

EVENT DATES:

26-28 September 2023

EXHIBITION

27-28 September 2023

CONFERENCE

MRO Asia-Pacific
26-28 Sept

REGISTRATION

LOCATION: Hall 4A
26-28 September 2023

LOCATION:

Singapore Expo Convention
and Exhibition Centre
Singapore
Hall 3 & 4A

Shell Scheme Stands

Forms are available in the
**MRO Asia-Pacific Exhibitor Re-
source Center**

- **Fascia** The fascia board will be erected across the front side of your stand as per diagram above. Exact wording of your company name is to be supplied on Form 1.
- **Flooring** Basic grey needle punch carpet is provided for all shell scheme booths. No change of colour is allowed. Aisle carpet is red colour.
- **Walling** All walls are white laminated panels of 1m width and 2.5m height each. You are not allowed to make alterations to the structure of your stand or remove any integral parts from it. Any damages caused to the panel(s) will be charged to you.
- **Furniture** 1 no wastepaper basket will be provided. Please use Form 3 if you require additional furniture.
- **Lighting** 2 nos fluorescent light will be provided (mounted behind fascia). Please use Form 2 if you require additional lighting.
- **Power socket** 1 no 13amp/230v single-phase will be provided. Please use Form 2 for additional requirement.
- **IMPORTANT!** All lighting connection & electrical outlets Must be ordered from the official contractor using Form 2. Exhibitors using 'pop-up' display stand with fitted lights Must Order lighting connection using the same form



Raw Space Stands

You will be expected to produce a professionally built custom stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event. Please note space only stands do not receive carpet, walls or electrics.

All Island and/or raw-space booths must submit their designs using this [link:](https://fs2.formsite.com/AW-Events/form91/index.html)
<https://fs2.formsite.com/AW-Events/form91/index.html>

or emailed to Allison Gold at allison.gold@aviationweek.com.
The deadline for stand design submissions is 4 August 2023.



Booth Design/EAC/Contractors/Display Rules Carpet

Please see the Carpet Brochure and Order Form for more information. The aisles will be carpeted in Red.

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You may bring your own flooring; however, you must contact Kingsmen Exhibitor Services:

KINGSMEN EXHIBITS PTE LTD

Kingsmen Creative Centre,
22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032

Tel : (65) 6880 0450

Attn : Ms Kelly Ng

Email : mroasia2023@kingsmen-int.com

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or emailed to Allison Gold at allison.gold@aviationweek.com.
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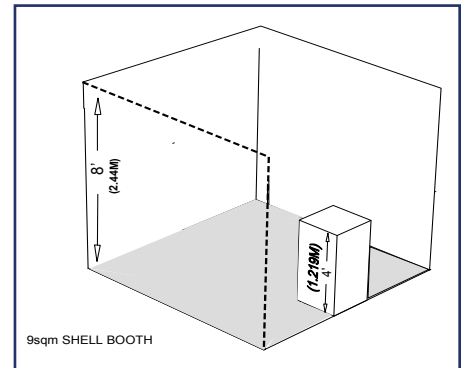
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Please note: exhibitors that purchase stands as shell scheme are not permitted to remove the shell scheme and build their own structures. Raw spaces booths are a minimum of 18sqm.

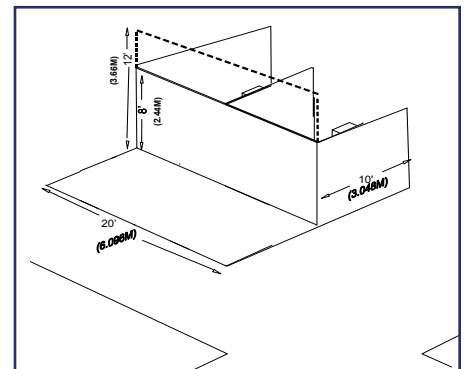
Shell Scheme Booth; Min 9sqm

- Arranged in a straight line
- Has neighbors on either side (in-line)
- One side exposed to aisle (in-line)
- Two sides exposed to aisle (corner)
- Maximum back wall height is 2.5m (8 feet)
- Hanging signs are not permitted
- Shell scheme framework cannot be removed



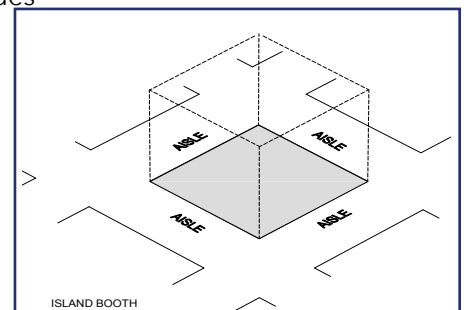
Raw Space Booth (inline) Min 18sqm

- Arranged in a straight line, or back-to-back (a 36sqm island split into two 18sqm booths)
- Has neighbors on either side
- One side exposed to aisle (in-line)
- Two or three sides exposed to aisle (corner)
- Maximum back wall height is 3.95m
- **ENTIRE Back wall must be cleanly "finished" and painted.**
- Hanging signs are not permitted
- All raw space booth plans must be approved by show management. Please send all schematics with elevations/materials used to allison.gold@aviationweek.com or submit designs via this link: <https://fs2.formsite.com/AW-Events/form91/index.html>.



Island Booths

- Any size booth exposed to aisles on all four sides
- Hanging Signs permitted. Rigging using the existing hall ceiling structure is only allowed for banners, lighting trusses and any decorative items provided if the item to be suspended is endorsed by a local professional engineer. Due to safety concerns, rigging of booth structures is strictly not allowed.
- Rigging is only allowed to be carried out solely by the Organizer's official contractor.



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Pls contact Kelly Ng from Kingsmen Exhibits Pte Ltd at kellyng@kingsmen-int.com for all rigging inquiries.

- The entire cubic content of the space may be used up to the maximum allowable height, which is 16ft (4.88m) (20ft (6.1m) with Show Management's approval) including signage.
- All raw space booth plans must be approved by show management. Please send all schematics with elevations/materials used to allison.gold@aviationweek.com.

All Island and/or raw-space booths must submit their designs using this link:

<https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com.

The deadline for design submissions is 4 August 2023.

- 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.
- **Plans that do not include all elevations will not be accepted**
- Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
- Calculations are to prove that the stand is stable and capable of supporting the loads of anything which will be supported i.e.: lights, speakers plasma screens etc. A nominal load should be applied for wind (0.15 kN/m²) although this appears not to apply in the halls stands have been affected by doors being open. A calculation should also be carried out for overturning this assumed to be the impact of a person (0.75 kN) at a height of 1.5m above the ground.
- No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.

Failure to submit your designs may result in an inability to exhibit. Plans may be submitted using this link:

<https://fs2.formsite.com/AW-Events/form91/index.html>

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

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(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 hall as 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.

Carpeting

- The use of carpeting or other professional floor covering is required by each Exhibitor. 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.
- If an exhibitor sets his booth without floor covering, carpet will be ordered at the exhibitor's expense.
- If exhibitor will be setting up late and is bringing their own carpet, they must notify show management or carpet will be ordered at exhibitor's expense.

Exhibitor Appointed Contractors (EACs)/Stand Builders

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An Exhibitor Appointed Contractor (EAC) is any company other than Aviation Week's official service contractors. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any and all outside vendors must fulfill the following requirements.

Any exhibitor must insure that non-official vendors hired to perform any of the following services at Aviation Week's event must comply with the rules, requirements and regulations.

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Floral
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Security / Guard Service
- Transportation / Freight Carrier

Note: for electrical, plumbing, internet, telephone, cleaning, drayage, rigging - the exhibitor and/or EAC must utilize the official vendor designated by Aviation Week.

If an exhibitor plans to use a firm other than the "Official Show Vendor", please fill out the Aviation Week Exhibitor Appointed Contractor form (EAC). The form can be found here: <https://fs2.formsite.com/AW-Events/form58/index.html>

This form must be completed and returned to Aviation Week no later than four (4) weeks prior to the event.

Important Notes:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Aviation Week management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Aviation Week management.
- During the build-up and breakdown periods, RAI Amsterdam is only accessible with a valid access badge. This also applies to stand builders and/or suppliers. This policy is implemented in order that we know exactly who is present in the RAI and can act appropriately should an emergency situation arise.
- All EACs and all subcontractors must display company ID with photo all times while on property.
- All EACs agree to abide by the rules and regulations set forth by Aviation Week in the Exhibitor prospectus and Exhibitor Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Aviation Week's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not com-

Booth Design/EAC/Contractors/Display Rules Exhibitor Appointed Contractors (EACs)

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mit any acts that could lead to work stoppages, strikes or labor problems.

- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Aviation Week should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use)
- All personnel under the employment of the EACs must obtain wrist bands. Bands will not be issued until insurance requirements are met.
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Aviation Week.
- All EACs will not solicit business on the Show Floor.
- Use of electric scooters is prohibited
- While aisle carpeting is being installed, containers, jockey boxes, ladders and any other equipment must be removed completely from the show floor
- EAC may photograph client booth(s) only.
- EAC is prohibited from using the MRO Show name, logo or any likeness for the purpose of promoting or marketing its own activities.
- The EAC is responsible for the actions and activities of any of its sub-contractors.
- EAC will not establish service desks anywhere inside the exhibit hall. The EAC will utilize space as designated by Show Management, outside the exhibit hall
- The EAC is responsible for adherence to the Exhibitor Rules & Regulations and the Display Regulations & Height Restrictions.
- Provide adequate notice to Show Management of the exhibitors who have retained them and the services to be performed for each exhibitor.
- Have a true and valid order for service from an exhibitor in advance of the Show setup date and in their possession on-site.
- All safety guidelines are to be observed.
- EAC must be dressed in suitable attire at all times.

Booth Design/EAC/Contractors/Display Rules Hanging Signs/Rigging

Hanging Signs and Graphics are allowed in Island booths only 16-20' -- Maximum height is 20' (with Show Management's permission) at the top of the sign.

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- Rigging is only allowed to be carried out solely by the Organiser's official contractor. All rigging orders must be ordered using Form 7. Pls contact Kelly Ng from Kingsmen Exhibits Pte Ltd at kellyng@kingsmen-int.com for all rigging enquiries.



Booth Design/EAC/Contractors/Display Rules Insurance

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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. If requested by Show Management, exhibitor shall provide a certificate of insurance evidencing the required coverage.

***The Certificate of Insurance can be submitted via the EAC form, or sent directly to Anitajoyce.wright@aviationweek.com.
<https://fs2.formsite.com/AW-Events/form58/index.html>***