

AVIATION WEEK 
MRO
AMERICAS

2025

EXHIBITOR MANUAL

April 8-10, 2025 | Georgia World Congress Center • Atlanta, GA
Building B, Hall B1-B5/BC Connector/C4

EVENT DATES:	April 8-10, 2025
EXHIBITION:	April 8-10, 2025
MRO CONFERENCE:	April 8-10, 2025
MALMS:	April 8-10, 2025
REGISTRATION:	April 7-10, 2025

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Thank you for exhibiting at MRO Americas taking place at the Georgia World Congress Center, Atlanta, GA, Building B, Halls B1-B5 and C4. 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 primary suppliers/vendors for this event are:

Freeman – Freeman is the general services contractor and will provide:

- 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

Visit [Freeman Online](#) for ordering information.

Georgia World Congress Center

- Electric
- Internet
- Catering
- Plumbing

LOCATION:

Georgia World Congress Center
Atlanta, GA
Building B, Halls B1-B5; BC connector and C4

You will find all of the necessary forms and general information to complete your exhibition experience. If you cannot find information in the [Exhibitor Resource Center](#), please contact:

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

We have a few brand new features for MRO Americas 2025, and some that are just relatively new.

1. Targeted Move-In
2. Booth plan approvals
3. EAC Management
4. Better Stands
5. Escalator project

NEW for 2025 — Targeted Move-In

Exhibitors will have an assigned move-in date and time.

If your materials are being delivered to show-site, they should arrive by your target move-in date and time in order to avoid additional fees and surcharges. Materials sent to the warehouse are delivered to your booth by your target date. You can follow the link below to enter your booth number below to search for your target move-in.

FIND YOUR TARGET MOVE-IN located in the Shipping & Material Handling section of FreemanOnline: <https://www.freemanco.com/store/shipping-information?#marshalling-yard-information>

MRO Americas Target Move-In Floorplan: https://www.freemanco.com/forms/534112/target_floor_plan.pdf

Need to change target move-in date/time: <https://www.freemanco.com/store/show/target-change-request?showID=534112>

Booth Design Approvals

- As in previous editions of MRO Americas, ANY exhibitor doing a custom build, regardless of booth size, must submit complete plans.
- ALL exhibitors in 10x20 or larger inline booths MUST submit plans NO LATER THAN MARCH 5, 2025.
- Plans will be submitted via an online portal. MRO Americas Booth Design Submission - <https://na.eventscloud.com/ereg/newreg.php?eventid=818324&categoryid=5499865>
- Questions? Email MROAM@OrganizerOps.com.
- Failure to submit your designs may result in an inability to exhibit.

EAC Management

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor.

Each EAC hired by an Exhibitor must agree to the Rules & Regulations, provide a Certificate of Insurance with the necessary coverages, and pay an administrative fee per exhibitor. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.). Payment of \$200 for each booth location the EAC is providing services or products for. Payment will be submitted via the online EAC portal and is non-refundable.

What does my EAC have to do?

- EACs will NOT be allowed on the show floor unless all the requirements are satisfied:
- EAC must complete all required documentation via the online EAC portal

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- EAC must submit a valid Certificate of Insurance (COI) with the required coverage via the online EAC portal
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
- EAC must pay an administrative fee is required for each exhibitor they are representing; payment will be submitted via the online EAC portal
- EACs must abide by existing labor regulations and/or contracts and all Federal/State/ City laws and regulations as well as those established by the event venue and Show.

Labor Rules

All contractors and suppliers are required to wear identification badges at all times and enter and exit licensed areas through specified service access doors. Please visit <https://wis.esca.org/> for more information regarding the ESCA Badge Policy. MRO Show management will be sending more detailed information shortly to help you start planning your exhibit experience. Should you have any questions regarding the process, please email allison.gold@aviationweek.com.

Better Stands

Through our commitment to the evolution of the events industry, we aim to ensure we are delivering the best possible experience for our customers. The Better Stands programme aims to unite and encourage exhibitors, along with their appointed contractors, to move away from disposable, single-use stands at events, in favour of reusable structures. Through our commitment to the evolution of the events industry, we aim to ensure we are delivering the best possible experience for our customers. A disposable stand (booth) is a space only (raw space) build that is used only once at a single event. They are typically constructed from poor quality raw materials onsite which are then demolished post show and sent to either landfill or burnt for energy. By moving away from the use of disposable stands we will improve the ease, safety and sustainability of the exhibitor experience at events. We would like you to join us moving towards the future of events.

We are encouraging all exhibitors and their appointed contractors to join us in not building disposable stands. The Better Stands programme has been divided into three key stages – Bronze, Silver and Gold. This helps facilitate a gradual transition from disposable to reusable stands for all exhibitors. In some regions the majority of stands are already built in this way and through Better Stands we aim to help guide the rest of the world who do not yet benefit from this construction process. Going forward Better Stands will become part of stand build regulations. Compliance will be monitored throughout the event cycle from stand plan submission through to on-site review and verification.

Learn more at: <https://mroamericas.aviationweek.com/en/exhibition/better-stands.html>

Forced 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.

Escalator Renovation Project

Georgia World Congress Center has an ongoing improvement project that involves replacing all of the escalators in Building B. This ongoing project may cause some disruption, but alternative routes between floors will be available.

Exhibitor Move-In*

Saturday, April 05, 2025	8:00 AM - 7:00 PM	Targeted move-in: T01
Saturday, April 05, 2025	1:00 PM - 7:00 PM	Targeted move-in: T02
Sunday, April 06, 2025	8:00 AM - 8:00 PM	Targeted move-in: T03
Sunday, April 06, 2025	1:00 PM - 8:00 PM	Targeted move-in: T04
Monday, April 07, 2025	8:00 AM - 6:00 PM	All remaining exhibitors

The Exhibition Will be Open for Visitors:

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

Registration Hours

Monday, April 7	8:00 AM - 6:00 PM	
Tuesday, April 8	8:00 AM - 5:30 PM	
Wednesday, April 9	8:00 AM - 5:30 PM	
Thursday, April 10	8:00 AM - 1:00 PM	

Exhibitor Breakdown

Thursday, April 10	1:00 PM - 9:00 PM	
Friday, April 11	7:00 AM - 1:00 PM	



*This event will have targeted move-in. exhibitors are assigned a move-in time based on their booth location.

FIND YOUR TARGET MOVE-IN located in the Shipping & Material Handling section of FreemanOnline: <https://www.freemanco.com/store/shipping-information?#marshal-ling-yard-information>

MRO Americas Target Move-In Floorplan: https://www.freemanco.com/forms/534112/target_floor_plan.pdf

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

FREEMAN EXHIBITOR SERVICE HOURS

The Freeman Exhibitor Services team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

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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. You will find all of the necessary forms and general information to complete your exhibition experience. If you cannot find information in the [Exhibitor Resource Center](#), please contact:

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Service Provider	Contact	Deadline
Booth Plans/Design Approval	Link to come Questions? MROAM@OrganizerOps.com	March 5, 2025
Booth Plans/Double Decker	Link to come Questions? MROAM@OrganizerOps.com	February 5, 2025
Catering – Levy Restaurants <i>Official contractor must be used</i>		
EACs	MRO Americas EAC Portal Questions? MROAmericas@EACMgmt.com	March 5, 2025
Electric	Edlen (https://ordering.edlen.com/login) 404.223.8400	March 18, 2025
Insurance	LINK to order Exhibitor Insurance https://www.exhibitorinsurance.com For more information/questions: Betty Evans, Associate Manager, Events +1 718.730.3192 betty.evans@aviationweek.com	March 5, 2025
Freeman Services <i>Rental Exhibits</i> <i>Structural Integrity</i> <i>Cleaning</i> <i>Audio Visual Furniture</i> <i>Furnishing Essentials Accessories</i> <i>Carpet Transportation</i> <i>Material Handling Outbound shipping</i> <i>Signs & Graphics</i> <i>Installation and Dismantle Forklift/Rigging</i> <i>Hanging Sign Labor</i> <i>Chain hoist/truss/sign equipment Electric/Plumbing</i>	ExhibitorSupport@freeman.com Take advantage of discount pricing by ordering online at FreemanOnline by March 10, 2025. Using the enhanced FreemanOnline , you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect – before, during and after your show. To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the “Create an Account” link. To access Freeman Online without using the email link, visit FreemanOnline . If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or 1 (817) 210-4869 Local and International. https://www.freemanco.com/store/dashboard	March 10, 2025

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<p>Internet – CCLD <i>official contractor must be used</i></p>	<p>ORDER HERE: https://cld.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f Questions: please email us at info@cld.net</p>	
<p>Lead Retrieval Capture Technologies <i>official contractor must be used</i></p>	<p>Phone: 973.890.7600 ext. 117 Email: sales@ct.events https://orders.ct.events/collections/mro-americas-2025</p>	

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Sponsorship & Exhibit Opportunities

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Accessibility

Accessibility is a top priority at Georgia World Congress Center (GWCC), which is fully equipped to accommodate all guests. From parking to the trade show floor, every aspect of the facility is designed to ensure accessibility.

All entrances are equipped with ramps, and accessible restrooms are conveniently located throughout the venue. GWCC also offers ample designated parking spaces for disabled guests and multiple passenger drop-off areas. Elevators feature Braille instructions for visually impaired attendees.

Manual push wheelchairs are available free of charge on a first-come, first-served basis. They can be found at the Information Desks in Buildings A, B, and C. A valid photo ID (driver's license or passport) is required, which will be returned when the wheelchair is brought back.

For those needing additional mobility assistance, scooters can be rented in advance for a fee through Mobility Georgia by calling 470.357.6130 or visiting <https://mobilitygeorgia.com/conventions>. The pickup location is at the FedEx Office Business Centers in the main lobbies of Buildings B and C. For any accessibility requests or additional questions, please contact GWCCeventservices@gwcc.com before your visit.

Americans with Disabilities Act (ADA)

The GWCC is ADA compliant. There are ramps at all entrances. Restroom facilities for disabled patrons are provided throughout the facility. We offer ample designated accessible parking, several passenger drop-off areas, and convenient curb cuts for easy access. The GWCC has limited manual push wheelchairs available for use by attendees at no charge while in the building. Mobility scooters are available.

ATM Machines

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.

Badges for Exhibitors

Visit <https://mroamericas.aviationweek.com/en/register/exhibitor-registration.html> 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 events@aviationweek.com.

Booth personnel is unlimited at the MRO events. And all exhibitors need to be registered. EACs should follow the EAC instructions for separate registration procedures.

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 the Registration Hall at the International Blvd Entrance)

Monday, April 7	8:00 AM - 6:00 PM
Tuesday, April 8	8:00 AM - 5:30 PM
Wednesday, April 9	8:00 AM - 5:30 PM
Thursday, April 10	8:30 AM - 1:00 PM

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Balloons/Lighter than Air Objects

Show Management has a Balloon Policy in place that prohibits the use of helium filled balloons, either for displays, exhibits or general public access.

Personal Mobility Devices

The use of unicycles, bicycles, tricycles, skates, skateboards, hover-boards, in-line skates, scooters and roller skates are not permitted for use inside the GWCC. This prohibition does not refer to motorized wheelchairs or other ADA mobility devices or similar carriage carrying a person who by reason of a disability uses such wheelchair or personal movement.

Business Center/FedEx Office

Conveniently located in the Building B and C entrance lobbies, FedEx Office offers virtually everything to meet convention and business needs.

Services include:

- Full service digital color and black and white copying and printing
- Computer rentals, laptop docking stations
- Document finishing services – binding, collating, cutting, folding, stapling
- Presentation services that include production of high quality mounted boards, posters, banners
- Wheelchair and mobility scooter rentals
- Copier equipment rentals
- FedEx Express® U.S. Package Services
- FedEx Ground®
- Office supplies

For more information about FedEx Office convention services at Georgia World Congress Center, and to place an order, please visit the office's homepage.

Phone: 404.223.4660

Fax: 404.223.4776

After Hours: 404.221.0000

Email: usa1065@fedex.com

Carpet

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

These floor coverings must not be sealed to the floors in such a manner as to injure the floor or be so installed as to be a hazard to public safety or as to endanger the public. Exhibitors are responsible for the final condition of the floor in their space. The edges of raised flooring may be inclined, providing the slope is gradual and gentle.

You may order carpet from Freeman or bring your own floor covering. Any exhibit booth that does not have flooring installed or delivered by 3 pm on Monday, April 7, will have carpet placed by Show Management and billed back to the exhibitor.

Cleaning

Cleaning is an exclusive service from Freeman. 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. Note that 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-out.

Coat/Bag Check

Coat/Bag Check will be available during show days. Location to be announced.

Catering

Levy Restaurants has exclusive food and beverage distribution rights on GWCCA campus. State law prevents alcoholic beverages from being brought into the GWCC or on the GWCC Campus except by GWCCA Food Services provider, Levy Restaurants. The combination of Atlanta's classic flavor, fresh local ingredients, and Levy's world-class hospitality creates an excellent dining experience in any setting. Whether we're serving thousands, a few hundred, or an intimate gathering; our goal is to ensure a memorable experience for you and your guests. Stand out from the crowd. To learn more contact us at +1 404-223-4500.

Bar Service

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center. Alcohol cannot be served prior to 1:00 pm.

All prices listed in the published catering menu are not reflective of the 24% service charge and 8.9% tax.

- Current service charge is 24%
- Current tax is 8.9%
- Menu prices do not include these charges.

Catering forms/links can be found in the Exhibitor Resource Center.

Demonstrations and Sound

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.

Dining Options

Concessions will be open in the halls as well as in the common areas of Georgia World Congress Center.

Dismantle and Move-out Information

All exhibitor materials must be removed from the exhibit facility by April 11, 2025 - 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 April 11, 2025 - 9:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS Our Exhibitor Support 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 Note that 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-out. Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.

EACs

There is a new process for EACs to Register and be approved to work at MRO Americas 2025. Please visit the EAC section of this document for complete information.

Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs. Service desks will be located in the exhibit hall.

First Aid

MRO Americas has contracted private first aid support. First aid can be reached from the Exhibitor Service desks.

Freeman Online

Exhibitors can order services and find general show information at [FreemanOnline](#).

Hotel Accommodation

In partnership with onPeak, we've secured hotel rooms at a selection of the best Atlanta hotels. MRO Americas 2025 hotels are offering discounted rates that typically average 30% less than what you'll find on other travel sites and you still earn your hotel rewards points so you can take advantage of your loyalty status.

Hotel reservations: <https://mroamericas.aviationweek.com/en/info/hotels.html>

onPeak is the only hotel provider endorsed by Aviation Week MRO Americas 2025. If you are contacted by other third-party companies offering hotel assistance, please be aware they are not endorsed by our event. Need Help with a New or Existing Reservation? MRO@onpeak.com Toll free: (877) 422-7123 | International: (312) 527-7300

Information Desk

From the minute you enter the Georgia World Congress Center, Guest Services Specialists are ready to assist you with questions and directions. The GWCC has information desks at the entrance to each building where you will find friendly staff ready to help with brochures, maps, wheelchairs for individuals with disabilities, and information about the location of your event.

Infant Nursing Area (Mamava Lactation Suites)

This Mamava XL pod is located in GWCC Building B, in the lobby area near the Social Table restaurant. Please download the Mamava [Mobile App](#) to unlock the suites.

Insurance

All exhibitors are required to carry sufficient insurance coverages for this event. Exhibitors shall, at its own expense, secure and maintain for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Client and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Client's obligations under this Condition.

Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held;

Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and Automobile Liability insurance (required if bringing automobiles into the Venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

The Client's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds: (i) Organizer and each of its direct and indirect subsidiaries and other affiliates and (ii) the Venue. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to Organizer, shall be promptly furnished to Organizer. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to Organizer. The Client shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Client's property, in each case releasing in full such carrier's subrogation rights.

Since many international policies aren't valid in the United States, all international exhibitors are required to obtain insurance through [ExhibitorInsurance.com](#), the designated insurance provider for the Event. Coverage is subject to underwriting review; Client must review the Ineligible Risks to ensure coverage. Clients may be eligible to opt out of this coverage by providing a valid Certificate of Insurance satisfactory to Organizer with the necessary coverages.

Your COI must include the following:

Producer:

Exhibitors Insurance company & their address:

Insured:

The exhibitor & their address:

Contact info

Insurer(s) affording coverage:

See requirements above Type of Insurance

Policy number

Effective Dates: Must include all move in and move out days

Limits

Description of Operations/ Locations/ Vehicles:

Additionally Insured: Must include Informa Media,

Aviation Week Network, Freeman (general contractor), and the Georgia World Congress Center, their agents, directors, and employees

Certificate holder / address of certificate holder: Informa Media
605 3rd Avenue, NY, NY 10158

Authorized Representative Signature

Internet

CCLD Networks is the exclusive internet and telephone provider for Georgia World Congress Center Authority. CCLD provides a variety of services with the capability of installing solutions anywhere within the GWCCA campus. Keep connected with any of these options:



General Information

High-Speed Internet Lines
Dedicated Bandwidth Networks
Custom Wireless Networks
Fiber Optic Cabling

Phone Lines
Other Communication Services
Contact CCLD Networks today to customize your telecommunication needs.

Phone: 404.222.5500

Fax: 404.222.5514

Email: info@cclld.net

<https://cclld.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>

Labor

The State of Georgia is a right-to-work state.

Exhibit installation and dismantling:

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

Material handling:

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

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

Gratuities:

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

Safety:

Any questions should be addressed to the Official Service Contractor or show management. Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Freeman cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order the appropriate labor online and the necessary ladders and tools will be provided.

Lead Retrieval

Using rental badge scanning devices or a software installed on your own mobile device eliminates the need to collect business cards and manually typing them into a CRM. 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.

- 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!

Order here: <https://orders.ct.events/collections/mro-americas-2025>

LOST and FOUND

Items found during show hours should be brought to the registration area in the Registration Hall at the International Blvd entrance, or given to uniformed security personnel. Unclaimed items will be turned over to Georgia World Congress Centers security at the close of the show. The Public Safety Department of Georgia World Congress Center provides a lost and found program that is accessible through this [link. https://www.gwcca.org/lost-found](https://www.gwcca.org/lost-found)

Meetings in the Exhibition Hall

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.

Parking

Georgia World Congress Center Authority operates three surface lots and four parking decks on campus managed by SP+. There are more than 6,500 parking spaces to make visiting the GWCC convenient for guests.

Standard daily rate for parking in the Red Deck is \$15, and during major events and game days, parking ranges from \$20-\$60 on campus. All other decks and lots offer hourly rates, with increased rates for recreational vehicles in the GWCC Marshalling Yard. All lots are gated and attendants are on duty during all show/event hours. GWCC parking facilities accept cashless payment options only. Additionally, the GWCCA Department of Public Safety officers patrol the lots and decks ensuring the safety of you and your automobile. Book parking here: <https://gwcc.parkingguide.com>

The Marshalling Yard supports both RVs and large trucks. You will need an Access Code in order to purchase parking. Use the contact form: <https://gwcc.parkingguide.com/contact-parking/> or call +1 404.223.4105.

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 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 mroamericas.aviationweek.com

perform and publicly display all such photographs and recordings (and any derivative works thereof) in any medium (now existing or hereafter developed).

All unauthorized filming, sound recording and photography of the Event, and all unauthorized transmission of audio or visual material at the Event, by Client and/or its Personnel is expressly prohibited. Client and/or its Personnel agree: (i) to surrender to Organizer or destroy on demand any material in whatever media recorded in violation of this Condition, and (ii) that the copyright and other Intellectual Property Rights in any such material shall vest in Organizer unconditionally and immediately on the creation of such material. Client acknowledges and agrees that Organizer and its Personnel shall be permitted to film, sound record and photograph the Event, which may include, without limitation, filming, sound recording and photography featuring Client's Personnel (the Content). Client agrees to make its Personnel aware of such filming, sound recording and photography of the Event. Client acknowledges and agrees that Organizer is the sole and exclusive owner of all rights in the Content and hereby waives any and all: (i) rights in and to such Content, and (ii) claims that Client may have relating to or arising from the Content or its use. Without limitation, Organizer shall be permitted to use the Content anywhere in the world for promotional and other purposes, without any payment or compensation. If any of Client's Personnel has any objection to the use of their image in any filming, sound recording and/or photography of the Event, Client shall notify Organizer in writing.

Public Transportation - 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.

The GWCC is MARTA accessible at three stations.

For many events on the GWCCA campus, parking is at a premium and MARTA is the fastest and easiest way to arrive. This is especially true for Mercedes-Benz Stadium events, where MARTA is highly recommended.

The GWCCA is MARTA accessible at three stations:

GWCC Buildings A and B event: Use the GWCC/CNN Station (W-1)

GWCC Building C event: Use the GWCC/CNN Station (W-1) or the Vine City Station (W-2)

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, visit www.itsmarta.com and view train and walking directions to the GWCC.

Public Transportation - Streetcar

Attendees staying in the downtown area can board the Atlanta 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](#) 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.

Rigging

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 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. Please see the Rigging Section of this manual for more information.

Smoking Policy

Smoking, including the use of e-cigarettes and vaping 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.

Storage

Access storage may be used for items that need to be accessed during the show. Examples include giveaways, extra machine parts, extra AV equipment, etc. Access storage is not empty storage, all orders for accessible storage must be placed on-site at the Freeman Service Center. Storage is for the entire show no daily storage rate. Storage rate includes all labor involved with pick up and deliveries.

Sustainability

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. We work closely with our hosts to improve the environmental and social impacts of their events.

Learn more about the MRO Americas sustainability initiative in the sustainability appendix of this manual.

Taxis/Rideshare

For drop-offs at Building C or Mercedes-Benz Stadium, please request "Zone 1" on your preferred rideshare app. For drop-offs at Building B and International Plaza, please request drop off on Andrew Young International Blvd.

Terms and Conditions

For complete exhibitor/sponsor terms and conditions, visit: <https://events.aviationweek.com/en/exhibitor.html>

Vehicle Displays

Liquid-fueled or gaseous-fueled vehicles, boats or other motor craft shall not be located indoors except as follows:

1. Batteries are disconnected except where the fire code official requires that the batteries remain connected to maintain safety features.
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least). The amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 5 gallons or less. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motor craft equipment are not fueled or defueled within the building. Separate batteries that are used for auxiliary equipment are allowed to remain connected. Visqueen or another floor protector must be placed under the vehicle. Any vehicles inside the building must be included on the floor plan and EAP plan and are subject to State Fire Marshal approval. A vehicle handling charge will be assessed at prevailing rates for each vehicle to be placed on any upper level of the GWCC. The GWCCA Engineering Team will guide vehicles to their final placement location. Vehicles that are non-compliant with Vehicle on Display are required to use Fire Watch.

Wheelchairs/Scooters

Manual push wheelchairs are available free of charge on a first-come, first-served basis. They can be found at the Information Desks in Buildings A, B, and C. A valid photo ID (driver's license or passport) is required, which will be returned when the wheelchair is brought back.

For those needing additional mobility assistance, scooters can be rented in advance for a fee through Mobility Georgia by calling 470.357.6130 or visiting <https://mobilitygeorgia.com/conventions>. The pickup location is at the FedEx Office Business Centers in the main lobbies of Buildings B and C.

Wifi

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:

Connect to the GWCCWIFI network.

Launch the browser. It will automatically be redirected to a registration page.

Select one of the "Quick Connect" options.

Complete the name, address and billing information through the Verisign secured check-out page.

Exhibitor Appointed Contractor Process

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who aren't the official of the show but provide a necessary service at show site for the Exhibitor.

MRO Americas recognizes that exhibitors may have unique needs or partnerships with vendors other than our official partners. Therefore, we support this choice as long as the EAC conforms to the show and venue Rules & Regulations and carries the required insurance coverage.

With the increasing number of EACs, have come numerous added expenses. These expenses include legal costs resulting from increased liability claims, exhibit hall damage, excess cleaning charges, extra administration costs for wristbands, contracting, insurance tracking, etc. Rather than passing on these added costs to exhibitors, we have implemented an administrative fee payable by the EAC. Each EAC hired by an Exhibitor must agree to the Rules & Regulations and will be assessed a fee. An administrative fee of \$150 per booth location the EAC represents is required. The fee applies to all contractors regardless of the service they provide (labor, supervision, products, services, etc.).

The Exhibitor is responsible for providing the EAC with any necessary information pertaining to the exhibit hall (i.e., utilities, order forms, dates, hours, shipping information etc.)

EAC Check-In

- EACs must check-in at the EAC counter each day to receive a wristband.
- Individuals picking up wristbands must show a form of identification (ESCA badge, company badge, business card, or apparel, etc.).
- The EAC check-in location will be confirmed via email to the main point of contact for the EAC prior to the beginning of move-in.

Move-in and Move-out Schedule (Eastern Standard Time Zone)

Exhibitor Move-In*		
Saturday, April 05, 2025	8:00 AM - 7:00 PM	Targeted move-in: T01
Saturday, April 05, 2025	1:00 PM - 7:00 PM	Targeted move-in: T02
Sunday, April 06, 2025	8:00 AM - 8:00 PM	Targeted move-in: T03
Sunday, April 06, 2025	1:00 PM - 8:00 PM	Targeted move-in: T04
Monday, April 07, 2025	8:00 AM - 6:00 PM	All remaining exhibitors
The Exhibition Will be Open for Visitors **EACs are not allowed on the show floor during show hours**		
Tuesday, April 9	9:00 AM - 5:30 PM	
Wednesday, April 10	9:00 AM - 5:30 PM	
Thursday, April 11	9:00 AM - 1:00 PM	
Exhibitor Breakdown		
Thursday, April 11	1:00 PM - 9:00 PM	
Friday, April 12	7:00 AM - 1:00 PM	

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

Allison Gold, Senior Manager, Events | +1.718.501.7675 | allison.gold@aviationweek.com

Betty Evans, Manager Events | +1 404.985.7992 | betty.evans@aviationweek.com

EAC Registration Process

1. Exhibitors must designate their EAC(s) no later than March 5, 2025. Designations MUST be made using the NEW online EAC portal. It is the Exhibitor's responsibility to ensure their designated EAC fulfills all requirements. Failure to do so will prevent the EAC from accessing the show floor.
2. Once the online EAC Designation Process has been completed, the EAC will then receive an email with further instructions for submitting the required EAC documents which are due March 5, 2025.

*EAC Portal - <https://na.eventscloud.com/ereg/newreg.php?eventid=818325&categoryid=5499872>
Questions? Email MROAmericas@EACMgmt.com*

EACs will NOT be allowed on the show floor unless ALL requirements are satisfied:

- EAC must pay a fee of \$200 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal. Payments are NONREFUNDABLE.
- EAC must complete all required documentation via the online EAC portal.
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Manual along with the EAC Rules & Regulations.
- EAC must submit a valid Certificate of Insurance (COI) via the online EAC portal. COIs must include the coverages outlined in the EAC Rules & Regulations.

*EAC Portal - <https://na.eventscloud.com/ereg/newreg.php?eventid=818325&categoryid=5499872>
Questions? Email MROAmericas@EACMgmt.com*

The EAC must upload the COI via the online portal with the following coverages:

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
- Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
- Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
- Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: MRO Americas, Informa Media, Aviation Week Network, Freeman Expositions, LLC, The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Georgia World Congress Center Authority and their respective officers and employees.
- COI must include the complete facility access dates of April 5 – April 11, 2025. The certificate holder must be listed as: Informa Media - 605 3rd Avenue, NY, NY 10158

EAC Rules & Regulations

- A) The Show Organizer has the right and obligation to establish and enforce equitable Rules & Regulations for MRO Americas for the mutual benefit of all Exhibitors and Attendees to the event.
- B) Exhibitor Appointed Contractors (EACs) must abide by the Rules & Regulations of the Show, Venue and those outlined in the Exhibitor Service Manual.
- C) EAC must complete the EAC registration process via the online EAC portal. EACs shall not engage in solicitation of business on the show floor.
- D) EACs are only allowed on the show floor during move-in and move-out hours.
- E) Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insur-

ance (COI) on file, evidencing the correct coverage, by March 5, 2025, or the EAC will not be able to access to the show floor. The EAC must upload the COI via the online portal with the following coverages:

- Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.
 - Additional Insureds to the General Liability, Automobile Liability, and Umbrella Liability policies with respect to operations performed by the Named Insured in connection with this project: MRO Americas, Informa Media, Aviation Week Network, Freeman Expositions, LLC, The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Georgia World Congress Center Authority and their respective officers and employees..
 - COI must include the complete facility access dates of April 5 – April 11, 2025.
 - The certificate holder must be listed as: Informa Media - 605 3rd Avenue, New York, NY 10158
- F) Exhibitor Appointed Contractors shall fully cooperate with the Show Official Contractors and assist Official Contractors in the efficient utilization of labor, equipment, space, and time, and shall complete installation prior to 6:00 pm on Monday, April 8 to include removal of empties, and dismantle and pack prior to 1:00 pm on Friday, April 12.
- G) Exhibitor Appointed Contractors should not violate existing labor regulations or contracts. The EAC sHalls B1-B5/BC Connector/C4dhere to the regulations set up by Georgia World Congress Center and the Show Organizer.
- H) EAC must pay a fee of \$200 for each booth location you are providing services or products for. Payment will be submitted via the online EAC portal.
- I) To cooperate fully with the Official Contractor and assist in fulfilling their responsibilities, especially by refraining from placing an undue burden on the Service Contractor by interfering with the efficient utilization of labor by the Official Contractor.
- J) In addition, the Exhibitor Appointed Contractor shall share with the Official Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- K) The exhibit floor, aisles, loading docks, service and storage areas will be under control of Freeman. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
- L) The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
- M) The Show Organizer is the ultimate arbiter and enforcer of show rules.
- N) Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the Exhibitor; and (2) The designated contractor meets requirements of the exhibit regulations and rules.
- O) Exhibitor Appointed Contractors should furnish the Show Organizer with names, phone numbers of a key contact for emergencies and should designate a contact in the same city as the show move-in through move-out.
- P) All property of the Exhibitor Appointed Contractor remains under his custody and control in transit to and from the exhibit Halls B1-B5/BC Connector/C4nd while it is in the confines of the exhibit hall. Neither MRO Americas or its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the EAC obtain adequate insurance coverage, at their expense, for property loss or damage and liability for personal injury.
- Q) EACs must be registered with and approved to do work in the state of Georgia. EACs must abide by existing labor regulations and/or contracts and all Federal/State/City laws and regulations as well as those established by the event venue and Show.
- R) All contractors and suppliers are required to always wear identification badges and enter and exit licensed areas through specified service access doors. Please visit <https://wis.esca.org/> for more information regarding the ESCA Badge Policy.

**EAC Portal - <https://na.eventscloud.com/ereg/newreg.php?eventid=818325&categoryid=5499872>
 Questions? Email MROAmericas@EACMgmt.com**

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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Betty Evans, Manager Events | +1 404.985.7992 | betty.evans@aviationweek.com

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:

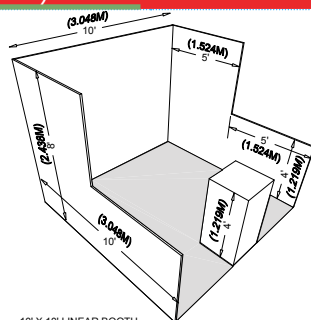
- Rendering or diagram of the booth plan including dimensions of all major structures and signage.
- Booth height, depth and width.
- The height of all signage and all displayed products or equipment must be included.
- Rendering should include overhead view and views of all sides of the booth.
- Multi-level 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

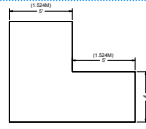
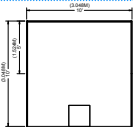
IAEE Guidelines

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

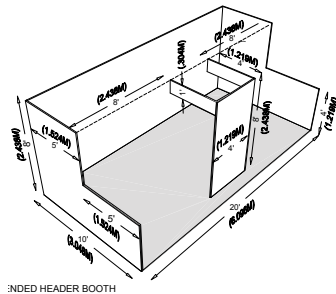


- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (2.44 m)
- Maximum height only allowed in rear half of booth.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

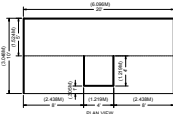
Linear (In-Line Corner) Booths

- 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.

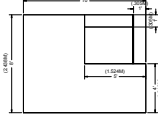
Extended Header Booth



ENDED HEADER BOOTH



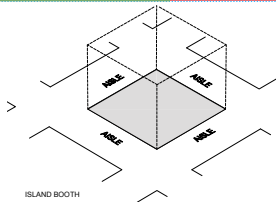
PLAN VIEW



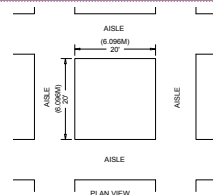
LEFT SIDE VIEW

- 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



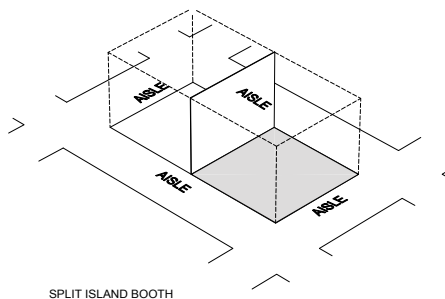
ISLAND BOOTH



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.

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

Allison Gold, Senior Manager, Events | +1.718.501.7675 | allison.gold@aviationweek.com

Betty Evans, Manager Events | +1 404.985.7992 | betty.evans@aviationweek.com

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.

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 Address:

AVIATION WEEK NETWORK / MRO Americas 2025
841 Joseph E Lowery Blvd NW
C/O Freeman
Atlanta, GA 30318, USA

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 06, 2025 at the above address.
- Material arriving after March 31, 2025 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.
- [Advance Warehouse shipping Label](#)
- [Warehouse Hanging sign label](#)

Show Site Shipping Address:

AVIATION WEEK NETWORK / MRO Americas 2025
Georgia World Congress Center
285 Andrew Young International Blvd NW
C/O Freeman
Atlanta, GA 30313, USA

- Freeman will receive shipments at the exhibit facility beginning April 05, 2025.
- 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.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.
- [Show Site Shipping Label](#)

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.

NEW FOR 2025 - TARGETED MOVE-IN

If your materials are being delivered to show-site, they should arrive by your target move-in date and time in order to avoid additional fees and surcharges. Materials sent to the warehouse are delivered to your booth by your target date.

T01	04/05/2020	08:00:00 AM
T04	04/06/2025	01:00:00 PM
T02	04/05/2025	01:00:00 PM
T03	04/06/2025	08:00:00 AM

Need to [change target move-in date/time](https://www.freemanco.com/store/show/target-change-request?showID=534112): <https://www.freemanco.com/store/show/target-change-request?showID=534112>

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.
- [Advance Warehouse shipping Label](#)
- [Warehouse Hanging sign label](#)
- [Show Site Shipping Label](#)

Material Handling

Your freight arrives to your booth via material handling services which includes

Transport of your materials from the shipping dock of the advance warehouse or event venue to your exhibit space.

Transport of your materials from your exhibit space to the transportation vehicle.

Material handling services also includes the storage of your empty containers while at the event.

This service is provided by Freeman.

Cart Service

If you are bringing your materials to show-site in an approved vehicle, please refer to the [Cart Service Information](#).

Cart service is when workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

Shipments eligible for cart service are those delivered in a privately owned vehicle (POV). Privately owned vehicles are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the loading docks or Freeman Marshalling Yard.



Freight

Empty containers are stored as part of your material handling service.

Access Storage may be used for items that need to be accessed during the show. Examples include giveaways, extra machine parts, extra AV equipment, etc. Access storage is not empty storage, all orders for accessible storage must be placed on-site.

Marshalling Yard Information

This show includes a marshalling yard. If you are shipping to show site, make sure to note for your carrier that all carriers must check into the Marshalling Yard before arriving to the show site address and provide this address to your carrier when shipping to show site.

Please ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #. The marshalling yard hours are:

April 04, 2025: 7:00 AM - 3:00 PM
April 05, 2025: 7:00 AM - 6:00 PM
April 06, 2025: 7:00 AM - 7:00 PM
April 07, 2025: 7:00 AM - 5:00 PM
April 08, 2025: 7:00 AM - 11:00 AM
April 09, 2025: Closed

Marshalling Yard - Address

362 Ivan Allen Jr Blvd NW
Atlanta, GA 30313, USA

Outbound marshalling yard information

For this event, all carriers must check into the marshalling yard before arriving to the show site address. Please provide this address to your carrier. The marshalling yard hours are:

April 10, 2025: 11:00 AM - 9:00 PM
April 11, 2025: 6:00 AM - 9:00 AM

Marshalling Yard FAQs:

Where do I check in when I arrive?

We have a trailer on the property with Freeman signage. Upon arrival, park in the lot and check-in with our on-site personnel.

Is there an entrance fee?

No, there is no fee to enter the marshalling yard.

Is there a scale at the marshalling yard?

Yes, there is a scale on-site.

Can I park my trailer at the marshalling yard during the show?

No, we are unable to store empty trailers on the property during the event. We recommend contacting your hotel or local truck stop to confirm if your empty trailer can be parked there for the duration of the event.

If I arrive outside of operating hours, is overnight parking permitted?

No, accessibility to the marshalling yard is limited to the published operating hours.

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. Complete your [Outbound Paperwork](#) ahead of your event to receive your Material Handling Agreement before the show closes. If your materials are being sent to more than one location or are being handled by multiple carriers, you will need to complete outbound paperwork for each location and carrier.
- 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 FreemanOnline 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.
- The material handling team will begin to return the empty containers back to your exhibit space for packing after the show closes.

Please ensure your driver has the following information to expedite loading: Show Name, Exhibitor Name, Booth #, destination city & state, and the carrier name.

Your materials can be picked up at this address:

Pick-up Address
Georgia World Congress Center
285 Andrew Young International Blvd NW
C/O Freeman
Atlanta, GA 30313, USA

For this event, all carriers must check into the marshalling yard before arriving to the show site address. Please provide this address to your carrier. The marshalling yard hours are:

April 10, 2025: 11:00 AM - 9:00 PM
April 11, 2025: 6:00 AM - 9:00 AM

Marshalling Yard Address
Marshalling Yard
362 Ivan Allen Jr Blvd NW
Atlanta, GA 30313, USA

Sustainability is increasingly important to event attendees. Exhibiting at MRO Americas gives you the opportunity to highlight your company’s sustainability credentials and align with an event that champions sustainability. To ensure that your company and exhibiting stand are aligned with Informa’s sustainability goals.

Better Stands

Did you know that one medium sized disposable stand produces around four tons of waste, which is almost 10x the average person’s household waste per year . Designed to be used only once, they have a significant impact on the environment, in addition to increasing health and safety risks onsite.

Better Stands is program aiming to ensure that all core elements of exhibitor stands are reusable. Help us to reduce the environmental impact of MRO Americas by committing to the Better Stands programme framework and show that your company values being part of sustainable and socially responsible events.

What’s in it for me?

- A better quality, more attractive & sustainable stand
- Opportunity to promote the sustainable credentials of your brand
- Smoother, more efficient build up and breakdown periods
- Lower work hours and reduced construction costs
- Reduce or eradicate your waste bill

What do I need to do?

To make your commitment to Better Stands and contribute to a more sustainable event:

1. Familiarise yourself with the Better Stands framework found below (or click here)
2. Share these guidelines with your contractor before they begin designing your stand
3. Ensure your stand reaches at least a bronze level, meaning the stand structure and walls, platform or raised flooring, furniture, equipment and lighting are all reused
4. Ensure that the submitted stand design clearly communicates how you will meet the criteria

Better Stands guidelines

To ensure that all exhibitors can meet the Better Stands guidelines we will:

- Provide a procurement guide supporting you to find contractors that can build reusable stands
- Review your stand designs prior to the permission stage and make you aware of any breaches
- Offer help and advice to find sustainable solutions that suit your needs
- Provide a list of preferred partners with experience producing sustainable stands

If you require any further information or guidance on the Better Stands program, please con- tact our customer service department – events@aviationweek.com

What is encouraged?

All core elements i.e. walls, archways, count- ers etc. should be constructed with reusable materials e.g. system build or stock panels.

What is discouraged?

The use of MDF panels or similar.

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Betty Evans, Manager Events | +1 404.985.7992 | betty.evans@aviationweek.com

The stand structure should be prefabricated and ready to assemble onsite.	The use of 'other' raw materials to construct core structural elements i.e. walls, archways, floor systems, counters etc.
Floor flats and system floors should be cut to size before coming onsite and be recyclable and/or reusable.	Construction of any stand components from single use materials.
LED lighting	The use of incandescent light bulbs.
The use of recycled carpet, Eco vinyl flooring, other floor coverings.	The use of non-recycled carpet, PVC vinyl flooring, other floorcoverings.

Additional Tips for Sustainable Exhibits:

Booth Structure:

Option 1 Multiple Use Use Forest Sustainable Certified (FSC) wood to build your booth and crates. Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

Option 2 One-time Use Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

Carpet:

Option 1 Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

Shipping

- Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
- Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.
- Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

Graphics

Option 1 Multiple Use. Print on a durable substrate without dates, event names, or locations.

Option 2 One-time Use. Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

Energy

- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

Train Your Team

Educate your installation and dismantling teams about recycling and donation processes.

Outbound Shipping

- Pack in, pack out. Leave no traces on show site.
- Join a caravan. If you're shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

Leftover Materials

- Remember to label. Clearly label recyclable leftover material for disposal.
- Donate the rest. Ask the Freeman Exhibitors Services desk about local donation programs

TYPICALLY* DONATEABLE

Furniture: Purchased items Home furnishing: Décor staging materials

Unused raw materials: Plywood, subfloor- ing, non-laminate wood

Flooring: 100 square feet of flooring. Ex- cludes carpet.

Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or shipping boxes

Glass: Green, brown, clear

Plastics: Shrink-wrap or plastic banding used to secure shipments; water/soda bot- tles; plexiglass (acrylics) clear, smoked, or tinted; Visqueen used to protect flooring

Metal: Aluminum cans/ steel banding

Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paper- board

Wood: Non-laminate wood

Fire Safety Regulations

The following restrictions must be observed when staging items within your booth:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement with- in the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Items may not be placed behind drape within the booth.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape with- in the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fab-rics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate includ- ed with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certi- fied fire retardant specialist using pres- sure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products need to be treated as well.

Prohibited Materials

The following items are fire-hazardous and prohibited in Georgia World Congress Center:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay Straw, Bamboo and Spanish moss

General Health and Safety Guidelines

Smoking

No smoking, vaping or use of tobacco products are permitted on premise throughout the dura- tion of the event phas-es. Individu- als may smoke or vape only in the venue's designated areas.

Housekeeping

Contractors and exhibitors are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits. Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Any uncontrolled dumping of waste outside the bins they are allocated for is forbidden.

Personal Protective Equipment (PPE)

Exhibitors and contractors have a duty to ensure the health and safety of personnel in the workplace; this may require the provision of PPE. Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities.

All exhibitors and contractors shall establish their minimum PPE requirements during build and breakdown phases:

General Considerations:

Closed-toe shoes
 Safety footwear with toe protection
 High visibility vests
 Ear protection

Specialist Considerations:

Hand protection
 Fall arrest equipment
 Respiratory protection
 Body protection
 Eye protection

Children

No one under the age of 16 years is permitted in the halls during the build and breakdown phases of the event.

Working at Heights

All reasonable steps should be taken to eliminate or minimize work at height. Working at height should be properly planned and supervised with the correct equipment selected for the given job task. Contractors are to ensure that:

- No work is done at height if it is safe and practical to avoid it
- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Access is controlled to prevent other persons working or walking beneath work at heights
- The risk from falling objects are properly controlled. Work platforms must have a toe board to prevent items from falling
- Persons working at height on a mobile elevated work platform should wear head protection as required by the venue
- Plans are in place for emergencies and rescue from height
- Those working at height must be protected by a guard rail or equipped with fall arrest harness (except when using a ladder)
- Personnel involved in work at height are trained and competent
- Ladders can be used when it is not practicable to use a working platform, or the activity is a low risk. Ladders must be in accordance with manufactures instructions at all times. The following guidelines must be followed:
 - Ladders must have an "industrial" rating
 - Leaning ladders must be placed at the correct angle
 - Ladders should only be used on level ground and must be secure
 - The top treads or steps must not be used as a platform for work
 - Users should face the ladder at all times whilst climbing or dismounting
 - Only one person should climb or work from a ladder
 - Users should not overreach

Emergencies

Emergencies of any nature should be reported immediately to GWCC Public Safety at (404)223-4911. Should guests call 911 directly, those calls are rerouted to GWCC Public Safety. To save time in emergencies please dial (404)223-4911 directly or 4911 from a red phone in the GWCC. Copies of the GWCC Emergency Operating Procedures are available through your Event Services Representative.

Stand/Booth Furnishings

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. For MRO Americas, the vendor is Freeman.to order from Freeman, Visit the Exhibitor Resource Center.

What does my island 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?

MRO Americas Booth Design Submission - <https://na.eventscloud.com/ereg/newreg.php?eventid=818324&categoryid=5499865>
Questions? Email MROAM@OrganizerOps.com

How do I know if I need to submit stand plans for approval?

All Island and inline stands that are 10 x 20 or larger booths must submit plans for approval. If you have a 10 x 20 or 10 x 30 booth and are just bringing furniture and pop up/roll up graphics, please just let us know.

How high can I build my booth?

For complete rules and guidelines, please visit the display guidelines section of the Exhibitor Resource Center 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.

Can I move in early?

Please check the Exhibitor Resource Center for move-in/move-out timings. Targeted move-in has been implemented for this event to keep the build period running smoothly. Check the target map to find your move-in time. If you need to change your assigned time, please visit FreemanOnline to request a different time. [FIND YOUR TARGET MOVE-IN](#) located in the Shipping & Material Handling section of FreemanOnline: <https://www.freemanco.com/store/shipping-information?#marshalling-yard-information>
MRO Americas [Target Move-In Floorplan](#): https://www.freemanco.com/forms/534112/target_floor_plan.pdf
Need to [change target move-in date/time](#): <https://www.freemanco.com/store/show/target-change-request?showID=534112>

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 roster 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 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 April 7, 2025. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

AVIATION WEEK NETWORK / MRO Americas 2025

Georgia World Congress Center

C/O Freeman

285 Andrew Young International Blvd NW

Atlanta, GA 30313

USA

What do I do with my empty containers

Freeman can arrange for storage of your empty containers

EACs and Insurance

How does my EAC register?

- EACs will NOT be allowed on the show floor unless all the requirements are satisfied:
- EAC must complete all required documentation via the online EAC portal
- EAC must submit a valid Certificate of Insurance (COI) with the required coverage via the online EAC portal
- EAC must agree to the Rules & Regulations outlined in Exhibitor Service Kit along with the EAC Rules & Regulations
- EAC must pay an administrative fee is required for each exhibitor they are representing; payment will be submitted via the online EAC portal
- EACs must abide by existing labor regulations and/or contracts and all Federal/State/ City laws and regulations as well as those established by the event venue and Show.

Are labor rules different for Atlanta?

Atlanta is a right to work state.

How does my EAC hire labor?

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

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. Insurance can be purchase from <https://www.exhibitorinsurance.com/>

Does both the exhibitor and the contractor need to supply a COI? Does the stand de- signer 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 recommends www.exhibitorinsurance.com.

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.

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.

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>

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 GDPR compliance and privacy policy, attendee contact information cannot be shared.