



June 1, 2010

IMPORTANT DEADLINES

Dear IHFC Exhibitor:

The upcoming Fall 2010 Market will open on Saturday, October 16 and close Thursday, October 21. Please note this on your calendar. Please review these critical dates and make certain they are adhered to. This will insure that you and IHFC will be market-ready on opening day.

Showroom Plans Due	July 30
Construction/Floorcoverings Completed	September 20
Paint/Wallcoverings Completed	September 27

- ◆ Construction permits will NOT be issued any later than 30 days prior to Market.

Outgoing sample charges apply 6 weeks before market	September 6
Sample Removal <u>Deadline</u>	September 24

<u>Deadline</u> for Merchandise delivered for <u>All Exhibitors</u>	
Truck Log-in by 3 p.m.	October 11
Unpacking by 6 p.m.	October 11

Would you please make sure the above dates are given to anyone in your organization that would need this information such as the Showroom Manager, Designer or Main Contact for the High Point Showroom? These dates have also been sent to the contractors and designers on our approved list.

Please feel free to call us if you have any questions.

Cordially,

A handwritten signature in black ink that reads "Rita Nash". The signature is written in a cursive, flowing style.

Rita Nash
Operations Manager