



**hfma** educational foundation  
healthcare financial management association

# ANI: The Healthcare Finance Conference

June 21 – 22, 2010  
Sands Expo Center and Venetian/Palazzo Resort  
Las Vegas, Nevada

Dear HFMA ANI Exhibitor,

Thank you for your support and participation in HFMA's ANI: The Healthcare Finance Conference. Everything you need to know about exhibiting in the Show is included online at <http://www.hfma.org/ani/exhibit>. If you are not the person directly responsible for the set-up and dismantling of your company's exhibit, please forward this information to the correct person.

If your company uses a non-official contractor, please forward the appropriate information to them.

Please take the time to review this manual carefully and pay attention to the following:

- The **move-in** schedule will be as follows:
  - **Friday, June 18 from 11:00 am to 5:00 pm (20 x 20 booths or larger)**
  - **Saturday, June 19 from 8:00 am to 5:00 pm for exhibitors in ALL Aisles**
  - **Sunday, June 20 from 8:00 am to 5:00 pm for exhibitors in ALL Aisles**
  - **Monday, June 21 from 8:00 am to 10:00 am for FINAL TOUCHES only**
- **The Show opens on Monday, June 21 at 11:15 a.m.**
- Exhibitors receive three (3) complimentary Exhibit Hall Registrations (booth personnel) per 10' x 10' booth and the opportunity to purchase one (1) discounted exhibitor conference registration per 10' x 10' booth.
- The exhibit hall is **NOT** carpeted.
- Maximum height regulations are:
  - 8'3" for standard booths
  - 12' for perimeter booths
  - **20 feet for island booths**
- **The show closes on Tuesday, June 22, at 6:00 p.m.**
- For their own safety and protection, persons under the age of eighteen (18) may not staff the booth or assist in the move-in and/or move-out of any exhibit. Please note that HFMA does allow children to attend during show hours when accompanied by an adult paid attendee.
- It is a good idea to make and keep a copy of all orders placed to service providers; bring copies on site.

**GES Global Experience Specialists** is the official service contractor. If you have any questions concerning their forms, please call: Exhibitor Services Department at 800-475-2098 (USA) or 702-515-5970 (Int'l). If you have any questions about exhibiting, please call Kristina Galloway at 312-541-0567 or email: [kmgalloway@corcexpo.com](mailto:kmgalloway@corcexpo.com).

The HFMA Exhibit Office and all the official contractors look forward to helping you and your company experience a most successful 2010 ANI: The Healthcare Finance Conference.

Sincerely,

Kristina Galloway, HFMA ANI Exhibit Manager