



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

Exhibitor Move-In:

All forms for services and equipment provided by **GES Global Experience Specialists** can be found online at: <http://www.hfma.org/ani/exhibit>. Exhibitors are urged to pre-order their labor requirements, if applicable, on the “*LABOR ORDER FORMS*” provided. A variety of additional products and services are available from firms designated as “Other Contractors”, and are also online at: <http://www.hfma.org/ani/exhibit>.

Note: cleaning of your exhibit space is NOT included. Additional services for cleaning of debris created during **Set-Up** and **Show Hours** must be ordered through GES Global Experience Specialists. A form for cleaning services is provided.

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 they must deliver according to the move-in schedule.

Exhibitor Note: Saturday and Sunday set-ups are 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.

Dismantling of booths will not be permitted until 6:00 p.m. on Tuesday, June 22, 2010.

** Order all services at least three (3) weeks in advance (telecommunications, electrical, audio-visual, floral, computer rental, shipping, furniture and lead retrieval). **To save time, money and reduce lines at the Service Center, please order in advance.**

HFMA/EF, Corcoran Expositions, Inc., GES Global Experience Specialists, and the Sands Expo Center and Venetian/Palazzo Resort assume no responsibility for product left unattended at the end of the HFMA ANI: The Healthcare Finance Conference.

Exhibit Hall Access:

Exhibitors will have access to the exhibit hall floor on show days ***two (2) hours before*** the trade show opens (*to set-up supplies before attendees arrive for the day*) and ***30 minutes after*** the exhibit hall **closes** (to put supplies away). No one will be permitted on the trade show floor without proper credentials or approval by Show Management.