



Exhibitor Deadlines Checklist Anaheim Convention Center

Planning and logistics are important to getting the most out of your investment in HAI HELI-EXPO®. By missing the deadlines listed below, you may lose opportunities or incur additional expense. This checklist will help you get on track — and stay on track — as you prepare to exhibit. Refer to it frequently to ensure a smooth-running exhibition experience.

EXHIBIT PERSONNEL REGISTRATION

- Beginning January 26, only exhibit personnel with badges will be admitted to the show floor. Save time on site! Register your exhibit personnel TODAY via the Exhibitor Portal at rotor.org/register

HAI FORMS DEADLINES

- Exhibitor Appointed Contractor Authorization FormDec 6, 2019
- Discounted Award Luncheon Ticket(s)/Table(s).....Dec 6, 2019
- Exhibitor Appointed Contractor Insurance DocumentsDec 20, 2019
- Aircraft Display and Insurance DocumentsDec 20, 2019
- Booth Variance Request..... Jan 2, 2019
- Meeting Room Request..... Jan 2, 2019
- Publication Bin Request..... Jan 2, 2019

HOTEL RESERVATION DEADLINES

- Hotel Reservations – Group/Individual Jan 2, 2020

GLOBAL EXPERIENCE SPECIALIST (GES) DISCOUNT DEADLINES

- Certificate of Insurance (*submit to GES if using outside contractors*)Dec 30, 2019
- Rigging.....Dec 27, 2019
- Audiovisual/Computer..... Jan 2, 2020
- Booth Cleaning Jan 2, 2020
- Carpet Jan 2, 2020
- Furniture..... Jan 2, 2020
- Labor..... Jan 2, 2020
- Material Handling..... Jan 2, 2020
- Signs Jan 2, 2020

UTILITIES AND OTHER SERVICES DISCOUNT DEADLINES

- Attendee Lead Retrieval Jan 2, 2020
- Catering Jan 2, 2020
- Electricity, Telephone, Internet Jan 2, 2020
- Floral Jan 2, 2020

SHIPPING DEADLINES (*see appropriate GES forms; freight must be received by this date*)

GES Logistics

- Advance to Warehouse..... Receive on/between Dec 16 – Jan 16, 2020
- Direct to Show Site..... Based on Targeted Move-in Date

Port/Airport and Arrival Freight (*contact GES for shipping instructions PRIOR to arranging freight*)

- Advance to Warehouse
 - ___ Air Freight (LAX Airport)Receive by Jan 14, 2020
 - ___ Ocean FCL (Long Beach CFS) Receive by Jan 8, 2020
 - ___ Ocean LCL (Long Beach CFS) Receive by Jan 8, 2020
- Direct to Show Site
 - ___ Air Freight (ATL Airport)5 business days prior to Target move-in Date
 - ___ Ocean FCL (Long Beach CFS) 12-14 business days prior to Target move-in Date
 - ___ Ocean LCL (Long Beach CFS)12-14 business days prior to Target move-in Date