



## ICFF 2024 & EXHIBITOR DONATION

Housing Works is a federal registered 501c3 charity, we will provide a complimentary pick up and tax donation receipt to your company **for donation items that meet our criteria (see list of accepted items below)**. Please pre-register your donation items on our online form: <https://housingworks.formtitan.com/corporatedonationform#/>

**'Disclaimer': We do not guarantee a collection.** All items are subject to our approval/disapproval criteria review on site. We do not collect packing materials, pallets or crates used to ship donated items to the Show. Housing Works will not dismantle furniture & wall-mounted pieces. Most custom pieces and oversize/heavy items are not accepted. Exhibitors are responsible for the cost of disposing or removing packing materials and/or any donations not collected according to Show Rules.

**How to Donate:** 1.) Please Pre-Register your Donations on our online form:

<https://housingworks.formtitan.com/corporatedonationform#/>

2.) At show site, please go to the **FREEMAN EXHIBITOR SERVICE CENTER to complete an MHA Form for 'DONATION TO HOUSING WORKS'**. Please provide your Booth #, full name, email, phone and company information and a complete inventory on this form. Providing this full information will enable us to send your company a tax donation receipt and to assess your items.

**All MHA Forms and pre-registered donations must be received by 9 AM Wednesday, May 22, 2024 for inclusion.**

### **WE DO NOT ACCEPT**

- **CUSTOM FURNITURE & DISPLAY UNITS [ITEMS THAT REQUIRE DISMANTLING]**
- **IKEA & WOOD COMPOSIT**
- **BEDS, BEDFRAMES, MATTRESSES & BOXSPRINGS**
- **LARGE APPLIANCES, FIXTURES & LARGE PENDANT LIGHTING**
- **RUGS OVER 6 x 9/ CARPET & FLOOR TILES**
- **FOOD**

### **FURNITURE & LIGHTING ACCEPTED**

- Outdoor Furniture
- Lighting & Lighting Fixtures (No Chandeliers/Pendant Lighting)
- Tables/Seating/Cabinets/Sofas/Shelving Units (Freestanding PCS Only)
- Rugs up to 6 x 9 w/ Finished Edges

### **PRODUCT MERCHANDISE ACCEPTED**

- Home Accessories/Housewares & Décor/Wall Art
- Small Appliances & Electronics (Working/Intact)
- Hospitality, Housekeeping Supplies & Tools
- Textiles/Bath & Bedding/Pillows/Draperies (No Mattresses)

**CONTACT: Sarah Tanenbaum, Donation Development Coordinator**

**Housing Works**

**48-25 33RD ST**

**LIC, NY 11101**

**(934) 852-0840 (Direct & Show Site)**

**(212) 366-0820 (Warehouse Center)**

**Email: [Tanenbaum@Housingworks.Org](mailto:Tanenbaum@Housingworks.Org)**

**[www.housingworks.org](http://www.housingworks.org)**