

EXHIBITOR ACTION CHECKLIST

Use this list to determine deadlines and to track completion of necessary forms for exhibiting in the Show.

NOVEMBER 2018

- ❑ 15th Book early-bird hotel rates through OnPeak, our official housing partner www.housewares.org/show/hotels
- ❑ 21st Review Show Guidelines regarding buyer appointments process

DECEMBER 2018

- ❑ 1st Review Exhibitor Website for cost savings www.housewares.org/show/esm
- ❑ 12th Review Freight Target Floor Plan online for move-in date and time for freight delivery to the Show floor
- ❑ 12th Show Preview Press Event Registration Deadline
- ❑ 14th Final date for hanging signage approval – restrictions apply
- ❑ 14th McCormick Place Meeting Room Reservation Form
- ❑ 31st Last day to book Early-Bird hotel rates

JANUARY 2019

- ❑ 3rd Send blueprints with multi-levels or ceilings to McCormick Place for Fire Marshal review
- ❑ 3rd Send booth diagrams for new or rebuilt exhibits to IHA
- ❑ 9th ColorWatch by Pantone Display
- ❑ 18th Show Sponsorships – Buyers Club, Buyer Lunches, International Business Center, Charging Stations
- ❑ 18th Shuttle Bus advertisement deadline
- ❑ 18th Final Date for inclusion in **Show Directory** www.housewares.org/show/exhibit/dir
- ❑ 18th New Product Showcase / IHA Global Innovation Awards (*gia*) Entry
- ❑ 20th Final mailing date for Exhibitor Badges www.housewares.org/show/register-plan
- ❑ 25th Free Lead Retrieval Unit – 2 Types Available
- ❑ 25th Review Transportation Website www.housewares.org/show/travel

FEBRUARY 2019

- ❑ 1st Freeman: Display Labor Advance Rate Deadline
- ❑ 1st Freeman: Rigging Labor Advance Rate Deadline
- ❑ 1st Freeman: Carpet Advance Rate Deadline
- ❑ 1st Freeman: Cleaning Advance Rate Deadline
- ❑ 1st Freeman: Display/Exhibit Advance Rate Deadline
- ❑ 1st Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate Deadline
- ❑ 1st Freeman: Plumbing Advance Rate Deadline
- ❑ 1st Freeman: Signs/Graphics Advance Rate Deadline
- ❑ 1st Freeman: Electrical Advance Rate Deadline
- ❑ 1st Freeman: Audio Visual Rental Advance Rate Deadline
- ❑ 1st Exhibitor-Appointed Contractor Registration – **ALL EXHIBITORS USING NON-RECOMMENDED VENDORS MUST COMPLETE THIS INFORMATION**
- ❑ 1st New Product Information for News Media
- ❑ 2nd New For The Home signs
- ❑ 2nd Made in the USA signs
- ❑ 2nd Smart Home Signs
- ❑ 5th Approval for Wireless Access Points

FEBRUARY 2019 continued

- ❑ 5th Telephone, Internet Access and Cable Access Advance Rate Deadline
- ❑ 8th Floral Services/Event Production
- ❑ 11th International Shipping – U.S. Customs Clearance – **Ocean Freight**
- ❑ 13th **Advance Warehouse Shipments**
- ❑ 13th Food Service Advance Order Deadline
- ❑ 15th No Photography signs
- ❑ 15th Booth Guard Service Advance Rate Deadline
- ❑ 18th International Shipping & U.S. Customs Clearance – **Air Freight**
- ❑ 21st First day of move-in for Lakeside Exhibitors
- ❑ 22nd Reserve guaranteed parking at McCormick Place (online only)
- ❑ 22nd First day of move-in for North (Hall B) and South Exhibitors
- ❑ 22nd Computer / iPad Rental Advance Rate Deadline
- ❑ 25th Booth Design Award Entry
- ❑ 27th First day of move-in for North (Hall C) Exhibitors
- ❑ 28th Submit form to IHA for pre-show buyer appointments
- ❑ 28th Submit form to IHA for in-booth receptions or sales meetings held before or after Show hours

MARCH 2019

- ❑ 1st Special Event/Product Demonstrations
- ❑ 1st Press Kits to News Center
- ❑ 1st **All booths set by 5:00 p.m.**
- ❑ 2nd Show opens at 10:00 a.m.
- ❑ 5th Show closes at 3:00 p.m.
- ❑ 8th Last day of move-out for South & North Exhibitors (noon)
- ❑ 9th Last day of move-out for Lakeside Exhibitors (noon)

NO DEADLINE

- ❑ Buyer Registration and Media List – Invite Buyers to the Show
- ❑ Work with IHA approved charities to donate your product
- ❑ Exhibit Floor Meeting Room Reservation
- ❑ FedEx Kinko's
- ❑ Hostesses/Hosts
- ❑ Photography/Videography
- ❑ Security Containers

IMPORTANT INFORMATION SENT UNDER SEPARATE COVER

- Booth Space Acknowledgment Letter
- Exhibitor Badge Registration: Booth space must be paid in full.
- Hotel Cancellation: Guests must cancel reservations 24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel).
- Listings for Show Directory/Housewares Connect 365 at www.housewares.org/show/exhibit/dir
- Freight Target Floor Plan at www.housewares.org/show/exhibit/freight_target_floorplans.aspx
- Exhibitor Services Manual at www.housewares.org/show/esm
- Marketing Kit at www.housewares.org/show/marketing-kit
- Chicago Concierge for restaurant reservations or private event space options