Exhibitor Action Checklist

Use this list to determine deadlines and to track completion of necessary forms for exhibiting in the Show.

November 2026

- ☐ 20 Reminder to Book Early-Bird Hotel Rates Through OnPeak, IHA's Official Housing Partner
- ☐ 18 Review Exhibitor Plan Your Budget Piece for Cost Savings

December 2026

- ☐ 4 McCormick Place Meeting Room Reservation Form for Grandfathered Exhibitors
- ☐ 9 Review Online Freight Target Floor Plans for Move-In and Move-Out
- ☐ 15 Final Date for Hanging Signage Approval – Restrictions Apply
- ☐ 18 McCormick Place Meeting Room Reservation Form Deadline
- ☐ 29 Lead Retrieval - Early-Bird Rate Deadline
- ☐ 31 Last Day to Book Early-Bird Hotel Rates

January 2027

- ☐ 15 Review Transportation Website
- ☐ 18 Send Blueprints with Multi-levels or Ceilings to McCormick Place for Fire Marshal Review
- ☐ 18 Send Booth Diagrams for New or Rebuilt Exhibits to IHA
- ☐ 20 Shuttle Bus Print Sponsorship Deadline
- ☐ 27 Approval for Wireless Access Points
- ☐ 29 Media List – Invite Media to Your Booth
- ☐ 30 Show Sponsorships

February 2027

- ☐ 1 Pantone ColorWatch Display Product Submission **FREE**
- ☐ 5 Exhibitor-Appointed Contractor Registration – All exhibitors using non-recommended vendors must complete
- ☐ 5 New Product Showcase Entry
- ☐ 5 OVG Hospitality Food Service Deadline
- ☐ 8 Freeman: Audio Visual Rental Advance Rate Deadline
- ☐ 8 Freeman: Carpet Advance Rate Deadline
- ☐ 8 Freeman: Cleaning Advance Rate Deadline
- ☐ 8 Freeman: Display/Exhibit Advance Rate Deadline
- ☐ 8 Freeman: Display Labor Advance Rate Deadline
- ☐ 8 Freeman: Electrical Advance Rate Deadline
- ☐ 8 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate Deadline
- ☐ 8 Freeman: Plumbing Advance Rate Deadline
- ☐ 8 Freeman: Rigging Labor Advance Rate Deadline
- ☐ 8 Freeman: Signs/Graphics Advance Rate Deadline
- ☐ 8 Computer / iPad Rental Advance Rate Deadline
- ☐ 9 Lead Retrieval - Advanced Rate Deadline
- ☐ 15 Telephone, Internet Access and Cable Access Advance Rate
- ☐ 16 Photography/Videography Advanced Rate Deadline
- ☐ 17 Shuttle Bus Video Sponsorship Deadline
- ☐ 17 Reserve Guaranteed Parking at McCormick Place (online only)
- ☐ 18 International Shipping – U.S. Customs Clearance – Ocean Freight
- ☐ 19 Floral Services/Event Production Advanced Rate Deadline
- ☐ 19 Advance Warehouse Shipments
- ☐ 22 News Center Product Room Consideration **FREE**
- ☐ 22 No Photography Signs **FREE**
- ☐ 22 Independent-Friendly Signs **FREE**
- ☐ 22 Made in the USA Signs **FREE**
- ☐ 22 New For The Home Signs **FREE**

February 2027 *(continued)*

- ☐ 22 Smart Home Signs **FREE**
- ☐ 22 Travel Products Signs **FREE**
- ☐ 24 International Shipping & U.S. Customs Clearance – Air Freight

March 2027

- ☐ 2 Special Transportation and Shuttle Bus Service Reservation Deadline
- ☐ 3 First Day of Move-in
- ☐ 8 In-Booth Special Events
- ☐ 8 Physical Press Kits to News Center
- ☐ 8 Digital Press Kit Upload
- ☐ 8 All Booths Set by 5:00 p.m.
- ☐ 9 Show Opens at 8:30 a.m.
- ☐ 11 Show Closes at 3:00 p.m.
- ☐ 15 Last Day of Move-out

No Deadline

- ☐ Work with IHA Approved Charities to Donate Your Product
- ☐ Exhibit Floor Meeting Room Reservation
- ☐ FedEx Kinko's
- ☐ Hostesses/Hosts
- ☐ Security Containers for In-Booth Use
- ☐ Review Complimentary Shuttle Bus Schedule (to/from Hotels)
- ☐ New Product Listing
- ☐ Update Connect 365 (Online Marketplace)

Important Information Sent Under Separate Cover

- ☐ Booth Space Acknowledgment Letter
- ☐ Exhibitor Badge Registration: Booth space must be paid in full.
- ☐ Hotel Cancellation: Guests must cancel reservations 24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel).
- ☐ Convention Center Hotel Cancellation: Guests must cancel reservations up to 7 days prior to arrival to avoid loss of deposit.
- ☐ Connect 365 (Online Marketplace)
- ☐ Freight Target Floor Plan
- ☐ Exhibitor Services Kit
- ☐ Exhibitor Marketing Kit

THE INSPIRED HOME SHOW® | IHA's GLOBAL HOME + HOUSEWARES MARKET

March 9-11, 2027 | Chicago, USA

TUESDAY - WEDNESDAY - THURSDAY

Tuesday, March 9	8:30 am - 5:30 pm
Wednesday, March 10	8:30 am - 5:30 pm
Thursday, March 11	8:30 am - 3:00 pm