

# MCCORMICK PLACE MEETING ROOM RESERVATION FORM

Please fax both the front and back of this form as well as a diagram of your room layout to Jenny Crawford at +1-847-292-4211, or email to: [jcrawford@housewares.org](mailto:jcrawford@housewares.org)

Deadline: January 4, 2010

## IHA use only:

ID# \_\_\_\_\_

SR# \_\_\_\_\_

Date \_\_\_\_\_

### STANDARD EQUIPMENT & SERVICES INCLUDED IN YOUR RENTAL COST:

The rental of meeting rooms includes the following (if requested): One (1) room set, chairs, tables, tablecloths, speaker's platforms, one (1) podium, ice water for speakers, one (1) basic sound system with one (1) microphone and two (2) standard electrical services. All the above equipment is subject to availability. Please indicate your requirements in writing and submit with form.

**Notes:** • All meeting room information has been provided by McCormick Place and is subject to change.

- NEW – The rental of a McCormick Place Meeting Room includes one (1) standard room set and up to four (4) additional 6 ft. tables. Any table over 4 required by the exhibitor will incur an extra fee.

### COMPANY INFORMATION

Company \_\_\_\_\_ Booth Number (exhibitors only) \_\_\_\_\_

Show Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Company Type:  Exhibitor  Retailer  Other \_\_\_\_\_

### MEETING ROOM SELECTION (Please select only one of the boxes 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  Reception

Other \_\_\_\_\_

Requested Room Layout:  Theater  Classroom  Banquet  Hollow Square  Conference

Other \_\_\_\_\_

Set For: \_\_\_\_\_ (# of people) Meeting Date(s): \_\_\_\_\_ Meeting Time: \_\_\_\_\_ to \_\_\_\_\_

Set-up Date(s): \_\_\_\_\_ Set-up Time: \_\_\_\_\_ to \_\_\_\_\_

**IN ORDER TO PROCESS THIS REQUEST,  
THE BACK OF THIS PAGE MUST BE SIGNED.**

MARCH 14 - 16 • Sunday and Monday, 8:30 am - 5:30 pm, Tuesday, 8:30 am - 5:00 pm

MCCORMICK PLACE, CHICAGO

international  
home  
house  
wares  
show  
2010

# MEETING ROOM GUIDELINES

Please read IHA's McCormick Place Meeting Room Policy in full. By checking each box and signing below, you are acknowledging 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 2010 International Home + Housewares Show.
- 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. 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.
- 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.
- A daily fee will apply for each day your company is in use of a McCormick Place meeting room. McCormick Place invoices will be sent after the close of the Show.
- Meeting rooms will be assigned in the following order:
  1. Companies that contracted a meeting room for the 2009 Show.
  2. Retailers registered for the 2010 Show.
  3. Exhibiting companies for the 2010 Show, by seniority number.
- McCormick Place will begin meeting room assignment toward the end of January, by sending a confirmation and a contract to your company.
- Rooms that are available after February 2, 2010, will be assigned to other qualified participants of the industry.

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 Jenny Crawford via fax: +1-847-292-4211, or e-mail: [jcrawford@housewares.org](mailto:jcrawford@housewares.org).

**Questions regarding the meeting room assignment and qualification process**, should be directed to Jenny Crawford at IHA: +1-847-692-0133 or [jcrawford@housewares.org](mailto:jcrawford@housewares.org).

## ADDITIONAL QUESTIONS AND CONTACT INFORMATION

**Questions regarding McCormick Place guidelines, rates and on-site inquiries**, should be directed to Dorcas Santiago at McCormick Place: +1-312-567-8118 or [dsantiago@mpea.com](mailto:dsantiago@mpea.com).

To order any of the services below, forms will be provided in the online Exhibitor Services Manual available on November 1.

### Furnishings

Freeman  
Tel: +1-773-473-7080  
[www.myfreemanonline.com](http://www.myfreemanonline.com)

### Audio Visual

Freeman  
Tel: +1-708-458-4581

### Electrical, Telecommunications & Plumbing

McCormick Place Focus One  
Tel: +1-312-791-6113  
[www.focus-one.org](http://www.focus-one.org)

### Food & Beverage

Chicago Restaurant Partners  
Tel: +1-312-791-7252

international home  housewares show