



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

“Before the Show” Helpful Hints:

Deadline Checklist

The Deadline Checklist is provided to help you save time and money. Review it and use it to keep track of what you have ordered. A little time spent to double check can save critical set up time and money if errors are found.

Order in Advance

Some contractors offer discounted pricing for advance orders, which could save you money. Please be aware of the suggested deadlines when completing your order forms.

Labor and Exhibit Installation

Be realistic and careful when scheduling labor ordered in advance. If you order labor for 8:00 a.m. and your display does not arrive until 11:00 a.m., chances are your labor will be reassigned to another exhibitor and you will have to wait for labor to become available again. Carefully consider the number of people you will need to do the job in the time frame planned and order accordingly. It is difficult to add to a crew on short notice.

Plan for the move in and set up of your exhibit the same way you would if you were moving into a house. Order and time your requirements accordingly. This will save you money and unnecessary headaches.

Saturday and Sunday set-ups are overtime. Please keep this in mind when arranging your logistical schedule.

Copies of Your Records

Keep a copy of all forms sent to contractors and show management and bring them with you to the Show. Mistakes can be made and copies of your orders will help the correction process.