

# MOVE-IN AND MOVE-OUT REMINDERS

## IMPORTANT NOTES

- The deadline for Advance Warehouse Shipments to be received on or before Friday, March 1, 2024.
- In November, be sure to review the online Freight Target Floor Plans to find your booth's target move-in date and time.
- All shipments (display/product) must be in the exhibit space and unpacked with crates ready for empty storage by Saturday, March 16, 2024 at 5:00 p.m.
- Exhibitors working before 7:00 a.m. or past 6:00 p.m. must complete an Extended Work Authorization Form available through your Sales Manager prior to the Show or at the Help Centers on-site.
- Move-out begins at 5:30 p.m., Tuesday, March 19, 2024. Do not begin packing your product or dismantling your booth early! If observed tearing down early, exhibitors may receive a \$1,000 fine. Empties will start to be returned at 6:30 p.m. once the aisle carpet has been removed.
- Exhibitors are responsible for their booth and items at all times. Security vendors are available for hire during off hours.
- Marshaling Yard will be open from 6:00 a.m. to 2:00 p.m. during target move in and move out. Carriers should be provided with this information

## EXHIBITOR MOVE-IN SCHEDULE

Friday, March 8, 2024	12:00 p.m. – 4:30 p.m.	South Bldg. (Hall A) & North Bldg. (Hall B)
Monday, March 11, 2024	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A) & North Bldg. (Hall B)
Tuesday, March 12, 2024	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A), North Bldg. (Hall B & C)
Wednesday, March 13, 2024	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Thursday, March 14, 2024	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Friday, March 15, 2024	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
*Saturday, March 16, 2024	8:00 a.m. – 4:30 p.m.	All Exhibit Halls

\*All booths must be set by Saturday, March 16, 2024 at 5:00 p.m. Exhibitors may work later on Saturday, March 16, if necessary.

## EXHIBITOR MOVE-OUT SCHEDULE

Tuesday, March 19, 2024	5:30 p.m. – 10:00 p.m.	All Exhibit Halls
Wednesday, March 20, 2024	8:00 a.m. – 4:30 p.m.	North Bldg. (Hall C)
Wednesday, March 20, 2024	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A) & North Bldg. (Hall B)
Thursday, March 21, 2024	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A) & North Bldg. (Hall B)
Friday, March 22, 2024	8:00 a.m. – 12:00 noon	South Bldg. (Hall A) & North Bldg. (Hall B)

### South Building (Hall A) & North Building (Hall B) Exhibitors

All materials must be packed, Material Handling Agreements (MHA) turned into the Exhibitor Services Center and freight removed by 12:00 noon, Friday, March 22, 2024. Carriers must check-in at the Marshaling yard by 8:00 a.m. on Friday, March 22, 2024. Shipments will start being rerouted at 12:00 noon on Friday, March 22, 2024.

### North Building (Hall C) Exhibitors

All materials must be packed, Material Handling Agreements (MHA) turned into the Exhibitor Services Center and freight removed by 4:30 p.m., Wednesday, March 20, 2024. Carriers must check-in at the Marshaling yard by 10:00 a.m. on Wednesday, March 20, 2024. Shipments will start being rerouted at 10:00 a.m. on March 20, 2024.

## CRATE RETURN SCHEDULE FOR ALL BUILDINGS

The Show closes at 5:30 p.m. on Tuesday, March 19, 2024. The anticipated schedule to return cardboard boxes, fiber cases and empty crates for products will be as follows:

### Tuesday, March 19, 2024

- 5:30 p.m.** Begin removal of aisle carpeting.
- 6:30 p.m.** Begin returning Priority Storage
- 7:30 p.m.** Begin returning all other empty storage

### Wednesday, March 20, 2024

- 12:00 a.m.** Anticipated completion of returning all empty crates.

## SECURE YOUR PRODUCT SAMPLES AND MERCHANDISE

During move-in, move-out and Show days, IHA will provide perimeter guard service in all exhibit halls. IHA will provide additional security after the Show closes on Tuesday, March 19, 2024. To aid in these efforts, it is imperative that exhibitors secure their product samples and merchandise. Take advantage of the complimentary security lock-up areas available on each exhibit floor and do not leave booth unattended.

### THREE PRODUCTIVE SHOW DAYS

Sunday, March 17,  
8:30 a.m. – 5:30 p.m.  
  
Monday, March 18,  
8:30 a.m. – 5:30 p.m.  
  
Tuesday, March 19,  
8:30 a.m. – 5:30 p.m.

### POWER HOUR:

**5:30 - 6:30 pm,  
Sunday & Monday!**

(see below for more info.)

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

**MARCH 17-19, 2024**

McCormick Place | Chicago

March 17	Sunday	8:30 am - 5:30 pm
March 18	Monday	8:30 am - 5:30 pm
March 19	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