



17th Annual Conference
May 23-24, 2018

Sponsor Anticipated Questions

Q: When can we set up our table top display?

A: HFMA Region 1 has contracted with Mohegan Sun's facility management for table top display setup during the following hours: Tuesday, May 22nd from 6:00 p.m. to 8:00 p.m. and on Wednesday, May 23rd from 6:00 a.m. to 7:00 a.m. You must be fully set up by 7:00 a.m. on May 23rd.

Q: When can we breakdown our table top display?

A: We ask that you **do not** dismantle your display until 1:00 p.m. on Thursday, May 24th, after our closing CEO panel session, closing remarks, and raffle; which will take place in the same ballroom area the sponsor displays are located. Please make sure representative travel arrangements allow for this breakdown time. Our exhibitor services company, Capital Conventions Contractors will not be onsite to assist with outgoing shipments or provide stored cases, boxes, and crates until this time.

Q: How big can my display be?

A: Displays should be confined to the tabletop, with a height limit of 60 inches above the table. The maximum width of the display shall be 72 inches. Each table is 6 ft. by 2 ft., with two chairs behind. Tabletop displays are to provide a clear view of all displays in the room and shall not limit or restrict the view of another display.

Q: How much traffic can I expect at my table?

A: Traffic does depend on your table location; however, there is good flow throughout the exhibit hall. All breaks, meals, and general sessions will be held in the same ballroom as your table. In addition, we will have a game to encourage attendee/exhibitor interaction. You can even conduct a raffle at your table and announce the winner during our designated raffle time on Thursday, May 24th at 12:45 p.m.—all winners must be drawn/announced during this time to ensure attendees are aware it was took place.

Q: Are sponsors invited to attend the networking social hour on Wednesday evening?

A: Absolutely. In fact, the networking/social hour will occur in the ballroom area where the Exhibit Hall is located.

Q: Are sponsors eligible to attend the education sessions and meals?

A: As a conference sponsor, you are entitled to two full conference registrations for your representatives, as part of your participation fee. Registration includes Wednesday and Thursday breakfast and lunch, networking reception, and educational sessions. We do ask, however, that if more than two sponsor employees are present, they register as paying attendees at the conference, eligible to attend all educational sessions and meals.

Q: How do my two free representatives register to attend?

A: Your two representatives will need to register themselves online using a discount code. To register, go to www.HFMARegion1.org and in the horizontal menu click “Register”. Complete all the fields as required within the registration form and select the meals and any sessions they wish to attend. Once on the payment page, use the discount code included in our email to make your fee \$0. The discount code is unique to your company and can only be used twice. Email HFMAReg1@camihq.com if any changes are needed.

Q: Are sponsors eligible for the hotel room conference discount?

A: Yes, when you book your overnight reservation with the Mohegan Sun, be sure to let the facility know that you are attending as part of the HFMA conference as we have a room block for \$159 per night (plus tax and facility fee). While rooms are available, this preferred rate will be honored until May 2, 2018. For reservations, please call 1-877-664-3426 and reference Group Code HFMAR18.

Q: If I need internet connectivity or electricity for my display, or any other equipment needs, whom should I contact?

A: Wi-Fi—free use on Mohegan Sun’s public network.

High-speed internet, private Wi-Fi connection, or phone line—If needed, please refer to the *Information Systems Request form* in your Exhibitor Services Manual.

Electricity—Not included. If you need electricity, please refer to the *Mohegan Sun Vendor Service Request form* included in your Exhibitor Services Manual. Arrangements will need to be made prior to the conference to ensure electrical access is available.