

MRO Americas App

Exhibitor Setup Guide



Key Dates and Tasks

November 2025

**Exhibitor Admins: Setup Profile, Add
Products and Team Members**

March 2026

**Networking Live: Meeting Requests &
Messages can be sent**

December 2025

**Registration links for booth staff
Lead Capture ready to purchase**

April 2026

**Continue to network onsite via
the event app
Download leads in real time**

Overview of Profile Types

There are 2 different exhibitor profile types:

- **Admin Team Member**

- The marketing point of contact (nominated on your booking form) has been auto assigned as the admin team member
- Admins can update the company profile, adding products, etc.
- Admins also have a personal profile that can be edited and can interact with others
- Admins can view all team members' meeting schedules & download the combined list of leads if lead capture purchased

- **Team Member**

- Has a personal profile that can be edited and can interact with others
- Team Members are listed on the exhibitor profile for visitors to discover them

If you wish to check who your assigned admin is or nominate a different/additional admin, please email app@aviationweek.com

The screenshot shows the MRO Americas website interface. The top navigation bar includes links for Exhibitors & Products, Attendees, Sessions, My Schedule, and Floor Plan. The breadcrumb trail indicates the user is viewing a profile: Home / People / Mark Thomas. The profile page is divided into two main sections: MY INTERESTS and MATCHMAKING INFO. The MY INTERESTS section shows a single interest: Media. The MATCHMAKING INFO section contains a grid of fields for personal and professional details.

Matchmaking Information	
☒ COMPANY Aviation Week Network	☒ COUNTRY United Kingdom
☒ FIRST NAME Mark	☒ LAST NAME Thomas
☒ JOB TITLE Marketing Manager	☒ INTEREST CATEGORIES Media
☒ INDUSTRY TYPE PR/Media/Publishing	☒ JOB FUNCTION Marketing
☒ JOB LEVEL Manager	☒ PURCHASING RESPONSIBILITY Recommend/Specify

Logging In

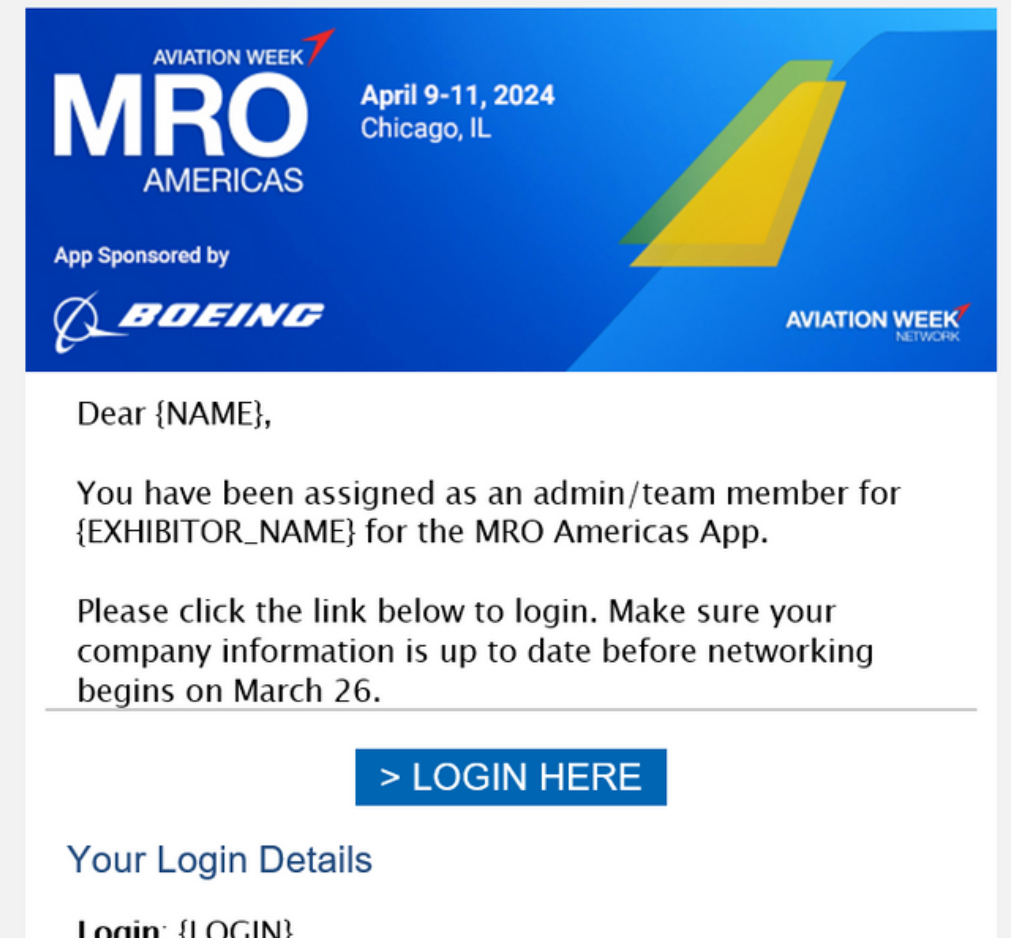
Admin Team Members will be the first to be invited to access the platform.

Once registration is live, colleagues who register using the exhibitor link will be auto added as a team member, and they will receive their own individual invitation email.

Look out for an email from: noreply@expopatform.com for your email.

1. **Click the login button on the email or visit 2026-mro.expopatform.com**
1. **Enter your email address associated with this event and click “Genrate One Time Passcode”**
2. ***Do not close the window* - wait for the email to arrive that contains your passcode, which is valid for 10 minutes.**

Please check your spam folder if you don't see an email in your Inbox. If you haven't received, please email app@aviationweek.com for help



The image shows a blue header banner for the MRO Americas App. It includes the text 'AVIATION WEEK MRO AMERICAS', the dates 'April 9-11, 2024', and the location 'Chicago, IL'. The Boeing logo is present with the text 'App Sponsored by'. On the right is a stylized yellow and green wing graphic and the 'AVIATION WEEK NETWORK' logo. Below the banner, the email body contains a personalized greeting 'Dear {NAME},', a message stating the user is assigned as an admin/team member for {EXHIBITOR_NAME}, and instructions to click a login link and update company information. A blue button labeled '> LOGIN HERE' is provided. Below the button, the text 'Your Login Details' is followed by 'Login: {LOGIN}'.

AVIATION WEEK
MRO
AMERICAS

April 9-11, 2024
Chicago, IL

App Sponsored by
BOEING

AVIATION WEEK
NETWORK

Dear {NAME},

You have been assigned as an admin/team member for {EXHIBITOR_NAME} for the MRO Americas App.

Please click the link below to login. Make sure your company information is up to date before networking begins on March 26.

[> LOGIN HERE](#)

Your Login Details

Login: {LOGIN}

Switch to your Company Profile

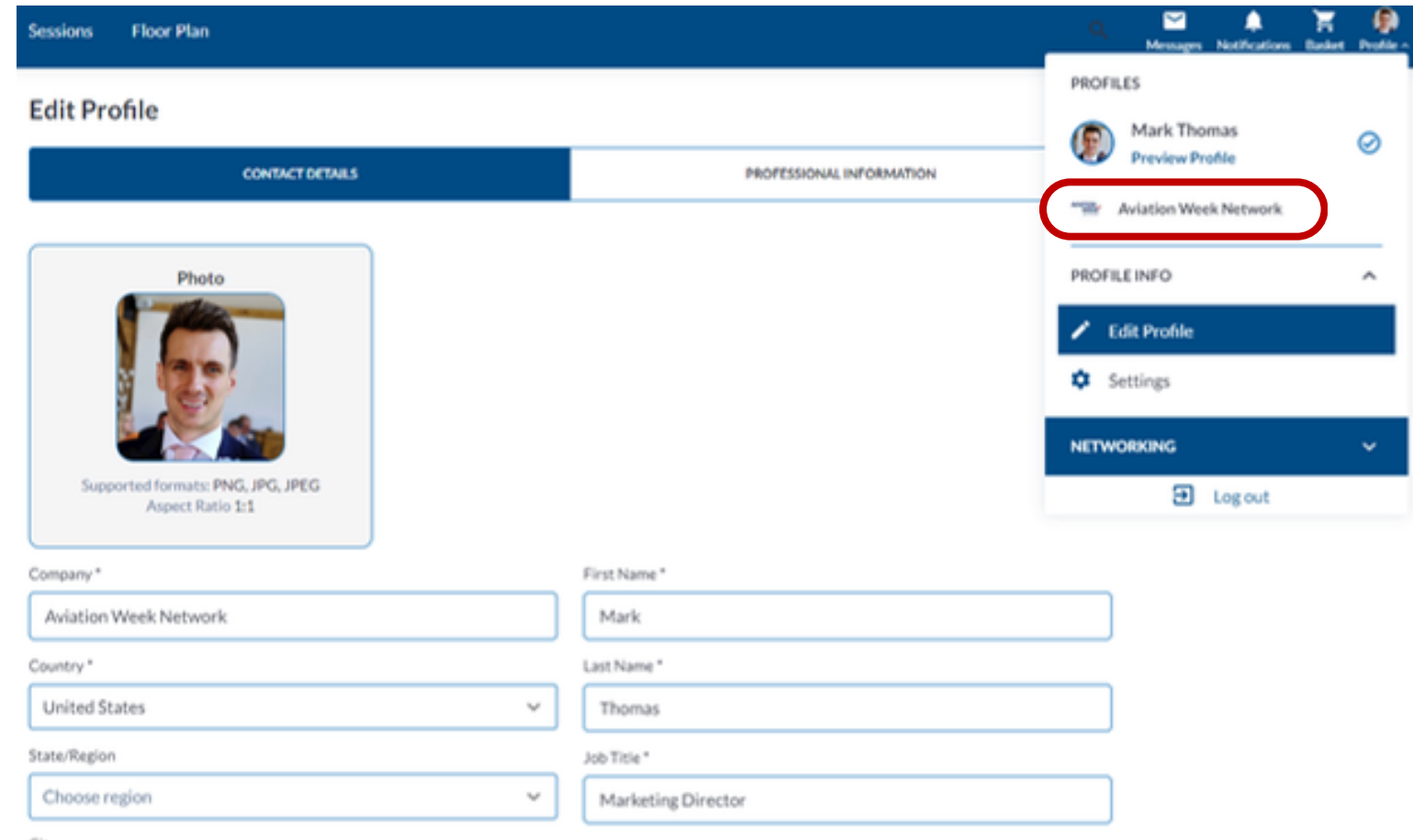
As an admin team member, you can edit and add content to your company profile. Make sure to take the time to create an engaging, informative and appealing profile.

Admin team members can toggle between managing the company profile and its associated functions and managing their personal profile.

To switch from your personal profile to your company profile, click “Profile” in the top right corner and click on your Company Name.

If you don’t see your company name in the dropdown, this means you do not have admin access. Email app@aviationweek.com for assistance.

Click profile, then select your company name to switch to the Company Page



The screenshot shows the 'Edit Profile' interface. At the top, there are tabs for 'Sessions' and 'Floor Plan'. The main header is 'Edit Profile'. Below it, there are two tabs: 'CONTACT DETAILS' (active) and 'PROFESSIONAL INFORMATION'. A photo upload section is visible, showing a placeholder for a photo and supported formats (PNG, JPG, JPEG) with an aspect ratio of 1:1. Below the photo section, there are form fields for 'Company *', 'First Name *', 'Country *', 'Last Name *', 'State/Region', and 'Job Title *'. The 'Company *' field is currently set to 'Aviation Week Network'. A dropdown menu is open on the right side of the page, showing 'PROFILES' with a list of profiles. The first profile is 'Mark Thomas' with a 'Preview Profile' link. Below it, the 'Aviation Week Network' profile is highlighted with a red circle. The dropdown menu also includes 'PROFILE INFO' with an 'Edit Profile' button and 'Settings'. At the bottom of the dropdown is a 'NETWORKING' section with a 'Logout' button. A red arrow points from the text 'Click profile, then select your company name to switch to the Company Page' to the 'Aviation Week Network' profile in the dropdown menu.

Setting up your Company profile

Once in your Company Profile you can take the following actions:

- Upload Company Logo
- Add Social Media Info
- Add a Company Description
- Select Product Categories
- Add Products, News, Events
- Add Video and Marketing content



Aviation Week
New York, United States
[Profile preview](#)

NETWORKING

PROFILE INFO

- Edit Profile
- Video and content
- Team Members
- Products
- Settings

PROFILE COMPLETENESS
85%

Edit Profile

COMPANY DETAILS

Company Logo



Supported formats: PNG, JPG, JPEG
Aspect Ratio 1:1

Company Name *

Aviation Week

Country *

United States

Region/State

Ny

City

New York

Email *

erving.dockery@aviationweek.com

Website

http://aviationweek.com/

About the company *

Normal text | **B** | *I* | U | [List Icons] | [Link Icon] | [Quote Icon] | [Image Icon] | [Video Icon]

Aviation Week Network's comprehensive portfolio of products and services serving the global MRO industry provides strategic advantages that enable organizations to make informed decisions, improve strategic planning, operate more effectively, and locate and capture new business to increase revenue. Our MRO solutions include: market leading intelligence & insight, proprietary data, research, and forecast views of future opportunity and risk; forward-looking content on trends, fleet data, transactions, and life cycles, world class, global conferences and exhibitions, results-driven marketing services and advertising, and digital marketplaces. Learn more at AviationWeek.com/productsservices

Some elements are limited or restricted depending on your tier status. Speak to your sales rep for clarification.

Team Members

NEW FOR 2026

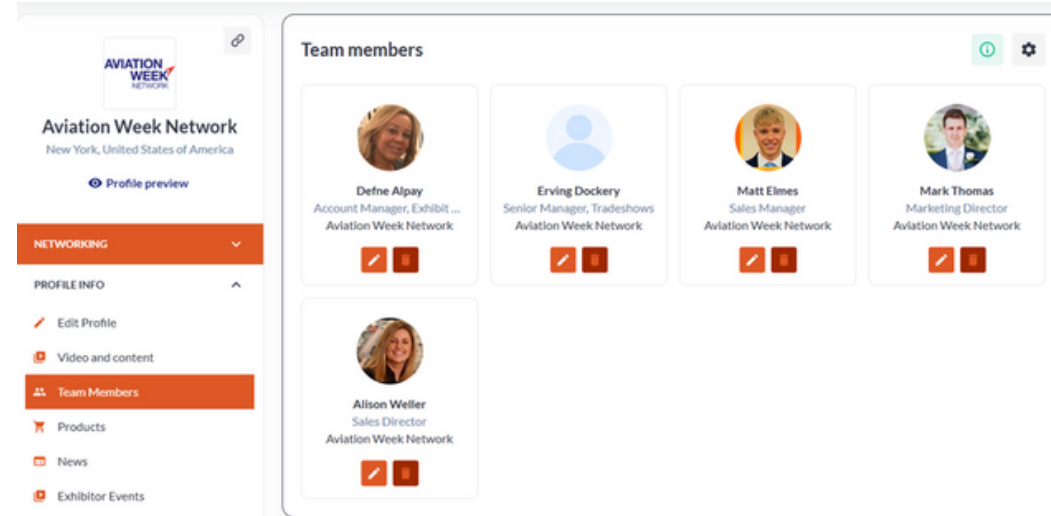
Team members are now **automatically assigned** via the new exhibitor registration method. *You can no longer add team members direct from the app.*

View Team Members: On the left-hand side under the “Profile Info” tab, you will find the Team Members option as shown on Screen 1.

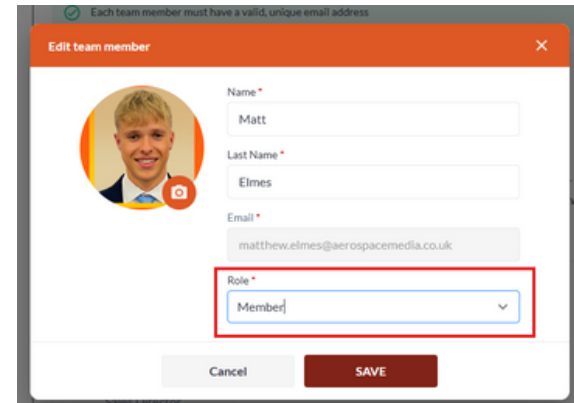
Manage Team Members: Admins can manage team members by upgrading them to be additional admins (screen 2). Admins can also manage their Chat/Messaging functions (screen 3), by clicking the settings icon in the top right of the team member page.

Missing Team Members? Check your colleagues have registered using your unique exhibitor registration link. Email events@aviationweek.com for guidance.

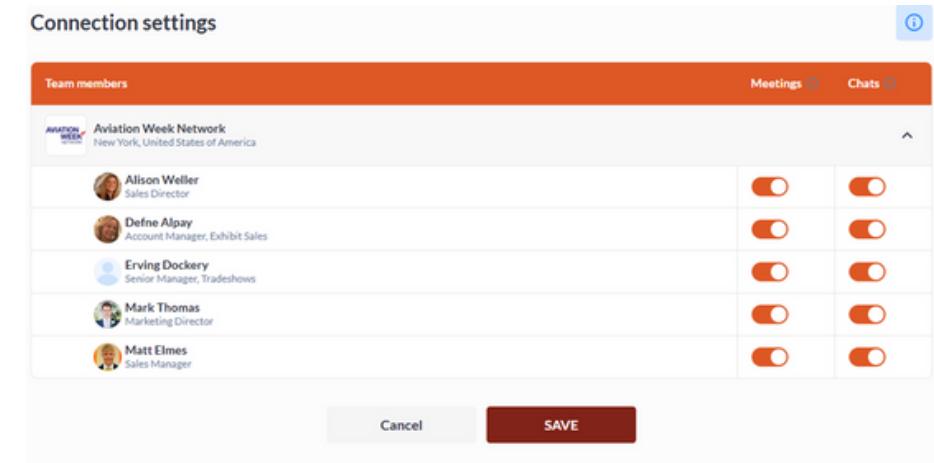
SCREEN 1:



SCREEN 2:



SCREEN 3:



Adding Products

Each product can have:

- A unique name
- Unique product categories
- Unique product description
- Multiple product images
- One product video
- Associated documents
- A team member attached if you have a team member who specializes in this product

Each product can be toggled to Active status, meaning it is visible to others, or Inactive status, meaning it is visible only to you. Each product's status can be changed at any time.

Regular Exhibitors can upload a maximum of **2 products**
Gold & Platinum Sponsors can upload up to **10 products**

The image shows a user interface for the Aviation Week Network. On the left is a profile card for 'Aviation Week' located in 'New York, United States'. It has a 'Profile preview' link and a sidebar menu with options: 'Edit Profile', 'Video and content', 'Team Members', 'Products', and 'Settings'. Below the profile card is a 'PROFILE COMPLETENESS' gauge showing 85%. To the right is the 'Add new product' form. It includes a 'Main picture' upload area with instructions to drop an image or choose a file (up to 5 MB, supported formats: .png, .jpg, .jpeg, Aspect Ratio 1:1). The form also has a 'Product Name' field, a 'Product Categories' dropdown with an 'Add category' button, a 'Product Description' field with a rich text editor, an 'Assign to Team Member' dropdown, and a 'Product Video' section with 'Embedded Code' (selected) and 'Upload Video' options. At the top right of the form is a language selector set to 'EN'. A 'Back' link is at the top left of the form area.

Adding News

All exhibitors can upload news stories. These appear in both the company profile and on the “News” tab on the exhibitor page. Each news story can contain:

- A main image, 900x560px
- News title
- Publication Date - this is the date the article will be visible once approved by the organiser
- Header Image (1280x400px)
- Short Summary (200 character limit)
- Main Article (1,000 character limit)

Once submitted the organiser will review. Once approved, the article will appear on the app on the publication date selected.

EXHIBITORSPRODUCTSNEWS

NEWS



11 April 2024 • by B&H Worldwide
B&H Worldwide Secures Two-Year Contract with Unical...
B&H Worldwide, a leading provider of aerospace and aviation logistics solutions, today announced a two-year agreement...



10 April 2024 •
by Air Capital of the World
Happy Hour | April 10, 3-4 p.m.
You're invited to the Air Capital of the World's Happy Hour on Wednesday, April 10 from 3 to 4 p.m. at Booth #5231.



10 April 2024 •
by Perimeter Global Logistics (PGL)
PGL manages Safety Training System Inc. Shipment
PGL manages Safety Training System Inc. Shipment



09 April 2024 • by B&H Worldwide
B&H Worldwide leads the way with launch of Carbon...
B&H Worldwide has launched a new reporting tool to provide its customers with visibility of the carbon emissions on their...



08 April 2024 •
by Perimeter Global Logistics (PGL)
PGL ships Aircraft Seating from UK to the US
PGL handles shipping aircraft seating from the UK to the US.



08 April 2024 •
by PGL (Perimeter Global Logistics)
PGL Moves Flight Simulator
PGL Partners with TALA to Move Flight Simulator!

Exhibitor Events

Exhibitors can list their own events, perfect to announce receptions, signing ceremonies or timed giveaways.

These appear on your company profile and on the “Exhibitor Events” tab on the main Schedule once approved.

Each Exhibitor Event can contain:

- A main image, 900x560px
- Event Title
- Date and Time
- Location (booth number or custom location)
- Short Summary (200 character limit)

We would recommend only listing events open to all attendees and refrain from listing any invite-only events.

Tracks

[All Tracks](#)[Conference](#)[Go Live Theater](#)[Exhibitor Events](#)

OCT 23

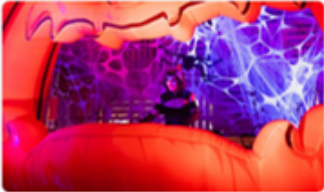
YOUR FILTERS: [Exhibitor Events](#) ×

Sessions (1)

EXHIBITOR EVENT

Exhibitor Events

+ MY SCHEDULE



ANG Networking Reception

AVIATION WEEK NETWORK
Aviation Week Network
New York, United States

Additional Registration Required Experience the ANG Fright Night at Poble Espanyol, Barcelona. Although not an official event reception, Aviation Week Network is a sponsor of the popular networking evening....

📅 Wednesday, 23 Oct 2024

🕒 19:30 - 23:30 | Europe/Madrid

📁 Exhibitor Events

📍 Poble Espanyol

🗣️ English

STARTS IN

512350

weekdayshoursmin



Need Help or Support?

We are here to help you make the most of the app features.

**Contact app@aviationweek.com
or visit the [FAQ page](#)**