



EXHIBITOR MEETING ROOM REQUEST

Kay Bailey Hutchison Convention Center Dallas

HAI HELI-EXPO® exhibitors may apply for a maximum of two complimentary meeting rooms for events up to a maximum of three hours each for 1 to 100 attendees. Additional fees will apply if you request more than two meeting rooms and/or the duration of each meeting exceeds three hours or attendance at each exceeds 100.

This form is for HAI HELI-EXPO 2022 confirmed exhibitors only. Requests are granted on a first-come, first-served basis. Submitting the form doesn't guarantee meeting space will be granted.

MEETING ROOM RENTAL

To request a meeting room at the convention center, please read all the information below and fill out the form located on page 2. Once you've completed the form, please forward a copy to heliexpo@rotor.org.

Show Management will attempt to 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 and time of the meeting, as well as the meeting room location and room setup. If applicable, the notice will also include any payment owed. Please pay your invoice within *five 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 two meeting rooms, exceeding the three-hour time limit per meeting, and/or requesting space for over 100 attendees per meeting. More information on pricing can be found on page 2 of this form.

MEETING ROOM AVAILABILITY

Show Management reserves the right to reject requests for any reason, including 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 at heliexpo@rotor.com.

MEETING SPACE AT HAI-CONTRACTED HOTELS OR OTHER LOCATIONS

If you're planning an event at a location other than the Kay Bailey Hutchison Convention Center Dallas (KBHCCD), contact the hotel's convention services department directly. The hotel will then contact HAI for approval of the event before scheduling.

If you'd like information about event space at a location other than the KBHCCD or an HAI-contracted hotel, please email heliexpo@rotor.com and provide general information about the event, including the anticipated number of attendees.

MEETING SPACE DEADLINES

November 30, 2021:

- **All Exhibitor Meeting Room Request forms are due.** We'll try to 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) incurs additional fees, the amount will be noted in your meeting room confirmation notice. Please contact wayne.obrien@rotor.org to pay your invoice, if applicable.

Please note: Exhibitor meetings WON'T be listed in the HAI HELI-EXPO 2022 Program & Exhibit Guide or on our show app. Exhibitors are responsible for advertising their meetings. If you're 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 2022, submit this form by November 30, 2021.

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

Company Information

This is request number of total meetings/events for my company (please submit a separate form for each meeting/event)

Company Name Contact Phone

Contact Name Contact Email

On-Site Contact Cell (number at HAI HELI-EXPO 2022)

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 30, 2021)

- \$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 your preferred day and, in case that selection is unavailable, all acceptable alternatives.

- TUE., MAR. 8
- WED., MAR. 9
- THU., MAR. 10
- Other:

Time: List the actual time of the event. HAI will schedule at least 30 minutes between meetings for room cleaning/setup. If you anticipate needing additional setup or teardown time, please indicate the extra time needed in the “Special Needs or Comments” section at the bottom of this form.

Start Time AM PM End Time AM PM

Meeting Room Specifications

Rooms are set for official HAI programs. We'll do our best to place your meeting in a room matching your request, but we can't guarantee we'll be able to do so. We appreciate your understanding.

Number of People Attending Room Setup (select one) Conference Banquet Theater Classroom

Special Needs or Comments:
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Note: There are new guidelines regarding meeting room setups to ensure social distancing. Capacities may be adjusted based on convention center guidelines.