

Through the HAI HELI-EXPO Exhibitor Portal (www.rotor.org/exhibitorportal), exhibitor contacts can —

REGISTER EXHIBITING PERSONNEL

Now that you have secured your space, you can register all exhibit personnel through the exhibitor portal.

Each exhibiting company receives **4 complimentary exhibitor badges per 10'x10' booth space** assigned and **2 complimentary exhibitor badges per 20'x40' static space** assigned, up to a combined maximum of 60 passes.

Once a company's complimentary allotment is exhausted, registrations for additional exhibit personnel can be purchased at the exhibitor price of \$200. All additional registrations must be paid by cash or credit card; no company will be invoiced for exhibitor badges.

Exhibitor contacts will be able to manage their company's exhibit personnel list through the exhibitor portal. Changes can be made through the exhibitor portal until February 19, 2018. Additional badge changes must be made on site by 12:00 pm (noon) Tuesday, Feb 27.

Badges will not be mailed; ALL badges must be picked up on site at Exhibitor Registration, located in Grand Lobby of the Las Vegas Convention Center during these hours:

SAT	FEB 24	1:00 PM – 4:30 PM
SUN	FEB 25	7:30 AM – 5:00 PM
MON	FEB 26	7:30 AM – 6:00 PM
TUE	FEB 27	7:30 AM – 5:00 PM
WED	FEB 28	8:00 AM – 4:30 PM
THU	MAR 1	8:00 AM – 3:00 PM

Badge exchanges may be made until 12:00 PM TUE, FEB 27, but ONLY if the badge to be replaced is brought to Exhibitor Registration by that time.

OBTAIN COMPLIMENTARY EXHIBIT HALL GUEST PASSES

Exhibiting companies will receive **4 complimentary one-day guest passes per 10'x10' booth space** assigned and **2 complimentary one-day guest passes per 20'x40' static space** assigned, up to a combined maximum of 60 passes. These complimentary guest passes can be downloaded through the exhibitor portal.

PURCHASE ADDITIONAL EXHIBIT HALL GUEST PASSES

As a service to our exhibitors, HAI offers through the exhibitor portal substantially discounted one-day exhibit hall guest passes for distribution to clients and customers. Exhibitors may purchase these passes in sets of 10 for \$1000 (nonrefundable). This offer is a \$750 savings off the comparable price for HAI members, who must pay \$175 for a one-day pass on site! The deadline to purchase additional exhibit hall guest passes at the discounted rate is FEB 9, 2018.

PURCHASE SALUTE TO EXCELLENCE TICKETS OR TABLES

Salute to Excellence Awards dinner tickets or tables can be purchased through the exhibitor portal. You can purchase tickets/tables for this gala event up until WED, FEB 28, 2018, at 3 PM, but the discount deadline to purchase tickets/tables is JAN 19, 2018.

SUBMIT EXHIBITOR APPOINTED CONTRACTOR FORM

If your company plans to use a firm other than an official show service provider (see the list provided in Helpful Contacts) for any service on the show floor, you as the exhibitor must complete the exhibitor appointed contractor (EAC) form by JAN 26, 2018. In addition, you must provide your EACs with the insurance requirements that they must submit to HAI and Global Experience Specialists by JAN 26, 2018. **ALL VENDORS WORKING WITHIN THE PROPERTY MUST BE LICENSED TO WORK ON LVCVA PROPERTY** (details provided in Guidelines for Exhibitor Appointed Contractors).

DOWNLOAD THE HAI HELI-EXPO 2018 LOGO

Through the exhibitor portal, exhibitors can download the HAI HELI-EXPO® logo to use in their marketing materials or advertisements. You must agree in advance to use the logo in accordance with HAI guidelines.