

FREEMAN

8201 West 47th Street
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THE INSPIRED HOME SHOW
2020
MARCH 14-17, 2020
McCORMICK PLACE
CHICAGO, ILLINOIS

FREEMAN quick facts

EASY IS NICE, ON ANY DEVICE.

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

To improve the overall appearance of the show, IHA requires that all in-line and peninsula exhibitors provide a finished backwall or acceptable backdrop 8 feet (minimum) in height and extending the entire length of the booth space. Exhibitors with backwalls less than 8 feet high may be required to provide acceptable cosmetic masking extending the entire length of the backwall up to the 8 foot minimum height at their own expense. Sidewalls are allowed, but not required. Sidewalls may go to the height and length set for their configuration - there is no minimum height or length. However, it will be the exhibitor's responsibility to have the backside of the sidewalls flush and finished.

To assist the attendees in identifying booths, IHA requires exhibitors to indicate their company name and booth number on signage incorporated into the booth structure.

UTILITY SERVICES AND ACCESS

If an exhibitor requires utility services, the utility port must be available in the booth space assigned. For safety, utility services will not be accessed from the aisle.

For inline or peninsula booths, utility services will be supplied at the back of the booth whenever possible. Exhibitors should allow a 1 foot unobstructed corridor in the back and 6 inches on one side of their space to allow passage for necessary cable and maintenance personnel. If a utility corridor is not provided, the booth structure may need to be repositioned. Charges or costs incurred will be the responsibility of the exhibitor.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; Exhibitors are required to provide an acceptable floor covering in their booth space. However, IHA will carpet the aisles in the following colors:

Dine + Decor Expo - South Building, Level 3

Category Color: Cook + Bakeware..... Gray
Tabletop, Kitchen Essentials + Accents..... Black Tweed

Clean + Contain Expo - North Building, Level 3 (Hall B1)

Category Color: Cleaning, Home Organization + Bath Accessories..... Gray
Discover Design Black

International Sourcing Expo - North Building, Level 1 (Hall C1)

Category Color: International Pavilion Gray

Wired + Well Expo - Lakeside Center, Level 3

Category Color: Electrics + Home Healthcare Black Tweed

Note: No portion of an exhibit structure or floor covering may extend beyond the assigned floor space.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order online by Thursday, February 13, 2020.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freeman.com/FAQPreshow

Thursday, March 5, 2020	8:00 a.m. - 4:30 p.m.	Lakeside Ctr. (Hall D)
Friday, March 6, 2020	8:00 a.m. - 4:30 p.m.	Lakeside Ctr. (Hall D)
Friday, March 6, 2020	12:00 p.m. - 4:30 p.m.	South Bldg. (Hall A), North Bldg. (Hall B)
Saturday, March 7, 2020	Dark Day	
Sunday, March 8, 2020	Dark Day	
Monday, March 9, 2020	8:00 a.m. - 4:30 p.m.	South Bldg. (Hall A), North Bldg. (Hall B) & Lakeside Ctr. (Hall D)
Tuesday, March 10, 2020	8:00 a.m. - 4:30 p.m.	South Bldg. (Hall A), North Bldg. (Halls B & C) & Lakeside Ctr. (Hall D)
Wednesday, March 11, 2020	8:00 a.m. - 4:30 p.m.	All Buildings including North Bldg. (Hall C)
Thursday, March 12, 2020	8:00 a.m. - 4:30 p.m.	All Buildings
*Friday, March 13, 2020	8:00 a.m. - 4:30 p.m.	All Buildings

Booth structures must be completely set and all empties removed by 5:00 p.m. on Friday, March 13, 2020.

**Exhibitors may work later on Friday, March 13, 2020, if necessary.*

EXHIBIT HOURS

Saturday, March 14, 2020	10:00 a.m. - 5:30 p.m.*
Sunday, March 15, 2020	8:30 a.m. - 5:30 p.m.*
Monday, March 16, 2020	8:30 a.m. - 5:30 p.m.*
Tuesday, March 17, 2020	8:30 a.m. - 3:00 p.m.

**Power Hour: 5:30 p.m. - 6:30 p.m. on Saturday - Monday. An opportunity to extend buyer meetings an additional hour after the 5:30 p.m. close.*

EXHIBITOR MOVE-OUT

For more information and helpful hints on post show procedures and move-out, please go to www.freeman.com/FAQPostshow

Tuesday, March 17, 2020	3:01 p.m. - 10:00 p.m.	All Buildings
Wednesday, March 18, 2020	8:00 a.m. - 4:30 p.m.	All Buildings
Thursday, March 19, 2020	8:00 a.m. - 4:30 p.m.	All Buildings *North Bldg Hall C1 Must Be Cleared by 2:00 p.m.
Friday, March 20, 2020	8:00 a.m. - 4:30 p.m.	Lakeside Center
Friday, March 20, 2020	8:00 a.m. - 12:00 Noon	South & North Buildings
Saturday, March 21, 2020	8:00 a.m. - 12:00 Noon	Lakeside Center only

***Empties will be delivered starting at 4:00 p.m. on Tuesday, March 17, 2020. Please note empty returns can take up to 6 hours to complete.**

South Building & North Building

All materials must be packed, Material Handling Agreements to be submitted by **10:00 a.m., Friday, March 20, 2020** and freight removed by **12:00 Noon., Friday, March 20, 2020**. Any materials remaining after **12:00 Noon on Friday, March 20, 2020** will be rerouted at the exhibitor's expense.

All carriers for the South Building & North Building must check-in no later than Friday, March 20, 2020 at 8:00 a.m.

Lakeside Center

All materials must be packed, Material Handling Agreements to be submitted by **10:00 a.m., Friday, March 20, 2020** and freight removed by **12:00 Noon, Saturday, March 21, 2020**. Any materials remaining after **12:00 Noon on Saturday, March 21, 2020** will be rerouted at the exhibitor's expense.

All carriers for Lakeside Center must check-in no later than Saturday, March 21, 2020 at 8:00 a.m.

SERVICE CENTER HOURS AND LOCATIONS

All Buildings:

Thursday, March 5, 2020	8:00 a.m. - 4:30 p.m.*
Friday, March 6, 2020	8:00 a.m. - 4:30 p.m.*
Monday, March 7, 2020 - Thursday, March 12, 2020	8:00 a.m. - 4:30 p.m.
Friday, March 13, 2020	8:00 a.m. - 6:00 p.m.
Saturday, March 14, 2020 - Monday, March 16, 2020	8:00 a.m. - 4:30 p.m.
Tuesday, March 17, 2020	8:00 a.m. - 8:30 p.m.
Wednesday, March 18, 2020 - Friday, March 20, 2020	8:00 a.m. - 4:30 p.m.
Saturday, March 21, 2020	8:00 a.m. - 12:00 p.m.*

***Lakeside Center Only**

LOCATIONS:

South Hall A - South Building Exhibit Floor, 1 Level below Food Pod

North Hall B - North Building, Level 2, Room N230

Lakeside Hall D - Lakeside Center, Level 2, Room E252

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN
8201 West 47th Street
McCook, Illinois 60525
1-773-473-7080 fax 1-469-621-5603

FREEMAN EXHIBIT TRANSPORTATION
1-800-995-3579 Toll Free US & Canada
1-817-607-5100 Local & International
1-469-621-5810 Fax

MONEY SAVING TIP WHEN ORDERING SERVICES

Exhibitors can order many Freeman services in advance in 3 ways - electronically, fax or mail. If ordered by **Thursday, February 13, 2020**, discounts will apply. To get a better discount, exhibitors are encouraged to order electronically through Freeman Online.

FREEMAN ONLINE®

Place your order online by Thursday, February 13, 2020 and get the lowest discount rate available.

Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name
Booth # _____ Building _____
2020 International Home + Housewares Show
C/O Freeman
2500 West 35th Street
Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance

Freeman will accept crated, boxed or skidded material from **Thursday, February 6, 2020** through **Wednesday, February 26, 2020** at the above address.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday

Show Site Shipping Address:

Exhibiting Company Name
Booth # _____ Building _____
2020 International Home + Housewares Show
C/O Freeman
McCormick Place
2301 S. Lake Shore Drive
Chicago, IL 60616

NOTE: All trucks should check-in at the McCormick Place Marshaling Yard on 31st Street. See map and directions in your service manual.

Show site freight must be delivered on your assigned scheduled target date and time. Please reference the Target Schedule that will be available online.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

Please note that all vehicles delivering materials to McCormick Place must report to the Marshaling Yard at 3050 So. Moe Drive, Chicago, IL 60616, to obtain a dock pass.

This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see enclosed map).

No vehicle will be allowed to the dock area without a pass.

POST SHOW SHIPPING INFORMATION

Exhibitors are encouraged to prepare their outbound paper work (Material Handling Agreement and bills of lading) before you arrive for the Show. By doing so, your Material Handling form and labels will be delivered to your booth before the close of the Show.

The outbound shipping form can be completed online by logging into Concierge Elite (www.freeman.com) or by contacting the Freeman Exhibitor Services Department at 1-773-473-7080 or via email at FreemanChicagoES@freeman.com.

Exhibitors are responsible for contacting their freight carrier (including FedEx and UPS) to arrange for pickup after the Show. Be sure that the carrier knows the company name and booth number.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

LABOR INFORMATION

If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors or installation and dismantle companies, will be allowed to perform these services.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 1-773-473-7080.