



Dear h+h americas Fall Edition 2026 Exhibitor,

Welcome to h+h americas Fall Edition 2026! We are excited to partner with you and look forward to helping you create a successful and rewarding show experience.

Our team is committed to providing clear communication, timely resources, and ongoing support throughout your planning journey so you can maximize your investment and focus on connecting with attendees.

Inside this Exhibitor Services Manual, you will find important deadlines, order forms, and planning information related to booth furnishings, equipment rentals, graphics, shipping, and more. We encourage you to review the materials carefully and take advantage of early-order discounts whenever possible.

If you need assistance at any point, our Show Services Team is here to help. Please contact us at c.hollister@koelnmesse.us.

Your h+h americas Fall Edition Team,



Darrin Stern
President & Managing Director



Jessica Boweak
Show Director Handicraft Shows

Owned & organized by



Strategic partner



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SHOW MANAGEMENT CONTACT LIST

SHOW MANAGEMENT

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REGISTRATION

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Senior Event Tech Manager
jauld@koelnmesse.us
registration@koelnmesse.us

SHOW SCHEDULE

Exhibitor Move-In			
Monday	September 28	12:00 PM - 6:00 PM	Exhibitor Move-In
Tuesday	September 29	8:00 AM - 5:00 PM	Exhibitor Move-In
Wednesday	September 30	8:00 AM - 1:00 PM	All booths must be fully set up and all freight moved out by 1:00 pm. Finishing touches can continue until 3:00 pm.
		10:00 AM - 4:00 PM	Setup for exhibitors participating in Sample It
Exhibit Hall Hours*			
Wednesday	September 30	4:00 PM - 7:00 PM	Show Floor Opens & Launch Party*
Thursday	October 1	10:00 AM - 5:00 PM	Exhibit Hall Open*
Friday	October 2	10:00 AM - 3:00 PM	Exhibit Hall Open*
Exhibitor Move-Out			
Friday	October 2	3:00 PM - 8:00 PM	Hall must be cleared out by midnight

*On September 30, exhibitors can schedule meetings on the show floor by appointment only from 1:00 PM - 4:00 PM. October 1-2, exhibitors can schedule meetings on the show floor by appointment only starting at 9:00 AM.
Contact Courtney Hollister, c.hollister@koelnmesse.us for more information.

STANDARD BOOTH PACKAGE

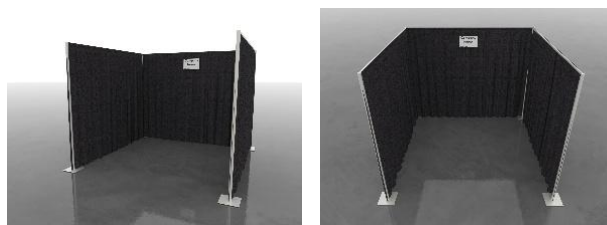
NOTE: carpet is NOT included for standard inline or pavilion booths.

Standard 10x10 (inline) Booth Includes:

- 10' x 10' booth
- 8' high black and side drape
- (1) 11"x 17" one-line identification sign

Pavilion Booths include:

- 5' x 10' booth
- 8' high black and side drape
- (1) 6' table and (2) chairs
- (1) 11"x 17" one-line identification sign



Island Booths (exposed on all four sides) include raw exhibit space only. If pipe and drape is required, this can be ordered for an additional fee.

BOOTH & FURNITURE PACKAGE OPTIONS

Prefer a hardwall booth instead of pipe & drape? We offer furniture packages, now available to order online. Ordering early ensures the best selection and smooth coordination – don't wait until the deadline.

Order your package [HERE](#).

SILVER PACKAGE	BRONZE PACKAGE	COPPER PACKAGE
8' high hardwall panels	8' high hardwall panels	8' high hardwall panels
(2) Graphic Panels w/Company Name	Header with company name	(2) Graphic Panels w/Company Name
Carpet	Carpet	Carpet
(3) Arm lights per 10x10 booth	(3) Arm lights per 10x10 booth	(3) Arm lights per 5x10 booth
(1) Waste Basket	(1) Waste Basket	(1) Waste Basket
(4) Mounted shelves		
		

Furniture Package A	Furniture Package B	Furniture Package C
(1) 1-meter counter	(1) 30" pedestal table	(1) 10x10 carpet
(1) padded high stool	(3) side chairs	(1) 6' skirted table
		(2) side chairs
		(1) waste basket

NOTE: These are the standard packages and components can NOT be exchanged. Additional furnishings and equipment can be ordered through Heritage Exposition Services.

INTERNET & WIFI

Complimentary internet is offered free of charge and is available in all public spaces and meeting rooms. **This does NOT include the exhibit hall.** Exhibitor Internet is available facility wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. See the exhibitor pricing options below.

Exhibitor Internet, device specific rates:

- 1 Day - \$79.99
- 3 days - \$227.97
- 5 days - \$359.95

[Internet & WiFi Order Forms](#)

SPONSORSHIPS

Become an Official Sponsor of h+h americas Fall Edition 2026 – an inaugural B2B trade event for the craft, fiber, and handicraft industry. Put your brand in front of 2,000+ professional buyers across the full show weekend, from the opening Sample It preview through all three show days.

- [Sponsorship & Marketing Opportunities](#)
- [Sponsorship Contract](#)

HOTEL ACCOMMODATIONS

All official hotel accommodations for h+h americas Fall edition are exclusively managed through [HotelMap](#). Exhibitors and Attendees can easily view nearby hotels, compare options in real time, and secure discounted group rates through a single, centralized booking platform. You can find the HotelMap link for h+h americas Fall here: <https://fall.hh-americas.com/hotels/>

Hotel Booking Assistance

- **Having trouble booking, seeing availability issues, or technical problems with the website:**
Please contact the HotelMap support team directly via the “Help” or “Contact Support” link on the booking page. They can assist with system issues, rate display errors, and booking access.
- **Questions about an existing reservation (modifications, cancellations, confirmation details, or payment):**
Please contact the hotel directly, as they manage all confirmed reservations.
- **General event questions (hotel block details, dates, or which hotels are included):**
Please reach out to c.hollister@koelnmesse.us.

BEWARE OF SCAMS: HOTEL BOOKINGS & LISTS

We want to remind you of the following:

- We will **NEVER** call you to book your hotel accommodations. All official housing is handled through our authorized housing partner, and booking links will only be shared in official show communications.
- We will **NEVER** offer to sell attendee or exhibitor mailing lists. Any such offers you receive are 100% fraudulent. Please disregard and delete them.
- If you are ever unsure whether a message is legitimate, reach out to us directly before responding or taking any action.

EXHIBITOR DEADLINE CHECKLIST

Use this checklist to stay on track as you prepare for the show. Complete all REQUIRED forms and submit them by the deadline date to ensure your orders are filled and to avoid late fees.

Required Tasks are listed in RED and marked with an asterisk.

DEADLINE	TASK	LINK TO ORDER
08/20/2026	Certificate of Insurance (COI)*	www.exhibitorinsurance.com Email: info@exhibitorinsurance.com +1-905-695-2971 ext. 1101
08/20/2026	Hanging Sign Approval (island booths 400sqft or more)	Email: c.hollister@koelnmesse.us
08/20/2026	Submit Booth Floorplan (if using outside builder)	Email: c.hollister@koelnmesse.us
08/20/2026	Hardwall Booth & Furniture Package Orders	Booth & Furniture Package Order Form
08/31/2026	Company Profile/Upload Logo*	Check your email, or contact c.hollister@koelnmesse.us
09/01/2026	Advance Warehouse-begin accepting freight	Heritage Exhibitor Service Ordering
09/01/2026	Heritage Custom Orders • Counter & Showcases • Exhibit Rental Display • Signs and Graphics	Heritage Exhibitor Service Ordering
09/10/2026	Heritage • Accessible Storage • Carpet, Furniture, Accessories • EAC Requirements • Labor (Exhibit, Forklift, Rigging) • Gondolas / Panels • Specialty Furnishings • Third Party Authorizations	Heritage Exhibitor Service Ordering
09/10/2026	Internet & WiFi Orders Discount Deadline	Internet & WiFi Form Download
09/10/2026	Exhibitor Registration Badges	Check your email, or contact c.hollister@koelnmesse.us
09/16/2026	Exhibitor Catering Orders Due	Catering Menu & Order Form Download
09/16/2026	Electrical Discount Deadline	Reliant Center Online Ordering Electrical Order Form Download
09/29/2026	Exhibitor Parking Pass Orders	Reliant Center Online Ordering
09/22/2026	Advance Warehouse-last day to receive freight	Heritage Exhibitor Service Ordering
09/28/2026	Freight Accepted at Reliant Center (NRG Center)	Heritage Exhibitor Service Ordering

*Required Task

OFFICIAL VENDOR LIST

SERVICE	VENDOR	CONTACT
General Service Contractor	Heritage	Heritage Exhibitor Service Ordering +1-800-360-4323
Exhibit Operations	h+h americas team	Courtney Hollister c.hollister@koelnmesse.us
Sales & Sponsorship	h+h sales team	Eileen Lynch (A-L) e.lynch@koelnmesse.us +1-312-546-3962 Andrea Abrahamson (M-Z) a.abrahamson@koelnmesse.us +1-224-331-0720 Leslie Fleck (International) l.fleck@koelnmesse.us +1-708-967-2035
AV	Reliant Center	Reliant Center (NRG) Online Ordering
Booth & Furniture Packages	h+h americas team	Booth & Furniture Package Order Form Courtney Hollister c.hollister@koelnmesse.us
Catering	Connoisseur	Catering Menu & Order Form Download aramarksalesreliantpark@aramark.com
Cleaning/Housekeeping	Aramark Facility Services	Reliant Center (NRG) Online Ordering ExhibitorServices@nrgpark.com 832-667-1707
Electrical/Plumbing	Freeman	Reliant Center (NRG) Online Ordering Electrical Order Form Download houstonutilities@freeman.com +1-832-667-1707 (Option 1)
Hotels	HotelMap.com	https://fall.hh-americas.com/hotel
Insurance	Exhibitorinsurance.com	www.exhibitorinsurance.com info@exhibitorinsurance.com +1-905-695-2971 ext: 1101
Internet and WiFi	Smart City	Reliant Center (NRG) Online Ordering Internet & WiFi Form Download Jesse Macias, jmacias@smartcity.com 832-667-3975
Parking	Reliant Center (NRG Center)	Reliant Center (NRG) Online Ordering ExhibitorServices@nrgpark.com 832-667-1707
Registration/ Exhibitor Badges	h+h registration team	registration@koelnmesse.us
Shipping	HES Logistics	heslogistics@heritagesvs.com +1-314-376-2347

EXHIBITOR BADGES (Registration)

Each exhibitor will receive customized Exhibitor Registration and Customer Invitation links via email for free exhibit hall registration. If you did not receive your link, please contact c.hollister@koelnmesse.us or registration@koelnmesse.us for assistance.

Pick up your exhibitor badges at h+h americas Fall Edition registration area at the entrance to Hall B. At our convenient registration kiosks you can scan your confirmation code or search by name to print your badge.

Registration Hours

DAY	DATE	HOURS
Monday	September 28	2:00 PM - 6:00 PM
Tuesday	September 29	8:00 AM - 5:00 PM
Wednesday	September 30	8:00 AM - 7:30 PM
Thursday	October 1	7:00 AM - 5:00 PM
Friday	October 2	7:00 AM - 3:00 PM

PARKING INFORMATION

Parking for exhibitors and attendees is available throughout the Reliant Park Complex (formerly NRG Park). **Please enter through Gates 10 or 12.** For events in **Hall B**, the **Orange Lot**, **Tan Lot** (exhibitors only), and nearby surface lots are typically the most convenient, subject to availability. We strongly recommend reserving parking in advance to guarantee your spot. Onsite payment may be available, but parking cannot be guaranteed, as lots may reach capacity.



Exhibitor Parking Pass

- **Electronic Parking Pass (Electronic Day Pass): \$25 per day** plus applicable taxes (pricing is subject to change). This pass **does not include in-and-out privileges**.
 - Day passes can be purchased in advance. We will email the passes to you, and you can forward them to the appropriate exhibitor. Exhibitors should print the pass and present it at the entrance gate, where it will be collected upon entry.
- **Pre-Purchased Parking Hangtag: \$87** plus applicable taxes (**\$29 per day**) for the full event.
 - This option **includes in-and-out privileges** for the duration of the event.
 - Hangtags may also be purchased during move-in at the Exhibitor Services Desk.
 - NOTE: Hangtags can be purchased for the **Tan Lot** or **Orange Lot**.

Important Parking Information

Please note that **Electronic Parking Passes and Pre-Purchased Hangtags are not available for purchase at the gate**. At the gate, attendees may only purchase a **single-entry parking pass**. The parking gates accept **credit/debit cards only; cash is not accepted**.

We strongly encourage exhibitors to purchase parking passes in advance. Pre-purchased passes help expedite entry and minimize delays upon arrival.

Additionally, there will be **two other events taking place at Reliant Park (formerly NRG Park) during our event**—one in the Center with a show day on **September 30** and another in the Arena with a show day on **October 2**. As a result, traffic entering the property may be heavier than usual on those mornings. We recommend allowing extra travel time to ensure a smooth arrival.

Move-In and Move-Out Parking

During exhibitor move-in and move-out, temporary unloading areas may be designated near the Hall B loading docks for active unloading only. Vehicles must be moved to designated parking areas immediately after unloading is complete. Parking in loading areas is strictly prohibited unless otherwise directed by event staff or facility personnel. All items from your booth must be fully packed up before pulling your car up to load out.

Exhibitors are encouraged to allow additional time for parking and transit to the exhibit hall, particularly during move-in and move-out periods when traffic volumes may be higher.

POV MOVE-IN

Monday, September 28: 12:00 PM - 6:00 PM

Tuesday, September 29: 8:00 AM - 5:00 PM

Wednesday, September 30: 8:00 AM - 1:00 PM

Exhibitors arriving in a personally operated vehicle (POV) may take advantage of our POV Move-In. Enter Reliant Park through **Gates 10 or 12** and proceed to the **Tan Parking Lot**, located behind **Exhibit Hall B**. Heritage staff will direct you to the designated unloading area upon arrival.

Exhibitors will have **30 minutes** to unload materials and transport them to their booth. You may carry your items into the exhibit hall yourself, or carts and dollies will be available on a first-come, first-served basis.

MATERIAL HANDLING & SHIPPING

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points. Uncrated shipments **WILL NOT** be received at the advance warehouse.

Shipments to Advance Warehouse Deadline Date

Heritage will begin receiving freight at the advance warehouse on **Tuesday, September 1st 2026**. To avoid late fees, all shipments to the advanced warehouse must arrive no later than **Tuesday, September 22nd, 2026**. Shipments will be received Monday through Friday between the hours of **10am and 4pm**.

Crated, boxed, or skidded materials will be accepted at show site beginning **Monday, September 28th, 2026** at the show site address. Shipments arriving before this date may be refused by the facility and may be subjected to additional venue handling fees.

Advance Warehouse Shipping Address:

Exhibitor Company Name & Booth No.
Heritage
C/O TForce Freight
2525 Cavalcade St.
Houston, TX 77026
FOR: h+h americas Fall 2026

Show Site Shipping Address:

Exhibitor Company Name & Booth No.
Heritage
Reliant Center (formerly NRG Center)
1 Fannin St.
Houston, TX 77054
FOR: h+h americas Fall 2026

Heritage has implemented a simple rate Material Handling (drayage) structure based on the exhibiting company's per pounds (lbs) weight of each shipment.

The rates below are inclusive of all overtime, special handling, and off-target shipment charges.

Material Handling Services	Price per lb
Crated and Skidded per lb before 9/22/26	\$1.19
Crated and Skidded per lb after 9/22/26	\$1.49
Show Site Shipment (Crated, Skidded, and Uncrated)	\$1.19
Small Pack Rate (Shipments less than 30 lbs.)	\$30.00
Priority Return/Accessible Storage Rates	
Priority Empty Container Return	\$150 x # of pieces
Accessible Storage	
One Time Set Up Fee	\$50 x # of days
Up to 25 sq ft	\$75 x # of days
26 to 50 sq ft	\$125 x # of days
51 to 100 sq ft	\$175 x # of days
101 to 150 sq ft	\$225 x # of days
151 to 200 sq ft	\$275 x # of days

Booth Construction | Display Rules & Regulations

1. Booth Types & Height Restrictions

Maximum height limits vary by booth type, as outlined below. Any structure that exceeds the limit for your booth type must be approved in advance, in writing, by Show Management.

Send plans to c.hollister@koelnmesse.us by August 20, 2026.

- **Linear Booths** (10' x 10', or 5' x 10')
Linear booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. Individual booths may be combined to form a larger inline booth space. For consistency, all inline booths are 10' (3.05m) across the front and either 10' (3.05m) or 5' (1.52m) deep. These regulations apply regardless of how many inline booths are combined (e.g., 10' x 20', 10' x 30', 5' x 20', etc.).
Height limit: 8 ft (2.44m) maximum for all structures and display materials.
Hanging signs: Not permitted (see Section 2).
- **Corner Booths** (10' x 10', exposed to aisles on two sides)
A corner booth is an inline booth located at the end of a row, exposed to aisles on two (2) sides. All Linear Booth guidelines above apply.
- **Peninsula Booths** (typically 20' x 20')
A peninsula booth backs up to another booth and is exposed to aisles on three (3) sides.
Height limit: 8 ft (2.44m) maximum for all structures and display materials.
Hanging signs: Permitted only for booths 20' x 20' or larger, up to 16 ft (see Section 2).
- **Island Booths** (exposed to aisles on all four sides, pipe and drape is not included)
Height limit: 11 ft (3.35m) maximum for all structures and display materials.
Hanging signs: Permitted, up to 16 ft — or up to 20 ft for islands of 400 sq. ft. or larger (see Section 2).

2. Hanging Signs & Graphics

- **Linear and corner booths:** hanging signs are not permitted.
- **Peninsula and island booths:** hanging signs and graphics are permitted for booths 20' x 20' or larger up to a maximum height of 16 ft (4.88m) measured from the floor to the top of the sign.
- **Approval:** all hanging signs and graphics must be approved in advance, in writing, by Show Management.
- **Placement:** signs and graphics must be set back 10 ft (3.05m) from adjacent booths and positioned directly over contracted space only.
- **Finish:** if a sign or graphic is within 5 ft (1.52m) of an adjacent booth, the side facing that booth must be finished and contain no copy.

Whether suspended from above or supported from below, hanging signs and graphics must comply with all use-of-space requirements (see Section 5).

3. Hall Columns

Where necessary, hall pillars and other permanent building structures are located within rented booth spaces. Contact **HERITAGE** for specific column measurements and placement in your booth space.

4. Canopies & Ceilings

Canopies — including ceilings, umbrellas, and canopy frames — may be decorative or functional (for example, to shade computer monitors from ambient light, or for hanging products).

- Canopies must comply with the height limit for your booth type: 8 ft for linear, corner, and peninsula/endcap booths; 11 ft for island booths (see Section 1).
- Canopies may not protrude into the aisle.
- The base of any canopy must be no lower than 7 ft (2.13m) from the floor within 5 ft (1.52m) of an aisle.

Fire and safety regulations for the convention center may apply to canopies and ceilings and will be detailed in the Exhibitor Services Manual, made available 90 days prior to show opening. The convention center reserves the right to update, change, or amend its rules and regulations after that publication.

5. Use of Exhibit Space

- Display must remain in place and be staffed by personnel for the full duration of the event.
- Exhibits may not project beyond their allotted space or interfere with the lighting or space of neighboring exhibitors.
- Aisles must be kept clear of exhibit items and activities; exhibitors may not interfere with the free flow of traffic.
- Demonstrations and related activities – including the distribution of literature and promotional materials – must be confined to the exhibitor's own booth space.
- Sound systems and noise-making devices that disturb adjacent exhibitors are not permitted. Sound and noise are permitted to a maximum of 85 dB.
- Exhibitors may not infringe on the registered trademark, trade name, or patent of another company.
- Photography in or of an exhibitor's booth is not allowed without that exhibitor's approval.

6. Operating Equipment & Hazardous Display Elements

Any equipment, machinery, or display element with moving parts, rotating components, or projected/concentrated light – or any other feature capable of causing injury – must be operated with adequate safeguards at all times, including during move-in and move-out, when activity is heaviest and safeguards are most easily overlooked.

- **Advance notice:** exhibitors planning to use equipment of this nature must notify Show Management in advance, describing the equipment and the safeguards that will be used.
- **Safeguards:** may include physical barriers or guarding, hazard signage, a contained operating area, and/or protective equipment for nearby personnel, as appropriate to the hazard.
- **Show Management's discretion:** additional safeguards, restricted operating hours, or a prohibition on use may be required for any equipment that poses an unreasonable risk to exhibitor personnel, neighboring exhibitors, or attendees.

7. Food & Beverage

To provide food or beverage from your booth, contact the exclusive catering vendor, Jocelyn Coronado with **Aramark**, at +1 832.667.2507 or Coronado-Jocelyn@aramark.com . Outside catering vendors are not permitted.

8. Compliance & Enforcement

Show Management may restrict or prohibit all or part of any exhibit it considers objectionable – whether due to sound, appearance, distribution of materials, personal conduct, or any other reason. Exhibitors must comply with all regulations in this document, the Rosemont Convention Center Terms & Conditions, and the Exhibitor Service Manual.

If an exhibitor does not comply, Show Management may demand removal of the exhibited articles, require an activity to stop, or remove the exhibits at the exhibitor's expense. Show Management is not liable for refunding space rental or other costs resulting from enforcement of these regulations.

9. Installation & Removal of Exhibits

All exhibits must be installed before the show opens and must remain installed and intact until the closing hour. Exhibitors may not dismantle or begin packing before the show closes, and no exhibit may be installed or removed during exhibit hours. Early removal of exhibits may affect the exhibitor's participation in future shows.

If a booth space and its materials are not vacated by the time specified at the end of the show, the Show Management may remove the exhibitor's belongings at the exhibitor's expense.

10. Condition of Booth Space

After the show ends, exhibitors must leave their booth space in the same condition it was in when they took possession of it.

11. Booth Construction Materials & Safety

Flammable and Toxic Materials

All materials used in booth construction must be fire-retardant and certified as such. Exhibitors are responsible for disposing of any waste generated during the exhibition in accordance with Environmental Protection Agency (EPA) and facility guidelines.

Storage

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind drapes. In most cases, however, exhibitors may store a limited supply of literature or product within the booth area, provided it does not impede access to utility services, create a hazard, or look unsightly.