

EXHIBITOR DEADLINE CHECKLIST

Date Due	Done ✓	To Do
Now Open		Exhibitor Housing Opens for all Exhibitors to book rooms within our hotel block
8/1/2015		Exhibitor registration opens online
8/3/2015		Receive 15 points for full payment of exhibit space prior to this date
8/15/2015		Booth space will be released if 100% of booth balance is not paid
9/11/2015		Island/Peninsula booth floor plan due to exhibits@pchalliance.org
9/12/2015		Last day to get full refund for purchased additional badges
9/18/2015		Conference Exhibitor Listing Information due to be included in ALL onsite material and earn 10 exhibitor priority points
10/1/2015		Lead Retrieval order form due to receive early bird discount
10/5/2015		First day freight is accepted at the Freeman warehouse
10/16/2015		The following Freeman order forms are due by this date to receive discount pricing: Booth, carpeting, furniture, accessories, carpet cleaning, installation, and dismantle material
10/20/2015		Internet and Telephone order forms due
10/20/2015		Electrical, compressions & lighting order forms due
10/20/2015		Sign (Aerial) Rigging order form due
10/20/2015		Booth Catering order form due
10/23/2015		EAC notification form and proof of insurance due
10/30/2015		Last day for freight to be received at the Freeman warehouse without incurring late fees
11/7/2015		Exhibit Floor move in begins – booth must be setup by 4:30 pm on Sunday
11/9/2015		Exhibit Hall Officially opens at 12:00 pm
11/11/2015		Onsite booth selection for 2016 HIMSS Connected Health Conference – mHealth Summit, Cybersecurity Summit, Population Health Summit
11/30/2015		Exhibitor survey due - receive 5 points for completing the online survey

Dates are subject to change