

# COMPLIMENTARY EXHIBIT FLOOR MEETING ROOM RESERVATION FORM

**IHA use only:**  
Date Received \_\_\_\_\_

## COMPANY INFORMATION

Company \_\_\_\_\_ Booth Number (exhibitors only) \_\_\_\_\_

Show Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_ Email \_\_\_\_\_

Telephone \_\_\_\_\_ Website \_\_\_\_\_

Company Type: Exhibitor      Retailer      Other: \_\_\_\_\_

## MEETING INFORMATION

Requested Building:      South      North

My company's meeting room selection is: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_  
(See chart below for meeting room numbers and consult the Online Exhibitor Service Kit for exhibit floor locations.)

Date Choices:      Sunday, March 2, 2025      Monday, March 3, 2025      Tuesday, March 4, 2025

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Two-hour maximum per day during Show hours)

## MEETING ROOM NUMBERS & CAPACITIES

**Clean + Contain/Wired + Well Expos**  
North Building - Level 3, Hall B1

**International Sourcing Expo**  
North Building - Level 1, Hall C1

Room #	Dimensions	Capacity
N1 - N2	10' x 20'	10 people

**Dine + Décor Expo**  
**Travel Gear + Luggage Expo**  
South Building - Level 3, Hall A

Room #	Dimensions	Capacity
S1 - S2	10' x 20'	10 people

## EXHIBIT FLOOR MEETING ROOM GUIDELINES

Please read IHA's exhibit floor meeting room policy in full. Check each box in acknowledgment, sign below and return to IHA.

The complimentary exhibit floor meeting rooms are available to The Inspired Home Show 2025 exhibitors and approved registered retailers only.

Complimentary exhibit floor meeting rooms are semi-private. If you are interested in reserving a private meeting room at McCormick Place, please contact Sarah Wilson at [swilson@housewares.org](mailto:swilson@housewares.org).

Meeting rooms will be available only **during Show hours** and will be limited to a maximum of **two hours**.

Meeting rooms will be set conference style only.

Exhibit floor meeting rooms must be reserved through IHA and will be assigned on a first-come, first-served basis. Meeting rooms may also be reserved on-site based on availability.

Food and beverage are not allowed in exhibit floor meeting rooms.

Upon receipt of the Exhibit Floor Meeting Room Reservation Form, IHA will assign the meeting room.

Confirmation of the exhibit floor meeting room assignment will be sent prior to the Show.

**Please return to Sarah Wilson:**  
Email: [swilson@housewares.org](mailto:swilson@housewares.org)  
**Questions?** Tel: +1-847-692-0133

Signature \_\_\_\_\_ Date \_\_\_\_\_



**MARCH 2-4, 2025**  
McCormick Place | Chicago

March 2 Sunday 8:30 am - 5:30 pm  
March 3 Monday 8:30 am - 5:30 pm  
March 4 Tuesday 8:30 am - 5:30 pm

**POWER HOUR:**  
5:30 - 6:30 pm  
Sunday & Monday!  
(appointments recommended)

An opportunity to extend buyer meetings an additional hour after the 5:30 pm close



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[TheInspiredHomeShow.com](http://TheInspiredHomeShow.com)