



Partner Checklist

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The checklist below outlines upcoming deadlines and materials that need to be turned-in or completed before the Users Conference June 14-16, 2017. We have also included some helpful reminders about the overall event.

If you have any questions please contact Janna Schulze at jschulze@hchb.com or (214) 239-6709.

Please note all forms below can be found in the RESOURCES SECTION of the website at <http://uc.hchb.com/partners/>

PARTNER PROFILE – DEADLINE MAY 1

The Partner Guide is provided to each attendee via the mobile app and includes a one-page summary of your services and how you partner with HCHB, as well as sales and general contact information. This is provided to each attendee electronically and is listed/shared on the HCHB Customer Portal.

Please complete the Partner Profile Template located on the registration website and return to Amanda Davis at aedavis@hchb.com by May 1st.

PARTNER GAME FORM – DEADLINE MAY 1

During the Partner Forum on Thursday we will be incorporating a fun game to drive traffic to participating partners and spark a little healthy competition amongst the attendees.

This is open to ANY partners who would like to participate. Simply complete the Partner Game Form on the registration website and turn it in by May 1st. Cost for participation is a prize to give-a-way to winners.

Prizes should be delivered to the HCHB Registration Desk at the conference when you check-in. If you'd like to ship your prize ahead of time please contact Janna Schuzle at jschulze@hchb.com or at (214) 239-6709.

□ HOTEL ROOMS – DEADLINE MAY 22

Be sure to book your hotel rooms with The Westin Galleria by May 22nd. This is the official cut-off date for the room block and depending on availability may be closed sooner. Block rates are \$185/night. Rooms can be booked through the Users Conference Partner registration website.

□ PARTNER FORUM – SET-UP & TEAR-DOWN DETAILS

New Exhibit Times for 2017 Partners will kick off the Users Conference this year on **Wednesday, June 14th at 2:30PM** at the conclusion of the Welcome Session. The Welcome Reception & Networking Event will be held within the Partner Forum on Wednesday, June 14 from 5:00PM to 7:00PM. You will be able to set up your booth Wednesday morning. The Partner Forum Schedule is listed below:

Wednesday, June 14

9AM - 2PM	Booth Set-Up
2:30PM	Partner Forum Opens
5PM – 7PM	Welcome Reception & Networking in Partner Forum

Thursday, June 15

9:30AM – 4:30PM	Partner Forum Open
4:30PM – 6:30PM	Tear Down
4:30PM – 5:30PM	Keynote Speaker (all Partners welcome to attend)
6:30PM – 9:30PM	Evening Dinner & Entertainment Event (all Partners welcome to attend)

**schedule subject to change*

Set-Up:

Partners will be able to set-up their spots beginning the morning of Wednesday, June 14. Set-up takes place between 9AM – 2PM in the Dallas & Fort Worth Foyers on the 2nd Floor

Tear-Down:

Partners will be able to tear-down their spots beginning at 4:30PM on Thursday, June 15. All materials must be packed-up and arranged for pick-up no later than 6:30PM on Thursday, June 15. All Partners must make their own arrangements for shipping with their carriers or the hotel.

AV/Internet/Electrical:

If you require any of the above items the forms can be found on the registration website. Please complete the forms and send back in to Westin Galleria.

You do NOT NEED to include a booth number at this time. The HCHB Marketing Team will coordinate with The Westin Team to ensure proper booth AV/Internet/Electric.

Shipping:

If you need to ship any materials in or out of The Westin Galleria please complete the shipping form that can be found on the registration website.

□ EVENT REMINDERS

Sponsors will continue to receive exclusive recognition and the opportunity to “own” their events, with various benefits and tangible items afforded to them for their sponsorship; but each of the events will be open to all conference attendees and participants.

We do ask that all Partners act in good faith and professionally towards all other Partners. We expect our partners to respect the “sponsor” of an event and not hand out their own materials or gift-items, branded items, etc. We are happy to have everyone attend and participate in these great networking and team building activities, but reserve the right to ask anyone who is not acting in good faith or who is actively campaigning against another Partner or Sponsor to leave the event.

Events include:

- Wednesday Evening Welcome Reception & Networking Event – 5:00PM to 7:00PM, Dallas & Fort Worth Foyers.
- Thursday Evening Dinner & Entertainment Event – 6:30PM to 9:30PM, offsite at Bowlmor Dallas. Transportation will be provided to and from The Westin Galleria for the event.

We strive to provide a quality sponsorship for each of our Partners, while also providing a non-pressured atmosphere for our customers. We know you can understand the balance we are looking to achieve at our Users Conference and appreciate your cooperation.