

Booth Equipment



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

Please Note: Masking Drape is required for all unfinished booths; payment is the responsibility of the exhibiting company. Please visit Freeman Online to order.

BACK DRAPE COLOR

Black

EXHIBIT HALL CARPET

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

Stand Plans for Island Booths

- All Island and 10 x 20 or larger booths must submit their designs using this [LINK](#).
- The deadline for stand design submissions is March 4, 2024.
- Designs must include all elevations including those of hanging signs. Plans submitted without elevations, will not be accepted. Hanging signs are only permitted in island booths.
- Submission of information should be in the form of drawings and calculations, not photographs or rough sketches, as it is not possible to assess the structure without details of the stand.
- Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
- No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.
- Please note that hanging signs are only permitted in island booths. Freeman is the exclusive provider of rigging services. Forms for both are available in [The Exhibitor Resource Center](#)

Stand plans for In-line booths

Any exhibitor doing a custom build, regardless of booth size, must submit complete plans [here](#) by March 4, 2024. Questions? Email MROAM@OrganizerOps.com

Due to the increase of custom built booths in inline spaces, ALL exhibitors in 10x20 or larger inline booths must submit plans [here](#). If you are not building anything in your booth, Please send an email to MROAM@OrganizerOps.com with your company name, booth number and inventory list of the items you are bringing into the booth.

April 9-11, 2024 | McCormick Place South - Hall A - Chicago, IL

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All applicable items must be included when submitting your booth design for approval:

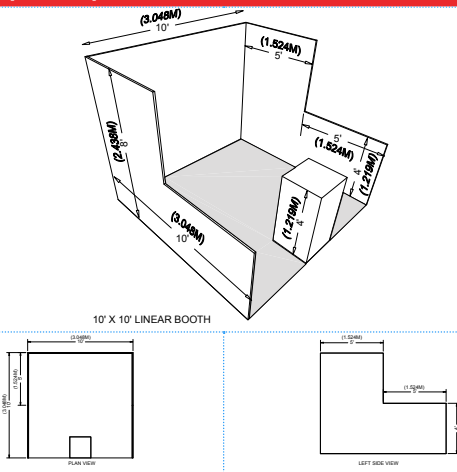
- Rendering or diagram of the booth plan including dimensions of all major structures and signage.
- Booth height, depth and width.
- The height of all signage and all displayed products or equipment must be included.
- Rendering should include overhead view and views of all sides of the booth.
- Multi-level booths must have structural engineer stamped plans certifying the maximum occupancy and load capacity.
- Materials being used (please provide call out sheet).
- Flooring type (note if any flooring will be raised).
- Hanging signs (ONLY permitted in Island booths)
 - Sign dimensions - including distance from sign to floor and/or any structure under sign
 - Approximate sign weight
 - Sign rotating or stationary

Failure to submit your designs may result in an inability to exhibit. Any exhibitor doing a custom build, regardless of booth size, must submit complete plans [here](#) by March 4, 2024. Questions? Email MROAM@OrganizerOps.com

IAEE Guidelines

All booth designs for MRO Americas are required to adhere to IAEE guidelines. Below, is a summary of those guidelines.

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.

Linear (In-Line Corner) Booths

- 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.

Additional Guidelines

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

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

General Decorating Guidelines

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

Booth Draping (MASKING)

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

Lighting

- Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:
- 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.
- Lighting, including gobos, must be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, must comply with facility rules and be approved in writing by exhibition management.
- 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.
- Currently some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas must be approved by the exhibition organizer, the utility provider, and the exhibit facility.

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.

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.

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\$7 per sqft assessed by show management. Only island booths are permitted to build multi-level booths. Fees are assessed based on the total square footage of the booth, not the size of the platform.

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

Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency and show management and will have additional fees applied.

These guidelines are as follows:

- Complete schematics with all heights are required with signature/stamp of a licensed architect/engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- Maximum height included upper deck, all hanging signs is 20 feet
- Fire code:
 - Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required.
 - Smoke detectors: All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
 - Fire extinguishers: A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
 - Posted Certificate of Fire Retardancy: A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
 - Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.

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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.**

- All overhead hanging elements must be assembled, installed, and disassembled by Freeman.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the Hanging Sign Labels. This container must arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations, and facility limitations. Refer to show management Rules and Regulations for event specific height restrictions.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.
- Regarding sign placement, note that the ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
- Set up instructions must be provided for signs needing assembly.
- All hardware (nuts and bolts) must be shouldered, forged, stamped, and rated for over-head lifting. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.

Structures:

- Freeman requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please contact us.

Tie-offs:

- Freeman reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please contact us for review and pre-authorization.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance from the electrical service provider.
- No more than two (2) manual chain falls are allowed to be used on a single sign, or within a single lifting system. If more than two (2) manual chain falls are needed for a single lifting system, you must order electric chain hoists.
- It is at Freeman's discretion to determine the proper lifting device to use within a facility.
- Hanging signs and/or overhead hanging components weighing 200 lbs. or less are hung by Freeman. If any hang point supports over 200 lbs., additional equipment may be required. Contact us for details and additional information.

Schedule and supervision

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- Scheduling is done on a first come, first serve basis. Requested dates and times cannot be guaranteed.
- Supervision for assembly and disassembly of overhead hanging signs can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.H1

Rates, equipment and materials

- Show site labor rates will apply to all hanging sign orders placed at show site.
- Rates for service are per lift and crew, per hour with a half hour minimum and thereafter in half hour increments. Labor hours and invoicing will be in compliance with MPEA Legislation. Lift with crew consists of equipment, operator and rigger.

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McCormick place and all venues in Chicago operate under labor union rules, which is different from previous MRO shows.

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place.

1. Exhibitors can either set-up / dismantle their display with their own employees, or
2. The exhibitor can hire union labor.

The guidelines for both options are detailed below. If you have any questions, please contact Freeman.

3. Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:
 - i. Set-up and dismantle exhibits displayed on Authority premises
 - ii. Assemble and disassemble materials, machinery, or equipment on Authority premises; and
 - iii. Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.
2. An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.
3. An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.
4. Please note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

Union jurisdictions at McCormick Place

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (See McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

- McCormick Place is a union building, and jurisdictions are clearly established.
- Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.
- Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

Riggers

- Responsible for uncrating, unskidding, positioning and reskidding of all machinery.
- Teamsters Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

Display labor (unified labor force combining carpenters and decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recreating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

Hanging signs

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See Freeman hanging sign form and/or McCormick Place forms for jurisdictions.

Cleaning/porter service

Freeman is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

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Electricians

Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

Special Notes: All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

Morning Breaks (approximately): 9:30 AM to 9:45 AM
 Lunch Schedules (approximately): 12:00 PM to 12:30 PM
 Afternoon Breaks (approximately): 2:30 PM to 2:45 PM

Exhibitor Bill of Rights

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/ASM Global. An exhibitor and exhibitor employees are prohibited, at all times, from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffold- ing, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with, please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/ invoices.

Exhibitor Rights Hotline		312-791-7299
John Race	jrace@mccormickplace.com	773-709-7076
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186

Loading and Unloading

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call. Your call will be promptly returned between the hours of 7:00am – 6:30pm.