



**EVENT DATES:** April 26-28, 2022  
**EXHIBITION:** April 26-28, 2022  
**CONFERENCE:** April 26-28, 2022  
**REGISTRATION:** April 25-28, 2022

**LOCATION:** Kay Bailey Hutchison Convention Center  
Dallas, TX (Halls C-F)

# 2022 EXHIBITOR MANUAL

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Lobby F

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**April 23** (600 sqft and larger/  
double decker booths only)

1:00 pm - 7:00 pm

**April 24**

8:00 am - 8:00 pm

**April 25**

8:00 am - 6:00 pm

**LOCATION:**

Kay Bailey Hutchison  
Convention Center  
Dallas, TX  
Halls C-F

**Thank you for exhibiting at MRO Americas taking place at the Kay Bailey Hutchison Convention Center. We look forward to helping exhibitors, attendees, contractors, standbuilders navigate through the show.**

The [MRO Americas Exhibitor Resource Center](#) is available to help guide you through the process of exhibiting at an MRO show.

The primary suppliers/vendors for this event are:

- |   |                                  |
|---|----------------------------------|
| 1. Freeman – Freeman is the general services contractor and will provide: |                                  |
| Electric  | Material Handling                |
| Rental Exhibits   | Outbound shipping                |
| TotalFlex   | Signs & Graphics                 |
| Structural Integrity  | Graphics                         |
| Cleaning  | Fabric Solutions                 |
| Audio Visual  | Installation and Dismantle       |
| Furniture   | Forklift/Rigging                 |
| Furnishing Essentials   | Hanging Sign Labor               |
| Accessories   | Chain hoist/truss/sign equipment |
| Carpet  | Rigging                          |
| Transportation  |                                  |

Forms are available in the [MRO Americas Exhibitor Resource Center](#)

2. The Kay Bailey Hutchison Convention Center –  
 Internet  
 Catering

You will find all of the necessary forms and general information to complete your exhibition experience. If you cannot find information in the [ERC](#), please contact:

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***Thank you again for exhibiting. We look forward to helping you in any way we can.***

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## Exhibitor Move-In

Saturday, April 23	1:00 PM - 7:00 PM	600 sqft and larger and double decker booths only
Sunday, April 24	8:00 AM - 8:00 PM	All Exhibitors
Monday, April 25	8:00 AM - 6:00 PM	All Exhibitors

## The exhibition will be open for visitors

Tuesday, April 26	10:30 AM - 5:30 PM
Wednesday, April 27	9:30 AM - 5:30 PM
Thursday, April 28	9:30 AM - 1:00 PM

## Registration Hours

(Registration will take place in Lobby F)

Monday, April 25	8:00 AM - 5:00 PM
Tuesday, April 26	7:30 AM - 5:30 PM
Wednesday, April 27	7:30 AM - 5:30 PM
Thursday, April 28	8:00 AM - 1:00 PM

## Exhibitor Breakdown

Thursday, April 28	1:00 PM - 9:00 PM
Friday, April 29	7:00 AM - 1:00 PM

**We will return empty containers by April 28, 2022 at 9:00 PM.**

Aviation Week's MRO Americas team has partnered with the list of suppliers below. The [MRO Americas Exhibitor Resource Center](#) is available to help guide you through the process of exhibiting at an MRO show.

You will find all of the necessary forms and general information to complete your exhibition experience. If you cannot find information in the [ERC](#), please contact:

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Service Provider	Contact	Deadline
<b>AV</b>	MIMI TON <a href="mailto:mimi.ton@freeman.com">mimi.ton@freeman.com</a> Phone: 214.333.1817 Fax: 469.621.5601 Online at: <a href="http://www.freeman.com">www.freeman.com</a>	March 28, 2022
<b>Booth Plans/Design Approval</b>	Submit Booth Plans All Island and 10 x 20 or larger booths must submit their design to Allison Gold at <a href="mailto:allison.gold@aviationweek.com">allison.gold@aviationweek.com</a> or <a href="https://fs2.formsite.com/AW-Events/form91/index.html">https://fs2.formsite.com/AW-Events/form91/index.html</a>	March 1, 2022
<b>Catering – Centerplate</b> Official contractor must be used	Centerplate Exhibitor Booth Catering 214.743.2404 Centerplate Fax Line 214.743.2515 <a href="mailto:Amanda.Potter@Centerplate.com">Amanda.Potter@Centerplate.com</a>	March 28, 2022
<b>EACs</b>	Submit your information <a href="https://fs2.formsite.com/AW-Events/form58/index.html">https://fs2.formsite.com/AW-Events/form58/index.html</a> For more information/questions: Anita Joyce Wright, Associate Manager, Events +1 646-392-7864 <a href="mailto:anitajoyce.wright@aviationweek.com">anitajoyce.wright@aviationweek.com</a>	March 1, 2022
<b>Insurance</b>	<a href="https://www.exhibitorinsurance.com/pub/cnt/">https://www.exhibitorinsurance.com/pub/cnt/</a> For more information/questions: Anita Joyce Wright, Associate Manager, Events +1 646-392-7864 <a href="mailto:anitajoyce.wright@aviationweek.com">anitajoyce.wright@aviationweek.com</a>	March 1, 2022
<b>Electrical &amp; Plumbing</b> KBHCCD Exhibitor Services official contractor must be used	For fast, easy ordering, go to <a href="http://www.freeman.com/store">www.freeman.com/store</a> . Phone: (888) 508-5054 Fax: (469) 621-5601 <a href="mailto:ExhibitorSupport@freeman.com">ExhibitorSupport@freeman.com</a>	March 28, 2022

<p><b>Freeman Services</b>  Rental Exhibits  Structural Integrity  Cleaning  Audio Visual  Furniture  Furnishing Essentials  Accessories  Carpet  Transportation  Material Handling  Outbound shipping  Signs &amp; Graphics  Installation and Dismantle  Forklift/Rigging  Hanging Sign Labor  Chain hoist/truss/sign equipment</p>	<p>(888) 508-5054 Fax (469) 621-5601  <a href="mailto:ExhibitorSupport@freeman.com">ExhibitorSupport@freeman.com</a></p> <p><b>FREEMAN ONLINE®</b>  Take advantage of discount pricing by ordering online at <a href="https://www.freemanco.com/store/dashboard">FreemanOnline</a> by March 28, 2022. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect – before, during and after your show. To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline. If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.</p> <p><a href="https://www.freemanco.com/store/dashboard">https://www.freemanco.com/store/dashboard</a></p>	<p>March 28, 2022</p>
<p><b>Internet – SmartCity Networks</b>  official contractor must be used</p>	<p>1-888-446-6911  <a href="mailto:csr@smartcity.com">csr@smartcity.com</a></p>	
<p><b>Lead Retrieval</b>  Capture Technologies  official contractor must be used</p>	<p>Phone: 973.890.7600 ext. 117  Email: <a href="mailto:sales@ct.events">sales@ct.events</a></p>	<p>March 28, 2022</p>
<p><b>FREIGHT</b></p>	<p>Warehouse Shipping Address:  Exhibiting Company Name / Booth #  MRO AMERICAS APR 2022  C/O Freeman  5130 Cash Rd.  Dallas, TX 75247</p> <p>Show Site Shipping Address:  Exhibiting Company Name / Booth # _____  MRO AMERICAS APR 2022  Kay Bailey Hutchison Convention Center Halls C-F  C/O FREEMAN  650 S GRIFFIN ST.  DALLAS, TX 75202-5098</p>	<p>March 24 - April 18, 2022  additional fees apply from April 19 - April 25</p> <p>Shipments can be received beginning April 23.</p>

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Halls C-F

KBHCCD is ADA compliant. It is our goal to implement new standards as they are introduced. In accordance with the ADA, KBHCCD is responsible for and provide permanent premises access accommodations such as, but not limited to: wheelchair lifts, elevator standards, door width standards and restroom accessibility.

If you need non-permanent accessibility aid while at the KBHCCD please consult with the event registration desk.

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All attendees, exhibitors/sponsors/visitors/speakers/etc. need to be registered as attendees for the event. Exhibitors need to be registered as exhibitors (not visitors) in order to have access to the exhibition hall during setup periods.

## 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.

## Exhibitor Event Badges

Visit [https://mroamericas.aviationweek.com/en/register2022/Exhib\\_reg.html](https://mroamericas.aviationweek.com/en/register2022/Exhib_reg.html) to register your team. Exhibitors who would like to attend conference sessions may also purchase discounted conference/session badges by choosing either Exhibitor All Access or Exhibitor/Individual Sessions. You will need a promotion code in order to receive your discount, please contact Virginia Gongora to get the code at +1.347.751.8692 or [events@aviationweek.com](mailto:events@aviationweek.com).

Booth personnel is unlimited at the MRO events.

Please refrain from setting meetings and inviting customers to your booth during set-up hours. They will not be permitted in the exhibit hall with visitor badges.

### Registration Hours

(Registration will take place in F Lobby)

Monday, April 25	8:00 AM - 6:00 PM
Tuesday, April 26	8:00 AM - 5:30 PM
Wednesday, April 27	8:00 AM - 5:30 PM
Thursday, April 28	8:00 AM - 1:00 PM

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An emergency, as defined by the KBHCCD, is any incident or situation that causes damage or destruction to the facility and has the potential to affect the safety and security of persons in or near the KBHCCD.

**CALL: KBHCCD Security Dispatch at 214-939-2940 or 2941 KBHCCD Security Dispatch will call 911 and inform your Event Coordinator**

## Suspicious Person

All persons within the facility shall abide by all applicable federal and state laws, administrative rules and orders, city and county codes and ordinances, and all rules and regulations of the KBHCCD. Please report all suspicious people and activity to KBHCCD Dispatch at 214-939-2940.

### Police

Legal violations, incidents of violence, or threats of violence which could jeopardize the lives, property, or safety of others should be reported immediately to the police. These could include, but are not limited to: assaults, bomb threats, drug use, robberies, suspicious packages or persons, theft, or weapon possessions.

### Do

- If there is immediate danger, leave the area and do not make contact with the perpetrator or threat
- Describe the perpetrator or threat to Security Dispatch in as much detail as possible
- Tell Dispatch the exact location of the emergency (room number, exhibit hall, lobby, floor/level)
- Identify, if possible, any witnesses and keep others away from the area

### Don't

- Attempt to disarm, disengage, or neutralize the perpetrator
- Touch or move suspicious or dangerous objects

## Fire

The KBHCCD has many fire prevention features. All are monitored and serviced regularly for quality assurance; however, smoke, extreme heat, and sparks can spread quickly, destroying property and lives. Fires and fire dangers should be contained and reported immediately to minimize damage and protect those in danger.

### Do

- Describe in as much detail as possible the situation to KBHCCD Security Dispatch
- Stay calm then cover, contain, or use fire extinguishers to control small flames
- Activate the fire alarm system
- Touch doors to assure they're not hot before opening
- In an orderly fashion, move quickly to the nearest emergency exit, assisting others to the designated evacuation location
- If smoke is present, cover your nose/mouth and avoid standing while leaving the area
- Listen carefully and follow any instructions given over the public- address system

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## Don't

- Evacuate the facility by using elevators and escalators

## Bomb Threat

Bomb threats or suspicious items should always be taken seriously. They are most commonly received via phone, but are also made in person, via email or written note. If you receive a bomb threat report it immediately.

## DO

- Keep the caller on the line as long as possible; be polite and show interest to keep them talking
- If possible, signal or pass a note to other staff to listen and help notify authorities
- Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.

## DON'T

- Panic
- Hang up even if the caller does

## Suspicious Package

A suspicious package is a mail item of unknown contents which can potentially cause injury or destruction. A suspicious package can arrive from multiple sources including the U.S. Postal Service, UPS, FedEx, local messenger/ courier services, inter-office/organizational mail, or can be hand delivered.

## DO

- Put the package down and do not handle it further
- Alert others in the area
- Leave the area and prevent others from entering
- Create a list of persons in the room where the package was received
- Wash hands if you come in contact with package

## Don't

- Open or shake it
- Carry it or show to others
- Smell, touch or taste the package

## Active Shooter

An active shooter is defined as an armed person or persons who have used deadly physical force on another person and continues to do so while having unrestricted access to additional victims. Most active shooters have significantly planned their assaults with the intent to kill as many people as possible.

## DO

- Always make sure you have an escape route in mind
- Keep hands visible, and follow instructions given by police

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## DON'T

- Attempt to gather personal belongings
- Attempt to leave the parking garage until you've been told to do so by police
- Attempt to move injured persons; leave them where they are and notify authorities of their location

## Active Shooter Procedure

1. Go to a room that can be locked or barricaded by using nearby material
2. Close the window blinds, turn off the lights and get everyone down on the floor so that no one is visible from outside the room
3. Call Security Dispatch, describe the situation and give your name and location
4. If you can't speak, leave the line open so the dispatcher can hear what is taking place and attempt to determine your location
5. If the active shooter enters your space and you're unable to run or hide be prepared to fight using whatever you can find as a weapon
6. Remain in place until police give the all clear

## Medical

The time required to get medical attention can make all the difference during a medical emergency (i.e. heart attack, stroke or seizure) while at the KBHCCD.

## Do

- Tell Security Dispatch exactly what occurred and where it happened (room number, exhibit hall, lobby, floor/level)
- Administer CPR or first aid, if warranted
- AEDs are located throughout the facility and include instructions. (See Map for locations)
- Keep the person as calm and comfortable as possible and let them know that help is on the way
- Minor injuries such as bruises, sprains, etc. should be reported to your contracted Security Provider

## Don't

- Attempt to move an injured person

## Severe Weather

Severe weather can occur at any time in Dallas, but it peaks from March through June, during tornado season. KBHCCD Security staff will be onsite to direct clients and event attendees if a weather emergency warrants onsite sheltering.

## Do

- Follow all instructions given by KBHCCD Security
- Take shelter and avoid the following areas:
  - Spaces adjacent to exterior glass panels (windows, doors)
  - Exterior of the facility

## EVENT DATES:

April 26-28, 2022

## EXHIBITION

April 26-28, 2022

## CONFERENCE

April 26-28, 2022

## REGISTRATION

Lobby F

April 26-28, 2022

## EXHIBITOR MOVE-IN

**April 23** (600 sqft and larger/  
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1:00 pm - 7:00 pm

## April 24

8:00 am - 8:00 pm

## April 25

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- Loading Docks
- Catwalks
- Elevators
- Escalators
- Electrical Rooms

## Don't

- Move or attempt to move vehicles or go outside the facility

## Non-Emergency

Non-emergency situations are defined as any which disrupt normal facility or event operations

## Social Demonstrations

Social demonstrations can range from a small confrontation to a large protest, inside or outside the facility. If a demonstration occurs in your leased space, contact your contracted Event Security Provider. The contracted Event Security Provider will then notify KBHCCD Security, who will coordinate with the Dallas Police Department, as needed.

## Utility Disruption

In the event of a power outage, the KBHCCD is supplied emergency power by generators. These generators will activate within a few minutes of any power disturbance. Once activated, there is a general level of power provided to those affected areas.

## Do

- Remain calm and in place until help arrives or service is restored
- If inside a meeting room, open the doors to provide lighting until service is restored

## Don't

- Use elevators which are not moving or have been turned off

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In partnership with onPeak, we've secured discounted rates at a selection of Atlanta hotels. Through onPeak we're able to offer you convenient and affordable options for your trip to Aviation Week MRO Americas. onPeak is the only hotel provider endorsed by Aviation Week MRO Americas, and we encourage you to book through them early for the best selection and price.

By making your reservation within your event's official housing block, you are supporting the event and ensuring lower overall costs such as registration and convention center fees. Personally, you benefit by receiving the lowest rate for your room(s) as well as added services and incentives only available to those who book through onPeak.

In most cases, payment for your room is ultimately collected by the hotel, not onPeak. You must provide a credit card to onPeak at the time of booking to guarantee you will adhere to the payment, cancellation and any other special policies of the reservation—this is called a 'payment guarantee'. Should you violate the policies and booking conditions (if you don't show up to the hotel, cancel outside of the agreed upon window of time, etc.), the credit card provided to book your room may be charged. Please refer to your hotel's specific policies for full details.

### Important Reminder

**onPeak is the only hotel provider endorsed by Aviation Week MRO Americas. If you are contacted by other third-party companies offering hotel assistance, please be aware they are not endorsed by our event. Entering into financial agreements with these companies can have costly consequences and are not protected by Aviation Week MRO Americas management.**

### How to make a Reservation:

Please visit the Hotel page on the MRO Americas Web site:

<https://mroamericas.aviationweek.com/en/plan-your-visit/hotel.html>

Please select the hotel of your choice.

Any request of eight (8) or more rooms will be considered a group reservation. Each hotel will indicate the number of rooms available and you can view the "Rates & Availability" tab for full details. When you're ready to book, simply click your hotel of choice, click your check-in date and your check-out date and you will be able to edit the number of rooms you need each night.

Need Help with a New or Existing Reservation?

[MRO@onpeak.com](mailto:MRO@onpeak.com)

(877) 422 7123 Toll-Free

(312) 527 7300 Int'l

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**Alcohol** – In compliance with Texas Alcoholic Beverage Commission laws, no alcohol may be brought on to or removed from KBHCCD property except by the exclusive provider to KBHCCD.

**Bag/Coat-Check** – Bag and coat check will be available for attendees:

Wednesday, April 27: 8:00 am – 6:00 pm

Thursday, April 28: 7:00 am – 2:00 pm

This will be located at the Kay Bailey Hutchison Convention Center.

**Business Centers** – A business center is available for your convenience, via the attached skybridge at the Omni Dallas Hotel.

**Dining Options** – Concessions will be open in the halls as well as in the common areas of the KBHCC. Additional outlets include the restaurants in the Omni Hotel Dallas, and additional restaurants directly outside.

**Gift Shops** – If you need a postcard, newspaper or Dallas souvenir, the Omni Dallas hotel operates a gift shop. In addition to gifts, you'll find film, batteries, gum, candy, periodicals and tobacco products.

**Green Initiatives** – The Kay Bailey Hutchison Convention Center Dallas (KBHCCD) is committed to supporting and encouraging sustainable practices. As one of only a handful of U.S. LEED-EB and ISO 14001 certified convention centers in the nation, our dedication to resource conservation, sustainability, source reduction, and waste diversion is standard operating procedure. We pride ourselves in working with clients to host environmentally-friendly meetings and offering "green" practices, when possible. See additional information under Sustainability.

**Personal Mobility Devices** – The use of skateboards, hover boards, in-line skates, and roller skates are not permitted inside the KBHCCD. This includes all non-ADA approved mobility devices.

**Service Animals** – Under ADA's regulations, the definition of "service animal" is limited to a dog that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

**Smoking** – The KBHCC Dallas is a NON-SMOKING facility. The Facility includes the parking garage, dock areas, stairwells and all areas within 25 feet of all entrances. Any individual smoking in unauthorized areas is subject to removal.

**Weapons** – The KBHCCD follows all applicable state and local laws regarding weapons in the facility.

**Wireless Internet Zone** – Free internet is available in the lobbies. Scan for wireless connections and choose "free internet". Click connect once the splash page loads. Contact Smart City Networks at (214) 853-8900 if you have questions.



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## Car

The Kay Bailey Hutchison Convention Center Dallas is located in downtown Dallas at **650 S. Griffin Street in Dallas, TX 75202.**

## Parking

The parking garage and three surface parking lots (Lots C, D, and E) can accommodate almost any vehicle. [Online-advance parking](#) is available for select events.

### On Central Expressway:

Take Central Expressway (U.S. 75) southbound. Take exit to I-35/U.S. 77 to Field Street. Turn left under the freeway and veer to the right onto Griffin Street. The Convention Center is straight ahead. The parking garage entrance is at the corner of Memorial and Griffin, on the south side of the Convention Center.

### On the Tollway:

Go south on the Dallas North Tollway. Take the Harry Hines/Downtown exit to Field Street to Griffin Street. The Convention Center is straight ahead. The parking garage entrance is at the corner of Memorial and Griffin, on the south side of the Convention Center.

**On Highway 183:** Take Carpenter Freeway (I-183) east to Stemmons Freeway (I-35E) southbound. Take the I-45/U.S. 75 exit to the Griffin Street exit. The Convention Center is straight ahead. (Also works for those coming from Denton/Lewisville.) The parking garage entrance is at the corner of Memorial and Griffin, on the south side of the Convention Center.

**On I-35 from the South:** Take R.L. Thornton Freeway (I-35E) northbound. Take I-30 east to Griffin/Lamar exit. Stay in the left lane as you exit to continue on Griffin Street. The Convention Center is straight ahead. The parking garage entrance is at the corner of Memorial and Griffin, on the south side of the Convention Center.

**On I-45:** Take Julius Schepps (I-45) northbound. Take I-30 West to Downtown/Ervay Street exit to Griffin Street. The Convention Center is straight ahead. The parking garage entrance is at the corner of Memorial and Griffin, on the south side of the Convention Center.

**On I-30:** Take R.L. Thornton Freeway (I-30) westbound to Dallas. Take the Downtown/Ervay Street exit from the left lane of the freeway. As you exit, you will be on Griffin Street. The Convention Center is straight ahead. The parking garage entrance is at the corner of Memorial and Griffin, on the south side of the KBHCCD.

Public transportation is readily available and convenient when attending an event at the Kay Bailey Hutchison Convention Center Dallas (KBHCCD). Amtrak and the Trinity Railway Express both service Dallas Union Station, which is located just 2 1/2 blocks northeast of the Convention Center.

**DART-Dallas Area Transit** Red and Blue Rail Lines both stop directly at the Convention Center. For further information you may contact DART #214-979-1111 for fees and schedules or visit their website at [www.dart.org](http://www.dart.org)

**Air** Dallas Love Field (DAL) and Dallas/Fort Worth International (DFW). The City operates a general aviation facility at Dallas Executive Airport (KRBD) for private air travel.





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**Show Information/Policies**

# Alcohol, Drinks, Cocktail Receptions

Centerplate maintains the exclusive right to provide all food and beverage in the Kay Bailey Hutchison Convention Center Dallas. All food and beverages, including water, must be purchased from Centerplate.

**Show Management requests that all alcoholic beverages be served after 1 pm and must take place in the exhibition hall only.** No alcoholic beverages can be removed from the exhibition and all receptions must end by the time the exhibition hall closes for the day. No receptions are permitted after official exhibition hours.

The Show facility requires that ALL food and beverages distributed by exhibitors, attendees or sponsors be purchased solely from the venue itself. There are no exceptions. The Show facility reserves the right to confiscate any items considered a violation of this policy without compensation and may eject the offender from the premises. Show Management will not be liable for any damages to anyone who violates this policy. Any person or business entity that furnishes liquor to a guest has a civil and legal duty to do so responsibly. Show Management recommends that exhibitor research the liquor laws in the jurisdiction where the Show will be held to evaluate its exposure and meet any requirements for liability insurance. If exhibitor intends on serving any liquor from its booth.

In compliance with Texas Alcoholic Beverage Commission laws, no alcohol may be brought on to or removed from KBHCCD property except by the exclusive provider to KBHCCD.

**PLEASE NOTE: Only the official caterer may serve any alcoholic beverages. Show Management also requests that alcoholic beverages be served during a limited time period. Alcoholic beverages may only be served after 1 p.m.**

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*Catering menus are available in the [MRO Americas Resource Center](#)*

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Show Management has a Balloon Policy in place that prohibits the use of helium filled balloons, either for displays, exhibits or general public access.

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## DEMONSTRATIONS

Exhibitor shall observe the "good neighbor" policy at all times and not intrude upon or disrupt other exhibitors while they are conducting business on the Show floor. Exhibits should be conducted in a manner not objectionable or offensive to neighboring booths. All demonstrations and the use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices must be restricted to within the exhibitor's booth. Entertaining attendees in booths must be arranged so that exhibitor's personnel and attendees do not block aisles or overlap into neighboring exhibits. Operation of any equipment for demonstration purposes must be pre-approved in writing by Show Management. Show Management reserves the right to determine when any demonstrations become objectionable or interfere with adjacent exhibit spaces and may, if necessary, require that they be discontinued.

## SOUND

Disruption or noise level from any demonstration or sound system must be kept to a minimum and may not interfere with others. The use of devices for mechanical reproduction of sound or music is permitted (up to 85 decibels), but must be controlled and not be projected outside the confines of the exhibit booth. No noise makers or anything not in keeping with the character and high standards of the Show may be distributed or used by exhibitor in the exhibit area. Show Management reserves the right to determine at what point a disruption or sound level constitutes interference with other exhibits and must be discontinued.

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**FIRE DEPARTMENT REGULATIONS**

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in Dallas Fire code, but it does provide the basic rules governing concessions, exhibits and shows in any building open to the public.

1. Submit plans to the fire marshal before erecting a structure as a display inside an exhibit building unless the decorative and construction materials are non-combustible or flameproof.
2. All exit doors serving any occupied area of the building must remain unlocked unobstructed, and in proper operating condition; exit signs must function properly and be visible from all areas.
3. All curtains, drapes, or decorations must be non-combustible or flameproof.
4. Any merchandise or material attached to drapes or table skirts must be non-combustible or flameproof.
5. Fire extinguishing equipment needs will be determined by the fire marshal and any such equipment must remain visible and accessible.
6. Automotive vehicles and equipment may be displayed if:
  - a. There is not more than 5 gallons of fuel or the minimum amount for positioning.
  - b. Fuel tanks are locked and sealed.
  - c. Battery cables are disconnected.
  - d. Ignition keys are removed and at display location.
  - e. Vehicle operation is limited to brief parade type displays specifically approved by the fire marshal.
7. The storage of combustible shipping containers must be confined to area approved by the fire marshal.
8. The use, display, or storage of LPG, flammable liquid, or flammable gas must be approved by the fire marshal in writing.
9. NO SMOKING BY ORDER OF THE FIRE MARSHAL signs must be posted and maintained in areas so designated by the fire marshal; where smoking is allowed, non-combustible ash trays must be approved.
10. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
11. Combustible waste is to be collected as it accumulates and be stored in non-combustible, covered containers which are emptied at least once each day.
12. The use of welding and cutting equipment for demonstration purposes must be by permit from the fire marshal.
13. The use of compressed gas cylinders must be approved by the fire marshal and cylinders must be firmly secured in an upright position.
14. All commercial type cooking appliances shall be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking devices shall have adequate separation from combustible materials by spacing or non-combustible shielding.
15. The use of any gas-fire appliance must be approved by the fire marshal; the use of salamander stoves is prohibited.
16. Sawdust and shavings shall be kept flameproofed.
17. The storage of hay and straw must be approved by fire marshal.

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Show Management requests that customer meetings not take place during show hours outside of the Exhibition Hall.

Meeting rooms may be available on premises. Please contact your sales rep for more information. See contact page for information.

Please refrain from setting meetings and inviting customers to your booth during set-up hours. **Only Exhibitors and Contractors are permitted in the exhibition hall. Speakers, visitors, conference attendees will not be permitted in the hall.**

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Multi-story exhibits include any display fixture that includes two or more levels. There are additional fees associated with Multi-story exhibits. For MRO Americas, the fee is US\$6 per sqft assessed by show management. Only island booths are permitted to build multi-level booths. Fees are assessed based on the total square footage of the booth, not the size of the platform.

**If you are interested in building a multi-story exhibit, please contact your sales rep and submit all relevant plans and documentation to Allison Gold ([allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com), +1 718.501.7675)**

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.

### These guidelines are as follows:

1. Complete schematics with all heights are required with signature/stamp of a licensed architect/engineer.
2. For every 100 net square feet of booth space covered by a second floor, a smoke alarm must be installed.
3. One 20-pound 2A-10BC type fire extinguisher must be readily available in unobstructed view.
4. Enclosed areas of the booth (closets, offices, storage areas, etc.) are equipped with functioning smoke alarms.
5. The smoke alarms must be tied to a strobe and/or horn on the outside of the structure.

For more information about adding a second story and the approval process, please contact Allison Gold at [Allison.gold@aviationweek.com](mailto:Allison.gold@aviationweek.com), +1.718.501.7675

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**PHOTOS AND VIDEOS.** Exhibitor may take photos or videos of its displays; however, exhibitor is not permitted to directly take pictures of any other display or instruct others to take such pictures without written permission of Show Management and the exhibitor whose display is being photographed. Notwithstanding the foregoing, exhibitor authorizes Show Management and its Representatives to photograph and/or record all or any part of the Show (including, without limitation, exhibitor's exhibit space and personnel), and exhibitor hereby grants Show Management the worldwide, perpetual, royalty free right and license to reproduce, distribute, transmit, publicly perform and publicly display all such photographs and recordings (and any derivative works thereof) in any medium (now existing or hereafter developed).

All unauthorized filming, sound recording and photography of the Event, and all unauthorized transmission of audio or visual material at the Event, by Client and/or its Personnel is expressly prohibited. Client and/or its Personnel agree: (i) to surrender to Organizer or destroy on demand any material in whatever media recorded in violation of this Condition, and (ii) that the copyright and other Intellectual Property Rights in any such material shall vest in Organizer unconditionally and immediately on the creation of such material.

Client acknowledges and agrees that Organizer and its Personnel shall be permitted to film, sound record and photograph the Event, which may include, without limitation, filming, sound recording and photography featuring Client's Personnel (the Content). Client agrees to make its Personnel aware of such filming, sound recording and photography of the Event. Client acknowledges and agrees that Organizer is the sole and exclusive owner of all rights in the Content and hereby waives any and all: (i) rights in and to such Content, and (ii) claims that Client may have relating to or arising from the Content or its use. Without limitation, Organizer shall be permitted to use the Content anywhere in the world for promotional and other purposes, without any payment or compensation. If any of Client's Personnel has any objection to the use of their image in any filming, sound recording and/or photography of the Event, Client shall notify Organizer in writing.

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allison.gold@aviationweek.com

Arabella Martin-Nunn,  
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Anita Joyce Wright  
Associate Manager Events  
+1-718-730-3192  
anitajoyce.wright@aviationweek.com

**EVENT DATES:**

April 26-28, 2022

**EXHIBITION**

April 26-28, 2022

**CONFERENCE**

April 26-28, 2022

**REGISTRATION**

Lobby F

April 26-28, 2022

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8:00 am - 6:00 pm

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# Show Information/Policies Informa Markets Exhibition, Sponsorship Terms & Conditions

## 1. Definitions

In these Conditions, the following terms have the following meanings:

- 1.1. **Booking Form:** the booking form to which these Conditions are attached and/or incorporated into by reference setting out the details of the Package or such other document setting out the details of the Package as Organizer may choose in its sole discretion to accept;
- 1.2. **Calendar Year:** a full twelve (12) month period beginning on January 1 and ending on December 31;
- 1.3. **Client:** the person, company, organization, association or other entity set out in the Booking Form that is purchasing the Package;
- 1.4. **Conditions:** these terms and conditions;
- 1.5. **Contract:** together, these Conditions and the Booking Form;
- 1.6. **Data Protection Law:** all laws related to data protection and privacy that are applicable to any territory where Organizer or Client processes personal data, where the Event takes place, where any element of the Package is provided and/or where Organizer or Client is established;
- 1.7. **Devices:** any visitor lead capture application or barcode scanner device;
- 1.8. **Directory:** any online product and/or services directory (whether exclusively featuring exhibitors, sponsors and attendees of the Event or otherwise);
- 1.9. **Directory Content:** all content, materials and other information that is provided by Client and/or its Personnel (whether by uploading directly to a Directory or via any other means) for inclusion in a Directory;
- 1.10. **Event:** the exhibition, conference, show or other event organized by Organizer set out in the Booking Form;
- 1.11. **Fees:** the fees payable by Client for the Package set out in the Booking Form;
- 1.12. **Force Majeure Event:** any event or circumstance arising that is not within Organizer's reasonable control (including, without limitation, governmental regulations or action, imposition of sanctions, embargo, military action, acts of terrorism or war, civil commotion or riot, epidemic, pandemic, fire, acts of God, flood, drought, earthquake, natural disaster, royal demise, third party contractor/supplier failure, extreme weather conditions, strikes/protests whether legal or illegal, Venue damage or cancellation, industrial dispute, interruption/failure of utility service or nuclear, chemical or biological contamination);
- 1.13. **Informa Group:** includes any entity whose ultimate parent company is Informa PLC;
- 1.14. **Intellectual Property Rights:** trademarks, trading names, domain names, logos, rights in design, copyrights, database rights, moral rights, goodwill, rights of confidence, know-how and trade secrets and all other intellectual property rights or analogous rights, whether registered or unregistered, that subsist now or in the future anywhere in the world;
- 1.15. **Manual:** any manual, service kit or guide provided to Client by Organizer in respect of the Event, as updated by Organizer from time to time;
- 1.16. **Marketing Services:** any marketing services element of the Sponsorship set out in the Booking Form (which may include, without limitation, the distribution of e-mails to third parties by way of a promotional campaign);
- 1.17. **Materials:** all content, materials and other information that is provided by Client and/or its Personnel (including, without limitation, Client's name, profile, descriptions of products and/or services, logos, copy, text, photographs, audios, videos, artwork and/or content session data);
- 1.18. **Opening Date:** the first date on which the Event is scheduled to be open to members of the public;
- 1.19. **Organizer:** the Informa Group legal entity set out in the Booking Form that is providing the Package;
- 1.20. **Owners:** the owners, management and/or operators of the Venue;
- 1.21. **Package:** the Space and/or Sponsorship and/or Directory and/or Devices package purchased by Client in relation to the Event set out in the Booking Form, as may be updated by the parties from time to time;
- 1.22. **Personnel:** any employee, consultant, agent, other representative or contractor (or any employee, consultant, agent, or other representative thereof) engaged or employed by a party in connection with the Event;
- 1.23. **Reportable Breach:** any breach of security leading to the accidental, unauthorized or unlawful processing of, destruction of, loss of, corruption of, alteration to or access to personal data;
- 1.24. **Space:** any exhibition/showcase/tabletop space allocated to Client set out in the Booking Form;
- 1.25. **Sponsorship:** any sponsorship and/or promotional element of the Package set out in the Booking Form (which may include, without limitation, added value, advertisements, Marketing Services and/or opportunities to sponsor, contribute to and/or deliver content sessions); and



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**1.26. Venue:** the venue at which the Event is to be staged.

**2. Package**

2.1. Once submitted to Organizer, a Booking Form constitutes an offer to purchase a Package in accordance with these Conditions and is irrevocable by Client. The submission of a Booking Form does not guarantee that Client will be: (i) permitted to exhibit at or otherwise participate in the Event, (ii) assigned to a particular exhibit hall, section or location within the Venue, and/or (iii) provided with the actual Package (including, without limitation, the amount of Space and/or Sponsorship) requested. Organizer reserves the right to reject any Booking Form. A binding contract shall only come into effect when written confirmation (whether by e-mail or otherwise) of acceptance is sent by Organizer to Client (whether or not it is received). Except as set out in these Conditions, no variation of this Contract, including, without limitation, any updates to the Package, shall be effective unless such variation is agreed in writing by both parties. These Conditions apply to this Contract to the exclusion of any other terms that Client seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

**3. Fees**

3.1. Client shall pay the Fees in cleared funds in accordance with the payment terms stated in the Booking Form. Organizer shall have no liability whatsoever if Client pays the Fees (or any portion thereof) into any bank account other than the bank account specifically designated by Organizer to Client for payment. In particular, Organizer shall not be liable for any loss, damage, cost, claim or expense suffered or incurred by Client and/or any of its Personnel arising out of or in connection with third party fraud, including, without limitation, false change of bank account communications, identity theft and other scams. Payment of the Fees into Organizer's designated bank account only shall satisfy Client's payment obligations under this Contract. To the extent that Client receives any communication notifying Client of a change in Organizer's designated bank account, Client is required to verify the authenticity of the same directly with Organizer. Without prejudice to any other right or remedy it may have, if Organizer does not receive the Fees into Organizer's designated bank account in cleared funds by the due date for payment, Organizer shall be entitled to: (i) refuse Client and its Personnel entry to the Event, (ii) refuse and/or withdraw the provision of any element of the Package, and/or (iii) charge interest on such overdue sum from the due date of payment at the rate of 1.5% per month (18% per annum) or, if less, the maximum rate permitted by applicable law, accruing on a daily basis and being compounded quarterly until payment of the overdue sum is made, whether before or after judgment. Where Organizer takes any such action, Client shall not be entitled to a refund of any portion of the Fees it has already paid in respect of the Package and the Fees shall remain due and payable in full.

3.2. It is the intent of the parties that Organizer shall receive the Fees in full and that any: (i) banking and other transfer of payment charges, and (ii) applicable VAT, GST, sales and/or service taxes shall be paid solely by Client (in addition to the Fees). If and to the extent that any withholding taxes are payable in connection with the whole or any portion of the Fees, Client shall pay such withholding taxes directly to the relevant tax authority and furnish Organizer with a valid certificate evidencing payment. To the extent that a valid certificate is not provided, or to the extent that Organizer is unable to recover the withholding taxes, the amount of the Fees shall be increased by an amount necessary to compensate for the withholding taxes (including, without limitation, any amount necessary to "gross up" for withholding taxes levied on the increase itself).

3.3. Client acknowledges and agrees that certain services may be required by the Owners and/or Organizer for the safe and efficient operation of the Event, including, without limitation, connection to and consumption of utilities (for example, electricity) and inspection/health and safety auditing of exhibition stand/shell scheme plans. Such services shall be provided by contractors appointed by the Owners and/or Organizer and it is a condition of this Contract that Client uses such contractors for these services. Rates and charges for such services (Contractor Fees) shall be set out in the Manual or otherwise provided in writing by Organizer prior to the Opening Date. Client is solely responsible for payment of the Contractor Fees directly to each relevant contractor, in accordance with each relevant contractor's payment terms. If Client fails to pay the Contractor Fees in accordance with such payment terms, Organizer may at its sole discretion: (i) pay such Contractor Fees itself and recharge Client directly for these, or (ii) deem that Client has committed an irremediable material breach of this Contract and exercise Organizer's rights pursuant to Condition 15.1.

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**4. Client's general obligations**

- 4.1. Client shall comply with: (i) all laws (including, without limitation, all laws relating to anti-bribery, anti-corruption, trade sanctions, modern slavery and export controls), (ii) all rules, regulations and instructions issued by Organizer and/or the Owners from time to time in connection with any element of the Package (including, without limitation, in relation to health, safety and security requirements), and (iii) the provisions of the Manual, including, without limitation, all operational requirements stated therein.
- 4.2. Client warrants, represents and undertakes that: (i) it has the right, title and authority to enter into this Contract and perform its obligations hereunder, and (ii) the person signing or otherwise legally accepting this Contract on behalf of Client has the requisite authority to do so.
- 4.3. Client and its Personnel must not: (i) act in any manner which causes offence, annoyance, nuisance or inconvenience to Organizer, the Owners and/or any other attendee of the Event, (ii) do anything which might adversely affect the reputation of Organizer, the Owners and/or the Event, and/or (iii) cause or permit any damage to the Venue or any part thereof or to any fixtures or fittings which are not the property of Client.
- 4.4. Client shall cooperate, in good faith, with Organizer in all matters relating to the Package and/or the Event. Without limitation, Client shall provide Organizer with all information as Organizer may reasonably request in respect of the Package and shall ensure that such information is accurate.
- 4.5. Client is solely responsible for obtaining passports, visas and other necessary documentation for entry into the country or territory where the Event is held. If Client and/or its Personnel cannot attend the Event due to a failure to obtain such documentation, the Fees shall remain due and payable in full.
- 4.6. Client is solely responsible for obtaining any licenses, regulatory approvals, customs clearances or other necessary consents required for Client to participate in the Event and display its exhibits, including, without limitation, any licenses or other necessary consents required for the playing of music or any other audio or visual material by Client and/or its Personnel.
- 4.7. Client consents to its details (including, without limitation, its name, logo and profile) being: (i) published in any show guide, directory and/or other promotional materials prepared in connection with the Event, and/or (ii) displayed on the Event website. Although Organizer shall take reasonable care in any such publication/display, it shall not be liable for any errors, omissions or misquotations that may occur.
- 4.8. All unauthorized filming, sound recording and photography of the Event, and all unauthorized transmission of audio or visual material at the Event, by Client and/or its Personnel is expressly prohibited. Client and/or its Personnel agree: (i) to surrender to Organizer or destroy on demand any material in whatever media recorded in violation of this Condition 4.8, and (ii) that the copyright and other Intellectual Property Rights in any such material shall vest in Organizer unconditionally and immediately on the creation of such material.
- 4.9. Client acknowledges and agrees that Organizer and its Personnel shall be permitted to film, sound record and photograph the Event, which may include, without limitation, filming, sound recording and photography featuring Client's Personnel (the Content). Client agrees to make its Personnel aware of such filming, sound recording and photography of the Event. Client acknowledges and agrees that Organizer is the sole and exclusive owner of all rights in the Content and hereby waives any and all: (i) rights in and to such Content, and (ii) claims that Client may have relating to or arising from the Content or its use. Without limitation, Organizer shall be permitted to use the Content anywhere in the world for promotional and other purposes, without any payment or compensation. If any of Client's Personnel has any objection to the use of their image in any filming, sound recording and/or photography of the Event, Client shall notify Organizer in writing.
- 4.10. Client acknowledges and agrees that the terms of this Contract (including, without limitation, the amount of the Fees) and the provisions of the Manual shall constitute confidential information of Organizer and Client undertakes that it shall not at any time disclose the same to any third party.

**5. Data protection**

- 5.1. Each party acknowledges and agrees that it is responsible for its own processing of personal data in connection with this Contract, including, without limitation, any processing of personal data pursuant to

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a Data List (as defined in Condition 5.2) (and, where applicable, the parties agree that each party acts as a data controller for the purposes of the General Data Protection Regulation (Regulation (EU) 2016/679)). Each party shall: (i) only process personal data in compliance with, and shall not cause itself and/or the other party to be in breach of, Data Protection Law, and (ii) act reasonably in providing such information and assistance as the other party may reasonably request to enable the other party to comply with its obligations under Data Protection Law. If either party becomes aware of a Reportable Breach relating to the processing of personal data in connection with this Contract, it shall: (i) provide the other party with reasonable details of such Reportable Breach without undue delay, and (ii) act reasonably in co-operating with the other party in respect of any communications and/or notifications to be issued to any data subjects and/or supervisory authorities in respect of the Reportable Breach. If either party receives any communication from any supervisory authority relating to the processing of personal data in connection with this Contract, it shall: (i) provide the other party with reasonable details of such communication, and (ii) act reasonably in co-operating with the other party in respect of any response to the same. Organizer collects, uses and protects personal data in accordance with its privacy policy, which can be found here: <https://www.informamarkets.com/en/privacy-policy.html>.

5.2. Without prejudice to the generality of Condition 5.1, Client acknowledges and agrees that if it receives any list containing personal data from Organizer as part of the Package (a Data List), it shall: (i) keep the Data List confidential and not disclose it to any third party, (ii) only use the Data List for the purpose of making an initial approach to contacts on the Data List in response to their engagement with Client's products and/or services as facilitated by the Package, (iii) securely delete or put beyond use all or any part of the Data List upon Organizer's reasonable request or by such time as is required by Data Protection Law, whichever is earlier, and (iv) provide Organizer with reasonable details of any enquiry, complaint, notice and/or other communication it receives from any supervisory authority relating to Client's use of the Data List, and act reasonably in co-operating with Organizer in respect of Client's response to the same. Client acknowledges and agrees that Organizer shall only be obliged to provide Client with all or any part of a Data List to the extent that it is legally permitted to do so and Organizer shall not be liable if the volume of personal data provided to Client is less than anticipated as a result of Organizer's compliance with Data Protection Law.

**6. Specific terms relating to Space**

6.1. Organizer reserves the right at any time to make such alterations in the floor plan of the Event or in the specification of the Space as Organizer in its absolute opinion considers to be in the best interests of the Event, including, without limitation, altering the size, shape or position of the Space and/or the exhibition stand therein and/or changing or closing entrances, exits and access to the Venue. If the size of the Space is reduced, Client shall receive a pro-rata refund of the Fees payable in respect of the Space. Space assignment will be indicated on the confirmation of acceptance and/or invoice. Client must rent enough space to contain its exhibit completely within the confines of the booth lines. Equipment may not extend into the aisles, over the aisles, or across Client's booth line. Heights and depths specified by the IAEE Guidelines must be observed and floorplans for double decker/two story exhibits must be approved by the Organizer, official contractor and Venue's Fire Marshal. Additional charges will be incurred. Organizer reserves the right to relocate Client to a comparable space; should Client not agree the exhibit space reverts back to the Organizer.

6.2. Organizer permits Client to use the Space for the purpose of displaying exhibits at the Event. Such use shall not constitute a tenancy and Client shall have no other rights to, or interest in, the Space. Client is only permitted to conduct business from the Space and shall not (nor shall it permit any other person to) conduct any display or exhibit, distribute publications or other materials or otherwise canvass or solicit for business in any other area of the Venue. Booth furnishings (inclusive of audio and/or video) should be appropriate for a general audience and will not be offensive. Organizer retains the right to investigate any complaints and will determine if any content is offensive or inappropriate, the Client will cease use of such content.

6.3. Client agrees not to use any displays that the Organizer determines, in its absolute discretion, will unreasonably endanger the person or property of the attendees or of the exhibitors, are in bad taste, are liable to discredit the Organizer or subject the Organizer to criticism or legal liability, are inconsistent with the

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purposes of the Organizer and the interest and welfare of its attendees, are detrimental to the property rights of the Organizer, or violate the booth regulations or any other provision of this contract. In the event the Organizer determines at any time that any exhibit may or does violate this contract and the exhibitor is unable or unwilling to cure or correct such violation, the Organizer may terminate this agreement immediately and forbid erection of the exhibit or may remove or cause the exhibit to be removed at the exhibitor's expense, and the exhibitor hereby waives any claim for refund of the exhibit booth or other damages arising out of such termination and/or exhibit removal. Any exhibitor who is uncertain as to whether an exhibit is in compliance with all applicable regulations and requirements should contact the Organizer immediately.

- 6.4. Client undertakes: (i) to occupy the Space in time for the opening of the Event, (ii) at all times during the Event to ensure that its Space (and exhibition stand therein) is (a) staffed by competent personnel, and (b) clean, tidy, well presented and free from unsafe materials/items and other hazards (failing which, Organizer reserves the right without liability to arrange for this to be done at Client's risk and expense), and (iii) not to close its exhibition stand prior to the closing of the Event.
- 6.5. Client shall not permit the display of any exhibits that do not exclusively relate to Client's own commercial activities. Organizer reserves the right, without liability and at Client's risk and expense, to remove any exhibit and/or stop any display or demonstration which Organizer considers in its reasonable opinion: (i) contravenes any law and/or any applicable industry regulations/standards, (ii) constitutes counterfeit goods and/or infringes the Intellectual Property Rights of any third party, (iii) is likely to cause offence, and/or (iv) does not otherwise comply with these Conditions.
- 6.6. Unless the provisions of Condition 6.6 apply, Client is solely responsible for all aspects of the set-up of the Space, including, without limitation, modular stand or similar construction, pipes and drapes, shell scheme, branding and dressing. Organizer reserves the right to have the official contractor install the exhibit or remove unopened freight at the expense of the exhibitor. Client must provide carpet or other suitable flooring for its entire exhibit space. Under no circumstance may the weight of any exhibit material exceed the specified maximum floor load of the Venue. Client assumes full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of its exhibit material in accordance with the floor loading specifications. Dismantling nor removal of materials may not begin until the close of the Event on the final day.
- 6.7. Organizer shall be responsible for setting-up a pre-built booth for Client in the Space (to include modular stand or similar construction, pipes and drapes and shell scheme) only where it has expressly agreed to do so in the Booking Form. Client is solely responsible for all aspects of dressing and branding of the Space.
- 6.8. Client may not share the Space with any third party without the prior written consent of Organizer (and any such consent shall be conditional on the Space sharer agreeing to comply with any terms, conditions and restrictions as may be prescribed by Organizer\*). If and to the extent that Client is permitted to share the Space, Client shall procure that any Space sharer and any Space sharer's Personnel comply with this Contract, provided that Client shall be solely responsible for the Space in its entirety and shall be liable for any act or omission of any Space sharer and any Space sharer's Personnel (including, without limitation, any breach of the terms of this Contract by the same). Unless otherwise agreed in writing by Organizer, Client shall ensure that at all times during the Event its exhibition stand is staffed by at least one of its own Personnel. Notwithstanding any approved Space sharing arrangement, Client shall itself remain wholly liable for the full amount of the Fees. (\*two (2) companies cannot share one 9m<sup>2</sup>/10'x10' booth but may share an 18m<sup>2</sup>/10'x20' booth or larger.)
- 6.9. Organizer shall reserve the right to determine appropriate attire and manner. If for any reason the attire of Client's personnel is deemed inappropriate by Organizer, the Client may be requested to make suitable changes of its employees, exhibit staff and/or models. Client may be requested to remove individuals wearing the inappropriate attire at the Client's request.
- 6.10. Food and/or beverages may only be supplied by Client and/or its Personnel with the prior written consent of Venue and Organizer. Without limitation to the foregoing, Client is forbidden to bring any food or alcoholic beverages into the Venue without the prior written consent of Venue and Organizer (and, if consent is granted, corkage fees may be required). The Venue reserves the right to confiscate any items considered a violation of this policy without compensation and the Organizer may eject the Client from the premises. Alcoholic beverages may only be served from the Client's booth and within the published time frame.



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- 6.11. Disruption or noise level from any demonstration or sound system must be kept to a minimum and should not interfere with others. The use of devices for mechanical reproduction of sound or music is permitted (up to 85 decibels), but must be controlled and not be projected outside the confines of the exhibit booth. No noise makers or anything not in keeping with the character and high standards of the Event may be distributed or used by exhibitor in the exhibition area. Organizer reserves the right to determine at what point a disruption or sound level constitutes interference with other exhibits and must be discontinued. Any demonstrations (including but not limited to photographers, musicians, entertainers, loudspeakers, sound system equipment and any noise-making devices) must be restricted to within the exhibitors booth and not block aisles or overlap into neighboring exhibits. Operation of any equipment must be pre-approved in writing by the Organizer and reserves the right to determine when any demonstration becomes objectionable or interferes with adjacent exhibit spaces and may, if necessary, require that they be discontinued.
- 6.12. Except in connection with any Event that is open to consumers and/or with the prior written consent of Organizer, retail sales (and the delivery of any associated products and/or services) are not permitted on the Event floor.
- 6.13. Hospitality functions (including meetings, conferences, special events and receptions, unless approved by Organizer) are not permitted during the Event (inclusive of set-up, official Show days and tear down). Any hospitality functions during the dates of the Event in the host city is reserved for exhibiting/sponsoring companies and must be approved by the Organizer. Outboarding is also prohibited. Outboarding is when a company that is eligible to exhibit/sponsor at the Event does not but hosts attendees/delegates from the Event without Organizer's approval during the Event (inclusive of set-up, official Show days and tear down). Companies that engage in outboarding will be prohibited from all future events. Exhibiting companies are encouraged to protect their investment and report any outboarding to Organizer.
- 6.14. At such time after the close of the Event as Organizer may specify, or on any earlier termination of this Contract, all exhibits shall be removed from the Venue and the Space shall be delivered to Organizer in good and clean order and in such condition as initially provided to Client. Any Client property remaining after such time shall be considered abandoned and may be sold or otherwise disposed of by Organizer at Client's risk and expense.
- 6.15. Without prejudice to any other right or remedy it may have, if Client and/or any of its Personnel is in breach of this Condition 6 and/or is otherwise engaged in any activity that might jeopardize the health, safety and/or security of the Event and/or any other attendee of the Event, Organizer reserves the right without liability to close Client's exhibition stand.

**7. Specific terms relating to Sponsorship (including, without limitation, Marketing Services)**

- 7.1. Client shall: (i) provide Organizer with all Materials within any deadlines specified by Organizer, and (ii) comply with Organizer's specifications and technical requirements in relation to all Materials. If Client does not, Organizer reserves the right to refuse to print, publish or otherwise use any or all of the Materials (but all Fees in respect of the Sponsorship shall remain due and payable in full).
- 7.2. Client warrants, represents and undertakes that the Materials are: (i) accurate and complete, (ii) Client's own original work (of which Client is the copyright owner) or that Client has gained copyright and any other applicable clearance, consent, approval, license or permission from any relevant third party (including, without limitation, the copyright owner and any regulatory authorities), in each case such that Client has the right to make the Materials available to Organizer in connection with the Package without restriction and that they do not breach or infringe anyone else's rights (including, without limitation, the Intellectual Property Rights of any third party), (iii) not in any way defamatory, libelous, obscene, menacing, threatening, offensive, abusive or fraudulent, (iv) not in any way illegal and that they do not contravene any law or incite or encourage the contravention of any law, (v) not and will not be the subject of any claims, demands, liens, encumbrances or rights of any kind that could or will impair or interfere with Organizer's use of the Materials in connection with the provision of the Package, and (vi) if provided in digital form, free from any viruses and any other malware or corrupting elements of any kind and that they shall not cause any adverse effect on the operation of any Organizer system, publication, website, platform, media or other property and/or on any users of any of the foregoing.
- 7.3. Although Organizer shall take reasonable care in the production of any deliverable incorporating the Ma-

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8:00 am - 6:00 pm

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materials, it shall not be liable for any errors, omissions or misquotations that may occur. Without limitation to the foregoing, Organizer cannot guarantee any exact color matches in its incorporation of Materials and any colors used in Materials are for graphic and textual guidance only. All Materials are subject to the approval of Organizer (however, notwithstanding any such approval, Client shall have sole responsibility and liability in respect of such Materials). Organizer reserves the right to reject any Materials at any time after receipt. Organizer shall use its commercially reasonable efforts to provide the Sponsorship in the size, position and manner as specified in the Booking Form, but shall not be liable where reasonable modifications are made.

- 7.4. Client hereby grants to Organizer a royalty-free, non-exclusive, worldwide license to use the Materials and Client's details in connection with the creation of any materials relating to the Event. Client acknowledges and agrees that, in view of the time and cost required in preparing such materials, in circumstances where this Contract is terminated Organizer may at its discretion continue to use the Materials and Client's details after termination of this Contract where the time and cost required to remove the same from any materials relating to the Event cannot reasonably be justified by Organizer.
  - 7.5. If all or part of the Sponsorship comprises Marketing Services, Organizer shall use commercially reasonable efforts to adhere to any delivery schedule set out in the Booking Form. Where such Marketing Services include the distribution of e-mails to third parties by way of a promotional campaign, at Organizer's request Client shall: (i) maintain and deliver to Organizer, by no later than five (5) days prior to the start of a campaign, a true, correct and complete suppression list containing e-mail addresses of those individuals who have opted out or unsubscribed from receiving communications from and/or relating to Client and/or any of its affiliates (a Suppression List), and (ii) for the duration of the campaign, provide Organizer with an updated Suppression List, in a format specified by Organizer, immediately following each instance that an individual has requested to be opted out or unsubscribed. To the extent that, pursuant to such Marketing Services, any e-mails will be sent to any e-mail addresses provided by Client and/or its Personnel, Client warrants, represents and undertakes that Client has obtained all consents and permissions required for such e-mails to be sent to such e-mail addresses and that no such e-mail address appears on any Suppression List. Client shall indemnify Organizer against any loss, damage, cost, claim or expense (including, without limitation, in connection with any regulatory action or fine) suffered or incurred by Organizer and/or any member of the Informa Group arising out of or in connection with any breach by Client and/or its Personnel of this Condition 7.5.
  - 7.6. Without prejudice to any other right or remedy it may have, if Client and/or any of its Personnel is in breach of this Condition 7, Organizer reserves the right without liability to: (i) suspend and/or discontinue the use of any Materials, and/or (ii) refuse and/or withdraw the provision of any element of the Sponsorship.
- 8. Specific terms relating to Show Directories (aka Directory)**
- 8.1. If Client purchases a Directory entry as part of the Package, the terms of this Condition 8 shall apply. The Booking Form may specify that it is mandatory for Client to purchase a Directory entry in connection with the Event.
  - 8.2. The length of time that Client is entitled to have a Directory entry live for, and the extent of its coverage within and benefits related to such Directory, shall be specified in the Booking Form.
  - 8.3. Client acknowledges and agrees that all usernames and passwords used to access any Directory are confidential and personal to Client and its Personnel (as applicable). Client shall not, and shall procure that its Personnel shall not, permit others to use such usernames and/or passwords and Client shall be liable for the acts and omissions of any person using such usernames and/or passwords (whether or not such use was authorized by Client and/or its Personnel). Client shall notify Organizer immediately of any unauthorized use of any usernames and/or passwords or any other breach of security regarding any Directory that comes to its attention.
  - 8.4. All Directory Content must comply with these Conditions. Organizer reserves the right to remove any Directory Content that it deems offensive, inappropriate, libelous or non-compliant with these Conditions. Client shall ensure that the Directory Content shall not infringe the Intellectual Property Rights of any third party and Client shall be solely responsible for checking the accuracy and compliance with law of any

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Directory Content.

- 8.5. All Directory Content shall be considered non-confidential and non-proprietary. Client waives any moral rights in the Directory Content to the fullest extent permitted by law.
- 8.6. Client warrants, represents and undertakes that the Directory Content is: (i) accurate and complete, (ii) Client's own original work (of which Client is the copyright owner) or that Client has gained copyright and any other applicable clearance, consent, approval, license or permission from any relevant third party (including, without limitation, the copyright owner and any regulatory authorities), in each case such that Client has the right to make the Directory Content available to Organizer in connection with the Package without restriction and that it does not breach or infringe anyone else's rights (including, without limitation, the Intellectual Property Rights of any third party), (iii) not in any way defamatory, libelous, obscene, menacing, threatening, offensive, abusive or fraudulent, (iv) not in any way illegal and that it does not contravene any law or incite or encourage the contravention of any law, (v) not and will not be the subject of any claims, demands, liens, encumbrances or rights of any kind that could or will impair or interfere with Organizer's use of the Directory Content in connection with the provision of the Package, and (vi) if provided in digital form, free from any viruses and any other malware or corrupting elements of any kind and that it shall not cause any adverse effect on the operation of any Organizer system, publication, website, platform, media or other property and/or on any users of any of the foregoing.
- 8.7. If and to the extent that the Directory Content contains information relating to Client's products and/or services (images and details of which may be uploaded to a Directory), Client further represents, warrants and undertakes that such information is limited to generic information only and is not advisory. Client shall ensure that the Directory Content relates exclusively to Client's own commercial activities.
- 8.8. Without limitation to Condition 16.4, Client shall indemnify Organizer against any loss, damage, cost, claim or expense suffered or incurred by Organizer and/or any member of the Informa Group arising out of or in connection with the Directory Content, including, without limitation, any third party claim regarding: (i) the inaccuracy or incompleteness of the Directory Content, and/or (ii) any infringement of third party Intellectual Property Rights relating to the Directory Content.
- 8.9. Organizer cannot guarantee that a Directory shall operate continuously, securely or without interruption and Organizer does not accept any liability for its temporary unavailability or for any viruses or other harmful components. Organizer reserves the right at any time and for any reason to: (i) make alterations and/or corrections to, suspend and/or discontinue any aspect of any Directory, (ii) vary the technical specification of any Directory, and/or (iii) temporarily suspend and/or disable Client's and its Personnel's access to any Directory for the purposes of maintenance, upgrade or addressing any security concerns.
- 8.10. Organizer does not endorse or accept any responsibility for the use of, or content on, any other website linked or referenced within any Directory and Organizer shall not be liable for any loss, damage, cost, claim or expense suffered or incurred by Client and/or any of its Personnel arising out of or in connection with the use of, or reliance on, any content, products and/or services available on or through any other website.
- 8.11. Client acknowledges and agrees that use of a Directory shall be further subject to any website terms of use and/or fair or acceptable use policies indicated on the website on which such Directory is hosted.
- 8.12. Without prejudice to any other right or remedy it may have, if Client and/or any of its Personnel is in breach of this Condition 8 (and/or any website terms of use and/or fair or acceptable use policies indicated on the website on which any Directory is hosted), Organizer reserves the right without liability to suspend and/or disable Client's and its Personnel's use of, access to, coverage within and benefits related to any Directory.
- 8.13. Organizer's total liability in connection with a Directory, howsoever arising, shall be limited to the total amount of the Fees paid by Client in respect of such Directory only.

**9. Specific terms relating to Devices**

- 9.1. If Client orders any Devices as part of the Package, the terms of this Condition 9 shall apply. The Booking Form may specify that it is mandatory for Client to order Devices for use at the Event.
- 9.2. Client acknowledges and agrees that all Devices are provided by Organizer's nominated third party supplier (Device Supplier). Devices enable Client to engage with the lead capture services provided by Device Supplier and activation and use of the lead capture services shall require Client to agree and adhere to De-

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vice Supplier's terms of use. By agreeing to Device Supplier's terms of use, this creates a separate contract between Client and Device Supplier for the activation and use of such lead capture services. In the event that Device Supplier exercises any right to terminate Client's use of the lead capture services pursuant to its terms of use, all Fees paid by Client in respect of the Devices shall be non-refundable.

- 9.3. Client acknowledges and agrees that it shall obtain any required consents from an attendee of the Event before using any Devices to scan such attendee's badge.
- 9.4. Client acknowledges and agrees that Device Supplier shall host all data collected by Client and/or its Personnel in connection with the lead capture services in accordance with Device Supplier's terms of use. In particular, Client acknowledges and agrees that Device Supplier may be disclosing certain data that Client collects using the lead capture services to Organizer for the purposes set out in Device Supplier's terms of use.
- 9.5. Without prejudice to any other right or remedy it may have, if Client and/or any of its Personnel is in breach of this Condition 9, Organizer reserves the right without liability to insist that any Devices are no longer used by Client and/or its Personnel and are immediately returned to Device Supplier.
- 9.6. Client acknowledges and agrees that all Devices are provided to Client on Organizer's behalf by Device Supplier. Client shall collect and return any Devices in accordance with Device Supplier's instructions. Client shall indemnify Organizer against any loss, damage, cost, claim or expense suffered or incurred by Organizer and/or any member of the Informa Group arising out of or in connection with any Devices that are not returned or that are damaged by Client and/or its Personnel. In the event of any fault, malfunction, failure or inaccuracy of any Devices or any other loss or damage arising in connection with any Devices and/or any captured data, Client should contact Device Supplier to resolve any issues. Client hereby waives any and all claims against Organizer that Client may have relating to or arising from any such issues. Organizer's total liability in connection with any Devices, howsoever arising, shall be limited to the total amount of the Fees paid by Client in respect of the Devices only.

**10. Visitor, delegate and Client's Personnel passes**

- 10.1. Where visitor passes and/or delegate passes are issued as part of the Package, they are issued subject to Organizer's terms and conditions applicable to visitors and/or delegates (as applicable) in force from time to time. Client shall be supplied (either by Organizer or the Owners) with passes for its Personnel (as applicable) who are working at the Event and such passes must be produced by such Personnel on request at the Event. Organizer may refuse entry to any person without a valid pass. Passes are only valid in the name of the person to whom they are issued.

**11. Limitation of rights granted**

- 11.1. Client's rights in relation to the Event and the Package are strictly limited to those set out in this Contract. Client shall be permitted to advertise on its own website and/or social media the fact of its attendance and participation in the Event, including, without limitation, by providing a web link to the Event website, provided that Organizer may request at any time and for any reason that Client removes any such advertising and Client shall be required to comply with any such request promptly. Client is not permitted to: (i) establish a website specifically relating to the Event, and/or (ii) otherwise promote or advertise its association with the Event and/or Organizer, except as expressly stated herein or with the prior written consent of Organizer. Nothing in this Contract shall be construed as granting to Client any right, permission or license to use or exploit the Intellectual Property Rights of Organizer and/or any member of the Informa Group.

**12. Changes to the Event**

- 12.1. Notwithstanding any other provision of this Contract, Organizer reserves the right without liability at any time and for any reason to make reasonable changes to the format, content, location, Venue, opening hours, duration, dates and/or other timings of the Event. If any such changes are made, this Contract shall continue to be binding on both parties, provided that the Package shall be amended as Organizer considers necessary to take account of such changes.

**13. Cancellation and changing the date(s) of the Event by Organizer**



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- 13.1. Organizer reserves the right to cancel or change the date(s) of the Event at any time and for any reason (including, without limitation, if a Force Majeure Event occurs that Organizer considers makes it illegal, impossible, inadvisable or impracticable for the Event to be held).
- 13.2. In the event that the date(s) of the Event are changed to new date(s) that are within twelve (12) months of the originally scheduled Opening Date of the Event and/or the Event is cancelled but is reasonably expected by Organizer to be held at any time in the next Calendar Year (or, in the case of an Event that is held on a biennial basis, in the next two (2) Calendar Years), this Contract shall continue in full force and effect and the obligations of the parties shall be deemed to apply to the Event on the new date(s) or when it is next staged (as applicable) in the same way that they would have applied to the originally scheduled Event. For the avoidance of doubt, nothing in this Condition 13.2 shall excuse Client from the payment of the Fees in accordance with the payment terms stated in the Booking Form.
- 13.3. In the event that the Event is cancelled and is not reasonably expected by Organizer to be held at any time in the next Calendar Year (or, in the case of an Event that is held on a biennial basis, in the next two (2) Calendar Years), this Contract shall terminate without liability provided that, at Client's election, any portion of the Fees already paid shall be either (i) refunded, less an amount equal to 5% of the total Fees (the Admin Fee) from any portion of the Fees already paid or, where no Fees have been paid, Organizer shall be entitled to submit an invoice in respect of the balance of the Admin Fee, which shall become immediately due and payable or (ii) a credit note for the amount of the Fees already paid shall be issued and Client shall be released from paying any further portion of the Fees.
- 13.4. Client acknowledges and agrees that the provisions of this Condition 13 set out Client's sole remedy in the event of cancellation or the changing of the date(s) of the Event and all other liability of Organizer is hereby expressly excluded.

**14. Cancellation by Client**

- 14.1. The application for the Package is irrevocable by Client and, except as expressly stated in the Booking Form, Client has no rights to cancel this Contract. Except as expressly set out in these Conditions and/or in the Booking Form, no refunds shall be given and the Fees shall remain due and payable in full.
- 14.2. To the extent that the Booking Form expressly permits cancellation by Client, Client may cancel the Package on written notice to Organizer, except where Organizer has the right to terminate this Contract under Condition 15.1. Upon any such cancellation by Client, Client shall pay Organizer such cancellation fees as are stated in the Booking Form. For the purpose of determining any such cancellation fees, the relevant dates shall be fixed by reference to the originally scheduled Opening Date of the Event and not any newly scheduled Opening Date of the Event that has been changed pursuant to Condition 13.2.

**15. Termination**

- 15.1. Organizer may terminate this Contract without liability immediately at any time by written notice to Client if Client: (i) is in material breach of any of its obligations under this Contract and/or any other agreement between Client and any member of the Informa Group and either the breach is irremediable or Client has not remedied the breach (if the same is capable of remedy) within fourteen (14) days of receiving written notice of the breach (or such lesser period as would be required for the breach to be remedied in sufficient time prior to the Opening Date of the Event or any element of the Package being provided on a scheduled date), (ii) goes into liquidation, is declared insolvent, has an administrator appointed (or an application is made for the same), ceases to carry on business or suffers any analogous event in any jurisdiction, or (iii) is convicted of any criminal offence or otherwise so conducts itself as to bring itself, the Event and/or Organizer into disrepute. Without prejudice to any other right or remedy it may have, in the event that Organizer terminates this Contract pursuant to this Condition 15.1, Organizer shall not be required to refund any Fees received from Client and Organizer shall be entitled to submit an invoice in respect of the balance (or the whole as the case may be) of the Fees which shall become immediately due and payable.
- 15.2. Organizer may terminate this Contract without liability immediately at any time by written notice to Client if Organizer: (i) determines in its absolute discretion that the provision of the Package to Client is not in the best interests of the Event and/or not in Organizer's legitimate commercial interests, (ii) is required by any law or instructed by any financial institution to cease trading with certain individuals/entities and/or in certain geographical locations, and/or (iii) decides to cancel the Event and does not wish for this Contract

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- to continue in full force and effect pursuant to Condition 13.2. In the event that Organizer terminates this Contract pursuant to this Condition 15.2, any portion of the Fees already paid shall be refunded (where legally permissible) and Client shall be released from paying any further portion of the Fees. Client acknowledges and agrees that the refund of Fees paid is Client's sole remedy in the event of termination by Organizer under this Condition 15.2 and all other liability of Organizer is hereby expressly excluded.
- 15.3. Upon any termination of this Contract, without prejudice to any other right or remedy it may have, Organizer reserves the right without liability to close Client's exhibition stand, remove Client's Personnel from the Event, cover over any Materials and remove and sell/otherwise dispose of any exhibits or other property of Client (at Client's risk and expense). Organizer shall be free to re-sell any aspects of the Package as it shall deem fit.
- 15.4. Termination of this Contract shall not affect any rights, remedies, obligations or liabilities of either party that have accrued up to the date of termination.
- 15.5. Conditions 1, 3, 5.2, 7.4, 7.5, 8.8, 8.13, 9.6, 11, 13, 14, 15, 16, 19 and 20 shall survive termination of this Contract.
- 16. Liability and indemnity**
- 16.1. Organizer does not make any warranty as to the Event and/or Package in general, including, without limitation, in relation to: (i) the presence, absence or location of any exhibitor, sponsor or attendee of the Event, (ii) the number of exhibitors, sponsors or attendees participating in the Event, and/or (iii) the benefit or outcome (commercial or otherwise) that Client may achieve as a result of participating in the Event and/or purchasing any element of the Package. Organizer further does not make any warranty as to (a) the condition of the Venue or any utilities that may be provided for use at the Venue, and/or (b) any products and/or services marketed, displayed or sold by any other exhibitor, sponsor or attendee at the Event and/or the benefit or outcome (commercial or otherwise) that Client may achieve as a result of any match-making initiatives, transactions or other deals/arrangements with such other exhibitors, sponsors or attendees. Except as set out in these Conditions, to the fullest extent permitted by law, Organizer excludes all terms, conditions, warranties, representations and undertakings relating to the Event and the Package that are not expressly stated herein.
- 16.2. Organizer shall not be liable for any loss, damage, theft, cost, claim or expense suffered or incurred by Client and/or any of its Personnel arising out of or in connection with the provision of any services supplied by third parties in relation to the Event and/or the Package, including, without limitation, the provision of utilities, AV, security rooms/cloakrooms, inspection/health and safety auditing of exhibition stand/shell scheme plans, stand-building, shell scheme, graphics, freight shipment, logistics, transportation and delivery services supplied by third party contractors and/or the Owners. Without limitation to the foregoing, Client acknowledges and agrees that services provided to Client by the Owners' and/or Organizer's mandated, official or recommended contractors are the subject of a separate agreement between Client and the relevant contractor(s).
- 16.3. Subject to Condition 16.6: (i) Client expressly assumes all risks associated with, resulting from or arising in connection with Client's and its Personnel's participation in and/or presence at the Event, (ii) neither Organizer nor any member of the Informa Group shall be liable for any (a) indirect, consequential, special, incidental or punitive loss or damage, loss of actual or anticipated profits or income, loss of business, loss of opportunity, loss of goodwill, loss or corruption of data or any other type of economic loss or damage, or (b) loss (or theft) of, injury to, illness of or damage to the person, property and effects of Client and/or any of its Personnel and/or any third party, whether (a) or (b) is caused by negligence, intentional act, accident, act of God or otherwise, and (iii) Organizer's (and any member of the Informa Group's) maximum aggregate liability to Client and its Personnel under this Contract or otherwise in connection with the Event and/or the Package, howsoever arising, shall be limited to the total amount of the Fees paid by Client.
- 16.4. Client shall indemnify Organizer against any loss, damage, theft, cost, claim or expense suffered or incurred by Organizer and/or any member of the Informa Group arising out of or in connection with: (i) any loss of or damage to any property or injury to, illness of or death of any person caused by any act or omission of Client and/or its Personnel, (ii) any third party claim that either the display of any exhibits (including, without limitation, counterfeit goods) by Client and/or its Personnel at the Event and/or on any Directory and/or the receipt and/or use of the Materials and/or the Directory Content in connection

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with the Package constitutes an infringement of the Intellectual Property Rights of any third party, (iii) any breach by Client and/or its Personnel of any law, (iv) where Client receives any Data List as part of the Package, any failure of Client and/or its Personnel to comply with Condition 5.2, and (v) where Client shares the Space with any third party pursuant to Condition 6.7, any act or omission of any such Space sharer and/or such Space sharer's Personnel.

- 16.5. Organizer shall not be in breach of this Contract nor liable for delay in performing, or failure to perform, any of its obligations under this Contract if such delay or failure results from a Force Majeure Event and/or from any delay, failure or error on the part of Client in providing cooperation, performance and/or approvals, consents, information and/or Materials as contemplated by this Contract. For the avoidance of doubt, nothing in this Condition 16.5 shall excuse Client from the payment of the Fees under this Contract.
- 16.6. Nothing in these Conditions shall exclude or limit any liability which cannot be excluded or limited by law.
- 16.7. Client acknowledges and agrees that, in light of the Fees, the provisions of this Condition 16 are no more than is reasonable to protect Organizer as the organizer of the Event and the provider of the Package.

**17. Insurance**

- 17.1. Client shall, at its own expense, secure and maintain for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Client and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Client's obligations under this Condition.
  - (a) Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held;
  - (b) Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and
  - (c) Automobile Liability insurance (required if bringing automobiles into the Venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.
- 17.2. The Client's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds: (i) Organizer and each of its direct and indirect subsidiaries and other affiliates and (ii) the Venue. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to Organizer, shall be promptly furnished to Organizer. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to Organizer. The Client shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Client's property, in each case releasing in full such carrier's subrogation rights.
- 17.3. Certificate of Insurance forms must be submitted to Organizer by all international exhibitors, exhibitors with complex booth structures (defined as multi-story or displays with a canopy/ceiling) and exhibitors hosting attendee interactive demonstrations.
- 17.4. Since many international policies aren't valid in the United States, all international exhibitors are required to obtain insurance through ExhibitorInsurance.com, the designated insurance provider for the Event. Coverage is subject to underwriting review; Client must review the Ineligible Risks to ensure coverage. Clients may be eligible to opt out of this coverage by providing a valid Certificate of Insurance satisfactory to Organizer with the necessary coverages.
- 17.5. Client shall further ensure that any contractors engaged by Client in connection with the Event comply with the insurance requirements specified in this Condition 17. Without limitation to the foregoing, Organizer shall be entitled, on request, to inspect such contractor's insurance policies evidencing compliance with the insurance requirements of this Condition 17.

**18. Sustainability**

- 18.1. Organizer strives to achieve efficiency and excellence at the Event by conducting its business operations in

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1:00 pm - 7:00 pm

**April 24**

8:00 am - 8:00 pm

**April 25**

8:00 am - 6:00 pm

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a sustainable manner. To help achieve this, Client shall comply with all sustainability requirements set out in the Manual or as otherwise notified to Client by Organizer in writing (acting reasonably).

**19. General**

- 19.1. Organizer reserves the right to refuse any person entry to the Event or to remove any person from the Event at anytime.
- 19.2. From time to time, Organizer, the Owners and their respective Personnel may enter the Venue to carry out works, repairs or alterations or for any other purposes which they deem necessary (Works). Organizer shall not be liable for any loss, damage, cost, claim, expense or inconvenience suffered or incurred by Client and/or any of its Personnel arising out of or in connection with any matter relating to the Works.
- 19.3. Client acknowledges and agrees that Organizer and each member of the Informa Group shall have a perpetual, irrevocable, royalty-free, non-exclusive, worldwide license and right to collect and maintain, and to reproduce, publish, display, transmit, distribute, adapt, create derivative works from, syndicate and otherwise exploit or use, commercially or otherwise, in any medium, any and all: (i) analytics data captured at or in connection with the Event and/or any part of the Package (including, without limitation, Event footfall, attendee, user or online behaviors and usage data relating to any Directory, Devices and/or any lead generation/match-making initiatives), and/or (ii) Materials, Directory Content and other information and/or materials displayed or made available by Client and/or its Personnel at or in connection with the Package, the Event and/or any other events owned, organized, managed or operated by Organizer and/or any member of the Informa Group (in each case whether prior to, concurrently with, or following the entering into of this Contract) (together, both (i) and (ii) being the Data). The foregoing shall include, without limitation, Organizer and each member of the Informa Group being entitled to use, repurpose and reproduce the Data to create, develop, sell or otherwise make available products, services or works in any media or form (whether physical, digital or intangible) now known or later developed (which may include, without limitation, incorporating all or any part of any Materials, Directory Content and other information and/or materials displayed or made available by Client and/or its Personnel into such products, services or works).
- 19.4. Nothing in this Contract shall create a partnership, joint venture or agency relationship between the parties.
- 19.5. If and to the extent that there is any conflict between these Conditions and the Booking Form, the terms of the Booking Form shall prevail.
- 19.6. Each party acknowledges and agrees that this Contract constitutes the entire agreement between the parties in relation to the Event and the Package and that it supersedes any and all prior oral or written understandings, communications or agreements with respect to the subject matter hereof.
- 19.7. Client may not assign or sub-contract any of its rights or obligations under this Contract without the prior written consent of Organizer. Organizer shall be entitled to assign any and all of its rights under this Contract to any member of the Informa Group and the consent of Client shall not be required. Organizer shall be entitled, without the consent of Client, to sub-contract any and all of its obligations under this Contract to any member of the Informa Group or any third party contractor assisting Organizer with the staging of the Event and/or the facilitation of the Package.
- 19.8. No failure by either party in exercising any right or remedy shall operate as a waiver of the same. No waiver by either party of any breach by the other party shall be considered as a waiver of any subsequent breach of the same or any other provision of this Contract. The rights and remedies under this Contract are cumulative and are not exclusive of any rights or remedies provided by law.
- 19.9. If any provision of this Contract is or becomes invalid, illegal or unenforceable, that provision shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision shall be deemed deleted. Any modification to or deletion of a provision under this Condition 19.9 shall not affect the validity and enforceability of the rest of this Contract.
- 19.10. Unless it is expressly stated otherwise, this Contract does not give rise to any rights for a third party to enforce any term of this Contract. The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this Contract are not subject to the consent of any other person.
- 19.11. Organizer reserves the right to set off any indebtedness of Client to Organizer against any indebtedness

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of Organizer to Client, regardless of whether any such indebtedness arises pursuant to this Contract or otherwise.

19.12. Any notice or other communication given to a party under or in connection with this Contract shall be in writing (which includes, without limitation, e-mail).

**20. Governing law and jurisdiction**

20.1. This Contract shall be governed and construed in accordance with the laws of the State of New York. Organizer and Client agree that any and all disputes in any way relating to, or arising out of this Contract or the assignment, use, denial, change, or cancellation of Space or any other aspect of the Package, shall be submitted to the American Arbitration Association (AAA) for arbitration before a single arbitrator in accordance with the rules of AAA then in force and effect as the sole and exclusive remedy for resolving such disputes. The parties agree that the decision of the arbitrator shall be final and binding and that a judgment may be entered on such arbitration award in any court of competent jurisdiction. The parties agree that any such arbitration shall take place in New York, NY. The prevailing party in any such arbitration shall be entitled to recover its costs and expenses, including reasonable attorneys' fees, incurred in connection with such arbitration. THE PARTIES ACKNOWLEDGE AND AGREE THAT BY SELECTING ARBITRATION AS THE SOLE AND EXCLUSIVE REMEDY FOR RESOLVING ALL DISPUTES BETWEEN THEM, THEY ARE WAIVING THEIR RIGHT TO A TRIAL TO WHICH THEY MAY BE OTHERWISE ENTITLED.

**21. Specific terms relating to Covid-19**

21.1. Notwithstanding any other provision of this Contract, the parties agree that to the extent that Client is prevented from participating in the Event as a direct result of: (i) mandatory government-imposed travel restrictions, and/or (ii) quarantine conditions, each related to Covid-19 that apply so as to prohibit persons in general (a) leaving the territory in which Client is based, (b) leaving the territory in which the Event is due to take place, and/or (c) travelling from the territory in which Client is based to the territory in which the Event is due to take place, the provisions of Condition 21.3 shall apply.

21.2. Notwithstanding any other provision of this Contract, the parties agree that to the extent that Organizer is forced to cancel the Event as a direct result of complying with a mandatory government-imposed order related to Covid-19, the provisions of Condition 21.3 shall apply. For the avoidance of doubt, if the date(s) of the Event are changed to new date(s) that are within twelve (12) months of the originally scheduled Opening Date of the Event in accordance with Condition 13.2, this shall not constitute cancellation of the Event.

21.3. Subject to the remainder of this Condition 21.3, if the circumstances set out in Condition 21.1 and/or Condition 21.2 apply, Client shall be entitled to elect that any portion of the Fees already paid shall be either: (i) applied to a future edition of the Event and/or any other mutually agreed upon activity, product and/or service provided by Organizer and/or any member of the Informa Group, or (ii) refunded, less the Admin Fee. This Condition 21.3 shall only apply to monies that Client has paid directly to Organizer in respect of the Package. For the avoidance of doubt, this Condition 21.3 shall not apply to any monies paid to third party vendors/suppliers in respect of Event-related products/services (for example, design and build contractors, freight forwarders, hotels/housing partners and airlines), even if these third party vendors/suppliers are recommended or endorsed by Organizer. Client acknowledges that products/services provided directly by third party vendors/suppliers to Client in respect of Event-related products/services are the subject of a separate agreement between Client and the relevant provider(s). Client acknowledges and agrees that the provisions of this Condition 21.3 set out Client's sole remedy in the event that the circumstances set out in Condition 21.1 and/or Condition 21.2 apply and all other liability of Organizer is hereby expressly excluded.

21.4. This Condition 21 shall survive termination of this Contract.



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## Booth Design/EAC/Contractors/Display Rules

### Badges: Set-up & Exhibitor

### Build-up and breakdown badges

#### Exhibitors

Exhibitors arriving before registration is officially open can obtain a bracelet to enter the exhibition for set up. These bracelets will be distributed by security at the loading docks and at the Hall E entrance.

#### Contractors

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.

### Exhibitor Event Badges

Visit [mroamericas.aviationweek.com](http://mroamericas.aviationweek.com) to register your team. Exhibitors who would like to attend conference sessions may also purchase discounted conference/session badges by choosing either Exhibitor All Access or Exhibitor/Individual Sessions. You will need a promotion code in order to receive your discount, please contact Virginia Gongora to get the code at T: 800.722.6344 (outside the US +1.347.751.8692) or [events@aviationweek.com](mailto:events@aviationweek.com).

Booth personnel is unlimited at the MRO events.

Please refrain from setting meetings and inviting customers to your booth during set-up hours. They will not be permitted in the exhibit hall with visitor badges.

### Registration Hours

(Registration will take place in the F Lobby)

Monday, April 25 8:00 AM - 6:00 PM

Tuesday, April 26 8:00 AM - 5:30 PM

Wednesday, April 27 8:00 AM - 5:30 PM

Thursday, April 28 8:00 AM - 1:00 PM

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## EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freeman.com/PostShowFAQ](http://www.freeman.com/PostShowFAQ)

At the close of the show, all empty containers will be returned to exhibitors. The time it takes to return all empty containers will vary, and may take several hours, depending on the size of the show. Please arrange your travel accordingly.

## DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, April 29, 2022 at 1:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, April 29, 2022 at 9:00 AM.

## POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/ Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (214) 634-1463 for a quote.

### Exhibitor Move-In

Saturday, April 23	1:00 PM - 7:00 PM	600 sqft and larger and double decker booths only
Sunday, April 24	8:00 AM - 8:00 PM	All Exhibitors
Monday, April 25	8:00 AM - 5:00 PM	All Exhibitors

### Exhibitor Breakdown

Thursday, April 28	1:00 PM - 10:30 PM
Friday, April 29	7:00 AM - 1:00 PM

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All Island and 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](mailto:allison.gold@aviationweek.com).

The deadline for stand design submissions is March 1, 2022.

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/m<sup>2</sup>) 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. Freeman is the exclusive provider of rigging services, and the KBHCCD also requires a hanging sign inspections. Forms for both 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>

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## Booth Equipment

Each 10' x 10' booth will be set up with 8' high gray and blue back drape, 3' high gray side dividers, and a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request. Vacuuming will not be provided before the show opens.

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

## NEW for 2022!

### AISLE CARPET

**All aisles will be not carpeted.** Exhibitors have the option to provide carpet/flooring in their booth. To order, please refer to Freeman's carpet ordering forms.

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## **New for 2022!**

The exhibit hall is not carpeted. Exhibitors have the option to use floor coverings in their booths. Rental Carpet is available through Freeman.

The use of carpeting or other professional floor covering is optional 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.

## **Sustainability**

Make your exhibit more sustainable by renting rather than buying carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

All Island and 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](mailto:allison.gold@aviationweek.com).

The deadline for stand design submissions is March 1, 2022.

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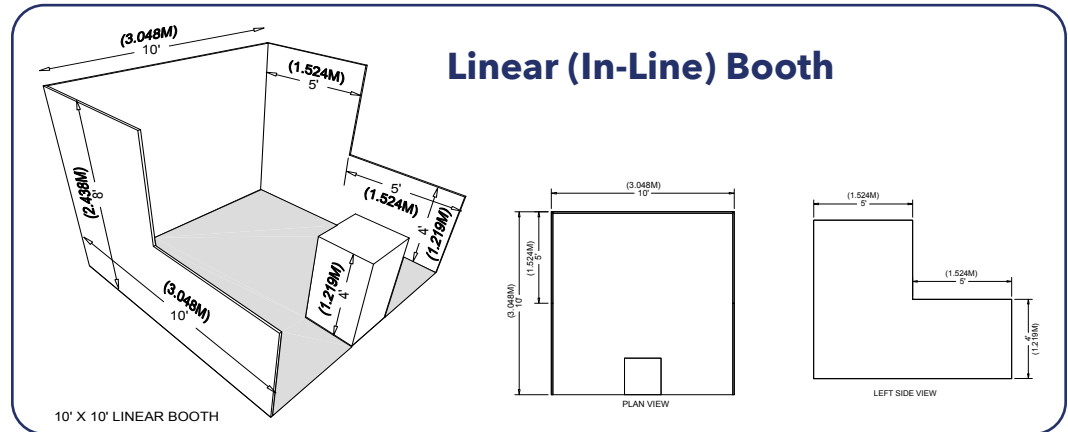
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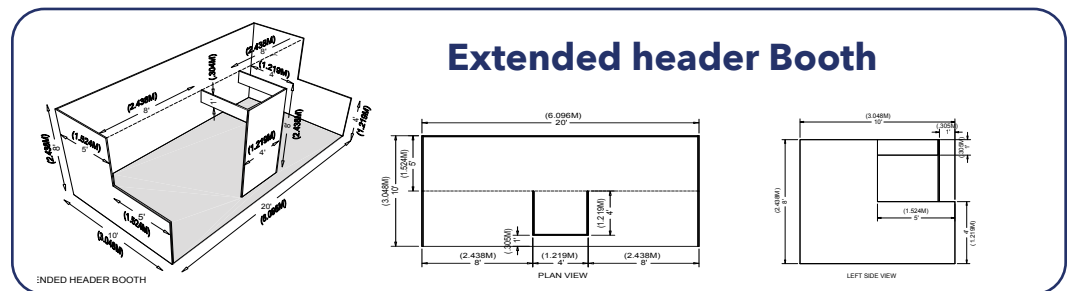
All booth designs for MRO Americas are required to adhere to IAEE guidelines. Below is a summary of those guidelines. All exhibits must comply with the standard (IAEE) Guidelines for Display Rules & Regulations. Please refer to the Display Rules & Regulations if you are not familiar with them.

All Island and 10 x 20 or larger booths must submit their design to Allison Gold at [allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com) or submit online <https://fs2.formsite.com/AW-Events/form91/index.html>. The deadline for stand design submissions is March 1, 2022.



### 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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### CONFERENCE

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### REGISTRATION

Lobby F

April 26-28, 2022

### EXHIBITOR MOVE-IN

**April 23** (600 sqft and larger/  
double decker booths only)

1:00 pm - 7:00 pm

### April 24

8:00 am - 8:00 pm

### April 25

8:00 am - 6:00 pm

### LOCATION:

Kay Bailey Hutchison  
Convention Center  
Dallas, TX  
Halls C-F

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Senior Manager, Events  
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allison.gold@aviationweek.com

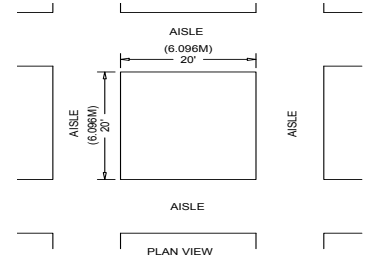
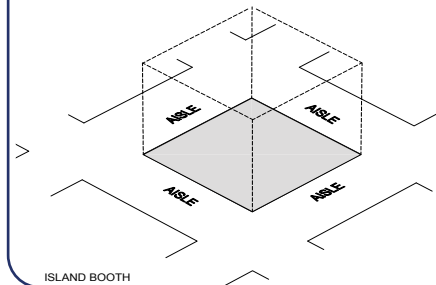
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### Linear (In-Line Corner) Booth

- 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 Booth



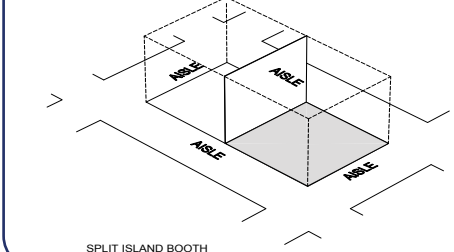
### Island Booths

- Any size booth exposed to aisles on all four sides
- Hanging Signs permitted. Rigging must be ordered and executed by Freeman. Rigging can be ordered via Freeman online 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](mailto: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.

### Split Island Booth



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# Booth Design/EAC/Contractors/Display Rules

## Display Rules

*All Island and 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](mailto:allison.gold@aviationweek.com). The deadline for design submissions is March 1, 2022.*

The deadline for stand design submissions is March 1, 2022.

- 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.**
- 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.
- Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
- 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/m<sup>2</sup>) 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.
- No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.
- Please note that hanging signs are only permitted in island booths. Freeman is the exclusive provider of rigging services, and the KBHCCD also requires a hanging sign inspections. Forms for both 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](mailto:allison.gold@aviationweek.com), +1.718.501.7675

### 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.

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## 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.

## Carpeting

- The use of carpeting or other professional floor covering is **optional** for 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.



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# Booth Design/EAC/Contractors/Display Rules

## Display Rules

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### 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](http://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.

### 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 materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

### Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty



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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.

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# 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, KBHCCD 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 KBHCCD 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.

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

## Application form

1. Complete the [rigging order form](#); and return to Freeman
2. Complete the [Structural Integrity Statement](#); and return to Freeman
3. Include a blueprint and the dimensions of your stand position, suspension points, stay wires and steel wires as well as the weight of any rigged items

## Rules for rigging:

- **Rigging is permitted in island booths only. Rigging is only allowed above your own stand to the maximum height. Maximum height is 20' (with Show Management's permission) at the top of the sign.**
- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the "Hanging Sign / Rigging Labor" order form, for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Set-up instructions must be provided for signs requiring assembly.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. This container **MUST** arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Electric signs must be in working order and in accordance with the National Electrical Code.
- ELECTRICAL SERVICE requirements for hoists and electric signs must be ordered in advance from the facility.
- Lighting contractors or exhibitors please contact the I & D Dept. at Freeman (214) 634-1463 to review truss and chain hoist requirements, general questions, or assistance in creating a rigging plot
- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur material handling charges.
- For lift and overhead rigging crew, use the "Hanging Sign/Rigging Labor" order form.
- Hanging sign orders placed at show site are subject to equipment availability.

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Unsafe conduct or conditions including maintenance hazards should be reported immediately to KBHCCD Security and supervisory event personnel of the responsible party.

Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors and staging areas), but may also include public areas in the main concourse. Within these areas and throughout the premises, the following guidelines will be enforced:

1. No alcoholic beverages or illegal or controlled substances are permitted.
2. No horseplay, practical joking, etc., is allowed.
3. No speeding (over 5 mph) or reckless use of vehicles is allowed.
4. No flammable liquids may be brought into or stored in the building. Nor may anyone refuel their vehicle in these areas. Refueling must occur at least seventy-five (75) feet outside the building or covered areas.
5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
6. All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.
7. Oil spills, loose or missing floor box covers and other apparent safety hazards should be reported immediately to KBHCCD Security.
8. Work activities in the upper level concourse areas require additional supervision to ensure safety of guests attending other events. Control rope, signage and other warning devices may be required.

The National Fire Protection Association (NFPA) 101 Life Safety Code has been adopted, with specific revisions and interpretations, as a guideline for the review of events held at the KBHCCD. Information regarding the fire code may be obtained through the Event Coordinator. Please note the following highlights:

1. Two-story exhibit booths are addressed in special regulations provided by the Fire Marshal. See MULTISTORY EXHIBIT BOOTH GUIDELINES.
2. All drapes, curtains, table coverings, skirts, carpet and any materials used in exhibits must be flame retardant.
3. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, routes of egress and any other fire safety device must not be hidden from view or have its accessibility blocked.
4. No crates, packing material, wooden boxes or other highly combustible materials may be stored in exhibit halls, meeting rooms or fire exit areas.
5. Vehicles on display shall have full fuel tank. A gas cap must be in place, or the tank must be adequately sealed off. Battery cables must be disconnected and taped to avoid sparking.
6. Each planned use of pyrotechnics and welding equipment, open flames, smoke-emitting materials or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Coordinator and the Fire Marshal.

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All exhibitors are required to carry sufficient insurance coverages for this event.

Exhibitors shall, at its own expense, secure and maintain for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Client and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Client's obligations under this Condition.

- (a) Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held;
- (b) Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and
- (c) Automobile Liability insurance (required if bringing automobiles into the Venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

The Client's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds: (i) Organizer and each of its direct and indirect subsidiaries and other affiliates and (ii) the Venue. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to Organizer, shall be promptly furnished to Organizer. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to Organizer. The Client shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Client's property, in each case releasing in full such carrier's subrogation rights.

Certificate of Insurance forms must be submitted to Organizer by all international exhibitors, exhibitors with complex booth structures (defined as multi-story or displays with a canopy/ceiling) and exhibitors hosting attendee interactive demonstrations.

Since many international policies aren't valid in the United States, all international exhibitors are required to obtain insurance through ExhibitorInsurance.com, the designated insurance provider for the Event. Coverage is subject to underwriting review; Client must review the Ineligible Risks to ensure coverage. Clients may be eligible to opt out of this coverage by providing a valid Certificate of Insurance satisfactory to Organizer with the necessary coverages.

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***The Certificate of Insurance can be submitted via the EAC form, or sent directly to***  
***Anitajoyce.wright@aviationweek.com.***  
<https://fs2.formsite.com/AW-Events/form58/index.html>

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## EXHIBITOR MOVE-IN

**April 23** (600 sqft and larger/  
double decker booths only)

1:00 pm - 7:00 pm

## April 24

8:00 am - 8:00 pm

## April 25

8:00 am - 6:00 pm

## LOCATION:

Kay Bailey Hutchison  
Convention Center  
Dallas, TX  
Halls C-F

Allison Gold  
Senior Manager, Events  
+1-718-501-7675  
allison.gold@aviationweek.com

Arabella Martin-Nunn,  
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Anita Joyce Wright  
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anitajoyce.wright@aviationweek.com

## THE FOLLOWING GUIDELINES APPLY IN THE TEXAS REGION:

We are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read the following:

### ELECTRICAL LABOR & PLUMBING

Responsible for the installation and distribution of all electrical outlets, cables and distribution equipment. This includes extension cords installed under carpet or any other type of flooring. Freeman is responsible for any hardwiring of equipment to installed electrical cables or disconnecting devices. Exhibitors are permitted to install their own lights, monitors, and other A/V equipment.

Freeman is responsible for the installation and distribution of all water lines and the filling and draining of all water tanks. Exhibitors are permitted to connect their equipment to the lines installed by Freeman.

### MATERIAL HANDLING LOCAL UNION LABOR

- The Local Union has jurisdiction for the operation of all material-handling equipment, all unloading and reloading, and the handling of empty containers.
- Exhibitors may unload their own personal vehicles provided they do not use any material handling equipment (fork-lifts, flatbeds, dollies, pallet jacks, etc.)
- Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/move-out.

### INSTALLATION & DISMANTLE LABOR - LOCAL UNION LABOR

The Local Union has jurisdiction for the installation and dismantling of all exhibits including carpet, furniture, and hanging signs. All hired labor must belong to Local Union. Labor can be ordered in advance by returning the enclosed form, or on showsite, at the Freeman Service Desk. Three options for installation and dismantle labor exist in Texas. Labor may be:

- performed by full-time employees of the exhibiting company; or
- hired through Freeman, the official general service contractor; or
- hired through an exhibitor-appointed contractor.

### PLEASE NOTE:

- Please do not tip any employee. Do not give coffee breaks, for union employees have a fifteen minute paid break mid-morning and mid-afternoon. Any attempt by an employee to solicit a gratuity for any service should be reported immediately to Freeman and/or Exhibit Management. Union employees are paid a good wage scale, and tipping is strongly discouraged and is not an accepted policy of any Official Service Supplier.
- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of Freeman. Please refrain from voicing complaints directly to craft personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate



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Without careful planning, shipping everything from brochures to booths can be a difficult and costly process.

Here are some tips and tricks to help guide you through. But, the most important takeaway here is **START PLANNING EARLY**. Take advantage of early bird discounts and alleviate stress by reaching out early to find the best solution for you!

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event.

You have two options for shipping your advance freight – either to the warehouse or directly to show site.

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #

**MRO AMERICAS APR 2022**

**C/O Freeman**

**5130 Cash Rd.**

**Dallas, TX 75247**

Freeman will accept crated, boxed or skidded material beginning Thursday, March 24, 2022 at the above address. Material arriving after April 18, 2022 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_

**MRO AMERICAS APR 2022**

**Kay Bailey Hutchison Convention Center**

**C/O Freeman**

**650 South Griffin**

**Dallas, TX 75202**

Freeman will receive shipments at the exhibit facility beginning Saturday, April 23, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.



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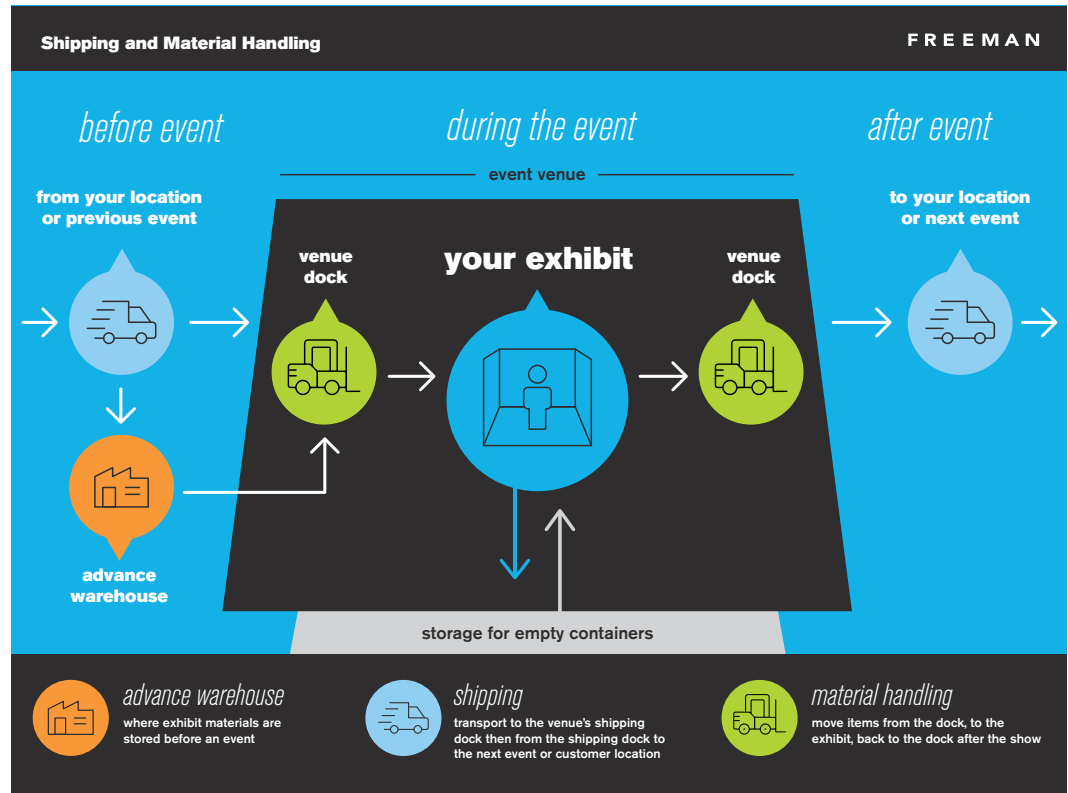
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Refer to the material handling form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

## PREPAID OR COLLECT SHIPPING CHARGES

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## FREIGHT LABELS

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is listed above.

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## **Warehouse Shipping**

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## **Show Site Shipping**

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

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TWI has been appointed as the official international Freight Forwarder for delivery of international shipments destined for MRO Americas 2022. TWI is pleased to coordinate the customs and delivery of your international shipment destined for this event. The following pages list important information regarding shipping documents, deadlines, and fees, and information from our customs broker pertaining to customs clearance of your exhibition materials into the United States.

TWI information is available in the [Exhibitor Resource Center](#).

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## RETURN SHIPPING

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents.
- The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to [FreemanOnline](#) for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

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Freeman is the exclusive service provider for material handling.

Freight material handling or "drayage" is the moving of exhibit materials from one location to another. Whether an exhibitor's materials are shipped to Freeman's advance warehouse or directly to show site, these materials must be delivered to their booth location.

Services included in material handling or drayage costs include:

- Accepting the exhibit materials either at the warehouse or at show site
- Delivery of exhibit materials to the exhibitor's exhibit space
- Storage of empty containers during the show
- Returning empty containers at the close of the show
- Picking up an exhibitor's packaged materials
- Returning packaged materials to the dock
- Loading exhibitor's materials on their carrier of choice

Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event.

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- In order to get your containers returned to you most expeditiously, please keep all aisles clear after the show concludes. Empty containers are not returned to booths until the carpet has been removed. The quicker the carpet is pulled, the quicker you will get your containers.

**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, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

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**Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.**

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**Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.**

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## **Marshalling Yard**

Lot E - 500 Hotel St, Dallas, Texas 75207

### **FROM THE NORTH - HEADING SOUTH ON I-35E**

- 35 South to exit 428 C Commerce St / Reunion Blvd
- Stay to the right
- Left on Reunion Blvd
- Right on Sports St
- Deadend into marshalling yard

### **FROM THE SOUTH - HEADING NORTH ON I-35E**

- 35 North to Exit 427 A, Riverfront Blvd/Cadiz
- Stay straight at the light, which is Cadiz
- Left on Hotel Dr
- Left on Memorial
- Left on Sports St
- Entrance to the marshalling yard

### **FROM THE WEST - HEADING EAST ON I-30**

- 30 East to Exit 44 Riverfront
- Right on Riverfront Blvd
- Left on Cadiz
- Left on Hotel Dr
- Left on Sports Street
- Entrance to the marshalling yard

### **FROM THE EAST - HEADING WEST ON I-30 OR FROM I-45**

- Take exit number 46B Ervay (left exit)
- Stay to the left on exit, street will change to Griffin
- Take Griffin to Memorial
- Left on Memorial
- Left on Sports St

Truck scales are available at the marshalling yard if you don't have certified weight paperwork.



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AV offerings are available in the [MRO Americas Exhibitor Resource Center](#).

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Carpet/Floor covering Rental Carpet is available through Freeman.

Colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Freeman's custom options include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit

- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint

Please see the Carpet Brochure and Order Form for more information available in the [MRO Americas Exhibitor Resource Center](#).

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

For Assistance, please call (214) 634-1463 to speak with one of our experts.

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The KBHCCD has an exclusive, in-house catering department, Centerplate which manages catering activities.

Centerplate at Kay Bailey Hutchison Convention Center is here to make sure your event is remarkable, right down to every last detail. Chef-driven menus can be customized to suit any taste or theme and event specialists can work with you make sure you event has a signature flavor that will make for a memorable experience for all of your guests.

## Stand Catering

Centerplate catering service offers a variety of options for stand catering.

Catering menus are available in the [MRO Americas Exhibitor Resource Center](#).

Centerplate Booth Catering

Centerplate ~ KBHCCD ~ 650 South Griffin Street ~ Dallas, Texas 75202

(214) 743-2514 ~ (214) 743-2515 Fax

Contact: [Angelique.Hart@centerplate.com](mailto:Angelique.Hart@centerplate.com)

**Centerplate is the exclusive provider of all food and beverage services at MRO Americas.**

Show Management requests that all alcoholic beverages be served after 1 pm and must take place in the exhibition hall only. No alcoholic beverages can be removed from the exhibition and all receptions must end by the time the exhibition hall closes for the day. No receptions are permitted after official exhibition hours.

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To order stand cleaning, cleaning products or refuse containers,

**Stand cleaning includes:**

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

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***Removal of any debris or trash exhibits left in the hall will be billed back to the exhibitor.***

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**Freeman is the exclusive provide of electric service for MRO Americas. Early Ordering deadline is: March 28, 2022**

From under carpet wiring to overhead lighting, Freeman has the power to simplify your electrical needs and installation. We've answered your most common questions below to help you place your order or prepare for a detailed discussion. Whether you require basic household/office power or a more technical installation for equipment, audio-visual presentations or truss lights, our electrical specialists and qualified electricians are always available to assist you.

**How Much Power is Needed**

First, review a layout of your exhibit, noting all of the items in it that require power. Consider lighting, computer equipment, and your own product. Are you bringing or renting any a/v equipment or ordering catering services that might need power? Will you be using a lead retrieval machine? If it's an item that plugs into a standard wall outlet found in a home or office (in North America), it will require 110/120 volt power. 208 or 480 volt power is generally used for machinery or industrial cooking devices and is ordered by single or 3 phase.

Next, mark the voltage and wattage or amperage (referred to as "load") (100 watts = 1 amp) of each piece of equipment at it's location in the booth. This information should be provided on a name plate or stamp usually located on the back or bottom of the equipment. If not indicated, check our accompanying electrical usage guide for estimated wattages for common items used at trade shows or call your rental company/caterer for specifics. For lighting, loads are dictated by the wattage of the bulbs. Arm lights included with Freeman exhibit packages use 200 watt bulbs. Keep in mind that you need to order power for any lighting within your booth unless the lights are ordered directly from the Electrical Department (those listed on the Freeman electrical order form).

Finally, total the wattage for the 120 volt devices in each area and select an outlet that meets or exceeds that total. Separate outlets should be ordered for each piece of equipment and/or each power location to help minimize tripping/power outages. It is always safer to slightly overestimate your power requirements. Wattage or amperages cannot be combined for 208 or 480 volt apparatus. Please order separate outlets for each.

Call customer service at (888) 508-5054 or +1(512) 982-4186 and ask for the Electrical Services Department. For fast, easy ordering, tools, and helpful hints go to [www.freeman-co.com/store](http://www.freeman-co.com/store).

## EVENT DATES:

April 26-28, 2022

## EXHIBITION

April 26-28, 2022

## CONFERENCE

April 26-28, 2022

## REGISTRATION

Lobby F

April 26-28, 2022

## EXHIBITOR MOVE-IN

**April 23** (600 sqft and larger/  
double decker booths only)

1:00 pm - 7:00 pm

## April 24

8:00 am - 8:00 pm

## April 25

8:00 am - 6:00 pm

## LOCATION:

Kay Bailey Hutchison  
Convention Center  
Dallas, TX  
Halls C-F

Freeman is the exclusive provider for forklift rentals. Forklift orders to install your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site.

Please contact Freeman for all forklift rentals.

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Straight Time - 8:00 A.M. to 5:00 P.M. Monday through Friday

Overtime - 6:00 A.M. to 8:00 A.M. and

5:00 P.M. to 12:00 Midnight Monday through Friday

6:00 A.M. to 12:00 Midnight Saturday and Sunday

Double Time - 12:00 Midnight to 6:00 A.M. and recognized holidays

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store)

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Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees

Click to view the [Furniture Catalog](#)

**Discount Price Deadline: March 28, 2022**

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*Smart City is the Exclusive provider of Internet services for MRO Americas.*

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## Internet

Smart City Networks is the exclusive Internet and Telephone provider for the Kay Bailey Hutchison Convention Center Authority. Smart City provides the most advanced services available, and can install them anywhere within KBHCCD. Make sure you keep your show connected with any of these options:

- High-Speed Internet Lines
- Dedicated Bandwidth Networks
- WiFi Exhibitor Booth Services
- Custom Wireless Networks
- Fiber Optic Cabling
- Phone Lines
- Other Communication Services

Smart City is the exclusive voice/data communications provider for the KBHCCD. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

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**Contact Smart City today at (888) 446-6911 or [csr@smartcity.com](mailto:csr@smartcity.com)**

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The form for internet is available in the [MRO Americas Exhibitor Resource Center](#).

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## Exhibitor Lead Retrieval Can Help You!

Say goodbye to the old days of collecting business cards and manually typing them into a CRM! Using rental badge scanning devices or a software installed on your own mobile device, Lead Retrieval eliminates this process, provides a user-friendly scanning method & delivers your leads in your own exhibitor portal, exportable to a CRM friendly format directly after the event. So now your team can start follow-up or marketing tasks much quicker post-event, which as we know is incredibly important.

The scanning process is as simple as tapping "scan" on the device and pointing the device's camera at the QR code on the badge. The scanner automatically scans the barcode, which significantly speeds up the capture process. The aim is to make the scanning as unobtrusive as possible, so you can focus on what matters - the interaction.

### Benefits:

- Use your own device or rent one: Rental devices help save battery life, and can be shared amongst team members. Or simply download the app to your own device and start scanning.
- Fast Capture of contact information: Capturing a lead is as simple as pointing the camera at the badge.
- Expedited Lead Delivery/Sales Agility: Receive your own personalized URL and download your leads in a spreadsheet format within 48 hours of show-close, so your sales team can promptly start follow-ups.
- Qualify Leads: Optionally, use custom questions to qualify your leads and show who needs immediate follow-up, or information on a specific product.
- Add Notes: Attach freeform notes at any time to a lead to further assist your sales team.
- Real-time syncing to avoid loss of data: Syncing your captured leads to the cloud ensures no loss of data if device is lost/damaged.
- Improved Customer Interactions: The collection of contact information is so quick/easy, you can now focus on the customer interaction!

Forms are available in the [MRO Americas Exhibitor Resource Center](#)

<https://orders.ct.events/collections/mro-americas-2022>

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## Marketing Opportunities, Maximize Your Investment

Let us help you promote your presence at the event to make sure the right people stop by your booth!

We are eager to provide you with resources to make it quick and easy to get the word out. Recommendations to help you promote your presence:

- Join the Aviation Week Network Social Media groups
- The event's official Twitter hashtag is #MROAM. Be sure to follow and tag us at @avweekevents, @mronetwork and/or @aviationweek. And don't forget to use the official event hashtag!
- Invitations in HTML (email) format that Aviation Week Network and your marketing team can deploy or attach in an email

## New Tools to Help You Engage Your Customers!

**Feathr:** Invite Your Customers with just a few clicks

We use a partner called Feathr to enable each exhibitor to invite their customers with a personalized message. All the hard work is done for you, simply login to your exhibitor marketing dashboard to access:

- Exhibitor E-Invite: Featuring your name, logo and booth number, simply and easily send this email invite to your contacts by uploading a list of prospects
- Exhibitor Landing Page: Easy to share this page via your social accounts, in newsletters, or send the link directly to your prospects
- Exhibitor Banners - personalized with your booth number. Add them to your email signature for maximum exposure

Email [jennifer.roberts@aviationweek.com](mailto:jennifer.roberts@aviationweek.com) for your dashboard access.

## InGo

Using InGo you can reach out to your whole social network and uniquely invite them to meet up with you in the exhibition hall. You can highlight your booth location, team that will be on-site, products you will be featuring, anything that you want to promote about your participation in the event. Use any of these links to spread the word via your social channels. Be sure to customize the default message for added personalization!

## Official Event Logos

Download files containing the official event logos for use in promotional materials.

[Download logos](#)

## Official Event Banners

Whether you're sponsoring or exhibiting, now you can use these banners or the ones within your feathr dashboard to post on your websites, blogs and on your email signature footer!

Need a customized banner? Contact [don.giordano@aviationweek.com](mailto:don.giordano@aviationweek.com) with your booth number, logo, specs/size and tag line and we will create one for you.

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In addition, we will gladly work with your marketing department to accommodate any special requests. Contact [jennifer.roberts@aviationweek.com](mailto:jennifer.roberts@aviationweek.com)

## Program Book Advertising

Expand your company's presence during the event. Used as a reference throughout the show by all conference delegates, trade show visitors, and exhibitors, the Official Program Book includes the conference agenda, exhibitor and sponsor profiles, floor plan of the exhibit hall, and all special events. Your advertising message will reach all attendees at the show.

### All Americas/Canada

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Alison Weller

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E: [alison@accessgroup.aero](mailto:alison@accessgroup.aero)

## Onsite Added Value Opportunities

Gain additional visibility and stand apart from your competition. Opportunities range from sponsorships of cocktail receptions, coffee breaks, lunches, breakfasts, cyber cafes, and self-serve kiosks to attendee bags, notebooks, lanyards, pens, and meter board advertisements.

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## Expand Your Reach Before and During the Show with Special Messaging to all Delegates

Target a message in SpeedNews - Place an advertisement in the issues two weeks prior to the show and set up your pre-show messaging to all delegates and then continue that message Onsite at the show. Electronic PDF copies of SpeedNews with your pre-

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show message is sent to all registrants in the two issues leading up to the show. The Onsite issue covers all of the news and announcements of the show and is delivered both digitally onsite and also handed out in print format at the doors of the exhibit hall and a booth to booth distribution. Special bundle pricing is offered to all MRO exhibitors.

Beth Eddy

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## **Advertising – The Aviation Week Network**

AviationWeek.com is the leading website for aerospace and defense professionals with over 2 million page views per month. The site is a hub for executives, managers, government and military officials, engineers, and other aviation professionals worldwide. Aviation Week & Space Technology delivers global intelligence that is unrivaled in A&D journalism. For almost 100 years, AW&ST has expertly provided first-to-market global content, delivering more forward-looking insight and in-depth analysis that shapes the agenda for today's industry.

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Meeting room space may be available for rental in or near the exhibition hall. Please contact your sales rep (please see contacts page) for information.

Meeting rooms are reserved for exhibitors and sponsors only. Your meeting room includes a boardroom setup, including electricity, tables and chairs. Additional AV/catering/etc. can be ordered from the official contractors.

Meeting rooms are only available for use during posted exhibition hours. **Exhibitors may not invite customers to meetings before or after show hours.**

### The exhibition will be open for visitors

Tuesday, April 26	9:30 AM - 5:30 PM
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Wednesday, April 27	9:30 AM - 5:30 PM
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Thursday, April 28	9:30 AM - 1:00 PM
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As an exhibitor, your company profile is published on the MRO Americas web site, in the official program book. Exhibitors can enter profile information and select industry categories. All changes need to be made by February 4, 2020, or they will not appear in the printed materials. The marketing or primary contact on your account will receive login information to enter or change the profile and select categories.

If you are a returning exhibitor, your profile from last year already appears on the site. Please log into your account when you receive the notification and confirm whether you would like to repeat this listing or make changes.

If you are having trouble logging into your account to make changes please contact Allison Gold (allison.gold@aviationweek.com +1-646-233-4425)

## Program Book Advertising

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The Kay Bailey Hutchison Convention Center Dallas (KBHCCD) is committed to supporting and encouraging sustainable practices. As one of only a handful of U.S. LEED-EB and ISO 14001 certified convention centers in the nation, our dedication to resource conservation, sustainability, source reduction, and waste diversion is standard operating procedure. We pride ourselves in working with clients to host environmentally-friendly meetings and offering "green" practices, when possible.

**Water**

- 7M gallons per year are saved through xeriscaping, low flow plumbing fixtures, and more energy efficient cooling towers
- KBHCCD maintenance and housekeeping staffs are trained to detect and report leaks for immediate repairs to conserve water

**Green Purchases**

- KBHCCD purchases and uses environmentally friendly cleaning products, which in turn contribute to cleaner effluent

**Electricity**

- 100% of the electricity KBHCCD uses is from renewable sources
- High-speed dock doors mean efficient temperature control inside exhibit halls
- High efficiency motors were installed throughout the HVAC system replacing old high energy consuming motors

**Recycling**

- KBHCCD offers free recycling collection which helps to offset show and exhibitor costs for garbage collection
- Nearly 160 tons of paper, cardboard, plastic, and aluminum are recycled annually
- More than 7.6 tons of unconsumed food has been donated to local non-profits, serving those in need
- All used cooking oil is collected for conversion to bio-diesel
- The KBHCCD catering partner uses compostable utensils for all disposable applications

**REDUCING YOUR FOOTPRINT**

**Interested in going green and saving money?** Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.

**BEFORE THE SHOW – Booth Structure**

**Option 1: Multiple Use** Use Forest Sustainable Certified (FSC) wood to build your booth and crates. Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

**Option 2 One-time Use Rent locally** from nearby Freeman offices to reduce both shipping costs and carbon emissions.

**CARPET**

**Option 1 Rent** Rent rather than buy carpet to save on shipping, cleaning, and storage.

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8:00 am - 8:00 pm

**April 25**

8:00 am - 6:00 pm

**LOCATION:**

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Dallas, TX  
Halls C-F

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Freeman Classic carpet can be reused at least four times.

**Option 2 Color**

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

**SHIPPING**

**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.

**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.

**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

**GRAPHICS**

**Option 1 Multiple Use** Print on a durable substrate without dates, event names, or locations.

**Option 2 One-time Use** Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

**PRINTING**

**Reduce printing and go digital** with your booth literature.

**Print locally.** Supporting local businesses while reducing shipping? It's a win-win. Print on at least 50 percent post-consumer **recycled paper**.

**ON SITE - Save Energy**

**Use Energy Star-rated equipment** for audio-visual equipment and monitors.

**Power down.** Turn off equipment at the end of each day.

Light up your booth with **CFLs, LEDs, or other energy- efficient lighting.**

**MOVE OUT**

Educate your installation and dismantling teams about recycling and donation processes.

**Shipping Out**

**Pack in, pack out.** Leave no traces on show site.

**Join a caravan.** If you're shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

**Leftover Materials**

**Remember to label.** Clearly label recyclable leftover material for disposal.

**Donate the rest.** Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items

**Home furnishing:** Décor staging materials

**Unused raw materials:** Plywood, subflooring, non-laminate wood

**Flooring:** 100 square feet of flooring. Excludes carpet.

**Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

**TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or shipping boxes

**Glass:** Green, brown, clear

**Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylics) clear, smoked, or tinted; Visqueen used to protect flooring

**Metal:** Aluminum cans/ steel banding

**Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard

**Wood:** Non-laminate wood

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**Advanced Freight** – Refers to freight that has been sent to the Official Contractor's warehouse prior to the Events move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Freeman Service Desk at the close of the show, after the exhibitor is all packed up, in order for Freeman to release the freight to the transportation company (carrier)

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a venue's marshaling yard are required to present a certified weight ticket at check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Freeman can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area. See documents regarding Material Handling.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

**Exhibitor Appointed Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual/Exhibitor Resource Center, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift /Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

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**Hard wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

**ID Signs** – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When a marshaling yard is provided, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Move out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3' high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

**Special Handling** – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST labor** – Straight time labor, or work performed during normal hours at the standard rate.

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**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

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## Stand/Booth Furnishings

### What is Raw Space?

A Raw space booth is generally defined as a booth space wherein the exhibitor brings their own custom booth. The exhibitor purchases the space only from the organizer and all furnishings and services are ordered/brought/purchased a la carte.

### What is Shell Scheme?

A shell scheme is a modular system of hard walling that is supplied built to the size of the booth purchased by the customer. At Aviation Week's Non-U.S. events, shell scheme stands include infill panels, 1 socket, 2 spotlights, a nameboard/fascia and carpet.

### Who do I order extra furniture from?

Rental furniture is available for most Aviation Week events. You can find the official furniture vendor ordering information in the exhibitor resource center on the event's web site.

### Does the MRO provide the back drop?

At MRO Americas/Asia/Middle East, Shell scheme booths include 2-3 walls depending on location. Raw space booths at these events don't include anything.

At MRO Americas, All non-island booths are equipped with an 8 foot tall pipe and drape (curtain) separating inline booths that are back to back. the booths are separated on the sides by pipe and drap that is 3 feet high. Raw space booths at MRO Americas do not include any pipe/drape/walling.

### What does my island/raw space booth come with?

Your island/raw space booth does not include any furnishings. It is space only.

## Display Rules/Guidelines

### How do I submit my stand plans for approval?

All Island and 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.

### How do I know if I need to submit stand plans for approval?

All Island and 10 x 20 or larger booths must submit plans for approval.

### How high can I build my booth?

For complete rules and guidelines, please visit the display guidelines section of the ERC on the event web site.

Please contact Allison Gold at allison.gold@aviationweek.com with questions.

### What do the additional fees for a double decker cover?

Double-decker (multi-story) booths require additional structural approvals, fire watch, fire marshal approvals, etc. The additional fees cover these approvals as well as air rights to the space.



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**Can I move in early?**

Please check the exhibitor resource center for move-in/move-out timings. Early move in is reserved for larger booths. Please adhere to the move-in schedule that is designated for your type of booth.

**Can I tear down early?**

No. No exhibitor is to begin teardown or packing process until the Exhibit Hall closes. If you are unable to keep to the exhibit schedule you should reconsider exhibiting. Early teardown of one's exhibit will result in booth selection penalties the following year. There is a two-part reason behind this policy. First, we still have clients entering the show and they have been promised that the full package of exhibitors will be present. By leaving early, you may be the one exhibitor they really wanted to visit and are now robbed of that opportunity. Second, it impacts your fellow exhibitors. Early teardown not only creates a visual eyesore and a possible physical obstacle to accessing other exhibitors, but it also sends a psychological message to clients that time is up and they need to stop visiting other exhibitors

**Freight/Shipping**

**Can I send materials to the venue?**

Freeman will receive shipments at the exhibit facility beginning Saturday, April 23, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:  
Exhibiting Company Name / Booth # \_\_\_\_\_  
MRO AMERICAS 2022/Halls C-f  
Kay Bailey Hutchison Convention Center  
C/O Freeman  
650 South Griffin  
Dallas, TX 75202

**What do I do with my empty containers**

Freeman can arrange for storage of your empty containers

**EACs and Insurance**

**Does my regular General Liability insurance work for this show, or would I have to add it on my policy?**

Most general liability insurance companies offer this coverage. However, you would need to speak directly with your carrier to determine if it is included in your policy.

**Does both the exhibitor and the contractor need to supply a COI? Does the stand designer need to supply a COI?**

Yes. Everyone working on the show floor needs to provide a COI.

**Can you recommend an insurance company?**

Aviation Week doesn't recommend any specific insurance company. You should contact the holder of your general liability insurance policy and see if they supply this kind of coverage.

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**Where do I get a COI? What does it need to cover?**

You should contact the holder of your general liability insurance policy and see if they supply this kind of coverage.

Exhibitor is required to carry property and liability insurance in amounts sufficient to cover any losses or liabilities exhibitor may incur in connection with the Show, including without limitation, due to damage or loss to exhibitor's property or injury to the person and/or property of others. Notwithstanding the foregoing and except as otherwise provided in the Exhibitor Resource Center, at all times that exhibitor has access to the Show grounds, exhibitor shall maintain at a minimum the following insurance from an insurance company rated B+ or above by A.M. Best Company (or equivalent insurance rating agency):

- General commercial liability insurance, including contractual liability and advertising injury coverage, with a minimum liability limit of not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate.
- Exhibitor's policy should add Informa Media, Inc. and Informa Business Media, Inc. and their respective affiliates, the applicable Show facility, and/or any other official exhibitor service contractor as additional insureds.
- By executing the Agreement, exhibitor represents and warrants that it has all such insurance in effect and that it shall maintain all such insurance at least through exhibitor's occupancy of the exhibit space and the Show facility.

If requested by Show Management, exhibitor shall provide a certificate of insurance evidencing the required coverage.

**Exhibitor Services**

**Can I bring a Keurig, espresso machine, champagne tower, sausages, Turkish Delight, bottled water, cotton candy machine, whisky, etc.?**

All food and beverage needs to be supplied by the official catering vendor for all MRO Events. If an exhibitor wants to serve an item that is not offered by the official catering partner, permission can be requested from show management.

**Is it possible to have two entries in the program book?**

Additional program book entries can be purchased from your sales representative.

**What is the cost to exhibit at this show?**

Please contact your sales representative for pricing and availability. Sales reps are determined by geographical location. To find your representative, please visit: <http://events.aviationweek.com>

**What is MRO Links? How is this different from my program book profile?**

MRO Links is a visibility and lead generation program that continues your MRO presence all year long. Your links profile is added to a database that generates leads throughout the year. Your program book profile is printed in the show program book, posted on the event web site and on the event app (when applicable).

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**Has our exhibit space been paid for?**

To confirm that your exhibit space has been paid in full, please contact your sales representative.

**Registration**

**How many exhibitor badges do we get?**

Booth personnel is unlimited at all MRO shows.

**How should we register to be exhibitors for the show?**

Exhibitors should visit the registration page on the event web site. There are a variety of options for exhibitors to register booth personnel and conference sessions. Exhibitors are entitled to conference discounts. Please contact [events@aviationweek.com](mailto:events@aviationweek.com) for more information.

**Can I have list of attendees?**

Due to Informa's GDPR compliance and privacy policy, attendee contact information cannot be shared.