

# HCEA 2009 Annual Meeting: Exhibitor Prospectus

## Quick Facts: Exhibit Hours, Fees, Dates and Contact Information

---

### *EXHIBIT HOURS*

Sunday, June 14: 10:00 AM – 12:30 PM

Monday, June 15: 10:15 AM – Noon & 3:00 PM – 4:30 PM

Tuesday, June 16: 10:15 AM – Noon

Refreshments will be served during all exhibit hours.

Note: All exhibit hours are unopposed.

### *FEES*

#### **BOOTH PACKAGES:**

- \$1,595-- 10x10 Standard Package  
*(includes one full registration)*
- \$2,190-- 10x10 Upgraded Package  
*(includes two full registrations)*
- \$3,190-- 10x20 Standard Package  
*(includes two full registrations)*
- \$4,380-- 10x20 Upgraded Package  
*(includes four full registrations)*
- \$10,000—20x20 Island Package  
*(includes four full registrations)*



**SUPPORTING MEMBER REGISTRATION FEE** (*additional registrations above the package*):  
\$995 by April 10; \$1,095 by May 10; \$1,195 after May 10, 2009

*Due to space limitations, an organization must be a current HCEA member to exhibit. The cost for HCEA Supporting Membership is \$695. HCEA Membership Application:*  
[https://fs3.formsite.com/hcea/form927031841/secure\\_index.html](https://fs3.formsite.com/hcea/form927031841/secure_index.html)

*Note: You must still register your representatives who will be included in your Booth Package. This is how your representatives will receive name badges and event tickets. Register your representatives at [www.hcea.org](http://www.hcea.org) by clicking on Exhibitor Registration.*

# HCEA 2009 Annual Meeting: Exhibitor Prospectus

## Quick Facts: Exhibit Hours, Fees, Dates and Contact Information

---

### *DATES TO REMEMBER*

- March 4** Booth selections begin  
*(Only for those whose deposit has been received and membership dues and other outstanding obligations to HCEA have been paid)*
- March 24** Cancellation clause takes effect *(See General Information Section of prospectus)*
- April 6** Balance of booth payment due
- April 10** Last day for Super Saver Registration Discount
- April** Exhibitor Service Kits sent
- May 10** Last day for Early Registration Discount
- May 12** All Certificates of Insurance due
- May 12** Last day for exhibitors using independent installation and dismantling contractor(s) to notify HCEA
- May 12** Last day for submission of scheduling of activities
- May 12** Last day for submission of giveaways and requests for room drops
- May 12** Last day for submission of promotional/flyer copy
- May 12** Last day for submission of island booth plans
- May 13** Booth equipment and furniture order deadline *(discount expires)*
- May 15** Last day for hotel room reservations  
*(After this date, HCEA room block is released for general sale)*
- June 1** Advance warehouse freight deadline *(discount expires)*
- June 12** Exhibitor Registration – 9:00 AM – 6:00 PM  
Exhibitor Setup – 9:00 AM – 6:00 PM
- June 13** Exhibitor Registration – 8:00 AM – 6:00 PM  
Exhibitor Setup- 8:00 AM – 6:00 PM
- June 14** Exhibitor final touch-up – 8:00 – 9:30 AM
- June 14** Exhibit hours – 10:00 AM – 12:30 PM
- June 15** Exhibit hours – 10:15 AM – Noon & 3:00 PM – 4:30 PM
- June 15** Exhibitors Open Forum – 4:45 – 5:15 PM
- June 16** Exhibit hours – 10:15 AM – Noon
- June 16** Exhibit dismantling – 12:15 PM – 10:00 PM

The Tampa Convention Center and the Tampa Marriott Waterside Hotel, public accommodations as defined by Title III, Section 301 (7) of the "Americans With Disabilities Act," each confirms that it is in compliance with the requirements of this Act and will hold HCEA harmless from any action that may be brought due to a violation of same.

# HCEA 2009 Annual Meeting: Exhibitor Prospectus

## Quick Facts: Exhibit Hours, Fees, Dates and Contact Information

---

### *CONTACTS*

#### **ASSOCIATION**

Healthcare Convention & Exhibitors Association  
1100 Johnson Ferry Road, Suite 300  
Atlanta, Georgia 30342  
Phone: (404) 252-3663; Fax: (404) 252-0774  
Web site: [www.hcea.org](http://www.hcea.org)

**Meetings Manager:** Abby Freeman, CMP  
E-mail: [afreeman@kellencompany.com](mailto:afreeman@kellencompany.com)

**Sponsorship:** Jackie Beaulieu  
E-mail: [jbeaulieu@kellencompany.com](mailto:jbeaulieu@kellencompany.com)

#### **OFFICIAL SERVICE CONTRACTOR**

Freeman Companies  
Contact: Mary Frances Hinson  
841 Joseph E. Lowery Blvd., NW, Atlanta, GA 30318  
Phone: (404) 253-6439; Fax: (404) 253-6401  
Email: [maryfrances.hinson@freemanco.com](mailto:maryfrances.hinson@freemanco.com)  
Web site: [www.freemanco.com](http://www.freemanco.com)

#### **CONVENTION CENTER**

Tampa Convention Center (TCC)  
Contact: Suzanne Seder  
333 South Franklin Street, Tampa, FL 33602  
Phone: (813) 274-7766; Fax: (813) 274-7331  
Email: [suzanne.seder@tampaconvention.com](mailto:suzanne.seder@tampaconvention.com)  
Web site: [www.tampagov.net](http://www.tampagov.net)

#### **HEADQUARTERS HOTEL**

Tampa Marriott Waterside  
Contact: Sheryl St. John  
700 South Florida Avenue, Tampa, FL 33602  
Phone: (813) 314-6609; Fax: (813) 221-0923  
Email: [sheryl.st.john@marriott.com](mailto:sheryl.st.john@marriott.com)