



**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

The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates for various vendors indicated below.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Friday, April 23	<b>1<sup>st</sup></b> “Early-Bird “Pricing Deadline for Lead Retrieval	_____
Tuesday, April 27	<b>ANI Program Guide Advertising Space Deadline</b> to HFMA	_____
Friday, April 30	<b>ANI Program Guide Advertising Materials</b> to HFMA	_____
Monday, May 10	<b>Exhibitor Raffle Donation Form</b> to HFMA	_____
<b>Monday, May 17</b>	<b>Advance Freight</b> may begin arriving at GES Warehouse	_____
Monday, May 17	<b>Attendee Mailing List</b> orders due to HFMA	_____
Friday, May 21	<b>2<sup>nd</sup></b> Pricing Deadline for Lead Retrieval	_____
Friday, May 28	Payment and Credit Card Charge Authorization to GES	_____
Friday, May 28	3 <sup>rd</sup> Party Billing Request to GES	_____
Friday, May 28	Transportation Plus, Material Handling & Shipping Forms to GES	_____
Friday, May 28	Furniture & Accessories Order Form to GES	_____
Friday, May 28	Carpet Order Forms to GES	_____
Friday, May 28	Graphics and Signage Order Form to GES	_____
Friday, May 28	Notice of Intent to Use Exhibitor Appointed Contractor to GES	_____
<b>Friday, June 4</b>	<b>Exhibitor Discounted Registration Form</b> (for education portion) to HFMA	_____
Monday, June 7	<b>ANI Publication Bins Form</b> to HFMA	_____
Monday, June 7	Network & Telecommunications Services Order Form to Sands	_____
Monday, June 7	Audio Visual & Computer Rental Order Form to PRG Exhibit Services	_____
Monday, June 7	Electrical Rental Order Form to Sands Expo Center	_____
Monday, June 7	Food and Beverage Order Form to Sands Expo Center	_____
Monday, June 14	<b>Floral Order Form</b> to Richards Convention Florist	_____
<b>Monday, June 14</b>	<b>LAST</b> Day for <b>Advance Freight</b> to GES Warehouse	_____
Tuesday, June 15	Final Deadline to Order <b>Pre-Show Lead Retrieval Equipment</b>	_____
<b>Weds., June 16</b>	<b>LAST Day to register ONLINE for Booth Personnel Badges</b>	_____
Friday, June 18	First Day <b>Direct Shipments</b> may begin arriving at Sands at 9:00 am	_____
Monday, June 21	Last Day <b>Direct Shipments</b> may arrive at Sands by 10:00 a.m.	_____