

EVENT DATES:

April 18-20, 2023

EXHIBITION

April 18-20, 2023

MRO CONFERENCE

April 18-20, 2023

MALMS

April 19-20, 2023

REGISTRATION

Registration Hall, International
Boulevard
April 18-20, 2023

EXHIBITOR MOVE-IN

April 15 (600 sqft and larger/
double decker booths only)
1:00 pm - 7:00 pm

April 16

8:00 am - 8:00 pm

April 17

8:00 am - 6:00 pm

LOCATION:

Georgia World Congress
Center
Atlanta, GA
Building B



Booth Equipment

Each 10' x 10' booth will be set with 8' high black and gray back drape and 3' high black side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

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

BACK DRAPE COLOR

Gray/Black

EXHIBIT HALL CARPET

Your exhibit area is not carpeted. The aisles will be carpeted in midnight blue.
Flooring is required.

Allison Gold
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allison.gold@aviationweek.com

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Your exhibit area is not carpeted. The aisles will be carpeted in midnight blue.

Flooring is required.

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.

The deadline for stand design submissions is February 23, 2023.

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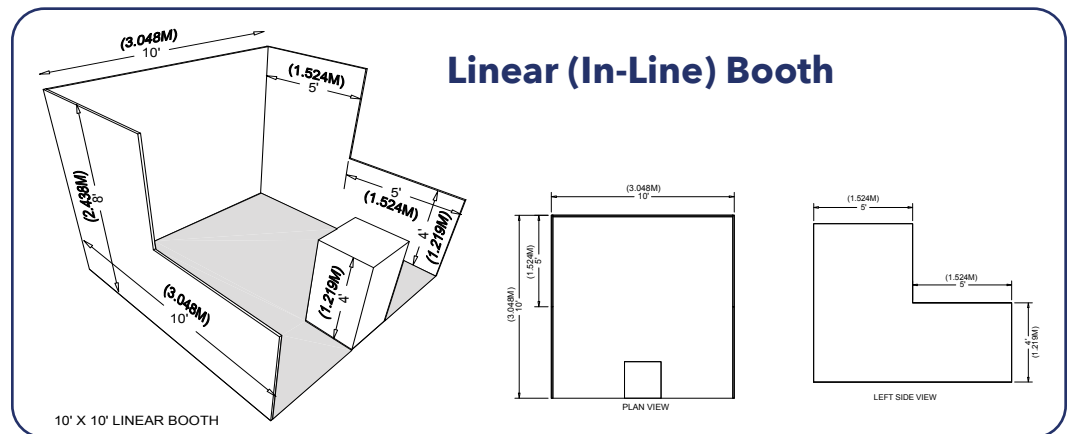
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All booth designs for MRO Americas are required to adhere to IAEE guidelines. Below, is a summary of those guidelines. All exhibits must comply with the standard (IAEE) Guidelines for Display Rules & Regulations. Please refer to the Display Rules & 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 or submit online <https://fs2.formsite.com/AW-Events/form91/index.html>. The deadline for stand design submissions is February 23, 2023.

Stand plans for In-line booths

- Any exhibitor doing a custom build, must submit complete plans as indicated above.
- Due to the increase of custom built booths in inline spaces, ALL exhibitors in 10x20 or larger inline booths must submit plans. if you are not building anything in your booth, please send an email to confirm. For example, if you are bringing in furniture and a pop-up banner.



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.

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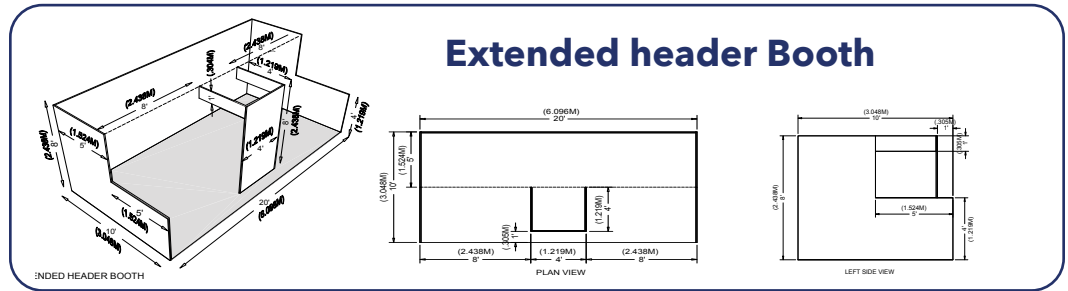
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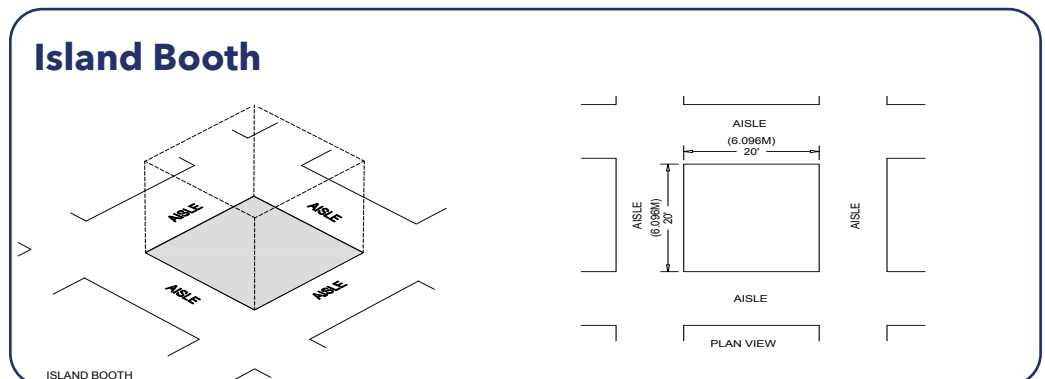


Extended Header Booth

- 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

Linear (In-Line Corner) Booth

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



Island Booths

- Any size booth exposed to aisles on all four sides
- Hanging Signs permitted. Rigging must be ordered and executed by 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@aviation-week.com.

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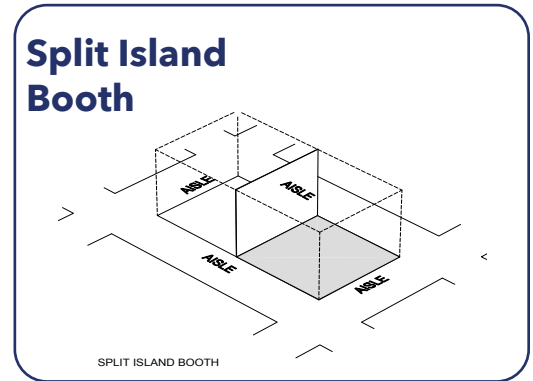
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Split Island Booth

- 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.



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. The deadline for design submissions is February 23, 2023.

The deadline for stand design submissions is February 23, 2023.

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. No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.
5. Please note that hanging signs are only permitted in island booths. Freeman is the exclusive provider of rigging services. Forms for both are available in [The Exhibitor Resource Center](#)

Stand plans for In-line booths

- Any exhibitor doing a custom build, must submit complete plans as indicated above.
- Due to the increase of custom built booths in inline spaces, ALL exhibitors in 10x20 or larger inline booths must submit plans. if you are not building anything in your booth, please send an email to confirm. For example, if you are bringing in furniture and a pop-up banner.

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

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

General Decorating Guidelines

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

Booth Draping (MASKING)

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

Lighting

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

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Americans with Disabilities Act (ADA)

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

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

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

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 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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Multi-story Exhibits

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, +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. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
3. The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
4. Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.
5. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
6. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.
7. Exhibit booth plans must be reviewed by the Fire Marshal for approval at a fee of \$250/booth. Submit exhibit booth plans with a licensed structural engineer's stamp of certification and a completed Credit Card Authorization Form to the Georgia World Congress Center Authority Event Coordinator/ Manager for review a minimum of sixty (60) days before move-in. Charges are applied prior to submitting to the Fire Marshal.

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

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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.

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.

Worker Identification System

The Georgia World Congress Center Authority (GWCCA) utilizes the Worker Identification System (WIS) badging program launched by the Exhibition Services and Contractors Association (ESCA) in 2009.

All Contractors, suppliers and vendors are required to have the approved credentials to access the Georgia World Congress Center (GWCC).

There isn't an enrollment fee for the program, but there is a fee for badges. For questions and to register, please list <http://wis.esca.org>.

Allow 7-10 days from receipt of order and payment to receive badges.

GWCC ACCESS Points

All contractors are required to enter the facility at the designated Employee Entrance in Building B. Level 1 off of Magnum Street. Parking is available in the Red Deck and access from the deck or from International Blvd to the employee entrance is available via the Red Deck elevators to Level 2.

All contractors will be required to scan WIS badges upon entering the GWCC. Those who are not in compliance with badge policies will not be allowed access to the GWCC. This includes those with expired badges.

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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 GWCC 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 GWCC 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 GWCC. 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.

EVENT DATES:

April 18-20, 2023

EXHIBITION

April 18-20, 2023

MRO CONFERENCE

April 18-20, 2023

MALMS

April 19-20, 2023

REGISTRATION

Registraion Hall, International
 Boulevard
 April 18-20, 2023

EXHIBITOR MOVE-IN

April 15 (600 sqft and larger/
 double decker booths only)
 1:00 pm - 7:00 pm

April 16

8:00 am - 8:00 pm

April 17

8:00 am - 6:00 pm

LOCATION:

Georgia World Congress
 Center
 Atlanta, GA
Building B

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

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

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.

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.

Your COI must include the following:

Producer:
 Exhibitors Insurance company & their address:
 Insured:
 The exhibitor & their address:
 Contact info
 Insurer(s) affording coverage:
 See requirements above
 Type of Insurance
 Policy number

Effective Dates: Must include all move in and move out days
 Limits
 Description of Operations/ Locations/ Vehicles:
 Additionally Insured: Must include Informa Media, Aviation Week Network, Freeman (general contractor), and the Georgia World Congress Center Dallas, their agents, directors, and employees
 Certificate holder / address of certificate holder: Informa Media - 605 3rd Avenue, NY, NY 10158
 Authorized Representative Signature

***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>

<https://www.exhibitorinsurance.com/pub/srch/?e=MROAM2023>

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UNION JURISDICTIONS – GEORGIA

To assist you in planning for your participation in this upcoming exposition, 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 of the various unions, we ask that you read the following:

EXHIBIT INSTALLATION AND DISMANTLING:

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without the assistance of this Local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site, at the Freeman Service Center.

MATERIAL HANDLING:

Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted. Freeman has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items Exhibitors hand carry. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

Fire Marshal regulations absolutely prohibit the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and containers. Please refer to the Material Handling section of this manual for information regarding the handling of empties, disposal of skids, etc.

GRATUITIES:

Tipping is expressly prohibited. This includes such practices as giving money, merchandise or other special consideration for services rendered. Please do not give breaks other than mid-morning and mid-afternoon, when the union has a scheduled 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee should be reported immediately to the Exhibit Manager or a Freeman Supervisor.

SAFETY:

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor on the Display Labor Form and the necessary ladders and tools will be provided.