



EXHIBITION SCHEDULE

NEW This Year! Exhibit Hall Hours:

Monday, March 1	12:30 pm – 5:30 pm
Tuesday, March 2	10:00 am - 1:00 pm and 2:30 pm – 5:30 pm
Wednesday, March 3	10:00 am - 1:00 pm and 2:30 pm – 5:30 pm

Exhibitor Registration Hours:

Friday, February 26	12:00 pm - 6:00 pm
Saturday, February 27	7:00 am - 5:00 pm
Sunday, February 28	7:00 am - 7:00 pm
Monday, March 1	7:00 am - 5:00 pm
Tuesday, March 2	7:30 am - 5:00 pm
Wednesday, March 3	7:30 am - 5:00 pm

Move-In Schedule

(Please refer to the targeted move-in schedule in this section for your move-in date and time.)

Exhibitor Move-In Schedule:

Monday, February 22	8:00 am – 5:00 pm
Tuesday, February 23	8:00 am – 5:00 pm
Wednesday, February 24	8:00 am – 5:00 pm
Thursday, February 25	8:00 am – 5:00 pm
Friday, February 26	8:00 am – 5:00 pm
Saturday, February 27	8:00 am – 5:00 pm
Sunday, February 28	8:00 am – 5:00 pm

*** All booths MUST be set by 5:00 pm, Sunday, February 28, 2010 (Final cleanup can occur on Monday morning from 8:00 am – 9:00 am.)**

- A Service Center will be located in Hall B1 in the Southwest corner of the hall near the Food Court.
- All exhibitors are required to follow the Targeted Freight Move-in Floor Plan schedule found in this section of the service manual. See the targeted move-in schedule at <http://vendor.himss.org/himss10/exhCL.aspx> for the latest information.
- Freight shipped to the Freeman warehouse will be placed in your booth according to the targeted move-in schedule. **If you direct ship to the convention center the truck carrying your freight will be placed in line to be unloaded at targeted time.**
- Freight shipped to the convention center will not be accepted until the targeted move-in time specified for your booth. Please inform your shipping company of this policy.
- Advance warehouse freight will be accepted by Freeman beginning Friday, January 22, 2010 through Monday, February 15, 2010 (Freight will be accepted at warehouse after February 15, but an additional charge may apply).
- Companies that are already working set-up at 5:00 p.m. on February 22-28, 2010, will be able to make arrangements through HIMSS to work later, but **admittance to the hall will not be permitted after 5:00 pm. Please let a HIMSS staff know if you plan to work late, so they can inform security and the convention center.**
- Any exhibit not set by 5:00 pm on Sunday, February 28, 2010, will be presumed abandoned (unless permission has been granted in advance), and no monies will be refunded. If there is



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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 HIMSS' 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 HIMSS' discretion that an exhibitor may move-in after the shows.

Advance Orders

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. **PLEASE ORDER EARLY, to ensure that your needs and budgets are met!**

Move-Out Information

Exhibitor Move-Out

Wednesday, March 3: 5:30 pm – 9:30 pm
Thursday, March 4: 8:00 am - 5:00 pm
Friday, March 5: 8:00 am - 12:00 pm

- No packing of equipment or dismantling of exhibits is permitted until the exhibition closes at 5:30 pm on Wednesday, March 3, 2010.
- Early move-out will result in loss of exhibitor points. This will impact space assignment at future HIMSS conferences.

Other Show Information

Show Colors

- Booth drape: Black & White
- Aisle carpet: Tuxedo (black and white specs)
- All aisles in the exhibit hall will be carpeted by show management
- **All booths on the exhibit floor must be carpeted by the exhibiting company**

Benefits of Exhibiting

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

- Booth drape: 8' high in the back, 3' high on the side
- A 7"x 44" identification sign with your company name and booth number
- Four exhibitor badges
- One full conference badge
- Dedicated exhibitor hall hours
- Recognition in the HIMSS Resource Guide*
- Acknowledgement in the Pocket Guide*
- Listing in the HIMSS Exhibit Guide to be distributed at show site*
- Reference of space location on the "You Are Here" locators*
- Listing in the Online Buyer's Guide that is available throughout the year.
- Reference on all navigational kiosks

****if contracted by January 6, 2010***