



2026

EXHIBITOR MANUAL

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

EVENT DATES: April 21-23, 2026

EXHIBITION: April 21-23, 2026

MRO CONFERENCE: April 21-22, 2026

MALMS: April 21-22, 2026

REGISTRATION: April 21-23, 2026

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Thank you for exhibiting at MRO Americas taking place at the Orange County Convention Center, Orlando Florida (North/South concourse). 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:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Rental Exhibits TotalFlex ▪ Structural Integrity Cleaning ▪ Audio Visual Furniture ▪ Furnishing Essentials Accessories ▪ Carpet Transportation | <ul style="list-style-type: none"> ▪ Material Handling Outbound shipping Signs & Graphics Graphics ▪ Fabric Solutions ▪ Installation and Dismantle Forklift/Rigging ▪ Hanging Sign Labor |
|--|--|

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

Orange County Convention Center

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ Electric ▪ Internet ▪ Catering | <ul style="list-style-type: none"> ▪ Plumbing ▪ Chain hoist/truss/sign equipment Rigging |
|--|--|

LOCATION:

Orange County Convention Center
Orlando, FL
North/South Building

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 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. Special Features:
 - Celebrating 30 Years of MRO Americas
 - Curated Meet Ups: Wing Women and Rising Stars
 - Frequent Flyers Club
 - Tech Hub

NEW for 2026 — Targeted Move-In

Exhibitors may 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. To find your targeted date/time, please refer to the shipping section of [FreemanOnline](#)

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.
- Plans will be submitted via an online portal. MRO Americas [Booth Design Submission Link](#) by **February 6, 2026**.
- 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 \$300 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
- 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

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- 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.
- Exhibitors must submit EAC designations via the online [EAC portal](#) by **March 23, 2026**.
- EACs must submit a valid Certificate of Insurance (COI) via the online portal by EAC Deadline of **April 3, 2026**

Labor Rules

Exhibit installation & dismantling

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by ordering online or at show site, at the service desk.

Material handling

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

For complete labor guidelines, visit the labor section of [FreemanOnline](#)

Forced Carpet

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 2:00 pm on Monday, April 20, carpet will be installed by show management and billed back to the exhibitor.

Exhibitor Move-In*		
Saturday, April 18, 2026	8:00 AM 7:00 PM	Targeted move-in: T01
Saturday, April 18, 2026	1:00 PM 7:00 PM	Targeted move-in: T02
Sunday, April 19, 2026	8:00 AM 8:00 PM	Targeted move-in: T03
Sunday, April 19, 2026	1:00 PM 8:00 PM	Targeted move-in: T04
Monday, April 20, 2026	8:00 AM 6:00 PM	All remaining exhibitors
The Exhibition Will be Open for Visitors:		
Tuesday, April 21, 2026	9:00 AM 5:30 PM	
Wednesday, April 22, 2026	9:00 AM 5:30 PM	
Thursday, April 23, 2026	9:00 AM 1:00 PM	
Registration Hours		
Monday, April 8, 2026	8:00 AM 6:00 PM	
Tuesday, April 21, 2026	8:00 AM 5:30 PM	
Wednesday, April 22, 2026	8:00 AM 5:30 PM	
Thursday, April 23, 2026	8:00 AM 1:00 PM	
Exhibitor Move-Out		
Thursday, April 23, 2026	1:00 PM 9:00 PM	
Friday, April 24, 2026	7:00 AM 5:00 PM	
Saturday, April 25, 2026	7:00 AM 2:00 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](#)

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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Betty Evans
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Service Provider	Contact	Deadline
Booth Plans/Design Approval	Link to come Questions? MROAM@OrganizerOps.com	February 6, 2026
Catering — Sodexo Live <i>Official contractor must be used</i>	Online Ordering Please call (407) 685-9857 for sales team inquiries.	Incentive Pricing available >30 days (March 21) 15% administrative fee applied < than 30 days (March 21) 20% administrative fee applied < 7 days out
EAC Management <i>EAC Registration</i> <i>EAC Designation</i>	MRO Americas EAC Portal Questions? MROAmericas@EACMgmt.com EAC Designation — https://na.eventscloud.com/ereg/newreg.php?eventid=865176&categoryid=5921301&subcategoryId=5921302 EAC Registration — https://na.eventscloud.com/ereg/modifyreg.php?eventid=865176	<ul style="list-style-type: none"> Exhibitors must submit EAC designations via the online EAC portal by March 23, 2026. EACs must submit a valid Certificate of Insurance (COI) via the online portal by EAC Deadline of April 3, 2026
Electric Plumbing Rigging	Order online - https://occc.ungerboeck.net/prod/app85.cshhtml?AppCode=COE&CC=3&OrgCode=10 For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at 800-345-9898 or 407-685-9824. OCCC-Rigging@ocfl.net	<ul style="list-style-type: none"> Incentive Deadline Date: March 27, 2026 Base Rate: March 28 – April 15, 2026 On-Site Rate: April 16, 2026
Insurance	LINK to order Exhibitor Insurance COMING SOON For more information/questions: Betty Evans, Associate Manager, Events +1 718.730.3192 betty.evans@aviationweek.com	

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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 <p>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.</p> <p>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</p>	<p>March 23, 2025</p>
Internet – SmartCity <i>official contractor must be used</i>	<p>ORDER HERE: https://orders.smartcitynetworks.com/login?ReturnUrl=%2F%3Fmtm_campaign%3Dexhibitor_guide%26mtm_kwd%3D075 or call 888.446.6911</p>	<p>Incentive Deadline 03/26/2026</p>
Lead Retrieval <i>official contractor must be used</i>	<p>Lead retrieval will be made available for purchase via the event app App Support app@aviationweek.com</p>	
Shipping – warehouse	<p>Warehouse shipping address: Exhibiting Company Name I Booth Number MRO Americas 2026 C/O Freeman 10088 General Dr Orlando, FL 32824 USA</p>	<ul style="list-style-type: none"> Freeman will accept crated, boxed or skid-ded material beginning March 19, 2026 at the above address. Material arriving after April 9, 2026 will be received at the warehouse with an additional after deadline charge. Monday through Friday between the hours of 8:00 AM 3:30 PM.
Shipping – Show Site	<p>Exhibiting Company Name I Booth Number MRO AMERICAS 2026 Orange County Convention Center C/O Freeman 9899 International Dr Orlando, FL 32819 USA</p>	<ul style="list-style-type: none"> Freeman will receive shipments at the exhibit facility beginning April 18, 2026. Shipments arriving before this date may be refused by the facility.

General & Logistical Information

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Sponsorship & Exhibit Opportunities

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Accessibility

Regarding the Americans with Disabilities Act and all regulations thereunder, the Orange County Convention Center (OCCC) shall be responsible for the permanent premises access accommodations, such as, but not limited to, wheelchair lifts, elevator standards, door width standards and restroom accessibility.

Both the West Building and the North-South Building are designed with wheelchair ramps, automatic doors, passenger elevators and handicap-accessible restroom facilities.

Braille: Throughout the OCCC facility, meeting room, restroom and elevator signs contain braille text for visually impaired guests.

Parking: The OCCC has parking spaces available for guests with disabilities at various locations at both the West Building and the North-South Building.

Restrooms: All restroom facilities are accessible for guests with disabilities.

Scooter and Wheelchair Rentals: Scooter rentals and wheelchair rentals are available for daily or weekly rental. Rentals can be facilitated at the Scootaround booth and/or through FedEx Office. Electric scooters are available to OCCC guests while they are on property.

FedEx Office business centers at the OCCC serve as drop-off and pick-up locations for **electric scooter rentals**. Because these scooters are distributed through a private company and are a high-demand service, reservations are encouraged. To make a reservation for an electric scooter for use at the OCCC, please contact Scootaround at 1-888-441-7575 or www.scootaround.com/en/orlando.

Animal Policy

Animals are not permitted on the premises of the OCCC, except in conjunction with an approved exhibit, or in accordance with the Americans with Disabilities Act as a service animal trained to do work or perform tasks for the benefit of an individual with a disability. Animals approved to be on the premises must meet the following confinement guidelines:

1. Animal(s) must be on a leash or confined to a pen at all times.
2. Animal(s) must be under constant control and are the responsibility of the owner or handler.
3. Animal exhibits are not permitted on carpeted OCCC areas.

ATM Machines

The OCCC is cashless and accepts Visa, Master Card, American Express, Discover, Apple Pay and Google Pay. For the convenience of visitors, there are ATMs located in each lobby of the North, South and West concourses.

Badges for Exhibitors

Exhibitor/Sponsor Registration has changed and is no longer publicly available via the event website, instead each exhibitor has their own unique registration link. The exhibitor's assigned marketing contact will receive an email containing the unique registration link to register your booth staff. Please contact your company admin or events@aviationweek.com if you need assistance.

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 permit-

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ted in the exhibit hall with visitor badges.

Registration Hours (S230 – Primary Registration Area)

Sunday, April 19, 2026	8:00 AM 8:00 PM
Monday, April 20, 2026	8:00 AM 6:00 PM
Tuesday, April 21, 2026	8:00 AM 5:30 PM
Wednesday, April 22, 2026	8:00 AM 5:30 PM
Thursday, April 23, 2026	8:00 AM 1:00 PM

AMC Badge Collection Hours (North Concourse Registration Area)

Monday, April 20, 2026	8:00 AM 6:00 PM
Tuesday, April 21, 2026	8:00 AM – 12:30 PM

AMC participants can collect badges from S230, the primary Registration area at all other times.

Balloons/Lighter than Air Objects

Show management prohibits the use of helium filled balloons for displays, exhibits or general decoration anywhere on property.

Personal Mobility Devices

FedEx Office business centers at the OCCC serve as drop-off and pick-up locations for **electric scooter rentals**. Because these scooters are distributed through a private company and are a high-demand service, reservations are encouraged.

To make a reservation for an electric scooter for use at the OCCC, please contact Scootaround at 1-888-441-7575 or www.scootaround.com/en/orlando.

Business Center/FedEx Office

The FedEx Office business centers are located in both the West and the North/South concourses.

FedEx Office provides the following services:

- Faxing
- Packing
- Shipping & Receiving
- Computer Rentals
- Email & Internet Browsing
- Office Supplies
- Photocopying
- Signs/Posters/Banners
- Business Cards
- Copy Machine Rentals

Other services include the pick-up and drop-off point for wheelchair and electric scooter rental, computer workstation rentals and exclusive attendee shipping services.

Contact one of our Orange County Convention Center consultants at 407-363-2831 or usa3996@fedex.com

Carpet

Your exhibit area is not carpeted. The aisles will be carpeted in midnight blue. 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 20, 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

Alcohol and exhibitor booth catering are provided by Sodexo Live! Arrangements for Sodexo Live! food and beverage services on the OCCC campus must be made through a Sodexo Live! catering manager and/or retail manager. Outside food and beverages, including alcohol, will not be permitted into the OCCC. Exceptions are available for manufacturers and/or distributors based upon prior written or authorized approval by Sodexo Live!. Any exhibitor's installation company, or any other entities hired by the exhibiting company, are not allowed to bring in food and beverages without the prior approval and written authorization of Sodexo Live!

Alcohol cannot be served prior to 1:00 pm.

twenty percent (22%) service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges are subject to applicable tax laws and regulations. If the Customer is an entity claiming exemption from taxation in the state where the facility is located, please provide us satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

Catering forms/links can be found in the [Exhibitor Resource Center](#).

Code of Conduct

We want everyone who comes to our events to have a great experience. Whether you are attending, speaking, exhibiting, sponsoring or working with or for us, our focus is on creating an environment and experience that everyone can participate in and benefit from. Safety, respect and consideration are integral to this. While issues are rare, we want to be clear about the standards and expectations in place at our events, wherever they are held, because actions can impact others, and everyone has a role to play in getting it right. This Code of Conduct explains our expectations. Anyone at the event who behaves in an unacceptable way will be asked – and expected – to stop doing so immediately, and we can also cancel your access and remove you from the event. View the full [code of conduct here](#).

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 Orange County Convention Center.

Dismantle and Move-out Information

All exhibitor materials must be removed from the exhibit facility by Saturday, April 25, 2026 2:00 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 25, 2026 10:00 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 2026. 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 for minor injuries, e.g. bruises or blisters.

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 Orlando hotels. MRO Americas 2026 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 2026. 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

Infant Nursing Area (Mamava Lactation Suites)

The OCCC has Wellness Rooms in the West, North and South concourses. The Wellness Rooms provide a private space for nursing mothers to pump or breastfeed.

The Wellness Rooms locations are:

West Concourse Level 2, West Hall C Lobby, to the right of the Citrus Café (Food Court C)

North Concourse Level 2, North Hall A, at the top of the escalator to the exhibit hall, adjacent to room N210E

South Concourse Level 2, South Hall A, at the top of the escalator to the exhibit hall, adjacent to room S210E

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: April 18-24, 2026

Limits

Description of Operations/ Locations/ Vehicles:

Additionally Insured: MRO Americas, Informa Media, Aviation Week Network, Freeman Expositions, LLC, Orange County Board of County Commissioner dba Orange County Con-

The Certificate of Insurance can be submitted via the Exhibitor Insurance Form, or sent directly to Betty.Evans@Informa.com If you need to purchase insurance: <https://www.exhibitorinsurance.com/pub/cnt/>

vention Center, and each of their licensor, officers, directors, agents, successors, assigns, and employees shall be names and additional insured.

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

Authorized Representative Signature

Internet

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our Complimentary Internet is offered free of charge and is available in all public spaces and meeting rooms. Our Exhibitor Internet is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Complimentary Wi-Fi should not be used for mission critical tasks. [Order online](#) or call 888.446.6911. Incentive ordering deadline: March 26, 2026

Labor

ESCA Badges

All contractors, suppliers, and vendors who need access to work in the facility must be identified with the ESCA badge or a credential issued through the OCCC. All exhibition workers are REQUIRED to display the badge for scanning and MUST always wear it on their outermost garment to work on-site.

Clients are urged to work with their General Services Contractor on communicating this requirement to their staff and contractors prior to the first day of leased access to ensure minimal disruption of work schedules. For all badge-related needs, such as sign-ups or renewals, interested individuals can visit www.wis.esca.org. Any queries related to the badge system should be directed to badge@esca.org. Exhibition workers without a valid ESCA Badge will not be allowed entry.

The following guidelines apply in the Orlando, FL region:

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:

Exhibit installation & dismantling

Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by ordering online or at show site, at the service desk.

Material handling

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

Tipping

Freeman requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

Safety

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 labor online and the necessary ladders and tools will be provided.

Lead Retrieval

Exhibitors can now order lead capture pro within the event app, containing all the event leads and activity in one place. A one off purchase will switch lead capture on for your exhibitor profile, meaning all team members will have the ability scan badges onsite. Badge scans can then be downloaded as leads and imported into your CRM for follow up marketing. For any questions on lead scanning, please contact mro@expoplatform.com. Available to book via the app from December 2025

How to purchase:

The assigned marketing contact for each exhibitor can order lead capture within the event app. If you are the team admin, follow the steps below:

1. Login to the event app
2. Click Profile in top right, select your company account
3. Click Profile, Lead Capture
4. Process the payment online

How to scan:

Exhibitor team members will be able to scan via the mobile app. Simply click "Scan a Badge" from the main menu, point your camera to a badge and fill in the details

Exporting Leads:

Individual team members can download their personal scan list, but team admins can download the compiled list of scans from the whole team.

LOST and FOUND

Items found during show hours should be brought the registration area in S230 or given to uniformed security personnel. Unclaimed items will be turned over to Orange County Convention Centers security at the close of the show. Please call for any lost and found inquiries. OCCC Security Command Center: +1 407-685-1119

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

For attendees who plan on driving, the Orange County Convention Center (OCCC) operates on-site vehicle parking at both our West and our North-South Buildings. Additional parking is also offered at the Destination Parkway Garage.

Parking rates vary upon vehicle size and entry time. Parking spaces are available on a first-come, first-served basis. For those who

plan on driving to the convention center, event-specific parking areas will be listed on roadway signage on International Drive, Universal Boulevard and the surrounding area.

The OCCC is cashless and accepts Visa, Master Card, American Express, Discover, Apple Pay and Google Pay. Parking rate is \$20 plus tax (\$21.30) per standard vehicle, and \$40 plus tax (\$42.60) for oversized vehicles. Prices may increase by event and availability of parking. If you would like a receipt for your parking transaction, please visit <https://receiptdownload.com/>. For questions and additional information, contact Parking@occc.net or 407-685-5825.

The OCCC has eight on-site electric vehicle (EV) charging stations. Electric vehicles may park at the charging stations at West Hall D, South Hall A and North Hall A for a maximum of three hours when paying for short-term metered parking. Electric vehicles may park at the charging stations at West Hall D, South Hall A and North Hall A for a maximum of three hours when paying for short-term metered parking.

Overnight parking is not allowed at the OCCC. For maps and information, please visit <https://occc.net/Attendee-Parking>

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 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.

Prohibited Items

The following are strictly prohibited:

- Children under sixteen (16) years of age on the exhibit hall floor during move-in and move-out
- Smoking or vaping
- Knives, sharp-edged objects, mace, or pepper spray
- Illegal substances/drugs of any kind
- Unattended luggage, large bags, backpacks
- Flasks, alcoholic beverage containers, coolers, or other similar items
- Projectiles (including frisbees and beach balls)
- Noise making devices (air horns, whistles, etc)
- Non-ADA personal mobility devices including Segways® scooters (electric or manual), bicycles, rollerblades, skates, skateboards, and hoverboards
- Items with indecent or derogatory messaging
- Unauthorized handbills, giveaways, samples, and verbal solicitation
- Pets, except service animals

Public Transportation District Transportation

Whether you're coming to the district in your personal vehicle, taking a ride-share/taxi in or riding the local Lynx bus, there are even more ways to get around International Drive once you're here:

[I-Ride Trolley Route Maps](#)

[Lynx Bus Routes & Schedules](#)

[International Drive Transportation Initiatives](#)

Smoking Policy (INCLUDING E-CIGARETTES AND VAPING)

In compliance with the Florida Clean Indoor Air Act (FCIAA), Florida Statutes Section 386.204 and other local, state and federal regulations, smoking is not permitted within the OCCC. Smoking is also strictly prohibited during any show move-in or move-out activity. The Lessee and their General Services Contractor shall enforce this policy and post appropriate signage. The OCCC will provide designated smoking areas that are at least 25 feet from building ventilation, doors, windows, workspaces or regulated materials. Smoking is prohibited in any location not designated for smoking. Exterior smoking areas have been designated for those exhibitors who require dock access for smoking. In addition, there are designated smoking areas located outside the buildings, at various locations.

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

By attending an event hosted by the Orange County Convention Center (OCCC), The Center of Hospitality, attendees support one of the most innovative, large-scale sustainability programs in the United States. The OCCC has demonstrated industry and community leadership by pioneering pathways for large venues to achieve continuously improving levels of sustainability stewardship.

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

Taxis/Rideshare



The Center has integrated the unique demands of rideshare services, such as Lyft and Uber, into the transportation planning needs of events. As such, the OCCC has coordinated with service providers to establish drop-off and pick-up points for rideshare services and set geofences around the Convention Center campus for attendees. Upon requesting a ride through Lyft or Uber, attendees will be directed to meet their driver at one of the three pick-up points based on where they are located on the campus, and in accordance with the map below. Each location is highly visible and indicated with banners and signage.

Terms and Conditions

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

Wheelchairs/Scooters

Scooter rentals and wheelchair rentals are available for daily or weekly rental. Rentals can be facilitated at the Scootaround booth and/or through FedEx Office. Electric scooters are available to OCCC guests while they are on property.

FedEx Office business centers at the OCCC serve as drop-off and pick-up locations for **electric scooter rentals**. Because these scooters are distributed through a private company and are a high-demand service, reservations are encouraged.

To make a reservation for an electric scooter for use at the OCCC, please contact Scootaround at 1-888-441-7575 or www.scootaround.com/en/orlando.

Wifi

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our Complimentary Internet is offered free of charge and is available in all public spaces and meeting rooms. Our Exhibitor Internet is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Complimentary Wi-Fi should not be used for mission critical tasks.

Call 407-685-2000 to speak to a Smart City team member.

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, 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 18, 2026	8:00 AM 7:00 PM	Targeted move-in: T01
Saturday, April 18, 2026	1:00 PM 7:00 PM	Targeted move-in: T02
Sunday, April 19, 2026	8:00 AM 8:00 PM	Targeted move-in: T03
Sunday, April 19, 2026	1:00 PM 8:00 PM	Targeted move-in: T04
Monday, April 20, 2026	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 21, 2026	9:00 AM 5:30 PM	
Wednesday, April 22, 2026	9:00 AM 5:30 PM	
Thursday, April 23, 2026	9:00 AM 1:00 PM	
Exhibitor Breakdown		
Thursday, April 23, 2026	1:00 PM 9:00 PM	
Friday, April 24, 2026	7:00 AM 5:00 PM	
Saturday, April 25, 2026	7:00 AM 2:00 PM	

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

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

EAC Registration Process

An Exhibitor Appointed Contractor (EAC) is any non-official show contractor hired by an exhibitor to provide services such as installation, dismantling, supervision, audiovisual, photography, furniture, flooring, or other necessary functions. MRO Americas allows exhibitors to use EACs, provided they comply with all show and venue Rules & Regulations and carry the required insurance. Please read the details below and follow the steps to complete the EAC process.

EASY EAC REGISTRATION

STEP 1: Exhibitor Designates an EAC

- Exhibitors must submit EAC designations via the online EAC portal by March 23, 2026.
- Exhibitors must ensure their EAC meets all requirements or risk denial of floor access.
- After designation, EACs will receive an email with instructions to submit the required documents by April 6, 2026.
- [Click Here](#) To Designate An EAC

STEP 2: EAC Completes Registration

IMPORTANT: EACs will not be allowed on the show floor unless they:

- Complete all required documentation through the portal.
- Agree to the Rules & Regulations in the Exhibitor Service Manual and EAC Rules & Regulations.
- [Submit a Certificate of Insurance \(COI\)](#).
- Pay the \$300 EAC Administrative Fee per booth via the online EAC portal.

COIs must be uploaded via the online portal and include coverage for:

- **Commercial General Liability:** \$1,000,000 per occurrence, \$2,000,000 aggregate, \$2,000,000 products and completed operations aggregate, \$5,000 medical expense, and \$300,000 damage to premises.
- **Automobile Liability:** \$1,000,000 combined single limit per accident (only required if operating vehicles 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 Insured Policies must list:**
 - MRO Americas, Informa Media, Aviation Week Network, Freeman Expositions, LLC, Orange County Board of County Commissioner dba Orange County Convention Center, and each of their licensor, officers, directors, agents, successors, assigns, and employees shall be names and additional insured.
- **Coverage Dates** – Must include full move-in through move-out dates of April 18 – April 25, 2026.
- **Certificate Holder** – Must be listed as: Informa Media, Attn: MRO Americas, 605 3rd Avenue, New York, NY 10158

EAC Administrative Fee

To cover costs related to liability, administration, and compliance tracking, each EAC must pay a \$300 fee per booth/meeting room serviced, regardless of the services provided. This fee is payable via the online EAC portal.

EAC Responsibilities

Exhibitors must provide their EAC with all relevant exhibit hall information, including show rules, utilities, order forms, schedules, and shipping details. By participating, EACs acknowledge and accept all requirements outlined above. Failure to comply will result in denied access to the show floor. Questions? Contact MROAmericas@EACMgmt.com.

KNOW BEFORE YOU GO

Check-In, Wristband Pick-Up, Move-In: EAC personnel must present valid identification (ESCA badge, company badge, business card, or branded apparel) to receive a daily wristband at the check-in desk. Details on move-in hours, wristband pick-up times and location(s) will be shared with EACs and onsite contacts via email before the event.

EXHIBITOR APPOINTED CONTRACTOR (EAC) RULES & REGULATIONS

COMPLIANCE & REGISTRATION

The Show Organizer has the right and obligation to establish and enforce equitable Rules and Regulations for MRO Americas for the mutual benefit of all Exhibitors and Attendees to the event. Please read carefully.

- EACs must comply with all rules set by the Show Organizer, Venue, and Exhibitor Service Manual.
- EACs must register via the online EAC portal and pay a \$300 fee per booth/meeting room serviced.
- A 6% credit card fee applies to canceled applications after processing. No refunds will be issued post event.
- Workers must always wear designated daily wristbands.

ON-SITE REGULATIONS

- EACs must confirm work orders before arrival and may not solicit additional work.
- Motorized carts, scooters, and mechanical material handling equipment are prohibited.
- Floor marking tape must remain in place until show close.
- Booth designs must comply with the Exhibitor Resource Manual.
- EACs must adhere to fire, safety, and exhibit hall regulations.

LABOR & CONTRACTOR COORDINATION

- EACs must cooperate with Freeman Expositions, LLC (the General Services Contractor (GSC) for efficient labor, space, and time use.
- Installation must be completed by 6:00 PM on April 20 and dismantled by 2:00 PM on April 25.
- EACs must follow all labor laws, venue regulations, and union contracts. Any labor disputes affecting the event will be the EAC's full responsibility.
- EACs must pay costs related to their operations, including overtime, space restoration, and waste disposal.

FACILITY & SPACE MANAGEMENT

- The exhibit floor, aisles, docks, and storage areas are under GSC control; EACs must coordinate activities accordingly.
- EACs must keep operations within their client's exhibit space—no service desks, storage, or work areas outside of designated booths.
- Aisles and public spaces must always remain clear.

SHOW ORGANIZER AUTHORITY & ENFORCEMENT

- The Show Organizer has final authority over all show rules and participation.
- EACs must meet all the venue and GSC requirements to operate at MRO Americas.
- EACs must provide emergency contact details and a local contact available during move-in and move-out.
- Access Denial: EACs will be barred from the show if they:
 - Breach any show regulations.
 - Cause labor disputes, strikes, or disruptions.

LIABILITY & RISK MANAGEMENT

- EACs are responsible for their own property; the Show Organizer and venue assume no liability for theft, damage, or loss.
- EACs must obtain appropriate insurance coverage for property loss and liability risks.
- EACs must be registered and authorized to work in Orlando, FL and comply with all federal, state, city, and venue regulations.
- By participating, EACs agree to these terms and acknowledge their responsibilities.

Policy Addendum

With exception for show organizer's ("Show Organizer") appointed Official Service Contractors, contractors who provide goods or services to the event (including but not limited to Exhibitor Appointed Contractors (EACs), electrical, floral, branded item or furniture suppliers, and installation & dismantle companies) may not purchase Event booth, sponsorship, or advertising space ("Event Package") and use such Event Package (i) to solicit, advertise, or promote its own or an affiliate's services, (ii) to provide service support or front desk services, (iii) to use such space as a concierge or lounge space, or (iv) for any other services or functions that promotes or solicits business.

EACs may, with the prior written consent of such EAC's own client(s), promote or advertise its services only during the event booth build hours and only by placing promotional signage within such client's booth space. EACs shall provide evidence of such written consent to the Show Organizer upon request. All promotional signages must be fully removed by the EAC prior the Event's open hours.

Any contractor deemed to be in violation of this policy by Show Organizer will be required to immediately dismantle and remove such promotion or solicitation material. Show Organizer reserves the right without liability and without limitations, to (i) close such contractor's booth, (ii) remove such contractor (and their personnels) from the event, (iii) remove and/or otherwise dispose of any exhibits or other property of the contractor at the contractor's expense, and (iv) if the contractor purchased an Event Package from Show Organizer, Show Organizer may immediately without liability terminate any contracts in connection to the Event Package as a breach of contract.

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](#).
- 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

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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 February 6, 2026. 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:

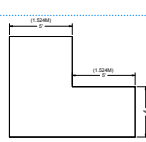
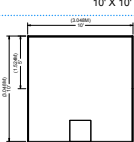
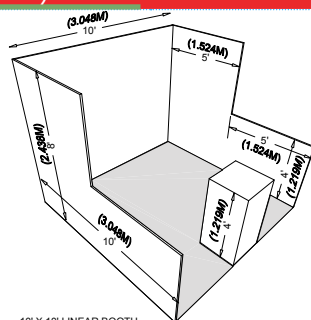
- Rendering or diagram of the booth plan including dimensions of all major structures and signage.
- Booth height, depth and width.
- The height of all signage and all displayed products or equipment must be included.
- Rendering should include overhead view and views of all sides of the booth.
- Multi-level 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 February 6, 2026. Questions? Email MROAM@OrganizerOps.com

IAEE Guidelines

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

Linear (in-line) Booth

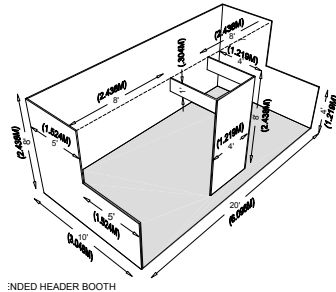


- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (2.44 m)
- Maximum height only allowed in rear half of booth.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

Linear (In-Line Corner) Booths

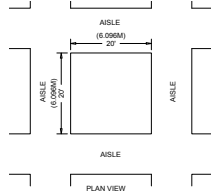
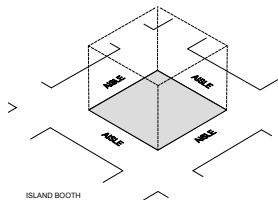
- Located at the end of a series of in-line booths with exposure to intersecting aisles on two sides.
- All other guidelines for Linear Booths apply.

Extended Header Booth



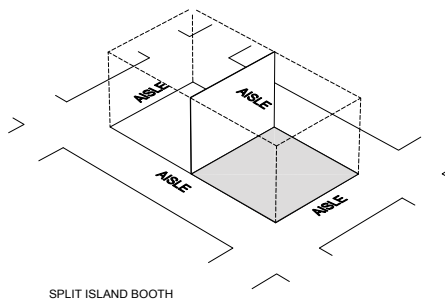
- Linear Booth (20 ft, 6.1m or longer) with a center header
- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet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

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 February 6, 2026. 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 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.

Raised flooring examples may include certain types of tile, wood or wood-look floors, any flooring that utilizes a subfloor for stability or flooring with a visible edge or lip that may create a tripping hazard. Carpet with carpet padding is not considered a raised floor. Any raised flooring must be wheelchair accessible by a ramp without extending into the aisle. Corners on aisles should be rounded or protected.

NOTE: A standard wheelchair ramp should have a grade no steeper than 1:12. Every inch of rise (change in height) must have 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.

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, +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.

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

The Orange County Convention Center is the official provider of all rigging services. To ensure your and our safety and ours, **third-party rigging is strictly prohibited.**

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.

Seams — When using cloth material, the seams need to be double stitched on the top and bottom.

Heat Seam is acceptable when hanging lightweight vinyl drape & inflatables ONLY.

If the vinyl drape were to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra or cloth/vinyl banner, double stitching is required on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive — Adhesive or glue tape is not acceptable due to the heat and humidity at the OCCC, causing it to come loose under load/weight. The use of any type of adhesive for attaching signs, banners or decorations to the walls or decorative surfaces (interior or exterior) of OCCC buildings is NOT PERMITTED.

Hardware — Manufacturers must rate all rigging hardware for a "Working Load Limit" Manufacturers of the rigging hardware must be legally liable for its products in the continental United States. All wire rope slings 3/8" and larger must be Certified and Proof Tested (tested to twice its Working Load Limit). Flemish eye construction is preferred for all wire rope slings 3/8" and larger. The OCCC Rigging Section reserves the right to substitute hardware on a case-by-case basis at their discretion.

Manufactured or Custom-Built Signs —

All signs must be well-made and in good condition to be suspended.

All drawings, diagrams, etc. must be submitted at least three weeks in advance of the event.

All signage is subject to on-site inspection for final approval.

All Engineer Certifications must be submitted for all signage.

All hardware and equipment must be certified and approved by the manufacturer for overhead suspension.

Rigging plots, drawings, blueprints, or engineer's certification, when requested, must be submitted to OCCC Rigging a minimum of twenty-one (21) days in advance of the first move-in day of show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show the booth outline with aisles marked for reference.

Rigging Contact: Orange County Convention Center

OCCC Exhibitor Services

Toll-free (800) 345-9898

Phone (407) 685-9824

Fax (407) 685-9884

Email Exhibit.Services@occc.net

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Without careful planning, shipping everything from brochures to booths can be a difficult and costly process. Here are some tips and tricks to help guide you through. But, the most important takeaway here is **START PLANNING EARLY**. Take advantage of early bird discounts and alleviate stress by reaching out early to find the best solution for you!

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event.

You have two options for shipping your advance freight — either to the warehouse or directly to show site.

Warehouse Shipping Address:

Exhibiting Company Name / Booth Number
MRO Americas 2026
C/O Freeman
10088 General Dr
Orlando, FL 32824 USA

- Warehouse shipping information
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 19, 2026 at the above address.
- Material arriving after April 9, 2026 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.

Show Site Shipping Address:

Exhibiting Company Name / Booth Number
MRO AMERICAS 2026
Orange County Convention Center
C/O Freeman
9899 International Dr
Orlando, FL 32819 USA

- Freeman will receive shipments at the exhibit facility beginning April 18, 2026.
- 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.

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.

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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.

Saturday, April 18, 2026	8:00 AM 7:00 PM	Targeted move-in: T01
Saturday, April 18, 2026	1:00 PM 7:00 PM	Targeted move-in: T02
Sunday, April 19, 2026	8:00 AM 8:00 PM	Targeted move-in: T03
Sunday, April 19, 2026	1:00 PM 8:00 PM	Targeted move-in: T04
Monday, April 20, 2026	8:00 AM 6:00 PM	All remaining exhibitors

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.
- Labels can be found at FreemanOnline

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.

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.

Orange County Convention Center Marshalling Yard Map & Directions

10088 General Dr
Orlando, FL 32824

Important information:

- The marshalling yard does not accept deliveries. This location is only for the staging of trucks delivering to and picking up from event site facilities.
- All carriers delivering to or picking up from the facility must check in at the marshalling yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Please be advised that certified weight tickets are required when checking into the marshalling yard.
- Inbound 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:

Saturday, April 18, 2025	6:00AM 2:30PM
Sunday, April 19, 2026	6:00AM 2:30PM
Monday, April 20, 2026	6:00AM 2:30PM
Tuesday, April 21, 2026	6:00AM 9:00AM

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:

Thursday, April 23, 2026	11:00AM 7:00PM
Friday, April 24, 2026	6:00AM 9:00AM

FAQs:

Where do I check in when I arrive?

We have personnel inside the office for check-in. Freeman signage will display exact location. 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?

No, we do not have a scale at the marshalling yard, but you can find the nearest truck scale to the marshalling yard location by searching "truck scales near 32824" online. Certified weight tickets can also be obtained at Acme Truck Stop; 9565 S Orange Blossom Trail; Orlando, FL 32837.

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.

Map:



Directions:

From Interstate 95

Exit onto Interstate 4, westbound. Take exit # 72, State Road 528, the Beeline Expressway, eastbound. Take exit # 4, Consulate Drive and turn right at the bottom of the ramp. At the traffic light turn right. This is Orange Blossom Trail, southbound. Turn left at the first traffic light, Taft-Vineland Road. Go over the bridge and turn right on the first street on the right, General Drive. The Marshalling Yard is the second driveway on the right.

From the Florida Turnpike

Exit off of the turnpike at exit # 254, Orange Blossom Trail / State Road 441, 17-92. Exit using the south ramp. You will now be on Orange Blossom Trail / State

Road 441, 17-92 southbound. Go to the second traffic light and turn left onto Taft-Vineland Road. Go over the bridge and turn right on the first street on the right, General Drive. The Marshalling Yard is the second driveway on the right.

From Tampa

Exit off of Interstate 4 at exit # 72, State Road 528, the Beeline Expressway, eastbound. Take exit # 4, Consulate Drive and turn right at the bottom of the ramp. At the traffic light turn right. This is Orange Blossom Trail, southbound. Turn left at the first traffic light, Taft-Vineland Road. Go over the bridge and turn right on the first street on the right, General Drive. The Marshalling Yard is the second driveway on the right.

Hours of Operation:

Exhibitor Move-In and Move-Out between the hours of 6:00 AM 2:30 PM.

Contact:

For general inquiries, please click here to contact [Freeman Exhibitor Support](#).

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.

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 contact our customer service department – events@aviationweek.com

What is encouraged?

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

What is discouraged?

The use of MDF panels or similar.

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

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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 stretchfabric 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 darkcolored 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, subflooring, non-laminate wood

Flooring: 100 square feet of flooring. Excludes 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 bottles; 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, paperboard

Wood: Non-laminate wood

Sustainability at the Orange County Convention Center

Walkability & Mobility

- **Pedestrian Bridges** The OCCC has five pedestrian bridges available to help attendees avoid on-the-ground vehicle traffic. Visitors may access the OCCC through five pedestrian bridges which are connected to four surrounding hotels: The Hilton, the Hyatt Regency, the Rosen Plaza and the Rosen Centre.
- **Alternative Transportation Programs** Visitors may access the CenterLine bus route for travels to and from the West and North-South buildings. The I-Ride Trolley is available for travelling to neighboring restaurants, shops and attractions.
- **Electric Vehicle Charging Stations** The campus provides 12 EV charging stations for guests and visitors at both the West and North-South Buildings.
- **Fleet** 89% of the OCCC's fleet is electric or hybrid, including on-site vehicles, golf carts, scooters and lifts.

Food

- **Center-to-Table Gardens** Our 81 indoor aeroponic grow towers consist of 44 planting spots per tower and produce over 50,000 lettuces and herbs annually. In partnership with Sodexo Live!, our exclusive food and beverage provider, the OCCC is proud to be a leader in innovative urban agriculture.
- **Food Donations** In collaboration with clients, Sodexo Live! works to donate any unused or surplus of food items to local organizations like Second Harvest Food Bank of Central Florida and Orlando Union Rescue Mission.
- **Back of House Compost** Food scraps are collected back-of-house and deposited in designated organic compactors. The OCCC's organic waste hauler then takes the organic food waste to be processed into nutrient-rich soil.
- **Cooking Oil Recycling** The recycling of cooking oil ensures that we are properly disposing of such waste. We partner with Brownie's Septic and Plumbing to pick up and recycle our cooking oil and grease turning it into biodiesel.

Energy

- **Renewable Energy** The OCCC's North-South building houses a 2 MW rooftop solar farm and five on-the-ground solar arrays which offsets an average of 100 kWh of energy use per month.
- **Building Efficiency** The OCCC incorporates natural lighting from floor-to-ceiling windows and is currently converting to LED lighting throughout concourses, meeting rooms, eating areas and office spaces. During off-show hours, escalators and moving walkways are powered off to conserve energy. During show move-in and move-out, lighting is reduced, and A/C is limited.

Water

- Low Impact Development The OCCC prides itself in preserving natural lands, including multiple vegetative areas which hold rainwater and drain into natural waterbodies.
- Water Efficiency The OCCC has retrofitted low-flow faucets and reduced water leaks throughout our West Building.
- Smart Irrigation 100% reclaimed water is used to irrigate the OCCC's 400-acre campus, and the North-South building utilizes smart irrigation to sense efficient watering.

Waste

- Waste Reduction OCCC works with clients and contractors to reduce event waste by 20-25% annually. We strive to increase our annual waste diversion by 3%.
- Recycling Receptacles Our campus is home to over 575 outdoor and indoor landfill & recycling duos at our concourses, meeting rooms, bus stops, outdoor entrances, walkways, and pedestrian bridges. These receptacles were manufactured in the United States using recycled plastic.
- Water Bottle Filling Stations The North-South and West buildings are equipped with multiple water fountains with built-in bottle filling capabilities.

Sustainable Events

- Front-of-House Composting In partnership with O-Town Compost, our events can reduce their carbon footprint by opting in to composting in our food areas.
- Donations Miscellaneous non-food items can be donated after events to local community organizations such as A Gift for Teaching, Habitat for Humanity and Orange County Public Schools.
- Post-Event Sustainability Reports Each event will receive a Sustainability Report containing event-specific energy, water and waste metrics. Reports will also include highlights of sustainability successes and recommendations for future events. *

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 within 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 within 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. Fabrics 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 included 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 certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products need to be treated as well.
- Documentation of fire-retardant treatment must be available for review upon request.

Prohibited Materials

The following items are fire-hazardous and prohibited in Orange County Convention 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 duration of the event phases. Individuals may smoke or vape only in the venue's designated areas.

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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
Hard hats
High visibility vests
Safety goggles
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 manufacturers 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

Evacuation Plan

In the event an emergency is announced over the public announcement system or a fire alarm is sounded, guests and employees should follow these evacuation procedure safety steps:

1. Be calm, courteous and quiet.
2. Immediately evacuate the work or meeting area following the exit plan posted on the wall.
3. Only use stairs and exit doors. Do not use elevators or escalators.
4. Guests and employees should refrain from moving their vehicles until advised to do so by OCCC Security. This is to ensure that emergency vehicles will have clear access to the facility.

Assembly Plan

In the event of an evacuation, guests and employees should exit the building as quickly as possible. Announcements will be made over the facility public announcement system and OCCC Security staff will be on-hand to assist with directing guests and employees to a safe location.

1. Following the posted exit signs, evacuate the building immediately upon notification of an emergency.
2. Walk directly outside and away from the building.
3. Use crosswalks and only cross with green light. If an Orange County Sheriff's Deputy is present at a crosswalk, his/her instruction supersedes traffic light/crosswalk indicator.
4. Wait quietly for further instructions.
5. Do not leave the relocation area unless instructed to do so.

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 Link](#)

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 email MROAM@OrganizerOps.com

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 or Betty Evans at betty.evans@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.

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 18, 2026. 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.

MRO AMERICAS 2026

Orange County Convention Center

C/O Freeman

9899 International Dr

Orlando, FL 32819

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 [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.

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 designer need to supply a COI?

Yes. Everyone working on the show floor needs to provide a COI.

Can you recommend an insurance company?

Aviation Week 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?

Exhibitor/Sponsor Registration has changed and is no longer publicly available via the event website, instead each exhibitor has their own unique registration link. The exhibitor's assigned marketing contact will receive an email containing the unique registration link to register your booth staff. Please contact your company admin or events@aviationweek.com if you need assistance.

Registration links will be sent to the assigned marketing contact.

Can I have list of attendees?

Due to Informa's GDPR compliance and privacy policy, attendee contact information cannot be shared.