

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. *Additional fees will apply after your 2<sup>nd</sup> meeting and/or the duration is longer than 3 hours or more than 100 attendees. This form is for HAI HELI-EXPO 2019 Exhibitors only. Requests are granted on a first-come, first-serve basis. Submitting the form is not a guarantee of being granted meeting space.*

### MEETING ROOM RENTAL

To request a meeting room at the Georgia World Congress Center, please read all of the information below and fill out the form located on page 2. Once you fill out the form, please send a copy to [heliexpo@rotor.org](mailto:heliexpo@rotor.org).

Show Management will assign your meeting to a room that is set-up to best accommodate your meeting requirements. Once the meeting is scheduled, the contact person will receive a meeting room confirmation notice. This will confirm the date/time of the meeting scheduled, as well as the meeting room location and room set-up. If applicable, it will also note any payment owed. Please pay your invoice within 5 business days of receiving your confirmation.

### ADDITIONAL REQUESTS AND/OR SERVICES

Additional requests for meeting space will require you to pay a fee. Additional requests include requesting more than 2 meeting rooms, exceeding the 3 hour time limit, and/or requesting space for over 100 attendees. *More information on pricing can be found on page 2 of this form.*

### MEETING ROOM AVAILABILITY

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, we suggest reaching out to HAI contracted hotels. The list of contracted hotels is located on our website: [heliexpo@rotor.org](http://heliexpo@rotor.org).

### MEETING SPACE FOR HAI CONTRACTED HOTELS OR OTHER LOCATIONS

If you are planning an event at a location other than the Georgia World Congress Center, please contact the hotel's convention services department directly. The hotel will then contact HAI for approval of the event before scheduling. If you would like information on event space that is not at the GWCC or at one of our HAI contracted hotels, please e-mail [heliexpo@rotor.org](mailto:heliexpo@rotor.org) and provide general information about the event, including anticipated number of attendees.

### SCHEDULING PRESS CONFERENCES

To request a press conference, please complete the online form found at <http://heliexpo.rotor.org/index.php/news-conferences-events/>.

### MEETING SPACE DEADLINES

February 1, 2019:

- All Exhibitor Meeting Room Request forms are due. We will try and accommodate any requests made after this date, but options will be very limited if still available.
- All payments for any additional fees are due. If your meeting(s) require additional fees, the amount can be found in your meeting room confirmation notice. Please contact [heliexpo@rotor.org](mailto:heliexpo@rotor.org) to pay your invoice.

*Please note: Exhibitor meetings will NOT be listed in the HAI HELI-EXPO 2019 Program & Exhibit Guide or on our HAI HELI-EXPO 2019 Show App. Exhibitors are responsible for advertising their meetings. If you are looking for ways to advertise through HAI, please contact [sales@rotor.org](mailto:sales@rotor.org) for more information.*

**REQUEST AN EXHIBITOR MEETING ROOM**

**To obtain an Exhibitor Meeting Room at HAI HELI-EXPO, submit this form before February 1, 2019**

Fax: 703-683-0341, Attn: Lindsey Goldstein | Email: lindsey.goldstein@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.....

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 FEB 1, 2019)*

☐ \$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 5      ☐ WED, MAR 6      ☐ THU, MAR 7      ☐ 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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