

BOOTH DIAGRAM CHECKLIST

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

Company Name: _____ Date Submitted: _____

Category: _____ Booth Number: _____

Submitted by and Title: _____

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

(Exhibitors must register their EACs by Feb 14, 2020)

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 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.
- 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: booth depth is 10 feet-- your backwall needs to be placed at 9 feet).
- 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.
- Multi-level/covered booths must adhere to all IHA/McCormick/ASM regulations identified in the Show Guidelines: <http://mccormickplace.com/planners/pdf/meeting-planners-guide.pdf>
- Requests for hanging signs must be sent by December 13, 2019.

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

Signature: _____

Please submit diagram by January 10, 2020 to the appropriate Show Manager:

Katie Thill
Clean + Contain,
Cook + Bakeware
kthill@housewares.org

**Lindsay Pearson-
Wesselss**
Discover Design
lpearsonwessels@
housewares.org

Alyssa Fulton
Wired + Well
afulton@housewares.org

Lisa Klemme
Tabletop, Kitchen
Accessories + Accents
lklemme@housewares.org

Michele Layman
Smart Home
International Sourcing
mlayman@
housewares.org

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

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

March 14 - 17, 2020
McCormick Place | Chicago

march 14,	saturday,	10:00 am - 5:30 pm
march 15,	sunday,	8:30 am - 5:30 pm
march 16,	monday,	8:30 am - 5:30 pm
march 17,	tuesday,	8:30 am - 3:00 pm

POWER HOUR:

5:30 - 6:30 pm,
Saturday - 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