



Exhibitor Resources

GES Exhibitor Services Kit – Now Open!

Useful links

[Map Your Show Exhibitor Resource Center](#) Features:

- Create your company profile
- Access the Maritz Exhibitor Registration Portal
- Keep track of important dates and deadlines
- Make use of a library of helpful documents

Exhibitor Webinars

VAI staff [will host a second webinar](#) on Dec. 12 related to preparing exhibitors for VERTICON 2025. These webinars will be recorded and posted on our Vertical Aviation International YouTube channel.

Part 1 was recorded on Nov. 14 and is posted on our YouTube channel now. Watch Part 1:

[VAI@Work Webinars: Preparing for VERTICON 2025 – Part 1](#)

Register for VAI@Work Webinars: Preparing for VERTICON 2025 – Part 2

Date: Dec. 12, 2024

Time: 1:00 pm eastern (UTC-5)

[Register Now](#)

Exhibitor Deadlines

December 20, 2024

- Last day to submit changes to company name for the printed program guide. Submit your changes to VERTICON@verticalavi.org
- Last day to become a sponsor and receive recognition on printed signage. Email Sales@verticalavi.org with any inquiries about sponsorship opportunities

January 17, 2025

- Submission deadline for exhibitor-appointed contractor (EAC) authorization form
 - [EAC Form](#)

January 31, 2025

- Submit EAC insurance certificates to our insurance company, Assured Partners, for review and approval
 - Email certificates to VERTICON@assuredpartners.com
 - EAC insurance requirements
 - Sample COI

February 7, 2025

- Official vendor discount deadline. Last day to place orders with VERTICON official vendors at discounted rates
- Submission deadline for all forms in the GES Exhibitor Services Kit

Helpful Contacts

Alyssa Miller, Conventions Coordinator
AlyssaM@verticalavi.org

- Exhibitor Meeting Rooms
- Exhibitor Profiles on Swapcard
- VERTICON Show App

Erin Sweeney, Exhibits Specialist
ErinS@verticalavi.org

- Publication Bins
- Sponsorship Fulfillment
- Booth Assignments
- Booth Relocation Requests
- Exhibitor Registration

Emily Monahan, Exhibits Manager
EmilyM@verticalavi.org

- General VERTICON Exhibitor Questions
- Exhibitor Registration
- EACs
- Booth Variances
- Exhibitor Rules & Regulations

Wayne O'Brien, Manager of Finance
WayneO@verticalavi.org

- Invoices
- Receipts
- Payments

The Wyman Company
Sales@verticalavi.org

- Advertising
- Booth Sales
- Sponsorships

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