

EXHIBIT HOURS

Exhibit hours for the International Home & Housewares Show are as follows:

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

Exhibitor personnel and manufacturers' reps will be allowed on the exhibit floor at 7:00 a.m. For more information, please see page 13, section K.

* **Soft close: If a business meeting is in progress when the Show closes on Sunday or Monday, exhibitors and attendees are encouraged to finish their meeting. Show close music will begin playing at 6:30 p.m.**

REGISTRATION HOURS

IHA will have full-service registration areas in the South Building, North Building and Lakeside Center.

Thursday, March 11 – Saturday, March 13	8:00 a.m. – 5:00 p.m.
Sunday, March 14 – Tuesday, March 16	7:30 a.m. – 4:30 p.m.

INSTALLATION HOURS

The installation date depends on an exhibitor's target move-in date; please refer to the Target Schedule that was mailed under separate cover. Installation may begin once freight is delivered to the exhibit area. Installation of an exhibit must not interfere with the move-in of the Show. Please see Installation/Dismantle Regulations on page 9 for installation dates and hours.

DISMANTLE HOURS

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

South & North Building Exhibitors – all materials must be packed and Material Handling Agreements turned in by 10:00 a.m. on Friday, March 19. Shipments will start being rerouted at 12:00 noon on Friday, March 19, 2010.

Lakeside Center Exhibitors – all materials must be packed and Material Handling Agreements turned in by 10:00 a.m. on Saturday, March 20. Shipments will start being rerouted at 12:00 noon on Saturday, March 20, 2010.

Please review page 9 for additional information about the Installation/Dismantle Regulations.

REGISTRATION/BADGE INFORMATION

Request badges online at www.housewares.org for all exhibit personnel who will attend the 2010 Show.

* Companies must be paid in full for booth space before submitting exhibitor badge requests. If you are unsure of your payment status, please contact a member of the Trade Show Sales team by email at showteam@housewares.org or at +1-847-292-4200.

Badge Fee – Each company is allowed 2 complimentary badges for every 50 square feet of booth space they are assigned. Once all of the complimentary badges have been used, additional badges may be ordered at \$25 each.

Badge Maximum – Each company will be allotted a maximum number of badges. To determine the maximum, each company should double the amount of complimentary badges it is allowed.

Non-U.S. badges will not be mailed after January 31, 2010, and U.S. badges will not be mailed after February 21, 2010.

Pre-register to avoid the on-site registration fee of \$100 per person.

Badge Identification:

Buyer: Green	Trade Guest: Yellow
News Media: Blue	Exhibitor: Red
Manufacturer's Rep: Gray	International Attendee: Appropriate badge with green ribbon

EXHIBITOR SERVICE CENTERS

Exhibitor Service Centers are conveniently located in each building to assist exhibitors with their needs on-site. Utilize the Exhibitor Service Center in your building for help with pre-Show or on-site orders for electrical, plumbing, telephone, labor, furniture, photography, audio visual, host/hostesses, floral, water coolers, product donations, security and freight. Locations are as follows:

South Building – Beneath the food service areas located in the center of the exhibit floor
North Building – Room N230, Level 2
Lakeside Center – Room E252, Level 2