



**hfma** educational foundation  
healthcare financial management association

# ANI: The 2014 HFMA National Institute

June 22 - 24, 2014

Sands Expo & Convention Center

Las Vegas, Nevada

Dear HFMA ANI Exhibitor,

Thank you for your support and participation in ANI: The 2014 HFMA National Institute. Everything you need to know about exhibiting in the Show is included online at <http://www.hfmaconference.org/exhibitors-sponsors>. If you are not the person directly responsible for the set-up and dismantling of your company's exhibit, please forward this information to the correct person. If your company uses a non-official contractor, please forward the appropriate information to them.

- The Show opens on Sunday, June 22 at 6:00 p.m. and closes on Tuesday, June 24, at 2:00 p.m.
- Maximum height regulations are:
  - 8'3" for standard booths
  - 12' for perimeter booths
  - 20 feet for island booth
- For their own safety and protection, persons under the age of eighteen (18) may not staff the booth or assist in the move-in and/or move-out of any exhibit. Please note that HFMA does allow children to attend during show hours when accompanied by an adult paid attendee.
- It is a good idea to make and keep a copy of all orders placed to service providers, including your shipping and tracking information. Bring copies on site.
- We recommend that you ship your freight in advance of the show to the Advance Warehouse. All freight shipped to the Advance Warehouse will be placed in your exhibit booth prior to your arrival.
- Saturday and Sunday set-ups are overtime. Please keep this in mind when arranging your logistical schedule. Please see information on union regulations located in the GES section.

**HFMA/EF, Corcoran Expositions, Inc., GES Global Experience Specialists, and the Sands Expo & Convention Center assume no responsibility for product left unattended at the end of the ANI: The 2014 HFMA National Institute.**

**GES (Global Experience Specialists)** is the official service contractor. If you have any questions concerning their forms, please contact GES Online: [www.ges.com/chat](http://www.ges.com/chat), or call Exhibitor Services Department at 800-475-2098 (USA) or 702-515-5970 (Int'l). If you have any questions about exhibiting, please call Doreen Bonnema at 312-541-0567 x 653 or [doreen@corcexpo.com](mailto:doreen@corcexpo.com)

The HFMA Exhibit Office and all the official contractors look forward to helping you and your company experience a most successful ANI: The 2014 HFMA National Institute.

Sincerely,

Doreen Bonnema, HFMA ANI Exhibit Manager