

# MCCORMICK PLACE MEETING ROOM RESERVATION FORM

IHA use only:

Date Received: \_\_\_\_\_

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 [dwwittmann@housewares.org](mailto:dwwittmann@housewares.org) or fax at +1-847-292-4211.

**Deadline: December 13, 2019**

## 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.** You can list your electrical power needs on your McCormick Place confirmation form, that will be emailed to you separately, prior to your event.
- 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.**

**THE  
INSPIRED  
HOME  
SHOW** IHA'S GLOBAL HOME +  
HOUSEWARES MARKET

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](http://TheInspiredHomeShow.com)

# 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 2020 The Inspired Home 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 2019 Show. Exhibitors must have booth space in the 2020 Show.
  2. Retailers registered for the 2020 Show.
  3. Exhibiting companies for the 2020 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 [dwwittmann@housewares.org](mailto:dwwittmann@housewares.org).

**Questions regarding the meeting room assignment and qualification process** should be directed to Dawn Wittmann at IHA +1-847-692-0140 or [dwwittmann@housewares.org](mailto:dwwittmann@housewares.org).

## ADDITIONAL QUESTIONS AND CONTACT INFORMATION

**Questions regarding McCormick Place guidelines** should be directed to Michelle Teta with McCormick Place at +1-312-791-6082 or [mteta@mccormickplace.com](mailto:mteta@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:  
**+1-708-473-1510**

Jeff Straughn  
[jeff.straughn@freemanco.com](mailto:jeff.straughn@freemanco.com)

### Electrical, Plumbing & Furnishings

Freeman  
Tel: +1-773-473-7080  
[www.freeman.com](http://www.freeman.com)

### Telecommunications & Internet

McCormick Place  
Tel: +1-312-791-6113  
[www.mccormickplace.com](http://www.mccormickplace.com)

[technology@mccormickplace.com](mailto:technology@mccormickplace.com)

### Food & Beverage

SAVOR...Chicago  
Tel: +1-312-791-7250  
[savorchicagomcpl.com](mailto:savorchicagomcpl.com)

Brett Michael Seibert  
Tel: +1-312-791-7232  
[BSeibert@mccormickplace.com](mailto:BSeibert@mccormickplace.com)

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