)	773-473-8195	312-791-7097	312-791-6640
South Building, Level 2.5 (Under food pods)	773-473-8194	312-791-7098	312-791-6640

**Exhibitor Technical Services - Internet, Telephone, Cable Access Television**

McCormick Place's Exhibitor Technical Service (ETS) is responsible for providing internet, telephone, and cable access. ETS has a service desk in the North and South Buildings within the Exhibitor Services Center as well as their own counter at Gate 37 in the Lakeside Center. The on-site telephone numbers are:

Lakeside Center, Level 2 (Gate 37 – near mtg. room E253a)	312-791-6208
North Building, Level 2 (Room N230)	312-808-3030
South Building, Level 2.5 (Under food pods on Exhibit Floor)	312-567-8240

**Complimentary Wi-Fi Service**

The International Housewares Association is proud to offer complimentary Wi-Fi at the McCormick Place Convention Center. Wireless internet access is available for laptops, tablets, phones, and other mobile devices. This service is offered as a convenience for light web browsing, it should not be used for "mission critical" purposes in your booth.

For best results, your device / computer must have an 802.11 b/g/n Wireless Network Interface Card (Integrated, PCMCIA or USB). Security is, as always, a major concern, so please ensure that you have anti-virus and firewall software installed and updated.

The SSID (network name) to look for on your mobile device is: "The Inspired Home Show"

**Freeman Concierge Service**

Available during move-in, Freeman Concierges will be on the Show floor carrying iPads to easily retrieve orders placed with Freeman including electrical and plumbing. For your convenience, the status of orders can be checked immediately on the Show floor and new orders can also be taken at your booth. Use [Freeman's Online Mobile app](#) to place orders, receive notifications, track freight and much more, all in the palm of your hand!

**Hardware Supplies Now Available at McCormick Place**

McCormick Place will have various hardware supplies available for purchase starting on Monday, February 28th. If you need last minute items for your booth set up and tear down, save time by purchasing them at the FedEx Office located in the South Building, Level 2.5. Commonly used items such as tool kits, batteries, tape, cleaning products, hanging supplies, light bulbs, ladders, shelving, etc. will be available.

## **TIHS Mobile App**

The free [TIHS mobile app](#) puts the power of Connect 365 (online directory) on your phone. Download the free app on iTunes or Google Play by searching “IHA Housewares” or you can use the below QR code.



This app is helpful to:

- Search for exhibitors by company name, categories or product
- View customized floor plans and create a path to optimize your time on-site (for buyers)
- Learn about Show events, scroll through educational sessions in the Innovation Theater or obtain a list of celebrity chefs appearing in the Cooking Theater
- Review important show information

## **Walkable Food Service Options:**

McCormick Place is surrounded by a growing community called “McCormick Square” which now includes several hotel options and new culinary experiences. Please see the list of walkable food options on Attachment A.

*Effective January 3, 2022, the city of Chicago requires proof of vaccination when dining in establishments where food or beverages are consumed, including, but not limited to, restaurants, bars, fast food establishments, coffee shops, tasting rooms, cafeterias, food courts, dining areas of grocery stores, breweries, wineries, distilleries, banquet halls, and hotel ballrooms. If planning to use the establishment’s seating, please be prepared to show your proof of vaccination. If taking your items to go, proof of vaccination is not required.*

## **Exhibitor Personal Consumption**

If ordering delivery from a restaurant for staff member consumption, delivery personnel cannot leave their vehicles. The Exhibitor MUST meet the driver at designated locations to hand carry the food back to their booth.

Lakeside Center – Gate 30

South Building – Gate 4

North Building – Gate 22

More information can be found on McCormick Place’s [Exhibitor Personal Consumption Policy](#) document.

## **Free Meeting Rooms on Exhibit Floors**

Complimentary meeting rooms are on each Exhibit floor. The rooms are soundproof and can comfortably fit up to ten people conference style. No food or beverage is allowed in these rooms and there is a two-hour maximum. Only registered Buyers and exhibitors of the Show may use these rooms. An attendant outside the room will reserve rooms in two-hour increments.

If you require a meeting room during move-in, please contact Joe Clark [jclark@housewares.org](mailto:jclark@housewares.org) for more information on a McCormick Place meeting room rental.

## **Demonstration Clean-Up Areas**

For exhibitors that prepare food at the Show, clean-up areas with a working utility sink and cleaning supplies are available on each Exhibit floor. Please report any operation issues to your Help Desk/Floor Manager.

Lakeside Center:	Booth L13344
North Building:	Booth N8757
South Building:	South Food Pods, Northeast Side

## **Transportation Services**

Transportation information is provided on our [Transportation Webpage](#). Once on-site, information can be found at any information counter as well as the transportation dedicated counter just outside the Metra train station entrance in the South Building, Level 2.5.

- On Show days (AM), complimentary shuttle bus service will be available to South and North/Lakeside.
- On Show days (PM), complimentary shuttle bus service will be available from South and Lakeside. Shuttle bus service will NO LONGER pick-up at the North Building of McCormick Place
- Mid-day shuttle service is not available.
- Taxi service will be provided to and from each building. Ride share is encouraged.
- Take advantage of the free Metra train to and from McCormick Place. Access from the South Building, Level 2.5. Downtown stations are near the block hotels. Free Metra train passes are available in the Show app.
- Rideshare companies, such as Uber and Lyft, can pick up and drop off at McCormick Place. Below are the designated pickup and drop-off locations:

South Building: Gate 4

Lakeside Center: Gate 38

**Labor Reform / Expanded Exhibitor Rights / Cost Savings**

- **Install / Dismantle** - Exhibitors can set up and dismantle their own booth of ANY SIZE or you can work side by side labor and assist. However, exhibitors setting and dismantling their own booth structure must be full time employees and employed with the exhibiting company for at least six months.
- **Display Labor Rates** - Make sure to check the display labor rates your company is being charged. If you are not using the Show's General Contractor, Freeman, as your booth installer, please review the rates your company is being charged to see if they are comparable to the advance rates listed below that IHA has negotiated.

Straight Time:	\$124.25
Time-and-a-Half:	\$186.25
Double Time:	\$248.50

- **Utility Services / Labor Rates** - IHA has chosen Freeman to provide all electrical and plumbing services for the 2022 Show. Please see the advance rates below.

<u>Electrical Labor</u>		<u>Plumbing Labor</u>	
Straight Time:	\$109.00	Straight Time:	\$120.00
Time-and-a-Half:	\$163.50	Time-and-a-Half:	\$180.00
Double Time:	\$218.00	Double Time:	\$240.00

- **Install / Dismantle** - Be sure to review [IHA's Electrical FAQ](#) for additional ways to cut costs. The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your Exhibitor rights are not being complied with, please contact the following McCormick Place personnel via e-mail or telephone. Be prepared to discuss the details of your experience and provide a written report with any corresponding documentation.

<b>Exhibitor Rights Hotline:</b>	<b>312-791-7299</b>	<b>No E-mail</b>
Alichia Johnson:	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen:	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell:	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

- **Food Service** – SAVOR...Chicago is the food service provider at McCormick Place. SAVOR offers an improved quality and variety of food offerings as well as the speed of delivery within McCormick Place.
  - Exhibitors can bring their own food and beverage items into McCormick Place. However, any items brought in from the outside must only be for the exhibitors' personal consumption.
  - If ordering delivery from a restaurant, delivery personnel cannot leave their vehicles. The Exhibitor MUST meet the driver at designated locations to hand carry the food back to their booth.
    - Lakeside Center – Gate 30
    - South Building – Gate 4
    - North Building – Gate 22
- **Reduce Material Handling/Drayage Charges** – The Automobile and Small Utility Vehicle (ASUV) Program allows Exhibitors to unload and load automobiles and small utility vehicles at designated locations without hiring union labor. This is an option for exhibitors that have small shipments. Utilizing this program will eliminate any material handling/drayage charges.
  - There are no weight restrictions and exhibitors will be able to use their own manual carts and 2-wheel dollies to transport their materials. Cart and dollies will not be available on-site.
  - Exhibitors will have a maximum of 20 minutes to unload and load their materials. Vehicles cannot be left unattended, so it is recommended to work as a 2-person team.
  - ASUV Program hours are:
    - Inbound:

Thursday, March 3	8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:30 p.m.
Friday March 4	8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:30 p.m.
    - Outbound:

Monday, March 7	5:30 p.m. – 11:00 p.m.
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**IMPORTANT** – Reduce your material handling/drayage costs by eliminating special handling charges. Special handling charges can increase your expenses by 23% but can be avoided if shipments are packed correctly and do not require special handling when unloaded. For more shipping information, please go to the "Shipping Information" section of the online Exhibitor Services Manual.

### **Exhibitor-Appointed Contractors (EACs)**

For questions or problems related to union labor work rules and Exhibitor-Appointed Contractors (EACs) while at McCormick Place, please call Tom Cassell at 312-617-0115. If your EAC needs to pick up their wristbands on-site they will need to go to the Show Office, N426ab beginning on February 28. If arrangements need to be made in advance of February 28, the EAC can contact Joe Clark at [jclark@housewares.org](mailto:jclark@housewares.org).

### **Security Measures**

IHA has made every effort to schedule maximum security for perimeter areas and has hired off-duty police officers during move-in and move-out. However, remember the following security tips:

- Store your valuables in the complimentary security lock-up area provided on each exhibit floor.
  - South Building – East side of Hall, Near Booth
  - North Building, Level 3 – Back of Hall (East Side)
  - Lakeside Center – Near Booth L12702
- Keep purses, bags, and other packages in a safe place. Consider renting a security cage for your booth.
- Always wear your badge. Badges must not be loaned or given to other people and should NOT be discarded. This will help prevent others from using your identity to remove product from the Show floor.
- Store valuable items in locked rooms or boxes. Hiring a booth guard is also an option.
- If possible, exhibitors should designate one of your personnel or hire a booth guard to remain at your booth until the final pick-up of your shipment is complete.

### **No Cash Sales**

IHA is a not-for-profit organization committed to protecting our tax-exempt status. To ensure we follow all city, local and state taxing authorities and their regulations, with the support of the Board of Directors, we prohibit “cash sales” during the Show. “Cash sales” is defined as the purchase of goods where money transfers hands for the exchange of product. Violation of this policy may result in your company being barred from participation in future Shows. As the selling of product continues to be an issue, IHA will be more vigilant in the policing of this policy. Please note that Trade Guests and Industry Affiliates are **NOT** approved to remove any product from the Exhibit floor. Security will confiscate product given to Trade Guests or Industry Affiliates.

### **Product Donation Program (Charity Donations)**

Since selling product at the Show is prohibited, IHA has approved four charities to collect products from exhibitors at the close of the Show as part of our [Product Donation Program](#). We encourage exhibitors to donate their products to one of the charities listed below:

- K9's for Veterans
- Salvation Army
- Sertoma Centre
- Together We Cope

Those exhibitors who wish to dispose of all or part of their merchandise to these charities must obtain the appropriate forms at the Exhibitor Services Center in their building, starting Sunday, March 6 (after 12:00 noon).

### **Photography Policy**

**During Show hours, Exhibitors are responsible for monitoring the photography or videotaping of their booth and product by attendees.** Only IHA, an approved photography company, or credentialed news media with a photography ribbon, will be allowed to photograph exhibits during Show hours. If you are hiring a company to photograph or film in your booth, please register them as Exhibitor-Appointed Contractors. Once approved, they will receive a vendor badge and photography ribbon in the Show Office, N426ab.

Take advantage of complimentary [“No Photography” signs](#) provided by IHA. An order form is available in the online Exhibitor Services Manual, under General Information / Show Guidelines icon.

### **Designated Smoking Areas**

Smoking is prohibited in all enclosed areas of McCormick Place, including Exhibit halls, meeting rooms, lobbies, food service areas, hallways, stairwells, and parking garages. Smoking is also prohibited within 15 feet of any entrance to a smoke-free facility. There will be security at all exit doors to ensure smoking does not take place in unauthorized areas. For more information, please review a map of the [outdoor designated smoking areas](#).



## **Move-In Schedule**

Thursday, February 24th	8:00 a.m. – 4:30 p.m.	Lakeside Center
Friday, February 25th	8:00 a.m. – 4:30 p.m.	Lakeside Center
Friday, February 25th	12:00 p.m. – 4:30 p.m.	South Building & North Building
Saturday Feb 26 <sup>th</sup>	DARK DAY	
Sunday, February 27 <sup>th</sup>	DARK DAY	
Monday, February 28th	8:00 a.m. – 4:30 p.m.	All Buildings
Tuesday, March 1	8:00 a.m. – 4:30 p.m.	All Buildings
Wednesday, March 2	8:00 a.m. – 4:30 p.m.	All Buildings
Thursday, March 3	8:00 a.m. – 4:30 p.m.	All Buildings
*Friday, March 4	8:00 a.m. – 4:30 p.m.	All Buildings

*\* All booths should be set by Friday, March 4, 2022 at 5:00 p.m. Exhibitors may work later on Friday, March 4, 2022 if necessary.*

## **Move-In Reminders**

- “KEEP CLEAR - NO FREIGHT” aisles (fire aisles) MUST be kept clear during move-in.
- Century Maintenance will do sweeps throughout move-in and move-out, focusing on cardboard boxes, corrugated materials, visqueen, metal and trash. For your trash to be removed, please:
  - Break down and flatten all cardboard boxes and place them at the edge of your booth, not in the aisles. You make it easier to handle and prevent recyclable boxes from becoming trash receptacles.
  - Stacked boxes may be construed as “empties” to be placed in storage and may not be removed. If you do want any boxes/containers returned at Show close, pick-up “Empty” stickers at the Exhibitor Services Center and adhere them on your items
  - Place all metal banding and wood materials separate from other trash at the edge of your booth.
- If there is excess trash in the aisles, please contact the Help Center in your building.
- Exhibitors or Exhibitor-Appointed Contractors wanting to work before 7:00 a.m. or past 6:00 p.m. must complete an [Extended Work Authorization Form](#) that should be submitted to your Sales Manager prior to the Show or from the Floor Manager / Help Desks located on each Exhibit floor.
- Storage behind exhibit structures is prohibited. Items will be removed and possibly discarded by the Fire Marshal.
- Exhibitors should have their exhibits and products completely set by **Friday, March 4 at 5:00 p.m.**
- No vacuuming can be done after 10:00 a.m. on Saturday, March 5.
- No one under 18 years of age is allowed on the Exhibit floor during move-in and move-out.
- Arrangements for special handling of product containers must be made in advance at the Freeman Service Desk to ensure storage and delivery of the containers back to your booth at the close of the Show.
- Pick up “Empty Labels” at the Exhibitor Services Center or Help Center / Floor Manager Desk. Place a label on each container. Labeled containers will be picked up and stored in non-accessible storage during the Show.
- Utility services will be supplied at the rear of the booth. Exhibitors should allow a one-foot corridor in the rear and six inches on one side of their booth to allow passage for utility personnel.
- To ensure maximum traffic flow on the exhibit floor, exhibitors building contiguous displays along main number aisles should have a 10' opening / entrance for every 30' of contiguous display.

## **Show Break**

- Do not begin packing your booth or product until 5:31 p.m., the Show’s official close.
- There should be no cash sales at the Show. Writing orders are encouraged but selling product on the exhibit floor is not allowed. Attendees will **NOT** be able to exit the exhibit floor with product purchased at the Show.
- As an exhibitor, you cannot leave the show floor with product unless a government issued photo I.D. is presented and matches your official Show badge.
- Do not leave your booth unattended after the Show closes. There are thousands of people on the exhibit floor after Show close. Product theft could occur if your booth is left unattended. Consider hiring a security guard or staggering break times.
- After Show close, exhibitors do have in-and-out privileges until 10:00 p.m., but only with proper identification defined as a government issued photo I.D. that matches your official Show badge. After 10:00 p.m., exhibitors are no longer allowed back on the exhibit floors. However, if exhibitors are already in the hall at 10:00 p.m., they may continue working.

### Move-Out Schedule

Monday, March 7	5:31 p.m. – 10:00 p.m.	All Exhibit Halls
Tuesday, March 8	8:00 a.m. - 4:30 p.m.	All Exhibit Halls
Wednesday, March 9	8:00 a.m. - 4:30 p.m.	All Exhibit Halls
Thursday, March 10	8:00 a.m. - 4:30 p.m.	Lakeside Center
Thursday, March 10	8:00 a.m. - 12:00 Noon	North and South Buildings
Friday, March 11	8:00 a.m. - 12:00 Noon	Lakeside Center .

**South & North Building Exhibitors** - All materials must be packed, Material Handling Agreements (MHA) turned by 12:00 noon on Thursday, March 10, 2022. Shipments will start being rerouted at 12:00 noon on Thursday, March 10.

**Lakeside Center Exhibitors** - All materials must be packed, and Material Handling Agreements (MHA) turned 12:00 Noon on Friday, March 11, 2022. Shipments will start being rerouted at 12:00 Noon on Friday, March 11, 2022.

### Crate Return Schedule

The Show closes at 5:30 p.m. on Monday, March 7. The anticipated schedule to return cardboard boxes, fiber cases and empty crates for products will be as follows:

#### **Monday, March 7, 2022**

- 5:31 p.m.** Begin removal of aisle carpeting.  
**6:30 p.m.** Begin returning cardboard boxes, fiber cases, specially marked product containers and all empty crates. *Reminder: Empty containers will be returned to booths in random order.*

#### **Tuesday, March 8, 2022**

- 2:00 a.m.** Anticipated completion of returning all crates

### Move-Out Reminders

- The dismantling process begins at 5:31 p.m., Monday, March 7. If Exhibitors are observed tearing down early at the 2022 Show, they will receive a \$1,000 violation fee or may be barred from future Shows.
- At the close of the Show, the empty containers will be returned to booths in random order.
- Exhibitors should not give the labor crew gratuities or products to receive their empty crates or cartons first. Please report any violations to IHA at (312) 791-6600.
- Fire regulations require that booth power be disconnected at 5:30 p.m., Monday, March 7. Electrical service to exhibits will be turned off at this time, unless a special request for power has been placed with Freeman Electrical Service Desk prior to 1:30 p.m. on Monday, March 7.
- At Show close, telephones should be disconnected and returned to the McCormick Place Exhibitor Technical Services Service Desk located in the Exhibitor Services Center. All telephones must be returned prior to 12:00 noon on Tuesday, March 8.
- Exhibitors are to arrange with their Exhibitor-Appointed Contractor to remove all trash from the booth area after dismantling. If not done, the Exhibitor will be charged for the removal of excess trash.
- If rented, be sure to return your lead retrieval unit within one hour after the Show closes to avoid a late fee to the credit card used for deposit by CompuSystems, Inc. (CSI)
- Freeman requires a Material Handling Agreement for all items that are being taken to the dock for outbound shipping. Exhibitors can begin preparing this document on the Freeman website through the Concierge Elite app or at the Exhibitor Services Center during move-in or during Show hours. A completed agreement will be given to Exhibitors prior to move-out. Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center. Before Freeman schedules your pick-up, all your orders through the general contractor must be paid in full.
- Special arrangements can be made through Freeman to transport Exhibitor merchandise to the warehouse.
- Exhibitors will be responsible for making all arrangements with transportation companies for the prompt pickup of their shipments. If the Exhibitor does not designate a carrier, Freeman will be forced to use the designated Show carrier and reroute at the Exhibitor's expense.



## Walkable Food Options

### McCormick Square

- **Subway Sandwich Shop**  
126 E. Cermak Ave.
- **Pizano's Pizza and Pasta** (Italian)  
2106 S. Indiana Ave.
- **Chicago Oyster House** (Seafood)  
1933 S. Indiana Ave.
- **IL Culaccino** (Italian)  
2134 S. Indiana Ave.

### Hyatt Regency McCormick Place 2233 S. Martin Luther King Drive

- **Sixes & Eights** (Japanese/Chinese grab-and-go)
- **Third Star** (Restaurant) \*not currently open
- **Arc Bar** (Craft Beer, Burgers and Sandwiches)
- **Market** (Grab-and-go)

### Marriott Marquis 2121 S. Prairie Avenue

- **Woven + Bound** (American Brasserie)
- **Showroom Food Hall** (Five Food Concepts)
- **2121 Pantry** (Grab-and-Go)

### Hilton at McCormick Place 123 E. Cermak Road

- **VU Skyward Bev & Eat** (Small Bites & Bar)
- **Fatpour Tapworks** (American Pub & Grill)
- **Haidilao** (Hot Pot)
- **Apolonia** (Mediterranean)
- **Starbucks** (Coffee House)

## 5-15 Minute Walk from McCormick Campus

- **Williams Inn Pizza & Sports Bar**  
(Pizza & Wings) - 2 Blocks  
2210 S. Michigan Ave.
- **Siam Rice** (Thai) - 6 Blocks  
1906 S. State St.
- **Reggie's** (American Cuisine, Bar & Live Music Venue) - 5 Blocks  
2105 S. State St.
- **Momentum Coffee**  
(Cafe & Coffee House) - 5 Blocks  
2119 S. State St.
- **The Spoke & Bird South Loop**  
(Cafe, American Bistro) - 4 Blocks  
205 E. 18th St.
- **Papa Johns (Pizza)** - 2 Blocks  
80 E. Cermak Rd.
- **Mustard Seed Kitchen**  
(American Take-Out) - 3 Blocks  
49 E. Cermak Rd.
- **Burger Point** (Burgers & Wings) - 6 Blocks  
1900 S. State St.
- **La Cantina** (Mexican) 4 Blocks  
1911 S. Michigan Ave.

- **Kroll's** (American Cuisine & Game Day Fare)  
5 Blocks  
1736 S. Michigan Ave.
- **Weather Mark Tavern** (Nautical Theme Bar with American Fare) - 6 Blocks  
1503 S. Michigan Ave.
- **TSAoCaa** (Bubble Tea & Korean Street Food)  
7 Blocks  
2026 S. Clark St.
- **Hello Jasmine** (Asian/Taiwanese) - 7 Blocks  
2026 S. Clark St.

## Very Short Cab Ride Away

- **Moody Tongue Brewing Company**  
(American Brew Pub & Restaurant) - 1 Mile  
2515 S. Wabash
- **Giordano's** (Pizza & Italian) - 1.1 Miles  
1340 S. Michigan Ave.
- **Chicago Waffles South Loop** (Breakfast & Lunch)  
1.1 Miles  
1400 S. Michigan Ave.
- **Flo and Santos** (Pizza & Polish/Italian Fusion)  
1.2 Miles  
1310 S. Wabash Ave.
- **The Chicago Firehouse Restaurant**  
(American & Steakhouse) - 1.1 Miles  
1401 S. Michigan Ave.
- **Sushi + Rotary Sushi Bar** (Sushi) 1 Mile  
2131 S. Archer Ave.
- **Tapas Valencia** (Spanish) 1 Mile  
1530 S. State St.
- **Victory Tap** (Italian) - .9 Miles  
1416 S. Michigan Ave.
- **Sumi Japanese Restaurant** (Japanese) - 1.1 Miles  
1303 S. Michigan Ave.
- **My Place** (Asian) - 1.3 Miles  
1307 S. Wabash Ave.
- **Minghin Cuisine** (Chinese) - 1.2 Miles/ .09 Miles  
1220 S. Michigan Ave. or 2168 S. Archer Ave.
- **AO Hawaiian Hideout** (Asian) - 1.2 Miles  
1315 S. Wabash Ave.
- **Molly's Cupcakes** (Sweets & Treats) - 1.4 Miles  
1150 S. Wabash Ave.
- **Giordano's** (Pizza) - 1 Mile  
1340 S. Michigan Ave.
- **Lou Malnati's Pizzeria** (Pizza) - 1.7 Miles  
805 S. State St.
- **Chipotle** (Mexican Grill) - 1.4 Miles  
1142 S. Wabash Ave.
- **Eleven City Diner** (Family City Diner) - 1.5 Miles  
1112 S. Wabash Ave.
- **Burger Bar** (Burgers & Sandwiches) - 1.2 Miles  
1150 S. Michigan Ave.
- **Yolk** (Breakfast) - 1.4 Miles  
1120 S. Michigan Ave.
- **Manny's Delicatessen**  
(Cafeteria & Delicatessen)  
2.3 Miles  
1141 S. Jefferson St.