



# Exhibitor Meeting Room Request

## Kay Bailey Hutchison Convention Center

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HAI HELI-EXPO® exhibitors may apply for a maximum of 2 complimentary meeting rooms for events up to a maximum of 3 hours each for 1 to 100 attendees.

### FEES FOR ADDITIONAL REQUESTS AND/OR SERVICES

Additional requests, such as for longer meetings or meetings for more than 100 attendees, may be approved, subject to availability and fees (see request form on page 2).

Once a meeting room is scheduled, a confirmation notice and, if applicable, an invoice will be sent to the contact person listed below. All meeting room invoices must be paid in full prior to DEC 2, 2016.

All meeting needs (audiovisual, catering, etc.) are the responsibility of the requesting company and its named contact person for the event (see the request form on page 2). Information and request forms for various services can be found in the Exhibitor Services Kit; providers for some common requests are listed below:

- GES: computers and audiovisual equipment rentals
- Smart City: Internet access
- Centerplate: food and beverage orders.

### MEETING ROOM AVAILABILITY

**Meeting requests are granted on a first-come, first-served basis.** Please note: submitting a request is no guarantee of being granted meeting space. Exhibitor meeting requests will be acknowledged via email within 3 to 5 business days. Show Management has the right to reject requests for any reason, including the limited availability of space. If we are unable to accommodate your request, you will be provided with contact information for HAI-contracted hotels.

Exhibitor meetings will NOT be listed in the HAI HELI-EXPO 2017 *Program & Exhibit Guide*; exhibitors are responsible for advertising their meetings.

### MEETING ROOM REQUESTS FOR HAI-CONTRACTED HOTELS OR OTHER LOCATIONS

If you are planning an event at a location other than the Kay Bailey Hutchison Convention Center, please contact the hotel's convention services department directly. The hotel will contact HAI for approval of the event before scheduling.

If you would like assistance with optional meeting spaces (other than the Kay Bailey Hutchison Convention Center or HAI-contracted hotels) for social functions, etc., please email [heliexpo@rotor.org](mailto:heliexpo@rotor.org) and provide general information about the event and the anticipated number of attendees.

### SCHEDULING PRESS CONFERENCES

Please note: this form is NOT used to reserve space for or to schedule press conferences. To request a press conference, please complete the online form found at [rotor.org/newsconference](http://rotor.org/newsconference).



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### REQUEST AN EXHIBITOR MEETING ROOM

To obtain an exhibitor meeting room at HAI HELI-EXPO, submit this form before DEC 2, 2016  
Email: [heliexpo@rotor.org](mailto:heliexpo@rotor.org)

#### Company Information

This is Request # ..... of ..... total meetings/events for my company (*please submit a separate form for each meeting/event*).

Company Name ..... Contact Phone .....

Contact Name ..... Contact Email .....

Contact Cell (contact # at HAI HELI-EXPO) ..... Contact Fax.....

**Please note: the contact person is responsible for arranging all meeting needs, such as audiovisual, catering, Internet, etc.**

Company responsible for all meeting costs (*if different from above*).....

#### Meeting Information

Meeting Name (*how attendees will identify your meeting*).....

Type of Meeting (*sales, customer appreciation, staff training, etc.*).....

#### Additional Request Pricing (*all payments due by DEC 2, 2016*)

☐ \$900 Full-Day Meeting (8 AM – 4 PM)

☐ \$500 Morning Meeting (8 AM – 12 PM)

☐ \$100 101+ Attendees

☐ \$500 Afternoon Meeting (12 PM – 4 PM)

#### Schedule

**Day:** Please select preferred day and, in case that selection is not available, all acceptable alternatives.

☐ TUE, MAR 7      ☐ WED, MAR 8      ☐ THU, MAR 9      ☐ Other: .....

**Time:** List actual time of event. HAI will schedule at least 15 minutes in between meetings for room refresh/setup. If you anticipate additional setup or teardown time, please note the additional time needed in the Special Needs or Comments section at the bottom of the form.

Start Time ..... ☐ AM ☐ PM

End Time ..... ☐ AM ☐ PM

#### Meeting Room Specifications

Ideally, we prefer to have the room size fit the number of attendees; however, at a busy show where rooms are used for multiple meetings, this is not always possible. We appreciate your understanding if we are unable to accomplish this.

Number of People Attending ..... Room Setup (*select one*) ☐ Conference ☐ Banquet ☐ Theater ☐ Classroom

#### Special Needs or Comments

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