

COMPLIMENTARY EXHIBIT FLOOR MEETING ROOM RESERVATION FORM

IHA use only:

ID# _____

SR# _____

Date _____

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 INFORMATION

Requested Building: South North Lakeside

My company's meeting room selection is: First Choice: _____ Second Choice: _____
(See chart below for meeting room numbers and consult the Meeting Room Guide for exhibit floor locations.)

Date Choices: Sunday, March 14, 2010 Monday, March 15, 2010 Tuesday, March 16, 2010

Start Time: _____ End Time: _____ (Two-hour maximum)

MEETING ROOM NUMBERS & CAPACITIES

Wired + Well Expo

Lakeside Center - Level 3, Hall D

Room #s	Dimensions	Capacity
L1-L2	10' x 10'	6 people

Clean + Contain

Global Crossroads Expos

North Building - Level 3, Hall B1

Room #s	Dimensions	Capacity
N1-N2	10' x 10'	6 people

Dine + Design Expo

South Building - Level 3, Hall A

Room #s	Dimensions	Capacity
S1-S2	10' x 10'	6 people

international
home
+ house
wares
show
2010

EXHIBIT FLOOR MEETING ROOM GUIDELINES

Please read IHA's exhibit floor meeting room policy in full.

Check each box in acknowledgement, sign below and return to IHA.

- The complimentary exhibit floor meeting rooms are available to 2010 International Home + Housewares Show exhibitors and approved registered retailers only.
- Meeting rooms will be available only on **Show days** and will be limited to a maximum of **two hours**.
- Meeting rooms will be set conference style only.
- Exhibit floor meeting rooms must be reserved through IHA and will be assigned on a first-come, first-served basis. Meeting rooms may also be reserved on-site based on availability.
- Upon receipt of the Exhibit Floor Meeting Room Reservation Form, IHA will assign the meeting room. Confirmation of the exhibit floor meeting room assignment will be sent prior to the Show.
- Food or beverage is not allowed in exhibit floor meeting rooms.
- Complimentary exhibit floor meeting rooms are semi-private. If you are interested in reserving a private meeting room at McCormick Place, please contact Jenny Crawford, at the contact information below.

Signature: _____

Date: _____

Please return to Jenny Crawford at:

Fax: +1-847-292-4211 or

Email: jcrawford@housewares.org

Questions? Tel: +1-847-692-0133

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

McCORMICK PLACE, CHICAGO