



**hfma** educational foundation  
healthcare financial management association

## **ANI: The 2014 HFMA National Institute**

**June 22 - 24, 2014**

**Sands Expo & Convention Center**

**Las Vegas, Nevada**

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Security should be a prime concern of the exhibitor from the time the exhibit is prepared for shipment to the show until the moment the exhibit is dismantled and shipped out.

It is the responsibility of each company exhibiting to provide adequate insurance coverage. The Healthcare Financial Management Association Educational Foundation, Corcoran Expositions, Inc., GES Global Experience Specialists, the Sands Expo & Convention Center and their agents will not be responsible or liable for any losses incurred or theft. (*Please refer to the General Rules and Regulations.*)

In addition to adequate insurance coverage, here are some recommended security precautions:

- Ship with a qualified carrier or freight forwarder. Be sure to furnish your shipping company with a complete and accurate bill of lading. Do not indicate the contents on the shipping container.
- Be aware that freight shipped in advance, directly to the drayage contractor, will be delivered to the booth prior to exhibitor move-in.
- On-site personnel should have copies of all shipping information to verify the piece count upon arrival.
- Report any lost or damaged materials during the show to the in-house Security Office and Show Management.
- Irreplaceable articles and small, easily carried items should be removed from the hall at night. (*Individual booth security can also be ordered.*)
- Do not put any article of value or product you will need during the show in a container marked "Empty Storage." Empties will be removed from the show floor and will not be accessible until the break of the show.
- Do not leave personal items such as handbags, wallets, briefcases, cellular phones, laptops or beepers under skirted tables, exposed or unguarded in the booth at any time during the show.
- Company personnel should be scheduled so that at least one person is in the booth during move-in, move-out and during official show hours.
- At the close of the show, do not leave your exhibit unattended or leave any items that can be easily removed from your booth.
- Confirm that the piece count on the bill of lading equals the number of pieces that you are shipping.

**Please remember that you are responsible for your company's exhibit materials and all products. With proper planning and attention to details, you can insure your company's successful participation in the show.**