

Dear ORLANDO 2010 Exhibitor:

Thank you for choosing to exhibit at **CMSA's 20th 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 confirmation 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 will be available in February 2010 on CMSA's website or www.myfreemanonline.com. Should you require additional information or assistance, please feel free to contact Sylvia Johnson at (501) 673-1128, or 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 Sylvia Johnson, Fax: (501) 221-9068 or E-mail: sjohnson@acminet.com .
March	Exhibitor Registration Available online March 2010 at www.cmsa.org/conference .
April 23	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 with your company listing in the conference materials. The form must be completed and faxed to Sylvia Johnson at (501) 221-9068.
April 23	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 5	Hotel & Travel Discount Deadline Go to our website www.cmsa.org/conference/hotel for more information. Room rates will be honored on a space-available basis until May 5, 2010, or until the CMSA Room Block sells out.
May 7	Pre-Registered Attendee Mailing List (Complimentary) CMSA's pre-registered attendee mailing list will be available for a one-time use to promote your company's 2010 exhibit. Exhibit Management will email the list to the contact listed on the exhibit application no earlier than May 7. List use expires June 11, 2010. Companies using the list after June 11, 2010, will be billed for each additional use.
May 11	Lead Retrieval Discount Deadline Reference form or contact Georgia Martin at Experient - Ph: (866) 297-5246 or (301) 662-9401 Extension 2552, georgia.martin@experient-inc.com . * Final deadline to place an order is 05/31/2010
May 15	Proof of Insurance Is Required The Disney Coronado Springs Resort requires all exhibiting companies to show proof of insurance. Mail or fax to Sylvia Johnson at (501) 221-9068.
June 30	Orlando Sales Tax Registration For updated tax information, please visit: https://taxapps.state.fl.us/haht-cgibin/hsrun.hse/hahtprd/IREG4/IREG4.hjx;start=IREG4.HsHowToUse.run

Thank you for your support of CMSA!