Dear h+h americas 2026 Exhibitor,

We are excited that you will be joining us for h+h americas 2026 and look forward to working with you in preparation for a successful show. Throughout the process, our goal is to ensure clear communication, transparency, and ongoing support, along with opportunities for consultation to help you get the most out of your investment.

Within this Exhibitor Services Manual you will find essential guidelines, deadlines, order forms, and other important information regarding booth furnishings, equipment rental, graphics, and shipping. We encourage you to review carefully and take advantage of early-order discounts. You can also use our **Exhibitor Portal** to keep you on track. The portal consolidates key deadlines, action items, documents, and resources in one place, making it easier to manage your show preparations.

Important Note: If you are exhibiting at both h+h americas and Fiber+Fabric Craft Festival, you must place orders using the order forms for each show. Please make sure to also check the special Freight Program under "Information from Show Management" regarding moving your items from Fiber+Fabric Craft Festival to h+h americas.

In addition to the manual and exhibitor portal, please join our monthly Exhibitor Roundtables on **the third Wednesday of each month on the h+h Connect platform**. This is a unique forum designed for you to hear show updates, ask questions about planning and exhibiting, and learn about additional resources. Take this opportunity to tap into best practices from show staff, official contractors, and fellow exhibitors.

We are committed to making h+h americas 2026 a positive and rewarding experience. If you have questions or need guidance, please reach out to our Show Services Team at **services@koelnmesse.us**.

Your h+h americas Team,

Darrin Stern
President & Managing Director

owned & organized by
koelnmesse
we energize your business | since 1924

strategic partner
CRAFT INDUSTRY alliance

SHOW MANAGEMENT CONTACT LIST

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Indie Untangled Newcomer Pavilion
Lisa Chamoff, Owner
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Questions? - email services@koelnmesse.us
Visit www.hha-americas.com for more information.

EXHIBITOR DEADLINE CHECKLIST

Please use this checklist to help keep you on track when preparing for the show. You must complete REQUIRED forms and return ALL forms by the deadline date to ensure orders are filled and late fees are avoided.

Please use your personal Exhibitor Portal to track the majority of your tasks. Through your account you can electronically access forms, complete your tasks and track completion of deadlines.

Highlighted forms below are included in the RES Service Manual.

Action/Form	Due Date	✓	Notes
Required Show Management Forms/Actions			
Review Online Floorplan Company Profile/Upload Logo	ASAP		Link sent with confirmation
Submit Booth Plan (if using outside builder) *email services@koelnmesse.us	Mar 2		
Carpet Notice if you are ordering/bringing alternative booth carpet or flooring *email services@koelnmesse.us	Mar 20		
Certification of Insurance confirmation	Mar 27		
Virtual Booth Setup through h+h Connect The h+h Connect digital platform is our online community with news and year-round access and events.	Mar 27		
Exhibitor and Customer Registration Badges	Apr 20		Opening Feb 16
Specialty Pavilion Graphic Deadlines			
Indie Untangled – standing banner order	Feb 20		
standing banner artwork (if purchased)	Mar 2		
counter graphic artwork (if purchased)	Mar 16		
Needlearts Alley – standing banner order	Feb 20		
standing banner artwork (if purchased)	Mar 2		
counter graphic artwork (if purchased)	Mar 16		
Bead & Button – standing banner order	Feb 20		
standing banner artwork (if purchased)	Mar 2		
counter graphic artwork (if purchased)	Mar 16		

Sponsorship/Advertising Deadlines			
Learning Lab participants Submission Form	Feb 6		
Product Academy participants Submission Form	Feb 6		
Fashion Show participants Submission Form	Mar 13		
Fashion Boulevard participants Submission Form	Mar 13		
Sample It participants Confirmation Form	Mar 13		
Ship Show Insert - arrival date	Apr 3		
Directory Advertising Artwork Due	Apr 3		
General Contractor Services (RES)			
Booth Furnishings/Equipment	Apr 9		
Graphics	Apr 9		
Electrical, Internet, AV & Labor	Apr 9		
Special Services	Apr 9		
Internet & Telecommunications	Apr 9		
Independent Contractor/I & D Form *(if using outside builder on show floor)*	Apr 9		
Shipping, Freight & Accessible Storage			
Accessible Storage Form	Apr 9		
Freight accepted at warehouse	Mar 2		
Last day to ship to warehouse	May 1		
Freight accepted at convention center	May 4, 5 ONLY		
Hotel & Travel			
Hotel Deadline for Group Rate	Varies by hotel		Find hotel info HERE.

Questions? – email **services@koelnmesse.us**
Visit **https://www.hh-americas.com** for more information

SHOW INFORMATION

Exhibitor Move-in

Monday, May 4, 2026	9:00am – 6:00pm
Tuesday, May 5, 2026	8:00am – 6:00pm (Courtesy move-in 8:00am - 4:30pm)

**The RES Service Desk closes at 4:30pm each day*
***All booths must be completely set up and freight removed by 6pm on Tuesday*

Exhibit Hall Hours

Wednesday, May 6, 2026	10:00am – 5:00pm
Thursday, May 7, 2026	10:00am – 5:00pm
Friday, May 8, 2026	10:00am – 3:00pm

*Exhibitors are allowed in the hall 1 hour prior and 1 hour after show hours.

Exhibitor Move-out

Friday, May 8, 2026	3:00pm – 8:00pm *(hall must be cleared by midnight)*

Conference Hours

Tuesday, May 5, 2026	10:00am – 6:00pm
Wednesday, May 6, 2026	8:30am – 5:00pm
Thursday, May 7, 2026	8:30am – 5:00pm
Friday, May 8, 2026	8:30am – 3:00pm

Included in Your Standard Booth

Inline and Peninsula Booth: 8ft high black drape at back and both sides, gray carpet and a booth ID sign with company name and booth number.

Corner Booth: 8ft high drape at back and ONE side (both aisle sides open), gray carpet and a booth ID sign with company name and booth number.

Island Booth: gray booth carpet. (no drape or ID sign provided)

Important Note: ***Gray carpet will be provided for <u>every</u> booth. Please email services@koelnmesse.us by March 20, 2026, if you plan to order a different color carpet or bring your own flooring.***

Hardwall Booth, Furniture & Lighting Packages

We offer three Booth Package add-ons if you want a hardwall structure. If your booth is over 300 sq ft you should contact RES about a custom hardwall booth.

Bronze Package

Silver Package

Copper Package

We offer two furniture packages that you can order directly from show management.

Package A: counter and 1 stool
Package B: round table and 3 chairs

Find information and place your orders at:
https://hh-americas.com/boothpackage/

Package A

Package B

Drape & Aisle Carpet Colors

Pipe & Drape: black; Aisle Carpet: blue/black tuxedo
Note: If you are located in one of our Pavilions, it is possible that you may have special aisle carpet colors.

Booth Cleaning

Each booth will be vacuumed prior to the show opening on Wednesday. Any additional booth cleaning must be ordered. General hall cleaning and aisle vacuuming will be done nightly.

Hotel & Travel

h+h americas offers special convention rates and room blocks in select hotels. Please check the individual hotels regarding check-in/out times and cancellation policies.

We are offering a United Airlines discount. Use discount code **ZRE4289416**.

You can find more information and direct links at https://hh-americas.com/travel-information/

Freight and Shipping

Please find all freight related information from RES in this manual, including freight services and carriers, rates, maps, shipping labels and delivery times.

Options for Moving in Your Freight

- **NO COST: UNLOAD YOUR OWN EQUIPMENT – Tuesday, May 5, 8:00am - 4:30pm**
  ON **TUESDAY ONLY** you can drive onto the show floor and unload your items during. If you need assistance, we will also provide a complimentary labor team to help you unload and get things to your booth. *Note: You can also use the same method to move out your freight and equipment on Friday at 3:00pm.*

- NO COST: Carry your boxes into the convention center from the hotel or parking garage. There are sky bridges to the Hilton, Hyatt, Sheraton and Embassy Suites and the main parking garage. You can hand-carry or use a cart that will fit through a SINGLE-WIDE ENTRANCE DOOR.

- ADVANCE/ONSITE SHIPPING: Ship to advance warehouse by May 1 or ship directly onsite. **Material handling charges will apply.** See service manual forms for rates and deadlines.

Advance crated shipments received at warehouse by April 24, 2026	$145 per cwt. (100 lb. min)
Advance crated shipments received at warehouse after April 24, 2026 and on or before May 1, 2026	$150 per cwt. (100 lb. min)
Direct shipments to convention center on May 4 and 5 ONLY	$115 per cwt. (100 lb. min)

*When calculating weight, round up to the next 100 lbs. (example: 265 lbs.=300 lbs.)

Examples:
- If you ship one skid that weighs 350 lbs to the warehouse before April 24, the cost is $580 (4 x $145)
- If you ship 3 boxes that weigh 60 lbs direct to showsite, the cost is $115 (1 x $115)

You can find information and shipping labels in the "Freight" section of the Exhibitor Services Manual. Also see more information here:

Parking

The parking garage is $15/day and located off River Road on Williams Street, across from the convention center. The garage height limit is 10 ft.

Here are options for parking your vehicles and trailers after move-in:

- Parking for POV's and trailers under 10' high can park at the Williams Street Parking Garage.
- Oversized vehicles and trailers exceeding 10' high can park at the RES Marshalling Yard at 10005 Balmoral Avenue.* There is no charge to park.
- You can unhitch your trailers and leave them in the RES Marshalling Yard.

*Marshalling Yard is approximately ½ mile from the convention center. See the map HERE.
IMPORTANT NOTE: You will not be able to park your trailer and leave it in the exhibit hall during the Fabric+Fiber Craft Festival or h+h americas.

Show Guidelines and Regulations

Height Restrictions/Hanging Signs

- **Hall Pillars:** Where necessary, hall pillars and other permanent construction are contained in the rented booth spaces. **Contact RES for specific pillar measurements and placement in your booth space.**
- **Linear Booths:** The maximum height of 8ft (2.44m) is allowed for display materials in all linear booths.
- **Perimeter Booths:** All guidelines for linear booths apply to Perimeter Booths except that the maximum backwall height is 12ft (3.66m).
- **Height Limit:** Any planned structures exceeding 8ft (3.35m) must be approved in advance by Show Management in writing. Please send plans to services@koenmesse.us by March 20, 2026.
- **Hanging Signs:** All Hanging Signs must be approved in advance by Show Management in writing. Hanging signs and graphics are available to peninsula and island booths at a maximum height of 16ft (4.88m) from the top of the sign to the floor. Hanging signs and graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Linear booths are prohibited from having a hanging sign.

Use of Exhibit Space:

- Display must remain and be staffed by personnel for the duration of the event.
- Exhibits may not project beyond allotted space or interfere with the lighting or space of others. Aisles must be kept clear of exhibit items and activities and exhibitors may not interfere with the free flow of traffic.
- Demonstrations or related activities must be confined to the exhibitor's booth space, as well as distribution of literature and promotional materials. To provide food and beverage from your booth you must contact **Rosemont Catering by Aramark, +1 847.629.6415.** Outside vendors are not permitted.
- Exhibits may not have sound systems or noise making devices that disturb adjacent exhibitors.
- Exhibitors may not infringe on the registered trademark, trade name or patent of another company.
- No photographs are allowed in or of an exhibitor's booth without the exhibitor's approval.
- Show Management (Organizer) may restrict or prohibit any exhibit, whole or part, which distracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything the Organizer rules to be objectionable. The exhibitor will be responsible for ensuring compliance with all regulations and comply with the specified requirements stipulated in the Rosemont Convention Center Terms & Conditions and Exhibitor Service Manual. In case of non-compliance, the organizer shall have the right to demand the removal of exhibited articles or stop a certain activity. Should the exhibitor fail to comply, the Organizer is entitled to have the exhibits in question removed at the exhibitor's expense. In enforcing these regulations, the Organizer is not liable for refunds of space rental or other expenses incurred by the Exhibitor.

Installation and Removal of Exhibits

All exhibits must be installed prior to the opening of the exhibition and must remain installed until the closing hour. Exhibitors may not dismantle or start packing prior to closing time. No exhibit will be installed or removed during exhibit hours. Any removal of exhibits before the close of the show may affect participation at following shows.

If the booth space and materials are not vacated by the time specified at end of show, the Organizer is entitled to remove the exhibitor's belongings at their expense.

Condition of Booth Space

After the conclusion of the trade show, the exhibitor is obliged to leave and return the allotted booth space in a condition that equals the condition when the exhibitor took over the booth space.

Security

Show management (Organizer) will provide security during installation, exhibition and dismantling, and exercise reasonable care for the protection of the exhibitors' materials and display. Beyond this, the Organizer and the facility will not be responsible for the safety of the property or the exhibitor, their agents, or employees from theft, damage by fire, accident or any other cause. Please secure your property and do not leave items in the booth overnight.

Liability/Insurance

- The Organizer does not assume any obligation or liability to exercise proper care or security for Exhibitor's booth structure or other objects which are the property of the exhibitor or booth staff. Any liability for damages or losses is expressly excluded. If your Business Insurance does not cover your participation, it is recommended that you purchase an exhibition insurance policy.
- The Exhibitor is liable to the Organizer for any damage inflicted on the Organizer, other exhibitors, attendees or exhibition staff and other persons authorized to be at the venue, resulting from conduct by the Exhibitor's staff, employees or any other third party which the Exhibitor has appointed.
- The Exhibitor shall obtain a liability insurance policy to cover risks incurred by Exhibitor or company officers, employees and agents arising from or related to its participation in the event. Exhibitors are required to obtain liability insurance in the minimum amount of $1,000,000 and to list Koelnmesse Inc, 8770 W Bryn Mawr Ave, Suite 1300, Chicago, IL 60631 as additional insured. A certificate of insurance must be provided to show organizer if requested.
- The Exhibitor shall be liable and bear the risk for all damages incurred during transportation to and from the exhibition venue, including all damages incurred during transportation within the exhibition building as well as construction and dismantling of the exhibit booth.
- The Organizer shall not be liable to Exhibitor, its employees, contractors or agents for any special, indirect, incidental or consequential damages of any kind, including but not limited to any lost sales, business opportunities or otherwise.
- The Exhibitor is solely responsible for compliance with all the laws, guidelines and other regulations applicable at the place of the event venue, even if the contents of the Organizer's Conditions for Participation deviate from such regulations. These regulations are included in this Exhibitor Service Manual.

Note: Review Koelnmesse Inc. General Conditions and Koelnmesse Inc. Special Conditions of Participation for complete contractual obligations.

Amendments

Show management may revise these rules and all points not covered are subject to its decision.

QUESTIONS? – email services@koelnmesse.us

OPTIONS FOR FREIGHT AND MATERIAL HANDLING

We Heard You!

We're committed to making your move-in to the show as smooth, stress-free, and budget-friendly as possible. Below is a breakdown of the options available for moving your booth materials. More details will be available in the Exhibitor Service Manual on December 1, including order forms, information about parking, maps and shipping labels.

MOVING YOUR FREIGHT IN & OUT — NO-COST OPTIONS

Courtesy Move-in Services on Tuesday, May 5 – 8:00am – 4:30pm

On TUESDAY ONLY you can drive onto the show floor and unload your items during booth setup. If you need assistance, we will also provide complimentary labor to help you unload and transport your items to your booth.

Carry your boxes into the convention center from the hotel or parking garage.

There are sky bridges to the Hilton, Hyatt, Sheraton and Embassy Suites and the Williams Street parking garage. Hand carry or use a cart that will fit through a SINGLE-WIDE ENTRANCE DOOR.

Courtesy Move-out Services on Friday, May 8 – 3:00pm – 7:00pm

You can drive onto the show floor and load your items during booth move-out. If you need assistance, we will also provide complimentary labor to help you transport and load your items into your vehicle.

SHIP YOUR FREIGHT IN & OUT — MATERIAL-HANDLING CHARGES

Advance Shipments to RES Warehouse:

Includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and reloading onto outbound carriers. This also includes pick-up, storage and return of empty crates and cartons.

Direct Shipments to Convention Center:

Materials shipped to the Donald E. Stephens Convention Center must be unloaded and moved to booths by union labor. Materials will be delivered to the exhibitor's booth and removed to dock for reloading onto outbound carriers at the conclusion of the show. This also includes pick-up, storage and return of empty crates and cartons.

Note on outbound shipments:

All outbound shipments must have an RES bill of lading which should be returned to RES by 5:00pm Friday at the RES Service Center in Hall A. They will have bill of lading forms, labels and shipping instructions available.

Advance crated shipments received at warehouse by April 24, 2026	$145 per cwt. (100 lb. min)
Advance crated shipments received at warehouse after April 24, 2026 and on or before May 1, 2026	$150 per cwt. (100 lb. min)
Direct shipments to convention center on May 4 and 5 ONLY	$115 per cwt. (100 lb. min)

*When calculating weight, round up to next 100 lbs. (example: 265 lbs. = 300 lbs.)

Examples:

If you ship one skid that weighs 350 lbs to the warehouse before April 24, the cost is $580 (4 x $145)

If you ship 3 boxes that weigh 60 lbs direct to showsite, the cost is $115 (1 x $115)

ONE EASY WAY TO KEEP CHARGES LOW!

Consolidate. Whether you ship to the advance warehouse or directly to the show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge. So, keep your charges low by skidding items together to ensure they arrive at the same time.

Contact us with questions at services@koelnmesse.us

Brokers Trust

exhibitorinsurance.com

Required Insurance

As an exhibitor participating at **H+H Americas 2026** you must have adequate liability insurance to protect the attending public, the show organizer and yourself. To participate in the event, exhibitors must provide proof of coverage meeting the below requirements.

Requirements for all

- The policy needs to be in effect from **May 4th, 2026** through **May 8th, 2026**
- Comprehensive General Liability to cover bodily injury and property damage to third persons, including Personal & Adv Injury limits, and Products and Completed Operations coverage of not less than **one million dollars ($1,000,000) per occurrence and one million dollars ($1,000,000) aggregate.**
- Required Additional Insureds**: Koelnmesse Inc., Donald E Stephens Convention Center**
- Certificate holder: **Koelnmesse Inc., 8770 W. Bryn Mawr Ave. Ste. 1300, Chicago, IL, 60631**

If You Need To Purchase Insurance (Exhibitors ONLY)

For your convenience, exhibitors can purchase Commercial General Liability and Property Insurance from Exhibitorinsurance.com and eliminate the need to provide your own certificate.

Option 1: Liability only policy - ***$139***

- ✓ This policy meets all the requirements of the event
- ✓ Includes Commercial General Liability coverage for bodily injury and property damage to third parties, with limits of no less than one million dollars ($1,000,000) per occurrence and one million dollars ($1,000,000) aggregate
- ✓ Including Personal & Advertising Injury coverage
- ✓ Products and Completed Operations coverage
- ✓ Fire Damage limit of $300,000 for any one fire

Option 2: Liability policy w/ $10,000 property coverage - ***$159***

- ✓ This policy also meets all the requirements of the event
- ✓ Includes everything from Option 1 with the same excluded classes of business listed on page 2
- ✓ **In Land Marine – (Property Coverage)**
- ✓ Provides coverage for property of every description (broad form) while at the Event Location and in-transit between the insured's business and the event (3 days before / after show). Coverage is provided on an actual cash value basis
- ✓ Limits available: $10,000
- ✓ Deductible: $1,000

Excluded Classes of Businesses listed on page 2

Click here to Purchase your exhibitor insurance OR

<u>The following classes of exhibitors/vendors are excluded from the Policy:</u>

Alcoholic Beverages, Amusement Devices (e.g. rides, inflatables, trampolines, mechanical bulls, etc.) Athletic Performances & Stunts Body Piercing or Permanent Tattooing on site Cannabis, Chemicals, E-Commerce Selling on Site Fertilizers, Firearms, Fireworks Sales & Displays/Pyrotechnics, Games, Installation service or repair of products on site, Live Animals, Medical Testing, On-Site Equipment Sales/Rentals, Oxygen/Aromatherapy Bars, Pesticides, Pharmaceuticals or Nutraceuticals, Time Share Sales, Tobacco Products, Vehicles in Motion, Vendors Preparing Food On-Site using any gas hook ups, deep fryers and/or open flames for cooking/food preparation, Vitamins, Watercraft Exhibits on Water

<u>Excluded Property:</u>

EDP (Electronic Data Processing), audio and video equipment, watches, jewellery made of precious and semi-precious stones and/or precious metals, money, bullions, securities, stamps, antiques, furs, and fine arts valued at $5,000 per item or greater.

For a complete list of the coverage and exclusions please request a copy of the policy wordings. Insurance is arranged by Brokers Trust Insurance Group Inc. DBA exhibitorinsurance.com through HCCSU (Lloyd's Coverholder) and underwritten by certain Underwriters at Lloyd's; HCC SPECIALTY UNDERWRITERS, INC. 401 EDGEWATER PLACE, SUITE 400, WAKEFIELD, MA 01880, USA. Insurance is provided in accordance with information shown above subject to all terms and conditions of the policy and all forms and endorsements forming a part thereof.