

SERVICE INFORMATION

BOOTH EQUIPMENT

To improve the overall appearance of the show, IHA requires all exhibitors to provide an acceptable exhibit structure 8' feet in height and extending the entire length of the booth space. Tabletop displays, perfboard and standard pipe and drape used solely as an exhibit structure are not permitted, and may not be ordered from Freeman. Perfboard may only be used for product presentation.

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

SERVICE CORRIDOR

Utility services will be supplied at the rear of booths whenever possible, but ALL exhibitors must allow a one (1) foot unobstructed corridor in the rear and 6" on one side of their space to allow passage for the necessary cable and maintenance personnel.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in the following colors:

Dine + Design Expo - South Building, Level 3

Category Color: Cook + Bakeware..... Gray
(GOHO) Gourmet Home + Food District..... Gray
Tabletop, Kitchen Essentials + Accents..... Black Tweed

Clean + Contain, Global Crossroads - North Building, Level 3

Category Color: Cleaning, Home Organization + Bath Accessories... Black Tweed
Global Crossroads (International Pavilions)..... Gray

Promotion in Motion - North Building, Level 3

Category Color: Promotion in Motion Black

Wired + Well Expo - Lakeside Center, Level 3

Category Color: Electrics + Home Healthcare Black Tweed

Note: No portion of an exhibit structure or carpeting may extend beyond assigned floor space. IHA reserves a 6" space between the aisle carpet and your booth space for placement of booth number stickers only.

DISCOUNT PRICE DEADLINE DATE

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by February 19, 2010.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Thursday, March 4, 2010	8:00 a.m. - 4:30 p.m.	Lakeside Center
Friday, March 5, 2010	8:00 a.m. - 4:30 p.m.	Lakeside Center
Monday, March 8, 2010	8:00 a.m. - 4:30 p.m.	All Buildings
Tuesday, March 9, 2010.....	8:00 a.m. - 4:30 p.m.	All Buildings
Wednesday, March 10, 2010	8:00 a.m. - 4:30 p.m.	All Buildings
Thursday, March 11, 2010	8:00 a.m. - 4:30 p.m.	All Buildings
Friday, March 12, 2010	8:00 a.m. - 4:30 p.m.	All Buildings
*Saturday, March 13, 2010.....	8:00 a.m. - 4:30 p.m.	All Buildings

**Exhibitors may work later on Saturday, March 13, 2010, if necessary.*

EXHIBIT HOURS

Sunday, March 14, 2010	8:30 a.m. - 5:30 p.m.
Monday, March 15, 2010.....	8:30 a.m. - 5:30 p.m.
Tuesday, March 16, 2010.....	8:30 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ

Tuesday, March 16, 2010.....	5:01 p.m. - 10:00 p.m.	All Buildings
Wednesday, March 17, 2010	8:00 a.m. - 4:30 p.m.	All Buildings
Thursday, March 18, 2010	8:00 a.m. - 4:30 p.m.	All Buildings
Friday, March 19, 2010	8:00 a.m. - 12:00 Noon	South & North Buildings
Friday, March 19, 2010	8:00 a.m. - 4:30 p.m.	Lakeside Center only
Saturday, March 20, 2010	8:00 a.m. - 12:00 Noon	Lakeside Center only

South Building & North Building

All materials must be packed, Material Handling Agreements submitted and freight removed by 10:00 a.m., Friday, March 19, 2010. Any materials remaining after 12:00 Noon on Friday, March 19, 2010 will be rerouted at the exhibitor's expense.

All carriers for the South Building & North Building must check-in no later than Friday, March 19, 2010 at 8:00 a.m.

Lakeside Center

All materials must be packed, Material Handling Agreements submitted and freight removed by 10:00 a.m., Saturday, March 20, 2010. Any materials remaining after 12:00 Noon on Saturday, March 20, 2010 will be rerouted at the exhibitor's expense.

All carriers for Lakeside Center must check-in no later than Saturday, March 20, 2010 at 8:00 a.m.

SERVICE CENTER HOURS (Lakeside Center, North and South Buildings)

We will have staff available at the Freeman Service Center as follows:

Monday, March 8, 2010 thru Friday, March 12, 2010	8:00 a.m. - 5:00 p.m.	All Buildings
Saturday, March 13, 2010	8:00 a.m. - 8:30 p.m.	All Buildings
Sunday, March 14, 2010 thru Friday, March 19, 2010	8:00 a.m. - 5:00 p.m.	All Buildings
Saturday, March 20, 2010	8:00 a.m. - 12:00 Noon	Lakeside Center

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

5040 W Roosevelt Road
Chicago, IL 60644
(773) 473-7080 fax (469) 621-5603

FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine is available for your convenience to order all Freeman services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine please call our Customer Support Center at (1-888-508-5054).

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name
Booth # _____ Building _____
2010 International Home + Housewares Show
C/O Freeman
2500 West 35th Street
Chicago, IL 60632

Freeman will accept crated, boxed or skidded material beginning Friday, February 12, 2010 at the above address. Material arriving after Wednesday, February 24, 2010 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:
Exhibiting Company Name _____
Booth # _____ Building _____
2010 International Home + Housewares Show
C/O Freeman
McCormick Place
2301 S. Lake Shore Drive
Chicago, IL 60616

NOTE: All trucks should check-in at the McCormick Place Marshaling Yard on 31st Street. See map and directions in your service manual.

Show site freight must be delivered on your assigned scheduled target date. Please reference the Target Schedule that will be mailed separately.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.
Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk located on the exhibit floor or at the Exhibitor Service Center. Refer to the order form under Display Labor for Straight time and Overtime hours.

In a booth of 300 sq.ft. or less, an exhibitor, or a full-time employee of the exhibitor may do his/her own assembly and decorating work if they so choose. An exhibitor's full-time employee may work along with a laborer assisting with the installation and dismantling of a booth 300 sq.ft. or less. However, carpenters or decorators must perform work involving the use of power tools or ladders.

CLEANING/PORTER SERVICE

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors will be allowed to perform these services.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 773-473-7080.

WE APPRECIATE YOUR BUSINESS!