

**INSTALLATION + DISMANTLING COMPANIES**  
**GENERAL SHOW GUIDELINES**  
**THE INSPIRED HOME SHOW 2023**  
**March 4 – 7, 2023**

**Exhibit Hall Usage**

South Building, Level 3, Halls A1 + A2  
North Building, Level 3, Halls B1 + B2  
Lakeside Center, Level 3, Hall D1 + D2  
(Lakeside Center Ballroom will be used for Special Show Exhibits)

**Exhibitor Move-In Schedule**

IHA has worked with McCormick Place to be able to offer at least a full week of move-in to all exhibitors and their contractors in all three buildings.

Friday, February 24	12:00 p.m. – 4:30 p.m.	South Bldg. (Hall A) and North Bldg. (Hall B)
Monday, February 27	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A) and North Bldg. (Hall B)
Tuesday, February 28	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A) and North Bldg. (Hall B)
Tuesday, February 28	12:00 p.m. – 4:30 p.m.	Lakeside Center (Hall D)
Wednesday, March 1	8:00 a.m. – 4:30 p.m.	All Buildings
Thursday, March 2	8:00 a.m. – 4:30 p.m.	All Buildings
Friday, March 3	8:00 a.m. – 4:30 p.m.	All Buildings

**NOTE:** Exhibit halls will be closed on Saturday, February 25 and Sunday, February 26.

**Freight Target Floor Plans**

IHA requests your cooperation in the installation of the 2023 Show. To facilitate the movement of freight into the exhibit hall, we have targeted the move-in of all booths. A link to the online Freight Target Floor. Plans were sent to all 2023 exhibitors and 2023 registered EACs. To view, go to

<https://www.theinspiredhomeshow.com/exhibit/esk/target-floor-plans/>

Carriers should be advised to arrive at the McCormick Place Marshalling Yard at least two hours prior to the target assignment. Every effort will be made to adhere to the target schedule.

If you needed to adjust a target date, you should have already contacted Freeman directly.

**Show Hours**

Saturday, March 4	10:00 a.m. – 5:30 p.m.
Sunday, March 5	8:30 a.m. – 5:30 p.m.
Monday, March 6	8:30 a.m. – 5:30 p.m.
Tuesday, March 7	8:30 a.m. – 3:00 p.m.

- *EACs and Exhibitors will be allowed on the floor at 7:00 a.m. on Saturday, March 4.*
- *The Lakeside Center Lobby (Hall of Global Innovation) will open an hour before Show open.*
- *IHA is promoting a “Power Hour” from Saturday – Monday, this will give attendees an opportunity to extend their meetings an additional hour after the 5:30 p.m. close.*

**Exhibitor Move-Out Schedule**

Tuesday, March 7	3:01 p.m. – 10:00 p.m.	All Exhibit Halls
Wednesday, March 8	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Thursday, March 9	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Friday, March 10	8:00 a.m. – 12:00 noon	All Exhibit Halls

**McCormick Place / ASM EAC Registration** – Each EAC must register with the McCormick Place / ASM. Companies who have not registered with McCormick Place / ASM will not be allowed to work at McCormick Place. For more information on registering with McCormick Place / ASM, please contact their Show Operations department at [eventcontractors@mccormickplace.com](mailto:eventcontractors@mccormickplace.com) or 312-791-7185. The EAC agrees and understands that by registering with McCormick Place / ASM, it does not authorize work unless the EAC has a valid union contract. If the EAC does not have a valid union contract, but is registered with McCormick Place, the EAC may only supervise work completed by a company that does have a valid union contract, which the EAC must arrange for themselves.

The EAC agree to review and abide by McCormick Place's Building Entry and Exit Procedure (B.E.E.P). The most current version can be found on [www.mccormickplace.com](http://www.mccormickplace.com) under "Event Contractors."

### **EAC Labor Dispatch Desks**

Labor dispatch desk requests must be submitted in writing to Freeman. The space approved must not hinder the freight handling process of the official service contractor. **If you have a service desk location request, please send to Chuck McGee with Freeman at [chuck.mcgee@freemanco.com](mailto:chuck.mcgee@freemanco.com)** Be sure to include a copy of your proposed location using the 2023 floorplans.

Service counters should not have any headers. EAC's may indicate their company name, logo and/or phone number on the front of the counter.

### **Hanging Signs**

The deadline date for hanging sign requests is Monday, December 5. No additional hanging signs will be approved for the 2023 Show after this date.

### **Extended Work Authorization**

Any contractors or exhibitors seeking to work before 7:00 a.m. or past 6:00 p.m. during move-in or move-out must obtain approval from IHA and complete an Extended Work Authorization form from the Floor Manager / Help Centers. Security will be checking booths for personnel working late. The following rules apply to these situations:

- Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.
- NO ONE will be allowed to work before 7:00 a.m. or past 10:00 p.m. unless approved by IHA.
- When working late, once personnel exit the Show floor, they will not be allowed re-entry until the next working day.
- All personnel are required to wear the Show designated credentials in plain view while on the Show floor. It is the Exhibitor's responsibility to register their Exhibitor-Appointed Contractors (EACs), allowing them to receive the appropriate credentials. It is prohibited for an Exhibitor to register their EAC using their Exhibitor badge allotment.
- No smoking is allowed within the McCormick Place complex, this includes the exhibit floors. You can find dedicated smoking areas online at [www.theinspiredhomeshow.com/wp-content/uploads/2022/09/McCormickPlaceSmokingLocations-1.pdf](http://www.theinspiredhomeshow.com/wp-content/uploads/2022/09/McCormickPlaceSmokingLocations-1.pdf)
- All personnel are required to follow all safety rules as set forth by IHA, Freeman and McCormick Place / ASM.
- All bags, toolboxes, cartons, etc. removed from the Show floor are subject to inspection.
- Exhibitor or Contractor Supervisors are responsible for the conduct and actions of their personnel.

### **Labor Staging Areas – Show Break Only**

- North, Level 2, South of McDonalds
- Lakeside, Level 2, Hall E, Exhibit Floor
- South, Level 1 Crate Storage Area, Elevators 12, 13 & 14

The South Building freight elevators 7, 8, & 9 at Show close must not be used for EAC equipment staging and must be kept clear for Freeman to dispatch carpet / furniture crews. Please use other elevators for equipment.

**Reminder:** No gang boxes or scooters on exhibit floor until 4:00 p.m. (1 hour after Show close)

\*Dispatch areas may be placed in the exhibitor booth space with prior approval from Chuck McGee with Freeman. Please submit requests in writing with corresponding floor plans. **Labor Dispatch desks will not be allowed near or around the South Building Food Pod areas.**

**Note: No one will be allowed access to the South Building crate storage area after 8:00 a.m. All labor personnel must use the main entrance after 8:00 a.m. during move-in and move-out.**

Signs offering additional services are strictly prohibited.

### **Equipment Storage / Scooters**

Gang boxes, ladders and equipment should be stored inside the booth in which you are working or in designated storage areas. Fire regulations prohibit storage of these items in building corridors and aisles. Equipment should not be chained around columns overnight. Fire extinguishers must be accessible at all times.

In the South Building, during Show hours, I+D's will be allowed to store one (1) gang box and a minimal number of ladders in the crate storage area. However, please notify the appropriate Drayage Supervisor prior to storing your equipment.

Any EAC that places equipment in a non-designated area including perimeter or outside crate storage areas will have equipment removed and placed in a trailer. EAC will be charged for the removal. Scooters, carts, gang boxes and ladders are not allowed across the Grand Concourse. Movement between North and South Buildings with equipment must occur from the outside of the building. This is a McCormick Place / ASM policy.

Scooters may not be used one hour before Show opening and must be off aisle carpet at Show break. Scooters are not allowed on the exhibit floor at any time during Show hours. It is extremely important that EAC's not disrupt the removal of aisle carpet after the Show closes. Do not bring any gang boxes, ladders, or scooters onto the exhibit floor until one hour after the Show closes.

### **Exhibitor Service Centers**

There will be an Exhibitor Service Center in each building:

South Building	Under the food service pods in the South Building
North Building	Room N230
Lakeside Center	Room E252

### **Labor Credentials**

For 2023, IHA will provide wristbands as access credentials. The EAC was required to submit all personnel names and is responsible for ensuring its personnel not only have the necessary wristbands but wear them at all times. Any EAC not wearing the mandatory wristband will be removed from the show floor and barred from participating in any future Shows. The EAC has the choice to have wristbands mailed preshow (at their expense) or to pick-up on-site as listed below:

Thursday, February 23	8:00 a.m. – 12:00 p.m.	Grand Concourse EAC Registration Counter
Friday, February 24	8:00 a.m. – 12:00 p.m.	Grand Concourse EAC Registration Counter
Saturday, February 25	Dark	
Sunday, February 26	Dark	
Monday, February 27 – Friday, March 3	8:00 a.m. – 4:00 p.m.	Show Office N426ab

### **Freight Elevators + Crate Removal**

The fourteen (14) freight elevators in the South Building are to be utilized by the Official Service Contractor only. IHA is responsible for any and all damage to these elevators as well as the exhibit halls. Anyone caught using these elevators other than the Official Contractor will be barred from the exhibit floor.

Crate storage is located on Level 1 in the South Building, outside the North Building and outside the Lakeside Center on Level 3.

Label empty crates as quickly as possible so crates can be removed. Your cooperation is appreciated.

**Reminder:** Make sure to complete a teamster work order for easy access container removal at the break of the Show.

## **Booth Setup Policy**

Any Exhibitors or contractors who throw any type of trash (including poly) into the aisles on Saturday morning prior to Show opening will risk their participation at future Shows. **"No-freight"** aisles should be kept clear at all times.

Also, garbage hoppers will be placed throughout the exhibit floor. Please throw any refuse in these hoppers. If you require additional hoppers or assistance with trash removal, please contact Freeman / Century Maintenance: Lee Manger / Cell: +1-847-812-5127.

## **Booth Storage**

It is against city code to store anything behind an exhibit structure. All cartons, crates, containers, fiber cases, sample cases, packing materials, etc. must be removed from the exhibit floor before the start of the Show. If an exhibitor is caught storing anything behind their booth, the Fire Marshal will shut the exhibit down. McCormick Place / ASM is strictly enforcing this policy.

## **Dismantling**

***Tear down begins at 3:01 p.m., Tuesday, March 7. If exhibitors are caught tearing down early, they may receive a \$1,000 violation fee. Second year offenders will be barred from exhibiting in future years.***

To help expedite the return of empty crates for the entire Show, please review the attached move-out reminder, which was included in the online Exhibitor Services Kit.

Please remember, as with the inbound, labor will not be allowed on the floor without proper Show credentials.

Freeman carpet crews will begin removing aisle carpet immediately at 3:01 p.m.

## **Removal of Excess Trash**

Your clients' contract with IHA requires that the exhibit space be returned in the same manner in which it was received. Therefore, all carpet, tape, padding, promotional materials, and display components must be removed from the hall accordingly. It is the responsibility of the exhibitor-appointed contractor to see that this condition is met. Exhibiting companies or Exhibitor-Appointed Contractors that do not remove the excess trash from their booth space will be billed for the removal.

**In the event of accidental damage to the facility:** Notify a floor manager or IHA immediately of any accidental damage to the facility or an exhibit. If notified in a timely manner, contractor or facility staff can often make the necessary repairs in a brief time. Damage gone unreported often causes needless delays in services.

Inform Floor Manager with your building/category. Floor Managers will contact Risk Managers and Jim Nelson.

## **Loss Prevention**

Complimentary security areas are available to the exhibitors on each floor. Locations are as follows:

North Building	Level 3 Back of Hall	East Side
South Building	Level 3 Hall A1	East side of Hall, near Booth S130
Lakeside Center	Level 3 Hall D1	At Entrance, Near Booth L12702

## **No Cash Sales**

IHA is a not-for-profit organization committed to protecting our tax-exempt status. In an effort to ensure we are in compliance with all the city, local, and state taxing authorities and their regulations, with the support of the Board of Directors, we prohibit "cash sales" during the Show. "Cash sales" is defined as the purchase of goods where money transfers hands for the exchange of product. Violation of this policy may result in your company being barred from participation in future Shows. As the selling of product continues to be an issue, IHA will be more vigilant in the policing of this policy. Please note that Trade Guests and Industry Affiliates are **NOT** approved to remove any product from the exhibit floor. Product given to Trade Guests or Industry Affiliates will be confiscated by Security.

## **Safety and Emergency Procedures**

**In the event of an accident or medical emergency dial 6060 or +1-312-791-6060.**

After help has been summoned, please contact IHA's Security Office at +1-312-791-6615 as soon as possible, so we can notify our Risk Manager to monitor the situation and make a record of the incident.