

2020 MRO AMERICAS SHOW POLICIES

When you attend MRO Americas 2020, you can expect to see that health and safety is a priority, and that a range of measures are in place to ensure everyone involved is able to enjoy a safe, hygienic, productive and high-quality organized event experience.

All Informa events will be run according to official government and local authority guidance in the first instance, as well as any venue or location-specific regulations. In addition, all Informa events will follow the [ten Informa AllSecure priority commitments](#). Wherever applicable and possible, our events will also apply the fuller range of standards and guidelines described in the [Informa AllSecure guidebook](#).

When You Arrive on Site

ALL ATTENDEES

Upon arrival, attendees will enter the facility either through the parking garage, drop-off in the Lower C Lobby or via the bridge from the Omni hotel.

- Please follow all signage directing you to the registration area
- Separate doors will be designated as entrances and exits
- All attendees must collect badges before entering the exhibition or conference
- All attendees are expected to wear masks/facial coverings while at the event

When you Arrive on Site

EXHIBITORS

Exhibitors and stand-builders that arrive to set up before registration is officially open can access the hall via Entrance E.

- You can pick up a bracelet for set-up, and then pick up your badge during registration hours.
- Exhibitors and stand-builders that need to unload at the loading dock will be directed to the marshalling yard.

Physical/Social Distancing

ALL ATTENDEES

- All event activities should take place with social/physical distancing in mind.
- Please keep a 4-6-foot distance between yourself and other attendees.
- Avoid handshakes and embraces as greetings, and avoid sharing printed business cards
- Take advantage of event technology! Use the [MRO Event app](#) to connect with other attendees, find exhibitors and get the latest event information
- Floorplans have been adjusted, aisles have been widened and considerations have been made in the event setup to allow for adequate crowd distribution

Physical/Social Distancing

Exhibitors

MRO Americas is adhering to social/physical distancing in all facets of the event. Considerations have been made in conference rooms, at registration and we are asking our exhibitors to adhere to this policy during the exhibition.

- All booth activities (meetings, receptions, demonstrations, etc.) should accommodate for social distancing. We request that you staff your booth to not exceed 2 booth personnel per 10 x 10 space at any one time.

$$10 \times 10 = 2$$

$$10 \times 20 = 4$$

$$20 \times 20 = 8$$

$$20 \times 30 = 12$$

$$20 \times 40 = 16$$

$$20 \times 50 = 20$$

- Meeting areas, furniture in your booth should be arranged to accommodate a safe physical distance between booth personnel and tradeshow visitors.
- Take advantage of event technology
 - Use [lead retrieval](#) for contact-free scanning of attendee badges to effectively follow up on leads from the event!
 - Connect with attendees through the [MRO Event app](#) and post regularly in the activity feed.

Booth Activities

- Please limit physical giveaways at the booth to avoid high touch points

Stand Catering/Receptions

- When planning receptions or catering at your booth, please consider the following:
- All receptions are limited to after 1 pm and must have approval from show management. There must be adequate space in or near your booth to host a reception
- Outside catering is STRICTLY PROHIBITED at this event. Waivers will not be granted and all food and beverage must come from the Official supplier: Centerplate.

Tips and suggestions for Exhibitors

- Exhibitors are encouraged to [ship to the advanced warehouse](#) in order to more manage freight processing in a more controlled environment.
- Consider touchless (electronic and digital) alternatives to engagement, collateral material and giveaways

Registration

ALL ATTENDEES

No Contact Registration

- For maximum badging efficiency, please come prepared with your barcode confirmation ready to display on your mobile device.
- All attendees are strongly encouraged to [register online](#) prior to arriving at the event. Online registration will remain open throughout the event. Retrieve your badge simply by sharing your name or barcode when you arrive
- Signage and floor markings will indicate safe distances for attendees while lining up/queueing for badges and at food and beverage areas
- Registration staff will have enhanced personal protection equipment including masks, gloves, sanitizing products and sneeze guards to ensure safety.

Registration

EXHIBITORS

Avoid lines!! Exhibitors may collect badges on setup days to avoid crowds and allow for easy access to the hall before the show open

- Please come prepared with your barcode confirmation ready to display on your mobile device.

Registration Hours:

Avoid the crowds pick up before show days!

Monday, August 31	8:00 AM - 5:00 PM
Tuesday, September 1	7:30 AM - 5:30 PM
Wednesday, September 2	7:30 AM - 6:30 PM
Thursday, September 3	8:00 AM - 4:00 PM

Show Hours:

Wednesday, September 2	9:30 AM - 6:30 PM
Thursday, September 3	9:00 AM - 4:00 PM

Hygiene

ALL ATTENDEES

- **All Attendees will need to wear masks or face coverings for the duration of the event.**
 - Individual(s) should wash their hands before putting on a face covering.
 - Same side of the mask should be placed against the face/mouth each time to avoid wearing the "contaminated side" against the nose and mouth.
 - Face covering should be removed using the straps, and avoid touching the part which protects the face.
 - Reusable face masks should be worn no more than twice, then wash or replace with a fresh mask.
- Additional hand sanitizing stations have been added to lobby areas and near Food and Beverage outlets.
- **Wash your hands often!** Especially when you've been in high touch areas like on escalators, in elevators or seating areas.
- **AVOID touching the eyes, nose and mouth.**
- Public self-serve water stations with any touch point will not be available.

Hygiene

EXHIBITORS

- [Stand cleaning](#) is available from Freeman
- We request that you regularly disinfect your stand throughout the event
- Please remove waste regularly in designated bins and through [pre-ordered stand cleaning services](#)

Health Checks

ALL ATTENDEES

Show management is closely monitoring the advice from local health authorities on screening participants and we will follow that guidance. This may mean we use contactless temperature screening to identify anyone who has a high temperature. Anyone who presents a high temperature will be denied entry to the event and appropriate medical attention will be offered.

- Attendees showing symptoms will be asked to leave the venue or be evaluated by our on-site medical team.
- If you are not feeling well, or are beginning to show symptoms, please do not come to the event.
- If you begin to feel unwell at the event, on-site medical personnel are available to assist. Please contact the nearest Aviation Week, KBHCCD, or security staff personnel to be directed to the medical team.

Health Checks

EXHIBITORS

- Exhibitors and stand-builders in the hall during setup hours will be expected to adhere to temperature screening.
- High contact touch points such as tools, equipment, materials should be sanitized regularly.
- Additional PPE including gloves, face shields are recommended.

Go with the Flow (of traffic)

ALL ATTENDEES

- One-way aisles will be implemented within the exhibition hall to minimize physical contact and bottle necks.
- Entrance Only and Exit Only doors will be implemented.
- Attendees are discouraged from gathering at entrances and causing traffic jams.
- If an entrance is crowded, please take advantage of a lobby networking area until the crowd disperses, and entrances are clear.
- Time your visit carefully.

Food and Beverage Areas

ALL ATTENDEES

- Hygiene stations will be set up near food and beverage outlets.
- Please follow all floor markings and queuing instructions to avoid crowding.
- Please dispose of any waste in the proper receptacles to expedite cleaning for the next person.
- Skip the cash, use a credit card to avoid additional touching of surfaces.



Show Information/Policies Keeping You Safe - AllSecure Standard

Conference Delegates

- Arrive at sessions early to avoid lines.
- Attendees will be admitted to all sessions through the use of contactless badge scanning.
- Attendees will be asked to clear all conference rooms after sessions have finished for cleaning to take place. Please help us expedite this process by exiting rooms at the end of sessions.
- Seating will be limited to allow for adequate distancing.
- All social distancing measures and protocols are also expected during conference sessions including the wearing of masks and spacing between seating.