



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.

Highlighted forms below are included in this Service Manual.

Information regarding other items will be sent directly to exhibitors from show management.

Action/Form	Due Date		Notes
Required Show Management Forms/Actions			
Online Floorplan Company Profile	Mar 1		
Exhibit Directory Information	Mar 1		
Submit Booth Plan (if using outside builder) *email services@koelnmesse.us	Mar 15		
Carpet Notice if you are ordering/bringing alternative booth carpet or flooring *email services@koelnmesse.us	Mar 22		
Exhibitor Staff Registration/Badges	Apr 12		Opening Feb 1
Virtual Booth Setup The h+h connect digital platform is our online community with news and year-round access and events.	Apr 12		Set up your company listing information as soon as possible.
Specialty Pavilion Deadlines			
Indie Untangled - banner graphic deadline	Mar 15		
Sponsorship/Advertising Deadlines			
Fashion Show participants Submission Form	Feb 9		
Learning Lab participants Submission Form	Feb 15		
Product Academy participants Submission Form	Mar 15		
Fashion Boulevard participants Submission Form	Apr 1		
General Contractor Services (RES)			
Booth Furnishings/Equipment	Apr 10		
Graphics	Apr 10		
Electrical	Apr 10		
Audio Visual/Computer	Apr 10		
Internet & Telecommunications	Apr 10		
Independent Contractor/I & D Form (if using outside builder on show floor)	Apr 10		

Shipping & Freight			
Accessible Storage Form	Apr 10		
Freight accepted at warehouse	Mar 4		
Last day to ship to warehouse	Apr 26		
Freight accepted at convention center	Apr 29-30 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, April 29, 2024 9:00am - 6:00pm
 Tuesday, April 30, 2024 8:00am - 6:00pm

**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 1, 2024 10:00am - 5:00pm
 Thursday, May 2, 2024 10:00am - 5:00pm
 Friday, May 3, 2024 10:00am - 3:00pm
 *Exhibitors are allowed in the hall 1 hour prior and 1 hour after show hours.

Exhibitor Move-out

Friday, May 3, 2024 3:00pm - 8:00pm *(hall must be cleared by midnight)*

Conference Hours

Tuesday, April 30, 2024 12:00pm - 5:30pm
 Wednesday, May 1, 2024 8:30am - 5:00pm
 Thursday, May 2, 2024 8:30am - 5:00pm
 Friday, May 3, 2024 9:00am - 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 every booth. Please email services@koelnmesse.us by March 22 if you plan to order a different color carpet or bring your own flooring.

Hardwall Booth, Furniture & Lighting Packages

We offer two Booth Package add-ons if you want a hardwall structure. If your booth is over 200 sq ft you should contact RES about a custom hardwall booth.



Bronze Package



Silver 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



Package A



Package B

Find information and place your orders at:

<https://www.hh-americas.com/boothpackage/>

Drape & Aisle Carpet Colors

Pipe & Drape: black; Aisle Carpet: blue/black tuxedo

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. Call 800.426.1122 and click on the **Discount Code** [de ZNZF825526](#) .

You can find more information and direct links at www.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, April 30, 8:00am - 4:30pm

h+h americas is providing a new service this year! **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 a complimentary labor team to help you unload and get things to your booth.

- **NO COST:** Carry your boxes into the convention center from the hotel or parking garage. There are sky bridges to several of the hotels and main parking garage. You can hand-carry or use a cart that will fit through a SINGLE-WIDE ENTRANCE DOOR.*

**During low traffic times you may be able to pull in the entrance to unload your items through the front doors. Parking is temporary and vehicle must be manned at all times and moved upon request.*

- **ADVANCE/ONSITE SHIPPING:** Ship to advance warehouse by April 26 or ship directly onsite. Material handling charges will apply. See service manual forms for rates and deadlines.
- **CONSOLIDATED FREIGHT PROGRAM - H+H COLOGNE TO H+H AMERICAS:** We are offering a special consolidated freight program from h+h cologne to h+h americas, in partnership with DB Schenker. To receive your special discounted consolidated freight quote, please email Karsten.Wilhelmi@dbschenker.com by March 1, 2024.

Parking

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

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 15, 2024.
- **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 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.
- Exhibitor 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. Exhibitor is 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 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.