Institute for Healthcare Improvement

IHI Forum

World Center Marriott | Orlando, Florida, USA | **December 8-11, 2024**

Exhibitor Checklist

RIGHT AWAY	DEADLINE
☐ IHI has a room block at the Marriott World Center for $269 USD plus tax per night. <u>Click Here to Book your room.</u>	Right Away
☐ Register for your complimentary General Conference and Exhibit Hall Only badges. Please refer to the exhibitor registration email that was sent to you from <u>Erin Harrison</u> for your allotments and your Discount Code. Contact <u>groups@ihi.org</u> with registration questions and updates to existing registrations.	Right Away

OCTOBER	DEADLINE
☐ Deadline to <u>opt in</u> to Solutions Connection prize giveaway program (Executive Partner Package booths only)	October 16

NOVEMBER	DEADLINE
☐ <u>Reserve hotel rooms</u> in the IHI Forum room block at the World Center Marriott	November 6
☐ Early discount deadline for <u>lead retrieval</u>	November 8
☐ Discount deadline for <u>Freeman services</u>: carpet, cleaning, furniture, labor, and material handling	November 11
☐ Shipments received at the Advance Warehouse	November 11
☐ Exhibitor Listing for the printed Conference Guide and Mobile App Due Your listing includes organization name and booth number, and you may add an organization description, organization contact email address, and website. Complete your listing in the <u>Sponsor and Exhibitor Portal</u>. You may add your logo to your listing for $300. Contact your booth sales representative to purchase.	November 14
☐ Deadline to submit a <u>rigging/banner hanging</u> request	November 17
☐ Deadline to <u>opt in</u> to the Exhibitor Spotlight Directory (Executive Partner Package booths only)	November 22
☐ Discount deadline for <u>electrical</u>	November 25
☐ Deadline to <u>order internet</u> before surcharge	November 28
☐ Advanced discount deadline for <u>lead retrieval</u>	November 29

DECEMBER	DEADLINE
☐ Deadline to add your organization logo to your exhibitor listing on the mobile app and website Contact your booth sales representative to purchase.	December 2
☐ Last day to receive shipments at the Advance Warehouse	December 2