

# IN-BOOTH RECEPTIONS, MEETINGS AND EVENTS

If you wish to hold a meeting, press event or reception at your booth prior to the official opening or after Show hours with non-exhibitor personnel who do not have an exhibitor badge or manufacturers' rep badge, you will need to make special arrangements in advance according to IHA Show Guidelines.

## THE FOLLOWING INFORMATION MUST BE SUBMITTED BEFORE THE SHOW:

Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Date of In-Booth Event: \_\_\_\_\_ Time: \_\_\_\_\_ until \_\_\_\_\_ a.m./p.m. Est. # of People: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_ On-Site Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Check One:  Sales Meeting  Press Event  Reception  Other \_\_\_\_\_

Event Description: \_\_\_\_\_

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## IN-BOOTH RECEPTIONS, MEETINGS AND EVENTS GUIDELINES:

By checking each box and signing below, you acknowledge that your company will abide by IHA's guidelines.

- Depending on the number of people attending your event, you may be required to hire security to monitor surrounding booths and products. Based on booth size, IHA may need to restrict the total number of attendees for an in-booth event. For more information on security requirements, please see IHA's Show Guidelines within the online Exhibitor Services Manual. Security guard order forms can be found within the "Security" section of the same resource.
- If you require catering, you must work with McCormick Place's official catering provider SAVOR...Chicago. Catering menus can be found in the Vendor Services section of the online Exhibitor Services Manual. For questions relating to catering, alcohol and bar tender requirements, contact SAVOR..Chicago at 312-791-7250 or info@savorchicagomcpl.com
- Prior to IHA approval of event, you must submit a guest list with each person that will be attending your Pre/Post Show event that does not have an Exhibitor Badge or a Manufacturers Rep Badge. A guest list template can be found in the online Exhibitor Services Manual (If they do not have one of these badges, their name must be on this list or they will not be able to enter the show floor for security reasons).
- The earliest pre-Show events may start is 7:00 a.m. and post-Show must end by 6:30 p.m.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and send to Dawn Wittmann at [dwittmann@housewares.org](mailto:dwittmann@housewares.org) or fax +1-847-292-4211.

**Deadline: February 27, 2019**



international  
**home +  
housewares  
show | 2019**  
mccormick place, chicago

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!  
(appointments recommended)  
An opportunity to extend buyer  
meetings an additional hour  
after the 5:30 pm close



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