



Dear Healthcare Facilities Symposium & Expo Exhibitor,

Welcome to the **Healthcare Facilities Symposium & Expo**, taking place at the Navy Pier in Chicago, September 20 – 22, 2011. The online Exhibitor Services Manual contains all of the information you need to help you prepare for a successful event. Please take the time to read through this manual for all of the important deadlines, service and material ordering information, procedures and costs related to these services and the event.

Healthcare Facilities Symposium & Expo has reserved a limited amount of rooms at the Swissotel Chicago for exhibitors and attendees at a discounted rate. Please check "Travel Information" of the Healthcare Facilities Symposium & Expo website or the online Exhibitor Services Manual section called "Hotel & Travel" for complete details. Please make your reservations early as rooms fill up quickly – rooms are available on a first come, first served basis. Make sure you identify yourself as part of Healthcare Facilities Symposium. **The deadline for the discounted rate is Friday, August 26, 2011, but these rooms will likely sell out much sooner.**

If you are using an "Exhibitor Appointed Contractor" to set-up and/or teardown your booth, you must inform Healthcare Facilities Symposium & Expo Show Management by **Friday, August 19, 2011**. Please complete the Exhibitor Appointed Contractor (EAC) form, and mail or fax it along with a valid "Certificate of Insurance" if this applies to your company.

A 7" x 44" booth sign will automatically be placed in your booth. It will include your company name as it appears on the contract as well as your booth number.

As an exhibitor you will be receiving periodic email bulletins with information such as upcoming deadlines, exhibiting tips and helpful reminders. Please be sure to keep an eye out for these informative bulletins!

Please note that no one under the age of 18 will be allowed into the Exhibit Hall during set-up, the Show or move-out.

Do not hesitate to call me at 203-371-6322 to assist you with any questions or problems.

We are delighted to have your participation and look forward to working with you towards a truly successful Healthcare Facilities Symposium & Expo Conference and Exposition at the Navy Pier, 600 East Grand Avenue, Chicago, IL 60611.

Best regards,

A handwritten signature in black ink that reads "Lou Mancini". The signature is written in a cursive style and is positioned above a light gray rectangular background.

Lou Mancini
Operations