



## Exhibitor Deadlines Checklist Ernest N. Morial Convention Center

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 21, 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 15, 2021
- Exhibitor Appointed Contractor Insurance Documents ..... Feb 5, 2021
- Aircraft Display and Insurance Documents ..... Feb 5, 2021
- Booth Variance Request..... Feb 12, 2021
- Meeting Room Request..... Feb 12, 2021
- Publication Bin Request..... Feb 12, 2021

### HOTEL RESERVATION DEADLINES

- Hotel Reservations – Group/Individual ..... Feb 15, 2021

### GLOBAL EXPERIENCE SPECIALIST (GES) DISCOUNT DEADLINES

- Certificate of Insurance (*submit to GES if using outside contractors*) ..... Feb 5, 2021
- Rigging..... Feb 5, 2021
- Audiovisual/Computer..... Feb 5, 2021
- Booth Cleaning ..... Feb 5, 2021
- Carpet ..... Feb 5, 2021
- Furniture..... Feb 5, 2021
- Labor..... Feb 5, 2021
- Material Handling..... Feb 5, 2021
- Signs ..... Feb 5, 2021

### UTILITIES AND OTHER SERVICES DISCOUNT DEADLINES

- Attendee Lead Retrieval ..... Mar 2, 2021
- Catering ..... Mar 2, 2021
- Electricity, Telephone, Internet..... Mar 2, 2021
- Floral..... Mar 2, 2021

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

#### GES Logistics

- Advance to Warehouse..... Receive on/between Feb 11 – Mar 12, 2021
- 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 (MSY Airport) ..... Receive by March 3<sup>rd</sup>, 2021
  - \_\_\_ Ocean FCL (New Orleans CY) ..... Receive by March 1<sup>st</sup>, 2021
  - \_\_\_ Ocean LCL (New Orleans CFS) ..... Receive by February 25<sup>th</sup>, 2021



## Exhibitor Deadlines Checklist Ernest N. Morial Convention Center

- Direct to Show Site
  - Air Freight ( MSY Airport) .....5 business days prior to Target move-in Date
  - Ocean FCL (New Orleans CY) ..... 7-10 business days prior to Target move-in Date
  - Ocean LCL (New Orleans CFS) .....12-14 business days prior to Target move-in Date