

EXHIBITOR ACTION CHECKLIST

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

NOVEMBER 2019

- 15 Book early-bird hotel rates through OnPeak, IHA's official housing partner
- 21 Review Show Guidelines regarding buyer appointments process

DECEMBER 2019

- 2 Review Exhibitor Website for cost savings
- 11 Review Freight Target Floor Plan online for move-in date and time for freight delivery to the Show floor
- 13 Final date for hanging signage approval – restrictions apply
- 13 McCormick Place Meeting Room Reservation Form
- 20 Show Preview Press Event Registration Deadline
- 31 Last day to book Early-Bird hotel rates

JANUARY 2020

- 9 ColorWatch by Pantone Display product submission
- 17 Show Sponsorships – Buyers Club, Buyer Lunches, International Business Center, Charging Stations, Water Stations
- 17 Shuttle Bus advertisement deadline
- 17 Final Date for inclusion in **Show Directory**
- 24 Send blueprints with multi-levels or ceilings to McCormick Place for Fire Marshal review
- 24 Send booth diagrams for new or rebuilt exhibits to IHA
- 24 Free Lead Retrieval Unit – 2 Types Available
- 24 Review Transportation Website
- 25 New Product Showcase / IHA Global Innovation Awards (*gia*) Entry

FEBRUARY 2020

- 12 New Product Information for News Media
- 12 New For The Home signs
- 12 Made in the USA signs
- 12 Smart Home Signs
- 13 Freeman: Display Labor Advance Rate and Payment Deadline
- 13 Freeman: Rigging Labor Advance Rate and Payment Deadline
- 13 Freeman: Carpet Advance Rate and Payment Deadline
- 13 Freeman: Cleaning Advance Rate and Payment Deadline
- 13 Freeman: Display/Exhibit Advance Rate and Payment Deadline
- 13 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate and Payment Deadline
- 13 Freeman: Plumbing Advance Rate and Payment Deadline
- 13 Freeman: Signs/Graphics Advance Rate and Payment Deadline
- 13 Freeman: Electrical Advance Rate and Payment Deadline
- 13 Exhibitor-Appointed Contractor Registration – **ALL EXHIBITORS USING NON-RECOMMENDED VENDORS MUST COMPLETE THIS INFORMATION**
- 18 Freeman: Audio Visual Rental Advance Rate Deadline
- 20 Floral Services/Event Production
- 20 Approval for Wireless Access Points
- 20 Telephone, Internet Access and Cable Access Advance Rate Deadline
- 21 No Photography signs
- 22 Reserve guaranteed parking at McCormick Place (online only)

FEBRUARY 2020 continued

- 21 International Shipping – U.S. Customs Clearance – **Ocean Freight**
- 25 Food Service Advance Order Deadline
- 26 Computer / iPad Rental Advance Rate Deadline
- 26 **Advance Warehouse Shipments**
- 28 International Shipping & U.S. Customs Clearance – **Air Freight**

MARCH 2020

- 5 First day of move-in for Lakeside Exhibitors
- 6 First day of move-in for North (Hall B) and South Exhibitors
- 7 Booth Guard Service Advance Rate Deadline
- 10 First day of move-in for North (Hall C) Exhibitors
- 10 Booth Design Award Entry
- 11 Submit form to IHA for pre-show buyer appointments
- 11 Submit form to IHA for in-booth receptions or sales meetings held before or after Show hours
- 11 Complimentary Metra train service begins
- 13 Special Event/Product Demonstrations
- 13 Press Kits to News Center
- 13 **All booths set by 5:00 p.m.**
- 14 Show opens at 10:00 a.m.
- 17 Show closes at 3:00 p.m.
- 20 Last day of move-out for South & North Exhibitors (noon)
- 21 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
- Review complimentary Shuttle Bus Schedule to/from official block hotels

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
- Freight Target Floor Plan
- Exhibitor Services Manual
- Marketing Kit
- Chicago Concierge for restaurant reservations or private event space options