



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

Answers to Frequently Asked Questions:

What comes standard with my booth?

Each booth will be supplied with the following: 8' high back wall drape and 3' high side wall drape, and a 7" x 44" identification sign. The exhibit hall is **NOT** carpeted. Information on ordering furnishings, carpet, cleaning, lead retrieval, floral or other services (at a cost to the exhibitor) are included in the **GES Global Experience Specialists** section, **Utility Services** and **Other Contractors** sections.

How do I ship my booth and materials?

We **STRONGLY** recommend that you ship your freight in advance of the show to GES Global Experience Specialists *Advance Freight Warehouse*. All freight shipped to the *Advance Freight Warehouse* will be placed in your exhibit booth prior to your arrival, allowing for maximum time to set-up.

Direct shipments to show-site will be assessed overtime freight charges. If your company chooses to have your exhibit materials delivered directly to the Sands Expo Center, **PLEASE** emphasize to your chosen carrier that shipments may not arrive **before Friday, June 18, 2010 prior to 9:00 am.**

Exhibitor Note: Saturday and Sunday set-up is overtime. Please keep this in mind when arranging your logistical schedule. Please see information on union regulations located in the **GES Global Experience Specialists** section of this service manual.

- Shipping information is located in the **GES Global Experience Specialists** section of this service manual.

How do I obtain the Pre-Registrant and Post-Registrant Attendee Mailing Lists Package?

Pre- and Post-registrant attendee mailing lists will be available for a nominal fee. The order form is included in the exhibitor service manual. Please contact ANI Attendee Mailing List Rental Department with any questions. **(See Supplier Contact Information Sheet)**

How do I capture the names and addresses of Attendees once I'm at the conference?

Experient, Inc. is the Official Supplier for the Lead Retrieval equipment. An order form for *lead retrieval equipment* can be found in the **Other Contractors Services** section of this service manual. Please note attendee e-mail addresses are not included in the information from Experient, Inc. Any questions about lead retrieval equipment should be directed to an Experient, Inc. representative (*see form for contact information*).

What if I have more questions?

Please refer to the **Supplier Contact Information** sheet or contact Kristina Galloway, HFMA Exhibit Manager, by e-mail at kmgalloway@corcexpo.com.

Please remember that questions regarding services should be directed to that particular service provider.