



EXHIBITOR DEADLINE CHECKLIST

Date Due	To Do	Done ✓
11 February 2008	Advanced exhibitor and guest badge registration opens	
3 March 2008	Booth space balances due	
4 March 2008	Booth space will be released if 100% of booth balance is not paid	
7 March 2008	Sponsorship balances due	
4 April 2008	Exhibitors' Product & Service Directory information due. (Exhibitor list with company description)	
7 April 2008	Island and Peninsula Booth floor plans due for approval	
7 April 2008	ICW / Hospitality request form due	
14 April 2008	Security form due (overnight security)	
14 April 2008	Attendee Mailing List for Marketing order form due	
17 April 2008	The following order forms from Pico are due by this date: Booth carpet, Furniture, Accessories, Installation and dismantle, Audio visual, Electrical, Computer equipment, Cleaning, Plants	
17 April 2008	The following order forms from Hong Kong Convention Center are due by this date to receive early bird pricing: Telephone and Internet	
23 April 2008	Who's In Charge form due	
5 May 2008	Private demonstration request form due	
5 May 2008	Booth giveaways and raffles form due	
19-20 May 2008	HIMSS AsiaPac08 move-in	
20-23 May 2008	HIMSS AsiaPac08 Conference & Exhibition	
22-23 May 2008	Onsite booth selection	
30 May 2008	Post-conference attendee mailing list rental order form due	
16 June 2008	Exhibitor survey due	