

# COST SAVINGS AT MCCORMICK PLACE

Take advantage of the following opportunities when planning the setup of your booth.

## BOOTH SETUP

Exhibitors may now perform the following work in a booth of any size using ladders, hand tools and power tools designated safe by McCormick Place. An "exhibitor" is defined as a full-time employee for at least six months.

- Setting-up and dismantling exhibits using ladders, hand tools and power tools (deemed safe by McCormick Place).
- Assembling and disassembling materials, machinery or equipment.
- Installing signs, graphics, props, drapery, and skirting exhibitor tables.
- Delivering, setting-up, plugging in, interconnecting and operating electrical equipment, computers and audio visual devices.
- McCormick Place will have various hardware supplies available for purchase on Show site starting on Monday, February 25. If you need last minute items, save time by purchasing what you need for booth set up and tear down right 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.
- Reduce your material handling and 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 to be unloaded. Learn more by reviewing the material handling form and special handling instructions.

## OFFICIAL SERVICE CONTRACTOR (FREEMAN)

- Be sure to order your Freeman provided services online and prior to **February 1st** rather than submitting a paper form. By online ordering, you could save 9% off the discounted rate for select items.
- To make your online ordering experience faster and more efficient, Freeman online allows you to take your 2018 order and duplicate it for the 2019 Show. This is assuming that your booth configuration has stayed the same from the previous year.

## 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 display labor rates your company is being charged to see if they are comparable to the display labor rates IHA has negotiated listed below.

Straight Time \$112.00      Time-and-a-Half \$168.00      Double Time \$224.00

- Ordering your booth carpet in advance from Freeman entitles you to a \$5.00 per hour straight time and \$7.50 per hour overtime discount on display labor ordered from Freeman.

## ELECTRICAL AND PLUMBING SERVICES

- IHA has chosen Freeman to provide all electrical and plumbing services for the 2019 Show. Please see the below rates.

Electrical Labor		Plumbing Labor	
Straight Time	\$ 98.25	Straight Time	\$108.25
Time-and-a-Half	\$142.75	Time-and-a-Half	\$160.25
Double Time	\$189.25	Double Time	\$211.75

- Exhibitors that order 120-volt electrical services will not be charged labor to install or remove the service. The first service location in the booth will be free of installation and dismantling labor charges regardless of service size. Multiple service locations within the same booth may be subject to labor and material charges.
- Exhibitors that order 208-volt electrical services will not have to pay an additional labor charge to remove electrical from a booth or a meeting room, as long as electrical labor wasn't charged on installation.
- Should you be charged a dismantle fee on an electrical service, the charge would be based on 50% of the installation time, not on the electrical rate. Therefore, one hour of installation would be 1/2 hour of dismantle.
- A Frequently Asked Questions guide for electrical service has been developed to help your company save money and makes the setup process more efficient. Please review the IHA's Electrical FAQ available in the online Exhibitor Services Manual.



march 2, saturday, 10:00 am - 5:30 pm  
march 3, sunday, 8:30 am - 5:30 pm  
march 4, monday, 8:30 am - 5:30 pm  
march 5, tuesday, 8:30 am - 3:00 pm

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**POWER HOUR:**  
5:30 - 6:30 pm,  
Saturday - Monday!  
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An opportunity to extend buyer  
meetings an additional hour  
after the 5:30 pm close

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## TIPS:

- If electrical service is needed and is dropped in the back of your booth, there will not be any labor charges. However, if electrical service has to be run throughout your booth, labor charges will apply.
- If you need electrical in a location other than the rear of your booth and want to avoid additional labor charges, bring your own UL approved extension cords (3 wire, 14 gauge minimum with a ground) to get power to the front of the booth without hiring labor. Most home improvement stores sell UL approved extension cords.
- Check your electrical order for scissor or condor lift equipment and/or crews. Most electrical on our Show should be pulled from the floor, not the ceiling.
- If using your own power strips, they must have circuit protection.
- Order your electrical and plumbing service(s) before the advance rate deadline of February 1, 2019 to ensure cost savings. If not, try to order at least 48-hours in advance to maximize the benefits of the extended straight time window.
- Fire regulations require that booth power be disconnected at 3:30 p.m., Tuesday, March 5. Electrical service to exhibits will be turned off at this time, unless a special request for power has been placed with the Freeman Electrical Service Desk prior to 1:30 p.m. on Tuesday, March 5.
- At Show close on Tuesday, March 5, Freeman will consider 3:00 p.m. to 8:30 pm straight time.
- Prices listed on the Freeman electrical forms are for the entire Show, not daily.
- There is only one connection point per outlet ordered. Power strips / quad boxes can provide additional plug-in locations. **To calculate your electrical needs, take the wattage on the bulb and multiply it by the number of lights you will be using.** For example, a track light with 4 lights, each requiring a 100 watt bulb, uses 400 watts of power. Therefore, you should order a 500 watt service and would still have 100 watts left for another item.

## FOOD AND BEVERAGE

SAVOR, the authorized food service provider at McCormick Place, has introduced various processes to improve the 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 food and beverage items brought in from the outside must be for the exhibitors' personal consumption only. Keep an eye out for a list of local restaurants that welcome exhibitor orders.
- Exhibitors will no longer pay an extra delivery charge for food and beverage orders less than \$250.
- As an in-house food option for exhibitor consumption, exhibitors can place an online order for pick-up at Connie's Pizza, located in the North Building, Level 2.

## BOOK YOUR HOTEL THROUGH ONPEAK, IHA'S OFFICIAL HOUSING PROVIDER

IHA not only negotiates the lowest rates in the city, but also secures Housewares only incentives and amenities for your stay in Chicago. Book through OnPeak, IHA's official housing provider, to secure your Show accommodations. **Early-Bird rates expire on December 31, 2018 – be sure to book your hotels today!**

## LOADING AND UNLOADING - AUTOMOBILES AND SMALL UTILITY VEHICLES (ASUV)

- McCormick Place allows exhibitors to unload and load automobiles and small utility vehicles at the exhibit floor docks without hiring union labor. Please review the ASUV forms within the online Exhibitor Services Manual for locations.
- There will be no weight restrictions and exhibitors will be able to use manual carts and dollies to transport their materials.
- Exhibitors will have a maximum of 20 minutes to unload and load their materials.
- ASUV Program hours are:

	Dates	Hours
<b>Inbound</b>	Thursday February 28, 2019 Friday, March 1, 2019	8:00 a.m. – 4:00 p.m. 8:00 a.m. – 4:00 p.m.
<b>Outbound</b>	Tuesday, March 5, 2019	3:00 p.m. – 9:00 p.m.

## TIPS:

- Approved vehicles are defined as a family or small business owned vehicle used for light hauling including: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles. Please see section 4 within the online Exhibitor Services Manual for examples of approved vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans, trailers or recreational vehicles.
- Manual carts and dollies will not be available for rental/use on-site. Be sure to bring your own equipment.