

HCEA Exhibitor Information:

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

EXHIBIT HOURS

Sunday, June 27: 10:00 AM – 12:30 PM (Grand Opening); 4:45 – 6:30 PM (Wine and Cheese Reception)

Monday, June 28: 10:15 AM – 12:30 PM; 3:00 – 5:00 PM

Refreshments will be served during all exhibit hours.

Note: All exhibit hours are unopposed.

FEES

BOOTH PACKAGES:

- Package A: \$1,645-- 10x10 Standard Package (*includes one full registration*)
- Package B: \$2,290-- 10x10 Upgraded Package (*includes two full registrations*)
- Package C: \$3,290-- 10x20 Standard Package (*includes two full registrations*)
- Package D: \$4,580-- 10x20 Upgraded Package (*includes four full registrations*)
- Package E: \$10,200—20x20 Island Package (*includes four full registrations*)

You must register all 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 by clicking on Exhibitor Registration.

ADDITIONAL REGISTRATIONS

SUPPORTING MEMBER REGISTRATION FEE (*additional registrations above the package*):

\$1,045 by April 26; \$1,145 by May 26; \$1,245 after May 26, 2010

Please note: You may only register two (2) representatives over and above those representatives included in your exhibit booth package (and sponsorship package, if applicable).

If you are interested in registering more than two (2) additional representatives, you must recruit to the Annual Meeting one attendee from either the Regular or Associate member category for each additional representative that you would like to register.

MEMBERSHIP

Due to space limitations, an organization **must** be a current HCEA member to exhibit. The cost for HCEA Supporting Membership is \$695 (plus a \$200 initiation fee for all new members). HCEA Membership Application: https://fs3.formsite.com/hcea/form927031841/secure_index.html

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DATES TO REMEMBER

- March 18** Booth selections begin
(Only for those whose deposit has been received and membership dues and other outstanding obligations to HCEA have been paid)
- April 6** Cancellation clause takes effect *(See General Information Section of prospectus)*
- April** Exhibitor Service Kits sent
- April 13** Balance of booth payment due
- April 26** Last day for Super Saver Registration Discount
- May 18** All Certificates of Insurance due
- May 18** Last day for exhibitors using independent installation and dismantling contractor(s) to notify HCEA
- May 18** Last day for submission of scheduling of activities
- May 18** Last day for submission of giveaways and requests for room drops
- May 18** Last day for submission of promotional/flyer copy
- May 18** Last day for submission of island booth plans
- May 18** Last day to order booth wine for the Wine and Cheese Reception
- May 20** Booth equipment and furniture order deadline *(discount expires)*
- May 26** Last day for Early Registration Discount
- June 4** Last day for hotel room reservations
(After this date, HCEA room block is released for general sale)
- June 8** Advance warehouse freight deadline *(discount expires)*
- June 25** Exhibitor Setup – 9:00 AM – 6:00 PM
- June 26** Exhibitor Registration – 8:00 AM – 6:00 PM
Exhibitor Setup- 8:00 AM – 6:00 PM
- June 27** Exhibitor final touch-up – 8:00 – 9:30 AM
- June 27** Exhibit hours – 10:00 AM – 12:30 PM & 4:45 PM – 6:30 PM
- June 28** Exhibit hours – 10:15 AM – 12:30 PM & 3:00 PM – 4:30 PM
- June 28** Exhibit dismantling – 4:45 PM – 9:00 PM
- June 29** Exhibit dismantling – 10:00 AM – 10:00 PM

The New Orleans Convention Center and the New Orleans Marriott 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.

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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

Meetings Manager: Abby Freeman, CMP

E-mail: afreeman@kellencompany.com

Sponsorship: Jackie Beaulieu

E-mail: 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

Web site: www.freemanco.com

CONVENTION CENTER

Ernest Morial New Orleans Convention Center (MCC)

Contact: Mae Johnson

900 Convention Center Boulevard, New Orleans, LA 70130

Phone: (504) 582-3000

Email: mjohnson@mccno.com

Web site: www.mccno.com

HEADQUARTERS HOTEL

New Orleans Marriott

Contact: Lauren Miller

555 Canal Street, New Orleans, LA 70130

Phone: (504) 553-5567; Fax: (504) 581-5749

Email: lauren.miller@marriott.com