

VERTICON

FORMERLY HAI HELI-EXPO

Dallas 2025 | POWERED BY VAI

March 10–13, 2025 | Exhibits Open March 11–13



EXHIBITOR ESSENTIALS - FEBRUARY

Action Needed

Action Needed Now on Exhibitor-Appointed Contractors (EACs)

An exhibitor-appointed contractor (EAC), sometimes interchangeably referred to as an independent contractor, is a company other than the general or official service provider for the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility not been designated by the facility or VAI Show Management as “exclusive” to a designated provider.

Tasks to complete if you are using an EAC—due as soon as possible

- **VERTICON 2025 EAC FORM**
- EAC: Submit valid evidence of insurance coverage to VERTICON@assuredpartners.com
- **EAC INSURANCE REQUIREMENTS**
- **EAC SAMPLE COI**

Upcoming Deadlines

Action Needed Before Vendor Discounts End & Housing Closes

Feb. 7.

Official vendor discount deadline.

- Deadline for GES discount on exhibitor services
 - [GES Exhibitor Services Kit](#)
- Deadline for PRG discount on audiovisual services
 - [PRG website](#)
 - Event code: VERTICON250310
- Deadline to submit [VERTICON 2025 – Booth Variance Request Form](#).
- [VERTICON 2025 Booth Guidelines](#)

Feb. 17.

- Deadline for individual and group hotel reservations

Mar. 1.

- Deadline to submit [VERTICON 2025 Booth Event Form](#)

Housing Alert - Don't Get Poached!

We've received reports of organizations other than onPeak claiming to be the official hotel provider for VERTICON 2025.

Just a reminder: onPeak is the only official hotel provider for VERTICON 2025. Any other company or travel agency has NO affiliation with the event, and the organizers of VERTICON 2025 can't vouch for their services in any way.

Please make sure you're in the right place—book online at the link below or call onPeak to secure your official hotel.

[Book Housing](#)

We encourage you report scammers to the US Federal Trade Commission fraud division. [Report Fraud](#)

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

[Exhibitor Newsletter Archive](#) – Access newsletters from September 2024 to present.

This newsletter is sent to the primary exhibitor contact monthly. If you want change who receives this email for your company, please contact VERTICON@verticalavi.org.
