

# HIMSS10 Interoperability Showcase Participant Logistics-

## *On-site Detailed Station Instructions, Supplies & Shipping Information*

### HIMSS10 Interoperability Showcase Participant Stations- Detailed Information

As a HIMSS10 Interoperability Showcase participant, you will receive the following items as a part of the Showcase Leadership registration fee. Additional supplies and materials are necessary; please read the following information to prepare your station properly.

#### Showcase station materials provided by HIMSS:

- One station and two chairs
- Electricity and internet access
- Company signage

#### Showcase Participants must supply the following items:

- **Monitors:** Bring your own monitors or rent monitors at the conference
  - Rental order form available at: <http://vendor.himss.org/himss10/docs/ServiceManual/SEC12AVW.pdf>
  - We recommend **monitors no less than 21 inches and monitors over 24 inches are not permitted**. The HIMSS exhibit floor allows larger monitors, but in the Showcase, to ensure everyone has enough space and that the tours are fair to all, we will not permit any monitors larger than 24 inches.
- **Mouse, keyboard and cables components:** To ensure that there is enough room at the stations, laptops must be placed on a shelf below the counter and the keyboard, mouse and monitor will be at desk level.
- **Extension cords:** Bring extras extension cords and clearly mark so that you can take them home with you.

**Storage:** There is a small ventilated 2'x 2' [approx.] storage area per station under the station desk top to accommodate computers. This space does not lock, but has sliding doors for easy access. **NOTE:** This space is not intended for personal storage or large items. Vendors requiring a larger space for their computers, servers etc. than can be accommodated by this storage area must inform Showcase staff at [interoperabilityshowcase@himss.org](mailto:interoperabilityshowcase@himss.org) to ensure that any need for additional space is considered as a part of the pod system assignment. Note that extra charges may be incurred for custom changes.

**Remove all Valuables:** Overnight security in the Interoperability Showcase is provided during move-in and overnight throughout the week. Atlanta is a major city with the inherent security risks of any major metropolitan area. Do not leave valuable items unattended in your station. HIMSS is not responsible for lost or stolen items.

**HIMSS10 Interoperability Showcase Shipping Instructions:** Shipping information and details can be found online at the HIMSS10 Exhibitor website and Exhibitor Service Manual at: <http://vendor.himss.org/himss10/exhServiceManual.ASPX> and click on Section 13- Shipping Information.