

EXHIBITION SCHEDULE

Exhibit Hours:

Tuesday, March 10	10:00am-6:00pm
Wednesday, March 11	9:30am-6:00pm
Thursday, March 12	9:30am-4:00pm

**Subject to Change*

Meeting Place Hours: (Tangerine Ballroom Hall F)

Sunday, March 8	8:00am-4:30pm (Exhibitor staff only, no clients will be allowed during move in)
Monday, March 9	7:00am-4:00pm (Clients & Exhibitors will require a badge)
Tuesday, March 10	7:00am-7:00pm (Clients & Exhibitors will require a badge)
Wednesday, March 11	7:00am-7:00pm (Clients & Exhibitors will require a badge)
Thursday, March 12	7:00am-5:00pm (Clients & Exhibitors will require a badge)
Friday, March 13	8:00am-1:00pm (Clients & Exhibitors will require a badge)

**Cannot move out prior to 5:00pm on Thursday or between the hours on 8:00am-1:00pm on Friday*

Everything needs to be cleared from Meeting Place room by 3:00pm on Friday March 13

Meeting Place Hours: (Meeting Room W224)

Sunday, March 8	8:00am-4:30pm (Exhibitor staff only, no clients will be allowed during move in)
Monday, March 9	7:00am-4:00pm (Clients & Exhibitors will require a badge)
Tuesday, March 10	7:00am-7:00pm (Clients & Exhibitors will require a badge)
Wednesday, March 11	7:00am-7:00pm (Clients & Exhibitors will require a badge)
Thursday, March 12	7:00am-5:00pm (Clients & Exhibitors will require a badge)
Friday, March 13	8:00am-1:00pm (Clients & Exhibitors will require a badge)

**Cannot move out prior to 5:00pm on Thursday or between the hours on 8:00am-1:00pm on Friday*

Everything needs to be cleared from Meeting Place room by 3:00pm on Friday March 13

University Row Hours: (Lobby B)

Tuesday, March 10	8:30am – 6:00pm
Wednesday, March 11	8:30am – 6:00pm
Thursday, March 12	8:30am – 5:00pm
Friday, March 13	8:30am – 1:00pm

Convention Center Exhibitor Registration Hours (West Building: Lobby A, Lobby D, Westwood Lobby)

New Hours this year

Sunday, March 8	8:00 am – 6:00 pm
Monday, March 9	7:00 am – 7:00pm
Tuesday, March 10	7:00 am - 6:00 pm
Wednesday, March 11	7:30 am - 5:00 pm
Thursday, March 12	7:30 am - 5:00 pm
Friday, March 13	7:30 am - 11:00 am

**Subject to Change*

Hotel Badge Pickup Hours (Hyatt Regency Orlando, Rosen Centre, Rosen Plaza, Caribe Royale)

Sunday, March 8	12:00 pm - 8:00 pm
Monday, March 9	7:00 am – 7:00pm
Tuesday, March 10	7:00 am - 6:00 pm

**Subject to Change*



Airport Badge Pickup Hours

Badge Pickup is available at the Orlando International Airport (MCO) in the Baggage Claim area at Terminal A & Terminal B during the following dates and times:

Saturday, March 7	12:00 pm – 8:00 pm
Sunday, March 8	12:00 pm-8:00 pm
Monday, March 9	7:00am- 7:00 pm
Tuesday, March 10	7:00 am -1:00 pm

**Subject to Change*

Exhibitor Move-In Schedule:

Each exhibiting company will have a [targeted move-in day](#) and time depending on the location of the booth.

Tuesday, March 3	8:00 am – 4:30 pm
Wednesday, March 4	8:00 am – 4:30 pm
Thursday, March 5	8:00 am – 4:30 pm
Friday, March 6	8:00 am – 4:30 pm
Saturday, March 7	8:00 am – 4:30 pm
Sunday, March 8	8:00 am – 4:30 pm
Monday, March 9	8:00 am - 4:30 pm

**Exhibiting companies may work later than published times, there could be limited staffing from service providers onsite after these times*

****All booths must be set by 4:30pm on Monday, March 9, Booths will be forced if not set**

- The Service Center will be located: TBD
- All exhibitors are required to follow the [Targeted Freight Move-in Floor Plan schedule](#)
- Freight shipped to the Freeman warehouse will be placed in your booth according to the targeted move-in schedule. **If you direct ship to the convention center the truck carrying your freight will be placed in line to be unloaded at targeted time.**
- Freight shipped to the convention center will not be accepted until the targeted move-in time specified for your booth. Please inform your shipping company of this policy.
- Advance warehouse freight will be accepted by Freeman beginning January 31, 2020- February 25, 2020 (Freight will be accepted at warehouse after February 25, 2020, but an additional charge may apply).
- Companies that are already working set-up at 4:30 pm on March 3-March 9 will be able to make arrangements through HIMSS to work later, but **admittance to the hall will not be permitted after 4:30pm. Please let a HIMSS staff or floor manager know if you plan to work late, so they can inform security and the convention center.**
- Any exhibit not set by the times indicated above will be presumed abandoned (unless permission has been granted in advance), and no monies will be refunded. If there is a display in the booth, the general contractor will set-up the display and the exhibitor **will be charged** for installation and dismantle (I&D) services. If there is no display in the booth, the space will be used at HIMSS' discretion. An exhibitor, who arrives after either of these steps has been taken, will be responsible for the additional charges incurred and may not set their booth until the show closes for that day. It is only at HIMSS' discretion that an exhibitor may move-in after the show opens.



Move-Out Information

- Thursday, March 12 4:00 pm – 8:00 pm
 - Friday, March 13 8:00 am – 4:30 pm
 - Saturday, March 14 8:00 am – 4:30 pm*
- *Material Handling Forms needs to be submitted by 1:00pm on Friday March 13 or subject to Overtime charges
- Packing of equipment or dismantling of exhibits is NOT permitted until the exhibition closes at 4:00 pm on Thursday, March 13
 - Early move-out will result in loss of exhibitor points. This will impact space assignment at future HIMSS conferences.

Other Show Information

- Booth drape: White
- Aisle carpet: Tuxedo
- All aisles in the exhibit hall will be carpeted by show management
- **All booths on the exhibit floor must be carpeted by the exhibiting company**

Benefits of Exhibiting

Each 10'X10' booth comes with the following items:

- Booth drape: 8' high in the back, 3' high on the side
- A 7" x 44" identification sign with your company name and booth number
- Five badges
- Dedicated exhibitor hall hours
- Recognition in the HIMSS Resource Guide*, Pocket Guide* and Mobile App

**if contracted by December 11, 2019*

Advance Orders

To save money and insure availability, we strongly advise you to order services and furnishings by the deadline date. Not only will advance orders save money, they will be processed before onsite orders are filled. In some cases, orders placed onsite may not be able to be filled. **PLEASE ORDER EARLY, to ensure that your needs and budgets are met!**