



# HEALTHCARE FACILITIES SYMPOSIUM & EXPO

## Checklist & Timeline - Exhibitor Services

	Due Date	Services	Provided by	Phone	Notes/Code	Status
Pre - Show	July 15	50 Word Company Description	HFSE	203.371.6322	Deadline to add your 50 word company description or make changes to your description for the printed Event Guide. Use the Event Scheduler/Planner to make the changes!	
	Aug 11	Lead Retrieval	XPress LeadPro	800.746.9734 x 1586 Letitia Clementi	1st Discount Deadline Show Code: <b>HFSX091</b>	
	Aug 19	Exhibitor Appointed Contractor Form	HFSE	203.371.6322	Fax Insurance forms to 203.371.8894 Att: Lou Mancini Email forms to: <a href="mailto:Lou@jdevents.com">Lou@jdevents.com</a>	
		Certificate of Insurance				
		Appointed EAC Insurance Form				
		400 sq ft or larger booth rendition	Freeman	773.473.7080	Now accepting shipments to the Advance Warehouse	
	Shipping (Advanced Warehouse)					
	Aug 26	Hotel <b>Block Code:</b> Healthcare Facilities Symposium	Swissotel Chicago	888.737.9477	Discount Rate Expires. Visit, <a href="http://www.hcarefacilities.com/travel.asp">www.hcarefacilities.com/travel.asp</a>	
	Sept 2	Freeman (electrical, furniture, cleaning, labor, carpet, etc)	Freeman	773.473.7080	Order today and save money Discount Rate Expires	
	Sept 6	Navy Pier Services (Focus One) Telecommunications Internet/Data Services	Focus One	312.791.6113	Order today and save money Smart Value Discount Rate Expires Utility Deadline Date	
Sept 9	Lead Retrieval	XPress LeadPro	800.746.9734 x 1586	2nd Discount Deadline. Show Code: <b>HFSX091</b>		
	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 16	Exhibitor Registration-Online	HFSE	203.371.6322	Register your booth staff by today!		

At Show	Sept 19	Advance Warehouse-Delivered	Freeman		Freight should be in your booth!	
		Direct Shipments Accepted at Show Site	Freeman		Starting at 2:00 PM	
		All Exhibit Services Available <b>Setup Hours: 2:00PM-4:30PM</b>	Freeman CDS-Lead Retrieval Navy Pier		See the online Service Manual for more information on available Exhibit Services and Vendors	
	Sept 20	All Exhibit Services Available <b>Setup Hours: 8:00AM-3:00PM</b>	Freeman CDS-Lead Retrieval Navy Pier			
		<b>Exhibit Hall Hours: 4:30-6:00PM</b>				
	Sept 21	<b>Exhibit Hall Hours: 10:00AM-4:00PM</b>				
All Exhibit Services Available <b>Move out 4:00-9:00PM</b>		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		

## Checklist & Timeline - Complimentary Marketing Opportunities

	Due Date	Services	Provided by	Phone	Notes	Status
	June 15	Event Scheduler/Planner <a href="http://hcarefacilities.com/scheduler/exhibit/or/login.asp">http://hcarefacilities.com/scheduler/exhibit/or/login.asp</a>	HFSE	203.371.6322	Start logging into the Event Planner/Scheduler to update your company description for the printed Event Guide.	
	June 24	Top 25	HFSE	203.371.6322	1st deadline	
	June 30	Electronic VIP Expo Tickets	HFSE	203.371.6322	Available to forward on to your top clients and prospects!	
	July 15	50 Word Company Description	HFSE	203.371.6322	Deadline to add your 50 word company description or make changes to your description for the printed Event Guide. Use the Event Scheduler/Planner to make the changes!	
	July 18	Event Scheduler/Planner	HFSE	203.371.6322	Start connecting with the pre-registered attendees through the Event Scheduler/Planner.	
	July 19	Printed VIP Expo Tickets	HFSE	203.371.6322	Last day to request printed VIP Expo Tickets.	
	Aug 5	Top 25	HFSE	203.371.6322	2nd deadline	
	Aug 26	Top 25	HFSE	203.371.6322	Final deadline	
		Booth Happenings, Show Specials & New Product Launches	HFSE	203.371.6322	Deadline to submit info for email to prospective and pre-registered attendees.	

If you have any questions about any of the items on this checklist contact Melissa (Tradeshow Coordinator) at 203.371.6322 or [Melissa@jdevents.com](mailto:Melissa@jdevents.com)