

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 3, 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](http://rotor.org/register)

#### **HAI FORMS DEADLINES**

- ☐ Exhibitor Appointed Contractor Authorization Form ..... Jan 11, 2019
- ☐ Discounted Award Luncheon Ticket(s)/Table(s)..... Jan 18, 2019
- ☐ Exhibitor Appointed Contractor Insurance Documents ..... Jan 25, 2019
- ☐ Aircraft Display and Insurance Documents ..... Jan 25, 2019
- ☐ Booth Variance Request..... Feb 1, 2019
- ☐ Meeting Room Request..... Feb 1, 2019
- ☐ Publication Bin Request..... Feb 1, 2019

#### **HOTEL RESERVATION DEADLINES**

- ☐ Hotel Reservations – Group/Individual ..... Jan 28, 2019

#### **GLOBAL EXPERIENCE SPECIALIST (GES) DISCOUNT DEADLINES**

- ☐ Certificate of Insurance (*submit to GES if using outside contractors*)..... Jan 25, 2019
- ☐ Rigging..... Jan 25, 2019
- ☐ Audiovisual/Computer..... Feb 1, 2019
- ☐ Booth Cleaning ..... Feb 1, 2019
- ☐ Carpet ..... Feb 1, 2019
- ☐ Furniture..... Feb 1, 2019
- ☐ Labor ..... Feb 1, 2019
- ☐ Material Handling ..... Feb 1, 2019
- ☐ Signs ..... Feb 1, 2019

#### **UTILITIES AND OTHER SERVICES DISCOUNT DEADLINES**

- ☐ Attendee Lead Retrieval ..... Feb 1, 2019
- ☐ Catering ..... Feb 1, 2019
- ☐ Electricity, Telephone, Internet ..... Feb 1, 2019
- ☐ Floral ..... Feb 1, 2019

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

##### **GES Logistics**

- ☐ Advance to Warehouse..... Receive on/between Jan 22 – Feb 20, 2019
- ☐ 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 (ATL Airport) .....Receive by Feb 13, 2019
  - \_\_\_ Ocean FCL (Atlanta CY) ..... Receive by Feb 6, 2019
  - \_\_\_ Ocean LCL (Atlanta CFS) .....Receive by Feb 6, 2019
- ☐ Direct to Show Site
  - \_\_\_ Air Freight (ATL Airport) .....5 business days prior to Target move-in Date
  - \_\_\_ Ocean FCL (Atlanta CFS) ..... 12-14 business days prior to Target move-in Date
  - \_\_\_ Ocean LCL (Atlanta CFS) .....12-14 business days prior to Target move-in Date