

# HELPFUL REMINDERS TO ENSURE A SUCCESSFUL SHOW

ORDER SHOW SERVICES & DOWNLOAD ORDER FORMS ONLINE AT  
[www.housewares.org/show/exhibit/esm/](http://www.housewares.org/show/exhibit/esm/)

VIEW UPDATED FLOOR PLANS ONLINE AT  
[www.housewares.org/show/exhibit/floorplans.aspx](http://www.housewares.org/show/exhibit/floorplans.aspx)

## Three Productive Show Days

- 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.

Please note there is a soft close on Sunday & Monday until 6:30 p.m.

## Register for Exhibitor Badges at [www.housewares.org](http://www.housewares.org)

Register online today to avoid an on-site registration fee of \$100 per badge.

- Final Non-U.S. badge mailing date: January 31, 2010.
- Final U.S. badge mailing date: February 21, 2010.

Badges registered after the mailing dates can be picked up at McCormick Place starting March 11.

## Exhibitor Code of Conduct & Managing Trade Guests

Every exhibitor should review this policy. Please go to tab 1.

## Unauthorized Booth Photography

Unauthorized photography of any exhibit or product is prohibited. Exhibitors and Attendees are not allowed to bring photographic equipment on the exhibit floor during Show hours. Further details can be found in the Rules & Regulations, located behind tab 1.

## Complimentary Meeting Rooms and E-mail Stations for Exhibitors

Take advantage of the meeting rooms and e-mail stations on each exhibit floor. See tab 2.

## Privately Owned Vehicles (POVs)

In an effort to reduce costs, a new POV staging plan has been developed that will allow exhibitors to unload small amounts (50 lbs. or less) of freight at designated areas within each building at McCormick Place.

For more information and a map of the locations, please go to tab 4.

## Shipping and Material Handling Package

The Show's general contractor, Freeman, is now offering shipping and material handling packages, which will allow exhibitors to budget more accurately. For more information, see tab 4.

## Important Exhibit Display Reminders

- To assist the attendees in identifying booth numbers, exhibitors are required to incorporate their company name and booth number on exhibit signage.
- Cubic Content Rule: Exhibitors may build or place display elements right up to the aisle and to the maximum height permitted.
- Standard pipe and drape, tabletop displays and perfbord used solely as exhibit structures are prohibited.
- Displays facing neighboring booths or aisle traffic may not expose any unfinished surfaces or wires and must be finished.
- Hanging signs, as part of an exhibit structure, are strictly prohibited.
- Utility services will be supplied at the rear of the booth. Exhibitors must allow a one-foot corridor in the rear and six inches on one side of their booth to allow passage for utility personnel.
- In a booth of 300 sq. ft. or less, an exhibitor, or a full-time employee of the exhibitor may do his/her own assembly and decorating work if they choose. An exhibitor's full-time employee may work along with a laborer assisting with the installation and dismantling of a booth of 300 sq. ft. or less. However, carpenters or decorators must perform work involving the use of power tools or ladders.

## Reduce Your Show Labor Costs!

Order your booth carpet from Freeman by February 19 and save \$5.00 per hour straight time and \$7.50 per hour overtime off your display labor. Go to tab 3 and complete the Freeman Carpet Order Form, or visit [www.myfreemanonline.com](http://www.myfreemanonline.com) to place an order.

## Carpenter Work Rules

The Carpenter's Union at McCormick Place has agreed to a new collective bargaining agreement to help reduce costs for exhibitors and also give them more flexibility operationally.

- When the Show closes at 5:00 p.m., straight time rates are in effect until 8:30 p.m.
- The window of time for time-and-a-half rates on Saturdays has been adjusted from 8 to 12 hours, eliminating four hours of what had been double time rates.

## Protect Your Property

- Ship extremely sensitive items in locked containers that do not identify contents.
- Utilize the complimentary security area(s) on each exhibit floor provided by IHA.
- Hire a booth guard.
- Obtain insurance to protect your exhibit and product against damage or loss.
- Do not give away your exhibitor badges.
- Go to the "Loss Prevention" tab 7 for more helpful information.

## Product Removal Policy – Photo ID Required

Only exhibitors are permitted to remove product from the exhibit halls after the Show closes at 5:00 p.m. on Tuesday, March 16. **However, a photo ID is mandatory to remove any product. Exhibitors' photo ID must correspond with their exhibitor badge.**

international  
home  
house  
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show  
2010

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

McCORMICK PLACE, CHICAGO



INTERNATIONAL HOUSEWARES ASSOCIATION®  
the home authority

Tel: +1-847-292-4200 Fax: +1-847-292-4211 [www.housewares.org](http://www.housewares.org)

# MOVE-IN AND MOVE-OUT REMINDERS

## SECURE YOUR PRODUCT SAMPLES AND MERCHANDISE

During move-in, move-out and Show days, IHA will provide perimeter guard service in all exhibit halls. IHA will provide additional security after the Show closes on Tuesday, March 16, 2010. To aid in these efforts, it is imperative that exhibitors secure their product samples and merchandise. **Take advantage of the complimentary security lock-up areas available on each floor.**

## EXHIBITOR MOVE-IN SCHEDULE

Thursday, March 4, 2010	8:00 a.m. – 4:30 p.m.	Lakeside Center
Friday, March 5, 2010	8:00 a.m. – 4:30 p.m.	Lakeside Center
Monday, March 8, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Tuesday, March 9, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Wednesday, March 10, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Thursday, March 11, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Friday, March 12, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
* Saturday, March 13, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls

\* Exhibitors may work later on Saturday, March 13, if necessary.

## EXHIBITOR MOVE-OUT SCHEDULE

Tuesday, March 16, 2010	5:01 p.m. – 10:00 p.m.	All Exhibit Halls
Wednesday, March 17, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Thursday, March 18, 2010	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Friday, March 19, 2010	8:00 a.m. – 12:00 Noon	North & South Buildings
Friday, March 19, 2010	8:00 a.m. – 4:30 p.m.	Lakeside Center
Saturday, March 20, 2010	8:00 a.m. – 12:00 Noon	Lakeside Center

**South Building & North Building Exhibitors** – All materials must be packed and Material Handling Agreements submitted and freight removed by 10:00 a.m., Friday, March 19, 2010. 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 submitted and freight removed by 10:00 a.m., Saturday, March 20, 2010. Shipments will start being rerouted at 12:00 Noon on Saturday, March 20, 2010.

**Early Dismantle Policy** – Tear down begins at 5:01 p.m., Tuesday, March 16. Do not tear down early! If you are observed tearing down early at the 2010 Show, you will receive a \$1,000 violation fee.

## CRATE RETURN SCHEDULE FOR ALL BUILDINGS

The Show closes at 5:00 p.m. on Tuesday, March 16, 2010. The anticipated schedule to return cardboard boxes, fiber cases and empty crates for products will be as follows:

### Tuesday, March 16, 2010

- 5:01 p.m.** Begin Removal of aisle carpeting.
- 6:00 p.m.** Begin returning cardboard boxes, fiber cases, specially marked product containers and all empty crates.

### Wednesday, March 17, 2010

- 1:00 a.m.** Anticipated completion of returning all empty crates.

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