

# Exhibitor Connect

## **Exhibitor Registration is Open**

Seamlessly register your staff members for Show badges by selecting the "Exhibitor Badge Registration" task in your IHA Exhibitor Portal.

- Registrations received before March 4 may be picked up, free of charge, at one of the Show's various pick-up locations.
- Registrations received on or after March 4 will be charged \$100 per badge regardless if you have used your allotment or not.

ALL registrants will pick-up their individual badge once in Chicago and should be prepared to present a government-issued photo ID.

## REGISTER



## **Freeman Forms are Available**

Freeman, the Show's official service contractor, offers 1-stop shopping for equipment and services. Exhibitors must use Freeman to order services for electrical, plumbing, gas, cleaning, furniture, and material handling.

Receive lower rates by ordering online by February 3, 2023





# Hanging Truss + Sign Deadline

Requests to hang signage or truss from the ceiling must be received by IHA and Freeman no later than next Monday, December 5. Approval needs to be obtained each year from your sales manager, even if approval was given in past years. See page 13 of the Show Guidelines for more information.

Deadline: December 5, 2022

VIEW GUIDELINES



#### Submit Your Booth Diagram

Your Sales Manager must receive plans for new or renovated structures. The booth diagram form includes a helpful checklist that will guide you into submitting the necessary information for faster approval.

#### DOWNLOAD THE FORM



#### Installation + Dismantle Guidelines

Review the full I + D schedule as well as freight deadlines prior to finalizing your Show arrangements. All shipments (display and product) must be in the exhibit space and unpacked by Friday, March 3, 2023 at 5:00 p.m.

#### READ MORE



## Take Advantage of Hotel Early Bird Rates

Secure discounted hotel rates with our official hotel partners through December 31, 2022. Early-bird rates start as low as \$112 per night. Make a reservation or view the hotel list showcasing the many brand and rate choices available.

### **BOOK YOUR HOTEL**

Exhibitor Connect was developed to guide exhibiting companies in their participation at The Inspired Home Show. Each week you will receive relevant, deadline-driven topics covering both operations and marketing to ensure your company is on track to have a successful Show.



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