

EXHIBITOR ACTION CHECKLIST

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

DECEMBER

- 7th Review Freight Target Floor Plan for move-in date and time for freight only. (mailed under separate cover)
- 11th View Exhibitor Education site
www.housewares.org/show/exhibit/assigned.aspx

JANUARY

- 4th McCormick Place Meeting Room Reservation Form (tab 2)
- 8th Final Date for Show Directory Inclusion. Use the Product Description Guide to complete this information (tab 6)
- 9th Send blueprints with multi-levels or ceilings to McCormick Place for Fire Marshal review.
- 9th Send booth diagrams for **new** or **rebuilt** exhibits to IHA for approval.
- 22nd Specialty Retailer Program (tab 6)
- 25th Housing Cancellations (tab 5)
- 31st **Final** mailing date for Non-U.S. Exhibitor Badges
www.housewares.org/show/exhibit/assigned.aspx

FEBRUARY

- 1st Show Sponsorships (tab 6)
- 1st Free Buyer Invitation Postcards (tab 6)
- 3rd Discounted Airfare with American Airlines (tab 5)
- 5th Exhibitor-Appointed Contractor Information (tab 5) -
ALL EXHIBITORS USING NON-RECOMMENDED VENDORS MUST COMPLETE THIS INFORMATION
- 12th McCormick Place \$mart Value Utility Pricing (tab 2)
- 12th Approval for Wireless Access Points (tab 2)
- 12th Utilities (Electrical, Internet Access, Plumbing and Telephone) **Advance Rate Deadline** (tab 2)
- 12th Water Cooler **Advance Rate Deadline** (tab 5)
- 15th New Product Showcase Entry (tab 6)
- 15th New Product Information for News Media (tab 6)
- 18th McCormick Place Parking Order Form (tab 2)
- 19th Display Labor **Advance Rate Deadline** (tab 3)
- 19th Rigging Labor **Advance Rate Deadline** (tab 3)
- 19th Carpet **Advance Rate Deadline** (tab 3)
- 19th Cleaning **Advance Rate Deadline** (tab 3)
- 19th Display/Exhibit **Advance Rate Deadline** (tab 3)
- 19th Freeman Furnishings (Furniture/Tables/Accessories) **Advance Rate Deadline** (tab 3)
- 19th Signs/Graphics **Advance Rate Deadline** (tab 3)
- 19th New For The Home Signs (tab 6)
- 21st **Final** mailing date for U.S. Exhibitor Badges
www.housewares.org/show/exhibit/assigned.aspx

FEBRUARY (continued)

- 24th International Shipping - U.S. Customs Clearance - **Ocean Freight** (tab 4)
- 25th **Advance Warehouse Shipments** (tab 4)
- 26th Floral Services (tab 5)
- 27th CNN Headline News (tab 6)
- 27th Exhibitor Preview Literature Kiosk (tab 6)

MARCH

- 1st International Shipping & U.S. Customs Clearance - **Air Freight** (tab 4)
- 5th Audio Visual Rental **Advance Rate Deadline** (tab 5)
- 5th FedEx Kinko's **Advance Rate Deadline** (tab 5)
- 5th Computer Rental (tab 5)
- 5th Special Event/Product Demonstrations (tab 6)
- 8th **Free** Lead Retrieval Unit **Advance Rate Deadline** (tab 6)
- 8th Booth Guard Service **Advance Rate Deadline** (tab 7)
- 12th Media Kits to News Center (tab 6)
- 16th Finalize Product Donation Arrangements (tab 7)

NO DEADLINE

- 2009 Buyer Registration List (tab 6)
- Exhibit Floor Meeting Room Reservation (tab 2)
- Hostesses/Hosts (tab 5)
- Photography (tab 5)
- Security Containers (tab 7)
- Cell Phone Rental (tab 5)
- Food Service (tab 5)

NOTES

IMPORTANT INFORMATION SENT UNDER SEPARATE COVER

- Booth Space Acknowledgment Letter
- Exhibitor Badge Registration. Booth space must be paid in full.
- Show Directory/Online Show Listing - Deadline 1-8-10
- Freight Target Floor Plan
- Marketing Kit