

Exhibition Schedule

Exhibit Hours*:

Tuesday, March 12	10:00 am – 6:00 pm
Wednesday, March 13	9:30 am – 6:00 pm
Thursday, March 14	9:30 am – 4:00 pm

Cannot move out prior to 4:00pm on Thursday.

Meeting Place Hours*:

Sunday, March 10	8:00 am – 4:30 pm	Exhibitor Staff Only (no clients will be allowed)
Monday, March 11	8:30 am – 4:00 pm	Exhibitor Staff Only (no clients will be allowed)
Tuesday, March 12	10:00 am – 7:00 pm	Attendees & Exhibitors will require a badge
Wednesday, March 13	8:30 am – 7:00 pm	Attendees & Exhibitors will require a badge
Thursday, March 14	8:30 am – 4:00 pm	Attendees & Exhibitors will require a badge

Cannot move out prior to 4:00pm on Thursday

All items need to be removed from meeting place by **Thursday, March 14 9:00pm**

Exhibitor Registration Hours*

Location: Orange County Convention Center

West Building | Level 1 | Lobby A

West Building | Level 2 | Lobby D

West Building | Westwood Lobby

Sunday, March 10	10:00 am – 6:00 pm
Monday, March 11	6:45 am – 7:00 pm
Tuesday, March 12	7:00 am – 6:00 pm
Wednesday, March 13	7:30 am – 5:00 pm
Thursday, March 14	7:30 am – 5:00 pm
Friday, March 15	7:30 am – 11:00 am

Satellite Registration Locations and Hours:

Location: Hyatt Regency Orlando, Rosen Plaza, Rosen Shingle, Rosen Center and Hilton

Sunday, March 10	12:00 pm – 8:00 pm
Monday, March 11	6:45 am – 7:00 pm
Tuesday, March 12	7:00 am – 12:00 pm

Location: Airport

Sunday, March 10	10:00 am – 8:00 pm
Monday, March 11	8:00 am – 7:00 pm
Tuesday, March 12	7:00 am – 12:00 pm

Bulk Badge Pick Up:

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West Building | Level 1 | Lobby A
 West Building | Level 2 | Lobby D

Exhibitor Move-In Schedule:

Each exhibiting company will have a **targeted move-in day/time** (coming in the fall) depending on the location of the booth.

Wednesday, March 6	8:00 am – 4:30 pm
Thursday, March 7	8:00 am – 4:30 pm
Friday, March 8	8:00 am – 4:30 pm
Saturday, March 9	8:00 am – 4:30 pm
Sunday, March 10	8:00 am – 4:30 pm
Monday, March 11	8:00 am – 4:30 pm

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

*All booths must be set by 4:30pm on Monday, March 11. Booths will be forced if not set by this time.

- The Service Center will be located:
 - **Exhibition Floor | Hall E**
- All exhibitors are required to follow the Targeted Freight Move-in Floor Plan schedule (coming in late fall)
- 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 February 5 – February 28, 2024 (Freight will be accepted at warehouse after February 28, but an additional charge may apply).
- Companies that are already working set-up at 4:30 pm on March 6 – March 11, will be able to make arrangements through HIMSS to work later, but **admittance to the hall will not be permitted after 4:30pm. 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 show opens.

Move-Out Information

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11-15 March | Orlando

Thursday, March 14	4:00 pm – 8:00 pm
Friday, March 15	8:00 am – 4:30 pm
Saturday, March 16	8:00 am – 4:30 pm
Sunday, March 17	8:00 am – 10:00 am

- Packing of equipment or dismantling of exhibits is **NOT** permitted until the exhibition closes at **4:00 pm on Thursday, March 14**
- All carriers must check- in by Sunday, March 17, 2024, at 8:00am
- Early move-out will result in loss of exhibitor points. This will impact space assignment at future HIMSS conferences.
- For detailed move out information please reference the Freeman Quick Fact

Other Show Information

- Booth drape: White
- Aisle carpet: TBD
- 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 **Pocket Guide*** and Mobile App

***if contracted by January 24, 2024**

Advance Orders

To save money and ensure availability, we strongly advise you to order services and furnishings by the deadline date. Not only will advance orders save money, but they will also 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!**

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