



Meeting Room Request Form

Orange County Convention Center

Meeting rooms at the Orange County Convention Center are available in limited supply during HAI HELI-EXPO 2015.

HAI HELI-EXPO 2015 exhibitors may apply for a maximum of two (2) complimentary meeting rooms for up to a maximum of three (3) hours each. Additional meeting room requests may be approved, subject to availability and fee. See pricing listed below.

Requests will be processed on a first-come, first-served basis. However, applications are not automatically accepted, each request will be reviewed by HAI and may be rejected for any reason. Exhibitors will be notified of status. Note: If we are unable to accommodate your request, we will provide you with contact information for the Hilton Orlando, or other HAI-contracted hotels. **Meetings will NOT be listed in the HAI HELI-EXPO 2015 Official Program & Exhibit Guide;** exhibitors are responsible for advertising their meeting.

Once scheduled, a confirmation notice will be sent to the contact person listed below and HAI will send an invoice for payment, if applicable. All meeting room invoices must be paid in full prior to December 19, 2014.

Meeting Room(s) Requests at HAI-Contracted Hotels

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 for social functions, etc. (other than the convention center or hotels), please email: helieppo@rotor.org or fax: 703-683-0341. Provide general information about what you would like to do and the anticipated number of people.

Pricing for Additional Requests

- Full Day \$ 900 (8 am – 4 pm) Half Day - \$ 500 Select: 8 am – 12 pm 12pm – 4 pm.
 1-100 people: No additional charge 101+ people +100

ALL MEETING ROOM INVOICES MUST BE PAID IN FULL PRIOR TO **DECEMBER 9, 2014**. PLEASE NOTE LIMITED AVAILABILITY.

PLEASE COMPLETE ONE FORM PER MEETING/EVENT. THIS IS REQUEST # ____ OF ____.

Contact Name: _____ Company Name: _____

Phone: _____ Cell: _____

Email: _____ Fax: _____

Meeting Name: _____

(How attendees will identify your meeting.)

Type of Meeting: _____

(Sales, Customer Appreciation, Staff Training, etc.)

Note: All Press Conferences must be scheduled with Chris Dancy, HAI's Director of Communications.

Complete the online Press Conference form: rotor.org/newsconference

Company: _____

(If different from above. Is responsible for all meeting costs — room changeovers, food and beverage, audio/visual, rigging, etc. associated with meeting.)

Schedule

Day: Please **select** preferred day. Check the boxes for all acceptable alternatives in case preference is not available.

- Tuesday, March 3 Wednesday, March 4 Thursday, March 5 Other: _____

Time: Please list actual time of event. HAI will schedule at least 15 minutes in between meetings for room refresh/set-up. If extended set-up or tear-down time (beyond 15 minutes) is required, please make a note with anticipated amount of time needed.

Start Time: _____ circle: a.m. / p.m. End Time: _____ circle: a.m. / p.m.

Meeting Room Specifications

Ideally, we prefer to have the room size fit the number of attendees; however, in an environment 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 Set-Up (Select One): Conference Banquet Theater Classroom

Special Needs or Comments: _____

All meeting needs (audio visual, catering, etc.) are the responsibility of the contact person noted above. Information and forms for various services can be found in the Exhibitor Services Kit. (i.e., Computers and audio/visual equipment rentals are available from PRG. Internet access is available through SmartCity. Food and beverage can be ordered through Centerplate.)