

EXHIBITOR DEADLINE CHECKLIST

Date Due	To Do	Done ✓
16 June 2007	Product Tutorial Speaking Opportunity Opens	
3 August 2007	Booth Space released if 100% of booth balance is not paid	
10 August 2007	Product Tutorial times and location given to participating companies	
17 August 2007	Earn 10 Exhibitor Priority Points by completing your company profile in the Exhibitor Product and Services Directory by today! (http://www.worldofhealthit.org/for_exhibitors/exhibitorLogin.asp)	
17 August 2007	Earn 10 Exhibitor Priority Points by securing your hotel accommodations by today! (http://www.worldofhealthit.org/for_exhibitors/exhCL_HotelPolicy.aspx)	
20 August 2007	Advanced exhibitor and client badge registration opens (http://www.worldofhealthit.org/for_exhibitors/exhCL_BadgeReq.aspx)	
4 September 2007	Exhibitors' Product & Service Directory information due. (http://www.worldofhealthit.org/for_exhibitors/exhibitorLogin.asp)	
7 September 2007	Product Tutorials title, abstract, and speaker information due	
7 September 2007	Island and Peninsula Booth floor plans due for approval	
10 September 2007	Meeting Space/ Hospitality Suite request forms due (Meetings held outside convention center at surrounding hotels.) (http://www.worldofhealthit.org/for_exhibitors/exhCL_mtgReq.aspx)	
14 September 2007	Attendee Mailing List for Marketing order form due	
14 September 2007	Private demonstration request form due (hosting a meeting in booth during non exhibit hours)	
14 September 2007	Booth giveaways and raffles form due	
14 September 2007	Freight Forwarder Form Due	
21 September 2007	Who's In Charge Form Due	
28 September 2007	Plant Rental Order Form Due	
28 September 2007	The following order forms from Austria Centre Vienna are due by this date to receive early bird pricing: Telephone and Data (Internet), Cleaning, Overnight Security, Hostesses for Booths, Electrical Consumption, Water Connection & Compressed Air. http://www.worldofhealthit.org/for_exhibitors/exhCL_ServiceManual.aspx	
1 October 2007	The following order forms from ExpoXX are due by this date to receive early bird pricing: Booth Carpet, Furniture, Accessories, Installation and Dismantle Labor, Electrical Connections http://www.worldofhealthit.org/for_exhibitors/exhCL_ServiceManual.aspx	
2 October 2007	Catering Order Form Due	
20-21 October 2007	The World of Health IT 2007 move-in begins	
22-25 October 2007	The World of Health IT Conference & Exhibition	
23-24 October 2007	Onsite booth selection	
7 November 2007	Post-conference attendee mailing list rental order form due	
30 November 2007	Exhibitor survey due	