



HEALTHCARE FACILITIES SYMPOSIUM & EXPO

Checklist & Timeline-Exhibitor Services

	Due Date	Services	Provided by	Phone	Notes/Code	Status	
Pre-Show	July 28th	Exhibitor Description & Logo Due		203.371.6322	http://www.hcarefacilities.com/descriptionform.asp		
	Aug 21	Lead Retrieval	Xpress Leadpro	800.746.9734	HFSX099 1st Discount Deadline		
	Aug 28	Exhibitor Appointed Contractor Form	Healthcare Facilities	203.371.6322	www.hcarefacilities.com/eacform.asp	Fax Insurance forms to 203.371.8894 Att: Lou Mancini Email forms to Lou@jdevents.com	
		Certificate of Insurance					
		Appointed EAC Insurance Form					
		400 sq ft or larger booth rendition					
		Registered Media List	Vollmer	972.488.4790	Complimentary Media List		
		Shipping (Advanced Warehouse)	Freeman	773.473.7080	Now accepting shipments to the Advance Warehouse		
	Aug 31	Hotel	Hard Rock Hotel Hyatt Regency Chicago Swissotel Chicago		Discount Rate Expires visit www.hcarefacilities.com/travel.asp		
		Freeman Fabric Solutions	Freeman	773.473.7080	Discount Rate Expires		
	Aug 31	Navy Pier Services (Focus One) Telecommunications Internet/Data Services Electrical	Focus One	312.791.6113	Order today and save money Smart Value Discount Rate Expires Utility Deadline Date		
	Sept 14	Freeman (furniture, cleaning, labor, fabric solutions etc)	Freeman	773.473.7080	Order today and save money Discount Rate Expires		
	Sept 16	Exhibitor Registration-Online	Healthcare Facilities	203.371.6322			
	Sept 18	Lead Retrieval	Xpress Leadpro	800.746.9734	2nd Discount Deadline		
Sept 21	Shipping Deadline (Advanced Warehouse)	Freeman	773.473.7080	Freeman needs your shipment by today! Your shipment will be in your booth on September 8th			
At Show	Sept 29	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!		
		Direct Shipments Accepted at	Freeman		See Exhibitor Manual For Details		
		All Exhibit Services Available	Freeman CDS-Lead Retrieval Navy Pier		Located in the Exhibitor Services Center		
	Sept 30	All Exhibit Services Available	Freeman AVW TELAV CDS/Xpress Leadpro Navy Pier		Located in the Exhibitor Services Center		
		Setup Hours: 8:00AM-3:00PM					
	Exhibit Hall Hours: 4:30-6:00PM						
	Oct 1	Exhibit Hall Hours: 10:00AM-4:00PM					
All Exhibit Services Available		Freeman CDS/Xpress Leadpro Navy Pier		Carpet needs to be picked up before crates are returned. First crate t/b returned at ~5:00PM			
Oct 2	Move-out/Freight Picked Up	Freeman		8-10AM ONLY			