

EVENT DATES:

April 9-11, 2019

EXHIBITION

April 9-11, 2019

CONFERENCE

April 9-11, 2019

REGISTRATION

April 9-11, 2019

EXHIBITOR MOVE-IN

April 6 (600 sqft and larger/
double decker booths only)
1:00 pm - 7:00 pm

April 7

8:00 am - 8:00 pm

April 8

8:00 am - 8:00 pm

LOCATION:

Georgia World Congress
Center
Atlanta, GA
Building B

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/or raw-space 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/or raw-space 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 06, 2019 at 1:00 PM. 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. If required, provide your carrier with this phone number: (404) 253-6494.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

MRO AMERICAS 2019

Georgia World Congress Center

C/O Freeman

285 Andrew Young International Blvd NW

Atlanta, GA 30313

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 for more information.

Can I have list of attendees?

Due to Informa's corporate privacy policy, attendee contact information cannot be shared.