

EXHIBITOR ACTION CHECKLIST

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

APRIL 2021

- 16 Book early-bird hotel rates through OnPeak, IHA's official housing partner

MAY 2021

- 3 Review Exhibitor Website for cost savings
- 3 McCormick Place Meeting Room Reservation Form
- 10 Review Freight Target Floor Plan online for move-in date and time for freight delivery to the Show floor
- 14 Final date for hanging signage approval – restrictions apply
- 21 Show Preview Press Event Registration Deadline
- 31 Last day to book Early-Bird hotel rates

JUNE 2021

- 11 ColorWatch by Pantone Display product submission
- 11 Show Sponsorships
- 11 Shuttle Bus advertisement deadline
- 11 **Housewares Connect 365** (Online Show Directory) update
- 12 Order Lead Retrieval Services for contactless information exchange
- 12 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
- 18 New Product Showcase / IHA Global Innovation Awards (*gia*) Entry

JULY 2021

- 1 Independent-Friendly signs
- 1 New Product Information for News Media
- 1 New For The Home signs
- 1 Made in the USA signs
- 1 Smart Home Signs
- 8 Freeman: Display Labor Advance Rate and Payment Deadline
- 8 Freeman: Rigging Labor Advance Rate and Payment Deadline
- 8 Freeman: Carpet Advance Rate and Payment Deadline
- 8 Freeman: Cleaning Advance Rate and Payment Deadline
- 8 Freeman: Display/Exhibit Advance Rate and Payment Deadline
- 8 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate and Payment Deadline
- 8 Freeman: Plumbing Advance Rate and Payment Deadline
- 8 Freeman: Signs/Graphics Advance Rate and Payment Deadline
- 8 Freeman: Electrical Advance Rate and Payment Deadline
- 13 Freeman: Audio Visual Rental Advance Rate Deadline
- 17 Exhibitor-Appointed Contractor Registration – **ALL EXHIBITORS USING NON-RECOMMENDED VENDORS MUST COMPLETE THIS INFORMATION**
- 21 No Photography signs
- 21 **Advance Warehouse Shipments**
- 28 First day of move-in for South (Hall A) Exhibitors
- 29 First day of move-in for Lakeside (Hall D) Exhibitors
- 30 First day of move-in for North (Hall B) Exhibitors

JULY 2021 continued (tentative)

- 15 Floral Services/Event Production
- 15 Approval for Wireless Access Points
- 15 Telephone, Internet Access and Cable Access Advance Rate Deadline
- 17 Reserve guaranteed parking at McCormick Place (online only)
- 18 International Shipping – U.S. Customs Clearance – **Ocean Freight**
- 22 Food Service Advance Order Deadline
- 23 Computer / iPad Rental Advance Rate Deadline
- 24 International Shipping & U.S. Customs Clearance – **Air Freight**

AUGUST 2021

- 1 Booth Guard Service Advance Rate Deadline
- 2 First day of move-in for North (Hall C) Exhibitors
- 5 Submit form to IHA for in-booth receptions or sales meetings held before or after Show hours
- 5 Complimentary Metra train service begins
- 6 Special Event/Product Demonstrations
- 6 Press Kits to News Center
- 6 **All booths set by 5:00 p.m.**
- 7 Show opens at 10:00 a.m.
- 10 Show closes at 3:00 p.m.
- 12 Last day of move-out for North (Hall C) Exhibitors (12:00 pm)
- 13 Last day of move-out for South (Hall A) Exhibitors (2:30 pm)
- 13 Last day of move-out for North (Hall B) Exhibitors (2:30 pm)
- 13 Last day of move-out for Lakeside (Hall D) Exhibitors (2:30 pm)
- 14 Last day move-out for South (Hall A) Exhibitors noon

NO DEADLINE

- Buyer Registration and Media List – Invite Buyers to the Show
- Work with IHA approved charities to donate your product**
- Exhibit Floor Meeting Room Reservation
- FedEx Kinko's
- Hostesses/Hosts
- Photography/Videography
- Security Containers
- Review complimentary Shuttle Bus Schedule to/from official block hotels

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).
- Housewares Connect 365 (Online Show Directory) on 1/7/2021
- Freight Target Floor Plan
- Exhibitor Services Manual
- Marketing Kit
- Chicago Concierge for restaurant reservations or private event space options