



## EXHIBITION SCHEDULE

### Exhibit Hours:

**Monday, March 5:** 6:30pm – 8:00pm **Hall G Only**, (Opening Reception)

**Tuesday, March 6:** 9:30 am - 6:00 pm

**Wednesday, March 7:** 9:30 am - 6:00 pm

**Thursday, March 8:** 9:30 am - 4:00 pm

*(Subject to Change)*

### Meeting Place Hours: (on Show Floor)

**Saturday, March 3** 8am-4:30pm (Exhibitor staff only, no clients will be allowed during move in)

**Sunday, March 4** 8am-4:30pm (Exhibitor staff only, no clients will be allowed during move in)

**Monday, March 5** 8am- 4:30pm (Exhibitor staff only, no clients will be allowed during move in)

**Tuesday, March 6** 7am-7pm (7am-9:30am clients will need to be escorted onto the floor by exhibiting company)

**Wednesday, March 7** 7am-7pm (7am-9:30am clients will need to be escorted onto the floor by exhibiting company)

**Thursday, March 8** 7am-4pm (7am-9:30am clients will need to be escorted onto the floor by exhibiting company)

***Everything needs to be cleared from Meeting Place room by 6pm on Thursday March 8***

### Meeting Place Hours: (in San Polo meeting room – Level 3)

**Sunday, March 4** 12:00pm – 5:00 pm (third party vendor to setup)

**Monday, March 5** 8:00 am - 5:00 pm

**Tuesday, March 6** 7:00 am - 7:00 pm

**Wednesday, March 7** 7:00 am - 7:00 pm

**Thursday, March 8** 7:00 am - 5:00 pm

***Everything needs to be cleared from Meeting Place room by 8pm on Thursday March 8***

### Exhibitor Registration Schedule\*

October 17, 2017 Registration opens online

February 5, 2018 Additional client badge pricing will increase to \$495 after this date.

February 5, 2018 Last day to get a full refund for purchased exhibitor badges and client badges

### Convention Center Exhibitor Registration Hours

Saturday, March 3 12:00 pm – 5:00 pm

Sunday, March 4 8:00 am - 6:00 pm

Monday, March 5 6:45 am - 8:00 pm

Tuesday, March 6 7:00 am - 6:00 pm

Wednesday, March 7 7:30 am - 5:00 pm

Thursday, March 8 7:30 am - 5:00 pm

### Hotel Badge Pickup Hours\*\* (Venetian, Palazzo, Harrah's and Wynn hotel lobbies)

Sunday, March 4 12:00 pm - 8:00 pm

Monday, March 5 6:45 am - 8:00 pm

Tuesday, March 6 7:00 am - 6:00 pm

*\*\* Hotel lobby locations will only offer badge pick-up. Full registration or changes can be completed at the Convention Center locations.*

### Exhibitor Move-In Schedule\*:

*Each exhibiting company will have a targeted move-in day and time depending on the location and size of the booth.*

Tuesday, February 27 8:00 am – 5:00 pm

Wednesday, February 28 8:00 am – 5:00 pm

Thursday, March 1 8:00 am – 5:00 pm

Friday, March 2 8:00 am – 5:00 pm

Saturday, March 3 8:00 am – 5:00 pm

Sunday, March 4 8:00 am – 5:00 pm\*\*

Monday, March 5 8:00am – 1:00pm\*\*\*



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

**\*\*Hall G Only (Booths 9900-13999)** must be set by 4:30pm on Sunday, March 4, booths will be forced if not set

**\*\*\*Halls A-D, Venetian Ballroom, Cybersecurity Command Center, Connected Health Experience, Solutions Lab (Booths 100-8799, 14000)** must be set by Monday, March 5 by 1:00pm, booths will be forced if not set.

**EMPTY CONTAINER REMOVAL**

- Empty containers in Hall G must be labeled and ready for removal by **Sunday, March 4, 2018 at 5:00 p.m.**
- Empty containers in Halls A-D and the Venetian Ballroom must be labeled and ready for removal by **Monday, March 5, 2018 at 1:00 p.m.**

- The Service Center will be located: Hall G, back of 9500 Aisle
- 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 29, 2018 - February 20, 2018 (Freight will be accepted at warehouse after February 16, but an additional charge may apply).
- Companies that are already working set-up at 5:00 pm on February 27 – March 4 will be able to make arrangements through HIMSS to work later, but **admittance to the hall will not be permitted after 5:00pm. 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 shows.

**Move-Out Information (target move out schedule)**

- Please note target move-out schedule for exact times
- Packing of equipment or dismantling of exhibits is NOT permitted until the exhibition closes at 4:00 pm on Thursday, March 8
- Early move-out will result in loss of exhibitor points. This will impact space assignment at future HIMSS conferences.

**EMPTY RETURN TARGET TIMES**

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take several hours.

Red Label / Access Storage.....	Thursday March 8, 2018 8:00 p.m.
Halls A-D, G & Venetian Ballroom - Cartons/Fibers.....	Thursday March 8, 2018 11:00 p.m.
Hall D & Venetian Ballroom - Crates .....	Thursday March 8, 2018 11:00 p.m.
Halls A-C & G - Crates .....	Friday March 9, 2018 6:00 a.m.

**DISMANTLE AND MOVE-OUT INFORMATION - HALL D & VENETIAN BALLROOM, Cybersecurity Command, Connected Health Experience (Booth 5400-8799)**

- All exhibitor materials must be removed from the exhibit facility by Friday, March 9, 2018 at 8:00 p.m. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by Friday, March 9, 2018 at 4:00 p.m.



**DISMANTLE AND MOVE-OUT INFORMATION - HALLS A-C & G, Solutions Lab (Booth 100-5399, 9900-14000)**

- All exhibitor materials must be removed from the exhibit facility by Saturday, March 10, 2018 at 12:00 p.m. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by Saturday, March 10, 2018 at 9:00 a.m.

**Other Show Information**

- Booth drape: White
- Aisle carpet: Black
- 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 15, 2017***

**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!**