

MCCORMICK PLACE MEETING ROOM RESERVATION FORM

Please send both the front and back of this form as well as a diagram of your room layout to Dawn Wittmann via email at dwittmann@housewares.org or fax at +1-847-292-4211.

IHA use only:

ID# _____

SR# _____

Date _____

Deadline: December 14, 2018

STANDARD EQUIPMENT & SERVICES INCLUDED IN YOUR RENTAL COST:

The rental of a meeting room includes the following (if requested): A one-time standard (1) room set, (4) 6 ft. tables, white tablecloths, speaker's platforms, one (1) non-lit podium, ice water for speakers and one (1) wired microphone. All the above equipment is subject to availability. Please indicate your requirements in writing and submit with form.

- **Electrical service is not included in meeting room rental fee.** More information on electrical service will be provided with our confirmation from McCormick Place.
- All meeting room information has been provided by McCormick Place and is subject to change.
- The rental of a McCormick Place meeting room includes up to four (4) 6 ft. tables. Any additional tables needed by the exhibitor will incur an extra fee.

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 ROOM SELECTION (Please select only one of the boxes below:)

My company wants the same meeting room number that was assigned to us last year: _____

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

MEETING INFORMATION

Meeting Type: Breakfast Lunch Dinner Sales Meeting Press Event Reception Other _____

Room Layout: Theater Classroom Banquet Hollow Square Conference U-Shape Other _____

Set For: _____ (# of people) Meeting Date(s): _____ Meeting Time: _____ to _____

Set-up Date(s): _____ Set-up Time: _____ to _____

NOTE: A daily fee will apply for each day your company uses a McCormick Place meeting room, including set-up and tear-down. McCormick Place invoices will be sent after the close of the Show.

IN ORDER TO PROCESS THIS REQUEST, THE BACK OF THIS PAGE MUST BE SIGNED.



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



MEETING ROOM GUIDELINES

Please read IHA's McCormick Place Meeting Room Policy in full.
By checking each box and signing below, you acknowledge
that your company will abide by IHA's guidelines.

- The meeting room user must be an exhibiting company or an approved registered retailer at the 2019 International Home + Housewares Show.
- If an exhibitor cancels their booth space in the Show, IHA will automatically cancel all meeting room requests.
- Meeting room utilization is for food functions and meetings only. **Product displays are prohibited** during Show hours unless approved by IHA. Violation of this policy will result in loss of seniority and expulsion from the Show. Exhibitors may conduct private product showings in their booth or take advantage of the complimentary exhibit floor meeting rooms.
- Meeting room users may place one (1) sign outside of their room. If additional signs are placed outside the room or leading to the room, IHA has the right to remove them.
- There will be one (1) meeting room allocated per exhibiting company, unless previously approved by IHA.
- Meeting rooms will be assigned and contracted with McCormick Place, not IHA. However, IHA must approve all meeting room requests prior to assignment.
- You must submit a diagram of your room layout, specifically indicating how the room should be set and the requirements needed from McCormick Place.
- A daily fee will apply for each day your company uses a McCormick Place meeting room, including set-up and tear-down. McCormick Place invoices will be sent after the close of the Show.
- Meeting rooms will be assigned in the following order:
 1. Exhibitors and Retailers that had contracted a meeting room for the 2018 Show.
Exhibitors must have booth space in the 2019 Show.
 2. Retailers registered for the 2019 Show.
 3. Exhibiting companies for the 2019 Show, by date received.
- McCormick Place will begin meeting room assignment in January, by sending a confirmation and a contract to your company.

Signature _____ Date _____
If this form is not signed, your company will not be assigned a meeting room.

SPECIAL INSTRUCTIONS

Please send your completed forms and room layout diagram to Dawn Wittmann via fax at +1-847-292-4211 or e-mail at dwittmann@housewares.org.

Questions regarding the meeting room assignment and qualification process should be directed to Dawn Wittmann at IHA +1-847-692-0140 or dwittmann@housewares.org.

ADDITIONAL QUESTIONS AND CONTACT INFORMATION

Questions regarding McCormick Place guidelines should be directed to Jennifer Schramm with McCormick Place at +1-312-808-3152 or housewares@mccormickplace.com.

To order any of the services below, forms will be provided within the online Exhibitor Services Manual available in mid-November.

Audio Visual
Freeman AV
Tel: +1-708-255-7131
Jeff Straughn
jeff.straughn@freemanco.com

Electrical, Plumbing & Furnishings
Freeman
Tel: +1-773-473-7080
www.freeman.com

Telecommunications & Internet
McCormick Place
Tel: +1-312-791-6113
www.mccormickplace.com
technology@mccormickplace.com

Food & Beverage
SAVOR...Chicago
Tel: +1-312-791-7250
savorchicagomcpl.com
Morgan Lamb
mlamb@mccormickplace.com
Carrie Fish
cfish@mccormickplace.com

