

# **Register for Exhibitor Badges**

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

Each registrant will be responsible for picking-up their individual badge once in Chicago and should be prepared to present a government-issued photo ID.

Avoid the \$100 on-site fee by registering in advance of the Show.

**REGISTER NOW** 



PROCEDURE

**APPROVED CHARITIES** 

#### **Product Donation Program**

IHA has partnered with four local charities to assist exhibitors wishing to donate all or part of their booth at the end of the Show. Donating merchandise not only benefits these charities, but can result in a tax write-off and reduced shipping costs for exhibitors participating in the program. IHA encourages you to reach out to your preferred charity in advance of the Show and inform them of your intended donation.



**Update Your Connect 365 Profile** 

Keeping your company listing up-to-date is extremely important for buyers to be able to find your company, brands and products before, during and after the Show.

The information entered into Connect 365—the Show's online search tool—is automatically included in the 2024 Mobile App. The 2024 Mobile App will be the only Show Directory on-site. By completing your company listing, you are giving buyers and news media the ability to search for your company's products and location on the Show floor.

#### UPDATE YOUR LISTING



# **Order Show Signage**

Choose from a number of signs to inform and bring buyers to your booth, including:

- New for the Home
- · Made in the USA
- IHA Smart Home
- Independent Friendly
- Travel Products

You can also order "No Photography" signs to display in your booth as well.

Order by March 1 to receive your free 6"x6" signs. Signs will be delivered to your booth on Saturday, March 16.

ORDER SIGNS



## **Exhibitor Deadlines**

Stay up-to-date on all upcoming deadlines using the Exhibitor Action Check List.

Upcoming Deadlines Include:

- January 26 <u>Send blueprints with multi-levels or ceilings to</u> <u>McCormick Place for Fire Marshal review</u>
- February 1 Lead Retrieval Advanced Rate Deadline
- February 2 New or rebuilt booth diagrams due to IHA

#### VIEW EXHIBITOR ACTION CHECKLIST

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 to ensure your company is on track to have a successful Show. To view past issues CLICK HERE.



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