

Dear Phoenix 2009 Exhibitor:

Thank you for choosing to exhibit at **CMSA's 19th Annual Conference & Expo!** Founded in 1990, the Case Management Society of America (CMSA) has grown to be the leading international, non-profit association dedicated to advancing integrated medical case management.

Our exhibitor packet is available online at www.cmsa.org/conference. Our confirmation packet includes important information and dates relating to exhibit registration, hotel, travel and payment information with deadlines included below.

Freeman Exhibitor Kits are also available on CMSA's website or www.myfreemanonline.com. Should you require additional information or assistance, please feel free to contact Lindsay Harp at (501) 673-1117, LHarp@acminet.com or Sylvia Johnson at (501) 673-1128, sjohnson@acminet.com.

CM Expo Important Deadlines

Balance Due	Confirmation of Exhibit Space If you had or have an outstanding balance, your invoice was emailed to the company contact on file. Please submit any corrections & balance due to Lindsay Harp, Fax: (501) 221-9068 or E-mail: LHarp@acminet.com .
April 22	CE Credits at Booth Form Due If your booth is offering attendees a way to earn additional "take home" CE Credits (such as a CE Article, CD-ROM, etc.), CMSA will support your effort by placing a CE Symbol over your company listing in the conference materials. The form must be completed and faxed to Sylvia Johnson at (501) 221-9068.
April 22	Proof of Insurance Is Required The Phoenix Convention Center requires all exhibiting companies to show proof of insurance. Mail or fax to Sylvia Johnson at (501) 221-9068.
April 24	Conference Guide Ad Order Form/Materials Due (optional) Reference order form for details or contact Sylvia Johnson at (501) 673-1128 or email: sjohnson@acminet.com .
May 15	Pre-Registered Attendee List (Complimentary) CMSA's pre-registered attendee list will be available for a one-time use to promote your company's 2009 exhibit. Exhibit Management will email the list to the contact listed on the exhibit application no earlier than May 15. List use expires June 16, 2009. Companies using the list after June 16, 2009, will be billed for each additional use.
May 15	Lead Retrieval Discount Deadline Reference form or contact Keria Gibson at Experient - Ph: (888)266-5259 or (301) 662-9401 keria.gibson@experient-inc.com . * Final deadline to order pre-show is 6/10/2009
May 16	Exhibitor Registration Available online March 2009 at www.cmsa.org/conference .
May 21	Hotel & Travel Discount Deadline Go to our website www.cmsa.org/conference/hotel for more information. Rates will be honored until May 21, 2009, unless the room block sells out. After this date, the hotel will honor room rates on a space-available basis.
June 30	Phoenix Sales Tax Registration For updated tax information, please visit http://www.azdor.gov/ADOR_Forms/70-79/74-4022_fillable.pdf Be sure to include state fee of \$12.00.

Thank you for your support of CMSA!