

## 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 midnight blue. 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 20, 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 \(coming soon\)](#).
- The deadline for stand design submissions is February 6, 2026.
- 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. The Orange County Convention Center is the exclusive provider of rigging services. Links to order are available in [The Exhibitor Resource Center](#)

April 21-23, 2026 | Orange County Convention Center - North/South Concourse - Orlando, FL

Allison Gold, Senior Manager, Events | +1.718.501.7675 | [allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com)

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## Stand plans for In-line booths

*Any exhibitor doing a custom build, regardless of booth size, must submit complete plans **Booth Stand Submission Link (coming soon)** by February 6, 2026. Questions? Email [MROAM@OrganizerOps.com](mailto: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](mailto: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:

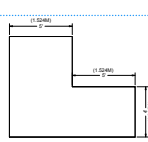
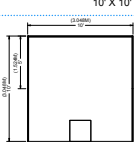
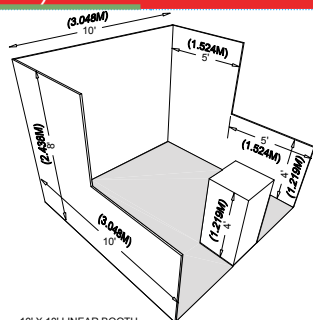
- Rendering or diagram of the booth plan including dimensions of all major structures and signage.
- Booth height, depth and width.
- The height of all signage and all displayed products or equipment must be included.
- Rendering should include overhead view and views of all sides of the booth.
- Multi-level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

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## IAEE Guidelines

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

### Linear (in-line) Booth

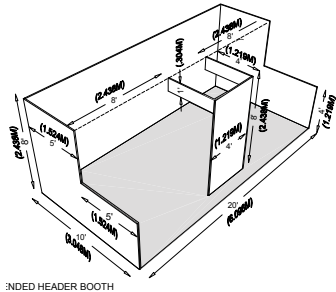


- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (2.44 m)
- Maximum height only allowed in rear half of booth.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

### Linear (In-Line Corner) Booths

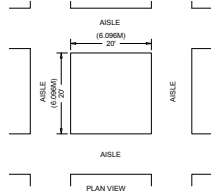
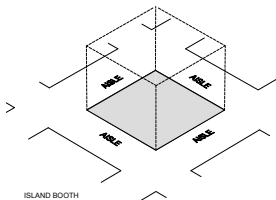
- Located at the end of a series of in-line booths with exposure to intersecting aisles on two sides.
- All other guidelines for Linear Booths apply.

## Extended Header Booth



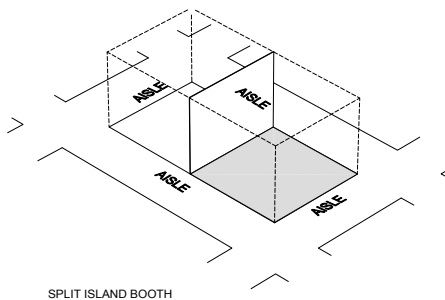
- Linear Booth (20 ft, 6.1m or longer) with a center header
- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (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



- Minimum size of 20ft by 20ft (6.10m by 6.10m) .
- 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](http://mroamericas.aviationweek.com).

## 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) on each side.
- 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.)

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## 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 North/South Concourses 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](http://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.

## Guidelines for Covered Booths Less Than 300 Square Feet

**Covered Booth:** To place something over or upon an exhibit or portion of an exhibit (roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of the "covered" exhibit is not occupied.

- All materials used in construction of covered exhibits and all decorative materials within the exhibit must be noncombustible or limited combustible (flame-retardant) materials. Certification of flame-retardant treatment, along with samples of said materials, must be submitted, if requested by the Orange County Fire Rescue Department. It is recommended that certifications of flame-retardant treatments also be available at the show site. Exhibitors must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
- Exhibitors must provide at least one (1) certified 2A 10-BC portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. Fire extinguisher(s) must be mounted in a visible location and be always accessible.
- Fire Watch is not required.
- All booths to be constructed as required by applicable codes and standards.

## Multi-Story Booth Guidelines

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](mailto: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.

### **Multi-Level Booth:**

To construct a level or tier atop an exhibit or portion of an exhibit, with the intention of being occupied by one (1) or more persons.

### **Covered Booth:**

To place something over or upon an exhibit or portion of an exhibit (roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of the "covered" exhibit is not occupied.

Multi-Level Booths, regardless of square footage, and Covered Booths exceeding 300 square feet require additional approval and fire watch preparations prior to their acceptance on the exhibit hall floor by the OCCC.

- 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.
- They must include the exhibitor's name and assigned booth number.
- They must include directional information (indicate neighboring aisles and/or booth numbers).
- They must indicate maximum exhibit height within the booth. Height guidelines are established, per event, by show management.

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## Display Rules — Covered and Multi-Story

- They must include the rise and tread of the stairs.
- They must include guardrail measurements.

All materials used in construction of multi-level and/or covered exhibits and decorative materials must be noncombustible or limited combustible (flame-retardant). If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department for review, prior to booth construction. It is recommended certifications of flame-retardant treatments are available at show site.

- The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
- The upper level may not have a "cover" of any kind (roof ceiling, tenting, lattice, fabric, and plastic).
- Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
- If the second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If the second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of noncombustible materials.
- Exhibitors must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must sound an audible alarm and be installed according to the manufacturer's instructions.
- Exhibitors must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) certified 2A, 10-BC portable fire extinguisher must be provided for every three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be always accessible.
- Fire watch or extinguishing system is required.
- All booths are to be constructed as required by applicable codes and standards.

## Display Rules — Vehicle Display Guidelines

Motorized vehicles within the exhibit halls are permissible, provided each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft, and lawnmowers.

Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in any OCCC exhibit halls, as appropriate ventilation is not available.

Vehicles must be positioned prior to the opening of an event to the public. If placed in the public concourse, vehicles must be pushed on protective covering and not driven.

Each vehicle will be subject to inspection for compliance with the following items:

- All fuel tank openings shall be locked and sealed to prevent the escape of vapor.
- Fuel tanks may not contain more than one-fourth (1/4) capacity or ten (10) gallons of fuel, whichever is less.
- At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited on OCCC property.
- Vehicles may not be moved during show hours.
- Floor covering must be placed under each display vehicle.
- Additional requirements for buses, trailers or other heavy equipment (where applicable):
  - Fire extinguisher
  - Smoke detector
  - Fire Watch (if awning/canopy is used)
  - Gas/propane cooking equipment disconnected and canister removed
  - Handrails on stairs

Electric and hybrid vehicles will have different requirements based on vehicle specifications.