



# HEALTHCARE FACILITIES SYMPOSIUM & EXPO

September 14 - 15, 2010

## Checklist & Timeline - Exhibitor Services

	Due Date	Services	Provided by	Phone	Notes/Code	Status
Pre - Show	Aug 6	Lead Retrieval	XPress LeadPro	800.746.9734	<b>HFSX090</b> 1st Discount Deadline	
	Aug 13	Exhibitor Appointed Contractor Form	Healthcare Facilities	203.371.6322	<a href="http://www.hcarefacilities.com/eacform.asp">www.hcarefacilities.com/eacform.asp</a>	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				
	Shipping (Advanced Warehouse)	Freeman	773.473.7080	Now accepting shipments to the Advance Warehouse		
	Freeman Fabric Solutions	Freeman	773.473.7080	Discount Rate Expires		
	Aug 14	Hotel	Block Code: JD Events Healthcare Facilities Symposium 2010	Swissotel Chicago	888.737.9477	Discount Rate Expires visit, <a href="http://www.hcarefacilities.com/travel.asp">www.hcarefacilities.com/travel.asp</a>
	Aug 16	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
Aug 27	Freeman (furniture, cleaning, labor, carpet, etc)	Freeman	773.473.7080	Order today and save money Discount Rate Expires		
Sept 3	Lead Retrieval	XPress LeadPro	800.746.9734	2nd Discount Deadline		
	Shipping Deadline (Advanced Warehouse)	Freeman	773.473.7080	Freeman needs your shipment by today! Your shipment will be in your booth on September 13th		
Sept 10	Exhibitor Registration-Online	Healthcare Facilities	203.371.6322			
At Show	Sept 13	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!	
		Direct Shipments Accepted at Show Site	Freeman		See Exhibitor Manual For Details	
		All Exhibit Services Available	Freeman CDS-Lead Retrieval Navy Pier		Located in the Exhibitor Services Center	
	Sept 14	All Exhibit Services Available	Freeman CDS-Lead Retrieval Navy Pier		Located in the Exhibitor Services Center	
		<b>Setup Hours: 8:00AM-3:00PM</b>				
	Sept 15	<b>Exhibit Hall Hours: 4:30-6:00PM</b>				
<b>Exhibit Hall Hours: 10:00AM-4:00PM</b>						
		All Exhibit Services Available	Freeman CDS-Lead Retrieval Navy Pier		Aisle Carpet needs to be picked up before crates are returned. First crate t/b returned at ~4:00PM	
<b>Checklist &amp; Timeline - Marketing Opportunities/Exhibitor Solutions Center</b>						
	Due Date	Services	Provided by	Phone	Notes	Status
	June 25	Event Scheduler/Planner <a href="http://hcarefacilities.com/scheduler/exhibitor/login.asp">http://hcarefacilities.com/scheduler/exhibitor/login.asp</a>	Healthcare Facilities	203.371.6322	Start logging into the Event Planner/Scheduler to update your company profile and connect with attendees prior to the show. Contact: <a href="mailto:Melissa@jdevents.com">Melissa@jdevents.com</a>	
	July 9	Ecourse 1: Planning	<a href="#">HFSE -Exhibitor Solutions Center</a>		Complete the course by July 9th and you will be entered in a drawing for 10x10 booth space carpet	
	July 30	Ecourse 2: Marketing	<a href="#">HFSE -Exhibitor Solutions Center</a>		Complete the course by July 30th and you will be entered in a drawing for a Full Page Ad in the Event Guide	
	Aug 13	Request printed VIP tickets to sent to your customers	Healthcare Facilities	203.371.6322	send request to: <a href="mailto:liz@jdevents.com">liz@jdevents.com</a>	
	Aug 20	Ecourse 3: Lead Management	<a href="#">HFSE -Exhibitor Solutions Center</a>		Complete the course by August 20th and you will be entered in a drawing for Lead Retrieval	
	Sept. 3	Ecourse 4: Measurement	<a href="#">HFSE -Exhibitor Solutions Center</a>		Complete this course by Sept. 3rd and you will be entered in a drawing for an ROI Calculator	
Post Show	Sept 30	Ecourse 5: Lean Management & Measurement	<a href="#">HFSE -Exhibitor Solutions Center</a>		Complete this course by Sept. 30th and you will be entered in a drawing for an ROI Calculator	