

HIMSS 20

Global Health Conference & Exhibition

Date Due	Done ✓	To Do
8/20/19		Sponsorship Webinar: What's New at the 2020 HIMSS Global Conference & Exhibition
9/6/19		Booth space will be released if 100% of booth balance is not paid
9/10/19		Sponsorship Webinar: Preconference and Thought Leadership Opportunities
10/8/19		Sponsorship Webinar: Specialty Pavilions
10/15/19		Exhibitor Registration Opens
10/15/19		Webinar with Freeman, Freeman AV, Orange County Convention Center and HIMSS
10/15/19		Housing Opens for all exhibitors (non HIMSS Corporate Members)
11/1/19		Marketing Toolkit becomes available on the 2020 HIMSS Website
11/4/19		Hotel Suite request form due
11/5/19		Learn how to manage your housing block online webinar
11/7/19		Sponsorship Webinar: Branding and Networking Opportunities
11/12/19		Monthly Logistics and Cost Savings Tips Webinar
11/19/19		Managing Media Relations at 2020 HIMSS Webinar
12/3/19		Exhibitor Registration Process and Lead Retrieval Webinar
12/10/19		Monthly Logistics and Cost Savings Tips Webinar
1/8/20		Gold Corporate Members & all other exhibitors – All names for housing due to OnPeak or rooms will be released
12/11/19		Specialty Booth Speaking Session title, abstract, and speaker information due to be included in the onsite material.
12/11/19		Company Profile due for printed Guides
12/17/19		Sponsorship Webinar: Meeting Space and more!
1/9/20		Monthly Logistics and Cost Savings Tips Webinar
1/10/20		Lead Retrieval Rental Form due- <i>Early Bird Rate</i>
1/10/20		Island booth floor plan due to exhibitors@himss.org
1/14/20		Graphics due to Freeman for paid sponsorships
1/15/20		Platinum Corporate Members – All names for housing due to OnPeak or rooms will be released
1/16/20		Sponsorship Webinar: Last minute sponsorships are still available!
1/22/20		Emerald Corporate Members – All names for housing due to OnPeak or rooms will be released
1/27/20		Lead Retrieval Rental Form due- <i>Advance Rate</i>
1/31/20		First day freight is accepted at the Freeman warehouse
1/29/20		Anchor/Diamond Corporate Members - All names for housing due to OnPeak or rooms will be released
1/14/20		Social Media Webinar
2/1/20		Proof of Insurance Due

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2/01/20		EAC Form (Exhibitor Appointed Contractor) due
2/10/20		Exhibitor Registration pricing for additional client badges goes up to \$505 and no refunds on purchased badges after this date.
2/11/20		Electrical, Internet, Telecommunication and Rigging order forms due – OCCC to receive discount pricing
2/11/20		Freeman order form due to receive discount pricing
2/11/20		Freeman AV & PC rental order form due by this date to receive discount pricing
2/11/20		Floral rental order form due Limited availability on custom floral material after February 11, 2020. Please call for pricing and availability
2/11/20		Booth catering order form due
2/12/20		Last day to cancel any room reservations with OnPeak without penalty (4pm CT)
2/20/20		Security form due (overnight and private demonstration)
2/25/20		Last day for freight to be received at the warehouse without incurring late fees
2/28/20		Meeting Rooms request form due (outside of Convention Center)
3/3/20 - 3/9/20		2020 HIMSS move in starts- see target move in floor plan
3/10/20		Exhibit Hall Officially opens at 10:00am
3/8/20- 3/12/20		Onsite booth selection
3/25/20		Post-Conference Attendee mailing list order form due (Diamond, Emerald & Platinum Only)
3/27/20		Exhibitor survey due - receive 10 points for completing the online survey

*Dates are subject to change