

COMPLIMENTARY EXHIBIT FLOOR MEETING ROOM RESERVATION FORM

IHA use only:

ID# _____

SR# _____

Date _____

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 INFORMATION

Requested Building: South North Lakeside

My company's meeting room selection is: First Choice: _____ Second Choice: _____

(See chart below for meeting room numbers and consult the Online Exhibitor Service Manual for exhibit floor locations.)

Date Choices: Saturday, March 2, 2019 Sunday, March 3, 2019 Monday, March 4, 2019 Tuesday, March 5, 2019

Start Time: _____ End Time: _____ (Two-hour maximum during Show hours)

MEETING ROOM NUMBERS & CAPACITIES

Wired + Well Expo

Lakeside Center - Level 3, Hall D

Room #s	Dimensions	Capacity
L1-L2	10' x 20'	10 people

Clean + Contain / Discover Design Expos

North Building - Level 3, Hall B1

Room #s	Dimensions	Capacity
N1-N2	10' x 20'	10 people

Room #s	Dimensions	Capacity
N1-N2	10' x 20'	10 people

Dine + Décor Expo

South Building - Level 3, Hall A

Room #s	Dimensions	Capacity
S1-S2	10' x 20'	10 people

EXHIBIT FLOOR MEETING ROOM GUIDELINES

Please read IHA's exhibit floor meeting room policy in full. Check each box in acknowledgement, sign below and return to IHA.

- The complimentary exhibit floor meeting rooms are available to 2019 International Home + Housewares Show exhibitors and approved registered retailers only.
- Meeting rooms will be available only **during Show hours** and will be limited to a maximum of **two hours**.
- Meeting rooms will be set conference style only.
- Food and beverage are not allowed in exhibit floor meeting rooms.
- Exhibit floor meeting rooms must be reserved through IHA and will be assigned on a first-come, first-served basis. Meeting rooms may also be reserved on-site based on availability.
- Upon receipt of the Exhibit Floor Meeting Room Reservation Form, IHA will assign the meeting room. Confirmation of the exhibit floor meeting room assignment will be sent prior to the Show.
- Complimentary exhibit floor meeting rooms are semi-private. If you are interested in reserving a private meeting room at McCormick Place, please contact Dawn Wittmann, at the contact information below.

Please return to Dawn Wittmann at:

Fax: +1-847-292-4211 or
Email: dwwittmann@housewares.org
Questions? Tel: +1-847-692-0140

Signature: _____ Date: _____



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

IT'S SMART
www.housewares.org

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

