

**EASY IS NICE, ON ANY DEVICE**

FreemanOnline<sup>®</sup> provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

**HEALTH AND SAFETY**

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

**BOOTH EQUIPMENT**

To improve the overall appearance of the show, IHA requires that all in-line and peninsula exhibitors provide a finished backwall or acceptable backdrop 8 feet (minimum) in height and extending the entire length of the booth space. Exhibitors with backwalls less than 8 feet high may be required to provide acceptable cosmetic masking extending the entire length of the backwall up to the 8 foot minimum height at their own expense. Sidewalls are allowed, but not required. Sidewalls may go to the height and length set for their configuration - there is no minimum height or length. However, it will be the exhibitor's responsibility to have the backside of the sidewalls flush and finished.

To assist the attendees in identifying booths, IHA requires exhibitors to indicate their company name and booth number on signage incorporated into the booth structure.

**UTILITY SERVICES AND ACCESS**

If an exhibitor requires utility services, the utility port must be available in the booth space assigned. For safety, utility services will not be accessed from the aisle.

For inline or peninsula booths, utility services will be supplied at the back of the booth whenever possible. Exhibitors should allow a 1 foot unobstructed corridor in the back and 6 inches on one side of their space to allow passage for necessary cable and maintenance personnel. If a utility corridor is not provided, the booth structure may need to be repositioned. Charges or costs incurred will be the responsibility of the exhibitor.

**NOTE: All Exhibitor Appointed Contractors (and Third Party Vendors) will be required to maintain their equipment within the confines of their client's space.**

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; Exhibitors are required to provide an acceptable floor covering in their booth space. However, IHA will carpet the aisles in the following colors:

**Dine + Decor Expo - South Building, Level 3**

**Category Color:** Cook + Bakeware ..... Gray  
Tabletop, Kitchen Essentials + Accents .....Black Tweed

**Clean + Contain Expo - North Building, Level 3 (Hall B1)**

**Category Color:** Cleaning, Home Organization + Bath Accessories ..... Gray  
Discover Design..... Black

**International Sourcing Expo - North Building**

**Category Color:** International Pavilion ..... Gray

**Wired + Well Expo - Lakeside Center, Level 3**

**Category Color:** Electrics + Home Healthcare .....Black Tweed

**Note: No portion of an exhibit structure or floor covering may extend beyond the assigned floor space.**

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [February 3, 2023](#).

**EXHIBITOR FREQUENTLY ASKED QUESTIONS**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

Friday	February 24, 2023	12:00 p.m. - 4:30 p.m. - South Building (Hall A) & North Building (Hall B)
Saturday	February 25, 2023	Dark Day
Sunday	February 26, 2023	Dark Day
Monday	February 27, 2023	8:00 a.m. - 4:30 p.m. - South Building (Hall A), North Building (Hall B)
Tuesday	February 28, 2023	8:00 a.m. - 4:30 p.m. - South Building (Hall A) North Building (Hall B)
Tuesday	February 28, 2023	12:00 p.m. - 4:30 p.m. - Lakeside Center (Hall D)
Wednesday	March 1, 2023	8:00 a.m. - 4:30 p.m. - All Buildings
Thursday	March 2, 2023	8:00 a.m. - 4:30 p.m. - All Buildings
Friday	March 3, 2023	8:00 a.m. - 4:30 p.m. - All Buildings

**Booth structures must be fully installed and all empties removed by 5:00 p.m. on Friday, March 3, 2023. Exhibitors may work later than 5:00 p.m. on Friday, March 3, 2023 if necessary.**

**EXHIBIT HOURS**

Saturday	March 4, 2023	10:00 a.m. - 5:30 p.m.*
Sunday	March 5, 2023	8:30 a.m. - 5:30 p.m.*
Monday	March 6, 2023	8:30 a.m. - 5:30 p.m.*
Tuesday	March 7, 2023	8:30 a.m. - 3:00 p.m.*

\*Power Hour: Saturday – Monday from 5:30 p.m. – 6:30 p.m. This is an opportunity to extend buyer meetings an additional hour after the 5:30 p.m. close.

**EXHIBITOR MOVE-OUT**

Tuesday	March 7, 2023	5:30 p.m. -10:00 p.m -All Exhibit Halls
Wednesday	March 8, 2023	8:00 a.m. - 4:30 p.m. - All Exhibit Halls
Thursday	March 9, 2023	8:00 a.m. - 4:30 p.m. - South Building , North Building (Hall B) & Lakeside Center
Friday	March 10, 2023	8:00 a.m. - 12:00 noon - South, North Buildings and Lakeside Center

Note: Overtime/Double time rates will apply after 4:30 p.m.

Note: No exhibit shall be dismantled before 3:00 p.m. on Tuesday, March 7, 2023.

Freeman will begin returning empty containers starting at 4:00 p.m. on Tuesday, March 7, 2023. The entire process will take approximately 6 hours.

**DISMANTLE AND MOVE-OUT INFORMATION****South Building & North Building (Hall B) & Lakeside Center Exhibitors**

All materials must be packed, Material Handling Agreements to be submitted to Exhibitor Services Center and freight removed by **12:00 noon, Friday, March 10, 2023**. Shipments will start being rerouted at **12:00 noon on Friday, March 10, 2023**.

Any materials remaining after **12:00 Noon on Friday, March 10, 2023** will be rerouted at the exhibitor's expense.

**All carriers for the South, North Building and Lakeside Center must check-in no later than Friday, March 10, 2023 at 8:00 a.m.**

**EXHIBITOR SERVICE HOURS**

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

## SERVICE CONTRACTOR CONTACTS / INFORMATION:

### FREEMAN

[Contact Us](#)

### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or  
[Exhibit.Transportation@freeman.com](mailto:Exhibit.Transportation@freeman.com)

### FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by [February 3, 2023](#). Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**THE INSPIRED HOME SHOW 2023**  
C/O Freeman  
2500 West 35th Street  
Chicago, IL 60632

Freeman will accept crated, boxed or skidded material beginning January 26, 2023 at the above address. Material arriving after February 17, 2023 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**THE INSPIRED HOME SHOW 2023**  
 C/O Freeman  
 McCormick Place  
 2301 S. Lake Shore Drive  
 Chicago, IL 60616

**NOTE: All trucks should check-in at the McCormick Place  
 Marshalling Yard on Moe Drive (See enclosed map.)**

**Please note that all vehicles delivering materials to McCormick Place must report to the  
 Marshalling Yard at 3050 S. Moe Drive, Chicago, IL 60616, to obtain a dock pass.**

**This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload  
 their own materials at the established unloading area (see enclosed map).**

**No vehicle will be allowed to the dock area without a pass.**

Freeman will receive shipments at the exhibit facility beginning February 24, 2023. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.**

Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**MARSHALLING YARD**

McCormick Place requires payment of a fee of \$25.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks are not accepted, and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee is subject to change. Call (312) 808-3023 with any questions or for directions.

**The Marshalling Yard closes around 2:30 p.m. daily. Please note these hours are subject to change. Contact our Exhibitor Support Department at 888-508-5054 if you have any questions or concerns.**

**PURCHASE TERMS**

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Center. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the order form under Display Labor for Straight time and Overtime hours.

**CLEANING SERVICE**

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 3, 2023.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

Children under 18 years old are not allowed in the exhibit hall during installation and dismantle.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.