



EXHIBITOR INFORMATION

HELMOT XX Technical Meeting **Newport News Marriott at City Center (Pearl Ballroom)** **Dec. 4-5, 2024**

Tabletop exhibits will include the following:

- Tabletops will be set-up in the Pearl Ballroom where the meeting will take place or outside the ballroom (approx. 10' x 10' space).
- One 6-foot draped table and two chairs.
- Electricity: Please bring power cords and extensions: outlets will be available approximately every 20 ft.

Set-up and Dismantle

- Set-up: **Wed. Dec 4: 8:00 to 11:45 AM**
- Exhibit space must be set up by 11:45 AM Wed. December 4: lunch will be available for attendees starting at noon and the meeting starts at 1:15 PM.
- Dismantle: **Thurs. Dec. 5 starting at 4:30pm (meeting ends).**
- Badges: you can pick up badges starting at 9:00 am on Wed., Dec. 4 in the Pearl Ballroom corridor.

Meeting & Exhibit Hours: download a copy of the agenda on the event page at www.vtol.org/helmot

Wed. Dec 4: Conference hours are 1:15pm to 5:00 pm

- Registration: 9am - 5pm
- Meeting Sessions: 1:15pm to 5:15 pm
- Lunch: 12:00 pm to 1:15 pm
- Afternoon Refreshment Break: 2:30 – 3:00 pm
- Social Reception: 6:00 to 8:00 pm @ Tradition Brewing Co.

Thurs. Dec. 5: Conference hours are 8:00 am to 4:30pm

- Coffee/Continental breakfast 7:00-8:00am
- Meeting Sessions: 8:00 am – 4:30pm
- Morning Refreshment Break: 9:35 – 10:00 am
- Lunch on Your Own: 11:00 am to 1:00 pm
- Afternoon Refreshment Break: 2:30 to 3:00 pm

Shipping/Receiving

- Outgoing Shipments: it is the responsibility of the onsite exhibit contact to coordinate all outgoing shipments.
- The hotel is not responsible or liable for shipping out boxes.
- It is the exhibitor's responsibility to notify their carrier of a pick-up. DO NOT assume the carriers will automatically come to the hotel daily.
- See below for hotel shipping/handling information.

BOX HANDLING/STORAGE

Quantity	Description	Price per Box per Day	Amount
	Small - Large Box /Display Case	\$3.00 each	
Box handling charges will be billed to the guest/exhibitor.		Total Box Handling Charges:	\$ _____
Shipping Instructions:			
<u>Incoming:</u>			
<ul style="list-style-type: none"> ◆ Ship packages to arrive NO EARLIER THAN 3 DAYS PRIOR TO SETUP. Boxes that arrive earlier will/may not be accepted. ◆ Address incoming boxes as follows: <i>Mr. /Ms. Contact Name</i> <i>ABC Exhibitor Company Name (if applicable)</i> <i>c/o (meeting name and start date)</i> Newport News Marriott 740 Town Center Drive Newport News, VA 23606 Attention: Conference Planning / Catering Dept. 			
<p>If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items.</p>			
<u>Outgoing:</u>			
<ul style="list-style-type: none"> ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor. ◆ Guests can ship out by taking their boxes to the Front Desk by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be placed on the guest's room bill, on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels). ◆ Large boxes and exhibit cases need to be taken to the dock area; and Loss Prevention Department will assist with making the arrangements. ◆ Questions should be directed to your Conference Services Manager prior to the meeting. 			