

The AHIMA Exhibitor Extra

April 2009

Exhibitor Service Manual

Exhibitor Service Manual will be available online in May both on the AHIMA website as well as the Champion website. You will be sent a link via email – exhibitor service manuals are not mailed. This is your complete guide to exhibiting at the AHIMA Convention and Exhibit. It will provide information about installation and dismantle, show hours, marketing, advertising and sponsorship opportunities, travel and housing, the official show contractor and more! Please be sure to read through it carefully.

Convention Website

As always, your greatest resource in preparing for the convention is the convention website <http://www.ahima.org/events/convention/exhibitors.html>. When you visit the site you can find tips on exhibiting, FAQs, a current floor plan, and housing and travel information.

AHIMA Foundation Not-So-Silent Auction

There's a new name and a new look, but the AHIMA Foundation (formerly FORE) continues its tradition of the Not-So-Silent Auction at this year's Convention. Donating an item to the auction is a great opportunity to showcase your organization while supporting a very worthy cause. All proceeds from the auction go to the AHIMA Foundation Merit Scholarship Program, which offers scholarships to outstanding graduate and undergraduate students pursuing degrees in health information management and health information technology. Last year, through the auction (which raised over \$26,000) and other fundraising, 90 students were awarded scholarships, and we're hoping to increase those numbers in 2009. For information about donating items to the 2009 Not-So-Silent Auction, visit <http://campus.ahima.org/Campus/Forms/Foundation/reservationform.htm>.

Final Payments

All exhibitors must be paid in full by **May 1, 2009** to be current and in good standing with AHIMA. If you need an invoice mailed to you or have questions about your balance, please email Sarah Lawler at Sarah.Lawler@ahima.org

Online Floor Plan

As an added feature to your booth package, your exhibitor listing on the online floor plan is now hyperlinked to your company's website at no charge. To confirm that your listing is linked to the correct web address, please click here <http://www.expocadvr.com/host2/ahima/09ahim/start.html>. You will need to click on your listing twice to launch your website. If your listing is not linked to the correct web address please email sarah.lawler@ahima.org

Questions: If you have any questions, please do not hesitate to contact me.



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