



Meeting Room Request Form Hilton Orlando

Meeting rooms **at the Hilton Orlando**, the headquarter hotel, are available in limited supply during HAI HELI-EXPO 2015.

Requests will be processed on a first-come, first-served basis. However, not automatically accepted, each request will be reviewed by HAI and may be rejected for any reason. Exhibitors will be notified of status. **Meetings will NOT be listed in the HAI HELI-EXPO 2015 Official Program & Exhibit Guide or Mobile App.** Exhibitors are responsible for advertising their meeting.

If you would like assistance with optional meeting spaces for social functions, etc. (other than the convention center or hotels), please email: heliexpo@rotor.org. Provide general information about what you would like to do and the anticipated number of people.

THE HILTON ORLANDO WILL ADVISE COST OF SPACE DIRECTLY TO CONTACT PERSON BELOW. ONCE SCHEDULED, CONFIRMATION WILL BE SENT TO CONTACT PERSON NOTED BELOW BY HILTON ORLANDO.

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 from others.)

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.com/heliexpo/newsconf

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

Schedule

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

☐ Sunday, March 1 ☐ Monday, March 2 ☐ Tuesday, March 3 ☐ Wednesday, March 4 ☐ Thursday, March 5
☐ Other: _____

Time: Please list actual time of event. Hilton will schedule at least 30 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: _____ click: ☐ a.m. / ☐ p.m. End Time: _____ click: ☐ 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 (Click One): ☐ Conference ☐ Banquet ☐ Theater ☐ Classroom

Special Needs or Comments: _____