



EXHIBITOR DEADLINE CHECKLIST

Date Due	To Do	Done ✓
1 July 2008	Product Tutorial Speaking Opportunity Opens	
1 July 2008	Complete Exhibitors' Product & Services Directory online	
15 July 2008	Advanced exhibitor and client badge registration opens	
4 August 2008	Booth Space released if 100% of booth balance is not paid	
11 August 2008	Product Tutorial times and location given to participating companies	
5 September 2008	Earn 10 Exhibitor Priority Points by completing your company profile in the Exhibitor Product and Services Directory by today!	
5 September 2008	Earn 10 Exhibitor Priority Points by securing your hotel accommodations through Ambassadors by today! http://www.worldofhealthit.org/travel/travel.aspx	
5 September 2008	Island and Peninsula Booth floor plans due for approval to eriley@worldofhealthit.org	
8 September 2008	Hotel Meeting Space/ Hotel Suite request forms due (Meetings held outside convention center at surrounding hotels)	
22 September 2008	Exhibitors' Product & Service Directory information due to be included in onsite guide	
22 September 2008	Product Tutorials title, abstract, and speaker information due to be included in onsite guide	
10 October 2008	Attendee Mailing List for Marketing order form due	
10 October 2008	Exhibitor Hosted Event Submission form due	
13 October 2008	Private demonstration request form due (hosting a meeting in booth during non exhibit hours)	
13 October 2008	Booth giveaways and raffles form due	
13 October 2008	Who's In Charge form due	
13 October 2008	The following order forms from the Bella Center are due by to receive early bird pricing: Telephone and Data (Internet), Overnight Security, Hostesses for Booths, Electrical, Floral, Booth Carpet, Furniture, Accessories. Order forms for Bella Center	
17 October 2008	Lead Retrieval Order form due	
24 October 2008	Catering Order form due	
2-3 November 2008	The World of Health IT 2008 move-in begins	
4-5 November 2008	Onsite booth selection	
3-6 November 2008	The World of Health IT Conference & Exhibition	
21 November 2008	Post-conference attendee mailing list rental order form due	
28 November 2008	Exhibitor survey due	