

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 March 5, 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/exhibitorportal..... MAR 5, 2017

HAI FORMS DEADLINES

- ☐ Booth Variance Request..... DEC 2, 2016
- ☐ Meeting Room Request..... DEC 2, 2016
- ☐ Discounted Award Dinner Ticket(s)/Table(s)..... JAN 20, 2017
- ☐ Publication Bin Reservation..... JAN 27, 2017
- ☐ Exhibitor Appointed Contractor (*online only*)..... JAN 27, 2017
- ☐ Aircraft Display Confirmation and Insurance Documents..... JAN 27, 2017
- ☐ Additional Exhibit Hall Guest Passes FEB 10, 2017

HOTEL RESERVATION DEADLINES

- ☐ Group Block of 10+ Rooms – Rooming Lists OR Cancellations Due..... JAN 13, 2017
- ☐ Individual Reservations..... JAN 20, 2017

GLOBAL EXPERIENCE SPECIALIST (GES) DISCOUNT DEADLINES

- ☐ Carpet JAN 27, 2017
- ☐ Certificate of Insurance (*submit to GES if using outside contractors*)..... JAN 27, 2017
- ☐ Furniture..... JAN 27, 2017
- ☐ Labor..... JAN 27, 2017
- ☐ Material Handling..... JAN 27, 2017
- ☐ Signs JAN 27, 2017

UTILITIES AND OTHER SERVICES DISCOUNT DEADLINES

- ☐ Attendee Lead Retrieval JAN 27, 2017
- ☐ Audiovisual/Computer..... JAN 27, 2017
- ☐ Booth Cleaning JAN 27, 2017
- ☐ Catering JAN 27, 2017
- ☐ Electricity, Telephone, Internet JAN 27, 2017
- ☐ Floral JAN 27, 2017
- ☐ Talent / Temporary Personnel JAN 27, 2017

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

GES Logistics

- ☐ Advance to Warehouse..... Receive on/between JAN 30 – FEB 28, 2017
- ☐ Direct to Show Site..... Based on Targeted Move-in Date

Port/Airport and Arrival Freight (*freight must be received by this date*)

- ☐ Advance to Warehouse
 - ___ Air Freight (Dallas/Fort Worth Int'l - DFW).....Receive by FEB 22, 2017
 - ___ Ocean FCL (Dallas CFS) Receive by FEB 13, 2017
 - ___ Ocean LCL (Dallas CFS).....Receive by FEB 13, 2017
- ☐ Direct to Show Site
 - ___ Air Freight (Dallas/Fort Worth Int'l - DFW)..... 3-5 business days prior to Target move-in Date
 - ___ Ocean FCL (Dallas CFS)..... 10-12 business days prior to Target move-in Date
 - ___ Ocean LCL (Dallas CFS).....10-12 business days prior to Target move-in Date