A couple reminders

Your line was muted when you joined the call

If you have any questions throughout the presentation, please use the chat box in the bottom right of your screen.

This webinar will be recorded

The recording will be sent to all attendees via email within a few hours after the presentation.

This webinar is covering HIMSS20 Information for Exhibitors

Please visit: https://www.himssconference.org/exhibition/information
Webinar Agenda

- Conference Schedule
- Exhibitor Dashboard
- 2020 Global Health Conference Website
- Service Manual
- Housing
- Upcoming Exhibitor Deadlines/Dates
- Floor Plan Tour
- Review Service Manual
Schedule at a Glance

• Global Health Conference Dates:
  • **March 9-13, 2020 (Monday - Friday)**
  • Orange County Convention Center, Orlando, FL

• Preconference Sessions, Opening Reception
  • **Monday, March 9, 2020**

• Exhibition Dates:
  • **March 10-12, 2020 (Tuesday - Thursday)**

• Exhibition Hours:
  • **Tuesday, March 10: 10:00 am - 6:00 pm**
  • **Wednesday, March 11: 9:30 am - 6:00 pm**
  • **Thursday, March 12: 9:30 am - 4:00 pm**
Exhibitor Dashboard

- Login: https://himss20.exh.mapyourshow.com/6_0/login.cfm?
- User Name / Password- provided in booth confirmation letter

Welcome to the 2020 HIMSS Global Health Conference & Exhibition Exhibitor Dashboard

Please login with your Exhibitor ID and Password to review:

- Exhibitor Profile/Category listing
- Service Manual
- Exhibitor Registration
- Upload company logo
- New Product & Services
- and Much More

If you have any problems logging in please contact Eileen Keating at ekeating@himss.org or 312-915-9545.
Exhibitor Dashboard

• Dashboard is your SSO to HIMSS20!
  • Highlighted in YELLOW = ACTION
  • RED (!) = ACTION
  • Exhibitor Profile – what attendees see online
  • Manage Registration- exhibitor badges and client badges
  • UPGRADE your profile- Enhanced Listing!
  • Service Manual!!! EVERYTHING YOU NEED TO KNOW
Exhibitor Dashboard

- Select Upgrade company listing:
- Enhanced Listing
HIMSS20 Website

- https://www.himssconference.org/

**Important Tabs for Exhibitors:**
- Exhibition
  - Information For Exhibitors
  - Plan your Exhibit
- Event Service Manual
HIMSS20 Event Service Manual

- **General Information** - Key dates / times
  - Check out the DEADLINE CHECK LIST- we will review a few items!
- **Official Suppliers & Contractors** - WHO DOES WHAT?
- **Rules & Regulations** - VERY IMPORTANT Guidelines for exhibiting displays
- **Shipping & Material Handling** - we will review
- **Media**
- **Marketing & Sponsorship**
HIMSS20 Official Suppliers & Contractors

- **Freeman- Material Handling- WHAT IS THIS?**
  - **Defined:** Unloading exhibit materials off trucking company and delivering to booth, storing empty boxes, crates, skids through out show, loading packaged materials onto designated carrier for outbound shipment
  - **Cost:** Material Handling is based on “CWT”- per 100lbs weight (200lbs minimum). Your shipment is weighted at the dock and this determines the respective fees for these labor services
    - Add rates sheet:
  - **Actions:**
    - Supply Freeman with a method of payment: [https://www.freemanpay.com/show/454446](https://www.freemanpay.com/show/454446)
    - Fill out the outbound shipping form- this helps prepare the post show Material Handling Agreement – if you do not do this in advanced you will need to visit the Freeman Service Center (Meeting Room 205) and obtain a Material Handling Agreement- [https://www.himssconference.org/sites/himssconference/files/vendor/outbound-material-handling-form.pdf](https://www.himssconference.org/sites/himssconference/files/vendor/outbound-material-handling-form.pdf)
    - Post show- **Pack your items, label your materials** (supplied by Freeman with the Material Handling Agreement). RETURN the Material Handling Agreement to the Freeman Service Center. This agreement is a document that communicates to Freeman how many pieces they are picking up from your booth space and the designated carrier they are legally allowed to load your materials on to.
HIMSS20 Housing

- onPeak is the Official Housing Contractor
  - Several posing companies do not book housing with anyone other than onPeak!

Additional Benefits of Booking through onPeak:

- Complimentary in-room WiFi
- Shuttle service to/from the convention center
- Competitive room rates at the lowest negotiated pricing
- Changes to any reservations can be made without penalty until February 12
- Credit cards will not be charged until February 12
- Dedicated HIMSS housing customer service support from onPeak
- Hotels within the HIMSS block do not have mandatory resort fees
- 90% of hotels are within 7 miles of the convention center
# Upcoming Exhibitor Deadlines/Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>To Do</th>
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<tr>
<td>Mid-November</td>
<td>Marketing Toolkit becomes available on the 2020 HIMSS Website</td>
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<tr>
<td>11/19/19</td>
<td>Managing Media Relations at 2020 HIMSS <a href="https://www.himssconference.org/sites/himssconference/files/vendor/deadline-checklist.pdf">Webinar</a></td>
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View all upcoming deadlines: [https://www.himssconference.org/sites/himssconference/files/vendor/deadline-checklist.pdf](https://www.himssconference.org/sites/himssconference/files/vendor/deadline-checklist.pdf)
Frequently Asked Questions

• Q: Where is the Exhibitor Service Manual located?
  • A: The service manual is posted on [https://www.himssconference.org/exhibition/information](https://www.himssconference.org/exhibition/information)

• Q: How do I earn Priority Points?
  • A: Priority point information can be found here: [How to earn priority points](https://www.himssconference.org/exhibition/information)

• Q: Where can I find these slides/recording?
  • A: They will be emailed to you after the presentation.

• Q: Where can I find all HIMSS20 Exhibit and Sponsorship Opportunities?
  • A: All opportunities are posted on our Envision site: [www.himssconference.org/exhibit2020](http://www.himssconference.org/exhibit2020)
Questions?

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Thank you!