

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 February 27, 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/exhibitorportal..... FEB 19, 2018

## HAI FORMS DEADLINES

- Booth Variance Request..... DEC 1, 2017
- Meeting Room Request..... DEC 1, 2017
- Exhibitor Appointed Contractor (*registered online through the exhibitor portal*) ..... JAN 12, 2018
- Discounted Award Dinner Ticket(s)/Table(s)..... JAN 19, 2018
- Publication Bin Reservation..... JAN 26, 2018
- Exhibitor Appointed Contractor Insurance Documents (*submit to HAI*) ..... JAN 26, 2018
- Aircraft Display Confirmation and Insurance Documents..... JAN 26, 2018
- Additional Exhibit Hall Guest Passes ..... FEB 9, 2018

## HOTEL RESERVATION DEADLINES

- Hotel Reservations ..... JAN 19, 2018

## GLOBAL EXPERIENCE SPECIALIST (GES) DISCOUNT DEADLINES

- Carpet ..... JAN 26, 2018
- Certificate of Insurance (*submit to GES if using outside contractors*)..... JAN 26, 2018
- Furniture..... JAN 26, 2018
- Labor..... JAN 26, 2018
- Material Handling..... JAN 26, 2018
- Signs ..... JAN 26, 2018

## UTILITIES AND OTHER SERVICES DISCOUNT DEADLINES

- Attendee Lead Retrieval ..... JAN 26, 2018
- Audiovisual/Computer..... JAN 26, 2018
- Booth Cleaning ..... JAN 26, 2018
- Catering ..... JAN 26, 2018
- Electricity, Telephone, Internet ..... JAN 26, 2018
- Floral..... JAN 26, 2018

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

### GES Logistics

- Advance to Warehouse..... Receive on/between JAN 22 – FEB 20, 2018
- Direct to Show Site..... Based on Targeted Move-in Date

### Port/Airport and Arrival Freight (*freight must be received by this date*)

- Advance to Warehouse
  - \_\_\_ Air Freight (LAS Airport) .....Receive by FEB 14, 2017
  - \_\_\_ Ocean FCL (Long Beach CFS) ..... Receive by FEB 8, 2017
  - \_\_\_ Ocean LCL (Long Beach CFS) .....Receive by FEB 8, 2017
- Direct to Show Site
  - \_\_\_ Air Freight (LAS Airport) .....5 business days prior to Target move-in Date
  - \_\_\_ Ocean FCL (Long Beach CFS) ..... 12-14 business days prior to Target move-in Date
  - \_\_\_ Ocean LCL (Long Beach CFS) ..... 12-14 business days prior to Target move-in Date