

Booth Equipment



Each 10' x 10' booth will be set with **8' high black and white 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 and white

EXHIBIT HALL AISLE CARPET

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo. Flooring is required.

EXHIBIT STAND FLOORING

Flooring is required. Flooring can be brought in by the exhibitor or rented from Freeman. If carpet has not been delivered or installed in your stand by 3:00 pm on Monday, April 7, carpet will be installed by show management and billed back to the exhibitor.

Stand Plans for Island Booths

- All Island and 10 x 20 or larger booths must submit their designs using this [Booth Stand Submission Link](#).
- The deadline for stand design submissions is March 5, 2025.
- 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

April 8-10, 2025 | Georgia World Congress Center - Halls B1-B5/BC Connector/C4 - Atlanta, GA

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Stand plans for In-line booths

Any exhibitor doing a custom build, regardless of booth size, must submit complete plans [Booth Stand Submission Link](#) by March 5, 2025. 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.

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

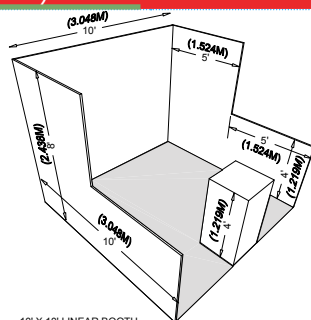
- Rendering or diagram of the booth plan including dimensions of all major structures and signage.
- Booth height, depth and width.
- The height of all signage and all displayed products or equipment must be included.
- Rendering should include overhead view and views of all sides of the booth.
- Multi-level 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 [Booth Stand Submission Link](#) by March 5, 2025. Questions? Email MROAM@OrganizerOps.com

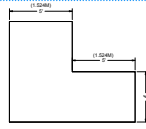
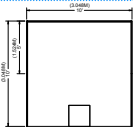
IAEE Guidelines

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

Linear (in-line) Booth



10' X 10' LINEAR BOOTH

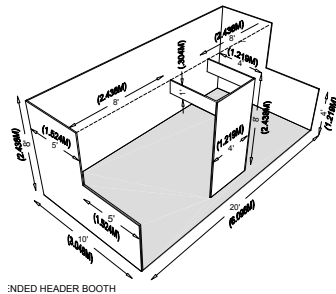


- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (2.44 m)
- Maximum height only allowed in rear half of booth.
- Remaining part of booth has a 4 foot height restriction forward to aisle.

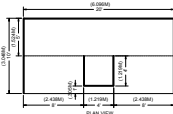
Linear (In-Line Corner) Booths

- 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.

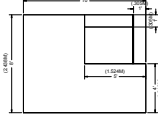
Extended Header Booth



ENDED HEADER BOOTH



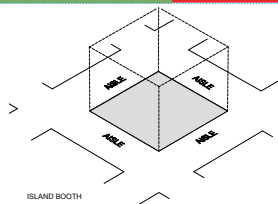
PLAN VIEW



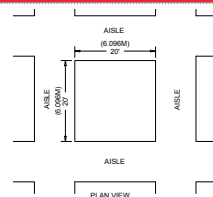
LEFT SIDE VIEW

- Linear Booth (20 ft, 6.1m or longer) with a center header
- 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.
- Center Header has a maximum height of 8 feet (2.44m).

Island Booth



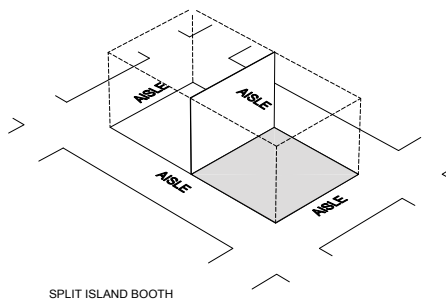
ISLAND BOOTH



PLAN VIEW

- Minimum of 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.
- **Hanging Signs permitted. The height limit for hanging signs is 16 feet from the top of the sign. (20 feet with show management approval.)**
- Rigging can be ordered via Freeman online which you can find by visiting the [MRO Americas Exhibitor Resource Center](#).

Split Island Booth



SPLIT ISLAND BOOTH

- Exposed to aisles on three sides
- Shares a common back wall with another booth
- Minimum of 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.
- All other guidelines for Linear Booths apply.
- 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.
- Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths. The height limit for hanging signs is 16 feet from the top of the sign. (20 feet with show management approval.)

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 [Booth Stand Submission Link](#) by March 5, 2025. Questions? Email MROAM@OrganizerOps.com

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 Halls B1-B5/BC Connector/C4s 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
- The upper deck of a multi-level exhibit with 300 square feet or more shall have at least two remote means of egress. Spiral stairways are permitted if specifically approved by the Fire Marshal However, spiral stairways are not recommended.
- Covered and enclosed areas should be furnished with acceptable smoke detectors that emit alarms audible outside of the covered or enclosed areas.
- The Exhibitor is required to provide Fire Watch (through GWCC DPS) within the booth space if the covered or enclosed area is 300 square feet or more. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each covered or enclosed area. Personnel must be trained in the use of extinguishers.
- Areas within the exhibit booth that are totally enclosed (i.e. walls and roof/ceiling) must be served by a battery-powered emergency lighting source when such areas lead to exit access from the space (i.e. stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space.)
- Enclosed areas of the booth with 300 square feet or more shall have at least two (2) remote means of egress. 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

Hanging signs are permitted in island booths only (minimum size 20 x 20) Island booths are a minimum size of 20 x 20.

All 10 foot deep booths, regardless of length are considered inline

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.

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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.