

## **ANI 2014 EXHIBITOR EVENT GUIDELINES AND CONTACTS**

*Hospitality events may be planned by confirmed exhibitors during HFMA's ANI: The Healthcare Finance Conference, June 22-25, 2014, however, events may not conflict with any scheduled ANI convention functions.*

### **Hospitality functions may NOT run between these hours:**

Sunday, June 22<sup>nd</sup> – 2:00 pm - 8:00 pm

Monday, June 23<sup>rd</sup> – 7:00 am – 5:30 p.m.

Tuesday, June 24<sup>th</sup> – 7:00 am – 9:00 p.m.

Wednesday, June 25<sup>th</sup> – 7:00 am – 12:45 p.m.

### **Hospitality functions taking place outside of these hours must adhere to the following criteria**

- Maximum participant attendance may not be more than 50 people (excluding host company employees)
- Event must be by invitation only – no mass marketing will be approved
- HFMA will not promote or publish hospitality event information on-site, in the program book or with signs.

### **General Hospitality Function Information**

- The 2014 Conference will be held at The Venetian and The Palazzo Hotel-Resort-Casino/Sands Expo Center. While there may be meeting space available within the Sands Expo Center, there are also a limited amount of meeting rooms which will be built out on the show floor (Vendor Suites).
- Suites and/or meeting space is limited and is available on a first come, first served basis. Food and beverage and billing arrangements will be made directly with the venue.
- Upon contacting one of the below representatives your request will be forwarded to HFMA for approval before you may move forward with your plans. Please be prepared to provide your Company Name, Booth Number, Requested Function Date and Time, estimated attendance at function and if this is for internal or external purposes. Once approved, you may move forward with your planning directly with the contact below.

Thank you in advance for your cooperation – we look forward to seeing you in Las Vegas!

## **ANI 2014 EXHIBITOR EVENT PLANNING CONTACTS**

### **Meetings and Events – Sands Expo/Palazzo Congress**

Jennifer Little, Senior Catering Conference Manager: (702) 414.4002; [Jennifer.Little@Sands.com](mailto:Jennifer.Little@Sands.com)

### **Hospitality Suites – Venetian and Palazzo**

Jennifer Guevarra, CMP, Hospitality Manager, In-Suite Dining: (702) 607.2500; [Jennifer.Guevarra@Sands.com](mailto:Jennifer.Guevarra@Sands.com)

### **Booth Catering – Sands Expo**

Sophie Valdieu, Manager, Catering & Conference Management: (702) 414.3577; [Sophie.Valdieu@sands.com](mailto:Sophie.Valdieu@sands.com)

### **Outlet Venue Events**

Jennifer Guevarra, CMP, Hospitality Manager, In-Suite Dining: (702) 607.2500; [Jennifer.Guevarra@Sands.com](mailto:Jennifer.Guevarra@Sands.com)

### **Off-Site AND On site Décor and Entertainment**

Stephanie Arone, DMCP I President & GM, Activity Planners, Inc.: (702) 362.8002; [sarone@activityplanners.com](mailto:sarone@activityplanners.com)

### **Exhibit Hall Vendor Suites**

Kurt Belisle, (815) 549.1034, [kbelisle@hfma.org](mailto:kbelisle@hfma.org)

### **Room Blocks**

Anna Girardi, (847) 996.5430, [hfmaexh@experient-inc.com](mailto:hfmaexh@experient-inc.com)

**Contact Angela Orlando at HFMA with questions at 708-492-3332 or [aorlando@hfma.org](mailto:aorlando@hfma.org)**