

EVENT DATES:

April 27-29, 2021

EXHIBITION

April 27-29, 2021

MRO AMERICAS CONFERENCE

April 27-29, 2021

MALMS CONFERENCE

April 27-28, 2021

MRO LATIN AMERICA CONFERENCE

April 27-28, 2021

REGISTRATION

S220

April 26-29, 2021

EXHIBITOR MOVE-IN

Saturday, April 24, 2021

1:00 PM - 7:00 PM

Booths 600 sqft or larger and multi level booths only

Sunday, April 25, 2021

8:00 AM - 8:00 PM

All Exhibitors

Monday, April 26, 2021

8:00 AM - 8:00 PM

All Exhibitors

Tuesday, April 27, 2021

8:00 AM - 9:30 AM

All Exhibitors

LOCATION:

Orange County Convention Center
Orlando, Florida
South Halls

Allison Gold
Senior Manager, Events
+1 718.501.7675
allison.gold@aviationweek.com

Anita Joyce Wright
Associate Manager Events
+1 718.730.3192
anitajoyce.wright@aviationweek.com

EXHIBITOR RESOURCE CENTER: MROAMERICAS.AVIATIONWEEK.COM



Booth Equipment

Each 10' x 10' booth will be set up with 8' high gray and blue back drape and 3' high gray side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please Note: Masking Drape is required for all unfinished booths; payment is the responsibility of the exhibiting company. Please see the Furnishings Brochure and Order Form for more information.

BACK DRAPE COLOR

Gray/Blue

AISLE CARPET

Please note that only the four (4) large main aisles will be carpeted in Tuxedo; all other aisles and lounges will not due to Informa's AllSecure measures; however, ALL BOOTHS will require carpeting. Please refer to the Carpet Brochure and Order Form.

If you need any further explanation, please contact events@aviationweek.com.



Booth Design/EAC/Contractors/Display Rules Carpet

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The exhibit hall is not carpeted; however, all booths must have carpet or management approved flooring. Rental Carpet is available through Freeman.

Please see the Carpet Brochure and Order Form for more information. The aisles will be carpeted in Tuxedo.

You may bring your own flooring; however, you must contact Freeman Exhibitor Services

www.freemanco.com/store/index.jsp

Email: FreemanDallasES@freeman.com

Phone: (214) 634-1463

Fax: (469)621-5610

to confirm, or you will be charged for carpet.

All island and/or 10 x 20 or larger booths must submit their designs using this [link: https://fs2.formsite.com/AW-Events/form91/index.html](https://fs2.formsite.com/AW-Events/form91/index.html) or emailed to Allison Gold at allison.gold@aviationweek.com.

The deadline for stand design submissions is March 5, 2021.

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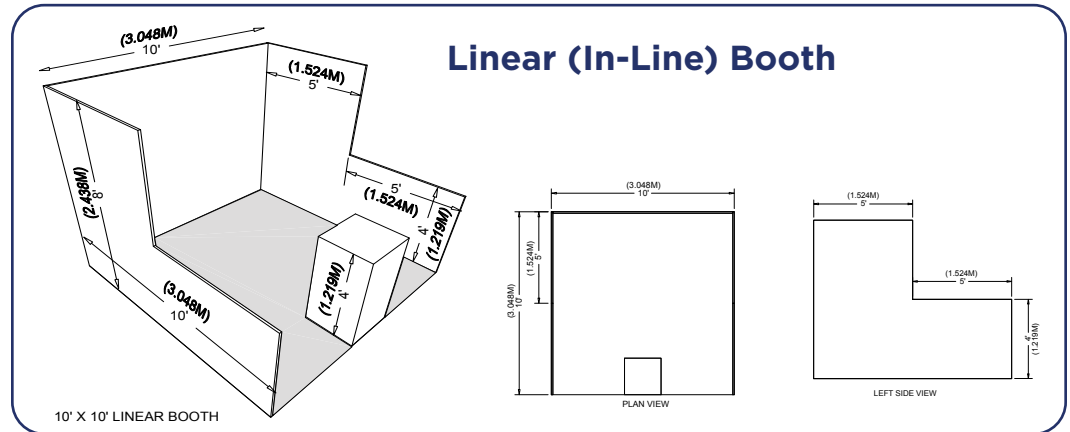
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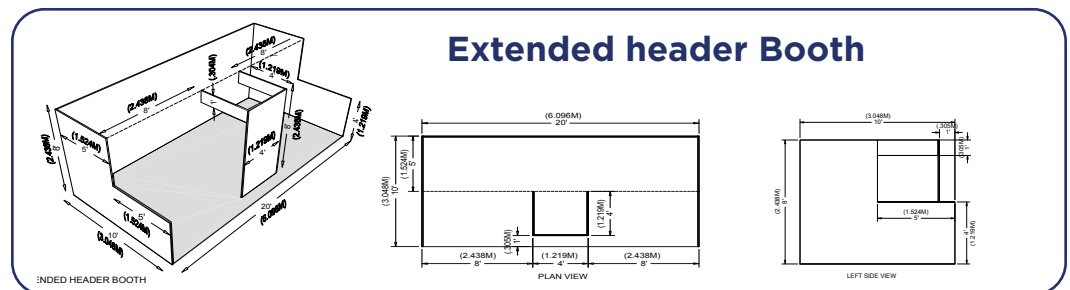
All booth designs for MRO Americas are required to adhere to IAEE guidelines. Below, is a summary of those guidelines. All exhibits must comply with the standard (IAEE) Guidelines for Display Rules & Regulations. Please refer to the Display Rules & Regulations if you are not familiar with them.

All island and/or 10 x 20 or larger booths must submit their design to Allison Gold at allison.gold@aviationweek.com. **The deadline for stand design submissions is March 5, 2021.**



Linear (in-line) Booth

- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (2.44 m)
- Maximum height only allowed in rear half of booth.
- Remaining part of booth has a 4 foot height restriction forward to aisle.



Extended Header Booth

- Linear Booth (20 ft, 6.1m or longer) with a center header
- All guidelines for linear booths apply
- Center Header has a maximum height of 8 ft (2.44m), maximum width of 20 percent of the length of the booth and a maximum depth of 9 ft (2.7m) from the back wall

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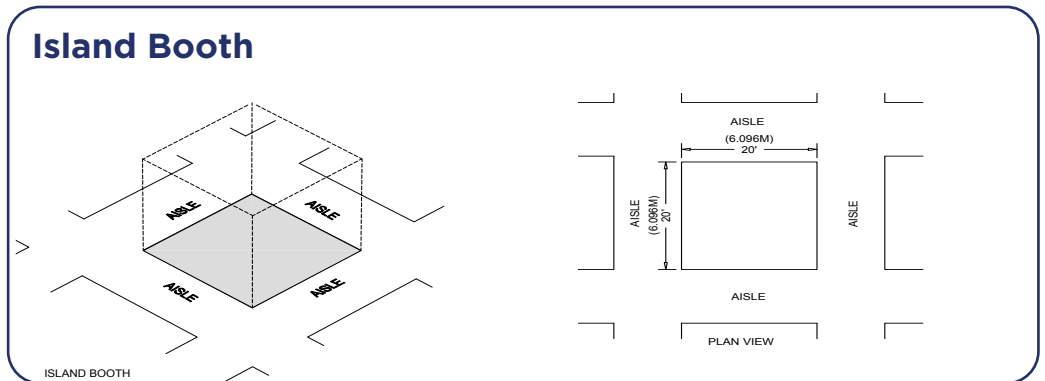
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Linear (In-Line Corner) Booth

- Located at the end of a series of in-line booths with exposure to intersecting aisles on two sides.
- All other guidelines for Linear Booths apply.

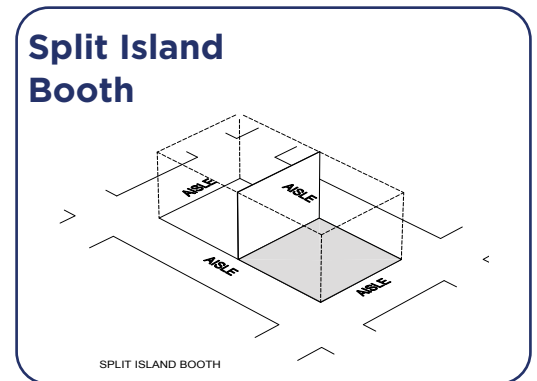


Island Booths

- Any size booth exposed to aisles on all four sides
- Hanging Signs permitted. Rigging must be ordered and executed by OCC. Rigging can be ordered via the form which you can find by visiting the [MRO Americas Exhibitor Resource Center](#).
- The entire cubic content of the space may be used up to the maximum allowable height, Maximum height allowance is 16ft (4.88m); variance to 20ft (6.10m) can be issued by show management.
- All raw space booth plans must be approved by show management. Please send all schematics with elevations/materials used to allison.gold@aviationweek.com.

Split Island Booth

- Exposed to aisles on three sides
- Backs to another Peninsula Booth
- Shares a common back wall with another booth
- Usually 20ft by 20ft (6.10m by 6.10m) or larger.
- Maximum height allowance is 16ft (4.88m); variance to 20ft (6.10m) can be issued by show management, including signage for the center portion of the back wall.
- Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



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<https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com. The deadline for design submissions is March 5, 2021.

The deadline for stand design submissions is March 5, 2021.

1. **Designs must include all elevations including those of hanging signs. Plans submitted without elevations, will not be accepted. Hanging signs are only permitted in island booths.**
2. Submission of information should be in the form of drawings and calculations, not photographs or rough sketches, as it is not possible to assess the structure without details of the stand.
3. Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
4. Calculations are to prove that the stand is stable and capable of supporting the loads of anything which will be supported i.e.: lights, speakers plasma screens etc. A nominal load should be applied for wind (0.15 kN/m²) although this appears not to apply in the halls stands have been affected by doors being open. A calculation should also be carried out for overturning this assumed to be the impact of a person (0.75 kN) at a height of 1.5m above the ground.
5. No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.
6. Please note that hanging signs are only permitted in island booths. OCCO is the exclusive provider of rigging services. Forms are available in [The Exhibitor Resource Center](#)

Failure to submit your designs may result in an inability to exhibit.

Plans may be submitted using this link:

<https://fs2.formsite.com/AW-Events/form91/index.html>

Towers (free-standing exhibit component separate from the main exhibit fixture)

- height restriction is the same as applies to the exhibit space configuration

Multi-story Exhibits

- Display fixture includes two or more levels
- Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency and show management and will have additional fees applied (an additional US\$6 per sqft will be assessed)
- For more information about adding a second story and the approval process, please contact Allison Gold at allison.gold@aviationweek.com, +1.718.501.7675



Booth Design/EAC/Contractors/Display Rules

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General Decorating Guidelines

- Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drape at the Exhibitor's expense. Any portion of an Exhibitor's booth facing an aisle must be finished.

Booth Draping (MASKING)

- MRO regulations require covering (finished and/or draping) on the open side of the booth in a corner location, if materials are stored behind the display or if grid work and/or electrical cords are exposed to public viewing. Exposed parts of displays (including backs) must be completely finished so that they are not objectionable to other Exhibitors, delegates or MRO Management and are in keeping with the professional appearance on the exhibition floor. Any booth draping (masking) required for either or both sides (or back) of a booth by the end of Move-in will be ordered from the official contractor at the expense of the Exhibitor.
- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slippage hazard.
- Painting may be done inside the exhibit hall as long as drop cloths are used to prevent any damage to the building. No spray painting is permitted inside the exhibit halls. Spray painting may be done outside as long as drop cloths are used to prevent any damage to sidewalk, dock, grass, buildings, etc.
- Paint must be removed nightly and all cans must be tightly closed to prevent their contents from staining the floor, causing a slippage hazard, and tracking of paint, etc., over another Exhibitor's carpet.
- Exhibitors are liable for any damage they cause (or third party authorized by them) to the walls, floors, columns, doors, windows, etc., during the installation, operating and dismantling of their exhibits.

Lighting

- Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:
 - o No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems must submit drawings to exhibition management for approval.
 - o Lighting, including gobos, must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
 - o Lighting which is potentially harmful, such as lasers or ultraviolet lighting, must comply with facility rules and be approved in writing by exhibition management.
 - o Lighting that spins, rotates, pulsates, and other specialized lighting effects must be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the event.
 - o Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
 - o Reduced lighting for theater areas must be approved by the exhibition organizer, the utility provider, and the exhibit facility.

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Booth Design/EAC/Contractors/Display Rules

Display Rules

Carpeting

- The use of carpeting or other professional floor covering is required by each Exhibitor. These floor coverings must not be sealed to the floors in such a manner as to injure the floor or be so installed as to be a hazard to public safety or as to endanger the public. Exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be inclined, providing the slope is gradual and gentle.
- If an exhibitor sets his booth without floor covering, carpet will be ordered at the exhibitor's expense.
- If exhibitor will be setting up late and is bringing their own carpet, they must notify show management or carpet will be ordered at exhibitor's expense.

All island and/or 10 x 20 or larger booths must submit their designs using this [link](#):

<https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com. The deadline for design submissions is March 5, 2021.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.



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Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Flammable and Toxic Materials

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them fire retardant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, wood chips, split bamboo and thatch must be treated with a flame retardant.
- Documentation of fire retardant must be available for review upon request.
- Additional fire retardant treatments shall be applied in accordance with the appropriate product direction.
- The use of Styrofoam products for set construction is not permitted.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Vehicle Display Rules

Motorized vehicles within the exhibit halls are permissible, provided that each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft and lawnmowers.

All equipment and freight shall be loaded/unloaded in the appropriate building dock area at all times. The loading/unloading of equipment and/or freight from the main guest exterior entrance areas in front of either building is strictly prohibited.

Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in any OCCC exhibit halls, as appropriate ventilation is not available.

When placing motorized vehicles inside an assembly hall or exhibit, occupancy consideration must be taken into account regarding exits and exit access, so that these areas remain free of any obstructions, thereby ensuring a clear path for emergency



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gress. Vehicles must be positioned prior to the opening of an event to the public.

Vehicles that remain in the exhibit hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (¼) or ten (10) gallons of fuel, whichever is less.

Doorways, carpeted areas, and terrazzo floors must be protected from the movement of crates, registration counters, pallet jacks, plants, sign-hanging activities, and all other rolling stock during move-in and move-out. When off-loading counters, booths, and other heavy objects, the use of floor protection and extreme care is required. Carpeted areas must be protected by the use of a minimum six (6) mil polyethylene sheeting (reinforced preferred.)

For heavy objects, temporary carpet or plywood on top of reinforced polyethylene sheeting must be used to protect the OCC's carpet and terrazzo. Worn or torn sheeting must be replaced immediately. Heavy objects are defined as items in excess of 1,500 lbs., exceeding the limits of an average pallet jack. If protective materials are taped to the floor, the Lessee or his/her general service contractor is responsible for the removal; of the entire residue.

Each vehicle will be subject to inspection for compliance with the following items:

- All fuel tank openings shall be locked and sealed to prevent escape of vapors.
- Fuel tanks may not contain more than one-fourth capacity or ten (10) gallons of fuel, whichever is less.
- At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours.



Booth Design/EAC/Contractors/Display Rules Exhibitor Appointed Contractors (EACs)

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Exhibitor Appointed Contractors (EACs)/Stand Builders

An Exhibitor Appointed Contractor (EAC) is any company other than Aviation Week's official service contractors. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any and all outside vendors must fulfill the following requirements.

Any exhibitor must insure that non-official vendors hired to perform any of the following services at Aviation Week's event must comply with the rules, requirements and regulations.

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Floral
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help /Models
- Photography / Video / Film
- Security / Guard Service
- Transportation / Freight Carrier

Note: for electrical, plumbing, internet, telephone, cleaning, drayage, rigging - the exhibitor and/or EAC must utilize the official vendor designated by Aviation Week.

If an exhibitor plans to use a firm other than the "Official Show Vendor", please fill out the Aviation Week Exhibitor Appointed Contractor form (EAC). The form can be found here: <https://fs2.formsite.com/AW-Events/form58/index.html>

This form must be completed and returned to Aviation Week no later than four (4) weeks prior to the event. Important Notes:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Aviation Week management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Aviation Week management.
- During the build-up and breakdown periods, OCCC is only accessible with a valid access badge/bracelet. This also applies to stand builders and/or suppliers. This policy is implemented in order that we know exactly who is present in the OCCC and can act appropriately should an emergency situation arise.

Exhibitor Appointed Contractors (EACs)/Stand Builders

All contractors, suppliers, and vendors are required to complete the EAC form <https://fs2.formsite.com/AW-Events/form58/index.html>

Upon arrival at the convention center, security will provide bracelets to all contractors that have completed the EAC forms.



Booth Design/EAC/Contractors/Display Rules Hanging Signs/Rigging

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MRO AMERICAS CONFERENCE

April 27-29, 2021

MALMS CONFERENCE

April 27-28, 2021

MRO LATIN AMERICA CONFERENCE

April 27-28, 2021

REGISTRATION

S220

April 26-29, 2021

EXHIBITOR MOVE-IN

Saturday, April 24, 2021

1:00 PM - 7:00 PM

Booths 600 sqft or larger and multi level booths only

Sunday, April 25, 2021

8:00 AM - 8:00 PM

All Exhibitors

Monday, April 26, 2021

8:00 AM - 8:00 PM

All Exhibitors

Tuesday, April 27, 2021

8:00 AM - 9:30 AM

All Exhibitors

LOCATION:

Orange County Convention Center
Orlando, Florida
South Halls

Allison Gold
Senior Manager, Events
+1 718.501.7675
allison.gold@aviationweek.com

Anita Joyce Wright
Associate Manager Events
+1 718.730.3192
anitajoyce.wright@aviationweek.com

OCCC is the official provider of all rigging services. To ensure your and our safety and ours, **third-party rigging is strictly prohibited.**

The installation/removal of any and all signage, banners, production equipment, etc., which requires attachment to the building or the building infrastructure, (catwalks, handrails, balconies, etc.), by non-OCCC Rigging personnel, is strictly prohibited.

Exhibitor rigging services are available through OCCC Exhibitor Services. Rigging Forms are available in the [Exhibitor Resource Center](#).

Rigging requirements and plot diagrams should be submitted for approval a minimum of twenty one (21) days in advance of the event. Approval of onsite rigging requests and changes are subject to availability of personnel.

The OCCC may prohibit the installation of any item(s) not approved in advance or not in compliance with the approved request for rigging. The OCCC shall not be held liable if rigging is not installed due to late submittal of specifications.

Extensive planning guidelines concerning rigging services and specific rigging locations can be located at www.occc.net/Planner-Rigging-Guidelines

In order for the OCCC to provide the best possible service to clients, the following rigging guidelines are applicable to all show managers, general service contractors, installation and dismantle companies, exhibitor appointed contractors (EACs).

- All rigging must conform to show management rules, regulations and facility limitations.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval.
- Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
- Rigging plots, drawings, blueprints or engineer's certification, when requested, must be submitted to the OCCC Rigging Section a minimum of three weeks (21 days) in advance of the first move-in day for show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show the booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the OCCC Rigging Section will not be allowed.
- A credit card must be placed on file with the Method of Payment form for any additional charges.



EVENT DATES:

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Booth Design/EAC/Contractors/Display Rules Hanging Signs/Rigging

- The OCCC does not accept purchase orders.
- Actual time and date of rigging may vary during move-in and move-out of our show in order to reduce costs to you.
- All orders for rigging will be handled in the order in which the paperwork is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging Section.
- In instances where a definite date and time for rigging services is required, the exhibitor will need to order a dedicated rigging team. The exhibitor will be charged minimum of four (4) hours up and four (4) hours down times the number of riggers needed.
- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams

- When using cloth material, seams need to be double stitched on the top and bottom.
- Heat seam is only acceptable when hanging lightweight vinyl drape.
- If vinyl drape is to be used as a drop down for a sign or banner and includes a bottom batten to attach the foam core, Sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive

- Adhesive or glue tape is not acceptable due to the tendency of it to come loose underweight.
- The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is not permitted.

All island and/or 10 x 20 or larger booths must submit their designs using this [link: https://fs2.formsite.com/AW-Events/form91/index.html](https://fs2.formsite.com/AW-Events/form91/index.html) or emailed to Allison Gold, allison.gold@aviationweek.com. The deadline for design submissions is March 5, 2021
