

COMPLIMENTARY EXHIBIT FLOOR MEETING ROOM RESERVATION FORM

IHA use only:
Date Received:

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 14, 2020 Sunday, March 15, 2020 Monday, March 16, 2020 Tuesday, March 17, 2020
 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
NI-N2	10' x 20'	10 people

Room #s	Dimensions	Capacity
NI-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 2020 The Inspired Home 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 14 - 17, 2020
 McCormick Place | Chicago

march 14,	saturday,	10:00 am - 5:30 pm
march 15,	sunday,	8:30 am - 5:30 pm
march 16,	monday,	8:30 am - 5:30 pm
march 17,	tuesday,	8:30 am - 3:00 pm

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



Tel: +1 847.292.4200
TheInspiredHomeShow.com