



**HEALTHCARE  
FACILITIES**  
symposium and expo

# SHOW MANAGEMENT Design Team Gallery Manual

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*Manager, Exhibitor Services & Operations for the Healthcare Facilities Symposium & Expo*

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*VP, Operations for the Healthcare Facilities Symposium & Expo*



# HEALTHCARE FACILITIES

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## Design Gallery Information/Quick Facts

### As a Design Team Gallery Participant You Receive from Show Management:

1. A Grid to fit (2) 40" x 40" poster boards
2. One-line company identification sign, 7" x 44"
3. (1) 8 ½" x 11" Plexiglas Literature Pocket (Promotion Dispenser)
4. Business Card Collector
5. Return shipping of Collected Business Cards
6. Labor for Set-up/dismantle
7. Return Shipping
8. (2) Full Conference Passes
9. Inclusion in Digital Design Gallery (images of project displayed on screen in conference area)
10. Inclusion in Design Solutions Spotlight (email to pre-registered attendees)

**Design Gallery Participants are responsible** for all costs associated with getting their posters/literature to the show. Poster Design Regulations:

1. Each company **MUST** submit (2) 40" x 40" poster boards.
2. The boards must be mounted on a light rigid product such as foam core.
3. The maximum weight of each 40" x 40" board is 7.5 lbs.
4. The boards must have grommets so they can be secured to the grid. It is recommended that the grommets are located in each corner.

Please Note: All boards must adhere to the above guidelines or they will not be displayed by show management.

### Registration:

You receive two full conference pass with your design gallery. One pass is for someone from your company and the second pass is for a client of your firm. To register go to

<https://www.xpressreg.net/register/hfsx1018/attendee/reginfo.asp?sc=&aban=&hkey=&iq=&vip=&tm>

Enter VIP code **DESIGNG2018** to receive your complimentary passes.

### Digital Design Gallery:

The Digital Design Gallery is a preview of the Design Team Gallery to the conference attendees. There will be a screen in the conference area with a glimpse of the Design Galleries that conference attendees can see in the exhibit hall.

**Materials are due to Jordan by September 26, 2018.**

Materials can be uploaded using the following Dropbox link:

<https://www.dropbox.com/request/CZ0CwU3375aXZaQxhGCQ>

### Here are the specs:

- 1 or 2 slides – it is up to you how many you provide but no more than 2 slides
- Each slide should feature 1 or 2 images from the project featured on your boards.
- Each slide should include your company logo or company name.
- Each slide should include the name of the project.

- Each slide should include your design gallery number.
- Slides should be designed with a 16:9 display ratio.
- Slides should be sent as a high resolution pdf

**Design Solutions Spotlight:**

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- Project Image: 240w x 200h - gif/jpg (72dpi)
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- 50 word description of project

**Show Management – Contact Information**

The following is a list of key contacts at the Healthcare Facilities Symposium & Expo. Feel free to contact any one from show management should you have any questions or concerns.

<u>NAME</u>	<u>TITLE</u>	<u>TELEPHONE NUMBER</u>	<u>E-MAIL ADDRESS</u>
Lou Mancini	Operations	203-416-1926	<a href="mailto:lou@jdevents.com">lou@jdevents.com</a>
Jordan Brereton	Manager, Exhibitor Services & Operations	203-416-1928	<a href="mailto:jordan@jdevents.com">jordan@jdevents.com</a>
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Dawn Jeffrey	Registration	203-416-1921	<a href="mailto:dawn@jdevents.com">dawn@jdevents.com</a>



# HEALTHCARE FACILITIES

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## Deadlines / Checklist

### PRE-SHOW:

#### Complete Immediately:

- Update your Exhibitor Profile** for the website and onsite Event Guide. Look at the [Exhibitor List on our website](#). What we have on the website is what will be printed in the event guide. An exhibitor profile includes company name, company url and 50 word company description. To have your logo posted on the website and printed in the event guide along with your exhibitor profile there is a \$500 charge. Submit edits to Jordan Brereton ([jordan@jdevents.com](mailto:jordan@jdevents.com))
- Register for your (2) free conference passes** using VIP code: *DESIGNG2018*  
<https://www.xpresreg.net/register/hfsx1018/attendee/reginfo.asp?sc=&aban=&hkey=&iq=&vip=&tm>

#### July 12, 2018

- Deadline to update your Exhibitor Profile** for the website and onsite Event Guide. Look at the [Exhibitor List on our website](#). What we have on the website is what will be printed in the event guide. An exhibitor profile includes company name, company url and 50 word company description. To have your logo posted on the website and printed in the event guide along with your exhibitor profile there is a \$500 charge. Submit edits to Jordan Brereton ([jordan@jdevents.com](mailto:jordan@jdevents.com))

#### September 10, 2018

- Freeman's Advanced Warehouse Opens.** If you are shipping your boards and/or promotional items to Freeman's advanced warehouse then today is the first day shipments are accepted.

#### September 16, 2018

- Discount Deadline for Freeman Printing Services.** If you plan on having Freeman print and ship your boards to the show then place your order by today because the discount deadline is today!
- Artwork Due to Freeman** if they are printing and shipping your boards. (Please send High Res PDF art files to [SCExhibitorSales@freemanco.com](mailto:SCExhibitorSales@freemanco.com) if Freeman is printing your boards)
- Inbound Shipping Forms Due.** The inbound shipping forms for your boards and your promotional literature is due today! If you are using Freeman to print your boards you still need to submit an inbound form for the boards.
- Outbound Shipping Form Due.** The outbound shipping form for your boards is due today!

## **September 26, 2018**

- Digital Design Team Gallery Files Due.** The Digital Design Gallery is a preview of the Design Team Gallery to the conference attendees. There will be a screen in the conference area with a glimpse of the Design Galleries that conference attendees can see in the exhibit hall.
- Design Solution Spotlight Materials Due.** The Design Solution Spotlight is an email that will feature your design gallery project to the pre-registered attendee list.

## **September 28, 2018**

- Freeman's Advanced Warehouse Closes.** Last day to have your boards and/or promotional literature arrive at Freeman's Advanced Warehouse.

## **AT SHOW:**

### **October 7, 2018** – First day of Move-In

- Direct to Show Site Shipping.** If you are shipping your boards and/or promotional literature direct to the show site then today is the first day they can arrive.
- Hand Carry.** If you are hand carrying your boards and/or promotional literature to the show site then today is the first day they can be dropped off.

### **October 8, 2018** – Last Day of Move-In & Exhibit Hall Opens

- 12:00 PM – Deadline for show site shipping & Hand Carry.** If you are shipping your boards and/or promotional literature direct to the show site OR hand carrying then they MUST ARRIVE BY 12:00 PM to insure the boards can be set up by the time the exhibit hall opens at 4:00 PM.
- 4:00 PM – Exhibit Hall Opens.** Exhibit Hall Open from 4:00 – 6:00 PM.

### **October 9, 2018**

- 10:30 AM – 3:00 PM – Exhibit Hall Open**
- 3:00 PM – Move-out begins.**
- 4:00 PM – Deadline to hand carry boards from the show.** If you or if you are having someone pick up your boards after the show then they must be picked up by 4:00 PM

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Ann Belz	Sales Director	603-471-0877	<a href="mailto:ann@jdevents.com">ann@jdevents.com</a>
Jenabeth Ferguson	Symposium Director	508-759-0075	<a href="mailto:jenabeth@jdevents.com">jenabeth@jdevents.com</a>
Dawn Jeffrey	Registration	203-416-1921	<a href="mailto:dawn@jdevents.com">dawn@jdevents.com</a>