



## 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 the [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 Service Manual.

Action/Form	Due Date	<input checked="" type="checkbox"/>	Notes
<b>Required Show Management Forms/Actions</b>			
Online Floorplan Company Profile	ASAP		Link sent with confirmation
Submit Booth Plan (if using outside builder) <i>*email <a href="mailto:services@koelnmesse.us">services@koelnmesse.us</a></i>	Mar 2		
Exhibit Directory Information	Mar 13		
Virtual Booth Setup The h+h Connect digital platform is our online community with news and year-round access and events.	Mar 20		
Certificate of Insurance confirmed through portal	Mar 20		
Exhibitor Staff Registration/Badges	Apr 20		Opening Feb 16
<b>Sponsorship/Advertising Deadlines</b>			
Directory advertising artwork due	Apr 3		
Show bag insert arrival date	Apr 3		
<b>General Contractor Services (RES)</b>			
Booth Furnishings/Equipment	Apr 16		
Graphics	Apr 16		
Electrical	Apr 16		
Audio Visual/Computer	Apr 16		
Internet & Telecommunications	Apr 16		
Independent Contractor/I & D Form (if using outside builder on show floor)	Apr 16		

<b>Shipping &amp; Freight</b>			
Accessible Storage Form	Apr 16		
Freight accepted at warehouse	Feb 23		
Last day to ship to warehouse	Apr 27		
Freight accepted at convention center	Apr 29- 30 ONLY		
<b>Hotel &amp; Travel</b>			
Hotel Deadline for Group Rate	Varies by hotel		Find hotel info <a href="#">HERE</a> .

Questions? - email [services@koelnmesse.us](mailto:services@koelnmesse.us)

Visit <https://www.fiberfabriccraft.com> for more information



## SHOW INFORMATION

### Exhibitor Move-in

Wednesday, April 29, 2026	8:30am - 5:00pm
Thursday, April 30, 2026	8:30am - 6:00pm

We will provide a FREE Courtesy Service during both show move-in days between 8:30am-4:30pm.

- Drive to the F overhead doors on Bryn Mawr Avenue
- Use our available carts to get items to your booth on your own
- If you need assistance, just ask the RES labor team to unload and get things to your booth

*\*The RES Service Desk closes at 4:30pm each day*

*\*\*All booths must be completely set up and freight removed by 6pm on Thursday*

### Exhibit Hall Hours

Friday, May 1, 2026	10:00am - 6:00pm
Saturday, May 2, 2026	10:00am - 6:00pm
Sunday, May 3, 2026	10:00am - 3:00pm

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

### Exhibitor Move-out

Sunday, May 3, 2026	3:00pm - 8:00pm* (hall must be cleared by midnight)
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*\*FREE Courtesy move-out services will be provided between 3:00pm-7:00pm.*

### Conference Hours

Thursday, April 30, 2026	9:00am - 7:00pm
Friday, May 1, 2026	9:00am - 5:00pm
Saturday, May 2, 2026	9:00am - 5:00pm
Sunday, May 3, 2026	9:00am - 2:00pm

### Included in Your Standard Booth

NO BOOTH CARPET PROVIDED

**Inline and Peninsula Booth:** 8ft high blue drape at back and both sides and a booth ID sign with company name and booth number.

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

**Island Booth:** no drape or ID sign provided



## 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 also offer a furniture package that includes: One 6' skirted table and two chairs



Find information and place your orders at:

<https://fiberfabriccraft.com/for-exhibitors/booth-packages/>

## Pipe & Drape Color/Aisle Carpet

Pipe & Drape: blue; Aisle Carpet will not be provided for this event

## Booth Cleaning

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

## Hotel & Travel

Fiber+Fabric Craft Festival 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://fiberfabriccraft.com/hotel-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

COURTESY MOVE-IN SERVICES ON APRIL 29 AND APRIL 30: 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. Carts will be available, but we also suggest bringing your own cart to facilitate movement of small items.

- 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 17, 2026	\$145 per cwt. (100 lb. min)
Advance crated shipments received at warehouse after April 17, 2026 and on or before April 27, 2026	\$150 per cwt. (100 lb. min)
Direct shipments to convention center on April 29 and April 30 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)

## **Moving Booth Items to h+h americas - NO-COST OPTIONS**

- **RES Can Move Your Items FOR FREE on Monday morning, May 4 - 7:00am**  
Visit the RES Service Center on Sunday by 5:00pm to get the proper labels and paperwork for movement which will start at 7:00am Monday.
- **Carry or Push-it Yourself**  
You can use available carts to personally push your materials from the Fiber+Fabric Craft Festival to your h+h americas booth on Sunday after 3:00pm.

### **Move items to Empty Storage**

Store any items you want to ship at the end of h+h americas at no charge. Visit the RES Service Center in Hall A on Sunday by 5:00pm to get the proper labels and paperwork for storage.

## **Accessible Storage Options**

- **NO-COST – DO IT YOURSELF STORAGE**

An accessible storage pipe & draped area will be provided at the back of Hall F for exhibitors to use during the show. There will be someone there to check company badges, but the area will not be secured. Company staff will be able to hand-carry or use their own carts to transport items.

**NOTE: THIS STORAGE SPACE WILL BE LIMITED. NO LABOR OR EQUIPMENT WILL BE AVAILABLE.**

- **FULL SERVICE ACCESSIBLE STORAGE**

Exhibitors can order secure accessible storage by using the form in the Exhibitor Services Manual or on site at the RES Service Center. This service includes skid storage and product access, plus labor assistance if needed. Exhibitors are welcome to access their product at any time throughout the show.

You can find information and shipping labels in the “Freight” section of the Exhibitor Services Manual.

## **Parking**

**PARKING UPGRADE:** Each company that is a main exhibitor will receive one parking pass for the Williams Street Parking Garage for the entire event. The parking garage is \$20/day and \$50 for the entire show. The garage height limit is 10 ft. Exhibitors can purchase additional show parking passes at the RES Service Center.

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

- Parking for standard vehicle length Sprinter vans, vehicles with ladder racks or tall vans not exceeding 10' high can park at the Williams Street Parking Garage (across the street from the Convention Center). Daily rate is \$20 (as of 12/1/26). **Height limit is 10'.** Hyatt, Crowne Plaza along with Hilton hotels all located directly across the street from convention center can accommodate larger vehicles exceeding 10'.
- 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+Fabric 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](mailto: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](mailto:services@koelnmesse.us)**