



EXHIBITOR MEETING ROOM REQUEST

Ernest N. Morial Convention Center

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 2nd meeting and/or the duration is longer than 3 hours or more than 100 attendees.

This form is for HAI HELI-EXPO 2021 confirmed 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 Convention Center, please read all of the information below and fill out the form located on page 2. Once complete forward a copy to 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 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 include 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.

MEETING SPACE FOR HAI CONTRACTED HOTELS OR OTHER LOCATIONS

If you are planning an event at a location other than the Ernest N. Morial Convention Center, contact the hotel's convention services department directly. The hotel will contact HAI for approval of the event before scheduling. If you would like information on event space that is not at the ENMCC or at one of our HAI contracted hotels, please e-mail heliexpo@rotor.org and provide general information about the event, including anticipated number of attendees.

SCHEDULING PRESS CONFERENCES

To request a press conference, complete the online form at <https://www.rotor.org/home/heli-expo/press>.

MEETING SPACE DEADLINES

November 23, 2020:

- 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 to pay your invoice.

Please note: Exhibitor meetings will NOT be listed in the HAI HELI-EXPO 2021 Program & Exhibit Guide or on our Show App. Exhibitors are responsible for advertising their meetings. If you are looking for ways to advertise through HAI, please contact sales@rotor.org for more information.



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EXHIBITOR MEETING ROOM REQUEST FORM

To obtain an Exhibitor Meeting Room at HAI HELI-EXPO, submit this form before November 23, 2020

Fax: 703-683-0341, Attn: Nicole Haliburton | Email: nicole.haliburton@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

Onsite Contact Cell (# at HAI HELI-EXPO)

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 November 23, 2020)

\$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. 23 WED, MAR. 24 THU, MAR. 25 Other:

Time: List actual time of event. HAI will schedule at least 30 minutes in between meetings for room cleaning/setup. If you anticipate additional setup or teardown time, please indicate 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

Rooms are set for official HAI programs. We will do our best to place your meeting in a room close to your meeting request, but it is not guaranteed. 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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****There are new guidelines regarding meeting room setups to ensure social distance. Capacities may be adjusted based on convention center guidelines.**