

MCCORMICK PLACE MEETING ROOM RESERVATION FORM

Please send both the front and back of this form as well as a diagram of your room layout to Erin Magee via fax at +1-847-292-4211 or email at emagee@housewares.org

IHA use only:

ID# _____

SR# _____

Date _____

Deadline: January 6, 2012

STANDARD EQUIPMENT & SERVICES INCLUDED IN YOUR RENTAL COST:

The rental of a meeting room includes the following (if requested): One (1) room set, chairs, (4) 6 ft. tables, white tablecloths, speaker's platforms, one (1) podium, ice water for speakers, one (1) house sound system and one (1) wired microphone. All the above equipment is subject to availability. Please indicate your requirements in writing and submit with form.

- **Electrical service is no longer included in meeting room rental fee.** IHA will be working with Freeman Electrical to provide electrical labor and services at the Show. To order electrical service in meeting rooms, please see the form in section 3 of the online Exhibitor Services Manual. Freeman Electrical contact information can be found on the back of this page.
- 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. Any additional tables needed 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 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: The daily room rental charge will apply for set-up days, if not the same day as your meeting.

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

international home
+housewares show 2012

MARCH 10 - 13 • MCCORMICK PLACE, CHICAGO

Saturday, 12:30 pm - 5:30 pm, Sunday and Monday, 8:30 am - 5:30 pm, Tuesday, 8:30 am - 5:00 pm
Soft-close on Saturday, Sunday and Monday 5:30 pm - 6:30 pm



INTERNATIONAL HOUSEWARES ASSOCIATION®

the home authority

Tel: +1-847-292-4200

Fax: +1-847-292-4211

www.housewares.org

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 2012 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. 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 is in use of a McCormick Place meeting room, including set-up and tear-down days. 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 2011 Show.
 2. If a new date and time is required, rooms are reserved in seniority order if received by January 6, 2012.
 3. Retailers registered for the 2012 Show.
 4. Exhibiting companies for the 2012 Show, by date received.
- McCormick Place will begin meeting room assignment in January, by sending a confirmation and a contract to your company.
- Rooms that are available after February 1, 2012, 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 Erin Magee via fax at +1-847-292-4211 or e-mail at emagee@housewares.org.

Questions regarding the meeting room assignment and qualification process should be directed to Erin Magee at IHA +1-847-692-0133 or emagee@housewares.org.

ADDITIONAL QUESTIONS AND CONTACT INFORMATION

Questions regarding McCormick Place guidelines should be directed to Anthony Maggiore with McCormick Place at +1-312-791-6359 or amaggiore@mccormickplace.com.

To order any of the services below, forms will be provided in the online Exhibitor Services Manual available on November 1, 2011.

Audio Visual
Freeman AV
Tel: +1-708-458-4581

Electrical, Plumbing & Furnishings
Freeman
Tel: +1-773-473-7080
www.myfreemanonline.com

Telecommunications & Internet
McCormick Place
Tel: +1-312-791-6113
www.mccormickplace.com
telecommunications@
mccormickplace.com

Food & Beverage
Savor
Tel: +1-312-791-7252