

The AHIMA Exhibitor Extra – September 2009



Approaching Deadlines

The advance discount deadlines on the Gaylord Utilities forms were updated in the service kit at the last minute but the changes did not make the Deadline Checklist in Section 1. Please refer directly to the Gaylord Utilities forms for their advance discount deadlines.

September 15th: Audio Visual and Computer Rental

September 18th: Champion Advance Discount Deadline (Carpet, Furniture, Accessories, Booth Labor)

September 21st: Electric and Internet (see the Gaylord Utilities forms in Section 8)

September 25th: Shipments to arrive at the Advance Warehouse

September 28th: Register for Exhibitor Personnel Badges via the online Wyndham Jade system

On-site Booth Selection for the 2010 Convention at the Gaylord Palms in Orlando, FL

AHIMA will conduct on-site booth selection for 2010 exhibit space Tuesday, October 6th at the Convention Center on Level 3 in San Antonio 6. This opportunity allows you to reserve the best possible booth location for the 2010 Convention at a discounted rate. Your selection time was emailed to you in late August. Additional copies of the booth selection times, 2010 contract and floor plans will be available on-site.

*New in 2010 – the exhibit floor will open on Sunday evening at 5pm for the Welcome Reception in 2010. The Welcome Reception will be held on the exhibit floor. Exhibitors will be given two full days of move-in (Friday and Saturday) and half a day Sunday. The 2010 service kit (available in May) will have further details.

Show Dates & Times

Installation:

Friday, October 2	8 am – 5 pm
Saturday, October 3	8 am – 5 pm
Sunday, October 4	8 am – 5 pm
Monday, October 5	8 am – 9 am

Exhibit Hours:

Monday, October 6	12noon – 6 pm
Tuesday, October 7	12:30 pm – 5:30 pm
Wednesday, October 8	9 am – 12noon

Dismantle:

Wednesday, October 8	12noon – 10 pm
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***Companies found dismantling prior to 12 noon will lose 10 percent of their priority points*

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

Sarah Lawler

Exhibits Manager

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