



EXHIBITION SCHEDULE

Exhibit Hours

Thursday, October 18	10:30 am - 7:00 pm (opening reception held from 6:00pm – 7:00pm)
Friday, October 19	10:30 am – 4:30 pm (closing reception held from 3:30pm – 4:30pm)

Registration Hours*

Wednesday, October 17	7:30am – 6:00pm
Thursday, October 18	7:00am – 5:00pm
Friday, October 19	7:00am – 1:00pm

**Times are subject to change*

Exhibitor Move-In Schedule*

Tuesday, October 16	1:00 pm – 4:30 pm (only booths 400 NSF in size and larger)
Wednesday, October 17	8:00 am – 4:30 pm (all booths)

**All exhibitors must be completely set by 4:30 pm on Wednesday, October 25*

**Exhibiting companies may work later than published times, but there could be limited staffing from service providers onsite after these times*

- The Service Center will be located within the exhibit hall. Please look for signs while onsite for exact location.
- Freight shipped to the Freeman warehouse will be placed in your booth directly.
- Freight shipped to the convention center will not be accepted until the targeted move-in day of the show. Please inform your shipping company of this policy.
- Advance warehouse freight will be accepted by Freeman beginning Wednesday, September 17 through Tuesday, October 9, 2017. (Freight will be accepted at warehouse after October 9, but an additional charge may apply).
- Companies that are already working set-up at 4:30 pm on Wednesday, October 17, will be able to make arrangements through CHC to work later, but **admittance to the hall will not be permitted after 4:30 pm. Please let a CHC staff know if you plan to work late, so they can inform security and the convention center.**
- Any exhibit not set by 4:30 pm on Wednesday, October 17, will be presumed abandoned (unless permission has been granted in advance), and no monies will be refunded. If there is a display in the booth, the general contractor will set-up the display and the exhibitor **will be charged** for installation and dismantle (I&D) services. If there is no display in the booth, the space will be used at CHC' discretion. An exhibitor who arrives after either of these steps has been taken, will be responsible for the additional charges incurred and may not set their booth until the show closes for that day. It is only at CHC' discretion that an exhibitor may move-in after the show begins.

Move-Out Information

Friday, October 19 4:30pm – 11:00pm

- No packing of equipment or dismantling of exhibits is permitted until the exhibition closes at 4:30 pm on Friday, October 19
- Early move-out will result in loss of exhibitor points. This will impact space assignment at future HIMSS conferences.

Advance Orders

PLEASE ORDER EARLY, to ensure that your needs and budgets are met! To save money and insure availability, we strongly advise you to order services and furnishings early. Not only will advance orders save money, they will be processed before onsite orders are filled. In some cases, orders placed onsite may not be able to be filled.

Other Show Information

Show Colors

- Booth drape: Black
- Aisle carpet: Midnight Blue
- All aisles in the exhibit hall will be carpeted by show management
- **The exhibit hall already has carpet, which is midnight blue.**

Benefits of Exhibiting

Each 10'X10' booth comes with the following items:

- Booth drape: 8' high in the back, 3' high on the side
- Carpet
- A 7"x 44" identification sign with your company name and booth number
- Two Full Conference badges
- Recognition in the exhibitor conference listing online
- Dedicated exhibitor hall hours
- Recognition in the program guide.