EXHIBITOR ACTION CHECKLIST

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

NOVEMBER 2018
- 15th Book early-bird hotel rates through OnPeak, our official housing partner www.housewares.org/show/hotels
- 21st Review Show Guidelines regarding buyer appointments process

DECEMBER 2018
- 1st Review Exhibitor Website for cost savings www.housewares.org/show/esm
- 12th Review Freight Target Floor Plan online for move-in date and time for freight delivery to the Show floor
- 12th Show Preview Press Event Registration Deadline
- 14th Final date for hanging signage approval – restrictions apply
- 14th McCormick Place Meeting Room Reservation Form
- 31st Last day to book Early-Bird hotel rates

JANUARY 2019
- 3rd Send blueprints with multi-levels or ceilings to McCormick Place for Fire Marshal review
- 3rd Send booth diagrams for new or rebuilt exhibits to IHA
- 9th ColorWatch by Pantone Display
- 18th Show Sponsorships – Buyers Club, Buyer Lunches, International Business Center, Charging Stations
- 18th Shuttle Bus advertisement deadline
- 18th Final Date for inclusion in Show Directory www.housewares.org/show/exhibit/dir
- 18th New Product Showcase / IHA Global Innovation Awards (gia) Entry
- 20th Final mailing date for Exhibitor Badges www.housewares.org/show/register-plan
- 25th Free Lead Retrieval Unit – 2 Types Available
- 25th Review Transportation Website www.housewares.org/show/travel

FEBRUARY 2019
- 1st Freeman: Display Labor Advance Rate Deadline
- 1st Freeman: Rigging Labor Advance Rate Deadline
- 1st Freeman: Carpet Advance Rate Deadline
- 1st Freeman: Rigging Labor Advance Rate Deadline
- 1st Freeman: Cleaning Advance Rate Deadline
- 1st Freeman: Exhibit Floor Meeting Room Reservation
- 1st Freeman: Audio Visual Rental Advance Rate Deadline
- 1st Freeman: Furniture/Tables/Accessories Advance Rate Deadline
- 1st Freeman: Plumbing Advance Rate Deadline
- 1st Freeman: Signs/Graphics Advance Rate Deadline
- 1st Freeman: Electrical Advance Rate Deadline
- 1st Freeman: Sign/Exhibit Advance Rate Deadline
- 1st Booth Design Award Entry
- 1st Press Kits to News Center
- 1st All booths set by 5:00 p.m.

FEBRUARY 2019 continued
- 5th Telephone, Internet Access and Cable Access Advance Rate Deadline
- 8th Floral Services/Event Production
- 11th International Shipping – U.S. Customs Clearance – Ocean Freight
- 13th Advance Warehouse Shipments
- 13th Food Service Advance Order Deadline
- 15th No Photography signs
- 15th Booth Guard Service Advance Rate Deadline
- 18th International Shipping & U.S. Customs Clearance – Air Freight
- 21st First day of move-in for Lakeside Exhibitors
- 22nd Reserve guaranteed parking at McCormick Place (online only)
- 22nd First day of move-in for North (Hall B) and South Exhibitors
- 22nd Computer / iPad Rental Advance Rate Deadline
- 25th Booth Design Award Entry
- 27th First day of move-in for North (Hall C) Exhibitors
- 28th Submit form to IHA for pre-show buyer appointments
- 28th Submit form to IHA for in-booth receptions or sales meetings held before or after Show hours

MARCH 2019
- 1st Special Event/Product Demonstrations
- 1st Press Kits to News Center
- 1st All booths set by 5:00 p.m.
- 2nd Show opens at 10:00 a.m.
- 5th Show closes at 3:00 p.m.
- 8th Last day of move-out for South & North Exhibitors (noon)
- 9th Last day of move-out for Lakeside Exhibitors (noon)

NO DEADLINE
- Buyer Registration and Media List – Invite Buyers to the Show
- Work with IHA approved charities to donate your product
- Exhibit Floor Meeting Room Reservation
- FedEx Kinko’s
- Hostesses/Hosts
- Photography/Videography
- Security Containers

IMPORTANT INFORMATION SENT UNDER SEPARATE COVER
- Booth Space Acknowledgment Letter
- Exhibitor Badge Registration: Booth space must be paid in full.
- Hotel Cancellation: Guests must cancel reservations 24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel).
- Listings for Show Directory/Housewares Connect 365 at www.housewares.org/show/exhibit/dir
- Freight Target Floor Plan at www.housewares.org/show/exhibit/freight_target_floorplans.aspx
- Exhibitor Services Manual at www.housewares.org/show/esm
- Marketing Kit at www.housewares.org/show/marketing-kit
- Chicago Concierge for restaurant reservations or private event space options