



EVENT DATES: April 9-11, 2019
EXHIBITION: April 9-11, 2019
CONFERENCE: April 9-11, 2019
REGISTRATION: April 9-11, 2019

LOCATION: Georgia World Congress Center, Atlanta, GA
Building B, Halls 1-5

2019 EXHIBITOR MANUAL

Allison Gold
Senior Manager, Events
+1-646-233-4425
allison.gold@aviationweek.com

Anita Joyce Wright
Associate Manager Events
+1-646-392-7864
anitajoyce.wright@aviationweek.com

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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

Thank you for exhibiting at MRO Americas taking place in Building B of the Georgia World Congress 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 ERC can be found [HERE](#).

The primary suppliers/vendors for this event are:

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

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

- | | |
|--|----------|
| 2. The Georgia World Congress Center – | |
| Electric | Catering |
| Internet | |

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:

- | | |
|-------------------------------|------------------------------------|
| Allison Gold | Anita Joyce Wright |
| Senior Manager, Events | Associate Manager Events |
| +1-646-233-4425 | +1-646-392-7864 |
| allison.gold@aviationweek.com | anitajoyce.wright@aviationweek.com |

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

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 Building B

Exhibitor Move-In

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

The exhibition will be open for visitors

Tuesday, April 9	10:30 AM - 5:30 PM
Wednesday, April 10	9:30 AM - 5:30 PM
Thursday, April 11	9:30 AM - 1:00 PM

Conference Hours – MRO AMERICAS

Tuesday, April 9	8:00 AM - 4:45 PM
Wednesday, April 10	8:30 AM - 4:30 PM
Thursday, April 11	9:30 AM - 12:30 PM

Conference Hours – Military Aviation Logistics and Maintenance Symposium

Tuesday, April 9	8:00 AM - 4:00 PM
Wednesday, April 10	8:30 AM - 3:45 PM

Registration Hours

(Registration will take place in Building B, B401-402)

Monday, April 8	8:00 AM - 5:00 PM
Tuesday, April 9	8:00 AM - 5:30 PM
Wednesday, April 10	8:00 AM - 5:30 PM
Thursday, April 11	8:00 AM - 1:00 PM

Exhibitor Breakdown

Thursday, April 11	1:00 PM - 10:30 PM
Friday, April 12	7:00 AM - 1:00 PM

Empty containers will be returned once aisle carpet is removed

General Contact:

For all inquiries relating to exhibitor space, stand bookings, technical requirements, pricing details and general information, please contact:

Name : Allison Gold, T: +1 646 233 4425, E: allison.gold@aviationweek.com

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. The ERC can be found [HERE](#).

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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 anitajoyce.wright@aviationweek.com

Service Provider	Contact	Ordering Deadline
Booth Plans/Design Approval	Submit Booth Plans All island and/or raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com or https://fs2.formsite.com/AW-Events/form91/index.html	Due March 8, 2019
Catering – Levy Restaurants official contractor must be used	Levy Restaurants 285 International Boulevard, N.W., Atlanta, GA 30313-1591 Telephone 404-223-4500	
EACs	Submit your information https://fs2.formsite.com/AW-Events/form58/index.html For more information/questions: Anita Joyce Wright, Associate Manager, Events +1 646-392-7864 anitajoyce.wright@aviationweek.com	Due March 8, 2019
Insurance	https://www.exhibitorinsurance.com/pub/cnt/ For more information/questions: Anita Joyce Wright, Associate Manager, Events +1 646-392-7864 anitajoyce.wright@aviationweek.com	Due March 8, 2019
Worker ID System (WIS) ESCA Badges <i>All contractors, suppliers, and vendors are required to have the approved credentials to access the Georgia World Congress Center (GWCC). Badges must be visible at all times while on the GWCCA campus.</i>	https://wis.esca.org/ Lyndean Peters, Asst Security Manager, GWCCA LPeters@gwcc.com +1 404-223-4957	
Electrical & Plumbing GWCC Exhibitor Services official contractor must be used		
Floral – FLORAL EXPOSITIONS	Phone: +1 407-855-0339 Fax: +1 407-855-0242 Email: orders@floralexpo.net	

Contacts - Exhibitor Services/Suppliers

<p>Freeman Services Rental Exhibits TotalFlex Structural Integrity Cleaning Audio Visual Furniture Furnishing Essentials Accessories Carpet Transportation Material Handling Outbound shipping Signs & Graphics Graphics Fabric Solutions Installation and Dismantle Forklift/Rigging Hanging Sign Labor Chain hoist/truss/sign equipment Rigging</p>	<p>https://www.freemanco.com/store/show/landing?-showID=452793</p> <p>Email: FreemanAtlantaES@freeman.com Phone: (404)253-6494 Fax: (469)621-5610</p> <p>These services can all be found by contacting the official show contractor Freeman. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the "Login" link to create a new account. To access Freeman OnLine without using the email link, visit www.freemanco.com/store and click on the "Login". If you need assistance with Freeman OnLine® please call the Customer Support Center at: (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 Local & International or +1 (817) 607-5000 Local & International.</p>	<p>March 18, 2019</p>
<p>Internet – CCLD Phone: 404-222-5500 Fax: 404-222-5514 info@ccl.net</p> <p>official contractor must be used</p>		<p>Incentive Rates Expire: March 18, 2019</p> <p>Orders placed on-site are subject to 20% Expedite Fee.</p>
<p>Lead Retrieval Capture Technologies official contractor must be used</p>	<p>Phone: 973.890.7600 ext. 117 Email: sales@ct.events https://orders.ct.events/collections/mro-americas-2019</p>	<p>March 8, 2019</p>
<p>Photography</p>		
<p>TWI</p>		
<p>FREIGHT</p>	<p>Warehouse Address MRO Americas 2019 841 Joseph E Lowery Blvd NW C/O Freeman Atlanta, GA 30318</p> <p>Show Site Address Georgia World Congress Center 285 Andrew Young International Blvd NW C/O Freeman Atlanta, GA 30313</p>	<p>March 7-29 additional fees apply from March 29 - April 6</p> <p>Shipments can be received beginning April 6 at 1 p.m.</p>

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General & Logistical Information

Allison Gold
Senior Manager, Events
+1 646-233-4425
allison.gold@aviationweek.com

Registration

Virginia Gongora
Registration Manager
+1 212-204-4202
events@aviationweek.com

Customer Service

Anita Joyce Wright
Associate Manager Events
+1 646-392-7864
anitajoyce.wright@aviationweek.com

**Sponsorship & Exhibit
Opportunities**

Beth Eddy & Mimi Smith (Americas)
+1-561-279-4646 or +1-800-240-7645
betheddy@aviationexhibits.com or mim-
ismith@aviationexhibits.com

Mike Elmes & Darren Fearn
(EMEA/Russia & CIS)
+44-1206-321639
mike.elmes@aerospacemedia.co.uk or
darren.fearn@aerospacemedia.co.uk

Clive Richardson, Director, Exhibit Sales
(Asia-Pacific)
+44 (0) 7501 185257
clive@accessgroup.aero

Alison Weller, Manager, Exhibit Sales
(Asia-Pacific)
+44 7501 185255
alison@accessgroup.aero

Press/Media

Elizabeth Kelley Grace
The Buzz Agency
+1 855.525.2899
Elizabeth@thebuzzagency.net
Press releases: Send all press releases
and photos to mro@aviationweek.com

Editorial Content

Ed Hazelwood
Editor-in-Chief, Conferences
+1-703-997-0238
ed.hazelwood@aviationweek.com
@Ed_Hazelwood

Hannah Bonnett
Senior Conference Producer
+44 7827 284 127
hannah.bonnett@aviationweek.co.uk
@AvWeekHannah

Jacqueline Smith
Senior Conference Producer
+1-202-517-1090
jacqueline.smith@aviationweek.com
@AvWeekJacqui

Alex Moriarty
Conference Producer
+44 0 207 017 7113
alex.moriarty@aviationweek.co.uk

Marketing Opportunities

Jennifer Roberts
Marketing Services Director
+1 646-395-3812
Jennifer.roberts@aviationweek.com

Kristina Nicos
Marketing Specialist, Events
+1.646.257.4830
Kristina.nicos@aviationweek.com

Ashley Munoz-Giron
Marketing Specialist, Events
+1.646.257.4830
Ashley.Munoz-Giron@aviationweek.com

Marketing Partnerships

Erving Dockery
Tradeshaw Manager
+1.818.237.5879
+1.646.479.6997
erving.dockery@aviationweek.com

Other Inquiries

Lydia Janow, CMP
Managing Director, Events & Tradeshaws
+1 646-257-4553
ljanow@aviationweek.com

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Center
Atlanta, GA
Building B

Accessibility is a top priority at the Georgia World Congress Center. From parking to the trade show floor, the GWCC is fully accessible to all guests. There are ramps at all entrances, and restroom facilities for disabled patrons are provided throughout the facility.

The GWCC was originally designed to provide full access to guests with disabilities. We offer ample designated disabled parking, several passenger drop-off areas and convenient curb cuts for easy wheelchair access. Other services include Braille instructions on elevators and assistive-listening devices at the Information Desks in the main entrance lobbies.

The GWCC has manual push wheelchairs available for use by attendees while in the building. A credit card is required for a deposit; however there is no rental charge for use of the wheelchair. Wheelchairs are available on a first-come, first-served basis and can be found at the Information Desks in Buildings B and C. FedEx Office Business Centers located in the main lobby of Buildings B and C offer mobility scooters and wheelchair rentals.

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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

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). Badges must be visible at all times while on the GWCCA campus.

The WIS badge only allows access to the GWCC. Individual events may require independent credentials, such as wristbands or buttons, for access to exhibition halls. There isn't an enrollment fee for the program, but there is a fee for badges.

For questions and to register please visit <https://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 Mangum 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.

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 B1 entrance and/or the loading dock of Hall 1.

Exhibitor Badges for setup on Monday and all open show hours can be picked up in Room 401 during registration hours.

Contractors

All EACs need to have WIS ESCA badges to enter the facility during setup. They can enter through the employee entrance in Building B, Level one off of Mangum Street. Any contractors that will be on site during show hours should also register as exhibitors at mroamericas.aviationweek.com.

Exhibitor Event Badges

Click [HERE](#) (mroamericas.aviationweek.com and select Register tab) to register your team. Exhibitors who would like to attend conference sessions may also purchase



General Information Badges

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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 +1.212.204.4202 or 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 Building B, B401-402)

Monday, April 8	8:00 AM - 5:00 PM
Tuesday, April 9	8:00 AM - 5:30 PM
Wednesday, April 10	8:00 AM - 5:30 PM
Thursday, April 11	8:00 AM - 1:00 PM

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Emergency procedures

In the event of an emergency, the Georgia World Congress Center Police/Security Department, under direction of the Emergency Control Officer (ECO), will assume responsibility for carrying out appropriate notifications to staff and guests. Although our staff is trained for emergency conditions, your cooperation will be vital.

Once the emergency has been declared, the facility will react progressively as follows until the situation is resolved.

1. Zone commanders will be asked to assemble at assigned locations.
2. Emergency notification will be made through the PA system by zone or building wide, based on the kind of emergency.

For all emergencies, it is requested that you contact the Georgia World Congress Center Police/Security Communications Center. The number (4911) can be dialed directly from a red courtesy phone located conveniently throughout the facility or from telephones located in your show office. If using a cell phone, dial **404.223.4911**

We have found that emergencies are most effectively handled through in-house channels. Please provide the following information when you call:

- Type of emergency
- Number of people involved
- Location of emergency within the facility

In addition to the GWCC Emergency Operating Procedures, the facility has developed a "Heightened Security Operations Plan" that addresses national security issues. The information in the Operations Plan is sensitive, but your Event Coordinator will be glad to give you an overview of the actions taken by GWCC staff in the event of an emergency.

Evacuation:

Because of the unique design of the GWCC, total evacuation of the facility is seldom necessary, but it will depend on the declared emergency. In the event of evacuation, please follow these procedures:

1. Remain calm
2. Listen for specific instructions
3. Lend assistance to disabled and elderly persons
4. Exit the building completely - Watch for emergency vehicles that may be arriving
5. Stay clear of the facility until told to return

Fire

The Georgia World Congress Center is equipped with state of the art fire mitigation equipment. In the event of a major fire, please follow these procedures:

1. Remain calm
2. Do not attempt to extinguish the fire
3. Follow the direction of trained staff to evacuate immediately
4. Do not loiter

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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>

[Hotel Map: https://s3.amazonaws.com/onpeak/mroamericas/MRO-2019_Map.pdf](https://s3.amazonaws.com/onpeak/mroamericas/MRO-2019_Map.pdf)

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
(877) 422 7123 Toll-Free
(312) 527 7300 Int'l

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Aerosol Cans – Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the building.

ATMs – ATMs provided by Welch ATMs are located throughout the Georgia World Congress Center for your convenience. Avail, Plus, Honor, Discover, MasterCard, Visa, Cirrus and Alert cards are accepted.

Dining Options – From cafes and food courts on the concourses to concession stands and specialty food carts on the trade show floor, the Georgia World Congress Center and its food service partner, Levy Restaurants, offer a wide array of dining options. The GWCC operates more than 15 permanent restaurants and eateries, including Social Table, Southern Roots and Food World, a food court offering tasty entrees from around the world, and Googie Burger located in Centennial Olympic Park next to the fountain of rings.

FedEx Office Business Centers – FedEx Office operates a Business Center in the main A/B Lobby. It is open from 8:00 am – 5:00 pm daily, and offers the following services:

- Black and white and color copying
- Computer workstation rental with Internet access and printing capabilities
- Laptop stations with Internet access and printing capabilities
- Fax services – inbound and outbound
- Packing services and shipping with FedEx Express® and FedEx Ground® (up to 150 lbs.)
- Desktop publishing and document creation services
- Finishing services such as binding options and lamination
- CD and DVD duplication
- Large-format color printing of signs, banners, and posters
- U.S. postage
- Photo services and Sony® PictureStation™

Gift Shops – If you need a postcard, newspaper or Atlanta souvenir, the Georgia World Congress Center operates two unique gift shops in the Building B and Building C entrance lobbies. In addition to gifts, you'll find film, batteries, gum, candy, periodicals and tobacco products.

Green Initiatives – The Georgia World Congress Center Authority integrates green initiatives campus-wide. The convention center is the largest LEED Gold certified convention center in the world, Centennial Olympic Park is the largest urban green space development in the last two decades, Mercedes-Benz Stadium is the country's first LEED Platinum certified professional sports stadium, and the Savannah International Trade and Convention Center is proudly LEED Gold certified. We work closely with our hosts to improve the environmental and social impacts of their events.

Information Desks – The GWCC has Information Desks at the entrance to each building where you will find friendly staff ready to help with brochures and maps, lost and found, wheelchairs for individuals in need and information about the location of your event.

Monitors – During your visit to the Georgia World Congress Center, keep an eye out for the monitors strategically placed throughout the facility. The monitors serve as the

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GWCC's wayfinding system with slides that direct visitors to each event taking place in the building as well as other amenities located on site.

Personal Mobility Devices – The use of skateboards, hover boards, in-line skates, and roller skates are not permitted inside the GWCC. 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. The State of Georgia also recognizes mini-horses as service animals as well, so dogs and mini-horses will be permitted in this capacity.

Smoking – Smoking, including the use of e-cigarettes, is not permitted anywhere within the Georgia World Congress Center. Smoking outside the building is permitted, provided that it takes place at least 25 feet from any entrance doors to the facility. Covered smoking areas have been provided for contractor use during move-in and move-out on the loading docks in designated areas.

Weapons – Georgia House Bill 60 (Georgia Safe Carry Act) – Allows firearm license holders to carry weapons into the Georgia World Congress Center or any government building that is open for business and where ingress is not restricted or screened by security personnel.

Wireless Internet Zone – Laptop and PDA users will find no trouble accessing the Internet at the Georgia World Congress Center thanks to a wireless network installed throughout the facility. Wireless Internet Zones are located in the common areas of the convention center, including all restaurants and eateries. To utilize wireless Internet:

- o Connect to the GWCCWIFI network.
- o Launch the browser. It will automatically be redirected to a registration page.
- o Select one of the "Quick Connect" options.
- o Complete the name, address and billing information through the Verisign secured check-out page.

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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
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By train – MARTA

The Metropolitan Atlanta Rapid Transit Authority (MARTA) is Atlanta's public transportation system comprised of a bus and rail system that connects all parts of Atlanta. A single \$2.50 fare covers one-way bus or train trips, including transfers.

Events in GWCC Buildings A and B can use the Dome/GWCC/Philips Arena/CNN Center Station (W-1)

If you are coming from Hartsfield-Jackson Atlanta International Airport, MARTA has a rail station located at the north end of the airport, near baggage claim. This service offers the quickest and least expensive way to get to and from the airport to downtown Atlanta. For more information on MARTA, visit www.itsmarta.com



Atlanta Streetcar

Attendees staying in the downtown area can board the Streetcar at one of the 12 stops along the route to get to restaurants, hotels and other local attractions, including Centennial Olympic Park.

Visit the streetcar [website](https://it-smarta.com/streetcar/) (<https://it-smarta.com/streetcar/>) for fare, schedule, and safety information. You'll also find a list of things to see and do in Downtown Atlanta that are easily accessible from the Atlanta Streetcar.

By Taxi

Atlanta has more than 1,500 taxis available to take attendees to and from their hotel throughout Atlanta. With preset rates for trips to and from the airport and within Downtown and Midtown, taxis provide an economical mode of transportation.

Flat Rate Fees from/to the Airport

Downtown \$30.00
 Buckhead \$40.00
 Midtown \$32.00

There is a \$2.00 charge for each additional person. Flat Rate Fees Within Downtown and Midtown

Fares originating from a business and concluding at a business within the zone of Downtown or Midtown have a rate of \$8.00 for one person. There is a \$2.00 charge for each additional person.

By car

The Address of the GWCC is 285 Andrew Young International Blvd NW, Atlanta, GA 30313

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Car Parking

The Georgia World Congress Center Authority operates three surface lots and two parking decks on campus managed by SP+. There are over 5,600 parking spaces to make visiting the GWCCA convenient for guests.

Standard daily rate for parking is \$15. During major events and game days, parking ranges from \$20-\$60 on campus. All lots are gated and attendants are on duty during all show/event hours. Additionally, our own public safety force patrols the lots and decks ensuring the safety of you and your automobile.

Alcohol, Drinks, Cocktail Receptions

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Levy Restaurants at the GWCC 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.

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.

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

All bars require a Levy bartender. The only exception is the purchase up to 4 cases of beer OR up to 4 bottles of wine as self-serve.

[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.



Show Information/Policies

Meetings in the Exhibition Hall

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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, +1 646.233.4425)

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.

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to clarify the requirements for multi-story exhibit booths.

These guidelines are as follows:

- a. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
- b. 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.
- c. Spiral stairways are not recommended for areas occupied by the public, visitors or clientele, unless specifically approved.
- d. Exhibit booth plans must be submitted to the Georgia World Congress Center/ Georgia Dome Event Coordinator for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.
- e. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
- f. 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).

For more information about adding a second story and the approval process, please contact Allison Gold at Allison.gold@aviationweek.com, +1.646.233.4425

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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 (as defined in Section 16 below) 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).

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AVIATION WEEK – MRO AMERICAS

EXHIBIT SPACE CONTRACT – ADDITIONAL TERMS AND CONDITIONS

Informa acquired Penton Information Services on November 2, 2016, bringing together two great Exhibitions and Information Services Groups to provide a greater range of products and information to our global customer base.

These Additional Terms and Conditions supplement the terms and conditions set forth in the exhibit space contract executed by exhibitor. If an agency executes an exhibit space contract on behalf of a client, then such agency and such client shall be jointly and severally liable for the payment and performance of the obligations of "exhibitor" hereunder and for any breach of any provision hereof. Terms used herein have the meanings ascribed to them in the exhibit space contract unless otherwise defined herein. Any sponsorship or event marketing opportunity contracted for by exhibitor in connection with the Show is governed by the Sponsorship and Event Marketing Terms and Conditions (accessible at events.aviationweek.com).

1. **ELIGIBLE EXHIBITS.** Show Management reserves the right to determine whether any company or product is eligible for inclusion in the Show. This determination may be made at any time before or after the start of the Show. Exhibitor or its agent/agency must have no outstanding past due invoices with Show Management, Informa or its affiliates. Past due invoices billed to the exhibitor or its agent/agency must be paid before exhibitor will be allowed access to the Show.

2. **FLOOR PLAN.** The floor plan for the Show will be maintained as originally presented, wherever practicable. However, Show Management reserves the right, in its sole discretion, to modify the floor plan to the extent necessary for the best interests of the Show, the exhibitors, and the industry. All measurements shown on the floor plan are approximate, and Show Management reserves the right to make such modifications as may be deemed necessary, making equitable adjustment for any exhibitor thereby affected.

3. **EXHIBIT SPACE ASSIGNMENT.** Space assignment will be indicated on the confirmation of acceptance of the exhibit space contract by Show Management. Exhibitor must rent sufficient 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 exhibitor's purchased booth line. Heights and depths specified by the IAEE Guidelines must be observed (see the Exhibitor Resource Center on the Show website). Floor plans for double decker/two story exhibits must be approved by Show Management, the official exhibit services contractor and the Show facility (fire marshal). Additional charges may be incurred. Show Management reserves the right to relocate exhibitor in comparable space for the best interest of the Show. Should exhibitor decide to cancel, the exhibit space reverts back to Show Management.

4. **BOOTH SHARING.** Exhibitor shall not assign, sublet, subcontract or share the whole or any part of the space allotted without obtaining the prior written consent of Show Management. Companies may be allowed to share booth space as long as there is at least one 9 sqm/10' x 10' booth per company (i.e., two companies cannot share one 9 sqm/10' x 10' booth, but may share an 18 sqm/10' x 20' booth or larger). The primary exhibiting company must notify Show Management in writing that it will be sharing booth space. Subject to Show Management's approval of the booth sharing and payment by the exhibiting companies of any additional fees (if applicable), each exhibiting company will receive a password to complete its program book listing.

5. **EXHIBITOR RESOURCE CENTER AND SHOW POLICIES.** The Exhibitor Resource Center containing detailed information will be available on the Show website in ample time for advance planning. The Exhibitor Resource Center will contain, among other things, information regarding shipment, labor, electrical service, rental items and exhibit hours. All services, such as furniture, carpeting, labor, cleaning, storage of boxes and crates, shipping and other special services must be arranged through the official exhibit services contractor. Service order forms for all available services should be returned by the required deadlines to avoid late charges. If exhibitor elects to use any contractor other than the official contractors designated by Show Management, exhibitor must complete the EAC (Exhibitor Appointed Contractor) form available in the Exhibitor Resource Center. Exhibitor will communicate to any subcontractor that it is bound by this Agreement, and exhibitor will be liable for any act or omission by such subcontractor which would, if taken by exhibitor, constitute a breach of any provision of this Agreement. Exhibitor

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must abide by the regulations and guidelines included in the Exhibitor Resource Center. Show Management shall have sole control over the official Show policies applicable to attendees, which will be available on the Show website.

6. **INSTALLATION AND DISMANTLING OF EXHIBITS.** Show Management reserves the right to resell the exhibit space if the exhibitor booth is not set up and/or is not occupied by the exhibitor on the dates and at the times specified in the Exhibitor Resource Center, and this exhibit space contract shall be deemed to have been canceled by exhibitor, and exhibitor shall remain liable for the total fee. Show Management reserves the right to have the official exhibit services contractor install the exhibit or remove unopened freight at the expense of the exhibitor. Exhibitor must provide carpet or other suitable flooring for its entire exhibit space during the Show dates. Under no circumstances may the weight of any exhibit material exceed the specified maximum floor load of the exhibit hall. Exhibitor accepts 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 may not begin until the close of the Show on the final day of the Show. Goods and materials used in any display shall not be removed from the exhibit hall until the Show has officially closed. Any exception to this rule must have the written approval of Show Management. Dismantling must be completed and all exhibit materials removed by the final move-out date and hour set forth in the Exhibitor Resource Center. Exhibitor is advised to remove small, portable items immediately upon conclusion of the Show.

7. **STAFFING AND DISPLAYS.** Exhibitor shall provide adequate staff for maintenance and operation of its exhibit during all Show hours. It is exhibitor's responsibility to create an attractive display area that is in good taste (as determined by Show Management) and enhances the overall appearance of the Show and is a credit to the industry. Show Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the Show. Any part of an exhibit space which does not reflect the purpose of the Show or comply with specifications set forth in the Exhibitor Resource Center must be corrected at the exhibitor's expense. Show Management reserves the unilateral right to correct any unsightly exhibit, and exhibitor agrees to pay for expenses incurred in making the necessary alterations. If corrections cannot be made, the exhibit shall be removed at exhibitor's cost, with no liability accruing to Show Management.

Exhibit Design. All booth furnishings, including audio and video, should be appropriate for a general audience and should not be offensive or violate common decency. In the event of a complaint about a booth's content, Show Management will investigate. If content is determined to be offensive or inappropriate, the exhibitor must cease use of such content.

Exhibitor Attire. Show Management reserves the right to determine appropriate exhibitor/presenter attire and manner. Exhibitors and their personnel should present a professional image and appearance. If for any reason the attire of exhibitor's personnel is deemed inappropriate by Show Management, the exhibitor may be asked to make suitable changes to the attire of its employees, exhibit staff and/or models. If necessary, the exhibitor may be asked to remove individual(s) wearing the inappropriate attire in question at exhibitor's sole expense. Exhibitors with questions about compliance with these guidelines should consult Show Management in advance of the Show.

8. **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.

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9. 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.

10. 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 (as defined in Section 16 below) 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).

11. NO SUITCASING POLICY. "Suitcasing" refers to the practice of attending a trade show and "working the aisles" from a suitcase or briefcase to solicit business from other attendees and exhibitors. The only legitimate location to conduct business during Show hours is within contracted exhibit space on the Show floor. Samples, giveaways, catalogues, pamphlets, souvenirs, industry publications and printed matter or promotional material of any kind may be distributed by exhibitor and its representatives (including hosts and hostesses) only within the confines of its booth, with the exception only of designated sponsorships and marketing opportunities for which exhibitor has contracted with Show Management. Violations should be reported to Show Management.

12. FOOD, BEVERAGES AND LIQUOR. 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, PLEASE NOTE: Only the official caterer may serve any alcoholic beverages. Show Management also requests that to minimize any liability alcoholic beverages be served during a limited time period.

13. DISPLAYS AND EXHIBITS OUTSIDE SHOW. Exhibitor agrees that outside of its own designated exhibit space at the Show, it will not (nor will it permit its agents or distributors to) conduct any display or exhibit or distribute publications or any product bearing its trademark within a three mile radius of the Show or the Show's officially designated hotels during the dates of the Show. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city or to exhibitor's regular place of business or show room. Violation of this provision by exhibitor will constitute a material breach of the Agreement, and Show Management may, in its sole discretion, cancel the Agreement. Upon cancellation, exhibitor will remove its display and any equipment contained in the exhibit hall and forfeit all payments made pursuant to the Agreement.

14. HOSPITALITY FUNCTIONS/OUTBOARDING: Hospitality functions (including meetings, conferences, special events and receptions, unless approved by Show Management) are not permitted during Show set-up days or Show days. Any hospitality function during the dates of the Show in the host city is reserved for exhibiting companies and must be approved by Show Management. "Outboarding" is also prohibited. Outboarding is when a company that is eligible to exhibit/sponsor at the Show does not exhibit/sponsor, but hosts attendees/delegates from the Show, without Show Management's approval during set-up days or Show days. Companies that engage in outboarding may be prohibited from participating at the Show as determined by Show Management. Registration badges will not be issued to any employee of a company prohibited from exhibiting due to

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outboarding. Exhibiting companies are encouraged to protect their investment and report any outboarding to Show Management.

15. COMPLIANCE WITH LAWS/STANDARDS. Exhibitor shall comply with all federal, state, and local laws, rules, standards, regulations and ordinances ("Laws"), including but not limited to copyright laws, the Americans with Disabilities Act, and all Laws pertaining to business licenses, health, fire prevention and public safety, and all Show Management and Show facility rules and regulations. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and any licenses, permits or approvals required under any Law and for paying all taxes (including all sales taxes), license fees, use fees, or other fees, charges, levies or penalties that may become due to any governmental authority in connection with its participation in the Show. All amounts due from exhibitor to Show Management are exclusive of VAT or other similar taxes, which amounts shall be invoiced to and borne exclusively by exhibitor. Subject to applicable Laws, all amounts due from exhibitor to Show Management shall be paid in full in U.S. dollars (unless a different currency is specified on the exhibit space contract) without reduction for withholding or other taxes, deductions or offsets of any kind. If applicable, (i) exhibitor shall pay the cost of conversion to U.S. dollars, and (ii) any required withholdings or taxes will be paid by exhibitor to the appropriate third party. Exhibitor must comply with union work rules if union labor will be made available. If Show Management becomes aware of exhibitor's failure to comply with any applicable Law, such failure to comply shall be cause for rejection or removal of exhibitor and its exhibit from the Show. All property of exhibitor is understood to remain in exhibitor's possession, custody and control in transit to, from, or within the confines of the exhibit hall, and is subject to the rules and regulations of the Show.

Fire & Safety Laws. Federal, state and local fire and safety Laws must be strictly observed. Flammable or hazardous fluids, substances, or materials of any nature are prohibited in the booth and in the storage area behind the booth. All decorative materials, including cloth decorations, must be flame-proofed and comply with local fire regulations. Transferring of flammable liquids while in the exhibit hall is expressly prohibited. Electrical equipment and wiring must comply with fire department and underwriter rules and meet all safety codes. Smoking at the Show is forbidden. Aisles and fire exits cannot be blocked by exhibits.

Copyrights/Music Performance Rights Licenses. Exhibitor must obtain music performance rights licenses through the applicable performing rights associations ASCAP and/or BMI (and/or any other necessary performing rights associations), if exhibitor intends to use copyrighted music in its booth. Show Management is not responsible for the music used by exhibitor, and without limiting exhibitor's indemnification obligations otherwise set forth in the Agreement, exhibitor hereby agrees to indemnify, defend and hold harmless Show Management, all other Show Providers (as defined in Section 16 below), and each of their respective Representatives (as defined in Section 16 below) for any and all Claims (as defined in Section 17 below) related to any copyright violations that result from exhibitor's failure to obtain the appropriate licenses.

License. Exhibitor agrees that Show Management and its affiliates shall have the perpetual, worldwide, royalty free 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 information related to exhibitor's products that are made available to Show Management in connection with the Show or any other events owned, organized, managed, or operated by Show Management in which exhibitor participates, in each case whether prior to, concurrently with, or following exhibitor's submission of the exhibit space contract.

GDPR. Where the parties are subject to the provisions of the General Data Protection Regulation (EU 2016/679) ("GDPR") as a result of processing personal data pursuant to the exhibit space contract, the following shall apply:

Data Protection Law: the GDPR and the Directive, as amended or replaced from time to time, and all other national, international or other laws related to data protection and privacy that are applicable to any territory where Show Management or exhibitor processes personal data or is established.

Directive: the European Privacy and Electronic Communications Directive (Directive 2002/58/EC).

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Reportable Breach: a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, personal data transmitted, stored or otherwise processed.

The terms personal data, controller, processor, processing, data subject and supervisory authority shall have the meanings ascribed to them under the GDPR.

For the purposes of the exhibit space contract and either party's processing of personal data in connection therewith, the parties agree that each party acts as a data controller. Each party shall (i) only process personal data in compliance with, and shall not cause itself 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 the exhibit space 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 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 the exhibit space 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.

16. **LIABILITY FOR DAMAGE.** Exhibitor will be liable for any damage caused in any manner, including by fastening displays or fixtures to the building floors, walls, columns or ceilings or to the standard booth equipment and for any damage to equipment furnished by Show Management or designated service suppliers. Exhibitor may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment. Show Management, Informa and its equity owners and affiliates; Show facility management and its owners, affiliates, lessors and lessees; and official exhibit service contractors and security services (all of the foregoing in this sentence, collectively, "Show Providers") and each of their respective officers, directors, officials, employees, agents, contractors and representatives (collectively, "Representatives") will not be responsible for the safety or any loss, theft, destruction or damage to property of, or for any injury to, exhibitor or its Representatives for any reason, including without limitation, due to theft, strikes, fire, water, storm, vandalism or other causes (and exhibitor waives all claims against Show Providers and their Representatives, and releases all of them from all liabilities, with respect to same). Although Show Management will take reasonable precautions by assigning security personnel to provide perimeter security during the hours the exhibit area is closed, which provides a measure of security in protecting exhibits from loss, exhibitor is responsible for the security of its own exhibit materials and to insure its property against loss and theft.

17. **INDEMNIFICATION.** Exhibitor agrees to indemnify, defend, and hold harmless (and to the maximum extent permissible under applicable law, exhibitor hereby expressly releases and discharges) Informa and its equity owners and affiliates, all other Show Providers, and each of their respective Representatives from and against any and all alleged and/or actual claims, actions, lawsuits, proceedings, damages, penalties, demands, losses, expenses, fees (including reasonable attorney fees), costs or liabilities of any kind or nature whatsoever (collectively, "Claims"), including but not limited to any Claim for property damage and/or personal injury, in connection with, caused by or arising out of the attendance at and/or participation in the Show by (a) exhibitor, (b) its Representatives (or any other party acting on exhibitor's behalf), or (c) any of exhibitor's servants, invitees, patrons or guests (all of the foregoing in clauses (b) and (c), collectively, "Related Parties"), whether as a result of (i) exhibitor's or any Related Party's act, omission, negligence or willful misconduct, (ii) exhibitor's or any Related Party's actual or alleged violation of any policy of, or actual or alleged breach of any agreement with, Informa or any other Show Provider, (iii) exhibitor's or any Related Party's actual or alleged violation of any applicable Laws, (iv) exhibitor's or any Related Party's actual or alleged infringement of any third party rights, including without limitation, the infringement of any patented, trademarked, franchised or copyrighted music, materials, devices or dramatic rights used or incorporated in the Show by exhibitor or any Related Party, or (v) otherwise, and in each case, whether or not foreseeable. This provision shall survive any termination or expiration of the Agreement.

18. **INSURANCE.** Exhibitor is required to carry property and liability insurance in amounts sufficient to cover any

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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):

(a) Workers' compensation/employer's liability insurance in compliance with the laws of the state where the Show is held, with a liability limit that complies with statutory requirements; and

(b) 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.

19. REJECTED EXHIBITS. Exhibitor acknowledges and agrees that its exhibit shall be admitted and shall be permitted to remain in the Show only upon continued strict compliance by exhibitor with all terms, conditions, standards, policies and other provisions of the Agreement. Notwithstanding such compliance, Show Management reserves the right to reject or remove exhibitor's exhibit, in whole or in part, from the Show for any reason whatsoever. If exhibitor's exhibit is rejected or removed without cause given, Show Management shall return to exhibitor the unearned portion of the rental fee. Any violation by exhibitor of the Agreement, including without limitation, any violation of the rules and regulations of the Show or facility, shall subject exhibitor to termination of the Agreement and the forfeiture of exhibit space and any monies paid on account thereof, and Show Management shall be entitled to exercise any other rights or remedies under applicable law. Upon written notice of termination, Show Management shall have the right to take possession of exhibitor's space, remove all persons and properties of or related to exhibitor, and hold exhibitor accountable for all risks and expenses incurred in such removal. No portion of the rental fee shall be returned if rejection or removal occurs upon violation of the Agreement.

20. FORCE MAJEURE. Show Management shall not be liable for delay or failure of performance or fulfillment of this Agreement (including delivery of exhibit space) caused by an act of God; action by any governmental or quasi-governmental entity; fire, flood or other disaster; public enemy; insurrection; riot; explosion; embargo; terrorist attacks; strikes whether legal or illegal; labor or material shortage; work slowdown; transportation interruption of any kind; authority of law; the building being destroyed or substantially damaged; or any other cause beyond the control of Show Management ("Force Majeure Event").

21. AMENDMENTS TO STANDARDS, RULES AND POLICIES. Show Management reserves the right to modify all standards, rules and policies, and to adopt additional standards, rules and policies in its sole discretion. Any such modifications and additions shall be made available promptly to exhibitor and shall be effective immediately upon adoption, and exhibitor agrees to comply with all such modifications and additions.

22. DEFAULT. Exhibitor shall pay the fee set forth in the exhibit space contract (overdue amounts are subject to interest at the rate of 1.5% per month or, if less, the maximum rate permitted by applicable law). Exhibitor will not be permitted entry to the Show unless full payment has been made of all outstanding past due invoices billed to exhibitor or its agent/agency. Any default by exhibitor under this Agreement shall constitute a default under any and all other agreements between Show Management and exhibitor including, but not limited to, all contracts relating to the Show (e.g., sponsorship and event marketing contracts and other fee-based or barter activities; each an "Ancillary Contract"). In such event, Show Management, in its sole discretion, shall be entitled to apply

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any amounts deposited or paid by exhibitor under any Ancillary Contract to amounts due under this Agreement. If application of any such amount causes a default under an Ancillary Contract, Show Management shall be entitled to such remedies as may be provided in such Ancillary Contract. Similarly, any default under any Ancillary Contract shall constitute a default hereunder and shall entitle Show Management to its remedies hereunder. Exhibitor will be responsible for all expenses (including reasonable legal fees) incurred by Show Management in collecting amounts past due. Upon a material breach hereunder (e.g., failure to pay the fees due in strict accordance with the payment terms set forth in the exhibit space contract, failure to comply with any rules, regulations or standards, or default under any Ancillary Contract), Show Management shall have the right to immediately terminate this Agreement and exhibitor's participation in the Show without incurring any liability therefor.

23. GENERAL. Each party agrees to perform its obligations hereunder as an independent contractor to the other party, and this Agreement does not create any actual or apparent agency, partnership, joint venture, or relationship of employer and employee between them for any purpose, including taxes or employee benefits. Neither party is authorized to enter into or commit the other party to any agreements, and neither party will represent itself as the agent or legal representative of the other party. Exhibitor will not make or consent or cause to be made any public announcement, or produce, distribute or publish, or consent or cause to be produced, distributed or published, any press release or other public statement referring to the subject matter or content of this Agreement, or the business relationship between the parties, without the express, prior written approval of Show Management. This Agreement shall be governed and construed in accordance with the laws of the State of New York, without regard to its conflicts of laws provisions, and the state and federal courts located in New York, NY shall have exclusive jurisdiction of any actions arising in connection herewith, and each party hereby submits to the jurisdiction of same. Exhibitor may not assign or subcontract its rights or obligations under this Agreement without the prior written consent of Show Management. All of the terms and provisions of this Agreement shall be binding on, and shall inure to the benefit of, the respective successors and permitted assigns of the parties. The waiver by either party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any subsequent or other breach or violation.

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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 B1 entrance and/or the loading dock of Hall 1.

Exhibitor Badges for setup on Monday and all open show hours can be picked up in Room 401 during registration hours.

Contractors

All EACs need to have WIS ESCA badges to enter the facility during setup. They can enter through the employee entrance in Building B, Level one off of Mangum Street. Any contractors that will be on site during show hours should also register as exhibitors at mroamericas.aviationweek.com.

Exhibitor Event Badges

Click [HERE](http://mroamericas.aviationweek.com) (mroamericas.aviationweek.com and select Register tab) 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 +1.212.204.4202 or 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 Building B, B401-402)

Monday, April 8	8:00 AM - 5:00 PM
Tuesday, April 9	8:00 AM - 5:30 PM
Wednesday, April 10	8:00 AM - 5:30 PM
Thursday, April 11	8:00 AM - 1:00 PM

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

At the close of the show, after the aisle carpet has been rolled and picked up, 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 12, 2019 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 12, 2019 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 (404) 253-6494 for a quote.

Exhibitor Move-In

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

Exhibitor Breakdown

Thursday, April 11	1:00 PM - 10:30 PM
Friday, April 12	7:00 AM - 1:00 PM

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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.

The deadline for stand design submissions is March 8, 2019.

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

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 black and gray back drape and 3' high black side dividers. Booths 300 sqft or less will receive a one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Please Note: Masking Drape is required for all unfinished booths; payment is the responsibility of the exhibiting company.

Exhibit Hall Carpet

All aisles will be carpeted in tuxedo. Show management requires that all booths have carpet or management approved flooring.

BACK DRAPE COLOR

Black/Gray

SIDE DRAPE COLOR

Black

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

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

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

Phone: (404)253-6494

Fax: (469)621-5610

FreemanAtlantaES@freeman.com to confirm, or you will be charged for carpet.

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.

The deadline for stand design submissions is March 8, 2019.

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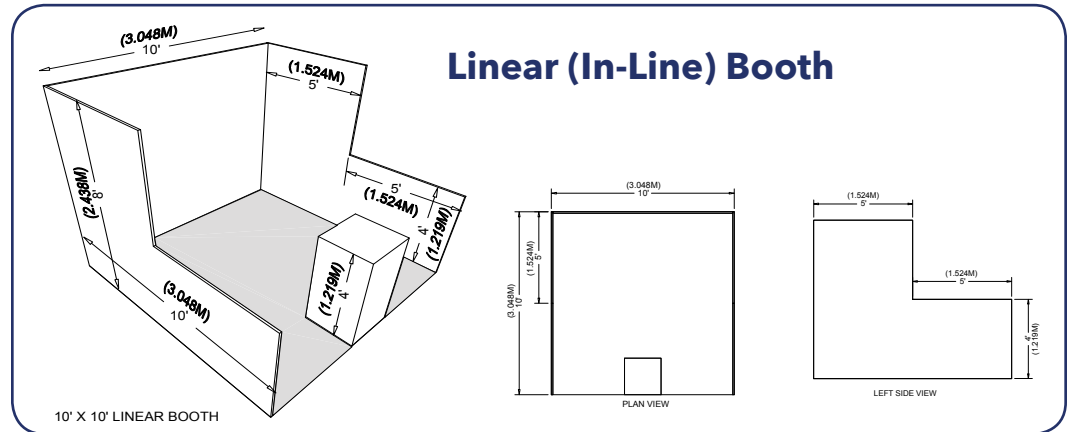
8:00 am - 8:00 pm

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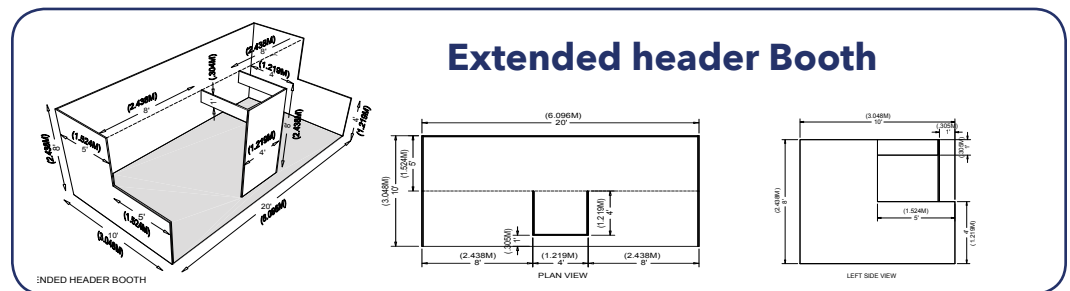
All booth designs for MRO Americas are required to adhere to IAEE guidelines. Below, is a summary of those guidelines. All exhibits must comply with the standard (IAEE) Guidelines for Display Rules & Regulations. Please refer to the Display Rules & Regulations if you are not familiar with them.

All island and/or raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com and Heather Chapman at Heather.Chapman@freemanco.com. The deadline for stand design submissions is March 8, 2019.



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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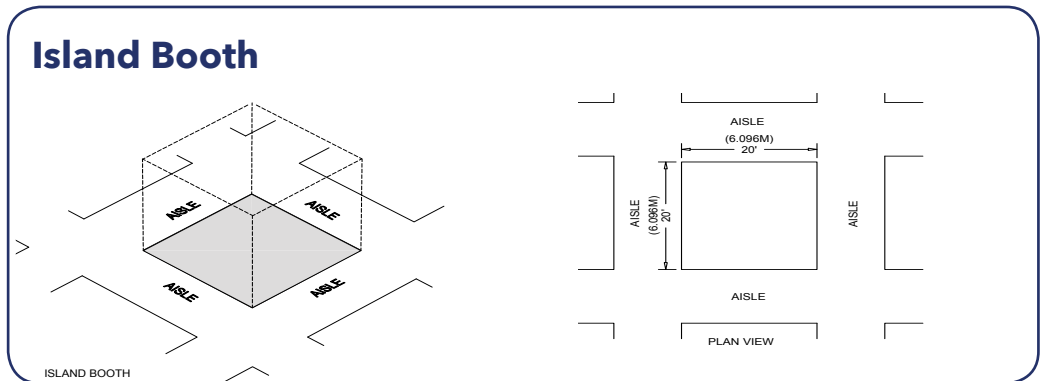
8:00 am - 8:00 pm

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Linear (In-Line Corner) Booth

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

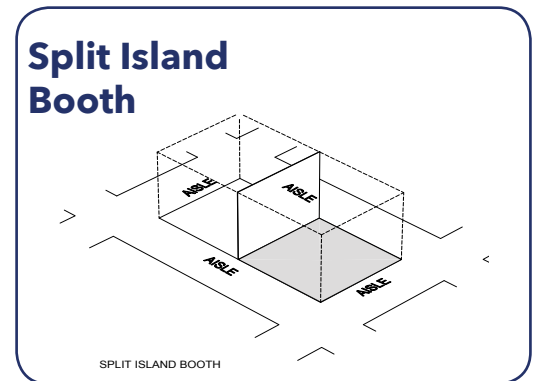


Island Booths

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

Split Island Booth

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



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All Island and/or raw-space booths must submit their designs using this link:

<https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com. The deadline for design submissions is March 8, 2019.

1. 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.
2. **Plans that do not include all elevations will not be accepted**
3. Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
4. Calculations are to prove that the stand is stable and capable of supporting the loads of anything which will be supported i.e.: lights, speakers plasma screens etc. A nominal load should be applied for wind (0.15 kN/m²) although this appears not to apply in the halls stands have been affected by doors being open. A calculation should also be carried out for overturning this assumed to be the impact of a person (0.75 kN) at a height of 1.5m above the ground.
5. No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.

Failure to submit your designs may result in an inability to exhibit. Plans may be submitted using this link:

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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

Multi-story Exhibits

- Display fixture includes two or more levels
- Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency and show management and will have additional fees applied (an additional US\$6 per sqft will be assessed)
- For more information about adding a second story and the approval process, please contact Allison Gold at Allison.gold@aviationweek.com, +1.646.233.4425

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

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

All Island and/or 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. The deadline for design submissions is March 8, 2019.

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

Americans with Disabilities Act (ADA)

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

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

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

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

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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LOCATION:

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 Building B

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, RAI Amsterdam is only accessible with a valid access badge. This also applies to stand builders and/or suppliers. This policy is implemented in order that we know exactly who is present in the RAI and can act appropriately should an emergency situation arise.

Exhibitor Appointed Contractors (EACs)/Stand Builders

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). Badges must be visible at all times while on the GWCCA campus.



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

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The WIS badge only allows access to the GWCC. Individual events may require independent credentials, such as wristbands or buttons, for access to exhibition halls. There isn't an enrollment fee for the program, but there is a fee for badges.

For questions and to register please visit <https://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 Mangum 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.

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LOCATION:

Georgia World Congress
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Atlanta, GA
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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. Download the [rigging order form](#); Print and complete the form
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 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 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.

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. The deadline for design submissions is March 8, 2019.

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Unsafe conduct or conditions including maintenance hazards should be reported immediately to GWCC or Dome 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 or Dome 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 or Dome. 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 in Section 2 of this event policy manual.
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.
7. Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources—Radiological Division. Call the Event



Booth Design/EAC/Contractors/Display Rules Health & Safety

Coordinator for more information.

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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.

*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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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

- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- Freeman will accept crated, boxed or skidded material beginning Thursday, March 07, 2019 at

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

MRO AMERICAS 2019

C/O Freeman

841 Joseph E Lowery Blvd NW

Atlanta, GA 30318

Items must weigh less than 5,000 pounds per piece and be of suitable size for industry standard enclosed trailers for transport from warehouse to show site. Material arriving after March 29, 2019 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM. If required, provide your carrier with this phone number: (404) 253-6494.

- Your freight will still be received after the deadline date, but additional charges will be incurred.
- 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

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LOCATION:

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Atlanta, GA 30313

- 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.

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

- 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.

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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TWI has been appointed as the official international Freight Forwarder for delivery of international shipments destined for MRO Americas 2019. 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.

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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 Quick Facts 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 out-bound transportation.

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Freeman is the exclusive service provider for material handling.

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.

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.

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.



Freight and Shipping Marshalling Yard

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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.

Please note: All items and materials that must be brought into the facility 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. 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.

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

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

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

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 (404) 253-6494 to speak with one of our experts.

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The GWCC has an exclusive, in-house catering department, Levy Restaurants which manages catering activities.

Levy at Georgia World Congress 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

Levy Restaurants catering service offers a variety of options for stand catering.

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

Levy Restaurants

285 International Boulevard, N.W., Atlanta, GA 30313-1591

Telephone 404-223-4500

Fax: 404-223-4511

Levy restaurants 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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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
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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 our Exhibitor Services Department at (404) 253-6494 for a quote.

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

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GWCC is the exclusive provide of electric service for MRO Americas. Early Ordering deadline is: March 18, 2019

The Georgia World Congress Center Engineering department provides a variety of utility services ranging from electrical needs to rigging and audio/visual effects to plumbing, fulfilled by our skilled trades and professional staff. We have extensive inventories and are staffed with professional technicians who maintain, set-up and operate these services throughout the facility. Ordering these services is easy with online order forms for the following services:

Electrical Service
Compressed Air, Water, Drain, Gas and Steam
Cable Television
Lighting
Plumbing
Labor

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

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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

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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 18, 2019

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CCLD is the Exclusive provider of internet services for MRO Americas.

Internet

CCLD Networks is the exclusive Internet and Telephone provider for the Georgia World Congress Center Authority. CCLD provides the most advanced services available, and can install them anywhere within the GWCCA campus. 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

CCLD is the exclusive voice/data communications provider for the GWCCA. 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.

Contact CCLD Networks today to customize your Telecommunication needs to make your show stand out. P. 404.222.5500 / F. 404.222.5514 / E. info@cclld.net

The form for electric 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-2019>

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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 ashley.munoz-giron@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!

Exhibitor Invitations

We have created two invitation options to help you invite and connect with customers and prospects at MRO Americas.

[Airline & Aircraft Leasing VIP Pass](#)

This is intended for qualified airline and aircraft leasing customers. Anyone that meets the required criteria can attend all conference sessions for free: Managers, directors, VPs (or higher) of purchasing, maintenance, overhaul, engineering or technology at an airline or leasing company. Sales, marketing and business development positions do not qualify. Must be employed by an airline or leasing company (cargo or passenger). Does not include third party maintenance affiliates.

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For more information on the VIP program, please contact Kristina Nicos, at +1.646.257.4830 or Kristina.nicos@aviationweek.com

Exhibition Guest Pass

This is good for anyone within the industry, regardless of organization affiliation. This will not get people into the conference sessions, but it will give them access to the exhibition floor where they can connect with you and the rest of your team that will be on-site.

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!

[Banner 1](#)

[Banner 2](#)

Don't forget to link it to your customized feathr landing page or to the MRO Americas homepage - <http://mroAmericas.aviationweek.com/eu18/Public/enter.aspx>

Need a customized banner? Contact don.giordano@aviationweek.com with your booth number, logo, specs/size and tag line and we will create on for you.

In addition, we will gladly work with your marketing department to accommodate any special requests. Contact 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
 Beth Eddy/Mimi Smith
 P: +1.561.279.4646
 Fax: +1.561.279.4699
 E: betheddy@aviationexhibits.com
 E: mimismith@aviationexhibits.com

Fax: +44 (0)1206 321259
 E: mike.elmes@aerospacemedia.co.uk

Asia-Pacific
 Clive Richardson
 P: +44 (0) 7501 185257
 E: clive@accessgroup.aero

Europe/Russia/CIS/Africa/Middle East
 Mike Elmes/Darren Fearn
 P: +44 (0)1206 321639

Alison Weller
 T: +44 7501 185255

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E: 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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 E: mimismith@aviationexhibits.com

E: mike.elmes@aerospacemedia.co.uk

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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-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
 P: +1.561.279.4646
 Fax: +1.561.279.4699
 E: betheddy@aviationexhibits.com

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.

Contact Iain Blackhall
 Managing Director, Europe
 +44 (0) 207 176 6231
 iain.blackhall@aviationweek.com

Beth Wagner
 Managing Director, Americas,
 Penton Aviation Week Network
 Tel. +1 703-997-0261
 beth.wagner@aviationweek.com



Exhibitor Services Meeting Room Rental

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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 9	10:30 AM - 5:30 PM
Wednesday, April 10	9:30 AM - 5:30 PM
Thursday, April 11	9:30 AM - 1:00 PM

Program Book/Online Exhibitor Profile

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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 5 September 2018, 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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Americas/Russia/CIS/Africa/Middle East

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P: +44 (0)1206 321639
Fax: +44 (0)1206 321259
E: mike.elmes@aerospacemedia.co.uk
E: darren.fearn@aerospacemedia.co.uk

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Fax: +1.561.279.4699
E: betheddy@aviationexhibits.com
E: mimismith@aviationexhibits.com

Singapore

Margaret Chong
P: +65 9736 1722
E: Margaret@accessgroup.aero

Asia-Pacific

Clive Richardson
P: +44 (0) 7501 185257
E: clive@accessgroup.aero

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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.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths. The exhibit hall is not carpeted; however, all booths must have carpet or management approved flooring. Rental Carpet is available through Freeman. The aisles will be carpeted in RED.

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.

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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 repositioning of exhibitor material, machinery and equipment.

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.

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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.

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/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.

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

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.