

THE INSPIRED HOME SHOW®

EXTENDED WORK AUTHORIZATION FORM

Exhibitors or representatives of an exhibitor who work before 7:00 a.m. or work past 6:00 p.m. during move-in or move-out will need to complete this Authorization Form, which can only be completed by the exhibiting company or the supervisor of the Exhibitor-Appointed Contractor (EAC) hired by the exhibiting company.

Date of Extended Work: _____ Extended Work Request: Time In _____ a.m. Time Out _____ p.m.

Booth #: _____ Building: South North Lakeside

Exhibiting Company: _____

Exhibitor-Appointed Contractor (EAC): _____

RULES:

The following rules apply to anyone working before 7:00 a.m. or past 6:00 p.m.

1. Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.
2. NO ONE will be allowed to work before 7:00 a.m. or past 10:00 p.m. unless approved by IHA.
3. When working late, once personnel exit the Show floor, they will not be allowed re-entry until the next working day.
4. All personnel are required to wear Show credentials in plain view while on the Show floor.
5. No smoking is allowed within the McCormick Place complex, this includes the exhibit floors.
6. All personnel are required to follow all safety rules as set forth by IHA, Freeman and McCormick Place / ASM.
7. All bags, tool boxes, cartons, etc. removed from the Show floor are subject to inspection.
8. Exhibitor or Contractor Supervisors are responsible for the conduct of their personnel. Workers must remain in their client's booth and not stray into other booth spaces.

Please PRINT the names of all personnel working in this booth. If a name is not listed, they may be denied access.

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|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

SIGNATURES:

Exhibitor or EAC Supervisor Signature: _____

Exhibitor or EAC Supervisor Printed Name: _____

Floor Manager Signature: _____