



hfma educational foundation
healthcare financial management association

HFMA's ANI: The 2014 HFMA National Institute

June 22 - 24, 2014
Sands Expo & Convention Center
Las Vegas, Nevada

The following deadlines represent important reminder dates, or the last day that orders must be received with payment, to be eligible for discounted rates for various vendors indicated below.

<u>Deadline Date</u>	<u>Action Item</u>	<u>Done</u>
Friday, March 28	Exhibitor Raffle Donation Form to HFMA	_____
Monday, April 28	1st Pricing Deadline for Lead Retrieval	_____
Tuesday, May 13	2 nd Pricing Deadline for Lead Retrieval	_____
Tuesday, May 20	Attendee Mailing List orders due to HFMA	_____
Thursday, May 22	Notice of Intent to Use Exhibitor Appointed Contractor to GES	_____
Friday, May 23	Advance Shipments may begin arriving at GES Warehouse	_____
Sunday, June 1	Internet & Telecommunications Services Order Form to Sands Expo	_____
Sunday, June 1	Electrical Rental Order Form to Sands Expo	_____
Sunday, June 1	Food and Beverage Order Form to Sands Expo	_____
Monday, June 2	Payment and Credit Card Charge Authorization to GES	_____
Monday, June 2	Transportation Plus, Material Handling & Shipping Forms to GES	_____
Monday, June 2	Furniture & Accessories Order Form to GES	_____
Monday, June 2	Carpet Order Forms to GES	_____
Friday, June 6	Audio Visual & Computer Rental Order Form to PRG	_____
Monday, June 9	ANI Publication Bins Form to HFMA	_____
Tuesday, June 17	<u>LAST</u> Day for Advance Shipments to GES Warehouse	_____
Saturday, June 21	First Day Direct Shipments may begin arriving at Sands Expo at 8:00 am	_____
Sunday, June 22	Last Day Direct Shipments may arrive at Sands Expo by 4:00 p.m.	_____