

Exhibitor Action Checklist

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

November 2023

- 20 Reminder to Book Early-Bird Hotel Rates Through OnPeak, IHA's Official Housing Partner

December 2023

- 4 Review Exhibitor Plan Your Budget Piece for Cost Savings
- 8 McCormick Place Meeting Room Reservation Form for Grandfathered Exhibitors
- 18 Final Date for Hanging Signage Approval – Restrictions Apply
- 18 Review Freight Target Floor Plan Online for Move-in Date and Time for Freight Delivery to the Show Floor
- 20 McCormick Place Meeting Room Reservation Form Deadline
- 31 Last Day to Book Early-Bird Hotel Rates

January 2024

- 4 Lead Retrieval - Early-Bird Rate Deadline
- 16 Review Transportation Website
- 26 Send Blueprints with Multi-levels or Ceilings to McCormick Place for Fire Marshal Review

February 2024

- 1 Lead Retrieval - Advanced Rate Deadline
- 2 Send Booth Diagrams for New or Rebuilt Exhibits to IHA
- 2 Shuttle Bus Print Sponsorship Deadline
- 2 ColorWatch by Pantone Display Product Submission **FREE**
- 2 New Product Showcase / IHA Global Innovation Awards (*gia*) Entry (eligible for *gia* product award)
- 4 Show Sponsorship Deadline
- 7 Approval for Wireless Access Points
- 15 Update Connect 365 (Online Marketplace)
- 15 Media List – Invite Media to Your Booth
- 16 Influencer Expo Deadline
- 16 Exhibitor-Appointed Contractor Registration – All exhibitors using non-recommended vendors must complete
- 16 Freeman: Audio Visual Rental Advance Rate Deadline
- 16 Freeman: Carpet Advance Rate Deadline
- 16 Freeman: Cleaning Advance Rate Deadline
- 16 Freeman: Display/Exhibit Advance Rate Deadline
- 16 Freeman: Display Labor Advance Rate Deadline
- 16 Freeman: Electrical Advance Rate Deadline
- 16 Freeman: Furnishings (Furniture/Tables/Accessories) Advance Rate Deadline
- 16 Freeman: Plumbing Advance Rate Deadline
- 16 Freeman: Rigging Labor Advance Rate Deadline
- 16 Freeman: Signs/Graphics Advance Rate Deadline
- 16 Food Service Deadline
- 16 New Product Showcase (not eligible for a *gia* product award after the deadline)
- 19 New Product Listing for News Media **FREE**
- 19 News Center Product Room **FREE**
- 23 Floral Services/Event Production Advanced Rate Deadline
- 23 Shuttle Bus Video Sponsorship Deadline
- 23 Booth Guard Service Advance Rate Deadline
- 25 Photography/Videography Advanced Rate Deadline
- 26 Reserve Guaranteed Parking at McCormick Place (online only)
- 27 International Shipping – U.S. Customs Clearance – Ocean Freight
- 28 Telephone, Internet Access and Cable Access Advance Rate Deadline

March 2024

- 1 Advance Warehouse Shipments
- 1 No Photography Signs **FREE**
- 1 Independent-Friendly Signs **FREE**
- 1 Made in the USA Signs **FREE**
- 1 New For The Home Signs **FREE**
- 1 Smart Home Signs **FREE**
- 1 Travel Products Signs **FREE**
- 1 My Press Release Writer
- 3 Computer / iPad Rental Advance Rate Deadline
- 5 International Shipping & U.S. Customs Clearance – Air Freight
- 8 First Day of Move-in for South (Hall A) Exhibitors (noon)
- 8 First Day of Move-in for North (Hall B) Exhibitors (noon)
- 12 First Day of Move-in for North (Hall C) Exhibitors (noon)
- 15 Complimentary Metra Train Service Begins
- 16 Special Event/Product Demonstrations
- 16 Press Kits to News Center
- 16 Online Press Kit Deadline
- 16 All Booths Set by 5:00 p.m.
- 17 Show Opens at 8:30 a.m.
- 19 Show Closes at 5:30 p.m.
- 20 Last Day of Move-out for North (Hall C) Exhibitors (4:30 pm)
- 22 Last Day of Move-out for South (Hall A) Exhibitors (noon)
- 22 Last Day of Move-out for North (Hall B) Exhibitors (noon)

No Deadline

- Work with IHA Approved Charities to Donate Your Product
- Exhibit Floor Meeting Room Reservation
- FedEx Kinko's
- Hostesses/Hosts
- 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).
- Connect 365 (Online Marketplace)
- Freight Target Floor Plan
- Exhibitor Services Kit
- Exhibitor Marketing Kit
- Show Preview Press Event

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

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
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HOME
SHOW® IHA's GLOBAL HOME +
HOUSEWARES MARKET

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McCormick Place | Chicago

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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

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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 pm - 6:30 pm, Sunday & Monday!
(appointments recommended)

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

Show Guidelines

Everything you need to know
to have a successful Show

TheInspiredHomeShow.com



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- IHA Global Innovation Awards Program
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- Mobile App
- Publications
- Show Directory Connect 365
- Social Media
- Special Exhibits

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- CORE Group inquiries
- Housewares Credit Group Information
- Independent Retailer Assistance
and Reception
- International Attendee Inquiries
- International Business Center
- International Media Relations
- Manufacturer Representative
and Agency Membership Program
- Retail Store Tours
- U.S. DOC International Buyer Program

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OPERATIONS

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- Show Guidelines
- Exhibitor-Appointed Contractors
- McCormick Place Questions
- Official Service Contractor (Freeman)
- Meeting Rooms
- Registration & Housing Information
- Vendor Services

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- Sales
- Status Inquiry
- Address or Contact Name Changes
- Exhibitor Marketing Opportunities

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Housewares.org

COMMONLY USED TRADE SHOW & EXHIBIT TERMS

ADVANCE ORDER - An order for services through a recommended vendor prior to the vendor's deadline or installation date. Usually at a discounted rate.

ADVANCE RATE - Cost for services provided at a discounted rate when ordered and/or paid by vendor's deadline.

ASUV (AUTOMOBILE AND SMALL UTILITY VEHICLE) - An automobile or small utility vehicle, such as a passenger car, van or small company vehicle, as distinguished from trucks, tractor-trailers and other over-the-road vehicles.

BACKWALL - The panels at the rear of the exhibit. IHA requires that all in-line exhibitors provide a finished backwall or acceptable backdrop, 8 feet (minimum) in height and extending the entire length of the booth space.

BILL OF LADING - A document that establishes the terms between a shipper and a transportation company for the transport of goods between specified points for a specified charge.

BONEYARD - Contractor storage area at Show site.

BUILD AND BURN DISPLAY - Exhibits built for one-time use with the intent to destroy or leave the booth at the conclusion of the Show.

CARPENTER/DECORATOR - Skilled worker who handles booth set up or build.

CUBIC CONTENT - Maximum use of exhibit space, without sidewalls set-back.

CWT - Abbreviation for "hundred weight." Equivalent of 100 lbs. Unit of measure used in drayage/material handling.

DECLARED VALUE - A shipper's stated dollar value for the contents of the shipment.

DOCK - Location where freight is loaded onto and taken away from trucks

DRAYAGE/MATERIAL HANDLING CHARGES - Charges based on various Show operational costs including the storage of freight up to 30 days at the warehouse address, labor and equipment to: load exhibit material, deliver material to the booth, deliver empty containers to and from storage and remove material from the booth for reloading onto outboard carriers. In addition, marshalling yard fees, drivers, equipment rental, teamster and rigging labor. Cost is calculated by 100 lb. units or hundred weight, abbreviated CWT.

EMPTY STICKER - The tag indicating a crate may be moved into storage. This sticker identifies the exhibitor and the return location for the crate. When properly marked with an "EMPTY" sticker indicating booth number and company name, crates, boxes and/or fibers cases are removed, stored and returned to booth at Show close.

EVENT COLLECTION - A modular exhibit system using extruded metal framing and PVC, Masonite, or fabric wall materials.

EXHIBITOR-APPOINTED CONTRACTOR (EAC) -

Any company designated by an exhibitor (other than the "official" contractor or Show's recommended vendors) providing a service and needing access to an exhibit any time during installation, Show dates and dismantling.

FIRE RETARDANT - Term used to describe a finish that coats materials with a fire-resistant cover.

FLOOR LOAD - Maximum weight per square foot a floor can support.

FLOOR MANAGER - Person hired by the International Housewares Association that serves as a point-of-contact for exhibitors onsite before, during and after the Show. Assists with the overall operation of the exhibit area.

FREEMAN - Freeman is the "Official Service Contractor" for IHA. They are responsible for drayage, material handling, signs, carpet, furnishings, booth accessories, rental displays, labor, cleaning, plumbing and electrical services.

GENERAL CONTRACTOR OR OFFICIAL SERVICE CONTRACTOR - See "Freeman."

HAND CARRYABLE - Items that one person can carry unaided (meaning no hand trucks or dollies).

I & D COMPANY - Company hired to install and dismantle exhibits. (Generally an exhibitor-appointed contractor.)

INSTALLATION - Setting up an exhibit booth and related materials according to instructions or drawings.

ISLAND BOOTH - A booth surrounded by four aisles.

MARSHALLING YARD - Control point at which all freight is checked in. Freight is then dispatched to the appropriate loading dock as space becomes available. This process ensures a safe and expedient fashion in which freight is delivered to the exhibit hall.

MASKING DRAPE - Drape used to cover storage or other unsightly areas.

MATERIAL HANDLING AGREEMENT - A list of goods shipped, also a receipt for same. Important: When all material is packed at the end of the Show, the entire material handling agreement (including name of carrier) must be given to the freight desk. Note that the exhibitor must make his own arrangements with the carrier of their choice.

MODULAR DISPLAY - Exhibit constructed with interchangeable components.

MULTI-LEVEL EXHIBIT - Exhibit with second level (also called Double Decker).

OFFICIAL OR RECOMMENDED VENDOR - A select group of contracted companies (approved by IHA) responsible for various tasks or services needed for exhibiting.

ON-SITE ORDER - An order for services placed on Show site. Prices for on-site orders are more costly and advance orders are normally processed first. In some cases, on-site orders cannot be fulfilled.

OT LABOR - Work performed on overtime, billed at either time-and-one-half or twice the published straight time labor rates.

PADDED VAN - Similar to a household goods moving van. Operators specialize in moving fragile goods, carefully suspended and blanket wrapped if necessary.

PENINSULA BOOTH - Booth with aisles on three sides and backs up to a neighboring booth. (Also called ENDCAP)

POWER HOUR - IHA encourages exhibitors to extend their business meetings an hour past the 5:30 p.m. close on Sunday & Monday during the Show. By ending meetings by 6:30 p.m. instead of 5:30 p.m., there is more opportunity to conduct business and to avoid transportation lines.

PRODUCT DONATION PROGRAM - Charities that receive donations of product from the Show floor. These products are NOT shipped by the exhibiting company via a material handling agreement.

RIGGER - A rigger is a skilled worker who handles signage or any other booth elements that require ceiling support cables

SOFT CLOSE - While the Show closes at 5:30 p.m. Sunday & Monday, IHA encourages meetings/business to continue until the hard close time of 6:30 p.m. (See Power Hour)

SPECIAL HANDLING - Applies to material shipments requiring extra labor, equipment or time for delivery to booth.

ST LABOR - Labor performed on a straight-time basis.

STANDARD IN-LINE BOOTH - One or more standard booths in a straight line.

TABLETOP DISPLAYS - Draped table used as an exhibit structure to display product. These displays are prohibited if used solely as exhibit structures.

TEAMSTER - Union that handles material going in and out of the exhibit hall with the exception of machinery. Exhibitors can hand carry their own items or use manual carts or dollies.

TARGET DATE/TARGET TIME - This is the assigned time and date that your vehicle must check into the marshaling yard at McCormick Place. The schedule is for the move-in of your exhibit only. The time and date does not apply to your product.

UNION STEWARD - On-site union official. The steward is elected by his co-workers and oversees his particular union's work in the facility. Stewards represent the union in the resolution of any dispute over their particular jurisdiction.

WALK-THRU DISPLAY - An exhibit located in the middle of any block of space and will consist of an equal number of spaces back to back so that the distance fronting on both main aisles is the same.

SHOW DATES + EXHIBIT HOURS

Exhibit hours for The Inspired Home Show are as follows:

Sunday, March 17, 2024	8:30 a.m. – 5:30 p.m.*
Monday, March 18, 2024	8:30 a.m. – 5:30 p.m.*
Tuesday, March 19, 2024	8:30 a.m. – 5:30 p.m.

Exhibitor personnel and manufacturers' reps will be allowed on the exhibit floor at 7:00 a.m. For more information, please see page 18, section D.

*** Power Hour:** Extend your meetings or schedule new meetings between 5:30 p.m. - 6:30 p.m. on Sunday and Monday. Another opportunity to make your Show more productive.

SHOW-SITE EMERGENCY

If there is an emergency of any type (fire, medical or police), call Security Central Control at +1-312-791-6060 or 6060 from a house phone. Please refrain from calling 911. Be prepared to cite the location of the emergency by building, level and either hall, meeting room or corridor.

INSTALLATION HOURS

The installation date depends on an exhibitor's freight target move-in date; please refer to the Freight Target Schedule that can be found on the website. Installation may begin once freight is delivered to the exhibit area. Installation of an exhibit must not interfere with the move-in of the Show. See Installation/Dismantle Regulations on page 15 for general installation dates and hours.

DISMANTLE HOURS

Tuesday, March 19, 2024	All Buildings	5:30 p.m. – 10:00 p.m.
Wednesday, March 20, 2024	All Buildings	8:00 a.m. – 4:30 p.m.
Thursday, March 21, 2024	All Buildings	8:00 a.m. – 4:30 p.m.
Friday, March 22, 2024	All Buildings	8:00 a.m. – 12:00 noon

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.

Please review page 15 for additional information about the Installation/Dismantle Regulations.

REGISTRATION HOURS

All registrants must pick up their badges in Chicago at one of the locations below. Prior to the Show, registrants will receive an official confirmation email with a scannable QR Code to retrieve your badge. Each individual must pick up their own badge. A photo ID will be required to claim badges. For up-to-date information on badge pick-up locations and hours, please go to TheInspiredHomeShow.com/register/badge-pick-up/.

Pre-register to avoid the on-site registration fee of \$100 per person.

EXHIBITOR ALLOTMENT

Request badges online at TheInspiredHomeShow.com for all exhibit personnel who will attend the 2024 Show. Companies must be paid in full for booth space before submitting exhibitor badge requests. If you are unsure of your payment status, please contact your Sales Manager.

Badge Allotment – Each company is allocated two (2) complimentary badges and two (2) charged badges at \$25 each for every 50 square feet of booth space they are assigned. For example, if you have 100 square feet of booth space, you will receive a total of (8) badges. Four (4) of your badges will be complimentary and four (4) will be charged at \$25 each. Use of charged badges is at your company's discretion and is not mandatory.

Badge Color Bar Identification:

Buyer: Green	Trade Guest: Yellow
News Media: Blue	Industry Affiliate: Clear
Charity Volunteer: Red	Exhibitor: Clear
Manufacturer's Rep: Gray	Int'l Sourcing: Purple

Ribbon Identification:

International Attendee: Globe badge icon
Approved Photographer: White
<i>gia</i> program: Gray
Influencer Conference: Teal

EXHIBITOR SERVICE CENTERS

Exhibitor Service Centers are conveniently located in each building to assist exhibitors with their needs on-site. Utilize the Exhibitor Service Center in your building for help with pre-Show or on-site orders for electrical, plumbing, telephone, labor, furniture, photography, audio visual, computers, host/hostesses, floral, water coolers, product donations, security, internet services and freight. Locations are as follows:

South Building - Beneath the food service areas located in the center of the exhibit floor

North Building - Room N230, Level 2

LEAD RETRIEVAL/XPRESS CONNECT LOCATIONS

Exhibiting success is much more than just purchasing a booth and showing up at the event. Meeting qualified prospects and turning them into loyal customers is the true measure of exhibiting success. CDS' XPress Connect lead retrieval equipment and programs are the keys to a highly productive onsite experience

Exhibitors arranging for an Xpress Connect item may receive support or pick up their unit at the following on-site locations:

South Building - Room S104b

North Building - Room N230

FLOOR MANAGERS/HELP CENTERS

Floor Managers are provided to assist you during your time at the Show. They are readily available to answer questions during installation, Show days and dismantling. Floor Managers' desks (Help Centers) are located at the front of each exhibit floor and by each food pod in the South Building.

FIRST AID

A First Aid Office will be available from the first day of move-in until the last day of move-out. The First Aid Office is located in McCormick Place on Level 2.5 of the South Building.

INFANT NURSING/PUMPING/ LACTATION SUITE LOCATIONS

McCormick Place has Mamava Lactation Suites to support breastfeeding mothers while at the convention center. Designed for the modern breastfeeding mother on-the-go, these pod-like suites provide a clean, dignified and private space. Situated across the McCormick Place campus, the suites are self-contained with comfortable benches, a fold-down table, and electrical outlet for plugging in a breast pump and a door that locks for privacy. Nursing mothers can unlock the suites by downloading the free Mamava Mobile App available in the *Apple App Store* and *Google Play App Store*. The suites are complimentary and available to mothers on a **first-come, first-serve basis**.

Location: South Building, Level 2.5, next to Jamba Juice

There is an additional pumping/infant nursing location in the First Aid Office located on Level 2.5 of the Grand Concourse in the South Building. This space has electricity for pump machines and is set-up to provide privacy.

MEETING ROOMS

McCormick Place meeting rooms are available for The Inspired Home Show 2024 exhibitors and approved registered retailers for food functions and meetings only. **Product displays will not be allowed in McCormick Place meeting rooms during Show hours, unless previously approved by IHA.** The rental of a McCormick Place meeting room includes one (1) standard room set and up to four (4) additional 6 ft. tables. Any tables over four (4) required by the exhibitor will incur an extra fee. A daily rental fee will apply for each day of use. Storage of combustible materials in meeting rooms, ballrooms and service corridors is strictly prohibited.

Meeting rooms will be assigned and contracted with McCormick Place, not IHA. However, IHA must approve all meeting room requests prior to assignment to confirm exhibition in or attendance at the Show. To reserve a meeting room, please fill out the **McCormick Place Meeting Room Reservation Form** located in the Convention Center section of the online Exhibitor Services Kit. Email the completed form to Sarah Wilson at swilson@housewares.org.

Meeting rooms will be assigned in the following order: (Exhibitors must have booth space in the 2024 Show.)

1. Exhibitors and Retailers that contracted a meeting room during the 2023 Show.
2. Exhibiting companies by seniority number.
3. Retailers registered for the 2024 Show.

TRANSPORTATION

IHA offers free transportation services such as morning and evening hotel shuttles and passes for Chicago’s Metra commuter train system during the Show. Visit the Show Transportation webpage at TheInspiredHomeShow.com/attend/hotels-and-travel/ for the most current information on Show transportation.

ASCAP/BMI MUSIC PERFORMANCE AGREEMENTS

IHA has paid for music performance agreements with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI), granting IHA exhibitors a non-exclusive license to use ASCAP and BMI music in conjunction with the Show.

The ASCAP and BMI music performance agreements negotiated with IHA mean that any exhibitor can make unlimited legal use of any copyrighted music – live or recorded – in ASCAP’s and/or BMI’s repertoire at the Show (or at events held in conjunction with the Show at McCormick Place).

INTELLECTUAL PROPERTY

Exhibitors’ intellectual property, including the protection of trademarks, copyrights, patents, exclusive distribution rights and other such valuable business assets are to be recognized and adhered to by all exhibitors, trade guests and attendees. Violations of exhibitors’ intellectual property and exclusive distribution contract rights shall be brought to the attention of IHA by completing a detailed IHA Intellectual Property Complaint form, which can be obtained on-site at any floor manager desk. IHA will provide you with information and resources to help you work with an attorney to resolve any issue. Self-help by exhibitors is not acceptable. Bring the matter to the attention of Show Security. Violators of Intellectual Property, after being proven guilty in a court of law, may have their Show privileges suspended or terminated entirely during the space assignment process.

I. COST SAVINGS

Consider the following cost saving opportunities when planning the setup of your booth.

A. BOOTH SET-UP

- Exhibitors may complete the following work in a booth of any size using exhibitor-owned ladders, hand tools and power tools designated safe by McCormick Place. An “exhibitor” is defined as a full-time employee for at least six months.
- Setting-up and dismantling exhibits using exhibitor-owned ladders, hand tools and power tools (deemed safe by McCormick Place).
- Delivering, setting-up, plugging in, interconnecting and operating electrical equipment, computers and audio-visual devices.
- Special handling charges can be avoided if shipments are packed correctly and do not require special handling to be unloaded. Learn more by reviewing the material handling form and special handling instructions.

B. OFFICIAL SERVICE CONTRACTOR (FREEMAN)

- You can save 10% on Freeman provided services by ordering online and prior to February 16, 2024 rather than submitting a paper form.
- Freeman online allows you to take your 2023 order and duplicate it for the 2024 Show; assuming your booth configuration stayed the same from the previous year.

C. DISPLAY LABOR RATES

- Check the display labor rates your company is being charged. If you are not using Freeman as your booth installer, please review the display labor rates your company is being charged. IHA negotiated rates are listed below:

Straight Time \$133.70	Time-and-a-Half \$200.70	Double Time \$267.50
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- Be sure to complete your booth set-up by Friday, March 15, 2024 to avoid overtime fees on Saturday, March 16, 2024.

D. ELECTRICAL AND PLUMBING SERVICES: Freeman will provide all electrical and plumbing services for the 2024 Show. Please see the below rates.

Electrical Labor		Plumbing Labor	
Straight Time	\$117.20	Straight Time	\$129.30
Time-and-a-Half	\$175.90	Time-and-a-Half	\$191.40
Double Time	\$234.40	Double Time	\$252.70

- Exhibitors with inline or peninsula booth types that order 120-volt electrical services totaling 20amps or less have the option for general placement along the back line of their booth space with no labor or material charges. Inline or peninsula booths that require custom placement of any 120-volt services will be subject to labor and material charges. Island booths that order 120-volt services will be subject to labor and material charges.
- Exhibitors that order 208-volt or 480-volt services will be subject to labor and material charges regardless of booth type.
- All electrical installation labor (regardless of type) comes with a corresponding dismantle fee. This dismantle fee is based on 50% of the installation time, not on the electrical rate. For example, 1 hour of installation time would be billed ½ hour of dismantle time, 2 hours of installation time would be billed 1 hour of dismantle time, etc.
- A Frequently Asked Questions guide for electrical service has been developed to help your company save money and streamline the setup process. Please review the IHA’s Electrical FAQ available in the online Exhibitor Services Kit.

Electrical Tips:

- 120V electrical services totaling 20amps or less can be ordered along the back line of your booth with no labor or material charges. If custom placement of any service is required, labor and material charge will apply.
- If you need electrical in a location other than the rear of your booth and want to avoid additional labor charges, bring your own UL approved extension cords (3 wire, 14 gauge minimum with a ground) to get power to the front of the booth without hiring labor. Most home improvement stores sell UL approved extension cords. Any exhibitor bringing in their own extension cords cannot install them under carpet or flooring. Extension cords must be taped on top of the carpet or flooring.
- Fire regulations require that booth power be disconnected at 5:30 p.m. Tuesday, March 19. Electrical service to exhibits will be turned off at this time unless a special request for power has been placed with the Freeman Electrical Service Desk prior to 1:30 p.m. on Tuesday, March 19.

During show move-in days, power is on from 8:00 a.m. - 4:30 p.m. During show days, power is turned on one hour prior to open of show and turned off one hour after the show closes. Power is turned off one hour after the close of the show and remains off. Any booth requiring power outside these windows during move-in or tear-out will need extended power. Any booth requiring power outside of posted show run hours requires 24-hour power.

- Check your electrical order for scissor or condor lift equipment and/or crews. Most electrical on our Show should be pulled from the floor, not the ceiling. However, based on booth needs and power contained in electrical ports within any given booth space, electrical may be required to be sourced from the ceiling. Please contact Freeman Electrical with any questions.
- If using your own power strips, they must have circuit protection.
- Order your electrical and plumbing service(s) before the advance rate deadline of February 16, 2024 to ensure cost savings. If not, try to order at least 48-hours in advance to maximize the benefits of the extended straight time window. The only guaranteed start time for labor is 8:00am and must be ordered 48 hours in advance. All other start times or will call labor is subject to wait times and availability at time of check-in.
- Prices listed on the Freeman electrical forms are for the entire Show, not daily.
- At Show close on Tuesday, March 19, Freeman will consider 5:30 p.m. to 9:30pm straight time.
- There is only one connection point per outlet ordered. Power strips / quad boxes can provide additional plug-in locations. To calculate your electrical needs, take the wattage on the bulb and multiply it by the number of lights you will be using. For example, a track light with 4 lights, each requiring a 100-watt bulb, uses 400 watts of power. Therefore, you should order a 500-watt service and would still have 100 watts left for another item.
- 5amp services may not be split. 10amp services can be split between two locations. 20amp service can be split between four locations.

E. LOADING AND UNLOADING – AUTOMOBILES AND SMALL UTILITY VEHICLES (ASUV)

- Unload and load automobiles and small utility vehicles at the exhibit floor docks without hiring union labor. Please review the ASUV forms within the online Exhibitor Services Kit for rules and guidelines.

F. FOOD AND BEVERAGE

- Exhibitors can bring their own food and beverage items into McCormick Place. However, any food and beverage items brought in from the outside must be for the exhibitors' personal consumption only. Keep an eye out for a list of local restaurants that welcome exhibitor orders.

G. HOUSING / HOTEL ACCOMMODATIONS

- IHA negotiates low rates in the city and secures Housewares only incentives and amenities. There is no deposit required and we have a flexible cancellation policy. You can use your loyalty program number to be given brand points whether for groups or individuals. Early-Bird rates expire after December 31, 2023. Be sure to book your hotels today through onPeak, our official housing provider at www.onpeak.com/tihs24.
- In collaboration with onPeak, FHT Global offers comprehensive and customizable travel packages for international guests. For more information, contact iha@fht.global.

H. TRANSPORTATION

- IHA provides complimentary shuttle bus service to those who make their hotel reservations through the Show's official hotel block. This services provides transport between our partner hotels and McCormick Place during morning and evening hours.
- Ride for free on the Metra, Chicago's commuter train system, using the Show's complimentary Metra pass. These passes are valid from March 15-20, 2024 for unlimited rides between McCormick Place and downtown Chicago stations. Complimentary Metra passes can be found on the Show mobile app.

II. DISPLAY REGULATIONS

- A. Booth space fees cover the rental of space only. A booth structure is not included. Signs, carpet and a backwall/display are required and are the responsibility of the exhibitor. Pipe and drape are not allowed unless approved by IHA or selected as Pipe + Drape Booth Space option.
- B. IHA reserves the right to prohibit or remove any exhibit, product, display or part thereof, or proposed exhibit display or device which in the opinion of the IHA is not suitable to or in keeping with the product display policy or rules and regulations of the IHA at the exhibitor's expense. IHA reserves the right to rearrange floor plans and relocate any exhibit at any time.
- C. **Categorization/Product Display:** The Inspired Home Show consists of 4 Expos and over 100 product classifications.
- Dine + Décor – South Building, Level 3, Halls A1 & A2
 - Clean + Contain – North Building, Level 3, Hall B1
 - Wired + Well – North Building, Level 3, Hall B1
 - International Sourcing – North Building, Level 1, Hall C1
 - Smart Home – North Building, Level 3, Hall B1
 - Inventors Corner – South Building, Level 3, Hall A2

Exhibitors have chosen booth space in certain categories based on the dominant product that occupies 65% of their booth space. If a company's products fit in more than one category, the exhibitor is allowed to have booths in multiple categories or is required to select the most dominant category represented at the Show. Exhibitors are not allowed to show the same product in multiple locations. This policy will be strictly enforced. Violators will receive a violation notice on-site and may be required to relocate at that time. Otherwise, booth space location at future Shows will be determined by IHA.

IHA also requires that 100% of the booth space contains products approved by IHA. Violation of this policy will affect future participation and booth space in IHA Shows.

- D. Displays being built or renovated should conform to all display rules and regulations and building requirements. Please review all of IHA's display rules and regulations as well as the McCormick Place/OVG 360 Exhibitor & Utility Ordering Guide in the Convention Center Services section of the online Exhibitor Services Kit. All booth design, construction and configuration must be structurally sound, secure and safe. The Exhibitor assumes all liability associated with the tripping hazard of using a raised-floor in the construction of their booth.

IHA and McCormick Place/OVG 360 should review all floor plans for changes to all exhibit structures that have not been previously approved, to ensure that exhibits conform to all display rules and regulations. Your **Sales Manager must receive all plans for new or renovated structures by February 2, 2024 with all measurements in inches and feet.**

Submit your diagram indicating (feet and inches): booth size (depth, width) with height of back and sidewalls. You must leave a 1-foot space behind your back wall to allow for utility cords and accessibility for the Fire Marshall. A checklist is available to use with your diagram. Floor plans submitted should be final and not for bidding between exhibit design companies.

Displays that do not conform to the rules and regulations set forth by IHA and McCormick Place/OVG 360 on-site will receive a violation notice. Violations must be corrected by 3:00 p.m., Saturday, March 16, 2024, or IHA may effect the necessary changes at the exhibitor's expense. Violation reminders will also be sent after the Show to ensure permanent display modifications are made prior to exhibition in future IHA Shows. **FAILURE TO COMPLY MAY RESULT IN LOSS OF COMPANY SENIORITY FOR SPACE ASSIGNMENT OR INDEFINITE DISBARMENT FROM FUTURE SHOWS.**

- E. **IHA requires that all in-line exhibitors provide a finished backwall or acceptable backdrop 8 feet (minimum) in height and extending the entire length of the booth space.** Exhibitors with backwalls less than 8 feet high may be required to provide acceptable cosmetic masking (at their own expense) extending the entire length of the backwall and 8 feet high (minimum). Sidewalls are allowed, but not required. Should an exhibitor have sidewalls, they may go to the height and length as set for their configuration. There is no minimum height or length; however, it is the exhibitor's responsibility to have the backside of the sidewalls flush and finished so as not to be unsightly to any neighbor. This applies for any signage as well. **If finished sidewalls or a backwall is not provided by 3:00 p.m., Saturday, March 16, 2024, IHA shall authorize the official service contractor to provide an acceptable backwall at the exhibitor's expense.**

IHA encourages exhibitors to be creative in the presentation and merchandising of product at the Show. To improve the overall appearance of the Show, standard pipe and drape and tabletop displays used solely as exhibit structures are not permitted unless approved by IHA or selected as Pipe + Drape Booth Space option. Standard pipe and drape may not be ordered through the Show's official contractor unless approved by IHA or selected as Pipe + Drape Booth Space option. For more information, please go to TheInspiredHomeShow.com/exhibit/esk/exhibitor-booth-diagram-form/.

- F. Any portion of an exhibitor's display, including signage, which extends or protrudes above or beyond that of the booth adjoining to the rear or side must, at the exhibitor's own expense, be completely smooth, flush-finished and painted, with no exposed framework. It must be finished in such a manner as not to be unsightly to exhibitors in adjoining booths or to IHA. Back or sidewalls, at any height, that are adjoining a neighbor, including signage, must be flushed, finished and in a neutral color. Exhibits that fail to comply will receive a violation and incur charges to mask the area. No part of the booth or any materials may extend into the aisle. IHA reserves the right to make judgment as to whether a booth shall be finished on-site.

If such surfaces remain unfinished or visually unappealing at 3:00 p.m., Saturday, March 16, 2024 IHA shall authorize the official service contractor to effect the necessary cosmetic finishing at the exhibitor's expense.

Outer surfaces may not contain any trade names, logos, product or company identification, except when located on a cross aisle or at least 10' from a neighboring exhibitor. Products, equipment or company identification may not be displayed so that it faces directly into a neighboring exhibitor's booth.

G. Americans With Disabilities Act: Exhibitors are advised of their obligations related to the Americans with Disabilities Act (ADA) Title III.

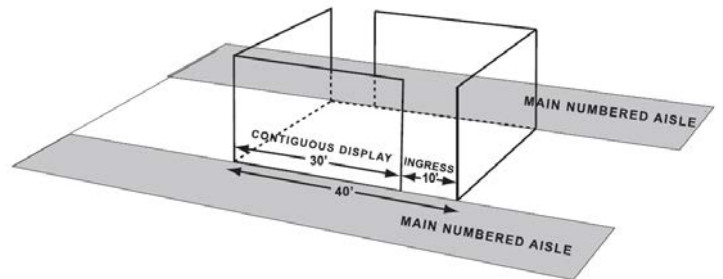
The exhibitor understands and agrees that the Americans with Disabilities Act (ADA) requires that the exhibitor's display be accessible to persons with disabilities, and the exhibitor agrees that it is solely responsible for assuring that its display complies with the ADA.

The exhibitor hereby warrants that it will provide auxiliary aids and services to individuals with disabilities suitable for effective communications between all parties in accordance with the requirements of the ADA, so that the exhibitor's display will be accessible, as defined in the ADA, to persons with disabilities. The exhibitor further warrants that where the provision of such auxiliary aids would fundamentally alter the nature of the goods and/or services provided by the exhibitor, the exhibitor will notify IHA of that fact at least two weeks in advance of the Show and of the alternative measures it intends to take to assure compliance with the ADA during the period of the Show.

The exhibitor agrees to indemnify and hold IHA harmless for any claims arising out of or in connection with the failure of the exhibitor's display to comply with the ADA.

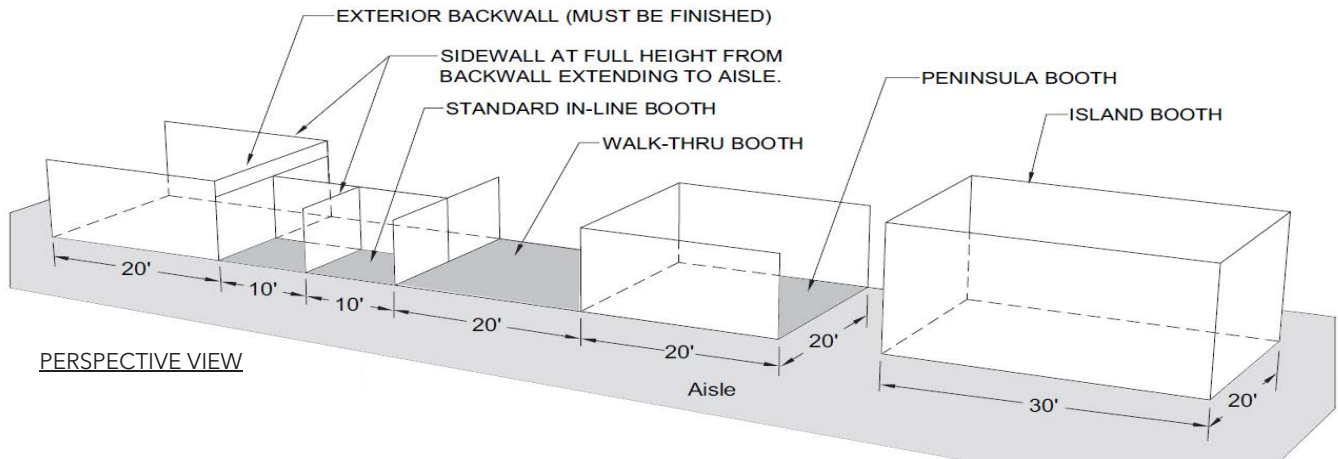
For information on compliance, please contact ADA directly at +1-800-514-0301, or visit www.justice.gov/crt/about/drs.

H. Booth Access: To ensure maximum traffic flow on the exhibit floor, exhibitors building contiguous displays along main numbered aisles should have a 10' opening/entrance for every 30' of contiguous display.

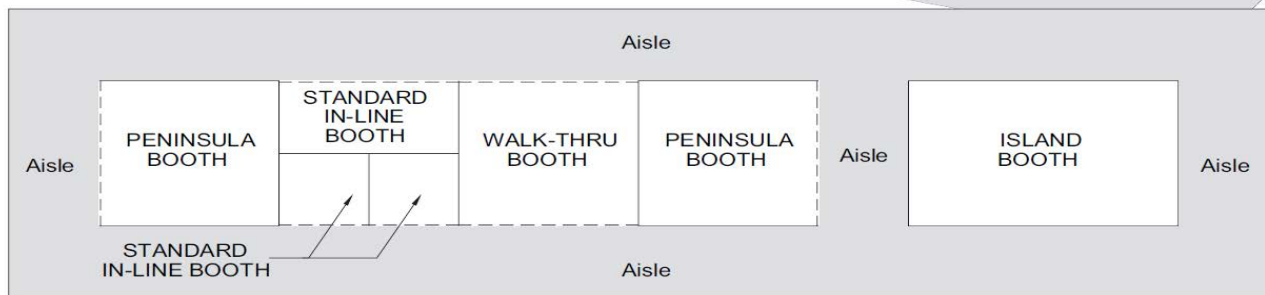


I. To enable an exhibitor to use all of the available booth space, IHA has adopted the "Cubic Content" rule. As illustrated below, it allows you to build or place display elements right up to the front of your booth and up to the maximum height permitted.

J. Height Limitations



PERSPECTIVE VIEW



PLAN VIEW

MAXIMUM Allowable Booth Heights

	<u>Standard</u>	<u>Perimeter</u>	<u>Walk-Through</u>	<u>Peninsula</u>	<u>Island</u>
South Building Level 3, Hall A	12 ft. (3.66m)	12 ft. (3.66m)	12 ft. (3.66m)*	20 ft. (6.0m)	30 ft. (9.0m)
North Building Level 3, Hall B1	12 ft. (3.66m)	12 ft. (3.66m)	12 ft. (3.66m)*	20 ft. (6.0m)	30 ft. (9.0m)
North Building Level 1, Hall C	12 ft. (3.66m)	12 ft. (3.66m)	12 ft. (3.66m)*	14 ft. (4.26m)	14 ft. (4.26m)

NOTES:

- A Walk-Through exhibit may be approved up to 20 ft. (6.0 m) depending on neighboring exhibit structures.*
- Second floor construction is prohibited on Level 1, Hall C in the North Building due to ceiling restrictions.
- Any booths with back or side walls must adhere to height, visual and neighboring booth regulations.

STANDARD IN-LINE AND PERIMETER-WALL BOOTHS

Standard In-line Booth Definition: One or more standard units in a straight line. Acceptable backwall, flooring and signage required. Sidewalls are permitted, but not required.

Perimeter-Wall Booth Definition: Standard booth located on the outer-perimeter wall of the exhibit floor.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height as indicated under Height Limitations. Backsides of backwalls extending above 8' must be flush, finished, graphic/logo free and neutral in color.

Booth Access: To ensure maximum traffic flow on the exhibit floor, exhibitors building contiguous displays along main numbered aisles must have a 10' opening/entrance for every 30' of contiguous display.

Intent: Exhibitors should be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others.

WALK-THROUGH DISPLAY

Definition: Four or more standard units back to back, so that the distance fronting on both main aisles is the same. The exhibit is located in the middle of any block of space and will usually consist of an equal number of spaces. Acceptable backwall, flooring and signage required.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) or 20'0" (6.0m) if approved by IHA.

Booth Access: To ensure maximum traffic flow on the exhibit floor, exhibitors building contiguous displays along main numbered aisles must have a 10' opening/entrance for every 30' of contiguous display.

PENINSULA BOOTH

Definition: Exhibit with one or more display levels in four or more standard units with an aisle on three sides. Acceptable backwall (minimum 8' tall), flooring and signage required.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height as indicated under Height Limitations.

Booth Access: To ensure maximum traffic flow on the exhibit floor, exhibitors building contiguous displays along main numbered aisles should have a 10' opening/entrance for every 30' of contiguous display.

IMPORTANT: Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and visually appealing and must not carry identification signs or other copy that would detract from the adjoining exhibit. (See diagram on page 11.)

ISLAND BOOTH

Definition: Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Height: Exhibit fixtures, components and identification signs will be permitted to a maximum height as indicated under Height Limitations. Exhibitors creating their own Island Booth with purchased space must have 10' between the neighboring exhibit and must have approval in writing from IHA.

Booth Access: To ensure maximum traffic flow on the exhibit floor, exhibitors building contiguous displays along main numbered aisles should have a 10' opening/entrance for every 30' of contiguous display.

Intent: The extra height is often required in an island booth to permit the open walk-through approach normally used in this type of location. (See diagram on page 11.)

CANOPIES & CEILINGS

Height: Canopies, false ceilings and umbrellas must not exceed the height limitations set for the configuration type of the booth in which they reside.

Intent: Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the ceiling and its support structure do not violate the intent of the height or depth regulation.

- K. Multi-Level Exhibits/Covered Booth Restrictions:** Exhibits that have a ceiling or second level will be required to comply with all IHA and McCormick Place/OVG Rules and Regulations. Please review the McCormick Place Exhibitor & Utility Ordering Guide, in the Convention Center Services section of the online Exhibitor Services Kit. Plans must be reviewed and approved by the fire marshal.

Exhibits having enclosed ceilings or multi-level exhibits must submit plans to Arriel Gray Jr., Fire and Safety Manager at McCormick Place by Friday, January 26, 2024. Plans can be mailed to McCormick Place/OVG 360: 301 E. Cermak Rd., Chicago, Illinois 60616 or emailed to agray@mccormickplace.com. It is the responsibility of the exhibitor to conform to all Chicago fire ordinances and codes when constructing a covered booth or multi-level exhibit to ensure that their display meets with the necessary fire safety precautions.

- L. Structural Integrity:** All multi-level exhibits, regardless of whether people will occupy the upper area or not, must have drawings available for inspection by IHA, the installation and dismantling contractor, the exhibitor and McCormick Place/OVG 360 during the time the exhibit is being erected, exhibited and dismantled at Show site. The drawing must include a signature or stamp of a reviewing structural engineer indicating that the structure is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

- M. Spanning the Aisle:** Spanning the aisle with both carpet and header signs is prohibited.

- N. Signage & Hanging Material:** All company identification signs, in booths under 800 sq ft, should be ground supported. Back or sidewalls, including signage, at any height, that are adjoining a neighbor must be flushed, finished and in a neutral color. Exhibits that fail to comply will receive a violation and will incur charges to mask the area. Exhibitors may use wires or cables from the ceiling to anchor or support high floor signage for structural safety. Exhibitors are discouraged from hanging company identification signs from the ceilings of McCormick Place/OVG 360. Signage is limited to the height and size of aligned booth.

Requests to hang signage or truss from the ceiling must be received by IHA and Freeman no later than December 18, 2023. Approval needs to be obtained each year by IHA, even if approval was given the previous year. Approval to hang signs may be determined based on location within the building assigned. Exhibitors located in the rear of the hall who meet requirements are more likely to receive approval. **Exhibitors that do not receive approval will be refused access to hang signage or truss from the ceiling.**

Exhibitors requesting approval to hang a sign from the ceiling, with or without truss, **must have an island or peninsula configuration with at least 800 net square feet.** The top of the sign or other elevated materials may not exceed the height limitation that applies to your type of booth configuration and the bottom of the sign must be at least 16 feet from the ground. Any company identification/logo must be a minimum of 10' away from any neighboring booth.

All exhibitors, with pre-approval from IHA, are allowed to use hanging truss systems for the purpose of additional lighting or video projection. The use of company identification on hanging truss is considered to be a hanging sign and therefore must be pre-approved by IHA. When lighting and/or video projection is used, it may only project into the booth of the exhibitor utilizing the lighting or video projection. It should not reflect into public space or neighboring exhibit space.

- O. Utility Service Corridor:** Service of utilities will be supplied at the rear of booths whenever possible, but all exhibitors should allow a **1' unobstructed corridor in the rear and 6" on one side of their space to allow passage** for the necessary cable and maintenance personnel. If a utility corridor is not provided, the exhibitor may have to reposition their booth structure to allow passage for maintenance personnel. Any charges or costs incurred due to the lack of a corridor will be the responsibility of that exhibitor.

- P. Utility Ports:** Electrical and plumbing ports are in various locations on each exhibit floor. Exhibitors are responsible for reviewing their booth floor plan to identify ports for their utility needs. Availability of ports may change based on a booth re-location. Please work with your Sales Manager for your specific needs. To identify floor ports, please see the key below:

Plumbing (Square)



Electrical (Rectangle)



- Q. Utility Services:** Booth selection must have adequate service for your company's utility needs. IHA will relocate your company if adequate utilities are not available. To ensure the safety of our attendees, utility services cannot be accessed from an aisle. Instances may occur where a utility port within your booth space is used to service neighboring exhibitors. If ramping is required for the use of utilities within the booth, the exhibitor may be required to sign a waiver of liability.

- R. Utility Service Cabinets:** All switches for utility service to booths located on Level 3 of the South Building are attached to the building columns on the floor. This equipment must be freely accessible at all times. Be sure to allow for this when constructing solid backwalls. McCormick Place/OVG 360 requires a minimum of 42" clearance around service boxes in the North and South Buildings.

South Building: To prevent the obstruction of column doors, nothing may be placed within the 42" clearance area. Exhibitors are not allowed to place signage or any other materials on column doors.

- S. Fire Cabinets:** Fire hose/extinguisher cabinets, fire alarm stations, AED cabinets and emergency telephones must be kept visible and freely accessible at all times as this equipment is strategically located throughout the building. Please review floor plan for exact locations of fire hose cabinets/racks and fire extinguishers.

- T. Fire Retardancy:** Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:
- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
 - Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
 - Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
 - Polyurethane foam, plastic and similar products.
- U. Hazardous Demonstration/Display Materials/Pyrotechnics:** When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.
- Lasers, open flames (including candles and fireplaces)
 - Smoke-producing devices
 - Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
 - Heating appliances
 - Welding, brazing or cutting equipment
 - Radioactive materials
 - Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
 - Gasoline, kerosene, bioethanol or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored or burned overnight.
 - All fuel transfers must use safety cans.
 - Fire places that use bioethanol must be placed away from an aisle and be supervised at all times. They can only be turned up to half power and the exhibitor must ensure the fire place gets shut down after hours.
 - When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only. Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required. Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.
- V. Prohibited Materials:** The following items are fire-hazardous and prohibited in McCormick Place:
- All flammable compressed gases, such as propane and butane
 - Explosives and live ammunition
 - Untreated Christmas trees, cut evergreens or similar trees
 - Fireplace logs and similar materials
 - Charcoal
 - Untreated mulch, Hay, Straw, Bamboo and Spanish moss
- W. Materials Management:** Neither McCormick Place Housekeeping Department nor Shows' official service contractor manages hazardous material removal. However, McCormick Place can provide contractor names specializing in this service. Exhibitors are responsible for making their own arrangements.
- X. Building Columns:** Column dimensions on various exhibit floors are indicated on the Freight Target Floor Plans at [InspiredHome.com/exhibit/esk/target-floor-plans/](https://www.inspiredhomedecor.com/exhibit/esk/target-floor-plans/). For those columns without dimensions indicated, please contact McCormick Place/OVG 360, Exhibitor Technical Services at +1-312-791-6113. All construction to cover the columns should be designed with some flexibility to allow for minor variations and must be approved by McCormick Place/OVG. All strobes and fire exit signs must remain visible and clear at all times. Any other signage, like "no smoking", would need to be reproduced on an exhibitor's column wrap or a different sign nearby. Please note the difference between total access versus limited access in regards to covering the lower portion of a column:
- **Total Access** - Entire door must be completely clear to nearest aisle in a direct line and be completely visible at all time.
 - **Limited Access** - No impediments or obstructions may be placed within the 42" clearance area which prohibit the column doors from opening quickly and completely. Lightweight items such as chairs, easels, etc. are permissible, as well as drape, provided they can be moved quickly by one person and do not prevent the doors from fully opening.

Exhibitors interested in covering higher than the top of the box should contact the McCormick Place Fire Safety Manager at +1-312-791-6079.

The cost of covering columns within the booth space will be the responsibility of the exhibitor. To order draping or masking for a column, contact the official service contractor, Freeman, at ExhibitorSupport@freeman.com.

- Y. **Booth Number and Company Identification:** No portion of an exhibit structure or carpeting may extend beyond the assigned floor space unless approved by IHA. Booth number identification stickers will be placed in front of each booth space.
- Z. **Floor Covering:** All exhibitors are required to provide acceptable floor covering. Unacceptable coverings include paper, foamcore or cardboard. For carpet ordering information, please refer to the "Carpet/Cleaning Brochure" located in the Official Show Contractor section of the online Exhibitor Services Kit. Carpet may be ordered by IHA for exhibit areas that do not have acceptable floor coverings, and the exhibitor will be charged.

III. INSTALLATION/DISMANTLE REGULATIONS

- A. **Installation:** The date of installation is dependent upon an exhibitor's freight target move-in date. Any requests for earlier installation must be directed to Freeman at +1-888-508-5054 or www.myfreemanonline.com.

Every exhibitor will be assigned a freight target move-in time for their exhibit structure to facilitate installation at the Show. The Freight Target Schedule, with utility port locations, was emailed separately. Installation may begin once freight is delivered to the exhibit area. Installation of an exhibit must not interfere with the move-in of the Show.

It is the exhibitor's responsibility to be cognizant and courteous of freight that may impede another person's setup, and must relocate materials on request.

EXHIBITOR INSTALLATION - date and times are subject to change

Friday, March 8, 2024	12:00 p.m. - 4:30 p.m.	South Building (Hall A) & North Building (Hall B)
Saturday, March 9, 2024	DARK DAY	
Sunday, March 10, 2024	DARK DAY	
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 should be set by Saturday, March 16 2024 at 5:00 p.m. Exhibitors may work later on Saturday, March 16, 2024 if necessary.*

All crates not tagged by this time will be removed and placed into storage by IHA at the exhibitor's risk. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit for housekeeping removal. Neither IHA nor its Official Service Contractor will assume any liability for exhibitors empty crates or boxes, or their contents.

- B. **Crate Storage/Empties:** If you want any crates placed in storage and returned at Show close, pick-up "Empty" stickers at the Exhibitor Service Center or Help Center/Floor Manager Desk. Once your crates are empty and ready to be taken out of the hall, place an EMPTY label on each crate and make sure your booth number is clearly visible. Labeled containers will be picked up periodically and stored in non-accessible storage during the show. At the close of the Show, the empty containers will be returned to booths beginning at 6:30 p.m. after aisle carpet removal. Keeping your empty containers until the end of move-in **WILL NOT** ensure that you receive your crates first during move-out. No crates will be allowed in the aisles.
- C. **Booth Staging:** In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:
 - Boxed or loose product, materials or literature.
 - Fiber cases used to ship pop-up displays.
 - Personal items such as small luggage, purses, briefcases or coats.
 - The following restrictions must be observed when staging these additional items:
 - The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
 - Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - Items that are placed under a table must not protrude outside the table dimensions.
 - Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - Pallets, empty crates, cartons and boxes may not be stored in the booth space.
 - Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

To ensure that the Show is clean at opening, adequate time is needed to remove crates, clean the halls and lay the aisle carpet. All exhibitors must have their crates labeled and their exhibits/products completely set by 5:00 p.m., Saturday, March 16, 2024. IHA will note any violations or abuses to this policy and reserves the right to levy a penalty of loss of seniority at future Shows and will also charge back the exhibitor for any trash removal on Sunday morning.

- D. Extended Work Authorization Forms:** The exhibit halls will be open to exhibitor personnel during move-in and move-out from 7:00 a.m. - 6:00 p.m. Exhibitors or representatives of an exhibitor who work before 7:00 a.m. or work past 6:00 p.m. during move-in or move-out will need to complete an Authorization Form, which may be obtained from your sales manager before the Show or from any Help Center located on the exhibit floors. The following rules apply to anyone working before 7:00 a.m. or past 6:00 p.m.:
- Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.
 - No one will be allowed to work before 7:00 a.m. or past 10:00 p.m. unless approved by IHA.
 - When working late, personnel will not be allowed re-entry until the next working day once they exit the Show floor.
 - All personnel are required to wear the Show designated credentials in plain view while on the Show floor. It is the exhibitor's responsibility to register their Exhibitor-Appointed Contractors (EACs), allowing them to receive the appropriate credentials. **It is prohibited for an exhibitor to register their EAC using their exhibitor badge allotment.**
 - **Smoking in all exhibit halls is prohibited. McCormick Place is a smoke-free building. There are designated smoking areas.**
 - All personnel are required to follow all safety rules as set forth by IHA and McCormick Place.
 - All bags, tool boxes, cartons, etc. removed from the Show floor are subject to inspection.
 - Exhibitor or Contractor Supervisors are responsible for the conduct of their personnel.

- E. No Freight Aisles:** For safety and to expedite the movement of crates during move-in and move-out and to conform to Chicago Fire Ordinances, certain aisles have been designated as **"No freight, fire and safety aisle."** Any exhibitor placing crates or freight in these aisles may have it removed immediately by IHA at the expense of the exhibitor. Please refer to the online Freight Target Floor Plans for specification of "no freight aisles."

- F. Booth Appearance - Cleaning:** Exhibitors must keep their booths neatly arranged in order to maintain and improve the overall appearance of the exhibit. IHA may require exhibitors to rearrange displays as considered necessary. FIRE REGULATIONS require that merchandise, racks, displays, chairs, etc. be kept out of aisles and within the exhibit space. All fire extinguishers and fire hose cabinets/racks must be visible and accessible at all times.

Exhibitors desiring booth vacuuming or porter service during the Show may find more information in the "Carpet/Cleaning Brochure" in the Official Show Contractor section of the online Exhibitor Services Kit. Cleaning service is provided by Freeman and will be billed directly to the exhibitor at the prevailing rate.

- G. Booth Construction Policy:** IHA prohibits the use of build-n-burn exhibits and any extensive construction from occurring on-site, particularly during move-in. Build-n-burn exhibits are defined as being built for one-time use with the intent to destroy or leave the booth at the conclusion of the Show. Exhibitors that leave a build-n-burn booth at the conclusion of the Show or by their final move-out date will be responsible for all labor and cleaning costs associated with its removal and may be subject to a penalty set by IHA. Exhibitors, or their EACs, should plan for a prefabricated booth that can be easily assembled on-site with the least amount of additional construction needed.

Extensive construction, by an EAC or Exhibitor, that produces excess noise, dust or debris beyond a reasonable amount and/or that negatively impacts the Show or fellow exhibitors will be charged for all necessary cleanup and further construction may be halted. Please make the necessary arrangements to ensure your booth is ready by the required set time of Friday, March 3 at 5:00 p.m.

- H. Dismantling: TEAR DOWN BEGINS AT 5:31 p.m., Tuesday, March 19, 2024. Do not tear down early! If you are observed tearing down early at the Show, you may be assessed a \$1,000 violation fee. If you are observed tearing down early a second time at the next year's Show, you may be barred from exhibiting at future Shows.**

Only packages that can be hand carried by one person and taken out the front door in one trip or that do not require shipping crates will be permitted to leave the premises on Tuesday, March 19, 2024. Exhibitors may remain in the building Tuesday evening as long as necessary to complete packing and/or securing merchandise.

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 11:00 a.m. on Wednesday, March 20, 2024. Shipments will start being rerouted at 4:30 p.m. on March 20, 2024.

CRATE RETURN SCHEDULE FOR ALL BUILDINGS

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.

Exhibitors are encouraged to remain with or hire security at their booth until crates are received, packing is complete and the booth or product are loaded for departure. Please refer to clauses "K" and "L" on page 20.

I. **Excess Trash:** Exhibitors are required to return their booth space in the same manner it was received. Exhibitors are to arrange with their Exhibitor-Appointed Contractor to remove all trash from their booth after dismantling. This includes all carpet, tape, padding, promotional materials and display components. If exhibitors need assistance with trash removal, please arrange this with the Exhibitor Services Desk. Any trash that cannot be removed with a broom and shovel will be considered "excess trash" and IHA or the exhibitor will be charged for this service. **IHA will issue a violation and charge the individual exhibiting company for any excess trash removal.**

J. **Recycling Efforts:** IHA, Freeman, McCormick Place/OVG 360 and the Show's cleaning contractor have created a recycling program for The Inspired Home Show. Our goal is to improve our ability to reduce, reuse and recycle Show generated waste. We are asking your assistance with the following:

PRE-SHOW

- Break down and flatten corrugated boxes and place them at the booth's edge, NOT in the aisles.
- Place all metal banding and wood materials separate from other trash at the edge of your booth.
- Trim out all visqueen by 5:00 p.m. on Saturday, March 16, 2024.

DURING THE SHOW

- Each garbage can placed by columns in the aisles will be paired with a co-mingled recycling container. The following materials will be accepted: aluminum cans, glass bottles, plastic bottles, tin cans and all other number 1 or number 2 recyclable plastic containers.
- Any other garbage should be placed in the standard waste receptacles.

DURING MOVE-OUT

- Break down and flatten all corrugated boxes.
- Roll up any carpet or padding and remove any double-faced carpet tape.
- Place any wood, carpet, padding and metal banding separate from other waste in your booth.

K. **Green Initiatives:** McCormick Place/OVG 360 and the Show's Official Service Contractor, Freeman, have implemented initiatives to conserve energy and resources for the benefit of the environment. IHA encourages its exhibitors to voluntarily take advantage of these initiatives when and where appropriate. A list of the initiatives can be found on McCormick Place/OVG 360 website at www.mccormickplace.com/about/sustainability/ or on Freeman's website at www.freeman.com/about/impact/.

L. **Transportation Companies:** Exhibitors will be responsible for making all arrangements with transportation companies for the prompt pick up of their shipments. The official contractor will be forced to use the designated Show carrier if no carrier has been designated by the exhibitor. It is the exhibitor's responsibility to call that preferred carrier and to make sure that the shipment is moved out of the building by the designated date and time.

M. **Liability:** Exhibitor assumes all risk and responsibility for the integrity of their booth, their employees, their labor and their Exhibitor Appointed Contractor utilized in the installation/dismantle process or other services for their booth.

IV. DEMONSTRATIONS OR ENTERTAINMENT

A. **All Promotional Plans and/or Demonstrations** should be submitted to IHA for approval. The Show encourages promotional plans/demonstrations, but asks that you do not interfere with normal traffic flow in the aisles or traffic into any neighboring exhibits. Use of other exhibitor's product for demonstration purposes is not permitted. Please refer to IHA's Show Guidelines and the McCormick Place/OVG 360 Exhibitor & Utility Ordering Guide located in the Convention Center Services section of the online Exhibitor Services Kit for additional demonstration regulation information.

B. **Demonstration Areas** must be organized within the exhibitor's space so as not to interfere with any aisle traffic. Sampling or demonstration tables must be placed a minimum of 2'0" (60 cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, IHA will have no alternative but to request that the demonstration or sampling be eliminated. Demonstrators or characters must remain in their exhibit space. **Demonstrations and distribution of promotional materials in aisles and common areas is prohibited.**

C. **In-Booth Receptions, Meetings and Events:** If you wish to hold a press event, meeting, or reception at your booth prior to the official opening or after Show hours with non-exhibitor personnel who do not have an exhibitor badge or manufacturers' rep badge, you will need to make special arrangements in advance.

Depending on the number of people attending your event, you may be required to hire security to monitor surrounding booths and products. Depending on booth size, IHA may need to restrict the total number of attendees for an in-booth event. For security guard order forms, please see the Security section of the online Exhibitor Services Kit.

- If your expected event attendance is 11-15 people, one security guard must be hired using one of IHA's official security companies.
- If your expected event attendance is 16-20 people, two security guards must be hired using one of IHA's official security companies.
- If your expected event attendance is 21 or more people, three security guards must be hired using one of IHA's official security companies.

If you require catering, you must work with McCormick Place's official catering provider, OVG Hospitality. Catering menus can be found in the Vendor Services section of the online Exhibitor Services Kit. For questions relating to catering, alcohol, and bartender requirements, please contact OVG Hospitality at +1-312-791-7250 or awarrem@mccormickplace.com.

- D. Buyer Appointments:** Only on Show days can you arrange to have buyers enter the Show floor up to one and a half hours before opening (7:00 am on Sunday through Tuesday).
- E. Sound Level:** Exhibitor's sound level shall not intrude and violate the rights of any and all adjacent exhibit areas. Exhibitors using audio or musical equipment in their display space shall not be permitted to operate at a maximum of 70db Sound Pressure Level (SPL) when measured in any neighboring display area. The use of sound systems or equipment-producing sound is an exception to the rule, not a right. IHA reserves the right to determine when sound constitutes interference with others and must be discontinued. Products producing sound must also comply with the preceding guidelines.
- F. Balloons:** Distribution of balloons is prohibited but displaying of balloons is permitted. However, Mylar balloons are not permitted at all due to their effect on the fire detection system. All balloons must be properly secured to prevent their escape to McCormick Place ceilings. Any cost of labor to retrieve balloons will be billed back to the exhibitor. See McCormick Place/OVG 360 Facility Information and Internet Ordering Guide, located in the Vendor Services section of the online Exhibitor Services Kit.
- G. Cooking:** Any exhibit that involves the cooking of food must use either an electrical or natural gas hookup and must be adequately ventilated. Nothing combustible can be placed near any heat-producing appliance. All heating devices including, but not limited to stoves, ovens, microwaves and heaters must be UL-approved for booth usage (UL approved, 2-A:10-B:C). The use of propane or butane is strictly prohibited. ABC-type fire extinguishers are also required. For information on food sampling and refrigerator rental, please contact OVG Hospitality at +1-312-791-7250.
- H. Vehicle Displays:** Any vehicle or other apparatus that has a fuel tank and is part of a display must comply with the following:
- Required to be equipped with a locking (or taped) gas cap
 - Contain no more than 1/8 tank of fuel.
 - Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
 - Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
 - Refueling must be done off property.
- I. Open Flame Devices:** Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:
- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal Authority having jurisdiction for each and every display.
 - Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
 - Must be positioned on a non-combustible surface with 24 inch clearance of the flame device from any combustibles and booth back wall.
 - Must have a mechanism available to quickly and safely extinguish the flame.
 - Must have at least one multipurpose fire extinguisher rated minimum 2 - A:10 - B:C strategically located with the booth.
 - Booth personnel should be familiar with the operation of the fire extinguisher.
 - Booth personnel must be in attendance whenever the device is in use.
 - Maximum one day supply of the replacement fuel allowed in booth.
 - Device must be allowed to cool before refueling.
 - Flame must be extinguished ½ hour prior to closing.
- Cleanup areas are available on the exhibit floor in the South Building and North Building. Please use these areas for cleanup of utensils and equipment after cooking demonstrations.
- J. Safety Precautions:** All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. Fire extinguishers will also be required.
- K. Distribution:** Shopping bags are permitted. However, IHA recommends that all bags are clear on one side. Having contents of the bag visible will expedite the security process. Distribution of gadgets and favors should be pre-approved by IHA in order to notify our Security team in advance. Security may confiscate giveaways that do not have approval or appropriate forms. Absolutely no products may be sold on the Show floor at any time. Distribution of items may only take place within the exhibitor's space. Distribution of items in aisles and common areas is prohibited.

- L. **Live Animals:** If an animal is being used for demonstration purposes or to create in-booth excitement, the following steps need to be taken.
1. Inform IHA's Show Management of intent.
 2. Submit a Live Animal Disclaimer Form to McCormick Place/OVG 360.
 3. Submit a Permit Application to the City of Chicago's Commission of Animal Care and Control.

Items required to be sent with Permit Application:

- Payment of \$275 Application Fee.
- Health, vaccine records and shipping documents are required for all animals in the exhibition.
- A copy of the exhibitor's valid animal license issued by the United States Department of Agriculture.
- Proof of Insurance.

Important points to remember:

- Applicants must notify the Commission of Animal Care and Control of any changes to the original application as soon as the changes are decided or a minimum of 15 days prior to the event, whichever is sooner. This includes: changes in dates, animals exhibited, location, set up, plans, etc.
- The City of Chicago reserves the right to inspect the exhibition.

For more information, please contact McCormick Place's Loss Prevention Manager at +1-312-791-7113.

V. ADDITIONAL SHOW GUIDELINES

- A. **IHA (Show Management):** IHA will supervise and strictly enforce all Show rules and regulations. Penalties of violations may include: violation fee, cancellation of space, loss of seniority, suspension or cancellation of privileges, or other such sanctions as IHA's Board of Directors determines.
- B. **Code of Conduct:** For the most current versions of the Attendee Code of Conduct, Exhibitor Code of Conduct and the Trade Guest Code of Conduct, please visit us online at TheInspiredHomeShow.com/attend/show-services.
- C. **Termination of Show Privileges:** Any exhibitor, its representatives or agents, committing a violation of civil or criminal law or otherwise wrongful act before or during the Show, violating a Show rule, violating another exhibitor's intellectual property or contract rights, unreasonably interfering with exhibiting or attending privileges of another party or violating the Exhibitor Code of Conduct, is subject to immediate expulsion for the duration of the Show, and/or such further action as may be determined by IHA authorities, once independent verification of the act or violation is obtained. Additional penalties may include a period of suspension of exhibition or attendance privileges at one or more future Shows, or permanent expulsion from the Show if warranted. All acts and violations of these rules shall be referred to IHA's Board of Directors for such further review and response as the Board of Directors deems appropriate in the circumstances, following the Show. Other prohibited acts may be referred to the Board for review and response following the Show.

Any person who takes the property of another party at the Show without authorization or commits an act as described above is subject to suspension of Show privileges for not less than three years following the Show at which the incident occurs. This suspension may be increased up to and including the permanent expulsion, if the facts warrant a longer suspension in the Board's determination. The employer or principal of a person who is suspended or expelled from Show privileges is also subject to suspension or termination of Show privileges for its representative's or agent's actions.

The decision of the Board of Directors is final and not subject to further review, and Exhibitors so agree on behalf of their employees, representatives and agents, as a condition of exhibiting privileges.

- D. **Subletting:** Sharing or transferring of space is prohibited. Exhibitors may not sublet or share any portion of their booth spaces, nor are they allowed to display any merchandise other than their own products listed in their application and approved by IHA, except where such articles are required for the proper demonstration or exhibition of exhibitor's display. Companies sharing space must be legally affiliated, must have completed an application to participate in the Show and been approved by IHA. Any exhibiting company found to be sharing or subletting its space contrary to these rules will be suspended from one or more future Shows, and the company improperly sharing or subletting the space may be closed down and expelled from the Show, and will be barred from future Shows at the discretion of IHA.
- E. **Product Samples:** Only exhibitors, buyers and manufacturers' representatives are allowed to leave the exhibit floor with product samples during the Show.
- After the Show closes on Tuesday, March 19 at 5:30 p.m., only exhibitor personnel will be allowed to leave the exhibit hall with merchandise. Exhibitors will be required to show a photo I.D. and business card before they leave the exhibit hall with product. Exhibitors caught selling or giving away product may be barred from exhibiting at any future IHA Shows. All product will be confiscated at the exit if the appropriate badge, business card and I.D. do not match.
- F. **No Cash Sales:** IHA is a not-for-profit organization committed to protecting our tax exempt status. In an effort to ensure we are in compliance with all city, local and state taxing authorities and their regulations, with the support of the Board of Directors, we prohibit "cash sales" during the Show. "Cash sales" is defined as the purchase of goods where money transfers hands for the exchange of product. Violation of this policy may result in your company being barred from participation in future Shows. As the selling of product continues to be an issue, IHA will be more vigilant in the policing of this policy. Please note that Trade Guests are NOT approved to remove any product from the exhibit floor. Product given to trade guests will be confiscated by security.

- G. Exhibitor-Appointed Contractors (EAC):** Exhibitors using outside contractors to provide any service at the Show are required to complete an online registration form on IHA's website starting in early November. Exhibitors may not register contractors for exhibitor badges. Non-approved contractors will not be able to work or gain entry and the exhibitor may have to hire approved contractors. Exhibitors or EAC's found in violation will be held accountable. For more information, please refer to the Exhibitor Services Kit.
- H. Photography:** Unauthorized photography of any exhibit or product is prohibited and may result in expulsion from the Show. Unauthorized photography includes videotaping or photographing another exhibitor's booth or product without the exhibitor's permission at any time. Exhibitors are required to monitor their own booth areas and should notify IHA or security immediately of any unauthorized photography. Arrangements can be made to have your exhibit photographed and videotaped with the recommended Show photographer. Upon request, IHA will also provide exhibitors with "no photography" signs to be placed in their booth.
- I. Video Taping:** McCormick Place/OVG 360 and IHA allow exhibitors to engage in single-camera shoots within their booths. However, all videotaping must be approved by IHA prior to the Show. Please contact Sharon Bellock at sbellock@housewares.org or +1-847-692-0134 for approval.

If using an exhibitor-appointed contractor (EAC) to videotape in your booth, you must register your contractor on IHA's website starting in November. When your contractor arrives on-site, they must obtain a wrist band and photography ribbon from the Show Office, Level 4, Room N426ab, in the North Building. If they do not receive these credentials, they will not be allowed on the Show floor.

- J. Children:** Children under the age of 18 are not allowed on the exhibit floor during move-in or move-out. Individuals under the age of 18 are only allowed on the exhibit floor during the three designated Show dates and hours (excluding move-in/move-out days), provided that the guardian accepts full responsibility for the behavior and safety of the minor. Each child must be registered as a trade guest and must wear their badge when on the Show floor. **As a safety precaution, the use of strollers is prohibited on the exhibit floor at any time.**
- K. Responsibility of Property:** IHA will provide perimeter guard service during the hours the exhibit area is closed. However, exhibitors are solely and fully responsible for their own exhibit structure, merchandise and exhibit material. Exhibitors should insure their exhibit against loss, theft or damage from any cause whatsoever. All property of an exhibitor is understood to remain in their care, custody and control in transit to or from or within the confines of the exhibit hall.

Exhibitors are encouraged to hire booth security guards and should insure their property at their own cost and expense. For booth guard information, please refer to the Security section of the online Exhibitor Services Kit.

Exhibitors desiring to insure their exhibit, merchandise and display materials against damage, theft, fire, etc. must do so at their own expense. IHA suggests that exhibitors contact their insurance brokers who can secure an exhibit rider policy which will provide all risk insurance covering exhibit property while absent from home premises for exhibition purposes.

- L. Liability of Exhibits and Merchandise:** The exhibit space located in McCormick Place South and North Buildings and all common areas are leased to IHA by the McCormick Place/OVG 360 and this agreement is subject to all the terms of the lease from the McCormick Place/OVG 360 to IHA. Neither IHA nor McCormick Place/OVG 360 nor their respective agents or employees shall be liable to the exhibitor or any other person for any loss, damage or injury, whether to person or property, sustained by the exhibitor or any other person, whether or not the negligence of other conduct of IHA or the McCormick Place/OVG 360 or their respective agents or employees causes or contributes to such loss, damage or injury. The exhibitor agrees to defend, protect, indemnify and hold harmless the IHA and the McCormick Place/OVG 360 from all liability, loss, damage or expense, including reasonable attorneys' fees and from all claims for loss, damages or injury which may be incident to arise from or in any way connected with the exhibitor's use or occupation of exhibit space, whether or not the negligence or other conduct of IHA or the McCormick Place/OVG 360 or their respective agents or employees causes or contributes to such liability, loss, damage, expense or injury.

Exhibitors are liable for any damage to floors, walls or columns of the exhibit building. No cement or paste is to be used for fastening floor covering. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. IHA will hold the exhibitor responsible for removal of all tape placed on the exhibit floor.

At the conclusion of the exhibition, building management will inspect the exhibit floor and meeting rooms. Any exhibitor not complying with the above regulations will be invoiced for labor required to clean the floor. Exhibitors should apprise their Exhibitor-Appointed Contractors of this fact.

- M. Health & Safety:** The well-being of our exhibitors, attendees and staff is important to us. We are working diligently to provide a heightened level of comfort at the upcoming Show. The Show is being designed with well-being protocols in place to ensure everyone has a safe trip while in Chicago. For IHA's most up-to-date Health and Safety protocols and policies, please visit TheInspiredHomeShow.com/exhibit/esk/.

BOOTH DIAGRAM CHECKLIST

If you have a booth in more than one category, a form needs to be completed for each booth.

IHA use only:
Date Received

COMPANY INFORMATION

Company _____ Booth Number _____

Show Contact _____ Title _____

Category _____ Email _____

List hired Exhibitor-Appointed Contractor (EAC) and/or Installation and Dismantle (I&D) company installing your booth:

(Exhibitors must register their EACs by February 16, 2024)

Please submit the following information with booth measurements in feet and/or inches.

Metric dimensions will not be accepted and will be returned to ensure dimensions are converted correctly to meet guidelines.

A schematic/diagram/picture of your booth along with the following:

- Elevation drawing: a scaled drawing depicting front, back and side views of an exhibit with details of all the heights in the exhibit from multiple points in the exhibit
- The width and depth of your booth
- Height of any walls
- If requiring drain/water/electricity - the location of the port being accessed
- Location of signage/branding

Booth dimensions (inches and/or feet):

Booth Depth: _____ Booth Width: _____ Backwall Height: _____ Sidewall Height: _____

Please check that you've read and agree to the below:

IHA does not supply pipe and drape, carpet or any part of the booth. The exhibitor must have appropriate flooring, backwall and signage. A company may not use a neighboring booth structure as their back or side walls. Hanging items from a neighboring booth is prohibited.

If your backwall faces another exhibitor and is over 8 feet high, it must be flush and finished in a neutral color with no signage/logos or otherwise.

If sidewalls are being used, at any height, facing into a neighbor, it must be flush and finished, neutral in color with no branding/pictures, etc. and are that exhibitor's responsibility. If they are exposed and need to be covered it will be charged to that exhibitor.

Your backwall will be set 12 inches from the back of your booth to allow electric to be laid and accessible to appropriate parties (ex: If your booth depth is 10 feet, your backwall needs to be placed at 9 feet.)

Must allow a 6-inch gap on both sides of your backwall to allow access behind your wall.

Any signage, with branding of any kind, that is above your wall height, may not directly show into your neighbor's booth and needs to be 10 feet from any sharing wall. Booths in violation will be asked to correct at the exhibitors expense.

Multi-level/covered booths must adhere to all IHA/McCormick Place/OVG regulations identified in the McCormick Place Fire Safety Regulations: https://mccormickplace.com/epg/23_fire_safety_regulations.pdf.

Requests for hanging signs must be sent by December 18, 2023 - Restrictions apply.

Any changes after the booth has been approved must be re-submitted to the appropriate manager for approval.

Signature _____ Date _____

Please submit diagram by February 2, 2024 to the appropriate Show Manager:

Katie Thill

Tabletop, Kitchen Essentials +
Accents
kthill@housewares.org

Stacey Barrett-Brooks

Cookware + Bakeware, ISPP
sbarrettbrooks
@housewares.org

Alyssa Fulton

Wired + Well, Smart Home,
International Sourcing
afulton@housewares.org

Michele Orto

Clean + Contain
morto@housewares.org

If you are shipping your booth, please be aware of your target freight date.

**THE
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SHOW** IHA's GLOBAL HOME +
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MARCH 17-19, 2024

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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



Tel: +1 847.292.4200

TheInspiredHomeShow.com



FIRE SAFETY REGULATIONS

BOOTH STAGING

In addition to equipment and furniture placed within a booth space, Exhibitors can stage the following items:

- Boxed or loose product, materials or literature
- Fiber cases used to ship pop-up displays
- Personal items such as luggage, purses, briefcases or coats

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space
- Items that are placed under a table must not protrude outside the table dimensions
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Items may not be placed behind drape within the booth
- Pallets, empty crates, cartons and boxes may not be stored in the booth space
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth

Fire Safety personnel will patrol the exhibit area. If anyone is in violation, a written notice will be given to the Exhibitor.

FIRE RETARDANCY

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test.

General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: these fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: these materials can best be made fire retardant at a factory.
- Wood and wood by-products: if wood materials are not sufficiently fire retardant, a certified fire-retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products need to be treated as well.

OPEN FLAME DEVICES

Used for illumination or decorations, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal and Event Organizer.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with 24-inch clearance for the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2–A: 10–BC strategically located within the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel is allowed in the booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to show closing.

HAZARDOUS DEMONSTRATION/DISPLAY MATERIALS/PYROTECHNICS

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department (CFD):

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the McCormick Place Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials

- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device but cannot be stored overnight.
 - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). The Fire Safety Office will need copies of the MSDS before the materials arrive.

PROHIBITED MATERIALS

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay Straw, Bamboo and Spanish moss

COOKING AND HEAT-GENERATING DEVICES

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2–A: 10–BC ABC-type fire extinguisher is required in such exhibits.

FIRE HOSE CABINETS, PULL STATIONS, AISLES AND EXITS

- Each of these fire safety supports must always be visible and accessible. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

MULTI-LEVEL BOOTHS OR CEILINGS (INCLUDING TENTS)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the CFD to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

Format 1: Exhibits with two stories fewer than 225 square feet

Format 2: Exhibits with two stories at or over 225 square feet

Format 3: Exhibits with ceilings under 225 square feet

Format 4: Exhibits with ceilings at or over 225 square feet

Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked yes on the following table:

Fire Code Compliance

Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- Maximum Dimensions: To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- Second Level: Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- Staircases: Staircases between levels must follow the Americans with Disabilities Act and meet the following requirements:

- Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements
- Smoke Detectors: All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
 - Fire Extinguishers: A UL-approved (or similarly approved) 2 ½ pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
 - Posted Certificate of Fire Retardancy: A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
 - Certified Approval: After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
 - Fire Safety Review: Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the CFD at least 60 days before the show opens to allow enough time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
 - Fire Guards: Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
 - Americans with Disabilities Act: All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

VEHICLE DISPLAYS

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

HAZARDOUS MATERIALS

Neither McCormick Place Housekeeping Department nor your Official Service Contractor manages hazardous material removal. It is the responsibility of the Event Organizer to hire a vendor to handle these hazardous materials.

HAZE/FOG/SMOKE MACHINES

The level of fog/smoke used as part of an event may set off the fire alarm system. To eliminate this fire safety issue, McCormick Place restricts usage of fog/smoke machines to water-based chemicals. The Fire Safety Department must obtain advance approval. A copy of the Material Safety Data Sheet (MSDS) covering the machine along with an outline of where it will be used, and a schedule including rehearsal and show times must be given to your Event Manager for review.

COST SAVINGS AT MCCORMICK PLACE

Take advantage of the following opportunities when planning the setup of your booth.

BOOTH SETUP

Exhibitors can perform the following work in a booth of any size using ladders, hand tools and power tools designated safe by McCormick Place. An "exhibitor" is defined as a full-time employee for at least six months.

- Setting-up and dismantling exhibits using ladders, hand tools and power tools (deemed safe by McCormick Place).
- Assembling and disassembling materials, machinery or equipment.
- Installing signs, graphics, props, drapery, and skirting exhibitor tables.
- Delivering, setting-up, plugging in, interconnecting and operating electrical equipment, computers and audio visual devices.
- McCormick Place will have various hardware supplies available for purchase on Show site starting on Monday, March 11. If you need last minute items, save time by purchasing what you need for booth set up and tear down right at the FedEx Office located in the South Building, Level 2.5. Commonly used items such as tool kits, batteries, tape, cleaning products, hanging supplies, light bulbs, ladders, shelving, etc. will be available.
- Reduce your material handling and drayage costs by eliminating special handling charges. Special handling charges can increase your expenses by 30% but can be avoided if shipments are packed correctly and do not require special handling to be unloaded. Learn more by reviewing the material handling form and special handling instructions.

BOOK YOUR HOTEL THROUGH ONPEAK, IHA'S OFFICIAL HOUSING PROVIDER

IHA not only negotiates the lowest rates in the city, but also secures Housewares only incentives and amenities for your stay in Chicago. Book through onPeak, IHA's official housing provider, to secure your Show accommodations at www.onPeak.com/TIHS24.

Early-Bird rates expire on December 31, 2023 – be sure to book your hotels today! Hotel loyalty points can be earned when loyalty number is given at the time the reservation is made.

OFFICIAL SERVICE CONTRACTOR (FREEMAN)

- Be sure to order your Freeman provided services online and prior to **February 16th**. Paper forms will incur additional costs and is not recommended. By online ordering, you could save 10% off the discounted rate for select items.
- To make your online ordering experience faster and more efficient, Freeman online allows you to take your 2023 order and duplicate it for the 2024 Show. This is assuming that your booth configuration has stayed the same from the previous year.

DISPLAY LABOR RATES

- Make sure to check the display labor rates your company is being charged. If you are not using the Show's General Contractor, Freeman, as your booth installer, please review the display labor rates your company is being charged to see if they are comparable to the display labor rates IHA has negotiated listed below.

Straight Time - \$133.70

Time-and-a-Half - \$200.70

Double Time - \$267.50

- Be sure to complete your booth set-up by Friday, March 15, 2024 to avoid overtime fees on Saturday, March 16, 2024.

ELECTRICAL AND PLUMBING SERVICES

- IHA has chosen Freeman to provide all electrical and plumbing services for the 2024 Show. Please see the below rates.

Electrical Labor

Straight Time

\$117.20

Time-and-a-Half

\$175.90

Double Time

\$234.40

Plumbing Labor

Straight Time

\$129.30

Time-and-a-Half

\$191.40

Double Time

\$252.70

- Exhibitors with inline or peninsula booth types that order 120-volt electrical services totaling 20amps or less have the option for general placement along the back line of their booth space with no labor or material charges. Inline or peninsula booths that require custom placement of any 120-volt services will be subject to labor and material charges. Island booths that order 120-volt services will be subject to labor and material charges.
- Exhibitors that order 208-volt or 480-volt services will be subject to labor and material charges regardless of booth type.
- All electrical installation labor (regardless of type) comes with a corresponding dismantle fee. This dismantle fee is based on 50% of the installation time, not on the electrical rate. For example, 1 hour of installation time would be billed ½ hour of dismantle time, 2 hours of installation time would be billed 1 hour of dismantle time, etc.
- A Frequently Asked Questions guide for electrical service has been developed to help your company save money and streamline the setup process. Please review the IHA's Electrical FAQ available in the online Exhibitor Services Kit.

THE
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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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

ELECTRICAL TIPS:

- 120V electrical services **totaling 20amps or less** can be ordered along the back line of your booth with no labor or material charges. If custom placement of any service is required, labor and material charge will apply.
- If you need electrical in a location other than the rear of your booth and want to avoid additional labor charges, bring your own UL approved extension cords (3 wire, 14 gauge minimum with a ground) to get power to the front of the booth without hiring labor. Most home improvement stores sell UL approved extension cords. **Any exhibitor bringing in their own extension cords cannot install them under carpet or flooring.** Extension cords must be taped on top of the carpet or flooring.
- Fire regulations require that booth power be disconnected at 5:30 p.m. Tuesday, March 19. Electrical service to exhibits will be turned off at this time unless a special request for power has been placed with the Freeman Electrical Service Desk prior to 1:30 p.m. on Tuesday, March 19.
- During show move-in days, power is on from 8:00am – 4:30pm. During show days, power is turned on one hour prior to open of show and turned off one hour after the show closes. Power is turned off one hour after the close of the show and remains off. Any booth requiring power outside these windows during move-in or tear-out will need **extended power**. Any booth requiring power outside of posted show run hours requires **24-hour power**.
- Check your electrical order for scissor or condor lift equipment and/or crews. Most electrical on our Show should be pulled from the floor, not the ceiling. However, based on booth needs and power contained in electrical ports within any given booth space, electrical may be required to be sourced from the ceiling. Please contact Freeman Electrical with any questions.
- If using your own power strips, they must have circuit protection.
- Order your electrical and plumbing service(s) before the advance rate deadline of February 16, 2024 to ensure cost savings. If not, try to order at least 48-hours in advance to maximize the benefits of the extended straight time window. (The only guaranteed start time for labor is 8:00am and must be ordered 48 hours in advance. All other start times or will call labor is subject to wait times and availability at time of check-in.)
- Prices listed on the Freeman electrical forms are for the entire Show, not daily.
- There is only one connection point per outlet ordered. Power strips / quad boxes can provide additional plug-in locations. To calculate your electrical needs, take the wattage on the bulb and multiply it by the number of lights you will be using. For example, a track light with 4 lights, each requiring a 100-watt bulb, uses 400 watts of power. Therefore, you should order a 500-watt service and would still have 100 watts left for another item.
- 5amp services may not be split. 10amp services can be split between two locations. 20amp service can be split between four locations.

FOOD AND BEVERAGE

OVG Hospitality is the new authorized food service provider at McCormick Place. More information on the new provider will be available in the online ESK.

- Exhibitors can bring their own food and beverage items into McCormick Place. However, any food and beverage items brought in from the outside must be for the exhibitors' personal consumption only. Keep an eye out for a list of local restaurants that welcome exhibitor orders.

LOADING AND UNLOADING - AUTOMOBILES AND SMALL UTILITY VEHICLES (ASUV)

- McCormick Place allows exhibitors to unload and load automobiles and small utility vehicles at the exhibit floor docks without hiring union labor. Please review the ASUV forms within the online Exhibitor Services Kit for locations.
- There will be no weight restrictions and exhibitors will be able to use manual carts and dollies to transport their materials.
- Exhibitors will have a maximum of 20 minutes to unload and load their materials.
- ASUV Program hours are:

	Dates	Hours
Inbound	Friday, March 15, 2024 Saturday, March 16, 2024	8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:30 p.m.
Outbound	Tuesday, March 19, 2024	5:30 p.m. - 9:00 p.m.

TIPS:

- Approved vehicles are defined as a family or small business owned vehicle used for light hauling including: automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles. Please see section 4 within the online Exhibitor Services Kit for examples of approved vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans, trailers or recreational vehicles.
- Manual carts and dollies will not be available for rental/use on-site. Be sure to bring your own equipment.

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EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/ASM Global. **An exhibitor and exhibitor employees are prohibited, at all times, from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

“Exhibitor Employee” is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- > Setting-up and dismantling exhibits
- > Assembling and disassembling materials, machinery, or equipment
- > Installing all signs, graphics, props, other decorative items, and drapery, including the skirting of tables
- > Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices, and other equipment
- > Skidding, positioning, and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website:
www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call. Your call will be promptly returned between the hours of 7:00am – 6:30pm



EXHIBITOR RIGHTS “DO NOT APPLY” TO

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must follow the State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes in the legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes, created by the legislation, by posing as an exhibitor employee will incur serious consequences including the possible revocation of the “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:
www.mccormickplace.com or you may contact the following personnel:

John Race	jrace@mccormickplace.com	773-709-7076
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186



EXHIBITOR BILL OF RIGHTS COMMUNICATION/ REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/ASM Global. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with, please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline		312-791-7299
John Race	jrace@mccormickplace.com	773-709-7076
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186

The following will occur upon request:

- > You will be contacted within 5-7 business days
- > Your case will be reviewed by McCormick Place management
- > You will receive feedback from us no later than 30 days after all documentation has been submitted
- > Your written report will be submitted to the McCormick Place Advisory Council for review

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION
AND TRADE SHOW DESTINATION.
WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.**

EXHIBITOR CODE OF CONDUCT

Rules by which every exhibitor must abide.

- Given the reasons for exhibiting at the Show, outside activities or meetings by any housewares company during Show hours that would draw attendance away from the exhibit floor or McCormick Place are prohibited.
- Exhibiting companies that cancel their booth space and want to attend the Show must cancel their hotel meeting rooms and McCormick Place meeting rooms and re-register as "Trade Guests." Non-exhibiting companies are prohibited from conducting any meetings including retailer and supply chain meetings, during the Show period, including move-in, Show days and move-out. Violators may be suspended from exhibiting or attending all future Shows.
- IHA also reserves the right to make changes, as necessary and solely at its discretion, to the category of badge registration type submitted by an individual or company. Should it be necessary to change the registration type after the request has been submitted by any means, a representative of IHA will contact the individual or company and request payment of the amount due. Should a charge be imposed, payment must be submitted in advance of receiving a badge. If payment is not received, IHA reserves the right to cancel all hotel rooms and meeting rooms.
- IHA reserves the right to charge non-exhibiting Housewares Product Suppliers/Financial Institutions/Investment Companies \$1000 per badge and limit the number of badges provided, solely at its discretion, to enhance the quality and overall experience of the Show for all participants.
- IHA reserves the right to charge Trade Guests \$100 per badge and limit the number of badges per company to five (5), solely at its discretion, to enhance the quality and overall experience of the Show for all participants.
- **Unauthorized photography** of any exhibit or product is prohibited and may result in expulsion from the Show. Unauthorized photography includes videotaping or photographing another Exhibitor's booth or product without the Exhibitor's permission at any time. Exhibitors are required to monitor their own booth areas and should notify IHA or security immediately of any unauthorized photography. Arrangements can be made to have your exhibit photographed and videotaped with the recommended Show photographer. Upon request, IHA will also provide Exhibitors with "no photography" signs to be placed in their booth.
- Be considerate of other exhibitors. Under no circumstance should you enter any other exhibitor's display area uninvited or when unattended.
- Interference with, or disruption of, another exhibitor's personnel or legitimate activities is prohibited.
- Exhibitors are not permitted to behave in a manner which, in the sole discretion of IHA, is objectionable. You must comply with all rules established by IHA. If you have any questions concerning your exhibit or activities within your booth, please contact IHA.
- Exhibitors and their company representatives must always wear their official identification badges while on the Show floor and in meeting rooms. These badges are issued for protection and identification and must not be loaned or given to other persons. Badges should not be accepted or worn if they do not accurately represent the exhibitor's identity or company. Do not discard your badges in common areas or facility receptacles. This will prevent unauthorized attendees from assuming your identity to remove product from the Show floor. Badge registration is only valid through the Show's authorized registration company. Unauthorized badges that are manufactured or copied will be confiscated; violators may be barred from the Show premises. Exhibitors are prohibited from registering anyone other than their company representatives exhibiting in their booth. Exhibitors are prohibited from registering Exhibitor Appointed Contractors (EAC) and manufacturer's reps. Exhibiting companies that cancel their booth space will have their exhibitor badges canceled by IHA. If a refund is due, it will not be issued until the cancellation process is completed. If canceled companies want to attend the Show, they must register as trade guests.
- Demonstrators must be properly clothed at all times and must confine their activities to their exhibit space. Demonstrations and distribution of promotional materials in aisles and common areas is prohibited.
- Exhibitor's sound level shall not be disruptive and/or interfere with the ability of any and all adjacent exhibitors and exhibit areas.
- Any raffles, prize drawings or promotional contests of any kind must be approved by IHA in writing prior to the Show. Notwithstanding any approval by IHA, Exhibitor is responsible for all required registrations, licenses and/or permits needed to conduct such raffle, prize drawing or commercial contests, and compliance with all applicable laws.
- The selling of product on the Show floor is strictly prohibited.
- Exhibitors are not permitted to dismantle their exhibits or do any packing before 5:30 p.m. on the last day of the Show. If observed tearing down early, the Exhibitor may be subject to a series of substantial fees and/or other penalties including the loss of seniority or expulsion from future Shows, as determined at IHA's sole discretion.

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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

TAKE ACTION!

Rules by which every exhibitor must abide.

The following is a list of steps for exhibitors to take on-site when they encounter an Exhibitor Code of Conduct violation. Exhibitors are cautioned against taking the matter into their own hands with the use of force or threats of force. There is less exposure for company or personal liability if the matter is turned over to IHA staff and Show Security.

1. If a violation occurs, such as a theft from the exhibitor's booth or unauthorized photography of the booth or its contents, attempt to stop the violation by talking to the violator. It is critical to identify the violator and write down the violator's name and company information. If safely able to, take a picture of violator's badge.
2. Immediately contact the floor manager, security personnel or an IHA representative to report the incident. You may also contact the security office at (312) 791-6615 for assistance.
3. If the violator attempts to leave the scene before a floor manager, security personnel or an IHA representative arrives at the booth, do not use physical means to restrain the violator. If the violator has not yet been identified, continue trying to do so. This may involve following the violator to see if he or she goes to his or her own company's booth, which may help later to identify the violator. If able, take a picture of the violator's badge or remember the contact details to report later.
4. When a floor manager, security personnel or an IHA representative arrives at the booth, explain the incident, providing as many details as possible about the violator's identity, company and violation. Ask for a copy of the Violation Notice or Show Security Incident Report and keep it for future reference in connection with any disciplinary action by IHA staff or IHA's Board of Directors.
5. If more information about the violation or the identity of the violator is obtained later during the Show, give it to a floor manager, security personnel or an IHA representative.

IHA Show Management Discretion: IHA retains the right and responsibility to take such steps as it deems necessary or appropriate to maintain and enhance the overall quality and safety of the Show. To this end, IHA shall assign exhibit space; implement, revise and carry out the rules and policies to manage the Show; make discretionary judgments whether product categories or exhibitors should be added or deleted for the overall benefit of the Show, promoting quality and diversity of exhibitors and products; revise floor plans as necessary; add, retain or terminate Show service vendors; determine the Show site; and take such other steps as deemed necessary or appropriate in IHA's sole and absolute discretion to conduct a world-class Show for the home and housewares industry.

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

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MANAGING TRADE GUESTS AT THE SHOW

Over the years, we have received complaints from a number of exhibitors concerning the distraction that some trade guests create on the Show floor.

To address those complaints, IHA takes steps to pre-qualify those guests on the floor.

- We have identified the roles of those guests that exhibitors have told us create the greatest challenges and will charge them a \$100 badge fee. Their badge will identify them as a Trade Guest by a yellow stripe at the bottom.
- For those less distracting guests, such as students or designers, they will be able to enter without charge. Their badge will identify them as an Industry Affiliate by a clear stripe at the bottom.

Many of you have told us that you invite your third party providers to meet with you at the Show. Please make certain that you notify them that they will be charged if they fit the definition of "Trade Guest."

Each "Trade Guest" and "Industry Affiliate" has been instructed to be respectful of each exhibitor's time. They are aware that your primary reason for exhibiting is to reach out to the retailing and buying community. If you would like to review our Trade Guest Code of Conduct, please visit our website at TheInspiredHomeShow.com/Attend/Show-Services/

In the event that you are approached by any of these guests at the Show and you believe that they may offer something of value to your organization, but do not wish to speak to them in your booth, you may prepare a version of the letter shown below. This will instruct these potential suppliers on the most efficient way to contact the appropriate person in your company after the Show.

If any of these guests do not abide by the Trade Guest Code of Conduct, please let us know by emailing the name of the guest to Connie Chantos at cchantos@housewares.org.

Using this template, consider creating a handout to distribute to trade guests visiting your booth. (Fill in the names of your appropriate personnel.)





INDEMNIFICATION, RELEASE AND LIVE ANIMAL DISCLAIMER (the “Disclaimer”)

DESCRIPTION OF ANIMAL(S):

Please insert description of animal(s), age, breed or other pertinent information)

EVENT NAME: _____

DATES ON WHICH ANIMAL(S) WILL BE AT THE EVENT: _____

BOOTH AND LOCATION INFORMATION: _____

In exchange for the right to bring live animals to the McCormick Place® convention center in connection with the Event, the undersigned, as the owner/handler/person (the “Handler”) responsible for the care, custody and containment (if applicable) of the above-mentioned animal(s), understands and agrees that it is using/exhibiting/ displaying the animal(s) at the Event “at its own risk” and agrees to indemnify, defend and hold the METROPOLITAN PIER AND EXPOSITION AUTHORITY (the “MPEA”), ASM Global, _____ **[INSERT NAME OF EVENT LICENSEE]** (the “Event Licensee”), and each of their respective board members, officers, agents and employees (the “Indemnified Parties”) harmless from and against any and all claims, liens, demands, actions, suits, liabilities, losses, judgments, damages, injuries (and whether such damages or injuries are to persons or property), costs or expenses (including reasonable attorneys’ fees or costs) (collectively the “Claims”) arising out of, or in connection with, any incidents, accidents or other occurrences involving the animal(s) or the use, participation, exhibition or display of such animal(s) at the Event.

The Indemnified Parties each hereby disclaim any and all liability or other obligations, including, but not limited to, any obligation to feed, train, manage, control or otherwise oversee or care for the animal(s) in any way, and the undersigned hereby releases the Indemnified Parties from any and all Claims relating to such incidents, accidents or other occurrences involving the animal(s) or the use, participation, exhibition or display thereof at the Event. The Handler’s duty to indemnify shall apply to an Indemnified Party except to the extent such Claims result from the sole negligence, gross negligence or

willful misconduct of that Indemnified Party, but said duty to indemnify shall continue as to other Indemnified Parties who are not found liable for gross negligence or willful misconduct. Except as may be otherwise provided by applicable law, the Indemnified Parties right of indemnification shall not be impaired or reduced or diminished by any act, omission, misconduct, negligence or default of any Indemnified Party or of any employee or agent for any Indemnified Party who may have contributed thereto. To the extent any law may prohibit any application of all or any party of the indemnity obligations in this Disclaimer, it is the intent of the parties that any such prohibited provisions are severable, and the indemnity obligations in this Disclaimer shall be construed to impose the indemnity obligation in all circumstances, applications, and situations to the fullest extent permitted by law. Handler waives as to the Indemnified Parties any immunities, defenses or limitations it may have, including specifically and without limitation, any cap or limit on its maximum exposure for its liability to third parties arising out of injuries to an employee of the Handler.

IN WITNESS WHEREOF, the undersigned has executed this Indemnification, Release and Live Animal Disclaimer as of the date set forth below.

Company: _____

Name: _____

Title: _____

Signature _____

Date of Signature: _____



COMMISSION ON ANIMAL CARE AND CONTROL
CITY OF CHICAGO

TEMPORARY ANIMAL EXHIBITION PERMIT

1. Permit only applies to exhibitions 30 days or less.
2. Permit Application fee is \$275.
3. Send application and fee to:
Chicago Animal Care and Control
Attn; Temporary Animal Exhibition Permit
2741 S Western Ave.
Chicago, Il 60608
4. Permit requirement is effective January 1, 2013.
5. Temporary Animal Exhibition Permit is separate permit from other permits and/or licenses required by the City. Ex Building Permits, Public Way Permits, etc. For more information visit the following website:
http://www.cityofchicago.org/city/en/svcs/iwantto.apply_for.html
6. Applicants should submit application 30 days prior to the exhibition.
7. Applicants should notify CACC of changes to the original application as soon as the changes are decided or 15 days prior to the event whichever is sooner. Changes in dates, animals exhibited, location, set up, plans, etc.
8. Health, vaccine records and shipping documents are required for all animals in the exhibition and must be included with the application.
9. A copy of valid exhibitor's license issued by the USDA is also required and must be included with the application.
10. Proof of Insurance is required and must be included with the application.
11. The City reserves the right to inspect the exhibition.

Owner and Officer Information

- **Sole Proprietors** are required to provide information about the **Individual** who owns the business.
- **Partnerships & Limited Partnerships** are required to provide information about all the **Partners** of the organization.
- **Limited Liability Companies** are required to provide information about the organization's **Members**, and any other **shareholder(s)** with a major beneficial interest.
- **Corporations** are required to provide information about the organization's **President, Secretary**, and any other **shareholder(s)** with a beneficial interest.
- **Non-Profit Corporations** are required to provide information about the organization's **President and Secretary**.

Proof of identification may be required to complete the actual application.

Ownership %	Title <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Other:
-------------	--

First Name	Middle Name	Last Name
------------	-------------	-----------

Current Residential Address	Suite/Apt. #	City	State	ZIP Code
-----------------------------	--------------	------	-------	----------

Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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Ownership %	Title <input type="checkbox"/> Secretary <input type="checkbox"/> Partner <input type="checkbox"/> Managing Member <input type="checkbox"/> Other:
-------------	---

First Name	Middle Name	Last Name
------------	-------------	-----------

Current Residential Address	Suite/Apt. #	City	State	ZIP Code
-----------------------------	--------------	------	-------	----------

Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
-------------------	-------------------------------	----------------------	---------------

Ownership %	Title <input type="checkbox"/> Vice President <input type="checkbox"/> Member <input type="checkbox"/> Other:
-------------	--

First Name	Middle Name	Last Name
------------	-------------	-----------

Current Residential Address	Suite/Apt. #	City	State	ZIP Code
-----------------------------	--------------	------	-------	----------

Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
-------------------	-------------------------------	----------------------	---------------

Ownership %	Title <input type="checkbox"/> Treasurer <input type="checkbox"/> Member <input type="checkbox"/> Other:
-------------	---

First Name	Middle Name	Last Name
------------	-------------	-----------

Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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Ownership %	Title <input type="checkbox"/> Shareholder <input type="checkbox"/> Other:
-------------	---

First Name	Middle Name	Last Name
------------	-------------	-----------

Current Residential Address	Suite/Apt. #	City	State	ZIP Code
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Home Phone ()	Social Security Number - -	Date of Birth / /	Email Address
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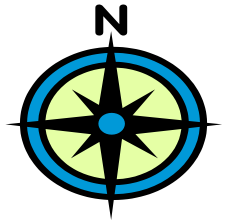
EXHIBITION SITE PLAN

Event: _____

Address: _____

City, State, Zip Code: _____

Owner/Operator: _____



Booth details

Booth equipment

To improve the overall appearance of the show, IHA requires that all in-line and peninsula exhibitors provide a finished backwall or acceptable backdrop 8' (minimum) in height and extending the entire length of the booth space. Exhibitors with backwalls less than 8' high may be required to provide acceptable cosmetic masking extending the entire length of the backwall up to the 8' minimum height at their own expense. Sidewalls are allowed, but not required. Sidewalls may go to the height and length set for their configuration - there is no minimum height or length. However, it will be the exhibitor's responsibility to have the backside of the sidewalls flush and finished.

To assist the attendees in identifying booths, IHA requires exhibitors to indicate their company name and booth number on signage incorporated into the booth structure.

Note: No portion of an exhibit structure or floor covering may extend beyond the assigned floor space.

Utility services and access

If an exhibitor requires utility services, the utility port must be available in the booth space assigned. For safety, utility services will not be accessed from the aisle.

For inline or peninsula booths, utility services will be supplied at the back of the booth whenever possible. Exhibitors should allow a 1' unobstructed corridor in the back and 6" on one side of their space to allow passage for necessary cable and maintenance personnel. If a utility corridor is not provided, the booth structure may need to be repositioned. Charges or costs incurred will be the responsibility of the exhibitor.

Note: All Exhibitor Appointed Contractors (and Third Party Vendors) will be required to maintain their equipment within the confines of their client's space.

Exhibit hall carpet

The exhibit area is not carpeted. Show management requires all exhibitors provide flooring for their booth. The aisles will be carpeted in the following:

Dine & Decor Expo - South Building, Level 3

- Cook & Bakeware: Gray
- Tabletop, Kitchen Essentials & Accents: Black Tweed

Clean & Contain Expo - North Building, Level 3 (Hall B1)

- Cleaning, Home Organization & Bath Accessories: Gray

International Sourcing Expo - North Building

- International Pavilion: Gray

Wired & Well Expo - North Building, Level 3 (Hall B2)

- Electrics & Home Healthcare: Black Tweed

Show schedule

Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by February 16, 2024.

Exhibitor move-in

Friday, March 8, 2024	12:00 PM - 4:30 PM	South (Hall A) & North (Hall B)
Monday, March 11, 2024	8:00 AM - 4:30 PM	South (Hall A) & North (Hall B)
Tuesday, March 12, 2024	8:00 AM - 4:30 PM	South (Hall A) & North (Halls B & C)
Wednesday, March 13, 2024	8:00 AM - 4:30 PM	All Exhibit Halls
Thursday, March 14, 2024	8:00 AM - 4:30 PM	All Exhibit Halls
Friday, March 15, 2024	8:00 AM - 4:30 PM	All Exhibit Halls
Saturday, March 16, 2024	8:00 AM - 4:30 PM	All Exhibit Halls

Booth structures must be fully installed and all empties removed by 5:00 PM on Saturday, March 16, 2023. Exhibitors may work later than 5:00 PM on Saturday, March 16, 2023 if necessary.

Exhibit hall hours

Sunday, March 17, 2024	8:30 AM - 5:30 PM	Power Hour 5:30 PM - 6:30 PM
Monday, March 18, 2024	8:30 AM - 5:30 PM	Power Hour 5:30 PM - 6:30 PM
Tuesday, March 19, 2024	8:30 AM - 5:30 PM	

Exhibitor move-out

Tuesday, March 19, 2024	5:30 PM - 10:00 PM	All Exhibit Halls
Wednesday, March 20, 2024	8:00 AM - 4:30 PM	All Exhibit Halls
Thursday, March 21, 2024	8:00 AM - 4:30 PM	South Building & North Building (Hall B)
Friday, March 22, 2024	8:00 AM - 12:00 PM	South Building & North Building

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall. North Building (Hall B) & South Building (Hall A) exhibitor freight carriers must be checked into the marshalling yard by Friday, March 22, 2024 by 8:00 AM. North Building (Hall C) exhibitor freight carriers must be checked into the marshalling yard by 10:00 AM on Wednesday, March 20, 2024.

Shipping and material handling

Warehouse shipping address:

INTL HOUSEWARES ASSN
The Inspired Home Show 2024
C/O Freeman
2500 W 35th St
Chicago, IL 60632
USA

Warehouse shipping information

- Freeman warehouse will be closed on Monday, February 19, 2024 in observance of Presidents' Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning February 07, 2024 at the above address.
- Material arriving after March 01, 2024 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

INTL HOUSEWARES ASSN
The Inspired Home Show 2024
McCormick Place
C/O Freeman
2301 S Lake Shore Dr
Chicago, IL 60616
USA

Show site shipping information

For important Inbound Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

Service contractor contact information

Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Pre-show checklist

Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

During show checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

Move-out checklist

Dismantle and move-out information

- 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 PM on Friday, March 22, 2024. All carriers must be checked into the Marshalling Yard by 8:00 AM on Friday, March 22, 2024. Shipments will start being rerouted by 10:00 AM 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 PM on Wednesday, March 20, 2024. All carriers must be checked into the Marshalling Yard by 10:00 AM on Wednesday, March 20, 2024. Shipments will start being rerouted at 4:30 PM on March 20, 2024.

Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.

ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)

The following wattages are approximate and are provided to help you estimate your power usage.

ITEM	ESTIMATED WATTAGE
Arm Lights	75-100
Card Reader (credit) / Lead Retrieval.....	50
Charging Furniture – Freeman Event Collection	500
Charging Furniture – Freeman Furnishings.....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop.....	100
Blu-Ray / DVD Player	50-100
Heater (Portable).....	500
Heat Press for T-Shirts	2000
iPhone/Android.....	20
iPad/Tablet	25-50
Kitchen Appliances	500-2000
Laminator.....	2000
LED Panels.....	500-1000
Projector	1000
Refrigerator (Small)	500
Refrigerator (Large).....	1000
Smart Reg Counter by Freeman (lit)	500
Steamer	2000
Stereo	100-500
Vacuum Cleaner	1500
Water Cooler	1000
TVs/Monitors	1000 (update television line)
Espresso Machine	30amp/208 volt, single phase



ELECTRICAL SERVICES

The grid below may be printed to layout your electrical requirements for booths up to 40 x 40 or used as a sample to develop your own plan for larger exhibits. Please complete as clearly as possible, indicating the following:

1. **Location of the main power drop.** Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.
2. **Location and load of all outlets.** Please provide specific dimensions and wattages/ampereages. *Please do not simply place an X where power is required.*
3. **Booth orientation.** Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.

SHOW NAME _____

DATES _____

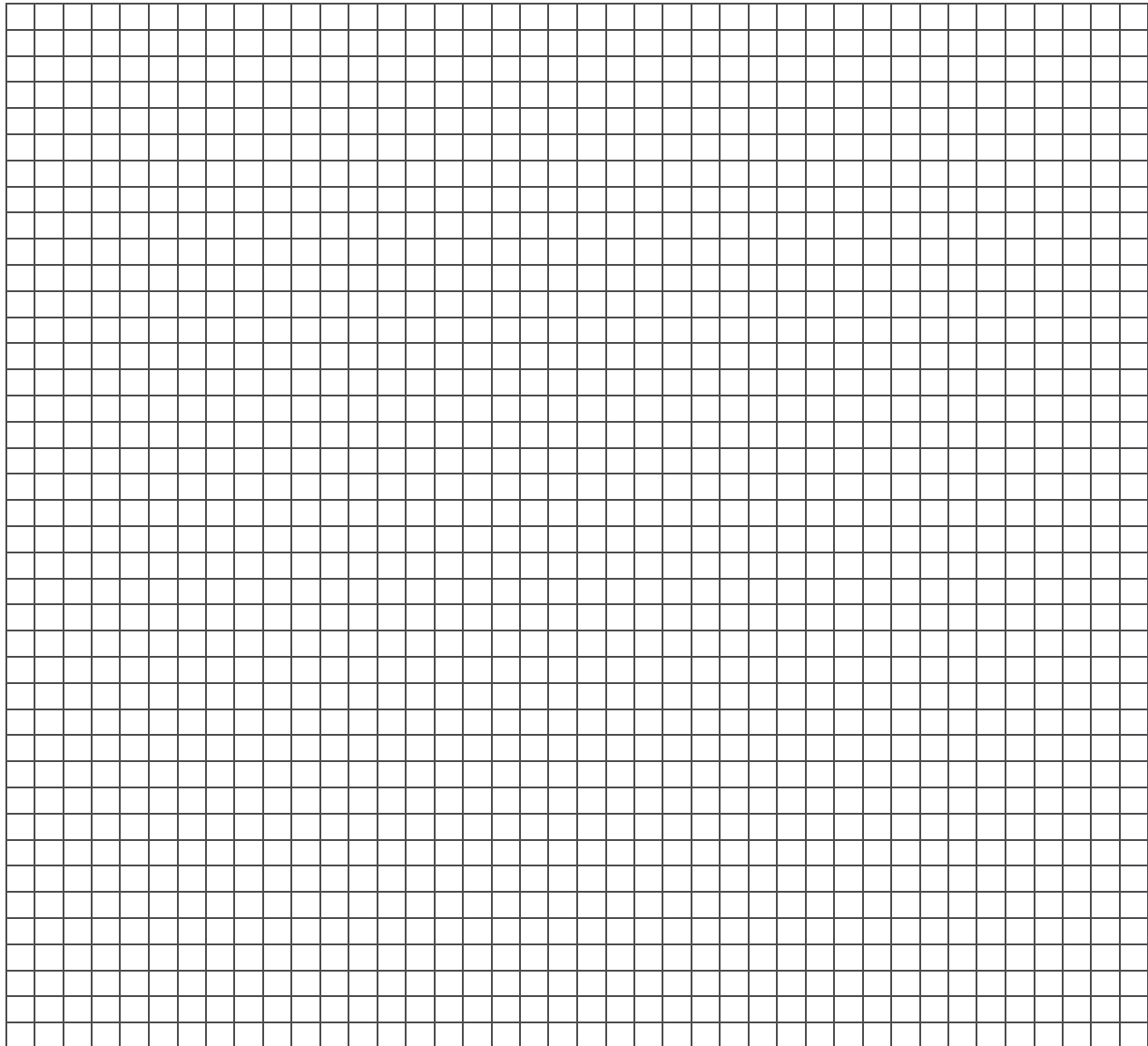
COMPANY NAME _____

BOOTH # _____

Adjacent Aisle or Booth# _____

Adjacent Aisle or Booth # _____

Adjacent Aisle or Booth # _____



Adjacent Aisle or Booth # _____

A measurement scale can be applied as necessary to reflect the size of your booth.


10 x 10 use 1 square = 1/4 foot

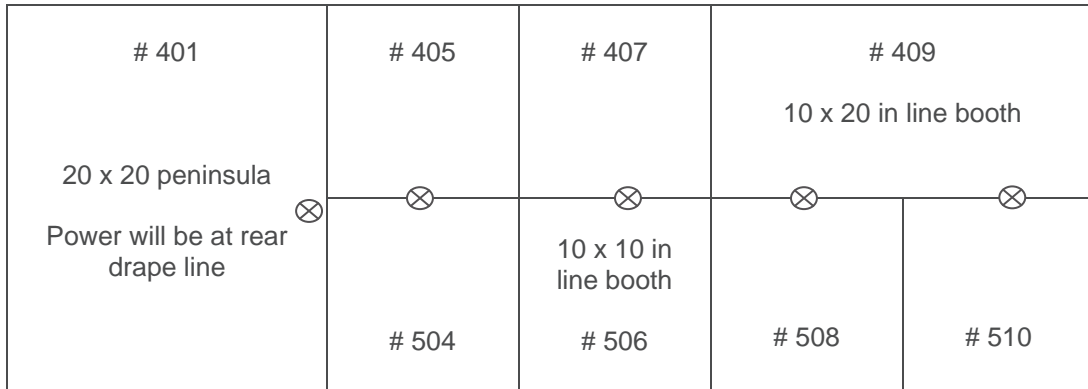
20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot

SAMPLE LAYOUTS

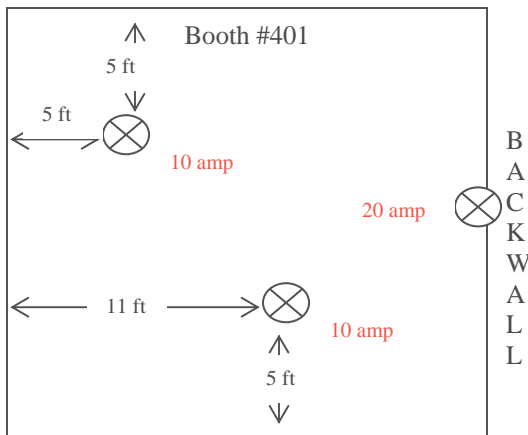
IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The “main power locations” therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths. Example: Outlet = 

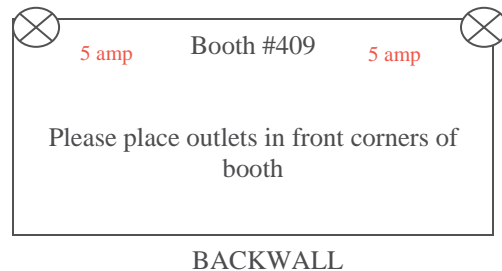


Electrical layouts are required whenever an outlet is needed at any other location within the booth except for the back wall. Exact measurements and/or comments that clearly indicate outlet locations **must be included**. Examples based on above floor plan:

20 x 20 Peninsula – Booth # 401
Order = 2-10 amp, 1-20 amp outlets



10 x 20 In Line – Booth # 409
Order = 2 x 5 amp outlets



ISLAND BOOTHS

Electrical layouts are always required for island booths and **must include** the following information:

1. Main Drop.

Since there is no back wall in an island, the exhibitor supplies the location of the main drop, whether one or multiple outlets are ordered. When it will be the point from which power will be distributed to other outlets in the booth, a panel or other piece of electrical equipment (no larger than? x? x?) will be installed at the main drop. For this reason, it is recommended that main drops be located in a closet, under a table/desk or in another area that keeps it out of sight. Measurements must be provided to the main drop.

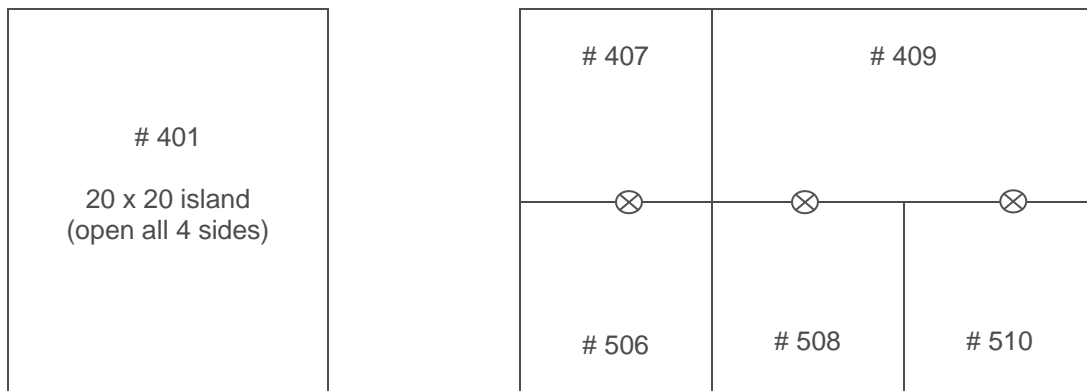
2. Location and load of all outlets.

Again, dimensions must be provided to all satellite outlets along with the load of each outlet. It is best to indicate voltage, phase and amperage for all outlets once an order exceeds 120 volt service.

3. Booth orientation.

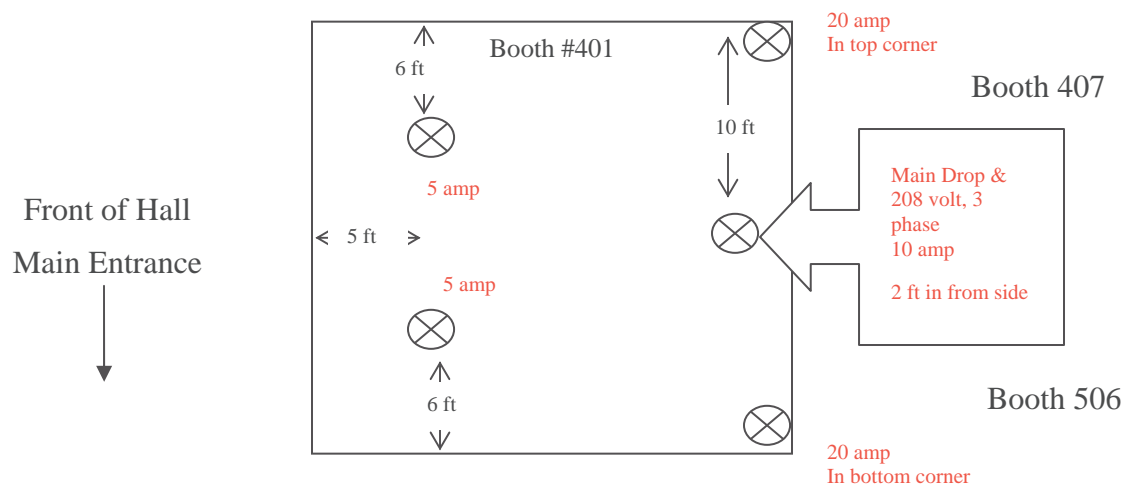
Providing reference points such as surrounding aisle and/or booth numbers defines how an island booth is oriented to the overall show floor plan. In other words, which side is which? It is best to draw your layout relative to the show floor plan so that both are facing the same direction. Examples:

Section of show floor plan



20 x 20 Island – Booth # 401

Order = 1 x 208 volt, 3 phase, 10 amp + 120 volt, 2 x 20 amp + 2 x 5 amp outlets



ELECTRICAL SERVICES

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

How do I know how much power I need?

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Do I need to order labor?

As the official service contractor, electrical installations must be performed by Freeman union labor. Labor is required for any electrical work over and above the delivery of outlets to the back wall of inline booths. Labor orders will automatically be input upon receipt of an electrical layout for under carpet installation (floor work) or to connect any 208 volt or higher services (hook up). Dismantle labor for electrical services is calculated at 50% of the installation time since much of the work is performed on a mass basis after booths are removed from the exhibit hall. Please see the electrical labor order form for further details, rules and regulations.

What is an electrical layout and why do I need one?

Like your own home, electrical boxes and wiring should not be visible once the exhibit is completed. At show site, they are the first things to be installed so that they can be hidden by drape, walls or counters and under flooring or carpet. Electricians, therefore, work on a blank slate. A good electrical layout or floor plan provides them with a simple overhead view of your booth indicating the locations and load of each electrical outlet and the orientation of your booth within the show itself. The layout should be to scale and provide specific measurements to each outlet along with surrounding aisle or booth numbers to ensure accuracy. For island booths, a main power location must also be indicated as it is the location from which other outlets are fed. Please see the sample layouts and electrical grid for further information.

When a layout and credit card are provided in advance, Freeman makes every effort to ensure that the floor work is completed before you arrive so that there is no delay in assembling your booth. Once carpet is laid, installing or changing electrical services becomes much more difficult and potentially costly.

Please note that layouts, complete with mandatory information, are required prior to the deadline date for electrical orders to be eligible for advance rates. Layouts are not required if all outlets are located at the back wall in inline booths.

Is the price for power per day?

Outlet or connection prices are typically for an entire show.

What is 24 hour power?

Many facilities these days are energy conscious and therefore turn off power overnight during show days. Power is turned off 1/2 hour after the show closes at the earliest and restored no later than 1/2 hour before the show opens the following day. 24 hour power is, as it sounds, power that is continuously on 24 hours per day.

If your booth includes, for example, refrigeration equipment, an aquarium or programmable apparatus that depends on uninterrupted power, you should consider ordering 24 hour service. Power is usually not turned off during move-in or move-out.

Where does the power come from?

Depending on the facility, the power can come from overhead catwalks, floor ports, columns, wall outlets or a combination of these sources. Check with the local Freeman branch office for more information.

Where will my power be located?

In-line and peninsula booths will find their main power source on the floor somewhere along the rear drape line of their booth. Island booths need to submit an electrical layout. Please see the sample layouts and electrical grid for further information.

What if I need power at another location besides the rear of my booth? What if I have multiple power locations?

Exhibitors requiring power at any location other than a back wall must submit an electrical layout. Please see the sample layouts and electrical grid for further information.

How many places will I have to plug in? How many things can I plug in?

For planning purposes, you should always assume that there is only one connection point per outlet ordered. Power strips can provide additional sockets but do not confuse having more places to plug in with additional power. For example – An order is placed for a 500 watt outlet. A track light with 4 – 100 watt bulbs is plugged in to a power strip connected to the outlet, using 400 of the 500 watts. Any lighting or equipment now plugged in to a second socket may not exceed 100 watts.

Also keep in mind that power strips are designed, for safety purposes, to trip at 1500 watts or 15 amps. Using a power strip with a 2000 watt (20 amp) outlet will reduce it to a 1500 watt outlet.

All orders exceeding 120 volt/20 amps provide one connection point only, cannot accommodate power strips and require labor for installation.

F R E E M A N

Can I bring my own extension cords and power strips? (Also known as plug strips, multi strips, etc.)

Exhibitors may use their own extension cords and power strips under the following conditions:

- The equipment must be 3 wire, 14 gauge minimum with a ground.
- The extension cords must be flat if they are to be laid under carpet. (Labor is required to lay the cords.)
- All power strips must have circuit protection.

Can I run my extension cords under the carpet myself?

For safety reasons, exhibitors are not allowed to run any electrical wiring under any type of floor covering or where they may be concealed in the booth structure. The show's electrical contractor is liable for electrical installations and therefore must perform all floor or booth work.

Will my floor work be completed before I arrive?

Every attempt is made to have floor work completed prior to carpet installation if you have submitted the following:

- A completed electrical order form.
- A valid and authorized credit card to be kept on file for the company.
- An electrical layout indicating the main power location, dimensions to each power location, the power required at each location, and surrounding aisle or booth numbers to determine orientation of the booth.

Labor and material charges apply.

When will my power be turned on?

Power is only guaranteed to be installed before the show opens. If Freeman is allowed early access to the facility, power is normally ready the first day of move-in for exhibitors but any special requests such as temporary chain motor power, programming machinery or testing equipment should be noted on your order.

Do I need lighting?

Lighting can dramatically change the impact of an exhibit, no matter the size. Used effectively, lighting can emphasize specific areas of a booth or highlight products. Also, an exhibit will appear dark and uninviting if the surrounding booths are lit and yours is not.

Can I hang my own lights?

10 x 10 booths with pop-up displays (a display that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors themselves can hang up to 4 lights as long as they require no more than 20 amps in total but it is best to clarify with the local branch. If a decorating company (including Freeman) has been contracted to install a display, electrical labor is required to install the lights. Due to union contracts, no other union is allowed to install electrical equipment.

Do I need to order power for my lighting?

Exhibitors ordering Electrical Services lighting (those listed on the Freeman electrical order form) do not need to order power. It is included in the rental. Exhibitors supplying their own lighting or renting lights need to order power. Labor may be required to hang the lights.

Do I need to order labor to plug in my lights or equipment?

Most 120 volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208 or 480 volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

How can I save money and frustration when ordering electrical services?

Most importantly, be sure to submit your order before the discount price deadline date. If an electrical layout is needed, it also must be received, complete with mandatory information, before the deadline date to be eligible for discount pricing. Late orders can be subject up to a 50% increase in cost because of the behind-the-scenes planning required to distribute power.

Don't underestimate your power requirements and work within the local rules, regulations and union jurisdictions. They have been implemented to avoid problems. While it may seem simple to plug in lights and equipment, it is not uncommon for exhibit or non electrical staff to overload circuits. Trouble calls can become expensive when it takes time to find the source of a problem.

If unsure about labor, call us for direction and if necessary, place a "will call" order before the discount price deadline date. You will only incur a charge if labor is dispatched to your booth but you'll have secured the advance pricing. And, check in with the electrical or service desk as soon as you know you need labor, not at the time you want the electricians in your booth. It will help to avoid delays as we can schedule accordingly.

Lastly, try to resolve any disputes at show site. It is much easier to discuss electrical issues when both parties can physically review the installation.

Additional questions?

Call customer service at the number listed on the Quick Facts and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to www.freemanco.com/store.

ELECTRICAL SERVICES USAGE GUIDE

To assist in estimating, we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

Please note that there is a minimum of 500 watts per outlet. A 500 watt (5 amp) outlet cannot be split. A 1000 watt (10 amp) outlet can only be split one time. A 2000 watt (20 amp) outlet can only be split three times.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

Example: 5 - 100 watt light bulbs = (5 x 100 = 500 watts)

The following wattages are approximate and are provided to help you estimate your power usage.

ITEM	ESTIMATED WATTAGE
Arm Lights	75-100
Card Reader (credit) / Lead Retrieval.....	50
Charging Furniture – Freeman Event Collection	500
Charging Furniture – Freeman Furnishings.....	500 per port (1000 max)
Computer.....	250-500
Computer – Laptop.....	100
Blu-Ray / DVD Player	50-100
Heater (Portable).....	500
Heat Press for T-Shirts	2000
iPhone/Android.....	20
iPad/Tablet	25-50
Kitchen Appliances	500-2000
Laminator.....	2000
LED Panels.....	500-1000
Projector	1000
Refrigerator (Small)	500
Refrigerator (Large).....	1000
Smart Reg Counter by Freeman (lit)	500
Steamer	2000
Stereo	100-500
Vacuum Cleaner	1500
Water Cooler	1000
TVs/Monitors	1000 (update television line)
Espresso Machine	30amp/208 volt, single phase

Marshalling Yard Information

McCormick Place requires payment for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. Please be sure to notify your transportation provider. For questions please [click here](#) to visit the McCormick Place website.

The Marshalling Yard Hours: The Marshalling Yard closes around 2:30 p.m. daily. Please note these hours are subject to change. For questions or concerns, contact our Exhibitor Support Department by clicking [here](#).

Please note that all vehicles delivering materials to McCormick Place must report to the Marshalling Yard at 3050 S. Moe Drive, Chicago, IL 60616, to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see below map and directions). No vehicle will be allowed to the dock area without a pass.

Address & direction to the McCormick Place marshalling area

3050 S. Moe Drive, Chicago, IL 60616

North of Chicago to McCormick Place: Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-Turn before the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and you are there.

West of Chicago to McCormick Place: Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and you are there.

Southwest of Chicago to McCormick Place: Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and you are there.

South of Chicago to McCormick Place: Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and you are there.

Scale locations

SOUTHSIDE FUEL CENTER

Truck Wash & Scale
970 W. Pershing Road (39th Street)
Chicago, IL 60609
+1(773) 523-1362

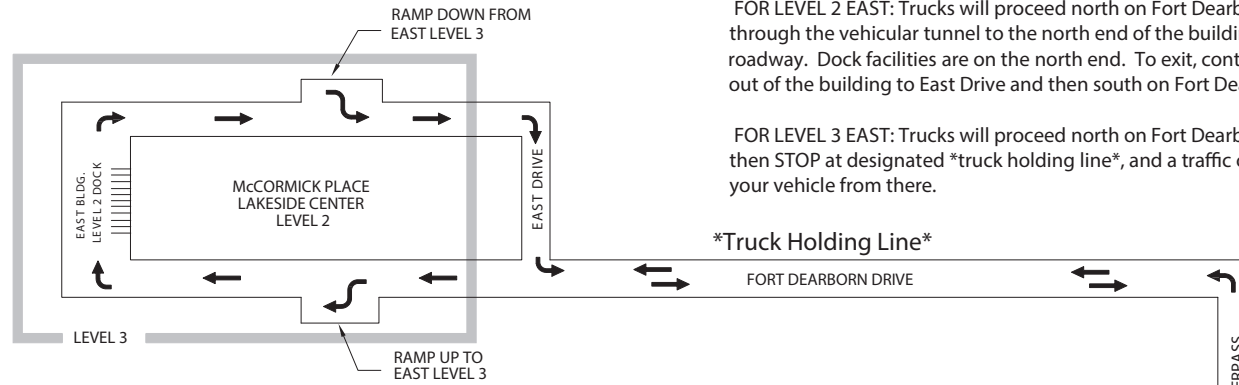
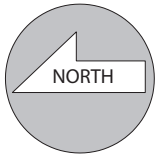
PETRO/Monee

Monee Manhatten road
(Right off Interstate 57 at Milemarker 335)
+1(708) 534-0400

TRAVEL CENTERS OF AMERICA

A. 76 AUTO/TRUCK
Intersection of Interstate 55 & Interstate 53
+1(630) 739-7006

B. Elgin West, Hampshire, IL
Intersection of Interstate 90 & Route 20
+1(847) 683-4550

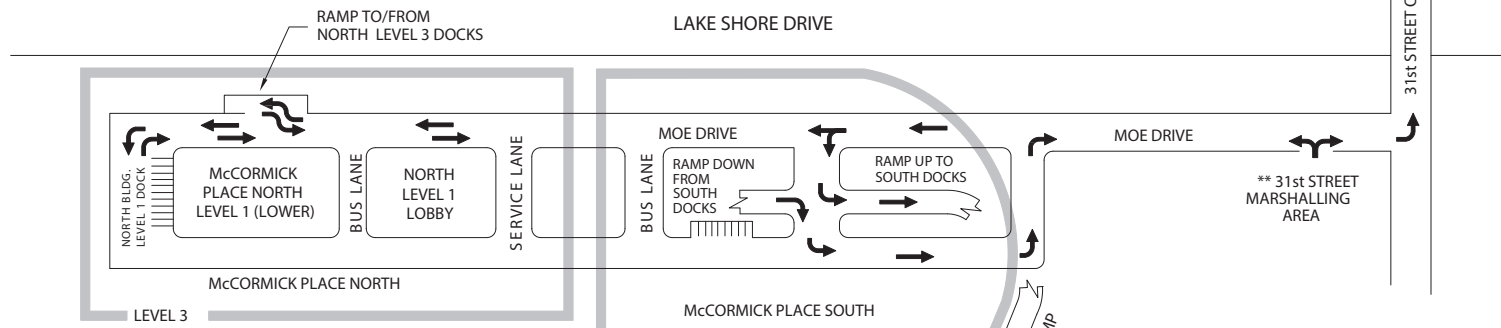


TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated *truck holding line*, and a traffic coordinator will direct your vehicle from there.



TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS

For McCormick Place North Levels 1,2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

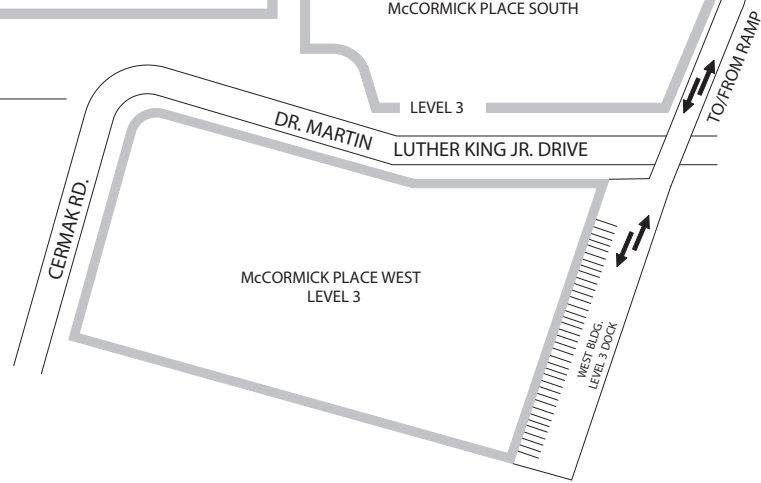
TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

For West Level 3 Docks from the marshalling area at 31st St. and Lake Shore Drive, take Moe Drive North. This is the Frontage Road, West of Lake Shore Drive. Follow S3 and W3 directional signs.



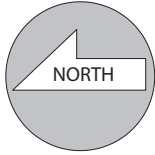
****Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

F R E E M A N

**McCORMICK PLACE
TRUCK TRAFFIC ROUTES**

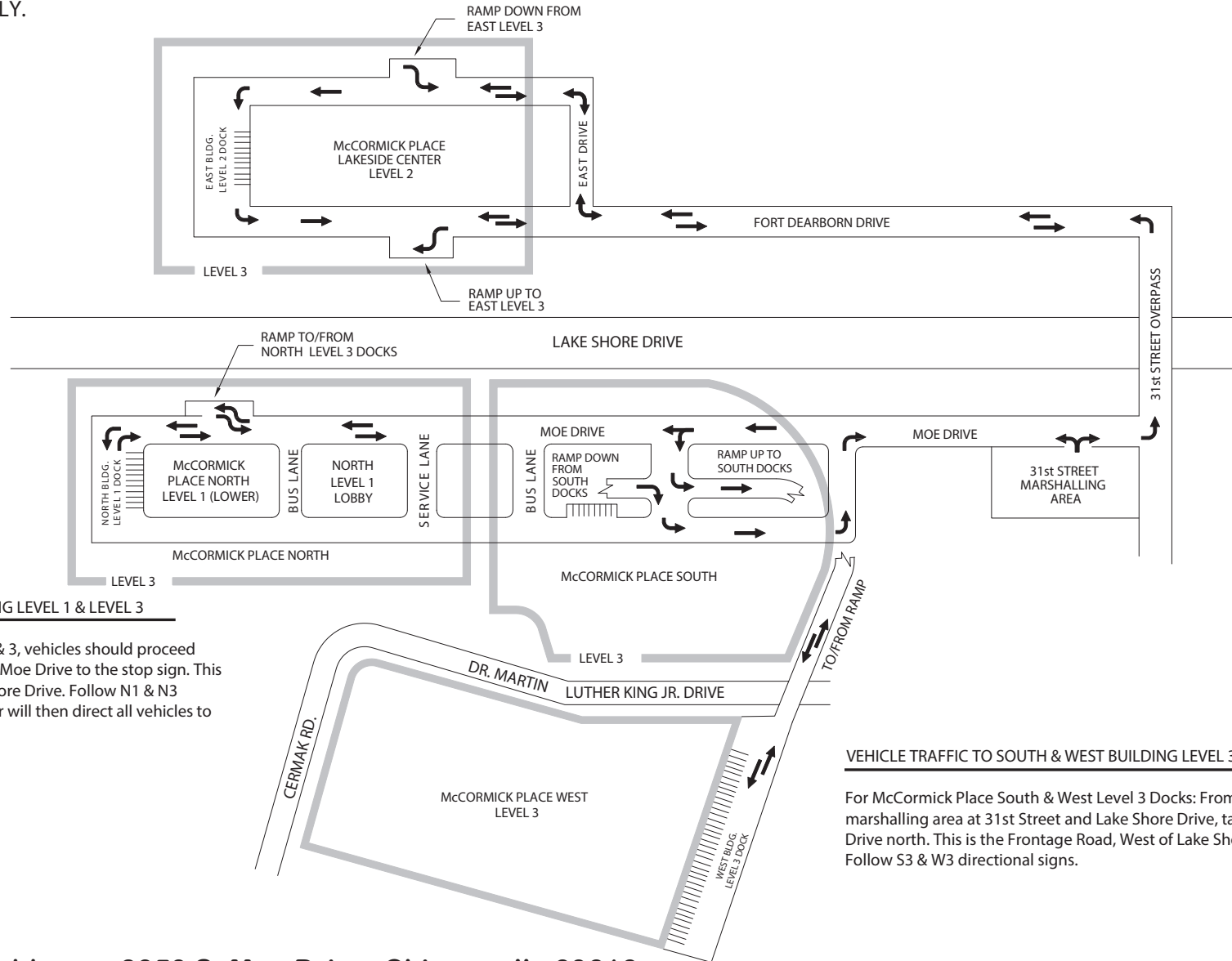
AUTOMOBILES & SMALL UTILITY VEHICLES LOADING AND UNLOADING

VEHICLES NEED NOT ENTER MARSHALLING YARD. THIS IS A REFERENCE POINT ONLY.



VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3

To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.



VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3

For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS

For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616

**McCORMICK PLACE
VEHICLE TRAFFIC ROUTES**

Material Handling

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

Important information

Certified weight tickets must accompany all shipments.

Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Disposal of exhibit properties is not included as part of material handling charges. Contact Freeman for quoted rates and rules applicable to disposal of exhibit properties.

Warehouse

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Show site

Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Outbound

Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

Inbound freight procedures

All freight must be accompanied by a certified scale ticket.

Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the Material Handling rate will prevail.

Vehicles must be checked in no later than 2:00 pm to be unloaded by 5:00 pm. Vehicles checking in after 2:00 pm cannot be guaranteed unloading prior to 5:00 pm.

All drivers must provide the following information on their bills of lading:

1. Booth number
2. Exhibitor's name
3. Shipper's name
4. Piece summary
5. Actual heavy & light weight certified scale tickets
6. Net, gross and tare weight

Piece summaries must be broken into the following categories:

1. Crates(Wooden boxes)
2. Cartons(Cardboard boxes)
3. Carpets(Rugs and pads)
4. Skids(Pallets)

5. Bundles
6. Machines
7. Miscellaneous(Loose or unpacked items)

All bills must contain this information before the freight clerk can accept them. We require two copies of your bills of lading. If you cannot provide any of the requested information, please contact your dispatch or check with your freight clerk.

Outbound freight procedures

All drivers must provide the following information to pick up their freight from a show:

1. Booth number
2. Exhibitor's name
3. Destination of the freight
4. Carrier's Name (or Broker's Name)
5. Area where vehicle is parked

If the load has been brokered out to your company, you must have the exhibitor or the broker send the freeman company a release. We must receive the release before we can issue the MHA to pick up the freight.

There may be a waiting period before the freight is ready to be picked up please wait in the marshalling yard until you are issued a MHA from the freight clerk.

If you do not have any of the requested information please contact your dispatch for assistance.

THE INSPIRED HOME SHOW.®

MARCH 17-19, 2024

McCormick Place | Chicago

International Shipping & U.S. Customs Guidelines



PIBL

PHOENIX INTERNATIONAL
BUSINESS LOGISTICS, INC.

Sherri Pelc / Phil Hobson

Tel 702-575-4617

Email spelc@phoenixlogistics.com; phobson@phoenixlogistics.com

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INTRODUCTION

Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for The Inspired Home Show 2024.

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive these benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process.
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs, we invite you to contact us.



PIBL

U.S. CUSTOMS CLEARANCE

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return by facsimile or email to the PIBL coordinating office. If needed, consult with our agent on how to complete this form.
3. Contact name and phone number

Note: Customs clearance will take approximately 2-3 days. During this time, freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

About The Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of freight due to the exhibitor's failure to follow the provided procedures.



TYPES OF U.S. CUSTOMS ENTRIES

Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

Temporary Entries

High value exhibits imported for the Book Expo America Show intended to be re-exported after the show can be cleared on a temporary duty free (TIB) entry. TIB entries should only be utilized for exhibits intended for re-export in the same condition and quantity in which they were imported. TIB merchandise entered into the U.S. and not exported is subject to U.S. Customs penalties and fines.

All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under a temporary entry.

**** IMPORTANT NOTE ****

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bill of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.



PIBL

REQUIRED DOCUMENTATION

The following documents must be provided for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- **No Originals.**
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (You can not indicate NO COMMERCIAL VALUE on Invoices. This is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet. (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

Name of exhibiting company
C/O The Inspired Home Show 2024 /Booth # _____
McCormick Convention Center
2301 South Lake Shore Drive
Chicago, IL 60616

PIBL - Phoenix Int'l Business Logistics, Inc
Attn: Sherri Pelc
Email: Spelc@phoenixlogistics.com
Phone: 702-575-4617



OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL): Chicago, CY	March 5, 2024
Ocean Freight (LCL): Chicago Consolidation Point	February 27, 2024
Air Freight: Chicago O'Hare Airport	March 5, 2024

The above dates should be used as a guideline only. Targeted move in dates will be announced by show management at a later date. To insure timely delivery to show site, we recommend that all shipments arrive in the U.S. by the final confirmed deadline dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin. If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor. *Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment

IMPORT SECURITY FILING (10+2) Rule.

This information is needed 24 hours before shipment is loaded

International exhibitors attending trade shows in the U.S. face new federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- | | |
|--|---|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address |
| 2. Seller name and address | 7. Importer of record number |
| 3. Buyer name and address | 8. Consignee number |
| 4. Ship to name and address | 9. Country of origin of goods |
| 5. Container stuffing location | 10. Harmonized Tariff Schedule (HTSUS)# |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from

http://phoenixlogistics.com/f_and_e.html



PIBL

RESTRICTIONS ON WOOD PACKAGING MATERIAL

The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any wood packaging material not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. **It is highly recommended that IPPC stamped crates loaded in full containers be placed at the tail of the container so the stamp is clearly visible by Customs when the container doors are opened.** U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated wood packaging material must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packaging material used for your exhibit, please consult your local PIBL agent, in-house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:
<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



FULL CONTAINER OCEAN SHIPMENTS

Please note that there are numerous Chicago rail terminals in or near Chicago. Each have their own challenges including limited access to chassis. When booking your container with the steamship line in the country of origin, you must confirm they will provide a chassis upon arrival of the container in Chicago. Failure of the steamship line to provide a chassis for your container may result in delivery delays and/or additional chassis rental fees.

Direct unloading of containers on showsite is not recommended. A marshaling yard has been established for the orderly management and drayage of containers to showsite for unloading and loading. Phoenix will arrange for delivery of your container from the Chicago rail terminal to the marshaling yard for intermediate storage and subsequent delivery to the convention center for unloading.

Containers arriving from the Far East via the U.S. West Coast should be booked via "Miniland Bridge" to Chicago CY only. These shipments must terminate at the Chicago CY/Rail Terminal. **DOOR DELIVERY BY THE STEAMSHIP LINES DIRECTLY TO THE CONVENTION CENTER IS PROHIBITED.**

For the purpose of ensuring containers are available for re-export, we ask that you notify PIBL of any full container return shipments prior to arrival of the container in Chicago. Availability of containers is limited and booking equipment is required 15 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to PIBL's contracted warehouse at the exhibitor's expense

LESS THAN CONTAINER LOAD OCEAN SHIPMENTS

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with transport from the port of arrival to Chicago and U.S. Customs examinations at the port of arrival. These delays range from 4 -12 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to Chicago but only if the shipments are terminated at the U.S. port of arrival. We do not recommend shipping LCL shipments through to Chicago. Best results are obtained by terminating the shipment at the U.S. Port of arrival.



PIBL

U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via sea freight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to the show site.

Duty - Based on commodity description and rate of duty

Merchandise processing fee - .3464% of FOB value (maximum USD\$ 538.40) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Sea freight only

Preparing The Commercial Invoice

Commercial/pro forma invoices must include the following information:

- * Name of shipper (exporter or manufacturer)
- * Name of consignee (exhibiting company **C/O The Home Inspired Show 2024 - Chicago, IL**)
- * Booth number
- * Complete description of merchandise
- * Harmonized tariff number of each description
- * Unit value and total value ("No commercial value" statements are not accepted by U.S. Customs)
- * Invoices must be in English

Display Description

A display booth with lights, panels, etc., can be grouped and shown as this example indicates:
"Completed display booth and stand" 9403.20.0020 Value \$5,000.00

Display boards should be listed as follows: "Display boards of pressed wood with single sample or groupings for color or design" 6808.00.0000. All display boards must show quantity in square meters

INSURANCE

To best serve our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as PIBL, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment; PIBL with our agents will thereby charge you a significantly higher rate for our services. Alternately, you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.



PIBL

INTERNATIONAL COURIER SHIPMENTS

Successful customs clearance and delivery of international courier shipments can be a challenge. To reduce delays, additional expenses and possible non-delivery of your shipment, we suggest exhibitors utilize PIBL's customs clearance, receiving and delivery services. With correct consignee instructions provided to the courier at origin, we can customs clear, receive, consolidate and deliver your shipment to the show. Our staff are available onsite to monitor and confirm your shipment is delivered to your booth. Please contact us to discuss the best method for handling courier shipments.

PROHIBITED COMMODITIES

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

OUTLAYS AND PAYMENT CONDITIONS

PIBL will advance funds on your behalf for expenses incurred in Chicago. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to the show site.

PHOENIX OVERSEAS AFFILIATES AND OFFICES

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these guidelines and are in a position to invoice you directly for all destination and on-site charges. By using the PIBL network, you will alleviate any delays in Chicago and will increase the efficiency of the entire transportation process. The full contact information for each office is provided at the end of these guidelines. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

IMPORTANT QUOTATION NOTES

1. PIBL quotes exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on showsite.
2. Unless prior arrangements have been made with our PIBL overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee will be added to all invoices paid by credit card.
3. All merchandise brought into the exhibition center must be properly packed. Phoenix does not unload or load vehicles at the Convention Center so we can not be held liable for damage caused while unloading or loading. We highly recommend the use of wood crates for all international and domestic shipments.
4. C.O.D./Collect fees/Outlays. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
5. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are generally invoiced at a per hour rate with 2 hours free.
6. Container rates do not include chassis rental charges or storage charges
7. PIBL Terms and Conditions of service are available upon request.



PIBL

Port Elizabeth
1201 Corbin Street
Elizabeth, NJ 07201 USA
Tel 908.355.8900 Fax 908.355.8883

IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		



PIBL - PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883

IMPORT FREIGHT INFORMATION SHEET

SHOW NAME:		
EXHIBITOR:		
HALL NO:	BOOTH NO:	MOVE-IN DATE:
CONTACT(S) AT SHOW:	Email address:	On-Site Cell Phone No:
DEFINITIVE OR TEMPORARY CLEARANCE:		
IMPORTER OF RECORD: Name and Address	BILL TO PARTY:	
	<input type="checkbox"/> EXHIBITOR <input type="checkbox"/> PHOENIX AGENT IN COUNTRY OF ORIGIN (Confirmation required) <input type="checkbox"/> OTHER – Please specify <u>Name and City of Agent:</u>	
	* Exhibitor/Manufacturer of products in this shipment confirms there are no known U.S. AD/CVD cases against them: YES <input type="radio"/> NO <input type="radio"/>	
	Is your company C-TPAT Certified ? YES <input type="radio"/> NO <input type="radio"/>	
	Have you shipped with this agent previously ? : YES <input type="radio"/> NO <input type="radio"/>	
Importer IRS#: _____ If available	<small>* Antidumping and Countervailing Duties (AD/CVD) Frequently Asked Questions U.S. Customs and Border Protection (cbp.gov)</small>	

PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the shipping guidelines or by the PIBL representative

DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.
The designated drayage contractor is responsible for all onsite freight movements.
PIBL is not responsible for loss of freight while on show site.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

THANK YOU.

EXHIBITOR NAME: _____

SIGNATURE: _____

DATE: ____/____/____

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: February 07, 2024

DEADLINE DATE IS: March 01, 2024

TO: _____

Exhibiting Company Name

C/O Freeman

2500 W 35th St

Chicago, IL 60632

USA

Advance Warehouse Shipping Labels

523200

EVENT: The Inspired Home Show 2024

BOOTH NUMBER: _____

NUMBER _____ OF _____ PIECES

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: February 07, 2024

DEADLINE DATE IS: March 01, 2024

TO: _____

Exhibiting Company Name

C/O Freeman

2500 W 35th St

Chicago, IL 60632

USA

Advance Warehouse Shipping Labels

523200

EVENT: The Inspired Home Show 2024

BOOTH NUMBER: _____

NUMBER _____ OF _____ PIECES

Freeman¹

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: March 08, 2024

TO: _____

Exhibiting Company Name

C/O Freeman
McCormick Place
2301 S Lake Shore Dr
Chicago, IL 60616
USA

Show Site Shipping Labels - North Building

523200

EVENT: The Inspired Home Show 2024

BOOTH NUMBER: _____

NUMBER _____ OF _____ PIECES

Freeman¹

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: March 08, 2024

TO: _____

Exhibiting Company Name

C/O Freeman
McCormick Place
2301 S Lake Shore Dr
Chicago, IL 60616
USA

Show Site Shipping Labels - North Building

523200

EVENT: The Inspired Home Show 2024

BOOTH NUMBER: _____

NUMBER _____ OF _____ PIECES

Freeman¹

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: March 08, 2024

TO: _____

Exhibiting Company Name

C/O Freeman
McCormick Place
2301 S Lake Shore Dr
Chicago, IL 60616
USA

Show Site Shipping Labels - South Building

523200

EVENT: The Inspired Home Show 2024

BOOTH NUMBER: _____

NUMBER _____ OF _____ PIECES

Freeman¹

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE: March 08, 2024

TO: _____

Exhibiting Company Name

C/O Freeman
McCormick Place
2301 S Lake Shore Dr
Chicago, IL 60616
USA

Show Site Shipping Labels - South Building

523200

EVENT: The Inspired Home Show 2024

BOOTH NUMBER: _____

NUMBER _____ OF _____ PIECES

EXHIBITOR SELF-UNLOADING AUTOMOBILES AND SMALL UTILITY VEHICLES (ASUV) INBOUND / OUTBOUND PROCEDURES

McCormick Place / OVG allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas within each building.

ASUV PROGRAM RULES:

- There is no fee to participate in this program. However, there is a fee associated if you park your vehicle after you unload/load. The parking fee in Lot A is \$25 for the first 16 hours and \$38 between 16 and 24 hours. Lot C is \$25 per day. To save money, park in Lot B which is adjacent to the ASUV Check-in and is only \$16 per day. Note: Exhibitors may secure Exhibitor Guaranteed Parking spaces at www.mccormick.parkingguide.com.

Parking Lots	2024 Rate
Lot A and Lot C: up to 16 hours	\$25
Lot A: 16-24 hours	\$38
Lot B: up to 16 hours	\$16

- Parking lot rates are subject to change.
- There are no weight restrictions. However, each exhibitor is only allowed one vehicle per booth.
- Exhibitors will have a maximum of 20 minutes to load/unload, deliver materials and return to vehicle.
- Exhibitors can use exhibitor-owned manual carts and dollies to transport their materials, but they will not be available for rental/use on-site. Be sure to bring your own equipment.
- Due to safety concerns and to maintain order during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload, or transport materials on McCormick Place property.
- Approved vehicles are described as a typical vehicle that a family or small business may operate for transportation or light hauling. This would include: automobiles, pick-up trucks, mini-vans, full-size vans, and sport utility vehicles. This would NOT include multiple axle vehicles, flatbed trucks, box vans or trailers.
- Items approved to be unloaded or loaded from these vehicles include equipment, displays or other event related materials that can fit into the vehicles.
- Items must be either transported to the booth space by hand or with the use of a fully manual cart or dolly.
- Only an exhibitor or a full-time employee of the exhibiting company may unload/load the vehicle. General Service Contractors, Represented Labor and Exhibitor Appointed Contractors are not allowed to use any of the ASUV program areas. These areas will remain available to exhibitors only.
- Eligible exhibitors and exhibitors' employees must work in a team of at least two people. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle. The second person is required to transport the materials to and from the exhibit. This will help speed up access for others who wish to use this program and prevent vehicles from being boxed in.
- IHA, McCormick Place / OVG and Show security will not be held responsible for the loss, damage or theft of any product/ASUV or personal injury to drivers or occupants.

(See map of Staging Locations)

**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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

EXHIBITOR SELF-UNLOADING AUTOMOBILES AND SMALL UTILITY VEHICLES (ASUV) INBOUND / OUTBOUND PROCEDURES

INBOUND PROCEDURES:

- Drive to the ASUV program's check-in location at Standard Parking's Office located at 3050 S. Moe Drive. Note: Do not attempt to go directly to the building's staging location.
- You will be required to complete a registration form with your personal information, including vehicle information and license plate number. Only confirmed exhibitors are qualified to participate in the ASUV Program.
- Once approved, you will be given a dock pass and dock time to deliver your exhibit materials. Dock access will be granted in the same order as check-in arrival. Note: Approval will only be given if the vehicle driven is deemed acceptable, two people are in the car and the exhibitor has Show badges for floor access.
- When it is your vehicle's turn to unload, 20 minutes will be allotted for the unloading of the exhibit materials.

Dates	Hours
Friday, March 15, 2024	8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:30 p.m.
Saturday, March 16, 2024	8:00 a.m. - 12:00 p.m. & 12:30 p.m. - 4:30 p.m.

- Additional inquires can be directed to the Standard Parking Lot B office via email at rmemisovski@spplus.com or by phone at 312-808-3125.

OUTBOUND PROCEDURES:

- Prior to the close of the Show, the exhibitor will need to go to the Exhibitor Service Center in the building they are exhibiting to clear their invoice with the Show's General Contractor, Freeman.
- Once the invoice is cleared, the exhibitor should go to the "ASUV Counter" within the same Exhibitor Service Center to receive a merchandise removal pass, self-loading instructions and directions to the ASUV Check-in Location.
- ASUVs will not be allowed to load until after the Show closes at 5:30 p.m. on Tuesday, March 19th.
- After 5:30 p.m. on Tuesday, March 19th, the exhibitor should drive to the ASUV program's check-in location at Standard Parking's Office located at 3050 S. Moe Drive. Note: Do not attempt to go directly to your building's staging location.
- Check-in with the attendant and present the merchandise removal pass recently obtained in the Exhibitor Services Center.
- Once approved, you will be given a dock pass and dock time to load your exhibit materials. Dock access will be granted in the same order as check-in arrival. It is highly suggested to have all booth materials and products at the loading location prior to the vehicle arriving. The 1st party should remain with the materials while the 2nd party brings the vehicle to the loading location. Note: Exhibitor badges are required to access the exhibit floor after Show close. Should you need to return to the Show floor, be sure to have your exhibitor badge.

Dates	Hours
Tuesday, March 19, 2024	5:30 p.m. - 9:00 p.m.

STAGING LOCATIONS AND MAP:

- Please see "ASUV (Automobile & Small Utility Vehicles) Map of Staging Locations" under the "Official General Contractor & Shipping" section of the online Exhibitor Services Kit. Should you have any questions on the ASUV procedures (inbound or outbound), please contact:

Sharon Bellock · sbellock@housewares.org · 847-692-0134

THE
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MARCH 17-19, 2024

McCormick Place | Chicago

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March 18	Monday	8:30 am - 5:30 pm
March 19	Tuesday	8:30 am - 5:30 pm

DIRECTIONS TO STAGING LOCATIONS FROM ASUV CHECK-IN

In addition to the directions below, there will be signs on-site leading you to the final staging areas for each building.

SOUTH BUILDING HALL A – DOCK DOOR SD1

- Turn left on Moe Drive.
- Go to the first left (past the stop sign).
- Turn onto the ramp at the guard shack. Show the guard your pass.
- Proceed up the ramp and turn left.
- Go around the building toward the down ramp.
- Before reaching the ramp, look for a sign indicating the loading/unloading area.
- Located on the far North corner on the East side of Hall A1.

NORTH BUILDING HALL B – LEVEL 3

- Turn left onto Moe Drive.
- Follow Moe Drive under the building.
- Continue driving North on Moe Drive, checking in at guard shack at bottom of N3 ramp.
- Drive up to top of N3 ramp, follow "ASUV Load/Unload" signs, making a u-turn and following along on the East end of the North Building.
- Continue driving along the East side of the North Building to a set of glass doors with an "ASUV Load/Unload" sign in front of them.

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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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

ASUV Map of Staging Locations



THE INSPIRED HOME SHOW
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5:30 - 6:30 pm

Sunday & Monday!

(appointments recommended)

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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

APPROVED AUTOMOBILES AND SMALL UTILITY VEHICLES FOR ASUV PROGRAM

Below are the only types of vehicles approved for exhibitors to use when delivering or picking-up trade show material and/or equipment at McCormick Place.



Passenger Automobile



Station Wagon



SUV



Pick-Up Truck



Mini Van



Full Size Van



Extended Van

Please note that multiple axle vehicles, flatbed trucks, box vans, trailers or buses are not approved vehicles.

**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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

THE INSPIRED HOME SHOW®

EXTENDED WORK AUTHORIZATION FORM

Exhibitors or representatives of an exhibitor who work before 7:00 a.m. or work past 6:00 p.m. during move-in or move-out will need to complete this Authorization Form, which can only be completed by the exhibiting company or the supervisor of the Exhibitor-Appointed Contractor (EAC) hired by the exhibiting company.

Date of Extended Work: _____ Extended Work Request: Time In _____ a.m. Time Out _____ p.m.

Booth #: _____ Building: South North Lakeside

Exhibiting Company: _____

Exhibitor-Appointed Contractor (EAC): _____

RULES:

The following rules apply to anyone working before 7:00 a.m. or past 6:00 p.m.

1. Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.
2. NO ONE will be allowed to work before 7:00 a.m. or past 10:00 p.m. unless approved by IHA.
3. When working late, once personnel exit the Show floor, they will not be allowed re-entry until the next working day.
4. All personnel are required to wear Show credentials in plain view while on the Show floor.
5. No smoking is allowed within the McCormick Place complex, this includes the exhibit floors.
6. All personnel are required to follow all safety rules as set forth by IHA, Freeman and McCormick Place / ASM.
7. All bags, tool boxes, cartons, etc. removed from the Show floor are subject to inspection.
8. Exhibitor or Contractor Supervisors are responsible for the conduct of their personnel. Workers must remain in their client's booth and not stray into other booth spaces.

Please PRINT the names of all personnel working in this booth. If a name is not listed, they may be denied access.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

SIGNATURES:

Exhibitor or EAC Supervisor Signature: _____

Exhibitor or EAC Supervisor Printed Name: _____

Floor Manager Signature: _____

SHOW VENDOR CONTACT LIST

Note: If your company uses a vendor other than those indicated below, you must register them no later than February 16, 2024.

AUDIO VISUAL

Freeman Audio Visual Solutions

8201 West 47th Street
McCook, IL 60525
Phone: +1-708-473-1510
Jeff Straughn
Email: jeff.straughn@freemanco.com
Web: www.freeman.com

COMPUTER RENTAL

SmartSource

2025 Glen Ellyn Rd.
Glendale Heights, IL 60139
Phone: +1-630-588-0200
Kim Madison
Email: kmadison@thesmartsource.com
Web: www.thesmartsource.com

CONVENTION CENTER – TELEPHONE, INTERNET AND CABLE ACCESS

McCormick Place Technology Services / OVG 360

301 E. Cermak Rd.
Chicago, IL 60616
Phone: +1-312-791-6113
Email: technology@mccormickplace.com
Web: www.mccormickplace.com

ELECTRICAL SERVICES

Freeman

8201 West 47th Street
McCook, IL 60525
Phone: +1-888-508-5044
Email: chicagoelectrical@freemanco.com
Web: www.freeman.com

FLORAL/EVENT PRODUCTION SERVICES

Floral Exhibits

2555 South Leavitt Street
Chicago, IL 60608
Phone: +1-773-277-1888
David Grilli
Email: dave@floralexhibits.com
Web: www.floralexhibits.com

FOOD SERVICE

OVG Hospitality

2301 S. Lake Shore Dr.
Chicago, IL 60616
Phone: +1-312-791-7250
Andrew Warren
Email: awarren@mccormickplace.com

FREIGHT (AIR OR GROUND)

Freeman Transportation

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Email: transchicago@freemanco.com
Web: www.freeman.com

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MACC Inc. - MAYFLOWER

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Avon, OH 44011
Phone: +1-505-891-8031
Email: maccmacc@aol.com

FREIGHT CUSTOMS BROKER (INTERNATIONAL SHIPMENTS)

Phoenix International

7345 S. Durango Drive #B107-404
Las Vegas, NV 89113
Cell Phone: +1-702-575-4617
Office Phone: +1-702-272-1596
Sherri Pelc
Email: spelc@phoenixlogistics.com
Web: www.phoenixlogistics.com

GENERAL SERVICE CONTRACTOR - OFFICIAL

Freeman

8201 West 47th Street
McCook, IL 60525
Phone: +1-888-508-5044
Email: exhibitorsupport@freemanco.com
Web: www.freeman.com

GUARD SERVICE

United Security Services, Inc.

South Building
1550 S. Indiana Ave.
Chicago, IL 60605
Phone: +1-773-254-1824
Kierstin Canavan
Email: kcanavan@unitedhq.com
Web: www.unitedhq.com

AF Services, Inc.

North Building
1550 Spring Rd., Suite 305
Oak Brook, IL 60523
Phone: +1-630-279-0500
Email: afrain@aol.com
Web: www.afserv.com

HOSTESS/HOST

The Anne O'Briant Agency Inc.

7435 S. Eastern Ave., #105-228
Las Vegas, NV 89123
Phone: +1-352-242-9983
Robin Finn
Email: aogencieslv@gmail.com
Web: www.anne-obriant.com

HOUSING PROVIDER - OFFICIAL

onPeak, a GES Global Company

7000 Lindell Rd
Las Vegas, NV 89118
Phone: +1-312-527-7300
TOLL FREE: +1-800-752-1052
Email: InspiredHome@onpeak.com
Web: www.onpeak.com/tihs23

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

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LEAD RETRIEVAL EQUIPMENT

Convention Data Services

7 Technology Park Dr.
Bourne, MA 02532
Phone: +1-774-247-4042

Email: TheInspiredHomeShow@xpress.net

MCCORMICK PLACE EXHIBITOR PARKING – ONLINE ONLY

SP+

2301 South Prairie Ave.
Chicago, IL 60616
Phone: +1-312-567-8360

Email: rmemisovski@spplus.com

Web: mccormick.parkingguide.com

OFFICE & PRINTING SERVICES

FedEx Office

2301 S. Lake Shore Dr.
South Building Level 2.5
Chicago, IL 60616
Phone: +1-312-949-2100

Email: usa5020@fedex.com

Web: printonline.fedexkinkos.com

PHOTOGRAPHY

Oscar & Associates, Inc.

137 N. Pine St.
Elmhurst, IL 60126
Phone: +1-312-922-0056

Email: orders@hellooa.com

Web: www.shop.OscarAndAssociates.com

PLUMBING SERVICES

Freeman

8201 West 47th Street
McCook, IL 60525
Phone: +1-888-508-5044

Email: exhibitorsupport@freemanco.com

Web: www.freeman.com

SECURITY CONTAINERS

AF Services, Inc.

1550 Spring Rd., Suite 305
Oak Brook, IL 60523
Phone: +1-630-279-0500

Email: afrain@aol.com

Web: www.afserv.com

TRANSPORTATION SERVICES (CHARTERS/LIMOS)

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Carrollton, TX 75006

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Email: maryt@cmac.net

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Email: mblissb@expomarkit.com

**THE
INSPIRED
HOME
SHOW** IHA's GLOBAL HOME +
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Find out what **CONVENTION** and **CONVENIENCE** have in common



McCormick Place Convention Center

2301 S Martin Luther King Drive, Chicago IL 60616

Phone: 312.949.2100

Fax: 312.842.2785

Email: usa5020@fedex.com

Store Locations:

South Building: Level 2.5

We Can Help

FedEx Office offers you virtually everything you need to meet your exhibiting needs.

Enjoy the show!

Packing and Shipping

Bring your items to our location and we will pack it and ship it after the event.



Last-Minute Office Supplies

Did you forget your stapler? Are you out of tape? We stock those little things you need to run your booth smoothly.



Posters and Signage

We produce high-quality signs for your booth, hospitality rooms and presentations.



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FedEx Office Standard On-Site Hours:

Normal Operating Hours (Monday- Friday)
South Building 8:30am - 5:00pm

The Inspired Home Show 2024 Hours:

Saturday, 3/16 (Pre-Show)
South Building: 8:30am - 5:00pm

Sunday, 3/17 - Monday, 3/18
South Building: 8:00am - 5:30pm

Tuesday, 3/19
South Building: 8:00am - 6:00pm

Wednesday, 3/20 (Post Show)
South Building: 8:30am - 5:00pm

www.fedex.com/conventions

The Inspired Home Show

Floral & Plant Rental Form

ADVANCE ORDER DEADLINE / FEBRUARY 23, 2024



March 17-19, 2024

McCormick Place
Chicago, IL

THE
INSPIRED
HOME
SHOW

MARCH 17-19, 2024
McCormick Place | Chicago

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Contact us for complimentary
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Planters & Partitions Available:
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Exhibitors will be charged a ONE TIME
Delivery, Maintenance & Removal fee for their
entire order.
Orders without payment will not be
processed.
Cancellations may be made prior to the
advance order deadline.
Product availability is subject to season and
geographic location.
All materials, containers and plants are
available on a rental basis.
Damaged or missing items are the
responsibility of the exhibitor and
must be reported during the run of
the show to allow for replacement.
Additional charges may apply.
No refunds will be given after the Advance
Order Deadline.

EXHIBITOR / _____ BOOTH NUMBER / _____

BILL TO / _____ EMAIL / _____

ADDRESS / _____ CITY / _____ STATE / _____ ZIP / _____

PHONE / _____ FAX / _____ PO # / _____

COMPANY REPRESENTATIVE / _____ DATE ORDERED / _____

Booth Contact / _____ Contact Phone / _____ Available Time/Date / _____

QTY	TROPICAL PLANTS Please specify quantity, heights & variety	PRICE	TOTAL
	Potted Ferns	\$39.00	
	Potted Ivy	\$39.00	
	2'-3' Plants	\$49.50	
	4' Plants	\$59.50	
	5' Plants	\$70.00	
	6'-7' Plants	\$82.50	
	8'-9' Plants	\$155.00	

BLOOMING PLANTS			
	Potted Mums (Yellow, White, & Lavender)	\$31.00	
	Potted Azaleas (Red, Pink, & White)	\$41.00	
	Bromeliads	\$46.50	
	Bubble Bowl	\$46.50	

Decorative Containers (Please Choose): Black or White

FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL
(Please indicate desired colors)

	Single Stem Potted Orchid Plant (Fuchsia or White)	\$98.00	
	Double Stem Potted Orchid Plant (Fuchsia or White)	\$139.00	
	Extra Small Arrangement (6"x6")	\$67.00	
	Small Arrangement (12"x12")	\$87.50	
	Medium Arrangement (18"x14")	\$108.00	
	Large Arrangement (24"x18")	\$129.00	
	Custom Arrangement (Contact Us For Quote)		

SUBTOTAL _____

Tax 9% _____

Delivery, Maintenance, & Removal **\$30.00**

TOTAL _____

PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name / _____

Card # / _____

Exp. Date / _____ CVV Code / _____

Signature / _____



Floral Exhibits, Ltd.
2555 S Leavitt St
Chicago, IL 60608

Phone / 773.277.1888
Fax / 773.277.1919
www.floralexhibits.com

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FloralExhibits

PLANT RENTALS



2-3 ft. Croton



2-3 ft. Neanthe Bella



2-3 ft. Arboreola



2-3 ft. Spathiphyllum



3 ft. Janet Craig



3 ft. Limelight



3 ft. Roebelenii



3-4 ft. Dracaena Marginata

Contact us to place an order.

info@floralexhibits.com | 773.277.1888 | www.floralexhibits.com

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PLANT RENTALS



4-5 ft. Schefflera



5-6 ft. Dracaena Marginata



6-7 ft. Ficus Tree



4-6 ft. Areca Palm



4-6 ft. Cataractarum Palm



4-6 ft. Majesty Palm

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Floral Exhibits

FLORAL ARRANGEMENTS



Small Fern



Large Fern



Ivy (Hanging Plant)



Bromeliads



Potted Mums



Potted Azaleas



Potted Begonias



Single Stem Orchid
Double Stem Orchid

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Floral Exhibits

FLORAL ARRANGEMENTS



Extra Small 01



Extra Small 02



Extra Small 03



Extra Small 04



Small 01



Small 02



Small 03



Small 04



Medium 01



Medium 02



Medium 03



Medium 04



Large 01



Large 02



Large 03



Large 04

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SPECIALTY PLANT RENTALS



2-3 ft. ZZ



2-3 ft. Globe Eugenia



2-3 ft. Square Eugenia



6 ft. Bird of Paradise



4-5 ft. Cone Eugenia



6 ft. Single Ball Eugenia



6 ft. Cone Eugenia



6 ft. Spiral Eugenia

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48" x 18" x 24"
Rectangular Planters
(Black or White)



16" x 16" x 30" or 20" x 20" x 37"
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with a healthy
distance.



8' Bamboo
48" x 9" x 96"



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5' Prairie Grass
48" x 9" x 60"



3' Boxwood Hedge
36" x 12" x 36"



4'x8' Grass Wall



4'x8' Fern Wall



4'x8' Boxwood Wall

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The Anne O'Briant Agency, Inc.

Contact The Anne O'Briant Agency for the most professional, attractive, intelligent, personable and above all, dependable trade show assistants/models.

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THE INSPIRED HOME SHOW.

MARCH 17-19, 2024
McCormick Place | Chicago



Professional trade show staff represented by The Anne O'Briant Agency:

- Brings the right people into your booth
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- Gets the necessary identification from the prospect
- Keeps prospects attention if your sales people are temporarily busy
- Works with you to meet your trade show objectives

IL Talent Agency License #TA2342

RATE SCHEDULE

Exhibit Booth Hostess (Experienced)	\$ 222 - \$ 425 per day	50% prepayment with order. Balance due at show site. 50% cancellation fee 30 days prior to show date.
Exhibit Booth Hostess (Moderate Experience)	\$ 162 - \$ 245 per day	
Narrator	~Priced per job~	No agency service charge will be added to rates.
Hospitality Suite Hostess	\$ 162 - \$ 245 per day	
Talent (Magicians, Mimes, Entertainers, etc.)	Upon request	

CORPORATE OFFICE

7435 S. Eastern Ave Suite 105-228, Las Vegas NV 89123 • Telephone (352) 242-9983

SERVICES AVAILABLE NATIONWIDE

Website: www.anne-obriant.com • Email: aoagenciesLV@gmail.com EMAIL THE REQUEST FORM TO THE CORPORATE OFFICE

The Anne O'Briant Agency, Inc.

March 17-19, 2024

- Call me. I'm interested! Send photographs Send more information

Show _____ Dates _____ Booth Number _____

Company _____

Street Address _____

City _____ State _____ Zip _____

Company Representative _____ Email _____

Title _____ Telephone: _____

My Special Requirements are: _____



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Connect Comparison

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Literature fulfillment**	✓	✓	✓
Real-time leads	✓	✓	✓
Reporting portal	✓	✓	✓
Instant email follow-up	✓		✓
Rate leads	✓	✓	✓
VIP alerts	✓	✓	✓
Schedule appointments	✓		✓
Add images to leads	✓		✓
Audio notes	✓	✓	✓
Optional Bluetooth printer*	✓	✓	✓
Online and offline modes	✓	✓	✓

*XPress Connect Elite uses a USB cable (included) to connect the printer.

**additional fees may apply *compatible with iOS app only



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Additional XPress Connect App Licenses - For additional users	\$130 per additional user activation			
Bluetooth Printer - One bluetooth connection per lead retrieval	\$110	\$120	\$130	



Includes mobile phone & charger

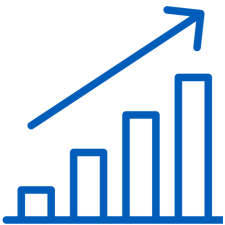
XPress Connect Plus Handheld - OUR handheld wireless device	\$440	\$490	\$560	
XPress Connect Plus Handheld Package - includes mobile device, and custom sales qualifiers	\$490	\$540	\$590	BEST VALUE!
Additional XPress Connect App Licenses - For additional users	\$130 per additional user activation			
Bluetooth Printer - One bluetooth connection per lead retrieval PC	\$110	\$120	\$130	



XPress Connect Elite - The Connect software on YOUR computer	\$410	\$460	\$530	
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Includes USB scanner and software. Requires Windows 7 or greater, 1 USB 1.1 connection and .NET Framework Computer not included.

XPRESS EXTRAS -



Custom Sales Qualifiers / Custom Surveys	\$110	\$120	\$130	
Text Alert Service - Connect your leads with the right sales reps	\$110	\$120	\$130	
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Delivery Service - booth delivery, training and pick up service	\$0	\$110	\$120	
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Event API - Scan real-time data using your own system	\$650	\$750	\$850	

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Digital Backpack - Create and download your product/video/ brochure QR codes to display in your booth.	\$205
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- Share product information while collecting contact info and product interests
- Personalized email with backpack content delivered post event to attendees
- Eco-friendly solution
- Contactless way to share product information

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Connect Plus Device	\$1,000		SUBTOTAL =
Connect Plus Power Cord	\$ 75		SALES TAX 10.25%
Bluetooth Printer	\$1,000	OPTIONAL LOSS/DAMAGE WAIVER (Qty _____ x \$85 per device)	+
Bluetooth Adapter	\$ 250		
Barcode USB Scanner	\$1,000	NO, I do not want to purchase the Loss/Damage Waiver - initial here	
		PROCESSING FEE (SAVE \$10 WHEN YOU ORDER ONLINE)	+ 20.00
		TOTAL (USD)	=

Loss/Damage Waiver Terms: The Loss/Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device.

CONTACT INFORMATION		PAYMENT INFORMATION	
COMPANY		CARD NUMBER	
CONTACT NAME		- BY FAX ONLY	
BILLING ADDRESS		NAME ON CARD	
CITY		EXP DATE	
STATE/ZIP		SIGNATURE	
BOOTH #		AUTHORIZATION	Your signature below denotes acceptance of the Terms & Conditions of this Order Form and is REQUIRED for processing.
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Terms & Conditions

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COMPLIMENTARY WIRELESS INTERNET

OVERVIEW

The International Housewares Association has arranged to provide limited wireless service (WIFI) to you complimentary as a convenient way to check your email and web surf during The Inspired Home Show 2024. **The complimentary service should ONLY be used for non-mission-critical applications such as general web surfing and Internet-based email access.** Access to the WiFi network is based on the volume of users and cannot be guaranteed.

McCormick Place Technology Services is committed to delivering the highest quality internet and networking services in the industry. Experience has shown that wireless service is inherently vulnerable to interference from other devices that utilize the same radio frequency spectrum. It is for this reason that we highly recommend that if you plan to use the Internet to demonstrate or present products that are mission critical to your exhibit, a hard-wired service is the best way to go. If you need help with selecting the proper Internet service for your exhibit, please call McCormick Place's Technology Services Staff at +1-312-791-6113 and they will be happy to assist you. An order form is available in the online Exhibitor's Services Kit that can be found within your exhibitor portal.



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REQUIREMENTS

To access WIFI service:

- Your device/computer must have an 802.11 a/g/n/ac Wireless Network Interface Card (Integrated, PCMCIA, or USB)
- Set the SSID setting on your wireless card to "TIHS2024"

SUPPORTED SERVICES

The following services will function with wireless:

- General web browsing – HTTP and HTTPS
- Client initiated services originating from the exhibit floor; FTP file transfer, TFTP file transfer, POP3 and SMTP mail protocols, Telnet.
- IHA's 2024 Show Mobile App.
- Most outbound remote control applications such as PC Anywhere, Remote Terminal and Citrix.
- Basic Instant Messaging
- Lead Retrieval Devices

The following applications and Internet activities will NOT function and/or may disrupt other attendee and exhibitor access:

- Audio, Video, Data Streaming
- Network Address Translation (NAT)
- Large File Transfers (over 10MB)
- Net Meeting (inbound or outbound)
- Inbound SNMP
- Routing Devices
- Inbound Remote Control applications (Citrix, PC Anywhere, Remote Terminal Service, etc)
- Virtual Private Networks
- Inbound FTP
- Advanced Instant Messaging (such as whiteboard sharing)

RESTRICTIONS AND SPECIAL REQUESTS

Due to the potential for disruption of the McCormick Place wireless network, no wireless access points are authorized for use on hard wired services less than 6Mbps. McCormick Place Technology Services requires prior approval at least 30 days before the show's opening date. Any company that is planning on showcasing wireless products must contact McCormick Place Technology Services no later than February 28, 2024 and submit the Wireless Access Point Waiver form.

Per the McCormick Place Terms and Conditions listed at www.mccormickplace.com/exhibitors/wireless-internet/, misuse of any wireless service may result in service interruption to yourself or other exhibitors and can lead to disconnection of your equipment. No refunds will be given.

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



Tel: +1 847.292.4200

TheInspiredHomeShow.com



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TECHNOLOGY SERVICES EXHIBITOR ORDERING GUIDE AND FACILITY INFORMATION

THE INSPIRED HOME SHOW®

MARCH 17-19, 2024

McCormick Place | Chicago

Advance Rate Deadline Date:

FEBRUARY 28, 2024

Complimentary WI-FI

Complimentary WI-FI at a speed of up to 1.5 Mbps is available on the exhibit floor(s) for use by all participants at the event. If you require a faster wireless speed please go to page 13. We encourage the purchase of a hard-wired service if Internet access, speed or connectivity is mission critical to executing a successful presence (video streaming, product/technology demos, etc.)

[Click here to order Technology Services or go to www.mccormickplace.com](http://www.mccormickplace.com)

Please contact us if you need assistance.

(312) 791-6113 (Call Center)

technology@mccormickplace.com (E-Mail)

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Money Saving Tips

Following are some tips that will help contribute to a successful event and save you money!

- Order your services via our Online Ordering System by the **deadline date** at www.mccormickplace.com/exhibitors/online-ordering
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/ASM Global. **An exhibitor and exhibitor employees are prohibited, at all times, from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.**

“Exhibitor Employee” is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment

- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call. Your call will be promptly returned between the hours of 7:00am – 6:30pm

EXHIBITOR RIGHTS “DO NOT APPLY” TO

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must follow the State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes in the legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes, created by the legislation, by posing as an exhibitor employee will incur serious consequences including the possible revocation of the “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

John Race	jrace@mccormickplace.com	773-709-7076
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186

EXHIBITOR BILL OF RIGHTS COMMUNICATION/ REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/ASM Global. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with, please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline		312-791-7299
John Race	jrace@mccormickplace.com	773-709-7076
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186

The following will occur upon request:

- You will be contacted within 5-7 business days
- Your case will be reviewed by McCormick Place management
- You will receive feedback from us no later than 30 days after all documentation has been submitted
- Your written report will be submitted to the McCormick Place Advisory Council for review

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION
AND TRADE SHOW DESTINATION.
WE WILL ENSURE THAT YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH**

Telephone Services

Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is deactivated the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.

The cost of our telephone service includes telephone usage*. If applicable, telephone usage is billed after the close of the event and billed to your credit card. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.

Telecommunications Tax: In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.

International Usage Deposit: For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

Description of Telephone Services

Analog Single Line Service: Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trim line telephone instruments.

Extension - Single Line: Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is available only if you have ordered an Analog Single-Line Service.

Digital Multi-Line Service: Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones instruments are to be returned to avoid being charged a telephone replacement fee.

Extension - Multi-Line: Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is only if you have ordered a Digital Multi-Line service.

Voicemail System: Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

Other Carrier Services: Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

Cable Television Access

(Available in North, South, and West Buildings only – limited access in Lakeside. Contact us to confirm availability)

We offer cable television services from Comcast. This includes all channels within the Comcast Business Service tier and the Sports Package. A comprehensive channel listing is available upon request. Damaged equipment can be charged to the customer at \$150/cable box and \$25/remote. Please ensure that you have the appropriate HDMI cable to connect to the cable box.

Network Security at McCormick Place and Wintrust Arena

Please be aware that the McCormick Place staff provides no services around securing your data network. Referenced in our Terms and Conditions for Service is the following:

*10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.*

Our bandwidth delivery should be treated as you would any Internet provider's service. You will need to manage your own data and network security.

To provide some assistance to that end, please review the following helpful tips:

- Ensure that your computers have the latest Anti-Virus updates, ideally before arriving on site
- Apply all of the most recent operating system patches, ideally before arriving on site
- Utilize firewall software on all connected devices
- Utilize your own physical firewall(s) on each key VLAN
- Report issues immediately to both show management and facility IT representatives.
- Ensure that you do not attempt to troubleshoot physical issues by relocating network cables to a different switch, port, or wall jack
- Make sure you have the permissions for administrative rights for computers on which you might need to install programs or modify settings.
- Be aware that the facility's wireless network will have peer-to-peer turned off for security purposes. This can have an impact if wanting to utilize a wireless printing solution or work with IOT devices. The best options for printing are to either print with a wired network or utilize a printer that supports cloud printing such as Google Cloud Printing or a third-party cloud print service. For Alexa and other IOT devices, internet mirroring via virtual assistants and other IOT devices is not possible on the facility wireless network. You must have your own dedicated Wi-Fi configured to accept these devices.

Please review the FTC's guidance for securing a wireless network. Although this document is meant for the home user, many of the same concepts will hold true;

<https://www.consumer.ftc.gov/articles/0013-securing-your-wireless-network>

If you have any questions please contact the Technology Services Department during the ordering process. We work closely with our customers to ensure that they have the best experience possible. We strive to provide a top caliber and very safe experience, however, please understand that we are unable to provide guarantees or warranties against malicious activities, and we are unable to provide guidance on what services or hardware you should use for network security.

Internet Services

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event/meeting days and move-out. The Technology Services department will work with you and your staff to meet your technical needs. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall for wired services (we offer firewalls for rental). All Internet prices are a flat rate for the duration of your event; no per minute usage or connection charges apply. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com

Please note:

The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise and are not resale or sales tax exempt.

Description of Wired Internet Services

The following chart highlights the wired services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. Connecting a wireless access point is not permitted on this service.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 2 DHCP Private IP addresses, up to 2 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 5 IP addresses. Up to 5 additional addresses can be purchased	3.0 Mbps. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be purchased.	6.0 Mbps. Connecting a wireless access point is permitted on this service.
Dedicated Wired 12.0 Mbps	12.0 Mbps	Includes 15 IP addresses. Up to 10 additional addresses can be purchased.	12.0 Mbps. Connecting a wireless access point is permitted on this service.
Dedicated Services Greater than 12.0 Mbps - Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com for a quote			

Description of Wireless Internet Services

For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. 802.11ac is available in some areas. Our wireless network is optimized for 802.11 a, n, or ac devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. The following chart highlights the wireless services offered (**Call for availability of these services**).

Service	Connection Speed	Recommended Uses
VIP Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, and is intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services do not offer peer to peer. These services provide access to the McCormick Place Wireless Network within the user’s booth and throughout the facility. For pricing and information on multi-user discounts, please contact us.
VIP Plus Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds up to 10 Mbps	
VIP Ultimate Wireless Service(1-device per service) Cannot be transferred across devices.	Typical Speeds Up to Unthrottled	

Restrictions on Use of Outside Wi-Fi Equipment

McCormick Place provides a robust, highly effective wireless solution which uses top of the line Cisco Access Points, Controllers, and the Cisco Prime Network Control System. For high density applications, we may augment the permanent system with additional Cisco wireless access points. McCormick Place has made this investment in order to offer our events the best possible wireless network solution. Deployment of unregulated outside wireless networks and equipment will decrease the overall quality of wireless internet in the facility. Under the best of circumstances, there are limited channels which all wireless equipment must operate on. When competing networks are placed in the same space, users encounter degraded service or the inability to access available networks. McCormick Place may offer a waiver to allow an exhibitor or show manager to provide their own wireless access point. A waiver will only be provided under the following conditions:

- The exhibitor or show manager must register their access point(s) using the McCormick Place Wi-Fi Waiver Form and provide all required information at least 14 days in advance of the first move-in day for the show.
- The exhibitor or show manager must purchase a 6 Mbps or greater dedicated service from the facility for use with the access point.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor or show manager must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor or show management provided unit interferes with the facility’s Wi-Fi system, the user will be required to disable it. If the access points were registered with the facility, the user will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
- If an exhibitor or show manager is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
- Exhibitors or show managers who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

Read carefully before using outside wireless internet providers

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, they typically interfere with the Wi-Fi signal provided to users on the facility system. McCormick Place provides a competitively priced, exhibitor targeted Wi-Fi service which can be used throughout the facility and is supported by an in-house staff. In order to help our customers who need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party example	McCormick Place VIP Wireless
Basic Service for one device	\$499 (4 devices maximum)	\$300 (\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3 rd party offerings, this service can extend to any number of devices needed at a continually reducing scale.)
*Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi provider other than McCormick Place.		
Additional days beyond 3	\$125	No charge
*The basic service from our sample provider only covers 3 days.		
Shipping	\$60	No charge
Estimated total for a 4-day show	\$684	\$300

Although the initial appearance may be that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
 - Visit customers who require customer support
 - Help customers with device configuration
 - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
 - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

Wireless Access Point Waiver

If you plan to utilize a wireless access point on a hard-wired service, please review this page carefully and submit the necessary information

McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel and the Marquis Marriott Hotel.

McCormick Place may offer a waiver to allow an exhibitor to provide wireless service within their own booth/contracted space. A waiver will only be provided under the following conditions:

1. The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
2. The exhibitor must purchase a 6 Mbps or greater dedicated wired internet service from the facility.
3. Any approved access points must be capable of manual power output and channel selection adjustments.
4. The exhibitor must configure the approved access point to the requirements specified by the facility.
5. Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.

If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, their wired service will be terminated.

Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

Please email the following information to technology@mccormickplace.com no later than 1 week prior to event move in.

- Event Name
- Company Name
- Contact information

- SSID
- AP MAC Address
- AP Manufacturer
- AP Model

- Intended 2.4 GHz Channel (1, 6, or 11)
- Intended 2.4 GHz Signal Strength
- Intended 5 GHz Channel
- Intended 5 GHz Signal Strength
- Intended Mounting Height:

Placing an Order

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the **deadline date** or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order, payment, and floor plan** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

Payment Policy

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event. For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the State of Illinois.

Cancellation Policy

- For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.
- For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.
- For cancellation of a service that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.
- For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

Limitation of Liability

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

TECHNOLOGY SERVICES RATE SHEET

Effective June 1, 2023 - May 31, 2024
Rates are subject to change without notice

DEADLINE DATE: February 28, 2024

[Click here to order Technology Services](#) or go to www.mccormickplace.com

DIGITAL WIRED INTERNET SERVICES		
Refer to page 8 for service descriptions.		
All services include installation of ONE 10Base T Network cable, terminated on an RJ45 end.	Advance Rate	Standard Rate
3401 - Associate Class	\$ 600.00	\$ 750.00
3402 - Executive Class	\$ 1,300.00	\$ 1,625.00

DEDICATED WIRED INTERNET SERVICES		
3405 - 3.0 Mbps Service	\$ 4,000.00	\$ 5,000.00
3406 - 6.0 Mbps Service	\$ 8,000.00	\$ 10,000.00
3407 - 12.0 Mbps Service	\$ 10,000.00	\$ 12,500.00
3354 - Additional TCP/IP Address	\$ 150.00	\$ 200.00
Dedicated Services greater than 12.0 Mbps Please call us at 312-791-6113		
Connecting a wireless access point is permitted on 6.0 Mbps or greater.		

EQUIPMENT SERVICES		
3358 - 8 Port Hub Rental	\$ 125.00	\$ 160.00
3376 - 16 Port Hub Rental	\$ 200.00	\$ 250.00
3377 - 24 Port Hub Rental	\$ 250.00	\$ 315.00
3367 - Firewall Rental	\$ 625.00	\$ 780.00

WIRELESS INTERNET SERVICES		
To utilize VIP services your device must support 5.0 Ghz. One service for each device. Cannot be transferred across devices. CALL FOR MULTI-USER PRICING		
3415 - VIP Plus Wireless (10 Mbps)	\$ 300.00	\$ 375.00
3425 - VIP Ultimate Wireless (Unthrottled)	\$ 450.00	\$ 525.00

LABOR ONLY SERVICES		
Additional wiring is done by our installers on a time and material basis. CAT 5 Cable is included in the labor rate.		
3359 - Technology Services Labor Only - Use this service to request telecom labor for booth when there is no internet services required. Deposit charged actual labor billed once work in completed.	\$ 116.00	
4007 - Back Out Lights Over Booth - Use this service to request labor to back out lights, Deposit charged actual labor billed once work in completed.	\$ 116.00	

TELEPHONE SERVICES		
Refer to page 6 for service descriptions.		
Single line and multi-line services include phone instruments.	Advance Rate	Standard Rate
3310 - Analog Single Line	\$ 290.00	\$ 435.00
3321 - Analog Single Line Extension	\$ 140.00	\$ 210.00
3315 - Digital Multi-Line	\$ 620.00	\$ 930.00
3322 - Digital Multi-Line Extension	\$ 315.00	\$ 475.00
3311 - Voice Mail (for Analog Single Line Only)	\$ 60.00	\$ 90.00
3319 - Other Carrier Services	\$ 265.00	\$ 398.00
3340 - Polycom Sound Station Must order a Analog Single Line service	\$ 210.00	\$ 210.00
3337 - Analog Single Line Speaker Phone Must order a Analog Single Line service	\$ 12.00	\$ 18.00
Services includes: Unlimited Free Toll-free and Local (Chicago Metro) calls 100 minutes on Domestic Long Distance at no charge We charge for all international calls		

CABLE TV SERVICES		
Service Available in South and West Buildings. Limited service available in North, please call 312-791-6113 to confirm location. No service in Lakeside.		
1560 - Cable Access	\$ 257.00	\$ 386.00
1570 - Additional Connection - only one additional per Cable Access (1560) permitted	\$ 32.00	\$ 50.00

LABOR RATES		
Straight Time	\$	116.00
Over Time	\$	166.00
Double Time	\$	216.00

Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

Please be sure to include the following items:

- Company Name and Booth Number
- On-site name, cell number, and expected arrival date
- Equipment delivery and Flooring installation date.

Terms and Conditions for Internet Services

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - a. assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - b. collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
 - a. **Applicability.** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
 - b. **Revisions to Policy.** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
 - c. **Violations.** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
 - d. **Commercial Use.** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
 - e. **No Reselling of Services.** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.
 - f. **No Illegal or Fraudulent Use.** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
 - g. **No Infringement of Intellectual Property Rights.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.

Terms and Conditions for Internet Services (continued)

- h. **No Threats of Harassment.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
 - i. **No Harm To and Protection of Minors.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children's Online Privacy Protection Act.
 - j. **No Spamming.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
 - k. **No Hacking.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person's computer or computer system, software, data, confidential or proprietary information of others without the owner's knowledge and consent ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.
 - l. **No System Disruption.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
4. **No Impersonation of Forgery.** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
5. **No Abuse of Newsgroups.** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
6. **No Viruses.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
7. **Wi-Fi Monitoring.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
8. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

Terms and Conditions for Internet Services (continued)

9. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
10. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
11. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
12. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
13. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
14. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
15. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: <http://www.mccormickplace.com/exhibitors/wireless-internet.php>
16. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

Facility Regulations

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. Upon proof of show management approval, an insurance disclaimer will need to be completed. Disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Risk Management Manager at (312) 791-7113.
- A City of Chicago Application for Temporary Animal Exhibition Permit must be obtained for all animals and pets in your exhibit. An application fee will apply. For more details please call (312) 791-7113

Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking and vaping are not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

- Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.
- All requests for hanging items must be reviewed and approved by Show Management.
- The responsibility to hang an item is shared by your general service contractor and the utility provider.
- For Items weighing 500 lbs. or more, drawings must be reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire & Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking and ASUV Programs

Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [McCormick Place Parking](#)

Self-loading/Unloading

- **Automobile and Small Utility Vehicle (ASUV) Program**
 - McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at ASUV for complete details.
- **Hand Carried Items**
 - Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

Exhibit Hall Use and Guidelines

McCormick Place Access Regulations (BEEP)

All Event Approved Contractors (EACs) or persons working on show floor must enter through one of the 3 Building Entry and Exit Procedure (BEEP) locations and receive/wear the wristband of the day.

This allows entry into McCormick Place buildings and must be adhered to regardless of credentialing system issued for floor access by event management.

The exception is for official exhibitors wearing show credentials - contractors working on the show floor to assemble and disassemble booths or similar type work should not be issued exhibitor credentials to circumvent this process.

Fire Safety Regulations

- Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.
- Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.
- The Fire & Safety Manager at 312-791-6079 or agray@mccormickplace.com can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.

Booth Staging (continued)

- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire & Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire & Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.

Hazardous Demonstration/Display Materials/Pyrotechnics (continued)

- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device but cannot be stored overnight.
 - All fuel transfers must use safety cans.
 - When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

- If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables, and other display equipment must be clear of all aisles, corridors, stairways, and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire & Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Multi-Level Booths or Ceilings (including tents) continued

Booths fall into one of the five following booth formats:

- Format 1: Exhibits with two stories under 225 square feet
- Format 2: Exhibits with two stories at or over 225 square feet
- Format 3: Exhibits with ceilings under 225 square feet
- Format 4: Exhibits with ceilings at or over 225 square feet
- Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

Fire Code Compliance – Exhibits with Multiple Levels or Ceilings				
Fire Code Item	Booth Format			
	1	2	3	4
1. Maximum Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits, using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:
 - Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.

Fire Code Items for Multiple Level Booths (continued)

- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fireguards is subject to prior approval by the McCormick Place Fire & Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

PHOTO & VIDEO PRODUCT & PRICING SHEET

Order by **2/25/24** for a
10% DISCOUNT
Scan here & use code **TIHS24**:



PHOTOGRAPHY ON SHOW SITE

Prices subject to change without notice.

Single View	\$199 (includes image retouching & unlimited usage rights)
Pro Pak A: 6 views	\$1,133 up to 5 added views, \$75 each
Pro Pak B: 15 views	\$2,240 up to 10 added views, \$75 each
Events and Awards	\$375 per hour

ADD-ONS TO ABOVE:

25-Foot Tripod	\$500 (plus shipping if required)
8x10 Prints	\$35 each
Headshot Café	4 consecutive hour minimum includes 1 hour for set-up and breakdown Email Delivery: 1-day \$350 per hour 2-3 days \$325 per hour 4+ days \$300 per hour Web Gallery: 1-day \$285 per hour 2-3 days \$255 per hour 4+ days \$205 per hour.
Hair & Make-Up	\$200 per hour with 4 consecutive hour minimum
Wi-Fi	\$50 per hour
Photo Booth	Starts at \$1,000 for 3 consecutive hours. Call for info and quote.
Product Photography	1 Photo: \$49.99 2-9 Photos: \$47.99 10-19 Photos: \$44.99 20-29 Photos: \$42.99 30-50 Photos: \$39.99 50+ Photos: Request a Quote

Add Ons:

Jewelry, watches & reflective products plus \$19 each
Products over 2' – 5' high – plus \$19 each
Products 5' plus high – plus \$59 each

To place order & view samples scan QR code or visit www.Shop.OscarAndAssociates.com

PHOTO & VIDEO PRODUCT & PRICING SHEET

Order by 2/25/24 for a
10% DISCOUNT
Scan here & use code **TIHS24**:



VIDEOGRAPHY ON SHOW SITE

Prices subject to change without notice.

2-Hour Video Shoot \$1,590 (includes small light kit & one microphone)

4-Hour Video Shoot \$2,125 (includes small light kit & one microphone)

8-Hour Video Shoot \$3,250 (includes small light kit & one microphone)

ADD ONS TO ABOVE

Voice Over \$400
Post Show Editing \$1,500 (includes 2 rounds of revisions)
On-Site Editing \$800 in addition to post show editing
Dedicated Audio Person \$249 per hour with 4 consecutive hour minimum

2-hour video shoot
w/post show edit \$2,275

ADD ONS TO ABOVE

Voice Over \$400
On Site Editing \$800
Buy Out of RAW footage \$300

Time-Lapse of Booth Build Starts at \$2,000 – call for information and booking

30-Minute Video at Booth \$700 – captured during photo session OR when crew is available.
Does not include audio, editing and can't be scheduled.

ADD ONS TO ABOVE

Post Show Editing \$1,500
On-site Editing \$800 in addition to post show editing

EXHIBITOR MENU

AUTHENTIC CHICAGO

VIBRANT FLAVORS

THE
INSPIRED
HOME
SHOW.

March 17-19, 2024 | McCormick Place | Chicago, IL

Please submit all orders by: February 16, 2024

infoovg@mccormickplace.com

Catering office: 312-791-7250



McCORMICK PLACE®
C H I C A G O

BREAKS & REFRESHMENTS

Prices do not include taxes and administrative fees.



CONTINENTAL BREAKFAST BOXES

PRICED PER DOZEN

DANISH	360.00
Raspberry Danish, Hard Boiled Egg, Greek Yogurt and Grapes	
CROISSANT	360.00
Petite Plain and Chocolate Croissant, Butter, Raspberry Preserves, Brie Cheese and Grapes	
BREAKFAST BREAD	360.00
Banana Bread, Butter, Nut Free Snack Mix, Cheddar Cheese, Fruit and GreekYogurt	
SCONES	360.00
Blueberry and Cinnamon Chip Scones, Cottage Cheese, Hard Boiled Egg and Berries	
SMOKED SALMON	408.00
Smoked Salmon, Plain Bagel, Cream Cheese, Tomato, Cucumber, Hard Boiled Egg and Fruit Salad	

BREAKFAST ADDITIONS

PRICED PER DOZEN

CHEF'S DAILY ASSORTMENT OF BREAKFAST PASTRIES.....	58.00
FRESHLY BAKED MUFFINS	49.00
Blueberry, Chocolate Chip, Banana Nut or Assorted (orders over 2 dozen)	
BAGELS AND CREAM CHEESE	50.00
Choice of Plain, Cinnamon Raisin, or Whole Grain served with Cream Cheese	
FRESHLY BAKED DANISH	49.00
Raspberry, Classic Cheese, Almond, Caramel Apple or Assorted (orders over 2 dozen)	
BREAKFAST BREADS	49.00
CINNAMON CHIP SCONES	49.00
CROISSANTS.....	110.00
BISCOTTI	80.00
ASSORTED WHOLE FRUIT.....	36.00
ASSORTED GREEK YOGURTS	50.00
ASSORTED YOGURTS.....	48.00
Assorted Regular and Low-Fat Flavors	
INDIVIDUAL CEREAL WITH MILK.....	54.00
General Mills Cereals	
HARD BOILED EGGS (2 per cup, Peeled)	72.00
Served with Salt and Pepper Packets	

BREAKFAST ENHANCEMENTS

PRICED PER DOZEN

FRUIT & YOGURT PARFAIT	90.00
Vanilla Yogurt with Seasonal Fruit Preserves and locally produced Gluten-Free Maple Pecan Granola	
FRUIT CUP.....	90.00
Assorted Fresh Cut Seasonal Fruit	

BREAKFAST SANDWICHES

PRICED PER DOZEN

ENGLISH MUFFINS	102.00
Sausage, Egg and White Cheddar Cheese or Egg and White Cheddar Cheese	
BISCUITS.....	105.00
Country Ham, Egg and Smoked Gouda Cheese or Egg, Portobello Mushroom, Roasted Tomato and Smoked Gouda	
BURRITOS	105.00
Roasted Poblano Pepper, Egg, Chorizo, Potato and Monterey Jack Cheese Served with Salsa Roja or Roasted Poblano Pepper, Egg, Potato and Monterey Jack Cheese Served with Salsa Roja	
CROISSANTS	114.00
Applewood Bacon, Egg and Fontina Cheese or Egg, Roasted Vegetable and Fontina Cheese	
HEALTHY STARTS	114.00
Egg White, Roasted Red Pepper, Baby Spinach, Turkey Sausage and Low Fat Swiss on a Whole Wheat Focaccia Roll or Egg White, Roasted Red Pepper, Baby Spinach and Low Fat Swiss on a Whole Wheat Focaccia Roll	
PLANT BASED BREAKFAST WRAP	114.00
Roast Poblano Pepper, Just Egg, Wicked Kitchen Chorizo, Follow Your Heart Cheddar and House made Salsa Roja in a Tortilla Wrap	



BOXED LUNCHES

Prices do not include taxes and administrative fees.

BOXED LUNCHES

30.00 PER PERSON

Each box includes individual bag of chips, tortellini pasta salad and cookie.

Minimum of 12 order per selection.

Maximum of two selections for groups of 13 or less.

Maximum of three selections for groups of more than 26.

GRILLED CHICKEN BREAST

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Focaccia Bread

GRILLED FLANK STEAK

Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

HERB ROASTED TURKEY BREAST

Swiss Cheese, Lettuce, Tomato and Dijonaise on Whole Wheat Focaccia

THE ITALIAN

Genoa Salami, Capicola Ham, Provolone Cheese, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

HICKORY SMOKED HAM

White Cheddar Cheese, Lettuce, Tomato and Honey Mustard on a Croissant

CAPRESE

Vine Ripened Tomatoes, Fresh Mozzarella Basil, Hearts of Romaine and Balsamic Drizzle on Ciabatta

PLANT BASED DELI-STYLE TUNA

House Made Good Catch Tuna Salad, Celery, Dill, Vegan Mayonnaise And Sweet Relish With Sliced Local Tomatoes, Served On A Ciabatta Roll

PLANT BASED SALMON AVOCADO

Good Catch Teriyaki Salmon Cakes, Avocado, Cherry Tomatoes, Green Onions And Mixed Greens On A Whole Grain Wrap

GRILLED PORTOBELLO MUSHROOM SANDWICH

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia



BOXED SALADS

Prices do not include taxes and administrative fees.

BOXED SALADS

30.00 PER PERSON

Each box includes artisan roll, butter, and cookie.

Minimum of 12 order per selection.

Maximum of two selections for groups of 12 or less.

Maximum of three selections for groups of more than 13.

BABY SPINACH & STRAWBERRY SALAD

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

LA GRILLED CHICKEN COBB SALAD

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

SOUTHWEST TURKEY SALAD

Mixed Baby Greens, Sweet Bell Pepper, Monterey Jack Cheese, Chile Spiced Corn and Tomato Relish, Roasted Turkey Breast, Tortilla Strips and Cilantro with Creamy Cotija-Lime Dressing and Balsamic Drizzle on Ciabatta

PLANT BASED NICOISE SALAD

Good Catch Tuna, Roma Tomatoes, Bibb Lettuce, Green Beans, Red Potatoes, Mustard Vinaigrette

SONOMA QUINOA SALAD

Red Quinoa, Edamame, Mango, Red Onion, Red Pepper, Cranberries, Almonds, Coconut, Cilantro and Baby Spinach with Lime Vinaigrette

CAULIFLOWER LENTIL SALAD

Roasted Peppers, Onions, Red Lentils, Baby Spinach with Sherry Vinaigrette

SANDWICH PLATTERS

Prices do not include taxes and administrative fees.

SANDWICH PLATTERS

Each box includes individual bag of chips and condiments

Priced for 6 Guests

CHEF'S DELICATESSEN PLATTER...128.00

Make your own Deli Sandwiches

Roast Beef, Turkey Breast, Ham, Swiss Cheese and Cheddar Cheese with Lettuce, Sliced Tomato, Condiments and a Selection of Sliced Breads

HERB ROASTED TURKEY BREAST...102.00

Herb Roasted Turkey Breast, Swiss Cheese, Lettuce, Tomato and Dijonaise on Whole Wheat Focaccia

GRILLED FLANK STEAK.....102.00

Grilled Flank Steak, Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

HICKORY SMOKED HAM.....102.00

White Cheddar Cheese, Lettuce, Tomato and Honey Mustard on a Croissant

ITALIAN.....102.00

Genoa Salami, Capicola, Provolone, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

GRILLED CHICKEN BREAST.....102.00

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on a Focaccia Roll

CAPRESE.....102.00

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on a Focaccia Roll

GRILLED PORTOBELLO.....102.00

ettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

PLANT BASED DELI-STYLE TUNA...102.00

ettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

PLANT BASED SALMON AVOCADO.....102.00

Good Catch Teriyaki Salmon Cakes, Avocado, Cherry Tomatoes, Green Onions And Mixed Greens On A Whole Grain Wrap



SALAD PLATTERS

Prices do not include taxes and administrative fees.

SALAD PLATTERS

Each box includes individual bag of chips and condiments

Priced for 6 Guests

GREEK VEGETABLE SALAD.....\$80.00

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano and Red Onion with Greek Dressing

BABY SPINACH & STRAWBERRY.....80.00

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

L.A. GRILLED CHICKEN COBB...\$102.00

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

MEDITERRANEAN COUSCOUS....\$80.00

Large Couscous Pasta, Baby Spinach, Marinated Artichokes, Tomato, Red Onion, Cucumber, Kalamata Olives and Feta with Lemon-Oregano Vinaigrette

MESCLUN SIDE SALAD.....32.00

Mesclun Greens, Grape Tomato, Radish and Shaved Carrot with Italian Dressing

FRESH FRUIT.....32.00

Agave Nectar

SONOMA QUINOA.....32.00

ettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

CHEESE TORTELLINI.....32.00

ettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

SNACKS

Minimum Order of One Dozen Per Item.

Prices do not include taxes and administrative fees.

INDIVIDUALLY WRAPPED (Pricing is per dozen)

Chocolate Dipped Graham Crackers	53.00
Chocolate Pretzel Rods.....	53.00
Kind Bars	53.00
Bird Seed Bars	50.00
Assorted Energy Bars	56.00
Assorted RX Bars	86.00
Assorted Quaker Granola Bars	44.00
Bags of Stacy's Pita Chips	50.00
Bags of Assorted Chips	38.00
Individual Trail Mix.....	74.00
Individual Bag of Nuts	74.00
Garrett Chicago Mix Popcorn	80.00
Skinny Pop Popcorn.....	50.00
Sabra Hummus and Pretzel Cup	74.00
Sabra Guacamole and Tortilla Cup.....	74.00
Mozzarella or Cheddar Cheese Sticks	38.00
Beef Jerky Sticks.....	86.00
Novelty Ice Cream or Fruit Bars	54.00
Premium Ice Cream or Fruit Bars	77.00
Freshly Baked Cookies	42.00
Fudge Brownies	45.00
Rice Krispy Treats	48.00
Lemon Bars.....	51.00
Biscotti	79.00
Chocolate Dipped Strawberries.....	79.00
Assorted Cake Pops.....	136.00
Assorted Dessert Bars	48.00

BETTER THAN ICE CREAM (Plant Based) \$84.00

Individual Wicked Kitchen Ice Cream Novelties -

A selection of Chocolate Almond Sticks, Red Berry Cones and Berry White Sticks



SNACKS

Prices do not include taxes and administrative fees.

PER POUND

Premium Mixed Nuts.....	42.00
Honey Roasted Peanuts	24.00
Miniature Pretzels.....	22.00
Miniature Hershey's Chocolates.....	27.00

SERVES 8-10 PEOPLE

Potato Chips & French Onion Dip.....	26.00
Pita Chips & Hummus.....	30.00
Tortilla Chips and Salsa.....	26.00

SNACK CUPS

Minimum of 12 per selection (Priced by the Each)

Red Grapes and Cubed Cheddar Cheese	7.50
Domestic Cheese and Crackers	7.50
Diced Salami and Gouda	7.50
Individual Crudités - Carrots, Celery, Radish, Cucumber, Tomato and Ranch Dressing	7.50
Italian Antipasto Cups - Artichoke, Sundried Tomato, Olives, Pepperoni, Provolone and Zesty Italian Dressing	7.50
Petite Trail Mix Cups	7.50
Hard Boiled Eggs (2 per cup) with Salt and Pepper Packets	6.00

SNACK PACKS • \$16.00

Minimum of 12 per selection

- Tomato-Basil Bruschetta, Crostini, Prosciutto and Fresh Mozzarella Cheese
- Local Gouda, Candied Pecans and Cheese Crisps
- Turkey Breast, Hooks Cheddar Cheese, Strawberries and Almonds
- Greek Town Mezze Hummus, Pita, Baba Ganoush and Cucumber Slices
- Grilled Chicken Breast, Hard Boiled Egg, Provolone Cheese and Marinated Tomatoes



GARRETT POPCORN

Prices do not include taxes and administrative fees



GARRET POPCORN

Garrett Popcorn Shops® use only the highest quality wholesome ingredients. Garrett Popcorn coats every kernel with the secret family recipes in old fashioned copper kettles. GARRETT...LIKE NO OTHER®

INDIVIDUAL BAGS

PRICED PER DOZEN

small bag (2 cups)	84.00
medium bag (4 cups)	114.00
large bag (6.5 cups).....	162.00

FLAVORS

Garrett mix®: combination of caramelcrisp® & cheesecorn, caramelcrisp®, cheesecorn, buttery

one-time delivery fee 50.00

LIMITED TIME FLAVORS

ask your catering sales manager for the seasonal and limited time offerings

CUSTOMIZE YOUR GARRETT POPCORN BAG

INCREASE YOUR BRAND AWARENESS

pocket bags.....	1.00 PER BAG
bag labels	1.00 PER LABEL



GARRETT CART..... 2,000.00

INCLUDES

approximately (400) 1 cup snack bags
attendant to scoop and serve
Garrett snack bags, scoops and napkins
Garrett branded cart

CHOOSE UP TO 4 FLAVORS

Garrett mix®: combination of caramelcrisp® & cheesecorn, caramelcrisp®, cheesecorn, buttery

ADDITIONS

bags.....100 BAGS | 500.00
hours UP TO 4 ADDITIONAL HOURS | 375.00

BEVERAGES

HOT BEVERAGES (3 GALLON MINIMUM) PRICED PER GALLON

STARBUCKS Regular Coffee.....	75.00
STARBUCKS Decaffeinated Coffee	75.00
Regular Coffee.....	68.00
Decaffeinated Coffee	68.00
Hot Tea	65.00
Hot Chocolate.....	65.00

COLD BEVERAGES BY THE GALLON

Orange Juice (by the gallon)	44.00
Iced Tea (by the gallon)	44.00
Lemonade (by the gallon)	44.00

INFUSED WATER (PRICED PER 3 GALLONS) INCLUDES WATER DISPENSER

- Classic Lemon
- Cucumber-Mint
- Grapefruit-Rosemary
- Pineapple-Blackberry
- Mango, Lime and Basil
- Kiwi-Strawberry

SOFT DRINKS BY THE CASE

Pepsi, Diet Pepsi, & Starry (24pk)	78.00
Aquafina Bottled Water (24pk).....	78.00
Bubly Sparkling Water (24pk)	78.00
Bottled Juice (24pk)	102.00
Bottled Iced Tea (12pk)	51.00
Energy Drink (12pl)	63.00
Starbucks Frappuccino (12pk)	75.00
Milk Pint (12pk)	33.00



EXHIBIT ENGAGEMENT BUILDER

Prices do not include taxes and administrative fees Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor. .



FRESH BAKED COOKIES

Who can resist the temptation brought on by the aroma of fresh oven-baked cookies? Offer your guests a special treat with a choice of the following flavors:

CHOCOLATE CHIP | PEANUT BUTTER | OATMEAL RAISIN | SUGAR | WHITE CHOCOLATE MACADAMIA

COOKIE SERVICE

FOR UP TO 8 HOURS 1,275.00

- INCLUDES:
- one attendant to bake and serve cookies
- convection cookie oven rental
- 400 cookies (2 cases/1-2 flavors)

FOR UP TO 4 HOURS 800.00

- INCLUDES:
- one attendant to bake and serve cookies
- convection cookie oven rental
- 200 cookies (1 case/1 flavor)

ADDITIONAL COOKIES

CASE OF COOKIES (200 COOKIES) 320.00

- one flavor per case; cases cannot be divided
- required power: 120v/20amp dedicated circuit per machine
- one time delivery fee: 50.00 | one-time pick-up fee 50.00

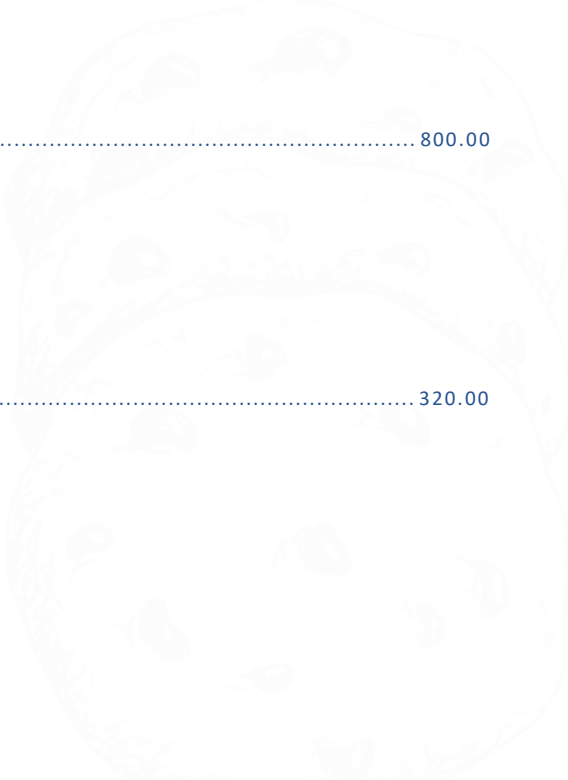


EXHIBIT ENGAGEMENT BUILDER

Prices do not include taxes and administrative fees Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor. .



BARISTA BAR

The finest quality, fresh roasted espresso for your beverages a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

BARISTA BAR SERVICE

FOR UP TO 8 HOURS.....2,275.00

Price does not include fees for power.

INCLUDES:

- one professionally attired barista
- contemporary cappuccino machine
- 400 espresso based beverages served in disposable cups (additional cups may be purchased)
- beverages including americano, cappuccino, latte and espresso

SPECIALTY DRINKS UPGRADES225.00

vanilla lattes, mochas and hot chocolate

ADDITIONS:

- iced americanos and lattes75.00
- additional beveragesper 100 | 565.00
- additional hoursper hour | 200.00
- required power: (2) 120v/20amp dedicated circuit per machine
- one-time set-up fee: 250.00

FROZEN BEVERAGE

STATIONS

Our collection of classic and inspired frozen beverages over many ways to draw traffic to your booth. Each service is sold individually for the duration of the show.

FROZEN BEVERAGE SERVICE

FOR UP TO 8 HOURS.....2,275.00

Price does not include fees for power.

INCLUDES:

- one professionally attired attendant
- 400 beverages served in disposable cups
- high-volume ice blending machine

CHOOSE 1 SERVICE FOR THE DURATION OF THE SHOW:

- Garrett's Caramel Corn Frappe
frozen fun with Chicago's original caramel corn since 1949
- Frozen Coffee
Delicious, Cool and Caffeinated
- Eli's Cheesecake Shake
popular cake shake with Chicago's iconic Eli's Cheesecake since 1980
- Frozen Lemonade
tart, smooth and creamy
- Strawberry & Mango Smoothie
choice of strawberry, mango or layered combination

ADDITIONS:

- add blueberry boba pearls to beverages150.00
- additional beveragesper 100 | 565.00
- additional hoursper hour | 200.00
- required power: (2) 120v/20amp dedicated circuit per machine | one-time set-up fee: 250.00

EXHIBIT ENGAGEMENT BUILDERS

Prices do not include taxes and administrative fees

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor. .



SUNDAE BAR.....2150.00 | 8HRS

Service for 8 Hours or Until Product Runs Out

PACKAGE INCLUDES:

- o Approximately (380) 4oz servings
- o Soft Serve machine rental; table top or standing
- o One Attendant to serve
- o Cones or Cups and Toppings

CHOCOALTE | VANILLA ICE CREAM

Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles, Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

ADDITIONAL SOFT SERVE..... 750.00

APPROX 380 (4oz) Servings

ROOTBEER FLOAT 2150.00 | 8HRS

PACKAGE INCLUDES:

- o Approximately (300) 10oz servings
- o Soft Serve machine rental; table top or standing
- o One Attendant to serve
- o Cups, Straws, and Spoons

ADDITIONAL FLOATS 690.00

APPROX 100 (10oz) Servings

ICE CREAM BAR CART

DOVE 300.00 | HAAGAN-DAAS 400.00

50 ICE CREAM BARS

ONE ATTENDANT TO SERVE375.00 | 4HRS MIN

ICE CREAM CART RENTAL150.00 | DAY

ONE TIME DELIVERY FEE50.00

ONE TIME PICK UP FEE.....50.00

HOT JUMBO PRETZEL SERVICE

TRADITIONAL PRETZEL SERVICE.....225.00

PACKAGE INCLUDES:

- o 50 Traditional Pretzels
- o Mustard Packets

TRADITIONAL PRETZEL WITH CHEESE SERVICE...250.00

PACKAGE INCLUDES:

- o 50 Traditional Pretzels
- o Individual Containers of Nacho Cheese

SPECIALTY STUFFED PRETZEL SERVICE..... 350.00

MUST BE ORDERED TWO WEEKS IN ADVANCE

PACKAGE INCLUDES:

- o 48 Pretzels (Choice of 1 Flavor)
- Grilled Cheese | Pizza | Jalapeno Cheese | Spinach & Feta |
- Sweet Cream Cheese

ONE ATTENDANT TO SERVE375.00 | 4HRS MIN

PRETZEL WARMER RENTAL150.00 | DAY

ONE TIME DELIVERY FEE50.00

ONE TIME PICK UP FEE.....50.00

EXHIBIT ENGAGEMENT BUILDERS

Prices do not include taxes and administrative fees
Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor. .



WARM ROASTED NUTS

Limited number of machines available per show

ROASTED PEANUT SERVICE.....2,150.00

FOR UP TO 8 HOURS

PEANUTS ROASTED WITH HONEY

Package Includes:

- approximately 160 2oz servings
- paper cones and napkins
- nut roaster machine
- specialty service associate for up to 8 hours to roast and serve

ROASTED ALMOND SERVICE.....2,350.00

FOR UP TO 8 HOURS

ALMONDS ROASTED WITH SAMBAL, BROWN SUGAR AND EVOO

Package Includes:

- approximately 160 2oz servings
- paper cones and napkins
- nut roaster machine
- specialty service associate for up to 8 hours to roast and serve

PISTACHIO SERVICE.....2,150.00

UP TO 8 HOURS

PISTACHIOS ROASTED WITH CINNAMON AND CHIPOTLE SEASONING

Package Includes:

- approximately 160 2oz servings
- paper cones and napkins
- nut roaster machine
- specialty service associate for up to 8 hours to roast and serve

ADDITIONAL PEANUTS \$160.00
(80) 2oz servings

ADDITIONAL ALMONDS \$225.00
(40) 2oz servings

ADDITIONAL PISTACHIOS \$530.00
(40) 2oz servings

EXHIBIT ENGAGEMENT BUILDERS

Prices do not include taxes and administrative fees

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor. .



WATER COOLER

REQUIRED POWER 110V/ 15AMP

HOT AND COLD WATER WITH TOUCHLESS SERVICE

FIRST DAY RENTAL.....138.00
EACH ADDITIONAL DAY RENTAL.....40.00

PURIFIED WATER JUGS

FIVE GALLON, EACH.....40.00
INCLUDES 100 FLAT BOTTOM CUPS

PREMIUM ICE CREAM, FROZEN COFFEE & SORET

REQUIRED POWER 120V/20 AMP

SERVICE FOR UP TO 4 HOURS....4000.00

Package Includes:

- o (400) 2oz servings
- o 1 trained & licensed attendat to create and serve
- o Elegant LED bar & podium (Color Matching Available)
- o Disposable cups, spoons, and napkins

Choose 2 flavors (duration of show dates)

Strawberry Sorbet | Strawberry Lime Sorbet | Pineapple
Coconut Sorbet | Mango Citrus Sorbet | Cafe Latte
Mocha Latte

ONE TIME SET UP FEE.....50.00
ATTENDANT FEE.....375.00
100 ADDITIONAL SERVING.....800.00
TOPPINGS BAR (PER SERVING)......1.00

FRESH POPCORN SERVICE

REQUIRED POWER 120V/20 AMP

SERVICE FOR UP TO 8 HOURS....1,200.00

Package Includes:

- o Tabletop popcorn machine rental
- o One attendant to pop and serve the popcorn
- o 2 cases of 4oz bags of popcorn
- o White popcorn bags
- o Logo popcorn bags available upon request with an additional fee and 3 week lead time

SERVICE FOR UP TO 4 HOURS.....700.00

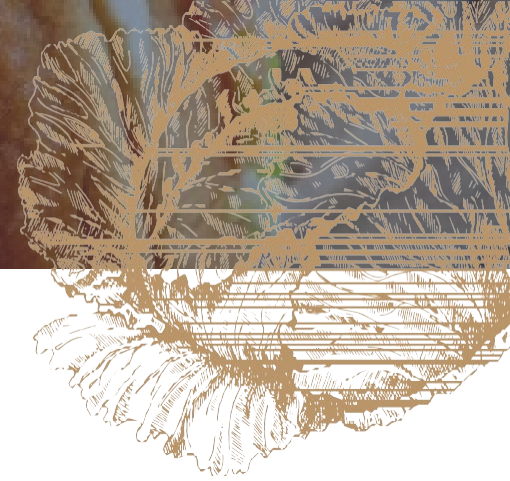
- o Tabletop Popcorn machine rental
- o One attendant to pop and serve the Popcorn
- o Approximately (100) 4oz bags of Popcorn (1 case)
- o White Popcorn bags
- o Logo popcorn bags available upon request with an additional fee and three week lead time

ONE TIME DELIVERY FEE.....50.00

ONE TIME PICK UP FEE.....50.00

ADDITIONAL POPCORN.....225.00

PER CASE (100) 4OZ BAGS



COLD HORS D'OEUVRES

Sold Per 25 Pieces Prices do not include taxes and administrative fees.
Attendants are available for \$375.00 each for up to four hours of service.

- GRAPE & GOAT CHEESE LOLLIPOP.... | 30.00
Rolled in Crushed Pistachios

- GORGONZOLA, BALSAMIC FIG AND PECAN
CROSTINI..... | 25.00

- WHIPPED BRIE, BACON AND PICKLED
BLUEBERRYCROSTINI..... | 25.00
Grilled Crostini

- BOURSIN CHEESE AND RIESLING POACHED PEAR
PARMESAN CRISP PINWHEEL..... | 25.00

- CAPRESE SKEWERS..... | 25.00
Grape Tomato, Mozzarella, Basil and Balsamic

- CURRIED CHICKEN LETTUCE WRAP..... | 30.00
Fresh Chives

- SPICED CHICKEN WONTON SALAD CUPS..... | 30.00
Sweet Chili Sauce, Kimchi Slaw with Wonton Strips

- NY STRIP LOLLIPOPS..... | 55.00
Red Onion Jam, Horseradish Cream and Micro Arugula

- PETITE AHI TUNA TACO..... | 220.00
Spicy Avocado Puree, Pickled Ginger and Micro Cilantro

- SEARED SCALLOP..... | 220.00
Grapefruit Yuzu Marmalade, Pink Peppercorn and Chervil

- BEEF TENDERLOIN CROSTINI..... | 55.00
Horseradish Cream, Baby Arugula, Sweet Red Onion Confit
and Crispy Crostini

- LOBSTER "BLT" STUFFED CHERRY TOMATO..... | 55.00
Lobster, Bacon, Chervil and Lemon Aioli

- SHRIMP COCKTAIL..... | 55.00
Horseradish Cocktail Sauce and Lemon Basil Aioli

PLANT BASED COLD HORS D'OEUVRES

- GOOD CATCH TUNA CAPONATA
BRUSCHETTA..... | 130.00
Olive Oil, Kalamata and Herbs

- GOOD CATCH TUNA SALAD SLIDER..... | 130.00
Deli style Tuna, Vegan Mayonnaise, Pickled Onion
and Tomato



HOT HORS D'OEUVRES

Sold Per 25 Pieces Prices do not include taxes and administrative fees.
Attendants are available for \$375.00 each for up to four hours of service.

BACON WRAPPED ALMOND STUFFED
FIG.....140.00
Piquillo Pepper Sauce

BACON WRAPPED DIVER SCALLOP.....220.00
Red Pepper Romesco Sauce

BACON WRAPPED ROASTED
JALAPENO140.00
Cheddar Cheese and Chipotle Ranch

WHITE CHEDDAR MAC & CHEESE
BITES.....125.00
Spicy Tomato Jam

VEGETABLE OR CHICKEN POT STICKER.125.00
Rice Vinegar, Soy and Chili Flake Dipping Sauce

SEARED BLUE CRAB CAKE.....155.00
Citrus Aioli

FRENCH ONION TARTLETS.....125.00

PORTOBELLO MUSHROOM SLIDER.....140.00
Roasted Tomato and Red Pepper Hummus

SMOKED GOUDA AND BEEF SLIDER.....150.00
Red Onion Jam and Black Truffle Aioli

MONTEREY JACK CHEESE AND TURKEY
SLIDER.....140.00
Sweet Pickle and Spicy Ketchup

ARTICHOKE AND PARMESAN FRITTERS..125.00
Lemon Aioli

THREE CHEESE ARANCINI.....\$140.00
Smoked Tomato Jam

PANKO CRUSTED PORTOBELLO
MUSHROOMS.....140.00
Red Pepper Aioli

TOGARASHI CRUSTED SHRIMP
SATAY.....155.00
Pickled Red Onion and Sweet Chili Sauce

BEEF BULGOGI SATAY.....155.00
Grilled Scallion and Sesame Seeds

SZECHUAN PEPPERCORN CRUSTED
LAMB SATAY.....155.00
Pickled Ginger and Sweet Soy Sauce

PLANT BASED HOT HORS D'OEUVRES

GOOD CATCH SALMON
TERIYAKI BITES.....150.00
With Green Onions and Sesame

WICKED KITCHEN SPICED BEEF AND JALAPENO
QUESADILLA.....150.00
Vegan Cheddar and Tomato

WICKED KITCHEN MEATBALL AND PARMESAN
ARANCINI.....150.00
Served with Nona's Gravy

WICKEDKITCHEN BUFFALO MEATBALLS.....150.00
Served with Vegan Ranch

WICKED KITCHEN BBQ MEATBALL SLIDER.....150.00
With Jalapenos, Pickles and Mayonnaise

WICKED KITCHEN CHORIZO AND GRILLED PEPPER
SLIDERS.....150.00
With Basil and Sweet Peppers

GOOD CATCH SALMON SLIDER.....150.00
Pickled Onions



RECEPTION PLATTERS

Attendant Service Required. Service Attendants are available at 375.00 each up to four hours of service
 Prices do not include taxes and administrative fees.

DELUXE IMPORTED AND DOMESTIC CHEESE

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers

Small Platter Serves 12.....	150.00
Medium Platter Serves 25.....	290.00
Large Platter Serves 50.....	550.00

SLICED SEASONAL FRUIT PLATTER

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip

Small Platter Serves 12.....	115.00
Medium Platter Serves 25.....	226.00
Large Platter Serves 50.....	440.00

ITALIAN ANTIPASTO PLATTER

Capicola, Genoa Salami and Mortadella Basil Marinated Fresh Mozzarella, Fontina, Provolone and Gorgonzola, Marinated Roasted Red Peppers, Balsamic "Baby Bella" Mushrooms and Charred Cipollini Onions, Sicilian Olive Salad, Tomato Basil Bruschetta, Sundried Tomato Focaccia, Italian Flat Breads and Rosemary Infused Bread Sticks

Small Platter Serves 12.....	155.00
Medium Platter Serves 25.....	298.00
Large Platter Serves 50.....	570.00

RUSTIC CHARCUTERIE BOARD

Prosciutto, Speck Tirolese, Soppressata and Mortadella al Pistachio paired with Italian Cheese; Ubriaco, Robiola and Teleggio Olives, Peppers, Sliced Sourdough and Crackers

Small Platter Serves 12.....	155.00
Medium Platter Serves 25.....	298.00
Large Platter Serves 50.....	570.00

DELUXE CRUDITÉS AND DIP PLATTER

Chef's Selection of Seasonal Fresh Vegetables served with Green Goddess Dip and Red Pepper Hummus

Small Platter Serves 12.....	125.00
Medium Platter Serves 25.....	240.00
Large Platter Serves 50.....	450.00

GRILLED AND MARINATED VEGETABLES

Balsamic Marinated Portobello Mushrooms, Zucchini with Basil, Roasted Garlic Rubbed Yellow Squash, Charred Red Onion, Roasted Red Pepper and Oven Dried Tomatoes with Balsamic Syrup

Small Platter Serves 12.....	138.00
Medium Platter Serves 25.....	260.00
Large Platter Serves 50.....	500.00



BARS

CONSUMPTION HOSTED BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is 375.00 for hosted and \$375.00 for cash bars each for up to four hours of service and \$80.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$3.00 per person. There is a minimum of \$1,000.00 per bar.

Exhibitor is responsible for ordering tables, electrical power and trash removal from the General Service Contractor.

PREMIUM SELECTIONS

COCKTAILS | 9.50 PER DRINK

VODKA: Svedka | New Amsterdam

GIN: New Amsterdam

RUM: Cruzan

TEQUILA: Sauza Hacienda

BOURBON: Jim Beam

SCOTCH: Dewers

BRANDY: F&J

WINE BY THE GLASS | 9.50 PER DRINK

WOODBIDGE: Chardonnay | Sauvignon Blanc | Rose | Cabernet Sauvignon | Pinot Noir

CANYON ROAD: Pinot Grigio | Cabernet Sauvignon

WYCLIFF: Brut

DOMESTIC BEER | 7.00 EACH

Miller Lite | Coors Light | Budweiser | Michelob Ultra

IMPORT BEER | 7.50 EACH

Heineken | Stella Artois | Modelo

BOTTLED WATER | 3.25 EACH

SOFT DRINKS | 7.50 EACH

JUICES | 7.50 EACH

ULTRA PREMIUM SELECTIONS

COCKTAILS | 10.50 PER DRINK

VODKA: Absolut

GIN: Bombay

RUM: Captain Morgan

TEQUILA: Camarena

BOURBON: Makers Mark

SCOTCH: Johnnie Walker Red

CANADIAN WHISKEY: Crown Royal

WINE BY THE GLASS | 10.50 PER DRINK

Clos Du Bois, Chardonnay | Nobile, Sauvignon Blanc |

Ruffino Lumina, Pinot Grigio | Prophecy, Rose |

Robert Mondavi Private Selection, Cabernet Sauvignon |

Mark West, Pinot Noir | Dreaming Tree, The Crush Red Blend

Ruffino, Prosecco

DOMESTIC BEER | 7.00 EACH

Miller Lite | Coors Light | Budweiser | Michelob Ultra

IMPORT BEER | 7.50 EACH

Heineken | Stella Artois | Modelo

CRAFT + SELTZER | 7.50 EACH

Brickstone McCormick Place Everyday Ale |

Revolution "Anti Hero" | Moody Tongue PILS |

Half Acre Daisy Cutter APA | Goose Island |

High Noon Hard Seltzer

BOTTLED WATER | 3.25 EACH

SOFT DRINKS | 7.50 EACH

JUICES | 7.50 EACH

WINE

Priced by the bottle. A bartender is required for all bar services. \$375 for up to 4 hours, \$80 for each additional hour. Glassware \$3.00 per person. \$1,000 minimum per bar. Prices do not include taxes and administrative fees.

CHAMPAGNE & SPARKLING

WYCLIFF, BRUT	35.00
RUFFINO, PROSECCO	50.00
MUMM, BRUT	75.00
J VINEYARDS, BRUT	90.00

ROSÉ

FLEUR DE MER	75.00
MEIOMI	75.00
WOODBIDGE	36.00

PINOT GRIGIO

MASO CANALI	65.00
SANTA MARGHERITA	90.00
CANYON ROAD	36.00

CHARDONNAY

CLOS DU BOIS	50.00
EDNA VALLEY	65.00
SIMI SONOMA COUNTY	75.00
WOODBIDGE	36.00

SAUVIGNON BLANC

WHITE HAVEN	75.00
KIM CRAWFORD	75.00
WOODBIDGE	36.00

CABERNET SAUVIGNON

ROBERT MONDAVI PRIVATE SELECTION	50.00
FRANCISCAN	75.00
WOODBIDGE	75.00
CANYON ROAD	36.00

PINOT NOIR

MARK WEST	50.00
J VINEYARDS	75.00
MEIOMI	85.00
WOODBIDGE	36.00

RED BLEND

LOCATIONS CA	75.00
UNSHACKLED	90.00



BEER + COCKTAILS

Priced by the bottle. A bartender is required for all bar services. \$375 for up to 4 hours, \$80 for each additional hour. Glassware \$3.00 per person. \$1,000 minimum per bar. Prices do not include taxes and administrative fees.

BEER CASES

DOMESTIC 168.00
MILLER LITE | COORS LIGHT | BUDWEISER | MICHELOB ULTRA

IMPORT 180.00
HEINEKEN | STELLA ARTOIS | MODLEO

CRAFT 192.00
BRICKSTONE MCCORMICK PLACE EVERYDAY HERO |
REVOLUTION "ANTI HERO" IPA | MOODY TONGUE PILS |
HALF ACRE DAISY CUTTER APA | GOOSE ISLAND CRAFT |
HIGH NOON HARD SELTZER

BEER KEGS

DOMESTIC 495.00
MILLER LITE | COORS LIGHT | BUDWEISER | MICHELOB ULTRA

IMPORT 595.00
HEINEKEN | STELLA ARTOIS | MODLEO

CRAFT 595.00
BRICKSTONE MCCORMICK PLACE EVERYDAY HERO |
REVOLUTION "ANTI HERO" IPA | MOODY TONGUE PILS |
HALF ACRE DAISY CUTTER APA | GOOSE ISLAND CRAFT |
HIGH NOON HARD SELTZER

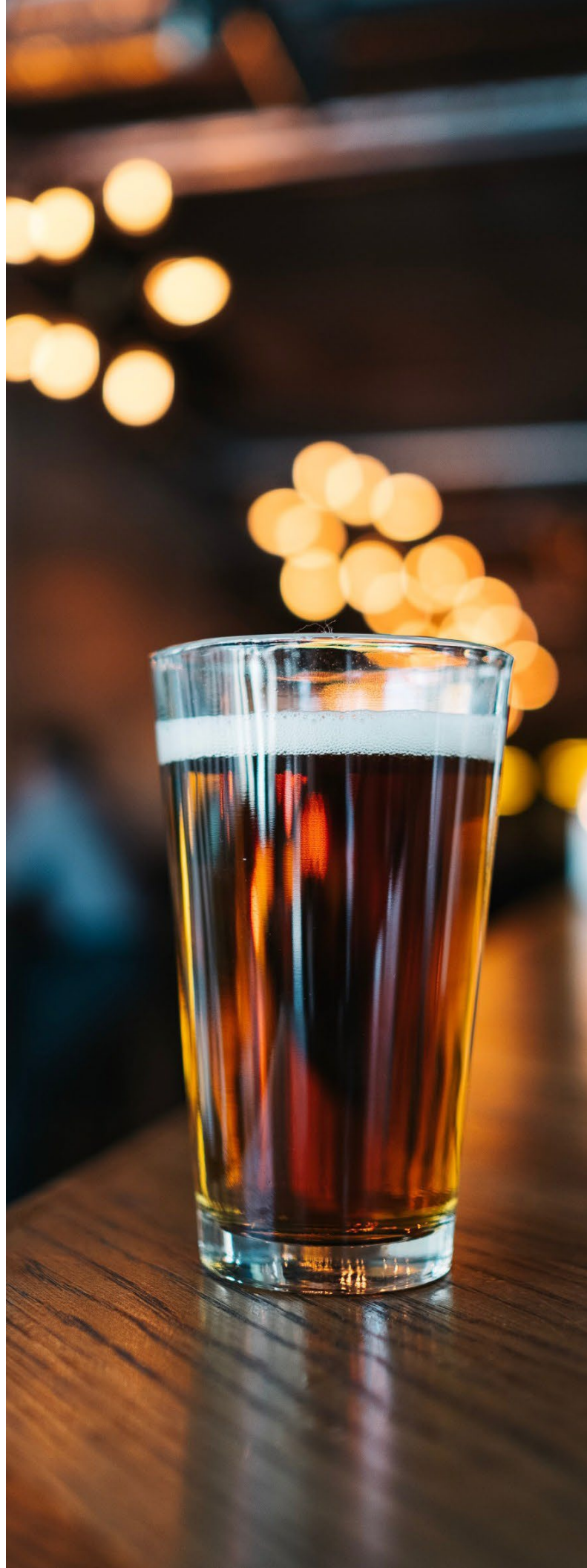
ENHANCED CRAFT COCKTAILS

PRICED PER DRINK | MINIMUM ORDER OF 50

MIMOSAS 10.50
TRADITIONAL | PEACH | MANGO | PRICKLY PEAR | PASSIONFRUIT

BLOODY MARY BAR 10.50
VODKA | GIN | TEQUILA | BLOODY MARY MIX |
SPICY BLOODY MARY MIX

MARGARITAS 10.50
ORIGINAL | STRAWBERRY | HONEY GINGER | PEACH |
GUAVA PASSIONFRUIT





OVG Hospitality has created an enhanced foodservice experience while being committed to your health and safety. We adhere to the Cook County Health Department's meticulous food service standards and require staff to be ServSafe-certified by the National Restaurant Association in proper food handling. As your health and safety is at the forefront of our service as we welcome you back, below is a list of some of the additional safety protocols we have put in place:

FOR INFORMATION PLEASE CONTACT INFOOVG@MCCORMICKPLACE.COM

STAFF

- Staff may be required to wear face masks and gloves during food preparation and serving depending upon service restrictions at the time of service.
- All staff may go through employee health screening upon arrival prior to reporting to their assigned area.
- Social distancing in food preparation areas. Implemented cleaning and disinfecting protocols that focus on high contact/touch points both in back and front of house.

MENU & SERVICE UPDATES

- Offering increased options for pre-packaged food and beverage products.
- Adjusted menu items where applicable to be displayed in individual portions instead of bulk.
- Increased action stations with chef to individually prepare items over buffet service.
- Using single-use sustainable products, such as compostable.
- Modified beverage stations with touchless or attended service when possible and based upon service restrictions at the time of service.
- All condiments will be individually packaged single serve options wherever possible.
- Social Distancing may be implemented that is consistent with local government regulations and guidance at the time of service.

CATERING LAYOUT

- Following table seating capacities that are consistent with local government regulations and guidance.
- One-way guest flow on buffets is recommended to be used to minimize contact between guests, plates, glasses and cutlery where possible.
- We ask you to allow for additional set up and move out time for all catered functions to allow for additional environmental hygiene cleaning measures to be completed before and after events.

POLICIES

OVG Hospitality is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by OVG Hospitality. No food or beverage of any kind is permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The Menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that OVG Hospitality is made aware of.

PRICING

Published pricing does not include administrative fees (23%) or applicable taxes. A good faith estimate, of food and beverage prices, will be provided in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Please discuss the styles of service for all buffet services and the additional costs with your Catering Manager.

SERVICE CHARGES

All catered events are subject to a 21.5% management fee. 21.438% of this Management Charge is distributed as tips/gratuities to the employees who provide service to guests in connection with the catered event. The remaining 1.562% of this Management Charge is the sole property of the McCormick Place, as applicable, is used to cover that party's costs and expenses in connection with the catered event and the administration of the event (excluding employee tips, gratuities, and wages), and is not charged in lieu of a tip or gratuity. This portion of the Management Charge is not a tip or gratuity, nor is it purported to be a tip or gratuity, for any employee who provides service to guests (e.g., wait staff employee, service employee, service bartender, and the like), and no part of this portion of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday through Friday) prior to the event for functions up to 1,000 guests. Functions of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, OVG Hospitality reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s). If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within (5) business days of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

OVG Hospitality will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served as the final guarantee amount. OVG Hospitality reserves the right to make reasonable menu substitutions, as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one (1) server per twenty (20) guests for plated meal functions and one (1) server per forty (40) guests at buffet functions. Due to the current health crisis, additional health and safety regulations may be implemented requiring additional service, please discuss the styles of service for all buffet services and the additional costs with your Catering Manager. Additional staffing requests or guarantees for less twenty-five (25) guests for plated or buffet functions, labor fees will be applied. Holiday labor rates may apply.

EVENT TIMELINE

Breakfast and lunch is based on up to a three (3) hour service and dinner is based on up to four (4) hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty (30) minutes from the time indicated on the banquet event order will have additional labor fees per hour, per server scheduled.

BEVERAGES

OVG Hospitality offers a complete selection of beverages to compliment your function. Alcoholic beverages and services are regulated by the Liquor Control Board, OVG Hospitality..., as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources, nor may it be removed from the premises. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACTS

An initial deposit in the amount noted on the Catering Contract is due on the date specified. The amount of the deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five (45) days in advance of the event. The actual revenue will be based on the signed Banquet Event Order(s) and guarantee(s). The remaining balance of the deposit is due fourteen (14) days in advance of the first function. A 3.5% fee will be assessed on all payments made by credit card. This fee will be due at the time of credit card payment and is non-refundable. No transaction fee will be assessed on payments made by check, ACH, cash, or debit card.]

CANCELLATIONS

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the Catering Contract for specific details. In the event that an individual function should cancel after the guarantee date, payment in full for the estimated revenue based on the menu and event arrangements is required.

RETAIL/CONCESSIONS SERVICE

Appropriate operation of concession outlets will occur during all show hours. OVG Hospitality reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. Should additional service locations be requested, a minimum sales guarantee and related charge may apply.

WITH OUR GUESTS IN MIND

Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making a substantial part of our purchases from local producers and suppliers as well as growing more than 6,000 pounds of produce in our 2.5 acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overemployment of medicine in raising farm animals. The McCormick Place is the first convention center in the country to make the switch to e-water for sanitizing,

McCormick Place has been recognized for its sustainability leadership and innovation including Green Seal* certification, International APEX certification in sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and outreach, including winning the EPA's National Food Recovery Challenge.

ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing McCormick Place, the Governor commended the Center's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

GREEN SEAL CERTIFICATION

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, McCormick Center was the first convention center to receive Green Seal certification for environmentally responsible food purchasing, operations and management.



OVG Hospitality meets Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable products, and conservation of energy and water. GreenSeal.org

APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.



McCORMICK PLACE®
C H I C A G O

BANQUET CATERING MENU

AUTHENTIC CHICAGO

VIBRANT FLAVORS

THE
INSPIRED
HOME
SHOW.

March 17-19, 2024 | McCormick Place | Chicago, IL

Please submit all orders by: February 16, 2024

infoovg@mccormickplace.com

Catering office: 312-791-7250



McCORMICK PLACE®
C H I C A G O



Hospitality BREAKFAST BUFFETS

Minimum guarantee of 25 people for buffets. A labor fee will be added for all functions with a guarantee less than 25 people.

Pricing is per person and based on up to two hours of service.

Service Attendants are available at \$375.00 each for up to four hours of service.

GREAT STARTS CONTINENTAL • \$25.00

Assorted Whole Fruit

Display of Chef's Daily Assortment of Breakfast Pastries

Served with House Made Seasonal Jam and Whipped Butter

Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea



MIDTOWN CONTINENTAL • \$28.00

Sliced Seasonal Fruit with Berries

Display of Chef's Daily Assortment of Breakfast Pastries

Served with House Made Seasonal Jam and Whipped Butter

Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea



THE TUSCAN FARMHOUSE • \$40.00

Diced Fresh Honey Dew, Papaya and Blackberries

Display of Chef's Daily Assortment of Breakfast Pastries

Served with House Made Seasonal Jam and Whipped Honey Butter

Prosciutto, Sundried Tomato, Spinach and Fontina Cheese Frittatas

Roasted Portobello, Red Pepper, Basil and Asiago Cheese Frittatas

Skillet Fried Potatoes with Caramelized Onions and Chives

Applewood Smoked Bacon

French Toast Bread Pudding

Served with Whipped Butter and Maple Syrup

Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea

OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



Hospitality BREAKFAST BUFFETS

Minimum guarantee of 25 people for buffets. A labor fee will be added for all functions with a guarantee less than 25 people.

Pricing is per person and based on up to two hours of service.

Service Attendants are available at \$375.00 each for up to four hours of service.

THE McCORMICK • \$41.00

Individual Fruit Skewers with Honey Yogurt Dip

Greek Yogurt Parfaits with Roasted Strawberry Preserves and locally produced, Gluten-Free Maple Pecan Granola

Display of Chef's Daily Assortment of Breakfast Pastries

Served with House Made Seasonal Jam and Whipped Honey Butter

Chicago Style "Deep Dish" Breakfast Pizza - Egg, Provolone, White Cheddar, Basil and Slow Roasted Tomato served in a "Deep Dish" Biscuit Crust

Cheddar and Sour Cream Potato Casserole

Cranberry-Maple Chicken Sausage

Applewood Smoked Bacon

Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea



THE CLASSIC • \$39.00

Seasonal Sliced Fruit with Berries and Honey Yogurt Dip

Display of Chef's Daily Assortment of Breakfast Pastries

Served with House Made Seasonal Jam and Whipped Honey Butter

Soft Scrambled Eggs

Rosemary Roasted Red Skin Potatoes with Caramelized Peppers and Onions

Crisp Applewood Bacon

Country Style Pork Sausage Links

Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea

Substitute Turkey Sausage for an additional \$3.00 per person

OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



Hospitality

PLANT BASED BREAKFAST

All menu items in this section contain no added animal protein. Minimum guarantee of 25 people for buffets. A labor fee will be added for all functions with a guarantee less than 25 people. Pricing is per person and based on up to two hours of service.

Service Attendants are available at \$375.00 each for up to four hours of service.

CONTINENTAL BREAKFAST • \$40.00

Sliced Fruit with Berries

Assorted Muffins

Whipped Butter, House Made Seasonal Jams and Cream Cheese

Orange Juice, Coffee, Decaffeinated Coffee and Tea

GRAINY DAY START • \$40.00

Sliced Fresh Local Fruit Parfait with Yogurt and House made Granola

Dave's Killer Bread and Bagels ToasterStation

Whipped Butter, House Made Seasonal Jams and Cream Cheese

Blended Steel Cut and Rolled Oats, Assorted toppings, including Walnuts, Raisins and Maple Syrup

Orange Juice, Coffee, Decaffeinated Coffee and Tea



EYE OPENER • \$40.00

Fruit Skewers with Yogurt Dipping Sauce

Scrambled Just Eggs

Sausages

Skillet Fried Potatoes with Caramelized Onions and Chives

Assorted Vegan Pastries and Muffin

Whipped Butter, House Made Seasonal Jams and Cream Cheese

Orange Juice, Coffee, Decaffeinated Coffee and Tea

OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



Hospitality BREAKFAST ENHANCEMENTS

Pricing is per each.

Minimum order of one dozen per selection per order.

FRUIT & YOGURT PARFAIT • \$7.50

Vanilla Yogurt with Seasonal Fruit Preserves and locally produced Gluten-Free Maple Pecan Granola

FRUIT CUP • \$7.50

Assorted Fresh Cut Seasonal Fruit and Berries

HOT OATMEAL CUP

Small (8 oz) • \$6.50

Large (12 oz) • \$8.50

Served with Brown Sugar, Raisins and Cinnamon

BERRIES & CRÈME FRAICHE CONES • \$8.50

Fresh Berries uniquely displayed in Waffle Cones
Served with Honey "touched" Crème Fraiche

MINI FRITTATA • \$6.50

Minimum one dozen per flavor

Choose from the following flavors:

Prosciutto with Sundried Tomato, Baby Spinach and Fontina

Roasted Portobello, Red Pepper, Basil and Asiago



BREAKFAST ADDITIONS

Pricing is per dozen unless otherwise stated. Minimum order of one dozen per selection per order.

FRESHLY BAKED MUFFINS • \$49.00

Blueberry, Chocolate Chip, Banana Nut or Chef's Daily Assortment (orders over 2 dozen)

BAGELS AND CREAM CHEESE • \$50.00

Plain, Cinnamon Raisin, Everything, Poppy or Chef's Daily Assortment (orders over 2 dozen)

Served with Regular and Light Cream Cheese

FRESHLY BAKED DANISH • \$49.00

Raspberry, Classic Cheese, Almond, Caramel Apple or Chef's Daily Assortment (orders over 2 dozen)



CHEF'S DAILY ASSORTMENT OF BREAKFAST PASTRIES • \$58.00

BREAKFAST BREADS • \$49.00

CINNAMON CHIP SCONES • \$49.00

CROISSANTS • \$110.00

BISCOTTI • \$80.00

ASSORTED WHOLE FRUIT • \$36.00

ASSORTED YOGURTS • \$48.00

Assorted Regular and Low-Fat Flavors

ASSORTED GREEK YOGURTS • \$50.00

INDIVIDUAL CEREAL WITH MILK • \$4.50 each

Assorted General Mills Brand Cereals

HARD BOILED EGGS (2 per cup) • \$6.00 each (peeled)

With Salt and Pepper Packets

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Hospitality

BREAKFAST SANDWICHES

Pricing is per each. Minimum order of one dozen per selection per order.

ENGLISH MUFFINS • \$8.50

Sausage, Egg and White Cheddar Cheese

or

Egg and White Cheddar Cheese

BISCUITS • \$8.75

Country Ham, Egg and Smoked Gouda Cheese

or

Egg, Portobello Mushroom, Roasted Tomato and Smoked Gouda Cheese

BURRITOS • \$8.75

Roasted Poblano Pepper, Egg, Chorizo, Potato and Monterey Jack Cheese

Served with Salsa Roja

or

Roasted Poblano Pepper, Egg, Potato and Monterey Jack Cheese

Served with Salsa Roja

CROISSANTS • \$9.50

Applewood Bacon, Egg and Fontina Cheese

or

Egg, Roasted Vegetable and Fontina Cheese



HEALTHY STARTS • \$9.50

Egg White, Roasted Red Pepper, Baby Spinach, Turkey Sausage and Low Fat Swiss on a Whole Wheat Focaccia Roll

or

Egg White, Roasted Red Pepper, Baby Spinach and Low Fat Swiss Cheese on a Whole Wheat Focaccia Roll

PLANT BASED BREAKFAST WRAP • \$9.50

Roast Poblano Pepper, Just Egg, Wicked Kitchen Chorizo, Follow Your Heart Cheddar and House made Salsa Roja in a warm Tortilla Wrap

BREAKFAST BOXES

Pricing is per each.

Minimum order of one dozen per selection per order.

CONTINENTAL BREAKFAST BOX

DANISH • \$30.00

Raspberry Danish, Hard Boiled Egg, Greek Yogurt and Grapes

CROISSANT • \$30.00

Petite Plain and Chocolate Croissant, Butter, Raspberry Preserves, Brie Cheese and Grapes

BREAKFAST BREAD • \$30.00

Banana Bread, Butter, Nut Free Snack Mix, Cheddar Cheese, Fruit and Greek Yogurt

SCONES • \$30.00

Blueberry and Cinnamon Chip Scones, Cottage Cheese, Hard Boiled Egg and Berries

SMOKED SALMON • \$34.00

Smoked Salmon, Plain Bagel, Cream Cheese, Tomato, Cucumber, Hard Boiled Egg and Fruit Salad

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Hospitality

MADE TO ORDER AND BREAKFAST ACTION STATIONS

Minimum guarantee of 25 people. Pricing is per person and based on up to two hours of service.
Chef or Service Attendants required. Chef or Service Attendants are \$375.00 for up to four hours of service.

OMELETS & EGGS • \$11.00

Omelets and Eggs made to order
Fillings to include: Scallions, Sweet Bell Peppers, Tomatoes, Baby Spinach, Roasted Portobello Mushroom, Bacon, Ham, Chorizo, Cheddar Cheese and Goat Cheese



FLAP JACKS • \$9.50

Buttermilk Pancakes made to order
Toppings to include: Whipped Honey Butter, Warm Maple Syrup, Seasonal Fruit Compote and Powdered Sugar

MAKE YOUR OWN

GREEK YOGURT PARFAIT BAR • \$11.00

Individual Cups of Locally Made Greek Yogurt with a variety of toppings to include locally produced Gluten-Free Maple Pecan Granola, Fresh Berries, Bananas Foster, Almonds, Seasonal Fruit Compote and Vanilla Infused Honey



HOT OATMEAL BAR • \$8.50

Steel Cut Oats with a variety of toppings to include Brown Sugar, Dried Cranberries, Cinnamon, Toasted Almonds and Low-Fat Milk

SMOKED SALMON BAR • \$15.75

Hot and Cold Smoked Salmon
Served with Whipped Cream Cheese, Chives, Capers, Egg Yolks and Whites, Shaved Red Onion, Sliced Tomato and Cucumber
Accompanied by Plain and Everything Bagels



BAGEL BAR • \$11.00

Selection of Sliced Bagels to include Plain, Cinnamon Raisin, Blueberry, Asiago and Poppy
Served with a variety of Cream Cheese
“Schmears” to include Plain, Strawberry, Honey-Cinnamon, Chive and Smoked Salmon
Low Fat Plain Cream Cheese available upon request

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Hospitality PLATED BREAKFAST

Minimum guarantee of 25 people for plated functions. A labor fee will be added for all functions with a guarantee less than 25 people.

All Plated Breakfast options include Orange Juice, Coffee, Decaffeinated Coffee and Hot Tea. Pricing is per person.

Enhance your Buffet or Plated Breakfast with our Breakfast Additions and Enhancements, such as Muffins or Breakfast Pastries, are sold per dozen unless otherwise specified.

TRADITIONAL • \$29.00

Soft Scrambled Eggs, Rosemary Roasted Red Skin Potatoes, Applewood Bacon or Sausage Links

FARMHOUSE FRITTATA • \$29.00

Eggs with Roasted Portobello, Red Pepper, Basil and Asiago
Served with Country Sliced Potatoes and Griddled Smoked Sausage

ROASTED POBLANO, CHORIZO AND MONTEREY JACK STRATA • \$29.00

Served with Sweet Potato Hash, Salsa Verde and Sour Cream

VANILLA BEAN FRENCH TOAST BREAD PUDDING • \$29.50

Served with Lemon Curd, Blueberries and Applewood Bacon



PLANT BASED PLATED BREAKFAST • \$31.00

Served With Orange Juice, Coffee, Decaffeinated Coffee And Tea

A Basket Of Warm Vegan Muffins

SCRAMBLED JUST EGGS

With Roast Red Skin Potatoes and Sausage

FRITTATA

Roast Portabella, Red Pepper and Cheddar
With Sliced Potatoes and Sausage



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Hospitality COLD BOXED LUNCHES

For orders of 12 or less there is a **2 selection maximum**. For orders of 13 or more there is a **3 selection maximum**.

Sandwiches can be made into Low Carb Lettuce Wraps and will be served with Fruit Salad and Almonds.

Gluten Free Bread is available upon request with advance notice and an additional fee of \$3.00 per box.

BOX SANDWICHES • \$30.00

Served with a Bag of Gourmet Potato Chips, Tortellini Pasta Salad and a Chocolate Chip Cookie

GRILLED CHICKEN BREAST SANDWICH

Provolone Cheese, Lettuce, Oven-Dried Tomatoes and Pesto Mayo on Focaccia Bread

GRILLED FLANK STEAK SANDWICH

Horseradish Mayo, Red Onion Confit and Watercress on a Sammy Tuscan Roll

HERB ROASTED TURKEY BREAST SANDWICH

Swiss Cheese, Lettuce, Tomato and Dijonaise on Whole Wheat Focaccia

“THE ITALIAN” SANDWICH

Genoa Salami, Capicola Ham, Provolone Cheese, Zesty Pepper Rings, Tomato, Lettuce and Italian Dressing on a Sammy Tuscan Roll

HICKORY SMOKED HAM SANDWICH

White Cheddar Cheese, Lettuce, Tomato and Honey Mustard on a Croissant

CAPRESE SANDWICH

Vine Ripened Tomatoes, Fresh Mozzarella Basil, Hearts of Romaine and Balsamic Drizzle on Ciabatta



Deli-Style Tuna Sandwich

VEGAN OPTIONS • \$30.00

Served with a Bag of Gourmet Potato Chips, Pasta Salad and Chocolate Chip Cookie

PLANT-BASED DELI-STYLE TUNA SANDWICH

House Made Good Catch Tuna Salad, Celery, Dill, Vegan Mayonnaise And Sweet Relish With Sliced Local Tomatoes, Served On A Ciabatta Roll

PLANT-BASED SALMON AVOCADO WRAP

Good Catch Teriyaki Salmon Cakes, Avocado, Cherry Tomatoes, Green Onions And Mixed Greens On A Whole Grain Wrap

GRILLED PORTOBELLO MUSHROOM SANDWICH

Lettuce, Oven-Roasted Tomato, Red Pepper Hummus and Sundried Tomato on Focaccia

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Hospitality COLD BOXED SALADS

For orders of 12 or less there is a **2 selection maximum**. For orders of 13 or more there is a **3 selection maximum**.

BOX SALADS • \$30.00

Served with an Artisan Roll, Butter and a Chocolate Chip Cookie

BABY SPINACH AND STRAWBERRY SALAD

Baby Spinach, Strawberries, Orange Segments, Toasted Pecans and Goat Cheese with Honey Poppy Vinaigrette

LA GRILLED CHICKEN COBB SALAD

Lemon Grilled Chicken, Applewood Bacon, Hard Boiled Egg, Tomato, Bleu Cheese and Cheddar Cheese with Red Pepper Ranch

SOUTHWESTERN TURKEY SALAD

Mixed Baby Greens, Sweet Bell Pepper, Monterey Jack Cheese, Chile Spiced Corn and Tomato Relish, Roasted Turkey Breast, Tortilla Strips and Cilantro with Creamy Cotija-Lime Dressing



VEGAN BOX SALADS • \$30.00

Served with an Artisan Roll and a Chocolate Chip Cookie

PLANT-BASED NIÇOISE SALAD

Good Catch Tuna, Roma Tomatoes, Bibb Lettuce, Green Beans, Red Potatoes, Mustard Vinaigrette

SONOMA QUINOA SALAD

Red Quinoa, Edamame, Mango, Red Onion, Red Pepper, Cranberries, Almonds, Coconut, Cilantro and Baby Spinach with Lime Vinaigrette

CAULIFLOWER LENTIL SALAD

Roasted Peppers, Onions, Red Lentils, Baby Spinach with Sherry Vinaigrette

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Hospitality

INCENTIVE DAILY LUNCH MENUS

Minimum guarantee of 25 people for buffets. A labor fee will be added for all functions with a guarantee less than 25 people. Pricing is per person and based on up to two hours of service. All lunch buffets are served with Iced Tea, Coffee, Decaffeinated Coffee and Hot Tea. Service Attendants are available at \$375.00 each for up to four hours of service. No substitutions allowed.

MONDAY

CALI NAPA • \$46.50

Sliced Sourdough and Crispy Flatbreads with Whipped Butter

Mixed Greens, Black Mission Figs, Goat Cheese and Pistachios with Pomegranate Vinaigrette

Sonoma Quinoa Salad, Red Quinoa, Edamame, Mango, Red Onion, Red Pepper, Cranberries, Almonds, Coconut, Cilantro and Baby Spinach tossed in Lime Vinaigrette

Grilled Tri Tip Roast with Parsley-Mint Salsa Verde and Grilled Sweet Onions

Herb and Honey Mustard Crusted Organic Salmon with Red Pepper Relish

Grilled Zucchini Rolls with Ratatouille Stuffing, Goat Cheese and Balsamic Drizzle

Vanilla Bean Panna Cotta with Roasted Strawberry Preserves

Cocoa Dusted Flourless Chocolate Cake with Port Wine Syrup

TUESDAY

SOUTHERN COMFORT • \$44.50

Cornbread Muffins with Whipped Butter and Clover Honey

Mixed Greens, Candied Walnuts and Strawberries with Honey-Dijon Vinaigrette

Red Skin Potato Salad with Scallions, Celery Hearts and Pickle Relish

Hardwood Smoked Beef Brisket with Memphis BBQ Sauce

Blackened Chicken Breast with Charred Sweet Corn and Tomato Relish

Triple Cheese Mac and Cheese with White Cheddar, Havarti, Gruyere, Cavatappi Pasta and Buttered Breadcrumbs

Warm Seasonal Cobbler with Vanilla Bean Cream

Traditional Banana Pudding

WEDNESDAY & SUNDAY

ROMA CAFÉ • \$45.50

Sundried Tomato Focaccia and Sliced Ciabatta Served with Olive Oil and Grated Parmesan Cheese

Chopped Hearts of Romaine Salad with Artichoke, Garbanzo Beans, Tomato, Roasted Red Peppers and Red Wine Vinaigrette

Farfalle Pasta and Broccoli Salad with Romano Cheese, Red Chile, Garlic, Lemon and Olive Oil

Basil Marinated Chicken Breast with Balsamic Butter, Oven Roasted Tomatoes, Grilled Lemons and Parsley

“Nonna’s” Italian Style Pot Roast with Zesty Fire Roasted Tomato Sauce and Fresh Basil

Porcini Mushroom Ravioli with Wild Mushroom, Baby Spinach and Roasted Garlic Cream Sauce

Classic Tiramisu

Petite Cannoli

Incentive Menus Available for Affiliate and Exhibitors of Approved Tradeshows at McCormick Place. Incentive Pricing is Available Until 3 Business Days In Advance Of Functions.



Hospitality

INCENTIVE DAILY LUNCH MENUS

Minimum guarantee of 25 people for buffets. A labor fee will be added for all functions with a guarantee less than 25 people. Pricing is per person and based on up to two hours of service. All lunch buffets are served with Iced Tea, Coffee, Decaffeinated Coffee and Hot Tea. Service Attendants required. Service Attendants are available at \$375.00 each for up to four hours of service. No substitutions allowed.

THURSDAY

EL MERCADITO • \$43.50

House Made Guacamole, Salsa and Chips

Latin Chopped Salad with Romaine Hearts, Tomato, Sweet Corn, Black Beans, Scallions, Black Olives and Monterey Jack Cheese

Served with Chipotle Ranch

Skirt Steak Fajitas with Roasted Onions and Poblano Peppers

Chicken Fajitas with Roasted Onions and Poblano Peppers

Served with Warm Flour Tortillas, Sour Cream, Salsa Verde and Chihuahua Cheese

Vegetable Quesadillas

Mexican "Fiesta" Rice

Vegetarian Boracho Beans

Mexican Wedding Cookies

Petite Individual Caramel Flan

FRIDAY

MEDITERRANEAN • \$44.50

Hearts of Romaine, Red Cherry Tomatoes, Cucumber, Shaved Radish and Feta with Red Wine-Oregano Vinaigrette

Caramelized Cauliflower and Green Lentil Baby Spinach, Oven Roasted Red Onion and Sweet Red Peppers with a Sherry Vinaigrette

Grilled Lemon-Oregano Chicken Breasts Lemon-Caper "Piccata" Style Sauce

Pan Seared Tilapia with Tomato, Olive and Grilled Onion Relish

Garlic and Rosemary Roasted Red Skin Potatoes

Green Zucchini with Tomato and Basil

Baklava

Limoncello Tartlets

SATURDAY

ASIAN • \$44.50

Baby Greens, Mandarin Oranges, Hearts of Palm and Pecans with Sesame Ginger Dressing

Beef Bulgogi Skewers with Scallions, Sesame Seeds and Sweet Soy Drizzle

Miso Marinated Chicken Breasts with Yuzu Butter Sauce

Pan Seared Baby Bok Choy and Shiitake Mushrooms

Vegetable Fried Rice

Passion Fruit Tarts

Diced Fresh Fruit

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Hospitality LUNCH BUFFETS

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Service Attendants are available at \$375.00 each for up to four hours of service.

CALI NAPA • \$51.00

Sliced Sourdough and Crispy Flatbreads
Served with Whipped Butter

Mixed Greens, Black Mission Figs, Goat
Cheese and Pistachios with Pomegranate
Vinaigrette

Sonoma Quinoa Salad, Red Quinoa, Edamame,
Mango, Red Onion, Red Pepper, Cranberries,
Almonds, Coconut, Cilantro and Baby Spinach
tossed in Lime Vinaigrette

Grilled Tri Tip Roast with Parsley-Mint Salsa
Verde and Grilled Sweet Onions

Herb and Honey Mustard Crusted Organic
Salmon with Red Pepper Relish

Grilled Zucchini Rolls with Ratatouille Stuffing,
Goat Cheese and Balsamic Drizzle

Vanilla Bean Panna Cotta with Roasted
Strawberry Preserves

Cocoa Dusted Flourless Chocolate Cake with
Port Wine Syrup

SOUTHERN COMFORT • \$49.00

Cornbread Muffins

Served with Whipped Butter and Clover
Honey

Mixed Greens Salad, Candied Walnuts and
Strawberries with Honey-Dijon Vinaigrette

Red Skin Potato Salad with Scallions, Celery
Hearts and Pickle Relish

Hardwood Smoked Beef Brisket with
Memphis BBQ Sauce

Blackened Chicken Breast with Charred
Sweet Corn and Tomato Relish

Triple Cheese Mac and Cheese with White
Cheddar, Havarti, Gruyere, Cavatappi Pasta
and Buttered Bread Crumbs

Warm Seasonal Cobbler with Vanilla Bean
Cream

Traditional Banana Pudding

ROMA CAFÉ • \$50.00

Sundried Tomato Focaccia and Sliced Ciabatta
Served with Olive Oil and Grated Parmesan
Cheese

Chopped Hearts of Romaine Salad, Artichoke,
Garbanzo Beans, Tomato, and Roasted Red
Peppers with Red Wine Vinaigrette

Farfalle Pasta and Broccoli Salad with Romano
Cheese, Red Chile, Garlic, Lemon and Olive Oil

Basil Marinated Chicken Breast with Balsamic
Butter, Oven Roasted Tomatoes, Grilled
Lemons and Parsley

“Nonna’s” Italian Style Pot Roast with Zesty
Fire Roasted Tomato Sauce and Fresh Basil

Porcini Mushroom Ravioli with Wild
Mushroom, Baby Spinach and

Roasted Garlic Cream Sauce

Classic Tiramisu

Petite Cannoli

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Hospitality LUNCH BUFFETS

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MEDITERRANEAN • \$49.00

Hearts of Romaine, Red Cherry Tomatoes, Cucumber, Shaved Radish and Feta with Red Wine-Oregano Vinaigrette

Caramelized Cauliflower, Green Lentil Baby Spinach, Oven Roasted Red Onion and Sweet Red Peppers with Sherry Vinaigrette

Grilled Lemon-Oregano Chicken Breasts with Lemon-Caper "Piccata" Style Sauce

Pan Seared Tilapia with Tomato, Olive and Grilled Onion Relish

Garlic and Rosemary Roasted Red Skin Potatoes

Green Zucchini with Tomato and Basil

Baklava

Limoncello Tartlets

EL MERCADITO • \$48.00

House Made Guacamole and Salsa served with Chips

Latin Chopped Salad, Romaine Hearts, Tomato, Sweet Corn, Black Beans, Scallions, Black Olives and Monterey Jack Cheese with Chipotle Ranch

Skirt Steak Fajitas with Roasted Onions and Poblano Peppers

Chicken Fajitas with Roasted Onions and Poblano Peppers

Served with Warm Flour Tortillas, Sour Cream, Salsa Verde and Chihuahua Cheese

Vegetable Quesadillas

Mexican "Fiesta" Rice

Vegetarian Boracho Beans

Mexican Wedding Cookies

Petite Individual Caramel Flan

ASIAN • \$49.00

Baby Greens, Mandarin Oranges, Hearts of Palm and Pecans with Sesame Ginger Dressing

Beef Bulgogi Skewers with Scallions, Sesame Seeds and Sweet Soy Drizzle

Miso Marinated Chicken Breasts with Yuzu Butter Sauce

Pan Seared Baby Bok Choy and Shiitake Mushrooms

Vegetable Fried Rice

Passion Fruit Tarts

Diced Fresh Fruit

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Hospitality LUNCH BUFFETS

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Service Attendants are available at \$375.00 each for up to four hours of service.

MAXWELL STREET DELI • \$39.00

Baby Greens Salad, Grape Tomatoes, Radish, Shaved Carrots and English Cucumber with Buttermilk Ranch and Balsamic Vinaigrette

Red Skin Potato Salad with Scallions, Celery Hearts and Pickle Relish

SELECTION OF DELI MEATS AND CHEESES

Smoked Turkey Breast, Ham, Roast Beef and Genoa Salami, Wisconsin Cheddar, Swiss Cheese and Muenster Cheese

Balsamic Grilled Portobello Mushrooms, Zucchini and Red Peppers

Green Leaf Lettuce and Roma Tomato Slices

Selection of Gourmet Breads, Rolls and Butter

Mayonnaise, Mustard, Pepper Rings and Spicy Pickle Chips

House Made Potato Chips

Assorted House Made Sea Salt Chocolate Chunk and Back Porch Oatmeal Raisin Cookies



ARTISAN SANDWICH • \$42.00

Baby Greens Salad, Grape Tomatoes, Radish, Shaved Carrots, and English Cucumber with Buttermilk Ranch and Balsamic Vinaigrette

Tortellini Pasta Salad with Roasted Vegetables Creamy Pesto Vinaigrette

ARTISAN SANDWICH DISPLAY (select 3)

- Grilled Chicken Breast, Provolone Cheese, Lettuce, Oven Dried Tomato and Pesto Aioli on Focaccia Bread
- Herb Roasted Turkey Breast with Swiss Cheese, Lettuce, Tomato and Dijonaise on Whole Wheat Focaccia
- Grilled Flank Steak with Horseradish Mayo and Red Onion Confit on a Tuscan Roll
- Hickory Smoked Ham with White Cheddar Cheese and Honey Mustard on a Croissant
- Caprese with Vine Ripened Tomatoes, Fresh Mozzarella Basil, Hearts of Romaine and Balsamic Drizzle on Ciabatta

Individual bags of Gourmet Potato Chips

Assorted Petite Cookies and Brownies

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Hospitality

PLANT BASED LUNCH BUFFETS

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MEATLESS MONDAY

- \$44.50 MONDAY INCENTIVE PRICE
- \$49.00 REGULAR PRICE

Sliced Sourdough and Crispy Flatbreads with Vegan Butter

Mixed Greens, Candied Walnuts and Strawberries with Dijon Vinaigrette

Caramelized Cauliflower and Green Lentil Baby Spinach, Oven Roasted Red Onion and Sweet Red Peppers with a Sherry Vinaigrette

Good Catch Salmon Pasta Alfredo

Wicked Kitchen Chorizo, Leek and Potato Quiche

Green Zucchini with Tomato and Basil

Oven Roasted Plums with Almond Crisps

LATIN • \$49.00

Deconstructed Nachos
Crisp Corn Chips, Wicked Kitchen Beef, Warm Cheese Sauce, Salsa Roja, Pickled Jalapenos, Guacamole and Sour Cream

Latin Chopped Salad with Romaine Hearts, Tomato, Sweet Corn, Black Beans, Scallions, Black Olives and Jack Cheese

Wicked Kitchen Meatballs with Chimichurri Sauce

Wicked Kitchen Beef Enchilada Chipotle Red Sauce

White Rice

Borracho Beans

Tropical Fruit Skewers with Agave Syrup



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Hospitality LUNCH STATIONS

Pick 3 or more stations to create a variety of lunch offerings.

Minimum guarantee of 100 people. Each station must be ordered for the full guarantee. A labor fee will be added for all functions with a guarantee less than 100 people. Chef Attendant required at \$375.00 each for up to four hours of service. Pricing is per person and based on up to two hours of service.

3 STATIONS • \$52.00

EACH ADDITIONAL STATION • \$17.50

SALAD

Please choose two salads:

- Sonoma Quinoa Salad
Red Quinoa, Edamame, Mango, Red Onion, Red Pepper, Cranberries, Almonds, Coconut, Cilantro, Baby Spinach, tossed in Lime Vinaigrette
- Roasted Cauliflower Lentil Salad
Roasted Red Onion, Red Pepper, Baby Spinach, Sherry Vinaigrette
- Powerhouse Salad
Broccoli, Raisins, Cauliflower, Carrots, Sunflower Seeds, Pumpkin Seeds, Lemon Juice, Olive Oil
- Brussel Sprout Salad
Petite Roasted Brussel Sprout Salad with Sweet Potato, Pomegranate Seeds, Pine Nuts, Lemon Vinaigrette

POKE BOWLS

Bowls of Jasmine Rice topped with your choice of Ahi Tuna Poke, Korean BBQ Chicken or Miso Marinated Tofu

Additional toppings to include:

Spicy Avocado, Radish, Cucumber, Shredded Carrots and Pickled Ginger

PROTEIN BOWLS WITH QUINOA

Quinoa, Wilted Spinach, Roasted Tomatoes and Roasted Red Peppers Bowls

Please choose two skewers:

- Char Crusted Beef Skewers
- Pesto Chicken Grilled
- Vegetable Skewers with Balsamic Reduction

MAG MILE

Petite cups of "24 Carrots" Salad with Roasted Heirloom Carrots, Spiced Pecans, Local Goat Cheese, Baby Mache, Maple Orange Vinaigrette
Smoked Gouda and Beef Slider with Red Onion Jam and Black Truffle Aioli

Portobello Mushroom Slider with Roasted Tomato and Red Pepper Aioli

ITALIAN

Italian Chopped Salad with Romaine Hearts, Tomato, Cucumber, Garbanzo Beans, Pickled Cherry Peppers and Provolone with Italian Dressing

Petite Vegetable Pizzas

Petite Cheese and Sausage Pizzas

LATIN

Guacamole with Tortilla Chips

Ropa Vieja Quesadilla

Black Bean, Corn and Calabaza Queso Fresco Quesadilla

Latin Style Rice

Served with Salsa Verde and Salsa Roja

DESSERT

Please choose two desserts:

- Mini Flourless Chocolate Cake with Whipped Cream
- Mini Cannoli's
- Fruit Skewers
- Petite Vanilla Bean Panna Cotta
- Mini Chocolate Bundt Cakes
- Assorted Mini Tarts
- Petite Wild Berry Cups with Honeyed Creme Fraiche

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Hospitality

PLANT BASED LUNCH STATIONS

All menu items in this section contain no added animal protein. Pick 3 or more stations to create a variety of lunch offerings.

Minimum guarantee of 100 people. Each station must be ordered for the full guarantee. A labor fee will be added for all functions with a guarantee less than 100 people. Chef Attendant required at \$375.00 each for up to four hours of service. Pricing is per person and based on up to two hours of service.

3 STATIONS • \$52.00

EACH ADDITIONAL STATION • \$17.50

PROTEIN BOWL (with QUINOA)

Quinoa, Wilted Spinach, Roasted Tomatoes and Roasted Red Peppers Bowls

Please choose TWO Proteins:

- Wicked Kitchen Meatball and Cheese Arancini
- Good Catch Salmon Cakes with Teriyaki, Green Onion
- Vegetable Skewers with Balsamic Reduction

ITALIAN

Italian Chopped Salad with Romaine Hearts, Tomato, Cucumber, Garbanzo Beans, Pickled Cherry Peppers with Italian Dressing

Wicked Kitchen Meatball and Marinara, Fusilli Pasta

Rigatoni with Wicked Kitchen Chorizo, Cherry Tomato and Corn

MAG MILE

Petite cups of "24 Carrots" Salad with Roasted Heirloom Carrots, Spiced Pecans, Cheese, Baby Mache, Maple Orange Vinaigrette

BBQ glazed Wicked Kitchen Meatball Sliders w/Jalapeno and Pickle

DESSERT

Please choose two desserts:

- Fruit Skewers with Agave Syrup
- Roasted Balsamic Pineapple, Coconut Cream
- Wild Berry Crisp with Almond Cream



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Hospitality PLATED LUNCH

Minimum guarantee of 25 people for plated functions. A labor fee will be added for all functions with a guarantee less than 25 people. All Plated Lunch options include Rolls with Butter, Iced Tea, Coffee, Decaffeinated Coffee and Hot Tea. Pricing is per person.

SALAD OPTIONS

SIMPLY GREENS • \$6.00

Baby Mesclun Greens, Shaved Fennel, Radish, Golden Grape Tomato and Honey Dijon Dressing

CLASSIC CAESAR • \$7.00

Hearts of Romaine, Shaved Parmesan, Focaccia Crostini, Blistered Cherry Tomato, Cracked Peppercorns and Creamy Caesar Dressing

BABY WEDGE • \$9.00

Wedges of Baby Iceberg Lettuce, Red Tomato, Applewood Bacon, Crumbled Wisconsin Bleu Cheese and Buttermilk Dressing

ZINFANDEL-HONEY POACHED PEAR • \$9.00

Baby Greens, Local Chevre Cheese, Candied Pecans and Sherry Vinaigrette

DESSERT

MASCARPONE AND ESPRESSO TIRAMISU • \$8.00

GOOEY BUTTER CAKE • \$7.00

Seasonal Fruit Preserves

ENTRÉE OPTIONS

ROASTED GARLIC CHICKEN BREAST • \$31.00

Whipped Yukon Potatoes, Sautéed Broccolini, Roasted Carrots and Balsamic Butter Sauce

LEMON AND BLACK TRUFFLE CRUSTED CHICKEN BREAST • \$34.00

Black Pepper and Gruyere Potato Pave, French Green Beans and Caramelized Shallots

PAN SEARED MAHI MAHI • \$36.00

Fingerling Potatoes, Haricot Verts, Blistered Tomato and Rosemary Orange Butter Sauce

SLOW ROASTED SHORT RIB • \$37.00

Yukon Mashed Potatoes, Sautéed Green Beans and Roasted Cipollini Onions

MOM'S CARROT CAKE • \$8.00

Cream Cheese Frosting and Salted Caramel Sauce

FLOURLESS CHOCOLATE CAKE • \$7.00

Seasonal Berry Compote

VEGAN ENTRÉE OPTIONS

PLANT-BASED CACCIATORE • \$32.00

Truffled Pasta, Wicked Kitchen Meatballs And Wicked Kitchen Chorizo French Green Beans And Caramelized Shallots



GRILLED ZUCCHINI PACKETS STUFFED WITH RATATOUILLE • \$29.00

Sundried Tomato and Kalamata Olive with Quinoa, Baby Spinach and Red Onion Jam

EGGPLANT ROLL UPS • \$29.00

Sundried Tomato, Baby Spinach, Artichoke and Tofu with Balsamic Drizzle and Red Pepper Coulis

VEGAN DESSERT

PETITE VANILLA BEAN PANNA COTTA • \$8.00

Pecan Crisp

ROAST PEAR WITH MARSALA SYRUP • \$8.00 & Sable Cookie

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Hospitality

TWO COURSE PLATED SALAD LUNCH

Minimum guarantee of 25 people for plated functions. A labor fee will be added for all functions with a guarantee less than 25 people. All Lunch options include Rolls with Butter, Iced Tea, Coffee, Decaffeinated Coffee and Hot Tea. Pricing is per person.

HERB GRILLED CHICKEN AND BERRIES • \$30.00

Grilled Chicken Breast, Baby Greens, Blackberries, Blueberries, Red Grapes, Goat Cheese, Shaved Apples, Pecans with Rosemary Lime Dressing

AHI TUNA NICOISE • \$33.00

“Herb De Provence” Rubbed Ahi Tuna, Tomato, Marinated French Beans, Fingerling Potato, Olives, Egg, Caper Berries and Baby Frisée with Lemon-Dijon Vinaigrette
(Can substitute Cold Grilled Salmon)

APPLEWOOD SMOKED TURKEY COBB • \$30.00

Romaine Hearts, Chopped Bacon, Smoked Turkey, Tomato, Wisconsin Cheddar, Scallion, Bleu Cheese, Egg with Green Goddess Dressing



“BLACK AND BLEU” • \$33.00

Tender Butter Lettuce, Crisp Iceberg, Herb Marinated Flat Iron Steak, Oven Dried Tomato, Avocado, Local Wisconsin Bleu Cheese, Crispy Onion Strings with Buttermilk Dressing

DESSERT

MASCARPONE AND ESPRESSO TIRAMISU • \$8.00

GOOEY BUTTER CAKE • \$7.00

Seasonal Fruit Preserves

MOM’S CARROT CAKE • \$8.00

Cream Cheese Frosting and Salted Caramel Sauce

FLOURLESS CHOCOLATE CAKE • \$7.00

Seasonal Berry Compote

VEGAN SALAD ENTRÉE OPTIONS

VEGAN “SUPERFOOD” CHOPPED • \$30.00

Baby Kale, Red Quinoa, Blueberry, Sunflower Seeds, Cauliflower, Broccoli, Dried Cranberries, Almonds, Mango, Carrot with Honey Orange Dressing

VEGAN NIÇOISE SALAD • \$33.00

Good Catch Tuna, Roma Tomatoes, Bibb Lettuce, Green Beans, Red Potatoes, Mustard Vinaigrette

VEGAN DESSERT

PETITE VANILLA BEAN PANNA COTTA • \$8.00

Pecan Crisp

ROAST PEAR WITH MARSALA SYRUP • \$8.00

& Sable Cookie

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Hospitality SNACKS

Minimum order of one dozen per item

INDIVIDUALLY WRAPPED (Pricing is *per dozen*)

- Chocolate Dipped Graham Crackers • **\$53.00**
- Chocolate Pretzel Rods • **\$53.00**
- Kind Bars • **\$53.00**
- Bird Seed Bars • **\$50.00**
- Assorted Energy Bars • **\$56.00**
- Assorted RX Bars • **\$86.00**
- Assorted Quaker Granola Bars • **\$44.00**
- Bags of Stacy's Pita Chips • **\$50.00**
- Bags of Assorted Chips • **\$38.00**
- Individual Trail Mix • **\$74.00**
- Individual Bag of Nuts • **\$74.00**
- Garrett Chicago Mix Popcorn • **\$80.00**
- Skinny Pop Popcorn • **\$50.00**
- Sabra Hummus and Pretzel Cup • **\$74.00**
- Sabra Guacamole and Tortilla Cup • **\$74.00**
- Mozzarella or Cheddar Cheese Sticks • **\$38.00**
- Beef Jerky Sticks • **\$86.00**
- Novelty Ice Cream or Fruit Bars • **\$54.00**
- Premium Ice Cream or Fruit Bars • **\$77.00**
- Miniature Hershey's Chocolates • **\$27.00/lb**

BETTER THAN ICE CREAM (PLANT BASED) • **\$84.00**

- Individual Wicked Kitchen Ice Cream Novelties -
A selection of Chocolate Almond Sticks,
Red Berry Cones and Berry White Sticks



SNACK PLATTERS (Pricing is *per dozen*)

- Freshly Baked Cookies • **\$42.00**
- Fudge Brownies • **\$45.00**
- Rice Krispy Treats • **\$48.00**
- Lemon Bars • **\$51.00**
- Biscotti • **\$80.00**
- Chocolate Dipped Strawberries • **\$79.00**
- Assorted Cake Pops • **\$136.00**
- Assorted Dessert Bars • **\$48.00**

PER POUND

- Premium Mixed Nuts • **\$42.00**
- Honey Roasted Peanuts • **\$24.00**
- Miniature Pretzels • **\$22.00**
- Miniature Hershey's Chocolates • **\$27.00**

SERVES 8-10 PEOPLE

- Potato Chips & French Onion Dip • **\$26.00**
- Pita Chips & Hummus • **\$30.00**
- Tortilla Chips and Salsa • **\$26.00**

SNACK CUPS

- Minimum of 12 per selection
- Red Grapes and Cubed Cheddar Cheese • **\$7.50**
- Domestic Cheese and Crackers • **\$7.50**
- Diced Salami and Gouda • **\$7.50**
- Individual Crudités - Carrots, Celery, Radish,
Cucumber, Tomato and Ranch Dressing • **\$7.50**
- Italian Antipasto Cups - Artichoke, Sundried
Tomato, Olives, Pepperoni, Provolone and Zesty
Italian Dressing • **\$7.50**
- Petite Trail Mix Cups • **\$7.50**
- Hard Boiled Eggs(2 per cup) with Salt and Pepper
Packets • **\$6.00**

SNACK PACKS • **\$16.00**

- Minimum of 12 per selection
- Tomato-Basil Bruschetta, Crostini, Prosciutto
and Fresh Mozzarella Cheese
- Local Gouda, Candied Pecans and
Cheese Crisps
- Turkey Breast, Hooks Cheddar Cheese,
Strawberries and Almonds
- Greek Town Mezze Hummus, Pita,
Baba Ganoush and Cucumber Slices
- Grilled Chicken Breast, Hard Boiled Egg,
Provolone Cheese and Marinated Tomatoes

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Hospitality

BREAK PACKAGES

Minimum guarantee of 12 people for break package.
Pricing is per person and based on one hour of service.
Service Attendants are available at \$375.00 each for up to four hours of service.

TRAIL MIX BAR • \$17.00

Honey Toasted Oats, Almonds, Peanuts, Dried Cherries, Dried Apricots, Dried Bananas, Chocolate Chips, Toasted Coconut, M&Ms and Yogurt Covered Pretzels

Assorted Whole Fruit

MINI 'WICHES • \$19.00

Nutella and Banana
Brie and Apple
Cinnamon Raisin Bread with Cream Cheese

Oatmeal Raisin Cookies

Assorted Whole Fruit

MIDWEST COMFORT • \$19.00

Cinnamon Spice Glazed Walnuts

Warm Soft Pretzel Sticks with Warm Beer
Cheddar Cheese Sauce and Honey Mustard

Pimento Cheese Spread with Flatbread and Crackers



CANDY SHOPPE • \$19.00

Jar displays of
M&Ms Candy, Lemonheads,
Chocolate Covered Pretzels, Jelly Beans,
Licorice Sticks, Skittles and Starburst Candy

"MY KIND OF TOWN" • \$21.00

Individual Bags of "ChiTown Mix"
Gourmet Cheddar and Caramel Popcorn

Mini Chicago Style Hot Dogs with Tomato, Onion,
Neon Relish, Dill Pickle, Mustard and Celery Salt

Assorted Dessert Bars

BETTER THAN ICE CREAM BREAK • \$14.00 (PLANT BASED)

Individual Wicked Kitchen Ice Cream Novelties
A selection of Chocolate Almond Sticks, Red
Berry Cones and Berry White Sticks
(Service Attendant Required)



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Hospitality

GARRETT POPCORN

Garrett Popcorn Shops® use only the highest quality, wholesome ingredients. Garrett Popcorn coats every kernel with the secret family recipes in old-fashioned copper kettles. GARRETT . . . LIKE NO OTHER®



INDIVIDUAL BAGS

Flavors:

Minimum order of 12 bags per flavor

- Garrett Mix® - Combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

Per dozen

Small Bag, 2 cups • \$84.00

Medium Bag, 4 cups • \$114.00

Large Bag, 6.5 cups • \$162.00



ONE TIME DAILY DELIVERY FEE • \$50.00

LIMITED TIME RECIPES

Ask your Catering Sales Manager for the seasonal and limited time recipes!

CUSTOMIZE YOUR GARRETT POPCORN BAG

Ask your Catering Sales Manager about this great opportunity to increase your brand awareness.

Bag Labels • \$1.00 per label

GARRETT CART

Service for up to 4 hours • \$2,000

Package includes:

- Approximately (400) 1 cup Snack Bags
- Attendant to Scoop and Serve
- Garrett Snack Bags, Scoops and Napkins
- Garrett Branded Cart



Choose up to 4 flavors:

- Garrett Mix® - Combination of CaramelCrisp® & CheeseCorn
- CaramelCrisp®
- CheeseCorn
- Buttery

Additional:

- Bags • \$500.00 per 100 bags
- Hours • \$375.00 for up to an additional 4 hours



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Hospitality BEVERAGES

All Hot Beverages have three gallon minimum order.



STARBUCKS Regular Coffee • **\$75.00 per gallon**

STARBUCKS Decaffeinated Coffee • **\$75.00 per gallon**

Regular Coffee • **\$68.00 per gallon**

Decaffeinated Coffee • **\$68.00 per gallon**

Hot Tea • **\$65.00 per gallon**

Hot Chocolate • **\$65.00 per gallon**

Orange Juice • **\$44.00 per gallon**

Iced Tea • **\$44.00 per gallon**

Lemonade • **\$44.00 per gallon**

FRUIT INFUSED WATER • **\$48.00 per 3 gallons**

A healthy green alternative to soda and manufactured bottled water

(Includes 3 gallon water dispenser)

FLAVORS:

Classic Lemon

Cucumber-Mint

Grapefruit-Rosemary

Pineapple-Blackberry

Mango, Lime and Basil

Kiwi-Strawberry



Pepsi Soda Products • **\$78.00 per case (24)**

Pepsi Soda Products • **\$3.50 each**

Aquafina Bottled Water • **\$78.00 per case (24)**

Aquafina Bottled Water • **\$3.50 each**

Bubly Sparkling Water • **\$78.00 per case (24)**

Bubly Flavored Sparkling Water • **\$3.50 each**
(Lime, Grapefruit, Mango & Cherry)

Bottled Iced Tea • **\$4.50 each**

Bottled Juice • **\$4.50 each**

Rock Star Energy Drink • **\$5.50 each**

Starbucks Frappuccino • **\$6.50 each**

Milk Pint • **\$3.00 each**

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Hospitality WATER COOLERS

Exhibitor is responsible for ordering tables, electrical power and trash removal from the General Service Contractor.

Water Cooler

OVG Hospitality is not responsible for supplying electricity.

Hot and Cold Water Cooler With Touchless Service Capability

FIRST DAY RENTAL • **\$138.00**

Each additional day rental • **\$40.00**

Purified Water Jugs

Five gallon, each • **\$40.00**

Includes 100 flat bottom cups

REQUIRED POWER

110v/15amp dedicated circuit per machine

Please contact your General Service Contractor to order electricity.



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Hospitality PLATED DINNER

*Our expert culinary staff is eager to craft a custom menu that will best fit your needs and exceed your expectations.
Your menu will be customized to meet all of your likes and special requests by utilizing ingredients
that are in the height of their season and grown locally, when possible.
Below is just a sample of what your customized dinner menu could be...*

We look forward to creating one with you!

FALL PLATED MENU SAMPLE

Baby Greens, Whipped Feta, Butternut Squash, Shaved Candy Stripe Beets,
Pomegranate Seeds and Puffed Quinoa with Balsamic Vinegar and Olive Oil

Char Crusted Filet of Beef, Candied Shallot, Sweet Potato Puree and
Asparagus with Red Wine Demi-Glace

Vanilla Bean Panna Cotta
with Brandied Peach Compote and Candied Basil

Perfectly Paired Wine, Coffee, Decaffeinated Coffee and Hot Tea

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Hospitality

COLD HORS D'OEUVRES

Sold per twenty-five pieces. Service Attendants are available for \$375.00 each for up to four hours of service.

GRAPE & GOAT CHEESE LOLLIPOP • \$130.00

Grape and Goat Cheese Lollipops
Rolled in Crushed Pistachios

GORGONZOLA, BALSAMIC FIG AND PECAN CROSTINI • \$125.00

WHIPPED BRIE, BACON AND PICKLED
BLUEBERRY CROSTINI • \$125.00
Grilled Crostini

BOURSIN CHEESE AND RIESLING POACHED PEAR PARMESAN CRISP PINWHEEL • \$125.00

CAPRESE SKEWERS • \$125.00
Grape Tomato, Mozzarella, Basil and Balsamic

CURRIED CHICKEN LETTUCE WRAP • \$130.00
with Fresh Chives

SPICED CHICKEN WONTON SALAD CUPS • \$130.00

Sweet Chili Sauce, Kimchi Slaw
with Wonton Strips

NY STRIP LOLLIPOPS • \$155.00

Red Onion Jam, Horseradish Cream
and Micro Arugula

PETITE AHI TUNA TACO • \$220.00

Spicy Avocado Puree, Pickled Ginger
and Micro Cilantro

SEARED SCALLOP • \$220.00

Grapefruit Yuzu Marmalade,
Pink Peppercorn and Chervil

BEEF TENDERLOIN CROSTINI • \$155.00

Horseradish Cream, Baby Arugula,
Sweet Red Onion Confit and Crispy Crostini

LOBSTER "BLT" STUFFED CHERRY TOMATO • \$155.00

Lobster, Bacon, Chervil and Lemon Aioli

SHRIMP COCKTAIL • \$155.00

Horseradish Cocktail Sauce and Lemon-Basil Aioli

PLANT BASED COLD HORS D'OEUVRES

GOOD CATCH TUNA CAPONATA BRUSCHETTA • \$130.00

Olive Oil, Kalamata and Herbs

GOOD CATCH TUNA SALAD SLIDER • \$130.00

Deli style Tuna, Vegan Mayonnaise, Pickled Onion and
Tomato



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Hospitality HOT HORS D'OEUVRES

Sold per twenty-five pieces. Service Attendants are available for \$375.00 each for up to four hours of service.

BACON WRAPPED ALMOND STUFFED FIG • \$140.00

Piquillo Pepper Sauce

BACON WRAPPED DIVER SCALLOP • \$220.00

Red Pepper Romesco Sauce



BACON WRAPPED ROASTED JALAPENO • \$140.00

Cheddar Cheese and Chipotle Ranch

WHITE CHEDDAR MAC & CHEESE BITES • \$125.00

Spicy Tomato Jam

VEGETABLE OR CHICKEN POT STICKER • \$125.00

Rice Vinegar, Soy and Chili Flake Dipping Sauce

SEARED BLUE CRAB CAKE • \$155.00

Citrus Aioli

FRENCH ONION TARTLETS • \$125.00

PORTOBELLO MUSHROOM SLIDER • \$140.00

Roasted Tomato and Red Pepper Hummus

SMOKED GOUDA AND BEEF SLIDER • \$150.00

Red Onion Jam and Black Truffle Aioli

MONTEREY JACK CHEESE AND TURKEY SLIDER • \$140.00

Sweet Pickle and Spicy Ketchup

ARTICHOKE AND PARMESAN FRITTERS • \$125.00

Lemon Aioli

THREE CHEESE ARANCINI • \$140.00

Smoked Tomato Jam

PANKO CRUSTED PORTOBELLO MUSHROOMS • \$140.00

Red Pepper Aioli

TOGARASHI CRUSTED SHRIMP SATAY • \$155.00

Pickled Red Onion and Sweet Chili Sauce

BEEF BULGOGI SATAY • \$155.00

Grilled Scallion and Sesame Seeds

SZECHUAN PEPPERCORN CRUSTED LAMB SATAY • \$155.00

Pickled Ginger and Sweet Soy Sauce

PLANT BASED HOT HORS D'OEUVRES

GOOD CATCH SALMON TERIYAKI BITES • \$150.00

With Green Onions and Sesame

WICKED KITCHEN SPICED BEEF AND JALAPENO QUESADILLA • \$150.00

with Vegan Cheddar and Tomatoes



WICKED KITCHEN MEATBALL AND PARMESAN ARANCINI • \$150.00

Served with Nona's Gravy

WICKED KITCHEN BUFFALO MEATBALLS • \$150.00

Served with Vegan Ranch

WICKED KITCHEN BBQ MEATBALL SLIDER • \$150.00

With Jalapenos, Pickles and Mayonnaise

WICKED KITCHEN CHORIZO AND GRILLED PEPPER SLIDERS • \$150.00

With Basil and Sweet Peppers

GOOD CATCH SALMON SLIDER • \$150.00

with Pickled Onions



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Hospitality RECEPTION PLATTERS

Service Attendant required. Service Attendants are available at \$375.00 each for up to four hours of service.

DELUXE IMPORTED AND DOMESTIC CHEESE

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers

Small Platter Serves 12 • \$150.00

Medium Platter Serves 25 • \$290.00

Large Platter Serves 50 • \$550.00

SLICED SEASONAL FRUIT PLATTER

A Selection of Seasonal Fresh Fruit and Berries with Greek Yogurt Honey Dip

Small Platter Serves 12 • \$115.00

Medium Platter Serves 25 • \$226.00

Large Platter Serves 50 • \$440.00

ITALIAN ANTIPASTO PLATTER

Capicola, Genoa Salami and Mortadella Basil Marinated Fresh Mozzarella, Fontina, Provolone and Gorgonzola, Marinated Roasted Red Peppers, Balsamic "Baby Bella" Mushrooms and Charred Cipollini Onions, Sicilian Olive Salad, Tomato Basil Bruschetta, Sundried Tomato Focaccia, Italian Flat Breads and Rosemary Infused Bread Sticks

Small Platter Serves 12 • \$155.00

Medium Platter Serves 25 • \$298.00

Large Platter Serves 50 • \$570.00

RUSTIC CHARCUTERIE BOARD

Prosciutto, Speck Tirolese, Soppressata and Mortadella al Pistachio paired with Italian Cheese; Ubriaco, Robiola and Teleggio Olives, Peppers, Sliced Sourdough and Crackers

Small Platter Serves 12 • \$155.00

Medium Platter Serves 25 • \$298.00

Large Platter Serves 50 • \$570.00

DELUXE CRUDITÉS AND DIP PLATTER

Chef's Selection of Seasonal Fresh Vegetables served with Green Goddess Dip and Red Pepper Hummus

Small Platter Serves 12 • \$125.00

Medium Platter Serves 25 • \$240.00

Large Platter Serves 50 • \$450.00

GRILLED AND MARINATED VEGETABLES

Balsamic Marinated Portobello Mushrooms, Zucchini with Basil, Roasted Garlic Rubbed Yellow Squash, Charred Red Onion, Roasted Red Pepper and Oven Dried Tomatoes with Balsamic Syrup

Small Platter Serves 12 • \$138.00

Medium Platter Serves 25 • \$260.00

Large Platter Serves 50 • \$500.00



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Hospitality

RECEPTION CARVING STATION

Minimum guarantee of 25 people per station. Pricing is per person. A Chef Attendant is required for each Carving Station.
Chef Attendants are \$375.00 each for up to four hours of service.

CARVING STATIONS

ARGENTINIAN GARLIC MOJO TRI-TIP • \$23.00

Traditional Chimichurri Sauce
Warm Rosemary Flatbread
Tomato, Red Onion and Arugula Salad
Oven Baked Sweet Plantains

CRÉOLE CAJUN TURKEY BREAST • \$18.00

Cajun Remoulade and Honey Mustard
Honey Corn Bread Muffins
Black Eyed Pea Salad
Vegetable Jambalaya



A LA CARTE

CHILI RUBBED PORK TENDERLOIN • \$16.00

Chili Orange Sauce

FIRE ROASTED BEEF TENDERLOIN • \$25.00

Gorgonzola-Peppercorn Sauce

A LA CARTE SIDES

SEASONAL GREEN SALAD • \$5.00

served with Oil & Vinegar, Ranch and Balsamic Vinaigrette

TRADITIONAL CAESAR SALAD • \$5.00

GRILLED SEASONAL VEGETABLES • \$5.00

YUKON MASHED POTATOES • \$5.00

JASMINE RICE • \$5.00

ROASTED BABY POTATOES • \$5.00

with Garlic and Rosemary

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Hospitality

RECEPTION STATIONS

Mix and match to create the ideal menu for your attendees. Minimum 3 stations. Pricing is per person with a minimum of 100 guests, each station must be ordered for the full guarantee. A labor fee will be added to guarantees of less than 100 people. Service Attendants are available at \$375.00 each for up to four hours of service.

SALAD SHAKER BAR • \$21.00

Pre-Made Individual Salads

- Chopped Romaine, Bleu Cheese Crumble, Petite Pasta, Diced Red Onion and Avocado
- Baby Spinach, Sliced Strawberries, Glazed Pecans, Crimson Beets and Goat Cheese
- Farfalle Pasta, Sweet Red Pepper and Pesto

PROTEIN and DRESSING BAR

Diced Chicken, Chopped Bacon and Sliced Flank Steak
Roasted Tomato Vinaigrette, Balsamic Vinaigrette and Creamy Ranch

DIM SUM STATION • \$23.00

Ramen Noodle Salad Topped with Vegetarian Maki Roll in Mini Take Out Containers
Shrimp Shumai
Steamed Salt and Pepper Edamame with Chili Flake
Chicken Teriyaki Bao Buns
Sushi Maki Roll Assortment: California, Tuna and Spicy Salmon
Spicy Asian Mustard, Sweet Chili Garlic, Wasabi, Soy and Pickled Ginger

DEVON STREET • \$19.00

Spicy Punjabi Snack Mix served in Bamboo Cones
Potato and Pea Samosa's with Cilantro and Tamarind Chutney
Tandoori Chicken Skewers with Cucumber Raita

SEAFOOD DISPLAY • \$36.00

East Coast Wellfleet Oysters and West Coast Kumamoto Oysters served on the Half Shell with of Mignonette, Spicy Cocktail Sauce with Horseradish and Fresh Lemons
Jumbo Shrimp Shooters with Mojito Aioli and Traditional Horseradish Cocktail Sauce
Togarashi Spiced Ahi Tuna, Avocado Mousse and Crispy Plantain
Lobster "Cocktails" with Fresh Mango, Pineapple and Thai Chili

CEVICHERIA • \$19.00

Individually served in Petite Glasses

- Citrus Poached Shrimp with Mango, Basil, Golden Tomatoes and Habanero Vinaigrette
 - Crab with Tomatillo, Avocado, Citrus and Cilantro Vinaigrette
 - Tequila Cured Salmon with Pineapple Mango
 - Wild Mushrooms with Epazote, Garlic Confit and Chipotle Vinaigrette
- Pico de Gallo and Plantain Chips

FONDUE STATION • \$23.00

A trio of Fondues to include Classic Swiss, American Lager & Cheddar, Smoked Gouda Cheeses
Served with Cubed Pumpernickel, Sourdough and Pretzel Bread, Roasted Mushrooms, Cherry Tomatoes and Roasted Mini Potatoes

MIXED UP MAC & CHEESE • \$21.00

Petite Apple and Fennel Salad with Baby Spinach and Mandarin Oranges

- Cavatappi Pasta with Lobster, Gruyere, White Cheddar, Roasted Grape Tomato, Baby Spinach and Buttered Crumbs
- Orrechietta Pasta with Smoked Gouda, Fontina, Roasted Portobello, Tomato and Wilted Greens
- Rotini Pasta with Buffalo Chicken, Celery, Carrots, Caramelized Onion and Gorgonzola Cream Sauce

LONE STAR BBQ SHACK • \$21.00

Dixie Cole Slaw
Bourbon and Brown Sugar Pulled Pork Slider
House Smoked Beef Brisket Sliders
Poblano Chile and Portobello Mushroom Quesadilla's
SAUCE BAR - House-Made BBQ Sauces and Salsa

- Smoky Bourbon and Brown Sugar
- Memphis Style Fire Starter – *Caution: contains a bit of a kick!*
- "Carolina Gold" Style Mustard and Black Pepper
- Sweet and Tangy Alabama White
- Green Chile-Lime Salsa

Tandoori Chicken Skewers with Cucumber Raita

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Hospitality

A TOUR OF CHICAGO DINNER STATIONS

A culinary tour of the Chicago neighborhoods that will be sure to give your guests a memorable “Sweet Home Chicago” experience. These stations focus on a colorful display of cuisines that are highlighted in some of Chicago’s most popular neighborhoods. Minimum 3 stations. Pricing is per person with a minimum of 100 guests, each station must be ordered for the full guarantee. A labor fee will be added for the guarantee less than 100 people. Chef Attendants are available at \$375.00 each for up to four hours of service.

MAG MILE • \$26.00

“24 Carrots” Salad with Roasted Heirloom Carrots, Spiced Pecans, Local Goat Cheese and Baby Mache with Maple Orange Vinaigrette
Horseradish, Rosemary and Sea Salt Crusted Tenderloin served with Zinfandel-Peppercorn Demi-Glace, Horseradish-Chive Cream Sauce served with Soft Buttery Rolls
Mini Twice Baked Potatoes

BRONZEVILLE • \$21.00

Blackeyed Pea Salad
Vegetable Jambalaya
Jerk Chicken Mac & Cheese

LITTLE INDIA • \$21.00

Chicken Tikka Masala
Vegetarian Curry
Basmati Rice
Naan

ITALIAN VILLAGE • \$19.00

Italian Chopped Salad with Romaine Hearts, Tomato, Cucumber, Garbanzo Beans, Pickled Cherry Peppers and Provolone with Italian Dressing
Warm Spinach, Artichoke & Roasted Tomato Dip with Toasted Crostini and Crackers
Petite Cheese and Sausage Pizzas
Red Wine Braised Italian Sausage and Peppers with Mini Crusty Rolls

PILSEN • \$21.00

Twisted Tacos (Select 2)
• Big Island Tuna
Tuna Poke, Spicy Avocado, Pickled Ginger, Sesame Seeds and Wonton Shell
Served with Asian Slaw
• Cuban Pork
Shredded Pork, Dill Pickle Relish, Spicy Mustard, Swiss Cheese Sauce and Flour Tortillas
Served with Jicama Slaw
• Buffalo Chicken
Crispy Chicken Breast, Buffalo Sauce, Danish Bleu Cheese, Celery Relish, Flour Tortilla
Served with Ranch Potatoes

CHINA TOWN • \$19.00

Asian Noodle Salad with Vegetarian Maki Rolls in Mini Take Out Containers
Grilled Beef Bulgogi Skewers with Sesame Seeds, Sweet Soy Drizzle
Chicken Lettuce Cups with Asian Slaw

GREEK TOWN • \$19.00

Greek Village Salad with Tomato, Cucumber, Feta Cheese and Red Onion with Oregano Vinaigrette
Classic Spanakopita with Sundried Tomato and Red Pepper Dipping Sauce
Grilled Lemon Chicken Skewers with Charred Lemon and Cucumber Tzatziki

SWEET HOME CHICAGO • \$17.00

Frango Mint Brownie Bites
Eli’s Cheesecake Bites
Neiman Marcus Bars
Petite Lemon Head Parfaits
Coffee, Decaffeinated Coffee and Hot Tea

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Hospitality MISTIFY

Mistify and captivate your clients and guests while they visit your Booth! Guests will be wowed by the interactive, liquid nitrogen Dessert and Cocktail Bar. Right before your eyes, at -321 °F, we create the smoothest, most delectable Ice Cream and Frozen Cocktails. Freshly Frozen Creations in a mesmerizing cloud of mist! Below are examples of popular packages, but the possibilities to create a customized experience are endless! Contact your Catering Sales Manager to create the perfect *ice breaker*!

PREMIUM ICE CREAM, FROZEN COFFEE AND SORBET

SERVICE FOR UP TO 4 HOURS • \$4,000.00

Package includes:

- (400) 2oz servings
- 1 trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
(Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

ONE TIME SET-UP FEE • \$800.00 AND SERVER FEE • \$550.00

Choose 2 flavors (duration of show dates)

Strawberry Sorbet • Strawberry-Lime Sorbet
Pineapple-Coconut Sorbet • Mango-Citrus Sorbet
Cafe Latte • Mocha Latte

ONE TIME SET-UP FEE • \$800.00 AND SERVER FEE • \$375.00

100 ADDITIONAL SERVINGS • \$800.00

TOPPINGS BAR • \$1.00 PER SERVING

REQUIRED POWER 120V/20AMP dedicated circuit per machine
Please contact your General Service Contractor to order electricity



FROZEN COCKTAIL BAR

SERVICE FOR UP TO 4 HOURS • \$5,200.00

Package includes:

- (400) 2oz servings
- Trained & licensed Attendant to create and serve
- Elegant LED Bar & Podium
(Inquire about the ability to match company colors)
- Disposable cups, spoons, and napkins

ONE TIME SET-UP FEE • \$800.00 AND BARTENDER FEE • \$550.00

Choose 2 flavors (duration of show dates)

Simply Lime Margarita • Strawberry Margarita • Chocolate Whiskey Ice Cream Cocktail • Peach Bellini • Sinfully Scotch Ice Cream Cocktail
Frozen Cranberry Cocktail • Amaretto Freeze • Pina Colada • Passion Fruit Colada • White Russian Ice Cream Cocktail

ONE TIME SET-UP FEE • \$800.00 AND BARTENDER FEE • \$375.00

100 ADDITIONAL SERVINGS • \$1000.00

REQUIRED POWER 120V/20AMP dedicated circuit per machine
Please contact your General Service Contractor to order electricity

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Hospitality BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$375.00 for hosted and \$375.00 for cash bars each for up to four hours of service and \$80.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$3.00 per person. There is a minimum of \$1,000.00 per bar.

SUPER PREMIUM BAR PACKAGE

2 HOUR PACKAGE • \$34.00
EACH ADDITIONAL HOUR • \$14.00

PREMIUM BAR PACKAGE

2 HOUR PACKAGE • \$32.00
EACH ADDITIONAL HOUR • \$12.00

BEER PACKAGE

Your choice of two Domestic Beers and two Imported/Craft Beers.

1 HOUR PACKAGE • \$18.00
2 HOUR PACKAGE • \$26.00
EACH ADDITIONAL HOUR • \$10.00

DOMESTIC

Miller Lite, Coors Light, Budweiser, Michelob Ultra

IMPORTED

Heineken, Stella Artois, Modelo

CRAFT

Brickstone McCormick Place Everyday Ale
Revolution "Anti Hero" IPA
Moody Tongue PILS
Half Acre Daisy Cutter APA
Goose Island Craft
High Noon Hard Seltzer

BEER and WINE PACKAGE

Your choice of one Domestic Beer, one Import or Craft Beer and two Wines.

1 HOUR PACKAGE • \$22.00
2 HOUR PACKAGE • \$30.00
EACH ADDITIONAL HOUR • \$11.00

RED

Woodbridge • Cabernet Sauvignon, Pinot Noir
Canyon Road • Cabernet Sauvignon

WHITE

Woodbridge • Chardonnay, Sauvignon Blanc, Rose
Canyon Road • Pinot Grigio,



ALL PACKAGES INCLUDE

Soda and Bottled Water

WINE PACKAGE

Your choice of two Red Wines and two White Wines.

1 HOUR PACKAGE • \$22.00
2 HOUR PACKAGE • \$30.00
EACH ADDITIONAL HOUR • \$11.00



RED

Woodbridge • Cabernet Sauvignon, Pinot Noir
Canyon Road • Cabernet Sauvignon

WHITE

Woodbridge • Chardonnay, Sauvignon Blanc, Rose
Canyon Road • Pinot Grigio

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Hospitality BARS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$375.00 for hosted and \$425.00 for cash bars each for up to four hours of service and \$80.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$3.00 per person. There is a minimum of \$1,000.00 per bar.

CONSUMPTION BARS

Estimated consumption will be determined with your Sales Manager. Actual consumption will be calculated following your function. There is a minimum of \$1000.00 per bar.

PREMIUM SELECTIONS

Premium Cocktails • **\$9.50**

Vodka • Svedka or New Amsterdam
Gin • New Amsterdam Stratusphere
Rum • Cruzan
Tequila • Sauza Hacienda
Bourbon • Jim Beam
Scotch • Dewars
Brandy • E&J
Beer • Miller Lite, Coors Light,
Budweiser, Michelob Ultra,
Heineken, Stella Artois, Modelo

Domestic Beer • **\$7.00**
Import Beer • **\$7.50**

Bottled Water • **\$3.25**
Soft Drinks • **\$3.25**
Juices • **\$4.00**

SUPER PREMIUM SELECTIONS

Super Premium Cocktails • **\$10.50**

Vodka • Absolut
Gin • Bombay
Rum • Captain Morgan
Tequila • Camarena
Bourbon • Makers Mark
Scotch • Johnnie Walker Red
Canadian Whiskey • Crown Royal
Domestic Beer • Miller Lite, Coors Light, Budweiser,
Michelob Ultra
Import Beer • Heineken, Stella Artois, Modelo
Craft Beer • Brickstone McCormick Place Everyday Ale,
Revolution “Anti Hero” IPA, Moody Tongue PILS, Half
Acre Daisy Cutter APA
Goose Island Craft
High Noon Hard Seltzer

Domestic Beer • **\$7.00**
Import Beer • **\$7.50**
Craft Beer • **\$8.00**

CASH BARS (CREDIT AND DEBIT ONLY)

*There is a minimum of \$1,000.00 per bar.
Customer is responsible for labor cost in addition
to reaching the cash bar minimum.*

CASH BAR PRICING

*Credit and Debit only.
Prices may vary depending on alcohol selection.
Pricing listed is inclusive of taxes.*

House Cocktails • **\$12.00**

House Wine • **\$9.50**

Domestic Beer • **\$8.00**
Import Beer • **\$8.50**
Craft Beer • **\$9.00**

Bottled Water • **\$3.75**
Soft Drinks • **\$3.75**
Juices • **\$4.50**

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Hospitality BARS

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CONSUMPTION BARS

Estimated consumption will be determined with your Sales Manager. Actual consumption will be calculated following your function.

BAR PRICING PER DRINK

Please select tier

Tier One Wine • **\$9.50**

Tier Two Wine • **\$10.50**

Tier One Bubbles • **\$9.50**

Tier Two Bubbles • **\$10.50**

Bottled Water • **\$3.25**

Soft Drinks • **\$3.25**

Juices • **\$4.00**

WINE TIERS FOR CONSUMPTION BARS and PACKAGES

TIER ONE

Woodbridge • Chardonnay, Sauvignon Blanc,
Rose, Cabernet Sauvignon, and Pinot Noir

Canyon Road • Pinot Grigio, Cabernet
Sauvignon

TIER TWO

Clos Du Bois • Chardonnay
Nobilo • Sauvignon Blanc
Ruffino Lumina • Pinot Grigio
Prophecy • Rose
Robert Mondavi Private Selection • Cabernet
Sauvignon
Mark West • Pinot Noir
Dreaming Tree “The Crush” • Red Blend - \$12

BUBBLES TIERS FOR CONSUMPTION BARS and PACKAGES

TIER ONE

Wycliff • Brut

TIER TWO

Ruffino • Prosecco



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Hospitality

WINE BY THE BOTTLE

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REDS

Pinot Noir

Mark West • **\$50.00**

J Vineyards • **\$75.00**

Meiomi • **\$85.00**

Red Blend

Locations CA • **\$75.00**

Unshackled • **\$90.00**

Cabernet

Robert Mondavi Private Selection • **\$50.00**

Franciscan • **\$75.00**

Simi Sonoma County • **\$95.00**

WHITES

Chardonnay

Clos Du Bois • **\$50.00**

Edna Valley • **\$65.00**

Simi Sonoma County • **\$75.00**

Sauvignon Blanc

Whitehaven • **\$75.00**

Kim Crawford • **\$75.00**

Pinot Grigio

Maso Canali • **\$65.00**

Santa Margherita • **\$90.00**

Rose

Fleur De Mer • **\$75.00**

Meiomi • **\$75.00**

Bubbles

Wycliff, Brut • **\$35.00**

Ruffino, Prosecco • **\$50.00**

Mumm, Brut • **\$75.00**

J Vineyards, Brut • **\$90.00**

HOUSE VARIETALS • \$36.00

Woodbridge • Chardonnay, Sauvignon Blanc, Rose, Pinot Noir, Cabernet Sauvignon

Canyon Road • Pinot Grigio, Cabernet Sauvignon



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Hospitality BARS

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OUR VERY OWN . . .

We are extremely excited about our collaboration with Brickstone Brewery.

Cascade Hops grown in the SAVOR...Chicago Rooftop Garden at McCormick Place is blended into the Beer. The result is our very own McCormick Place Everyday Pale Ale.

Quantities are limited!

Please work with your Catering Sales Manager for availability.

BEER CASES

DOMESTIC • \$168.00

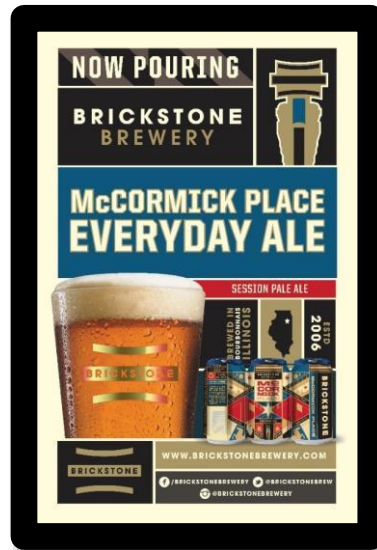
Miller Lite, Coors Light, Budweiser, Michelob Ultra

IMPORTED • \$180.00

Heineken, Stella Artois, Modelo

CRAFT • \$192.00

Brickstone McCormick Place Everyday Ale
Revolution "Anti Hero" IPA
Moody Tongue PILS
Half Acre Daisy Cutter APA
Goose Island Craft
High Noon Hard Seltzer



McCORMICK PLACE EVERYDAY ALE KEG • \$595.00

BEER KEGS

DOMESTIC • \$495.00

Miller Lite, Coors Light, Budweiser, Michelob Ultra

IMPORTED • \$595.00

Heineken, Stella Artois, Modelo

CRAFT • \$595.00

Brickstone McCormick Place Everyday Ale
Revolution "Anti Hero" IPA
Moody Tongue PILS
Half Acre Daisy Cutter APA
Goose Island Craft

REQUIRED POWER

120V/15AMP dedicated circuit per Kegeator

Power and trash removal is required from the General Service Contractor.

Prices do not include 21.50% service charge and applicable sales tax. Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price.



Hospitality BAR ENHANCEMENTS

A Bartender is required for all Bar services. 1 Bartender per 100 guests for Full Bars. 1 Bartender per 150 guests for Beer and Wine Bars. Bartender fee is \$375.00 for hosted and \$425.00 for cash bars each for up to four hours of service and \$80.00 for each additional hour. Pricing includes disposable service. Glassware service is available at an additional \$3.00 per person. There is a minimum of \$1,000.00 per bar.

ENHANCED CRAFT COCKTAILS

Pricing is per drink with a minimum order of 50 per selection.

MIMOSAS • \$10.50

- Traditional
- Peach
- Mango
- Prickly Pear
- Passionfruit

BLOODY MARY BAR • \$10.50

- Vodka– Gin-Tequila
- Bloody Mary Mix
- Spicy Bloody Mar Mix
- Additional garnishes



MARGARITAS • \$12.50

- Original
- Strawberry
- Honey Ginger
- Peach
- Guava Passionfruit

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OVG Hospitality has created an enhanced foodservice experience while being committed to your health and safety. We adhere to the Cook County Health Department's meticulous food service standards and require staff to be ServSafe-certified by the National Restaurant Association in proper food handling. As your health and safety is at the forefront of our service as we welcome you back, below is a list of some of the additional safety protocols we have put in place:

FOR INFORMATION PLEASE CONTACT INFOOVG@MCCORMICKPLACE.COM

STAFF

- Staff may be required to wear face masks and gloves during food preparation and serving depending upon service restrictions at the time of service.
- All staff may go through employee health screening upon arrival prior to reporting to their assigned area.
- Social distancing in food preparation areas.
Implemented cleaning and disinfecting protocols that focus on high contact/touch points both in back and fro

MENU & SERVICE UPDATES

- Offering increased options for pre-packaged food and beverage products.
- Adjusted menu items where applicable to be displayed in individual portions instead of bulk.
- Increased action stations with chef to individually prepare items over buffet service.
- Using single-use sustainable products, such as compostable.
- Modified beverage stations with touchless or attended service when possible and based upon service restrictions at the time of service.
- All condiments will be individually packaged single serve options wherever possible.
- Social Distancing may be implemented that is consistent with local government regulations and guidance at the time of

CATERING LAYOUT

- Following table seating capacities that are consistent with local government regulations and guidance.
- One-way guest flow on buffets is recommended to be used to minimize contact between guests, plates, glasses and cutlery where possible.
- We ask you to allow for additional set up and move out time for all catered functions to allow for additional environmental hygiene cleaning measures to be completed before and after events.

POLICIES

OVG Hospitality is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by OVG Hospitality. No food or beverage of any kind is permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The Menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of four (4) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that OVG Hospitality is made aware of.

PRICING

Published pricing does not include administrative fees (23%) or applicable taxes. A good faith estimate, of food and beverage prices, will be provided in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases. OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by the current health crisis. Please discuss the styles of service for all buffet services and the additional costs with your Catering Manager.

SERVICE CHARGES

All catered events are subject to a 21.5% management fee. 21.438% of this Management Charge is distributed as tips/gratuities to the employees who provide service to guests in connection with the catered event. The remaining 1.562% of this Management Charge is the sole property of the McCormick Place, as applicable, is used to cover that party's costs and expenses in connection with the catered event and the administration of the event (excluding employee tips, gratuities, and wages), and is not charged in lieu of a tip or gratuity. This portion of the Management Charge is not a tip or gratuity, nor is it purported to be a tip or gratuity, for any employee who provides service to guests (e.g., wait staff employee, service employee, service bartender, and the like), and no part of this portion of the Management Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday through Friday) prior to the event for functions up to 1,000 guests. Functions of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, OVG Hospitality reserves the right to charge for the expected number of guests or quantities specified on the banquet event order(s).

If the attendance is higher than the given guarantee the charge will be for the actual function attendance. Increases and/or new orders made within (5) business days of the function are subject to an additional 20% fee based on the menu price. Plated or Buffet functions with a guarantee of less than 25 guests will be subject to labor fees.

OVG Hospitality will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served as the final guarantee amount. OVG Hospitality reserves the right to make reasonable menu substitutions, as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one (1) server per twenty (20) guests for plated meal functions and one (1) server per forty (40) guests at buffet functions. Due to the current health crisis, additional health and safety regulations may be implemented requiring additional service, please discuss the styles of service for all buffet services and the additional costs with your Catering Manager. Additional staffing requests or guarantees for less than twenty-five (25) guests for plated or buffet functions, labor fees will be applied. Holiday labor rates may apply.

EVENT TIMELINE

Breakfast and lunch is based on up to a three (3) hour service and dinner is based on up to four (4) hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty (30) minutes from the time indicated on the banquet event order will have additional labor fees per hour, per server scheduled.

BEVERAGES

OVG Hospitality offers a complete selection of beverages to compliment your function. Alcoholic beverages and services are regulated by the Liquor Control Board, OVG Hospitality..., as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources, nor may it be removed from the premises.

We reserve the right to refuse alcohol service to intoxicated or underage persons.

Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for cash sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACTS

An initial deposit in the amount noted on the Catering Contract is due on the date specified. The amount of the deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five (45) days in advance of the event. The actual revenue will be based on the signed Banquet Event Order(s) and guarantee(s). The remaining balance of the deposit is due fourteen (14) days in advance of the first function. A 3.5% fee will be assessed on all payments made by credit card. This fee will be due at the time of credit card payment and is non-refundable. No transaction fee will be assessed on payments made by check, ACH, cash, or debit card.]

CANCELLATIONS

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the Catering Contract for specific details. In the event that an individual function should cancel after the guarantee date, payment in full for the estimated revenue based on the menu and event arrangements is required.

RETAIL/CONCESSIONS SERVICE

Appropriate operation of concession outlets will occur during all show hours. OVG Hospitality reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. Should additional service locations be requested, a minimum sales guarantee and related charge may apply.

WITH OUR GUESTS IN MIND

Chicago's ongoing commitment to environmental stewardship is at the heart of everything we do. We set the standard for excellence in sustainability in convention centers.

Our commitment to purchasing locally currently includes making a substantial part of our purchases from local producers and suppliers as well as growing more than 6,000 pounds of produce in our 2.5 acre Rooftop Garden. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overemployment of medicine in raising farm animals. The McCormick Place is the first convention center in the country to make the switch to e-water for sanitizing,

McCormick Place has been recognized for its sustainability leadership and innovation including Green Seal* certification, International APEX certification in sustainability for the entire McCormick Place campus, certification by the Green Meetings Industry Council, an Illinois Governor's Award for sustainability and recognition from the Environmental Protection Agency (EPA) for leadership, education and outreach, including winning the EPA's National Food Recovery Challenge.

ILLINOIS GOVERNOR'S SUSTAINABILITY AWARD

The Illinois Governor's Sustainability Award recognizes the organization that demonstrates a commitment to economy, society and the environment through outstanding and innovative sustainability practices. In recognizing McCormick Place, the Governor commended the Center's green practices, "Your organization's commendable green practices serve as a model of environmental stewardship for residents, businesses and institutions throughout our state. Implementing energy efficiency upgrades, fuel savings, pollution and waste reductions, and other sustainability improvements requires vision, strong leadership, and the dedication of individuals throughout an organization."

GREEN SEAL CERTIFICATION

In 2013, through association with the University of Chicago's Green Restaurant Research Team and the Green Chicago Restaurant Coalition, McCormick Center was the first convention center to receive Green Seal certification for environmentally responsible food purchasing, operations and management.

OVG Hospitality meets Green Seal™ Standard GS-55 based on purchase of sustainably-sourced food, waste minimization, use of verified environmentally-preferable products, and conservation of energy and water. GreenSeal.org



APEX/ASTM INTERNATIONAL FOOD AND BEVERAGE SUSTAINABILITY STANDARD

Spearheaded by the U.S. Environmental Protection Agency and their relationship with the Green Meeting Industry Council, these standards were developed in collaboration between APEX (the Convention Industry Council's Accepted Practices Exchange) and ASTM, an ANSI certified international standard development organization. These standards were developed with the goal of creating more sustainable meetings and events. These measurable standards hold both suppliers and planners accountable for implementation and are complimentary to other meeting industry recognized standards. The eight categories of the standards include staff management and environmental policy, communication, waste management, energy, air quality, water, procurement and community partners.



McCORMICK PLACE®
C H I C A G O



TRADE SHOW	The Inspired Home Show 2024	ORDER DEADLINE	February 16, 2024			
CONTACT			ON-SITE CONTACT			
COMPANY			ON-SITE PHONE #			
ADDRESS						
CITY, STATE, ZIP						
PHONE #			FAX #			
EMAIL ADDRESS						
BOOTH/ROOM #		BUILDING (Circle)	N	S	E	W

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	#of Guests	Item Description	Unit Price
Total						

A signed Catering Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution.

Please submit this form to the: infoovg@mccormickplace.com

Catering Office: 312-791-7290

METHOD OF PAYMENT	Credit Card <input type="radio"/>	Check <input type="radio"/>	Wire <input type="radio"/>
--------------------------	-----------------------------------	-----------------------------	----------------------------

OVG Hospitality office number: 312-791-7290

A 3.5% processing fee will be added to all credit card charges greater than \$10,000. A signed Catering Agreement and full payment must be received to process all food and beverage orders.

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.

Walkable Food Options

McCormick Square

- Subway (Sandwich Shop) \$
126 E. Cermak Ave.
- Pizano's Pizza and Pasta (Italian) \$\$
2106 S. Indiana Ave.
- Chicago Oyster House (Seafood) \$\$
1933 S. Indiana Ave.
- IL Culaccino (Italian) \$\$
2134 S. Indiana Ave.
- Mustard Seed Kitchen (American) \$\$
49 E. Cermak Rd.
- South Loop Market (Grab-and-go) \$
2135 S. Michigan Ave.
- Steve's Bites (Burgers) \$\$
80 E. Cermak Rd.

Hyatt Regency McCormick Place 2233 S. Martin Luther King Drive

- Sixes & Eights (Japanese/Chinese grab-and-go) \$\$
- Third Star (Restaurant) \$\$
- Arc Bar (Craft Beer, Burgers and Sandwiches) \$\$
- Market (Grab-and-go) \$

Marriott Marquis 2121 S. Prairie Avenue

- Woven + Bound (American Brasserie) \$\$\$
- Showroom Food Hall (Five Food Concepts) \$\$
- 2121 Pantry (Grab-and-Go) \$

Hilton at McCormick Place 123 E. Cermak Road

- VU Skyward Bev & Eat (Small Bites & Bar) \$\$\$
- Fatpour Tapworks (American Pub & Grill) \$\$
- Haidilao (Hot Pot) \$
- Apolonia (Mediterranean) \$\$
- Starbucks (Coffee House) \$

5-15 Minute Walk from McCormick Campus

- Williams Inn Pizza & Sports Bar \$\$
(Pizza & Wings) – 2 Blocks
2210 S. Michigan Ave.
- Papa Johns (Pizza) – 2 Blocks \$
80 E. Cermak Rd
- The Spoke & Bird South Loop \$\$
(Cafe, American Bistro) – 4 Blocks
205 E. 18th St.
- La Cantina (Mexican) - 4 Blocks \$\$
1911 S. Michigan Ave.
- Momentum Coffee \$
(Cafe & Coffee House) – 5 Blocks
2119 S. State St.
- Reggie's (American Cuisine, Bar & Live Music Venue) \$
– 5 Blocks
2105 S. State St.

- Burger Point (Burgers & Wings) - 6 Blocks \$
1900 S. State St.
- Siam Rice (Thai) – 6 Blocks \$\$
1906 S. State St.
- Weather Mark Tavern (Nautical Theme Bar with
American Fare) – 6 Blocks \$\$
1503 S. Michigan Ave.
- TSAoCaa (Bubble Tea & Korean Street Food) - 7 Blocks \$
2026 S. Clark St.
- Hello Jasmine (Asian/Taiwanese) – 7 Blocks \$
2026 S. Clark St.
- Cafe Bionda (Italian) - .6 Miles \$\$
1924 S. State St.
- Bureau Bar & Restaurant (American) - .4 Miles \$\$
2115 S. State St.
- TeaPotBrew Bakery (Bakery) - .6 Miles \$
1802 S. Wabash Ave.

Very Short Cab Ride Away

- Minghin Cuisine (Chinese) – .9 Miles \$\$
2168 S. Archer Ave.
- Victory Tap (Italian) - .9 Miles \$\$
1416 S. Michigan Ave.
- Moody Tongue Brewing Company
(American Brew Pub & Restaurant) – 1 Mile \$\$
2515 S. Wabash
- Sushi + Rotary Sushi Bar (Sushi) - 1 Mile \$\$
2131 S. Archer Ave.
- Tapas Valencia (Spanish) 1 Mile \$\$
1530 S. State St.
- Giordano's (Pizza) – 1 Mile \$\$
1340 S. Michigan Ave.
- Chicago Waves South Loop (Breakfast & Lunch)
- 1.1 Miles \$\$
1400 S. Michigan Ave.
- Sumi Japanese Restaurant (Japanese) – 1.1 Miles
1303 S. Michigan Ave. \$\$
- The Chicago Firehouse Restaurant
(American & Steakhouse) – 1.1 Miles \$\$\$
1401 S. Michigan Ave.



(See Reverse Side)

www.choosechicago.com/concierge/

Nearby Convenient Stores

- Burger Bar (Burgers & Sandwiches) – 1.2 Miles \$\$
1150 S. Michigan Ave.
- AO Hawaiian Hideout (Asian) – 1.2 Miles \$\$
1315 S. Wabash Ave.
- Flo and Santos (Pizza & Polish/Italian Fusion) - 1.2 Miles \$\$
1310 S. Wabash Ave.
- My Place (Asian) – 1.3 Miles \$
1307 S. Wabash Ave.
- Molly's Cupcakes (Sweets & Treats) – 1.4 Miles \$
1150 S. Wabash Ave.
- Chipotle (Mexican Grill) – 1.4 Miles \$
1142 S. Wabash Ave.
- Yolk (Breakfast) – 1.4 Miles \$\$
1120 S. Michigan Ave.
- Eleven City Diner (Family City Diner) – 1.5 Miles \$\$
1112 S. Wabash Ave.
- Lou Malnati's Pizzeria (Pizza) – 1.7 Miles \$\$
805 S. State St.
- Manny's Delicatessen
(Cafeteria & Delicatessen) - 2.3 Miles \$\$
1141 S. Jeerson St.
- MCCB Chicago (Chinese) - .8 Miles \$\$
2138 S. Archer Ave.
- Joy Yee Noodle (Chinese) - .8 Miles \$\$
2139 S. China Pl.
- Lao Sze Chuan (Chinese) - .8 Miles \$\$
2172 S. Archer Ave.
- Hing Kee Restaurant (Vietnamese) - .8 Miles \$
2140 S. Archer Ave.
- Triple Crown (Dim Sum) - .7 Miles \$\$
2217 S. Wentworth Ave.
- Ken Kee Restaurant (Chinese) - .8 Miles \$
2129 S. China Pl.
- Strings Ramen (Ramen) - .7 Miles \$\$
2141 S. Archer Ave.
- Walgreens - .8 Miles \$\$
316 W. Cermak Rd.
- Greenleaf Food Market - .5 Miles \$\$
1619 S. Michigan Ave.
- Express Mart - .5 Miles \$
1619 S. Michigan Ave.
- Target - 1.6 Miles \$\$
1154 S. Clark St.
- South Loop Market - .2 Miles \$
2135 S. Michigan Ave.
- 7-Eleven - 1.5 Miles \$
3201 S State St.



Chicago Concierge

Make the most of your time in Chicago with Chicago Concierge!

This complimentary online service will guide you to the award-winning restaurants, bars, attractions and retailers in town to help make your time in the city as memorable as possible. Type in keywords or select specific categories through the search engine to find an interactive map and list of suggestions.

Simply scan the QR code with your phone or follow the web address below to start exploring things to do during your stay in Chicago!

Scan Here!



www.choosechicago.com/concierge/

EXHIBITOR PERSONAL CONSUMPTION POLICY

McCormick Place allows exhibitors to bring food and beverage items into the facility for personal consumption either individually or collectively as described below:

- An exhibitor may bring an individual serving of food and beverage with them onto the premises. This will allow for an individual to consume food from an outside vendor on McCormick Place property. An example might be as follows:
 - An individual departs the facility and returns with a sandwich, a slice of pizza, or carryout, and consumes it on McCormick Place property.
- An exhibitor may bring the equivalent of an individual serving for each of their employees onto the premises to serve to those employees. This will allow an organization to feed members of their staff without forcing each individual to bring their own food. Examples might include the following:
 - An exhibitor orders pizzas and beverages and feeds their staff
 - An exhibitor ships a cooler and several cases of soda with their display to provide beverages to their personnel
 - An exhibitor sends a runner out and has them pick-up a certain number of lunches to provide to their staff.

Any exhibitor or exhibitor employee who chooses to bring food onto the premises must adhere to the following additional requirements.

- Any exhibitor who brings food and beverage onto the premises will be responsible for the clean-up of any resulting garbage or left-over food.
- This policy is limited to exhibitors and their employees. Exhibitors are not allowed to bring food into the facility to serve to attendees beyond that which is currently permissible in the facility sampling policy.
- Exhibitors, Official Service Contractor or Event Organizer are not allowed to authorize any outside caterer or restaurateur to set up cooking, assembly, or serving areas on McCormick Place property.
- Food and beverage companies are not allowed to sell or solicit sales on McCormick Place property.
- Deliveries by outside food and beverage companies are not allowed inside the facility, on the exhibit floor, or at back of house areas.
- Exhibitors and their employees are not allowed to bring alcoholic beverages onto the premises at any time for personal or attendee consumption.





SAMPLING AUTHORIZATION REQUEST – NON FOOD SHOWS

Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through OVG Hospitality, the exclusive food and beverage provider at McCormick Place Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

General Information for Non-Food Industry Shows

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies. If they are not ***Manufactured, Processed or Distributed*** by the company then you are not able to provide samples of food and beverage unless they are purchased through OVG Hospitality. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact SAVOR...Chicago and we will be happy to help you arrange these catering services.
2. If you do ***Manufacture, Process, or Distribute*** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
 - Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to “bite size”, not to **exceed 2oz.** portions
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company ***Manufactures, Processes or Distributes Alcoholic Beverages*** and this product is related ***to the purpose of the show*** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:
 - A charge of \$500.00 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - Sample portions must be under the following limits:
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - Distribution of alcoholic products must be monitored & overseen by a staff bartender from OVG Hospitality in compliance with Illinois Liquor Laws.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.



5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of OVG Hospitality unless coordinated in advance with a Catering Manager prior to the show dates.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Name	Booth # and Hall				
Contact Information					
Name	Telephone	Email address			
Address	City	Zip			
Email					
Items					
Item and Reason of distribution, please include quantity, portion Size and method of dispensing items					
<hr/>					
<hr/>					
<hr/>					
Approved by:			Date:		
<hr/>					

The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless OVG Hospitality and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO: CATERING OFFICE - OVG Hospitality
OVG Hospitality at McCormick Place
2301 South Lake Shore Drive Chicago, IL 60616
Telephone (312) 791-7250 Fax (312) 791-7280



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

17-19 MARCH 2024

McCormick Place | Chicago

2024 Meeting Room Guide

sponsored by:



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

North Building

Level 1

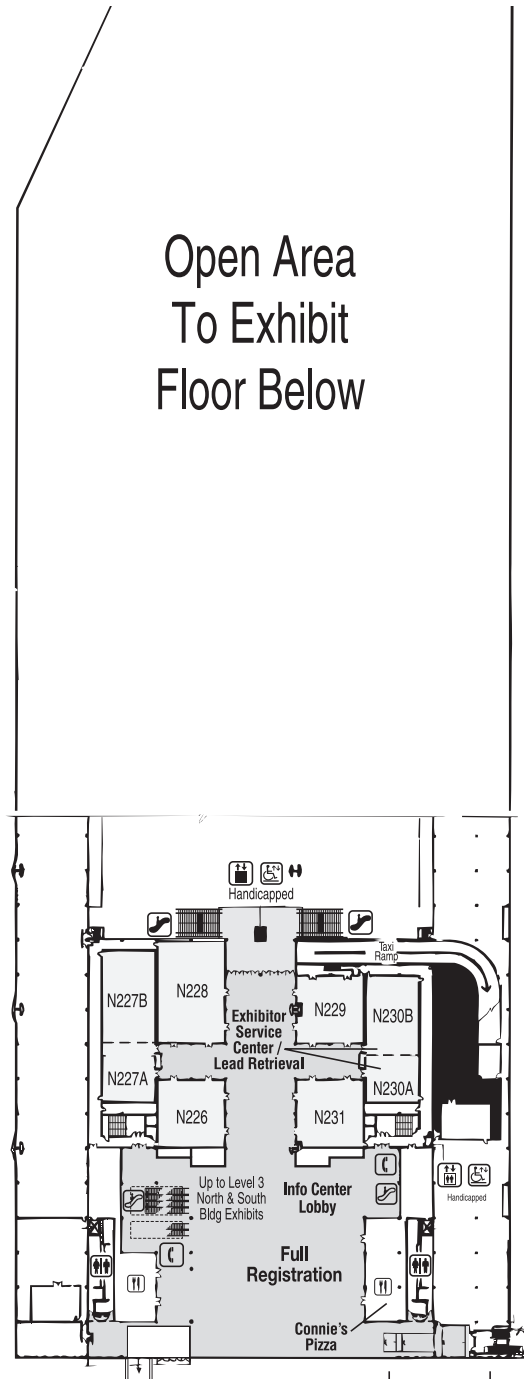


NORTH BUILDING, LEVEL 1

Show Services/Areas	Location
Coat & Baggage Check	N139
Express Badge Pick-up	Lobby
Information Center	Lobby

North Building

Level 2



NORTH BUILDING, LEVEL 2

Show Services/Areas	Location
Exhibitor Service Center / Lead Retrieval	N230
Information Center	Lobby
U.S. & Non U.S. Full Registration	Lobby

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

Show service areas
subject to change.

North Building

Meeting Room Capacities / Rates

Level 1

Room Number	Square Footage	Ceiling Height	Theater Style	Classroom Style	Banquet Style	Daily Rental
N126	802	11'11"	70	36	32	\$200
N127	842	11'10"	74	42	40	\$200
N129	1,014	11'11"	85	44	40	\$200
N131	803	11'11"	64	36	40	\$200
N133	855	11'11"	77	39	40	\$200
N134	1,005	11'11"	85	44	40	\$200
N135	1,585	12'	152	78	80	\$230
N137	1,651	11'11"	167	81	80	\$250

Level 2

Room Number	Square Footage	Ceiling Height	Theater Style	Classroom Style	Banquet Style	Daily Rental
N226	3,409	13'11"	286	168	160	\$350

Rates and capacities subject to change.



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

Please note that if a room is not listed, the room is unavailable for rental.

North Building

Level 3, Exhibit Floor

NORTH BUILDING, LEVEL 2.5

Show Services/Areas

ColorWatch (Pantone)

NORTH BUILDING, LEVEL 3, EXHIBIT FLOOR

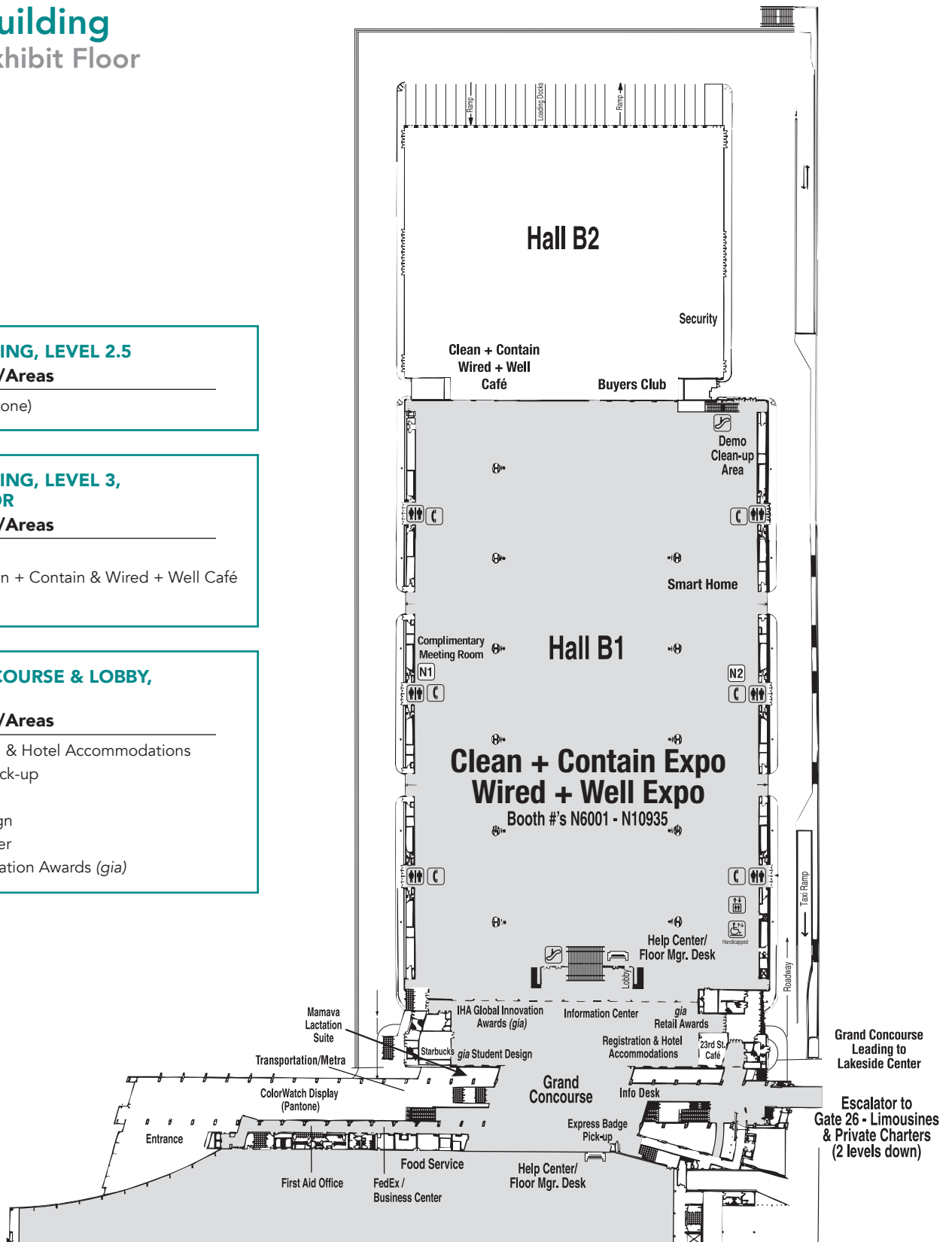
Show Services/Areas

Buyers Club
 Restaurant – Clean + Contain & Wired + Well Café
 Smart Home

GRAND CONCOURSE & LOBBY, LEVEL 3

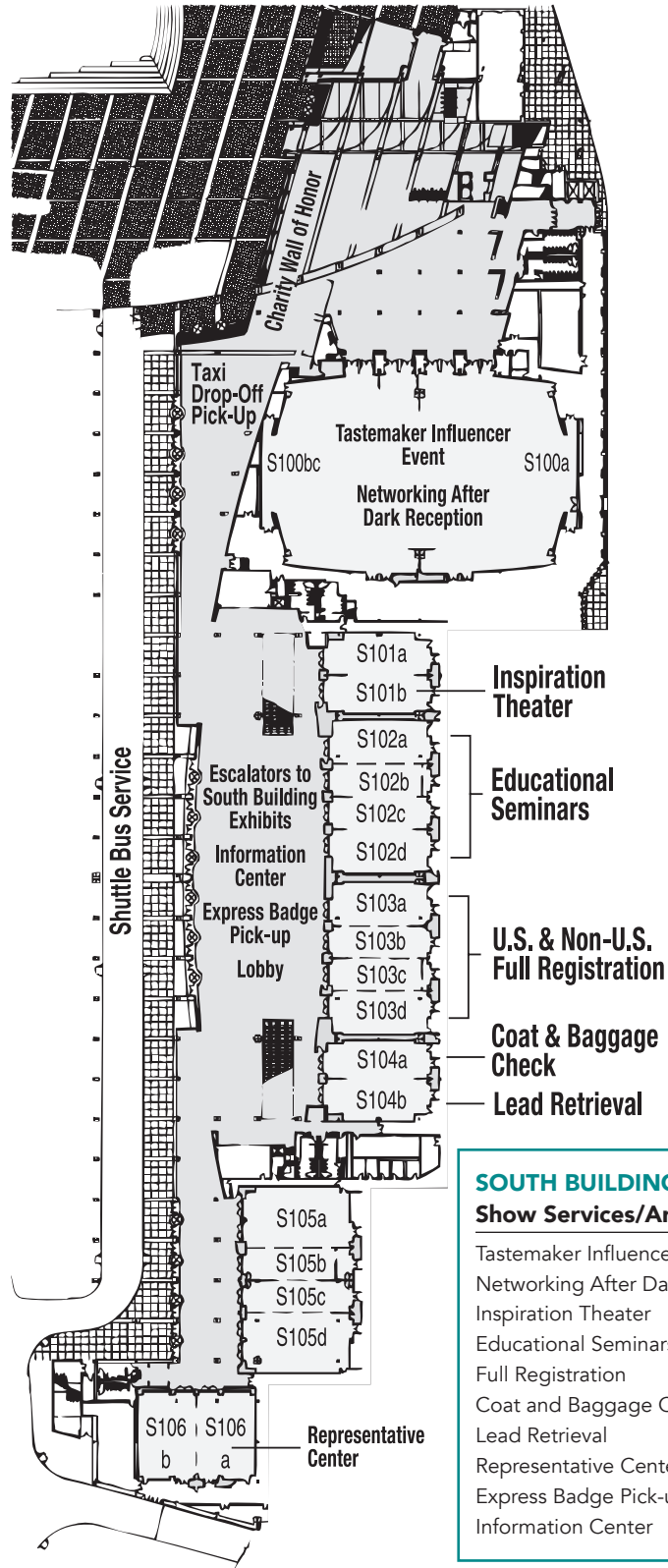
Show Services/Areas

2025 Registration & Hotel Accommodations
 Express Badge Pick-up
gia Retail Awards
gia Student Design
 Information Center
 IHA Global Innovation Awards (*gia*)



South Building

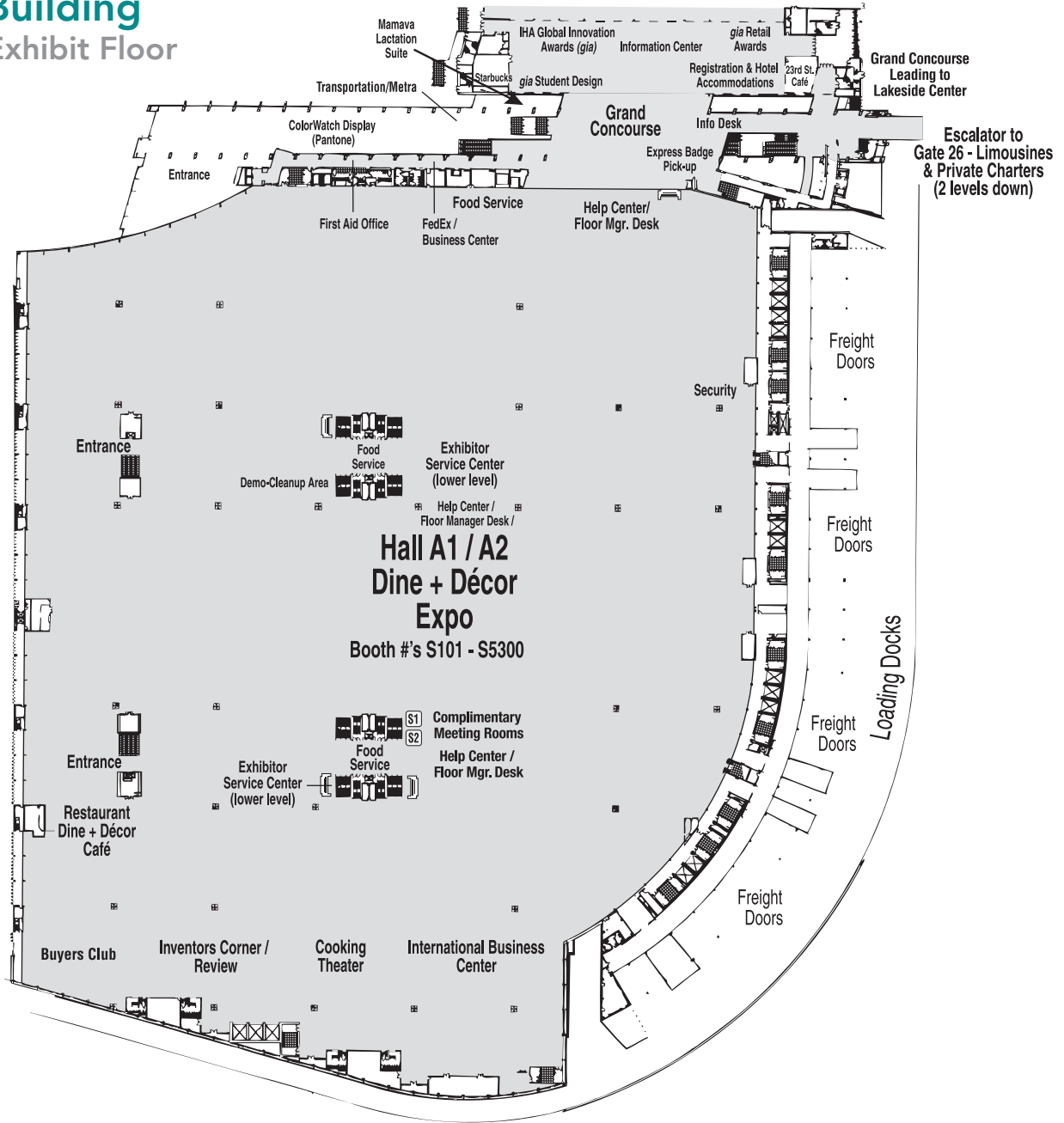
Level 1



SOUTH BUILDING, LEVEL 1	
Show Services/Areas	Location
Tastemaker Influencer Expo	S100
Networking After Dark Reception	S100
Inspiration Theater	S101b
Educational Seminars	S102
Full Registration	S103
Coat and Baggage Check	S104a
Lead Retrieval	S104b
Representative Center	S106a
Express Badge Pick-up	Lobby
Information Center	Lobby

South Building

Level 3, Exhibit Floor



GRAND CONCOURSE & LOBBY, LEVEL 3

Show Services/Areas

2025 Registration & Hotel Accommodations
 Information Center (Restaurant Information, General Information)
 IHA Global Innovation Awards (*gia*)
gia Student Design
gia Retail Awards

SOUTH BUILDING, LEVEL 2.5

Show Services/Areas

FedEx / Business Center
 First Aid
 ColorWatch (Pantone)
 Transportation Information / Entrance to Metra Train

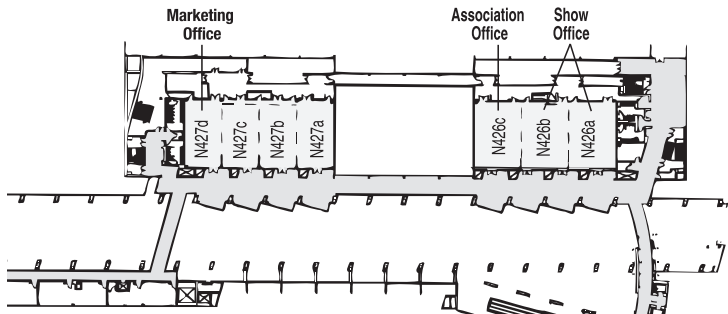
SOUTH BUILDING, LEVEL 3, EXHIBIT FLOOR

Show Services/Areas

Buyers Club
 Cooking Theater
 Exhibitor Service Center (access from exhibit floor - escalators under food service pods)
 International Business Center
 Inventors Corner & Inventors Revue
 Restaurant – Dine + Décor Café

South & North Building

Level 4



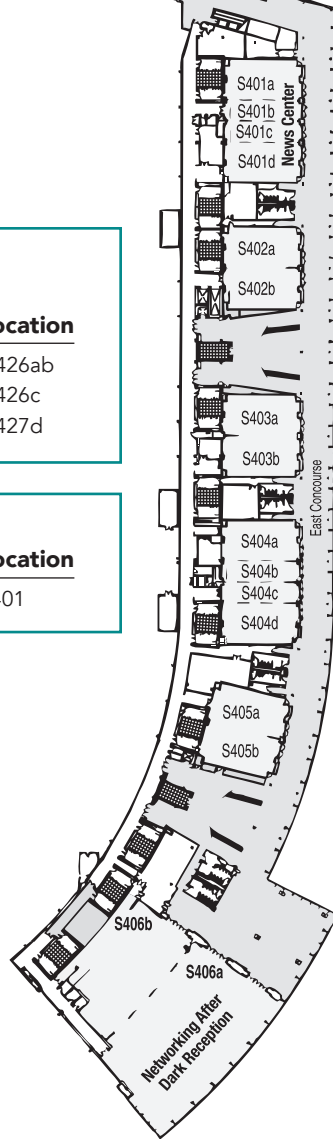
NORTH BUILDING, LEVEL 4

(Above Grand Concourse Lobby)

Show Services/Areas	Location
IHA Show Office	N426ab
IHA Association Office	N426c
IHA Marketing Office	N427d

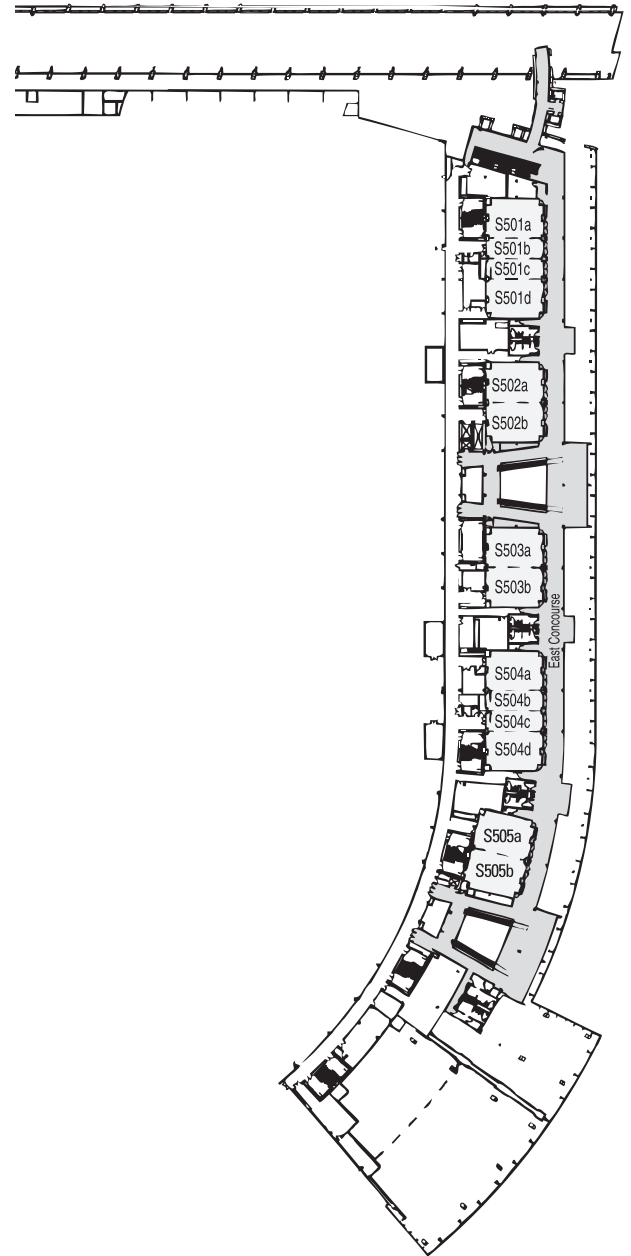
SOUTH BUILDING, LEVEL 4

Show Services/Areas	Location
News Center	S401



South Building

Level 5



South Building

Meeting Room Capacities / Rates

Level 1

Room Number	Square Footage	Ceiling Height	Theater Style	Classroom Style	Banquet Style	Daily Rental
S105a	3,591	20'	319	159	191	\$400

Level 4

Room Number	Square Footage	Ceiling Height	Theater Style	Classroom Style	Banquet Style	Daily Rental
S402	4,360	17'6"	386	192	232	\$500
S402a	2,193	17'6"	193	96	116	\$250
S402b	2,167	17'6"	193	96	116	\$250
S403	4,339	17'6"	388	194	232	\$500
S403a	2,169	17'6"	194	97	116	\$250
S403b	2,170	17'6"	194	97	116	\$250
S404a	2,102	17'6"	188	94	113	\$250
S404bc	2,297	17'6"	206	103	123	\$280
S404d	2,154	17'6"	194	97	116	\$250
S405	4,432	17'6"	394	196	236	\$500
S405a	2,216	17'6"	197	98	118	\$250
S405b	2,216	17'6"	197	98	118	\$250

Rates and capacities subject to change.



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

Please note that if a room is not listed, the room is unavailable for rental.

South Building

Meeting Room Capacities / Rates

Level 5

Room Number	Square Footage	Ceiling Height	Theater Style	Classroom Style	Banquet Style	Daily Rental
S501	4,870	17'6"	438	218	262	\$690
S501a	1,589	17'6"	142	70	85	\$230
S501bc	1,693	17'6"	154	78	92	\$230
S501d	1,588	17'6"	142	70	85	\$230
S502	3,180	17'6"	282	140	168	\$460
S502a	1,593	17'6"	141	70	84	\$230
S502b	1,587	17'6"	141	70	84	\$230
S503	3,189	17'6"	284	142	170	\$460
S503a	1,596	17'6"	142	71	85	\$230
S503b	1,593	17'6"	142	71	85	\$230
S504	4,834	17'6"	430	214	257	\$690
S504a	1,549	17'6"	138	69	82	\$230
S504bc	1,688	17'6"	151	75	90	\$230
S504d	1,597	17'6"	141	70	85	\$230
S505	3,204	17'6"	286	142	172	\$460
S505a	1,604	17'6"	143	71	86	\$230
S505b	1,600	17'6"	143	71	86	\$230

Rates and capacities subject to change.



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

Please note that if a room is not listed, the room is unavailable for rental.

MCCORMICK PLACE MEETING ROOM RESERVATION FORM

IHA use only:
Date Received

Please send both the front and back of this form as well as a diagram of your room layout to Sarah Wilson at swilson@housewares.org.

Deadline: December 20, 2023

STANDARD EQUIPMENT & SERVICES INCLUDED IN YOUR RENTAL COST:

The rental of a meeting room includes the following (if requested): A one-time standard (1) room set, defined as conference, hollow square, u-shape, theater, banquet or classroom, (4) 6 ft. tables, white tablecloths, speaker's platforms, one (1) non-lit podium (standing or table), bottled water for speakers and one (1) wired microphone (lectern, lavalier, standing or table). All the above equipment is subject to availability. Please indicate your requirements in writing and submit with form.

- **Electrical service is not included in meeting room rental fee.** You can list your electrical power needs on your McCormick Place confirmation form, that will be emailed to you separately, prior to your event.
- All meeting room information has been provided by McCormick Place and is subject to change.
- **The rental of a McCormick Place meeting room includes up to four (4) 6 ft. tables (covered and skirted upon request). Any additional tables needed by the exhibitor will incur an extra fee of \$39 per table.**

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 ROOM SELECTION (Please select only one of the options below:)

My company wants the same meeting room number that was assigned to us last year: _____

My company's meeting room selection is: First Choice: _____ Second Choice: _____ Third Choice: _____

MEETING INFORMATION

Meeting Type: Breakfast Lunch Dinner Sales Meeting Press Event Reception Other: _____

Room Layout: Theater Classroom Banquet Hollow Square Conference U-Shape Other: _____

Set For: _____ (# of people) Meeting Date(s): _____ Meeting Time: _____ to _____

Set-up Date(s): _____ Set-up Time: _____ to _____

NOTE: A daily fee will apply for each day your company uses a McCormick Place meeting room, including set-up and tear-down. McCormick Place invoices will be sent after the close of the Show.

IN ORDER TO PROCESS THIS REQUEST, THE BACK OF THIS PAGE MUST BE SIGNED.



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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

MEETING ROOM GUIDELINES

Please read IHA's McCormick Place Meeting Room Policy in full. By checking each box and signing below, you acknowledge that your company will abide by IHA's guidelines.

The meeting room user must be an exhibiting company or an approved registered retailer at The Inspired Home Show 2024.

If an exhibitor cancels their booth space in the Show, IHA will automatically cancel all meeting room requests.

Meeting room utilization is for food functions and meetings only. **Product displays are prohibited** during Show hours unless approved by IHA. Violation of this policy will result in loss of seniority and expulsion from the Show. Exhibitors may conduct private product showings in their booth or take advantage of the complimentary exhibit floor meeting rooms.

Meeting room users may place one (1) sign outside of their room. If additional signs are placed outside the room or leading to the room, IHA has the right to remove them.

There will be one (1) meeting room allocated per exhibiting company, unless previously approved by IHA.

Meeting rooms will be assigned and contracted with McCormick Place, not IHA. However, IHA must approve all meeting room requests prior to assignment.

You must submit a diagram of your room layout, specifically indicating how the room should be set and the requirements needed from McCormick Place.

A daily fee will apply for each day your company uses a McCormick Place meeting room, including set-up and tear-down. McCormick Place invoices will be sent after the close of the Show.

Meeting rooms will be assigned in the following order:

1. Exhibitors and Retailers that had contracted a meeting room for the 2023 Show. Exhibitors must have booth space in the 2024 Show.
2. Retailers registered for the 2024 Show.
3. Exhibiting companies for the 2024 Show, by date received.

McCormick Place will begin meeting room assignment in January, by sending a confirmation and a contract to your company.

Signature _____ Date _____

If this form is not signed, your company will not be assigned a meeting room.

SPECIAL INSTRUCTIONS

Please send your completed forms and room layout diagram to Sarah Wilson at swilson@housewares.org.

Questions regarding the meeting room assignment and qualification process should be directed to Sarah Wilson at +1-847-692-0133 or swilson@housewares.org.

ADDITIONAL QUESTIONS AND CONTACT INFORMATION

Questions regarding McCormick Place guidelines should be directed to InspiredHome@mccormickplace.com.

To order any of the services below, forms will be provided within the online Exhibitor Services Kit available in mid-November.

Audio Visual

Freeman AV
Tel: +1-708-255-7131
Jeff Straughn
jeff.straughn@freemanco.com

Specialty Furniture & Easels

Freeman
Tel: +1-773-473-7080
www.freeman.com

Telecommunications & Internet

McCormick Place
Tel: +1-312-791-6113
www.mccormickplace.com
technology@
mccormickplace.com

Food & Beverage

OVG Hospitality
Tel: +1-312-791-7250
Andrew Warren
awarren@mccormickplace.com



MARCH 17-19, 2024

McCormick Place | Chicago

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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



Tel: +1 847.292.4200

TheInspiredHomeShow.com

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 17, 2024 Monday, March 18, 2024 Tuesday, March 19, 2024

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

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 2024 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.

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 Joe Clark:
Email: jclark@housewares.org
Questions? Tel: +1-847-692-0150

Signature _____ Date _____

THE
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McCormick Place Designated Smoking Areas

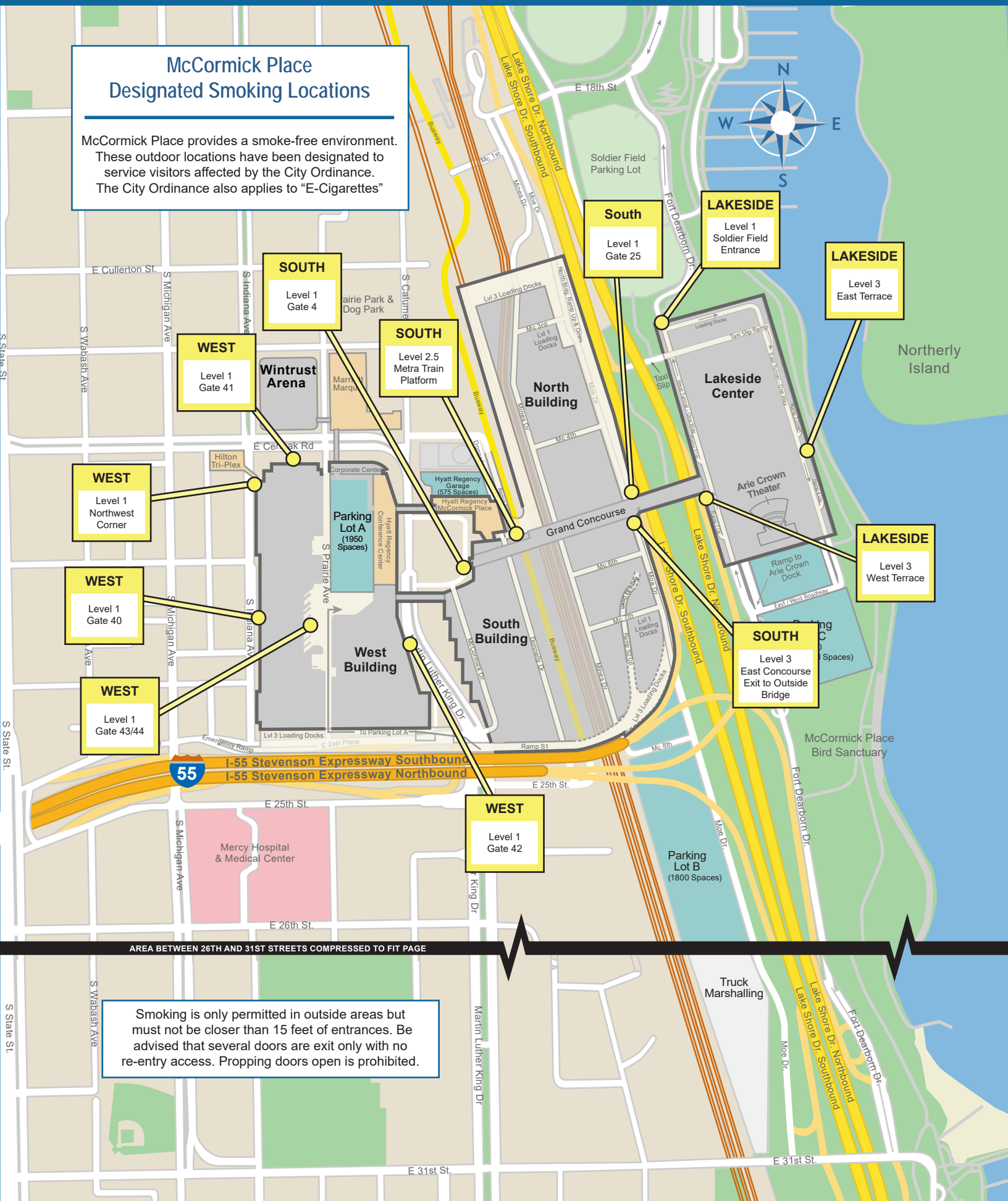
McCormick Place Designated Smoking Locations

McCormick Place provides a smoke-free environment. These outdoor locations have been designated to service visitors affected by the City Ordinance. The City Ordinance also applies to "E-Cigarettes"



AREA BETWEEN 26TH AND 31ST STREETS COMPRESSED TO FIT PAGE

Smoking is only permitted in outside areas but must not be closer than 15 feet of entrances. Be advised that several doors are exit only with no re-entry access. Propping doors open is prohibited.



THE INSPIRED HOME SHOW

03/16/23 - 03/19/23

MCCORMICK PLACE - NORTH LEVEL 1 - CHICAGO, IL

REVISION

Date: 3/20/2023

By: Gary Matula

BOOTH COUNT

Inventory as of	Dimension	Size	Qty	SqFt
03/20/2023	100'	1,101	1,101	110,100
C1 as of 03/20/2023				
Dimension	Size	Qty	SqFt	
100'	799	799	79,900	
C2 as of 03/20/2023				
Dimension	Size	Qty	SqFt	
100'	302	302	30,200	

BLDG. LEGEND:

LEGEND

- FNC - FIRE HOSE CABINET
- FNR - FIRE HOSE RACK
- FEX - FIRE EXTINGUISHER
- E - ELECTRICAL OUTLET
- PH - PHONE JACK
- MC - MICROPHONE JACK
- HALL C1 CEILING HEIGHT
- 3'-0" TO 3'-6" CEILING HEIGHT
- 3'-0" UNDER MEZZANINE
- FLOOR LOAD - 400# PER SQ. FT.

COLUMN DETAIL (NOT TO SCALE)

EXHIBIT HALL C1 - FLOOR PORTS

TYPE A

- 1 - 30A, 200V RECEPTACLE
- 2 - 15A, 120V RECEPTACLES (REFUSES)
- 1 - ANTENNA OUTLET
- 2 - DUPLEX TELEPHONE OUTLETS

TYPE B

- 1 - 30A, 200V RECEPTACLE
- 1 - 15A, 120V RECEPTACLE
- 2 - 15A, 120V RECEPTACLES (REFUSES)
- 2 - DUPLEX TELEPHONE OUTLETS

EXHIBIT HALL C2 - UTILITIES

PLUMBING SERVICE OVERHEAD

- 1 - 30A, 200V RECEPTACLE (100' C.F.M.)
- 1 - NATURAL GAS (1" P.S. @ 1/2" C.F.M.)
- 1 - DOMESTIC WATER (3/4" P.S. @ 3/4" C.F.M.)
- 1 - DRAIN IN FLOOR

PLUMBING SERVICE BOSS

- 1 - 30A, 200V RECEPTACLE (100' C.F.M.)
- 1 - NATURAL GAS (1" P.S. @ 1/2" C.F.M.)
- 1 - DOMESTIC WATER (3/4" P.S. @ 3/4" C.F.M.)
- 1 - DRAIN IN FLOOR

GENERAL NOTE

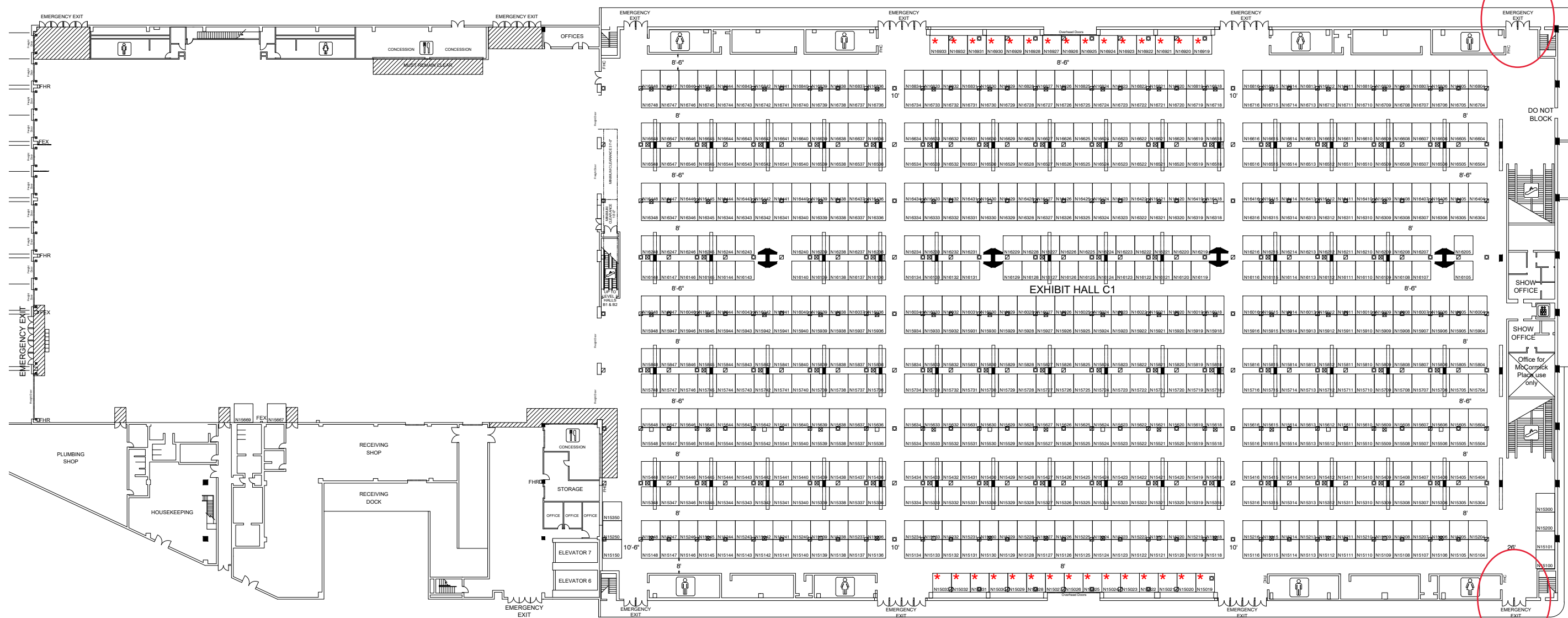
ALL DRAWING LINES ARE SUBJECT TO CHANGE PER ON-SITE FIRE MARSHAL APPROVAL.

SYMBOLS

- RELI-UP DOORS
- KEYHOLE
- LOW CEILING

LINE/TYPE LEGEND

0' 5' 10' 15' 20' 30' 40' 50' 60' 70' 80' 90' 100'



DRAWING INFO

Passport Line Item Number:
#10208313 FP
 Facility:
MCCORMICK PLACE
 Facility Location:
NORTH LEVEL 1
 City & State:
CHICAGO, IL
 Scale: **CUSTOM**
 Project #: ---
 Acct. Sales: **MIKE MCCOOL**
 Acct. Mgmt.: **CHUCK MCGEE**
 Started: **3/20/2023**
 Started By: **GARY MATULA**
 Prod. Branch: **CHICAGO**



Disclaimer - This floor plan is preliminary and subject to change pending review and official approval by all authorities having jurisdiction. Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.
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File Path: C:\Vault\Designs\Projects\Inspired Home Show\H2403Event\Floor Plans\H24 North L1.dwg | Tab Name: L10208313 FP

CONVENTION CENTER SAFETY TIPS

The safety and security of our guests is important to the International Housewares Association. We would like to stress best-practices to all our attendees and exhibitors. It is important to note that there is no credible threat to our Show or to the Convention Center. We simply want to offer the following tips to keep our guests safe.

McCormick Place Security (Emergency): 312-791-6060 or simply "6060" on a house phone.

- DO NOT CALL 9-1-1. McCormick Place has direct contact with EMT's, Fire and Police.
- Report the TYPE of emergency, your name, your telephone number and location.
- Do not hang up, unless you are in immediate danger.

IHA Security Office (Non-Emergency): 312-791-6615 or simply "6615" on a house phone.

- For assistance with non-emergency security issues, our team can help.
- Please know you can contact our security team to inform them of any possible professional disputes, domestic disputes or harassment issues that could impact your time at the Show.

BE PREPARED

"See Something, Say Something": While at McCormick place, if you observe suspicious activity or see an unattended package/bag that seems peculiar, report it to McCormick Place Security at 312-791-6060.

Active Shooter Scenarios and Responses: Don't freeze. Be prepared to Act! Your options are:

- Run to Escape
- Hide from Sight
- Fight Back (including using common objects for defense)

Fires: When you enter an exhibit hall or meeting room, always visually locate the nearest exits.

Chemical Attack: Try to stay isolated. Avoid populated areas and flee from the area where the possible weapon attack occurred.

Reduce Health Concerns:

- Avoid close contact, especially with those who appear ill.
- Avoid shaking hands or hugs, if possible.
- Avoid touching your eyes, nose or mouth.
- Wash your hands frequently throughout the day.
- Practice other good health habits.

REDUCE SECURITY RISKS

Identification: Be careful leaving valuables, purses and IDs in meeting and hotel rooms. At a minimum, make a copy of your driver's license, so if it were lost, officials could use the information to check databases.

Passports: Do not carry your passport with you once you arrive at the convention destination. Make copies of your passport BEFORE you leave home and keep a copy at home and take one with you. Leave your passport in your hotel room safe or in the hotel safe. If it is stolen or lost, obtaining a new one to get home can be difficult, frustrating, and time-consuming and could even delay your return home.

Cash: Try not to carry all your cash with you. Be sure to leave enough cash in your hotel room safe to get you through the Show, should your money be taken. Avoid displaying large amounts of cash or other tempting items.

Purse/Shoulder Bags: Avoid carrying one, but if you must, carry it securely under your arm. Never wrap the purse strap around your arm or enter a tug-of-war with a thief trying to grab your purse. You could be seriously injured.

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(appointments recommended)

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Tel: +1 847.292.4200

TheInspiredHomeShow.com

CONVENTION CENTER SAFETY TIPS

BE STREET SMART

Scan the Environment: Look for well-lit streets and areas you feel are safe. Select routes that are well-traveled by the public between your destination and hotel or McCormick Place. Avoid deserted areas and dark alleys. Be observant.

Be Confident: Communicate the message that you are calm, confident, know where you are going, and know what is going on around you.

Remove Your Show Badge: Leave company-branding tote bags in your room and be discreet with your name badge when out in the public.

Buddy System: Safety is in numbers. Periodically check on each other and agree on departure times.

HOTEL, CONVENTION AND MEETING ROOM SAFETY

Escape Routes & Doors:

- Whether in the meeting room or guest room, notice the nearest exits in case of an emergency.
- Consider leaving your shoes, clothing and cell phone next to the bed should you need to run out the door.
- Keep the room key accessible.
- Do not let a stranger in your room if they do not have a uniform or badge. Make sure your door closes when leaving your room.

Escape Routes: Whether in the meeting room or guest room, notice the nearest exits in case of an emergency. Remember an emergency can occur at the most inopportune time and in the dark.

Hotel Door: Use all auxiliary locking devices on doors and windows. Use the door viewer to identify anyone requesting entry. Do NOT let anybody in the room without knowing they are expected and/or are wearing a uniform or badge. When in doubt, call the front desk. In a fire emergency, be sure to check the door for heat and smoke before exiting.

Elevator Safety: Upon entry, be sure to locate the Emergency Alarms/Call Buttons on control board. Always try to ride immediately to the right or left of the doors. When you are riding alone, position yourself in front of the control board should a malicious person enter – you would have access to the Emergency Alarm.

Hallway Safety: Upon check-in, visually locate panic alarms, fire alarms and exits. If you feel you are being followed by a suspicious person (while you are not close enough to safely get into room) either return to elevator lobby or start knocking on room doors.

Guest Room Entering/Exiting: Keep your key card and cell phone in your pockets (place them there before you take elevator).

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IMPORTANT SECURITY PRECAUTIONS

Protecting Your Property Before, During & After the Show

1. To improve overall security at the McCormick Place Convention Center, we request that exhibitors and their employed personnel STRICTLY adhere to the installation and dismantle schedules as stated in the Show Guidelines. People should be present at your booth to receive your exhibit material and take inventory. Report any discrepancies to the Security Office at +1-312-791-6615 and to Freeman immediately.
2. Exhibitors and their representatives must wear their official identification badges at all times and in plain view while on the exhibit floor and in meeting rooms. Badges are the property of IHA and are not transferable. These badges are issued for your protection and identification. Badges must not be loaned or given to other persons and should not be discarded. IHA reserves the right to assess the authenticity of badges. Exhibitors that give their badges to labor personnel, attendees or others to carry product off the Show floor may be barred from exhibiting in future Shows.

Do not discard your badges in common areas or facility receptacles. This will help prevent unauthorized attendees from assuming your identity to remove product from the Show floor. Also, refrain from bringing Show badges for personnel who did not attend the Show.
3. Be sure to ship extremely sensitive items in locked trucks or crates. If cartons are shipped, be sure they are banded securely and avoid cartons that identify contents, such as televisions, computers, manufacturer's name, etc. Loose packages should be black shrink-wrapped whenever possible. Remember to place more important items toward the bottom and in the middle of skids.
4. Small "one-of-a-kind" items and prototypes should be left in the special security area provided at no charge and located on each exhibit floor. Please visit the security lock-up area within the building you are exhibiting. Sign in your items and leave them with the security guard overnight. Upon arrival the next morning, simply pick up your items and sign them out. (Photo ID is required).
5. After setup, cover your display each night with fire-retardant cloth before you leave.
6. Be sure to furnish your shipping company with accurate and complete bills of lading.
7. If you have special concerns about particularly sensitive items, feel free to make arrangements with Freeman to have the items picked up and transported to their warehouse immediately after the close of the Show.
8. Designate specific personnel or hire booth security to remain in your booth until the items have been picked up.
9. During set up and tear down, items like dollies and carts are hot commodities. Please either secure them in your booth, in the complimentary security lock up area or take them with you to prevent theft.

SUMMARY

- Wear badges at all times.
- Do not give or loan exhibitor badges to anyone, including: day laborers, Exhibitor-Appointed Contractors (EAC) and attendees.
- Do not discard badges in common areas or facility receptacles.
- Store valuable items in strong, heavily locked boxes.
- Take advantage of the complimentary security area(s) on each exhibit floor provided by IHA.
- Hire booth guard service.

INSURANCE

Exhibitors should arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns. In most cases, a rider can be added to your present policies for a nominal cost. Protect yourself. ACT NOW!

RESPONSIBILITY

Any precautions that you take are in your best interest. The International Housewares Association, Freeman and McCormick Place/OVG, previously known as McCormick Place/OVG, are not responsible for any loss, damage or theft of merchandise. Nor are they responsible for personal injury to any exhibitor, respective employees, representatives or agents at any time.

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INTELLECTUAL PROPERTY VIOLATIONS

What should exhibitors do about trademark or other intellectual property violations?

IHA fully recognizes and supports the efforts of its exhibitors in developing and protecting intellectual property, including trademarks, copyrights, patents, exclusive distribution rights and other such valuable business assets. IHA rejects the concept adopted by some cultures that product innovation and design is free to be copied once in the public domain. Without the protection of intellectual property laws, industry innovation would be stymied and product development would be reduced to useless knock-offs of inferior quality.

Intellectual property law is recognized as a personal rights issue between two parties; the owner of the intellectual property and the alleged violator. IHA is not one of these parties. At the recommendation of the Board of Directors and outside legal counsel, IHA will not participate as the judge, jury or law enforcement body in determining guilt or innocence in such matters. These matters are determined by intellectual property specialists and the courts. IHA will:

- Support its exhibitor-base by assisting in the enforcement of court decisions once enacted, including assistance with the Show-site delivery of court injunctions and the delivery of court documents;
- Track reported incidents to identify alleged repeat violators;

Violators of Intellectual Property, after being proven guilty in a court of law, may have their Show privileges suspended or terminated entirely during the space assignment process.

WHAT ARE YOU EXPECTED TO DO?

1. First and foremost, consult with your own attorney as soon as possible regarding your enforcement options. If you do not have an attorney, IHA will work with you to find an intellectual property attorney in Chicago who can help you, but the legal assistance will be at your expense.
2. Information of an alleged violation or suspected violation should be brought to the attention of IHA as early as possible, including notification before the Show begins, by completing a detailed IHA Intellectual Property Complaint form. This form can be obtained on-site from the Floor Manager at the Exhibitor Help Center desk in your respective building or in the Show Office located in room N426ab. The purpose of the Intellectual Property Complaint form is to begin tracking a pattern of behavior for the accused violator should you win a claim in court and IHA determines to take action against the losing party.
3. Provide as much detail as possible about the alleged violation, including who, what, where and when.
4. Attach to the complaint form any documentary proof, e.g., court or regulatory order or decision, contract, photographs, patented trademark registration, or domain name registration.
5. Do not engage in self-help, such as physical confrontation, removal of product from the booth of another, or verbally arguing on the Show floor or premises. Your unauthorized removal of product from another exhibitor's booth can be considered theft and you can be prosecuted. Bring the problem to the attention of Show Security or IHA to complete an incident report.

IHA STAFF ASSISTANCE

1. IHA will review the Intellectual Property Complaint form and log the complaint; however, IHA is not a legal enforcement body. Ownership disputes of trademarks, copyrights and patents are personal rights issues and are handled in a court of law between the patent/trademark owner and the alleged violator.
2. IHA will work with you to find a lawyer, if necessary, to provide you with legal assistance. However, IHA recommends that you seek legal counsel in proximity to your office so that you can easily continue working with them after the Show. IHA will assist security, law enforcement, process-servers, or other legal authorities to enforce your court or regulatory orders or decisions onsite. Such enforcement may include removing a product or literature from a booth, closing down an exhibitor's booth or taking the necessary action to enforce a court/regulatory order or decision.
3. In some circumstances, IHA may refer an alleged violation to IHA's Board of Directors, who may suspend or cancel an exhibitor's future Show privileges.

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ENHANCED FACILITY CLEANING PROCEDURES

Safety is Cleanliness

We are pleased to announce that we have been awarded our GBAC STAR accreditation. Designed to assist facilities in establishing a comprehensive system of cleaning, disinfection, and infectious disease prevention, the GBAC STAR™ program is the gold standard for prepared facilities.

While we strive to provide the best safety & sanitation throughout our facility, below are guidelines that we will follow to ensure the safety of our customers:

BALLROOMS & MEETING ROOMS

- Hand sanitizer dispensers will be placed inside every individual meeting room
- During event set-up, the team members setting the room will be wiping down each piece of equipment with disinfectant
- For refreshes 30 minutes or more, the following will be completed:
 - Replace soiled linen
 - Head table refresh
 - Straightening of chairs
 - Refresh water service
 - High touchpoints (doors/receptacles/railings) will be wiped down with 1-minute disinfectant wipes
 - Disinfect microphones
- Nightly cleaning of meeting rooms will include all refresh items plus the following:
 - Disinfection of all furniture
 - Replacement of all linen
 - Vacuumed with equipment using HEPA filtration

PUBLIC SPACE

High Touch Common Areas

- During event hours, cleaning team members will be patrolling the common spaces around the event to disinfect any high use/high touch areas

- The product that will be utilized is an EPA List N product with a 1-minute virus kill time
- The employees will follow a cyclical route, to disinfect their area multiple times throughout the day
- Focus on high touch points:
 - Wall handrails
 - Door handles
 - Step railings
 - Escalator rails
 - Trash/recycling containers
 - Public space furniture
 - Drinking fountains

Hand Sanitizer Dispensers will be available in the following locations

- Top and bottom of each set of stairs and escalators
- Elevators will have dispensers affixed inside each car
- Standing dispensers will be placed throughout all public spaces every 100 to 150 feet
- There are 470 hand sanitizer dispensers on campus for a total capacity of over 500,000 shots of foaming sanitizer

EXHIBIT SPACE

*Minimum Enhanced Cleaning Standards for Exhibit Space
Licensee Responsibilities*

Floor Care

- The use of vacuums with HEPA filters on all carpeted areas
- Cleaning and disinfecting of hard-floor surfaces need to be completed with floor scrubbers, mops, or other approved methods

Disinfection

Disinfection using approved delivery systems with approved disinfectant(s).

- Custodial Services Professionals should address the following:
 - Wearing approved required PPE
 - Hand sanitization stations need to be provided in high traffic areas such as entry/exit, registration areas, and food service areas. Hand sanitization stations should be checked that they are in place and replenished. Frequency can be adjusted upon actual usage needs.
 - Disinfect high touch points such as registration counters, information booths, touch screens, etc.
 - Pay careful attention to all touch points:
 - Doors
 - Drawers and handles
 - Tables

- Chairs
 - Trash Cans
- Exhibit Booths
 - Hand Sanitizer must be available in each booth
 - Furniture and high touch points as described should be disinfected each day and throughout the day
 - Floor care for hard surfaces and carpeting consistent with standard for common space is recommended

Post-Event

- Wearing approved PPE
- Follow procedures outlined in the Cleaning Guidelines and Debris Removal section of the Event Planning Guide
- Disinfect columns and railings 8' and below

***For general cleaning guidelines, please refer to the Event Planning Guide on our website.**

RESTROOMS

- All restrooms will be fully cleaned and disinfected before the start of the event.
- During an event, restrooms will be closed briefly to ensure proper cleaning multiple times each day, this also applies to restrooms open during move-in and move-out.
- Once an event day is completed, all restrooms will be cleaned again with the Kaivac system and will be cleaned, disinfected, and ready for the next event day.
- Restrooms will be hygienically cleaned using [Kaivac](#) and Hospital Grade Disinfectant.
 - The Kaivac system is a touchless cleaning system that fully cleans and disinfects a restroom
 - Disinfectant is applied to every surface and removed via indoor pressure washer.

BUILDING SYSTEMS & HVAC

- McCormick Place building engineers continue to verify the operation of mechanical systems and will restore all sequences, set points and schedules modified from the rollback of operations.
- Air quality improvements include:
 - Increasing building intake/air change rates during occupied event hours
 - Ongoing process of replacing HVAC air filters with the extremely efficient hospital grade Merv-13 rated filters that capture airborne viruses and bacteria from coughs and sneezes



EXHIBITOR SECURITY SERVICE ORDER FORM

THE INSPIRED HOME SHOW

MARCH 17-19, 2024 McCormick Place | Chicago

Company Name: _____ Booth # _____
Billing Address: _____ City State ZIP
Email Address: _____
Phone Number: _____ Fax: _____
On-Site Contact: _____ Mobile: _____

Wait for Exhibitor to Arrive _____ OR Release According to the Schedule _____

No. of Personnel Requested _____

Table with 4 columns: Date, Start Time, End Time, Total Hrs (4 hr. min.)

Grand Total: _____

Advance Rate: \$27.50 per hour For orders submitted prior to: February 23, 2024

On-Site Rate: \$29.50 per hour

Payment Method: Credit Card (3% fee) _____ Check (must accompany order form) _____

Credit Card No: _____ Exp: _____ SVC: _____

Cardholder Name: _____ Signature: _____ (Exactly how it appears on the card)

Total Hrs: _____ x Rate: _____ x 1.03 (3% CC processing fee)= TOTAL AMOUNT DUE

Ordered By: _____

Signature: _____ Date: _____

We accept Visa, MasterCard & AMEX. Please make checks payable to United Security Services, Inc. Please submit this form and payment to Kierstin Canavan at KCANAVAN@UNITEDHQ.COM
Mailing Address: 3622 S. Morgan St. Chicago, IL 60609 Phone: 773-254-1824 Fax: 773-254-1840
A confirmation email will be sent upon receipt of this order form and payment.
Corporate Office: United Security Services, Inc. (USSC) 1550 South Indiana Avenue Chicago, IL 60605 License No. 122.000834

USSC is not an insurer. Charges are based solely upon the value of the services provided for, and are unrelated to the value of the client's operation, property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to USSC's negligence of failure to perform. USSC, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement holds USSC harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and any claims arising from engaging in the business as an exhibitor.

AF SERVICES
INSPIRED HOME SHOW 2024
MARCH 17 – 19, 2024
McCORMICK PLACE, CHICAGO, IL



BOOTH MONITOR SERVICE ORDER FORM

AF SERVICES would be happy to provide a Booth Monitor(s) for your company’s booth. The rate for individual booth Monitor service is **\$27.50 per hour** (6 hour minimum shifts) for orders received in our office prior to show move-in. Orders received after show move in and during the show will be charged **\$29.50** per hour.

METHODS OF PAYMENT: Company Check or Cash. We accept: Visa / MasterCard or American Express, credit card payments have a convenience fee of 4%.

AF SERVICES requires a deposit equivalent to 100% of the total estimated number of Monitor(s) service hours to be provided for your booth and / or display during the event. **Your compliance with our payment terms is appreciated.**

PLEASE ARRANGE FOR _____ MONITOR (S) IN OUR BOOTH AT THE TIMES INDICATED BELOW

<u>DATE</u>	<u>HOURS</u>	<u>DATE</u>	<u>HOURS</u>
_____	TO _____	_____	TO _____
_____	TO _____	_____	TO _____
_____	TO _____	_____	TO _____
_____	TO _____	_____	TO _____

TOTAL HOURS _____

AUTHORIZED BY: _____ E-MAIL _____

EXHIBITOR: _____ PHONE: _____

ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP: _____

LOCATION OF BOOTH: _____ BOOTH # : _____

ON SITE CONTACT NAME: _____ CELL# _____

DATE ORDERED: _____ SIGNATURE: _____

Please email or fax a copy of the signed Booth Monitor Service Order Form and retain a copy for your files.

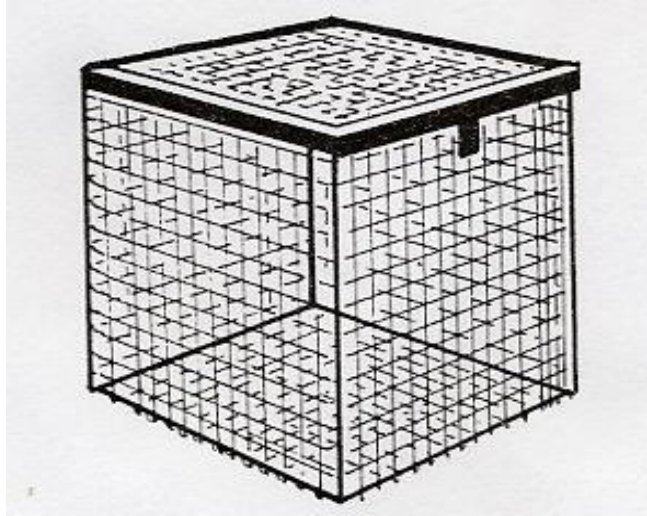
AF SERVICES

SAFETY CONTAINERS

THE
INSPIRED
HOME
SHOW.

MARCH 17-19, 2024

McCormick Place | Chicago



\$250.00 PER CAGE / PER SHOW

AMOUNT OF CAGE(S): _____ DELIVERY DATE: _____ DELIVERY TIME: _____

AMOUNT OF PADLOCK(S): _____ PICK UP DATE: _____ PICK UP TIME: _____

PLEASE SUBMIT THIS FORM WITH FULL PAYMENT TWO WEEKS IN ADVANCE OF DELIVERY DATE

SHOW NAME: _____

COMPANY NAME: _____

ATTENTION: _____ BOOTH#: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____

(AUTHORIZED AGENT)

THE SAFETY CONTAINERS ARE 30 X 30 X 30, THEY ARE FULLY COLLAPSIBLE. AF SERVICES ASSUMES NO RESPONSIBILITY FOR LOSS OR DAMAGE TO MERCHANDISE STORED IN THE CONTAINERS. PRICES INCLUDE DELIVERY, SET-UP AND TEAR DOWN. TRANSPORTATION TO BUILDINGS OTHER THAN MC CORMICK PLACE MAY REQUIRE ADDITIONAL CHARGE.

AF SERVICES

1550 SPRING ROAD, SUITE 305

OAK BROOK, IL 60523

WWW.AFSERV.COM

PHONE: (630) 279-0500 FAX: (630) 279-0510 EMAIL: AFRAIN@AOL.COM

PRODUCT DONATION PROCEDURES

IHA has developed a donation program for exhibitors wishing to donate all, or part of, their product at the conclusion of the Show.

IT'S AS EASY AS 1, 2, 3! HERE'S WHAT YOU NEED TO DO...

- Contact one of our approved charities** before coming to the Show. A list of IHA approved charities can be found in the Product Donation Program section of the online Exhibitor Services Kit. You may also decide to donate while on show-site, but why wait? Call now to make the donation process easier.
- Once on-site, visit the Exhibitor Service Center** in your hall to fill out a Material Handling Agreement (MHA) form to indicate your product donation. This form will be available beginning Monday, March 18 at 12:00 p.m. until Tuesday, March 19 at 5:30 p.m. at the following locations:
North Building – N230 | South Building – Lower level under the food pods at center of exhibit hall
- Complete the Product Donation Merchandise Pass Form** detailing what you would like to donate and return it to the Exhibitor Services Center during the Show, but no later than Tuesday, March 19 at 5:30 p.m. Please bring a valid ID and Exhibitor Badge to finalize this process. **Both the MHA and Product Donation Merchandise Pass must be completed to make your donation.**

EXHIBITORS SHOULD UNDERSTAND THEIR ROLE IN THE PROCESS IN ORDER FOR THE DONATION OF PRODUCT TO GO SMOOTHLY. THE RULES INDICATED BELOW ARE INTENDED TO REDUCE THEFT AT THE SHOW AND ULTIMATELY BENEFIT THE EXHIBITORS.

General Rules:

- While on-site, charities are only allowed to solicit exhibitors for new donations on Tuesday, March 19, beginning at 10:00 a.m. They are not allowed to solicit on Sunday or Monday.
- IHA is a not-for-profit organization committed to protecting our tax exempt status. In an effort to ensure we are in compliance with all city, local and state taxing authorities and their regulations, with the support of our Board of Directors, **we prohibit "cash sales" during the Show.** "Cash sales" is defined as the purchase of goods where money transfers hands for the exchange of product. Violation of this policy may result in your company being barred from participation in future shows. As the selling of product continues to be an issue, IHA will be more vigilant in the policing of this policy. Please note that Trade Guests or Industry Affiliates are not approved to remove any product from the exhibit floor. **Product given to Trade Guests or Industry Affiliates will be confiscated by security.**
- Donating your product to a non-authorized charity or selling your product to an attendee will result in product confiscation at exhibit hall exit points by Show security.
- If you are solicited by an unapproved charity or organization, please inform Sarah Wilson at swilson@housewares.org (pre-show) or +1-312-791-6600 (on-site).
- When donating your entire booth, you acknowledge that this includes personally-owned display components, not rented items. Any rental items mistakenly taken by charity, that were not properly identified, will be at your expense.

Tuesday, March 19th (5:30 p.m.)

- At the break of the Show, all charity personnel will be allowed access to the floor to begin packing their donated products. Exhibitors are encouraged to have at least one employee in the booth until the charity arrives to ensure that the correct product is packed.
- Any product being removed from the Show floor by the charity must be itemized on the documents you submitted at the Exhibitor Services Center.
- Charities will not be allowed to leave the Show floor with the donated product unless it directly corresponds to the documents the exhibitor submitted.
- To reduce the possibility of theft at the Show, exhibitors are **not** allowed to give their exhibitor badges to charity personnel. Each individual with an exhibitor badge attempting to remove product off the floor at the conclusion of the Show will be asked for a photo ID and business card, which must correspond to their exhibitor badge.

AFTER THE SHOW

- Since no goods or services were exchanged, your charitable donation may qualify as "non-taxable" for your company. Be sure to keep the contact information for the charity you donated to which may be required when itemizing your charitable deductions.

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



Tel: +1 847.292.4200

TheInspiredHomeShow.com