



MRO Asia-Pacific 2023

EVENT DATES: 26-28 September 2023

EXHIBITION: 27-28 September 2023

CONFERENCE: 26-28 September 2023

REGISTRATION: 26-28 September

LOCATION: Singapore Expo Convention and Exhibition Centre • Hall 3 & 4A • MaxAtria

2023 EXHIBITOR MANUAL

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Anita Joyce Wright
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AVIATION WEEK 
MRO
ASIA-PACIFIC

MRO Asia-Pacific

CONTENTS

Contents

Introduction

- 3 Welcome
- 4 Show Schedule
- 5 Contacts - Exhibitor Services/Suppliers
- 7 Contacts - Aviation Week MRO

General Information

Badges

- 9 Emergencies
- 11 Hotel Accommodation
- 12 Services for All Attendees
- 13 Services for All Attendees
- 14 Transportation/Parking
- 15 Transportation/Parking

Show Information/Policies

- 16 Alcohol, Drinks, Cocktail Receptions
- 17 Balloons/Lighter than Air Objects
- 18 Demonstrations and Sound
- 19 Meetings in the Exhibition Hall
- 20 Photography/Video

Booth Design/EAC/Contractors/Display Rules

- 21 Badges: Exhibitor
- 22 Booth Design Submission
- 23 Booth Equipment
- 24 Carpet
- 25 Display Rules
- 28 Exhibitor Appointed Contractors (EACs)
- 30 Hanging Signs/Rigging
- 31 Insurance

Freight and Shipping

- 32 Freight/Shipping
- 35 Material Handling - Empty Containers

Exhibitor Service Providers

- 36 Carpet
- 37 Catering/Food & Beverage
- 38 Cleaning
- 39 Electric
- 40 Furniture
- 41 Internet for Exhibitors
- 43 Meeting Room Rental
- 44 Program Book/Online Exhibitor Profile
- 45 Glossary
- 47 FAQs

APPENDIX 1: Sustainability

- 52 Better Stands
- 53 Tips for Exhibitors
- 54 Sustainability at Singapore Expo

APPENDIX 2: Health and Safety

- 55 General Health and Safety Guidelines

Thank you for exhibiting at MRO Asia-Pacific 2023 at the Singapore Expo Convention and Exhibition Centre, Singapore. We look forward to helping exhibitors, attendees, contractors, standbuilders navigate through the show.

EVENT DATES:

26-28 September 2023

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MRO Asia-Pacific
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Singapore
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The [MRO Asia-Pacific Exhibitor Resource Center](#) is available to help guide you through the process of exhibiting at an Aviation Week show. The ERC can be found [HERE](#).

The primary suppliers/vendors for this event are:

- 1. Kingsmen – Kingsmen is the general services contractor and will provide:
 - Shell Scheme Questions
 - AV
 - Cleaning
 - Electric
 - Nameboards
 - Floor Coverings
 - Furniture Rental
 - Rigging
- Forms are available in the [MRO Asia-Pacific Exhibitor Resource Center](#)
- 2. The Singapore Expo Convention & Exhibition Centre Offers:
 - Parking
 - Internet
 - Catering
 - Hosts/Hostesses/Models
- 3. TWI
 - Material Handling
 - Empty Containers
 - Forklift Rental
- Forms are available in the [MRO Asia-Pacific Exhibitor Resource Center](#)

You will find all of the necessary forms and general information to complete your exhibition experience. If you cannot find information in the ERC, please contact:

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

Anita Joyce Wright
Associate Manager Events
+1.718.730.3192
anitajoyce.wright@aviationweek.com

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

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 Singapore
 Hall 3 & 4A

Event dates: 26-28 September 2023

Location: Singapore Expo Convention and Exhibition Centre

Hall: 3 & 4A

Conference: Max Atria

Registration: Hall 4A

Build-up

Exhibitor Move-in:

SUNDAY, 24TH SEPTEMBER	12:00 – 21:00	(36m ² or larger only)
<i>Raw Space booths 36m² or larger booths can request permission for access on SUNDAY, SEPTEMBER 24, 2023 from 12:00 hrs. onwards. Contact Ms. Kelly Ng at (65) 6880 0450 or kellyng@kingsmen-int.com</i>		
MONDAY, 25TH SEPTEMBER	09:00 – 21:00	18sqm raw and shell scheme booths
TUESDAY, 26TH SEPTEMBER	09:00 – 21:00	All Exhibitors (raw and shell)

Exhibitor Hours for Show Days

WEDNESDAY, 27TH SEPTEMBER	08:00 - 17:30
THURSDAY, 28TH SEPTEMBER	08:00 - 15:00

The exhibition will be open for visitors

WEDNESDAY, 27TH SEPTEMBER	10:30 - 17:30
THURSDAY, 28TH SEPTEMBER	09:30 - 15:00

MRO Asia-Pacific Conference Hours

TUESDAY, 26TH SEPTEMBER	09:00 - 17:00
WEDNESDAY, 27TH SEPTEMBER	09:00 - 12:45

Registration Hours

(Registration will take place inside Hall 4A)

TUESDAY, 26TH SEPTEMBER	08:00 – 17:00
WEDNESDAY, 27TH SEPTEMBER	08:00 – 17:30
THURSDAY, 28TH SEPTEMBER	08:00 – 15:00

Exhibitor Breakdown

THURSDAY 28TH SEPTEMBER	15:00 - 20:00
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General Contact:

For all enquiries relating to exhibitor space, stand bookings, technical requirements, pricing details and general information on Singapore, please contact:

Name : Allison Gold

T: +1 718.501.7675

E: allison.gold@aviationweek.com

Aviation Week's MRO Asia-Pacific team has partnered with the list of suppliers below. The [MRO Asia-Pacific Exhibitor Resource Center](#) is available to help guide you through the process of exhibiting at an MRO show. The ERC can be found [HERE](#).

You will find all of the necessary forms and general information to complete your exhibition experience. If you cannot find information in the ERC, please contact:

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 Senior Manager, Events
 +1.718.730.3192
allison.gold@aviationweek.com

Anita Joyce Wright
 Associate Manager Events
 +1.718.730.3192
anitajoyce.wright@aviationweek.com

Supplier	Services	Order Deadline
Kingsmen Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118 Tel: (65) 6880 0450 Fax : (65) 6880 0468 Attn: Ms Kelly Ng Email: mroasia2023@kingsmen-int.com	Shell Scheme Questions Electric Nameboards Floor Coverings Furniture Rental Rigging AV Cleaning	
Booth Plans/Design Approval Submit Booth Plans All island and/or raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com or https://fs2.formsite.com/AW-Events/form91/index.html		4 August 2023
Exhibitor Appointed Contractors/Insurance Anita Joyce Wright Aviation Week/Informa, 21st Floor 605 Third Avenue, New York, NY 10158 anitajoyce.wright@aviationweek.com https://fs2.formsite.com/AW-Events/form58/index.html		4 August 2023
Freight/Shipping: Showfreight Local APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 Attn: Mr Joe Tan Tel: (65) 6499 8975	Material Handling Empty Containers Forklift Rental	See Section for Deadlines
Freight/Shipping: TWI Tyler Hunt thunt@twigroup.com Tel: +1-702-691-9000	Freight/Shipping	See Section for Deadlines
Catering Exhibition Services SingEx Venues If you require any customized F&B arrangements, please contact esc.sales@constellar.co or call +65 6403 2532 / +65 6403 2160.		

Hard-wire Internet for Exhibitors

StarHub Ltd
Expo Business Centre
Email: expobizctr@starhub.com

Hard Wired Lines

Wireless Internet for Exhibitors

Wifi-MAX Gold
Order on site via your device

Premium wifi is available to exhibitors and can be ordered via the online portal.) for S\$22 per/day

Lead Retrieval

Capture Technologies
P: 973.890.7600 ext. 117
E: sales@ct.events

[Lead Retrieval](#)

August 18, 2023

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EXHIBITION

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Hall 3 & 4A

General & Logistical Information

Allison Gold
Senior Manager, Events
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Registration

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Registration Manager
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Customer Service

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anitajoyce.wright@aviationweek.com

Sponsorship & Exhibit Opportunities

Beth Eddy & Mimi Smith
(Americas)
+1 561-279-4646 or +1 800-240-7645
betheddy@aviationexhibits.com or
mimismith@aviationexhibits.com

Mike Elmes, Matt Elmes and Tom Watkins
(EMEA/Russia & CIS)
+44-1206-321639
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matthew.elmes@aerospacemedia.co.uk
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Margaret Chong
(Singapore)
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Editorial Content

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@AvWeekhannah
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Marketing Opportunities

Jennifer Roberts
VP Marketing
+1 646-395-3812
Jennifer.roberts@aviationweek.com

Badges will not be mailed. Badges and event materials can be collected in the registration area inside Hall 4A.

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Hall 3 & 4A

During set-up, exhibitors and contractors will need bracelets to enter the hall. These can be picked up from Security.

[Register](#) your booth staff [here](#).

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Procedures to Follow in the Event of Fire

1. Raise the alarm – The person who discovers the fire, and a Fire Warden or Assistant Warden when the fire comes to either of their notice, shall immediately:
 - Break the nearest manual alarm call point;
 - Shout "Fire! Fire!" to inform people of the fire outbreak.
2. Inform the Fire Service – The Fire Warden or Assistant Warden shall immediately upon becoming aware of a fire, inform the following parties of the fire outbreak:
 - Fire Command Centre 1 (for Expo Halls 1 to 6 and MAX Atria) - Tel: 6403-2500/1
 - Fire Command Centre 2 (for Expo Halls 7 to 9 and The MAX Pavilion) - Tel: 6403-2502
 - (SCDF Fire Station Tel: 995 will be alerted accordingly by the Fire Command Centre or Hirer.)
3. Fire Fighting
4. While waiting for arrival of SingEx's Fire Fighting Team or SCDF, the Hirer (himself/herself or through its or his/her staff), Fire Wardens and Assistant Wardens shall:
 - Attempt to extinguish the fire by using the fire extinguishers and/or fire hoses available without exposing oneself to personal risk or danger.
 - Withdraw if the fire gets out of control or escape routes are being threatened by smoke or heat.

Evacuation

If a situation has gotten out of control due to fire, a security threat, or any other forms of emergencies, or if required by a SingEx staff, the Police or other emergency services, persons in the Facilities should be evacuated to safety.

1. Notification

- In the event of fire, the continuous ringing of the fire alarm will be accompanied by the following announcements through the PA system twice by SingEx's Fire Command Centre 1 or 2 where it has been informed of a fire and ascertained that the fire requires immediate evacuation:
 - "Ladies and gentlemen, your attention please. There exists an emergency situation in the building. Please evacuate by the nearest exit staircase and obey all instructions given by the fire wardens. Do not use lifts."
- In the event of a bomb or other security threat, evacuation would be carried out as advised by the Police and the following announcement would be made through the PA system twice by SingEx's Fire Command Centre 1 or 2 where it has been advised by the Police that such evacuation is necessary:
 - Ladies and Gentlemen, your attention please. There is an emergency situation in the building. Please evacuate by the nearest exit and obey all instructions given by the Security Personnel."

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26-28 September 2023

EXHIBITION

27-28 September 2023

CONFERENCE

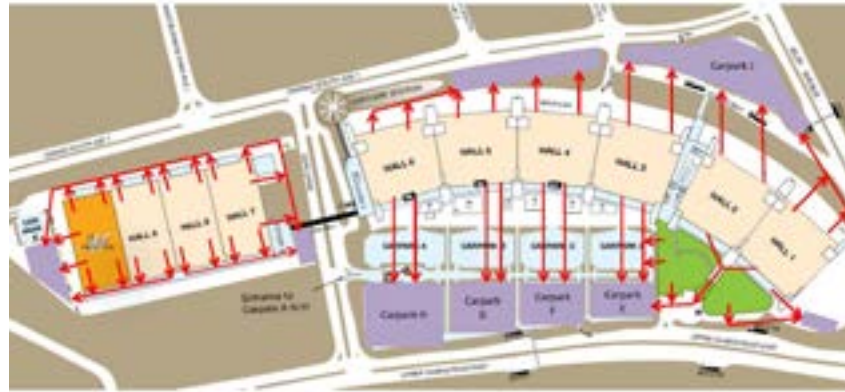
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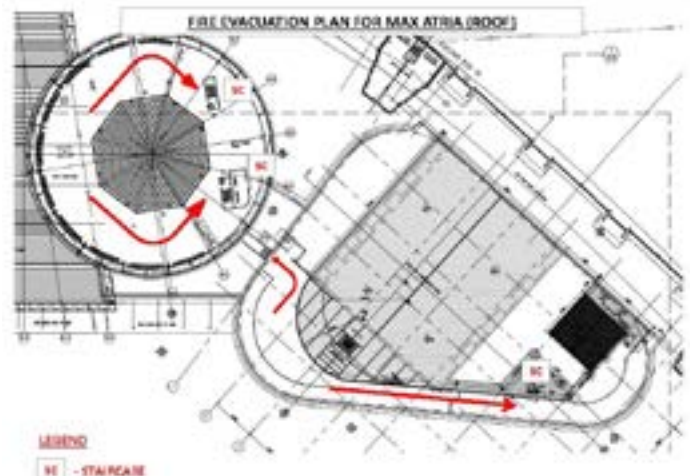
LEGEND

- ASSEMBLY AREA



LEGEND

- STAIRCASE - ASSEMBLY AREA



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Aviation Week Network has contracted with UC, The Source, as the official Hotel Representative for this event.

Please do not accept any phone calls or emails from "Housing Bureaus" saying they work with or are affiliated with MRO, Aviation Week Network or relating to the dates of our event, as Aviation Week Network does not have any affiliation with these companies.

Please do not provide any pertinent information (name, address, credit card) as UC THE SOURCE is the ONLY OFFICIAL company that we endorse and will be listed on our MRO Asia-Pacific website. Aviation Week Network cannot be held liable for reservations made with through companies outside of UC THE SOURCE.

How to make a Reservation:

Please select the hotel from the MRO Asia-Pacific [web site](#). You will be directed to click onto their online website or an alternative option will be provided.

Please note that each hotel has different cancellation policies.

Any request of five (5) or more rooms will be considered a sub-block and will require a separate group contract with penalty in full should they release or cancel block from date of confirmation. Contact UC, The Source directly for group requests: una.cote@ucthesource.com

There is a [list of hotels](#) on the MRO Asia-Pacific Web site.
<https://mroasia.aviationweek.com/en/plan-your-visit/hotel.html>

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Hall 3 & 4A

ATM

An ATM can be found near registration in the Max Atria.

Children

Due to the business nature of this event, children under 16 are not permitted into the Exhibition Hall or the Conference during installation, official show days and teardown. Children ages 16 and older will be admitted to the Exhibition Hall during official hours, provided that they are registered, pay appropriate fees and with the understanding that they are the sole responsibility of an accompanying adult.

Concierge Counter

Our Concierge team looks forward to assisting your needs and answering your queries on the facilities and events held at the Centre. This counter is operational from 8.00am to 07.00pm (Tel: +65 6403 2161) during Trade Fair Days and is located at Foyer 1.

Conference Proceedings

A notification via e-mail from Aviation Week to conference attendees only (if you purchased individual sessions, you do not qualify to receive the conference proceedings) will be sent when these proceedings are available, usually 1-2 weeks after the event.

If you have not received the link, please contact events@aviationweek.com.

Event Attire

Business smart attire is appropriate throughout the exhibition, conference and all related events. Be sure to pack a light sweater or jacket for the evening. (No jeans or sneakers during official show events or show hours)

Lost and Found

All items found within the Centre should be referred to the Centre's Concierge Counter.

Nursing Rooms

There are 4 nursing rooms located along the walkways between Hall 1 and Hall 6. Each room comes with basic amenities that include a sofa, diaper changing station and wash basin.

Prayer Rooms

Male and Female rooms for prayers are located above exhibition Hall 6, on the mezzanine floor. The rooms are air-conditioned (12.00pm to 10.00pm) with prayer mats and telekung (prayer garments for ladies) available for use.

Smoking

Under the Smoking (Prohibition in Certain Places) Act (Cap 310), smoking is strictly prohibited in the halls, toilets, all air-conditioned areas and within 5 metres of all entrances and exits of the Centre.

Wifi

Singapore EXPO provides a complimentary WI-Fi service of up to 10 Mbps for all visitors and event attendees, the service:

- Provides connectivity to approximately 35,000 active devices across Singapore EXPO and MAX Atria, concurrently across 123,000 sqm of the venue



General Information Services for All Attendees

EVENT DATES:

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Hall 3 & 4A

- Addresses visitors and event attendees' basic requirements like checking of emails, normal internet browsing and surfing of social media platforms
- The devices need to be 5 GHz enabled for optimal performance. Devices on 2.4 GHz will be supported on a best effort basis

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Singapore EXPO is located in the eastern part of Singapore, and only one Mass Rapid Transit (MRT) stop or a 5-minute drive from the Changi International Airport, and a 15-minute drive from the Central Business District (CBD). Right next to it is the Changi Business Park, a business hub that houses high technology firms, knowledge-intensive facilities, and multi-national companies. In addition, hotels and a wide selection of food and beverages and retail outlets are also within easy reach.

1 Expo Drive,
Singapore 486150

By Train / MRT (Mass Rapid Transit)

Singapore EXPO & MAX Atria is served by two MRT lines: the East-West (Green) Line and Downtown (Blue) Line. You may travel by either lines and alight at the Expo MRT station (CG1/DT35), which is located nearest to Foyer Two or Hall 6.

By Bus

Based on our current points of entry, these are the bus stops we recommend you to alight at.

Shortest walk to MAX Atria, Foyer One and Halls 1/2/3:

- 96029 – Expo Halls 1/2/3: Bus services 12, 24, 38
- 96021 – Opp Expo Halls 1/2/3: Bus services 12, 24, 38

Shortest walk to Singapore EXPO, Foyer Two and Halls 4/5/6:

- 96039 – Expo Halls 4/5/6 : Bus services 12, 24, 38
- 96031 – Opp Expo Halls 4/5/6: Bus services 12, 24, 38
- 96301 – Expo Stn Exit B: Bus services 20 and 118

By Car

Situated at the crossroads of 3 main expressways – East Coast Parkway (ECP), Pan Island Expressway (PIE) and Tampines Expressway (TPE), Singapore EXPO & MAX Atria is a 15-minute drive from the CBD and a 5-minute ride to Changi International Airport.

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By Taxi

There are numerous taxis available in Singapore that offer reliable services. The taxi fare from the airport to Singapore EXPO & MAX Atria is about \$15 and to the city about \$20, subject to surcharges. There are two taxi stands :

Foyer 1 Taxi Stand - I42

Foyer 2 Taxi Stand - I02

By Private-Hire Car

Ride-hailing services are a popular and convenient transport option. Note that fares may fluctuate depending on commuter demand or peak hours. There are two drop-off and pick-up points for private-hire cars:

- MAX Atria or Foyer 2

Parking Charges

Cars and Light Goods Vehicles

First Hour: \$1.20

Second Hour: \$1.20

Every subsequent 30 minutes or part thereof: \$1.20

Heavy Vehicles and Buses

First Hour: \$2.40

Second Hour: \$2.40

Every subsequent 30 minutes of part thereof: \$2.40

Alternative Parking

When multiple events are held concurrently at Singapore EXPO & MAX Atria, it may be difficult to find a parking lot at our venue. Alternatively, you may park at the nearest mall - Changi City Point - and take a 5 minute stroll to Foyer Two of Singapore EXPO.

The Singapore Expo Convention and Exhibition Centre is the exclusive provider of all food and beverage services at MRO Asia-Pacific.

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Show Management requests that all alcoholic beverages be served after 1 pm and must take place in the exhibition hall only. No alcoholic beverages can be removed from the exhibition and all receptions must end by the time the exhibition hall closes for the day. No receptions are permitted after official exhibition hours.

The Show facility requires that ALL food and beverages distributed by exhibitors, attendees or sponsors be purchased solely from the venue itself. There are no exceptions. The Show facility reserves the right to confiscate any items considered a violation of this policy without compensation and may eject the offender from the premises. Show Management will not be liable for any damages to anyone who violates this policy. Any person or business entity that furnishes liquor to a guest has a civil and legal duty to do so responsibly. Show Management recommends that exhibitor research the liquor laws in the jurisdiction where the Show will be held to evaluate its exposure and meet any requirements for liability insurance. If exhibitor intends on serving any liquor from its booth.

PLEASE NOTE: Only the official caterer may serve any alcoholic beverages. Show Management also requests that to minimize any liability alcoholic beverages be served during a limited time period.

If you require any customized F&B arrangements, please contact esc.sales@constellar.co or call +65 6403 2532 / +65 6403 2160.

For basic catering items, online ordering will be available 6 weeks prior to the event opening.



Show Information/Policies Balloons/Lighter than Air Objects

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

All drones, models, or other flying objects are strictly prohibited.

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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.



Show Information/Policies

Meetings in the Exhibition Hall

Show Management requests that customer meetings not take place during show hours outside of the Exhibition Hall.

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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.**



Show Information/Policies Photography/Video

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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 (as defined in Section 16 below) 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).

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Exhibitor Event Badges

Click [HERE](https://mroasia.aviationweek.com) (mroasia.aviationweek.com and select Register tab) to register your team. Exhibitors who would like to attend conference sessions may also purchase discounted conference/session badges by choosing either Exhibitor All Access or Exhibitor/Individual Sessions. You will need a promotion code in order to receive your discount, please contact Virginia Gongora to get the code at +1.347.751.8692 or events@aviationweek.com.

Booth personnel is unlimited at the MRO events.

Please refrain from setting meetings and inviting customers to your booth during set-up hours. They will not be permitted in the exhibit hall with visitor badges.

Registration Hours

Tuesday, September 26: 8:00 am – 5:00 pm
 Wednesday, September 27: 8:00 am – 5:30 pm
 Thursday, September 28: 8:00 am – 3:00 pm

Registration will take place in Hall 4A.



Booth Design/EAC/Contractors/Display Rules

Booth Design Submission

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.

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

The deadline for stand design submissions is 4 August 2023.

- Designs must include all elevations including those of hanging signs. Plans submitted without elevations, will not be accepted.
- 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.

Complex Stands:

Unusual design, which require special treatment in approval, construction, management, etc, such as the use of plumbing works including water supply and discharge pipes installations, structures above 4 m in height or which are designs that are potentially hazardous, will need to submit plans that show:

- Cross sections and elevations of proposed work with
- The endorsement of a Professional Engineer (PE) on booths and structures exceeding 4m in height
- Details of materials to be used.

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>

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.

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

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

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

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.

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. Raw space stands do not receive carpet, walls or electrics.

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

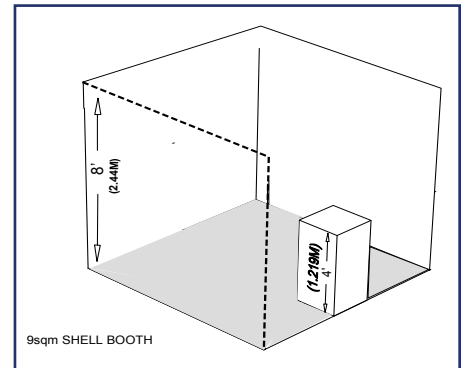
LOCATION:

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

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.

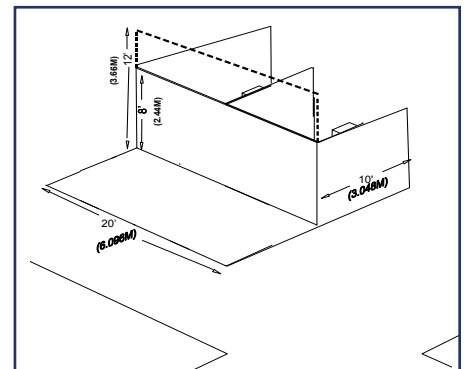
Shell Scheme Booth; Min 9sqm

- 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



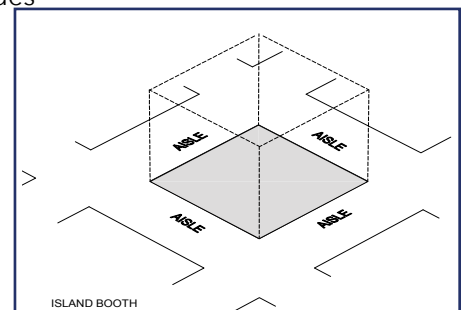
Raw Space Booth (inline) Min 18sqm

- 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.



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

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

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

(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

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

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)

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

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.

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

All island and/or raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com. The deadline for stand design submissions is 4 August 2023.

- 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 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

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

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>***

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

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, TWI is the exclusive provider of freight services. This includes:

- Material handling includes unloading your exhibit material
- Storing in advance at the warehouse
- Delivering to the booth
- Handling empty containers to and from storage
- Removing material from the booth for outbound carriers

Please download the TWI information packet from the ERC to make shipping/freight arrangements.

All shipments must be sent on a "freight prepaid" basis. A 5% outlay commission will be charged on all "freight collect" consignments.

CONSIGNEE (AIRFREIGHT)

APT Showfreight (S) Pte Ltd
10 Bukit Batok Crescent, The Spire
#08-05, Singapore 658079
For: MRO Asia Pacific 2023
Attn: Mr Joe Tan
Tel: (65) 6499 8975
For: MRO Asia 2023

NOTIFY PARTY

ASPAC Aircargo Services Pte Ltd
Attention: Import Dept.
Tel: +65 65425266

COURIER CONSIGNMENT

All duties and taxes for courier consignments must be paid by sender PRIOR export. Pre-alert which includes a copy of the airway bill, commercial invoice, name of the exhibition and your contact details must be sent to us prior export. Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee.

CONSIGNEE

APT Showfreight (S) Pte Ltd
10 Bukit Batok Crescent, The Spire
#08-05, Singapore 658079
For: MRO Asia Pacific 2023
Contact: Mr. Joe Tan
Tel: (65) 6499 8975
For: MRO Asia 2023

PRE-ADVISE

Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to Mr. Joe Tan joe.tan@aptshowfreight.com & Andrea Lawson alawson@twigroup.com.

Please note that using a consolidator may delay customs clearance and delivery. Any deconsolidation charges will be passed on to you at cost plus 5%.

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

Labels

Each crate should be appropriately labeled on each side. Do not label the top of your container as items may be stacked.

Commercial Invoice/Packing List

Please prepare the invoice/packing list with the following details:

- Commercial invoices and packing lists can be combined on one document if they list quantity, description, value of each item, weight and dimensions of each package.
- Your company's Federal Employer Identification Number and any applicable license numbers.
- Complete, precise, simple and non-technical description of all items should be listed on the invoice with HTS codes.
- Electronic copy of each commercial invoice should be sent to TWI Operations: Andrea Lawson - alawson@twigroup.com and our on-site partner APT Showfreight - Mr. Joe Tan - joe.tan@aptshowfreight.com by the document deadline dates listed in the TWI packet in the Exhibitor Resource Center.

PACKING

In order to minimize damage to the goods you will be shipping, please ensure if at all possible that your shipment is skidded before it leaves your facility. It must be packed in separate boxes and individually labeled. Contact your TWI representative for further details.

Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protection from the elements are ideal. If your cases are secured with a lock or combination please provide the key or combination at time of tender for Customs access if necessary.

SHIPMENTS CONTAINING BATTERIES

Please contact your TWI Representative as soon as possible if you are shipping batteries, or your equipment contains batteries of any kind (including laptops/tablets), so that we may inform you whether IATA packaging and labeling requirements pertain to your shipment.

We have provided labels if they are needed. These labels must have the telephone number of a person knowledgeable about the shipment. It is not required to be monitored at all times that the package is in transit. It is acceptable for the number to be monitored during the company's normal business hours in order to provide product-specific information relative to the shipment. This cannot be a toll-free number.

Freight Deadlines: Shipping to Singapore

Latest Arrival Dates:

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

WorldWide Air- Singapore -SIN	Document Deadline 06 September 2023 Latest Arrival 13-15 September 2023	All shipments must be sent on a "freight pre-paid" basis. A 5% outlay commission will be charged on all "freight collect" consignments. CONSIGNEE (AIRFREIGHT) APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: MRO Asia Pacific 2023 Contact: Mr. Joe Tan Tel: (65) 6499 8975 For: MRO Asia 2023 NOTIFY PARTY ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266
Worldwide Sea Freight - LCL/ FCL - SIN	Document Deadline 30 August 2023 Latest Arrival 06-08 September 2023	CONSIGNEE (SEAFREIGHT) APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: MRO Asia Pacific 2023 Contact: Mr. Joe Tan Tel: (65) 6499 8975 For: MRO Asia 2023 NOTIFY PARTY "Same as Above"
Courier Consign- ment	Document Deadline 28 August 2023 Latest Arrival 13-15 September 2023	Freight and other relevant charges paid by us on behalf of exhibitor will be subject to a 10% outlay fee. CONSIGNEE APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: MRO Asia Pacific 2023 Contact: Mr. Joe Tan Tel: (65) 6499 8975 For: MRO Asia 2023

Contacts

To assist you with your shipment please contact:

APT Showfreight

Mr. Joe Tan - joe.tan@aptshowfreight.com

+(65) 6499 8979

TWI GROUP

Tyler Hunt- thunt@twigroup.com Tel: +1-702-691-9000

Aviation Week's MRO Asia-Pacific has partnered with TWI and APT Show Freight as our show freight partners.

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

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.

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- In order to get your containers returned to you most expeditiously, please keep all aisles clear after the show concludes. Empty containers are not returned to booths until the carpet has been removed. The quicker the carpet is pulled, the quicker you will get your containers.

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, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

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

The exhibit hall is not carpeted; however, all booths must have carpet or management approved flooring. Rental Carpet is available through Kingsmen. Carpet is included in all shell scheme packages. Raw space exhibitors must bring or rent carpet.

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

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

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 2024.**



Exhibitor Service Providers Catering/Food & Beverage

Singapore Expo Convention and Exhibition Centre has an exclusive, in-house catering department which manages catering activities. **They are the exclusive provider of all food and beverage services at MRO Asia-Pacific**

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

Catering menus will be available in July-August 2023.

If you require any customized F&B arrangements,
please contact esc.sales@constellar.co or call +65 6403 2532 / +65 6403 2160.

For basic catering items, online ordering will be available 6 weeks prior to the event opening.

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

Aviation Week provides and initial stand cleaning for all SHELL SCHEME stands, only. This cleaning takes place prior to the show opening.

Raw space stands DO NOT receive an initial cleaning from show management.

To order stand cleaning, cleaning products or refuse containers, please download the Kingsmen services packet from the [MRO Asia-Pacific Exhibitor Resource Center](#).

During the exhibition days, the Organiser will be responsible for the general cleaning of the aisle and general areas daily.

During the build-up and dismantling periods, exhibitors and/or appointed contractors are responsible for the removal of stand construction debris and rubbish on a daily basis. All aisles must be left clear.

Stand cleaning includes:

All horizontal surfaces completely clean, every day. The rate is per square metre for the whole event. Please fill out the number of square metres of your stand.

This includes:

- vacuuming
- if necessary mopping the floor (excluding stains caused by shoes)
- cleaning horizontal surfaces of furniture
- emptying waste bins
- clean booth statement

We kindly request you tidy up your stand before you leave, so our team can clean your stand thoroughly.

Removal of any debris or trash exhibits left in the hall will be billed back to the exhibitor.

Kingsmen is the exclusive provide of electric service for MRO Asia-Pacific.

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

Early Ordering deadline is: 4 August 2023

Electrical Services

- All electrical installation work from source of supply at the exhibition is only allowed to be carried out solely by the Organiser's official contractor.
- All electrical equipment & connections downstream from Organiser's supply should be tested and appropriately grounded and approved by the Exhibitor's (or Exhibitor's appointed contractor's) local licensed electrical engineers prior to turning on the electrical supply.
- Supply voltage
 - 3 phase 4 wire system (plus earth), 400 volts +/- 6%
 - Single phase 3 wire system, 230 volts +/- 6%
- Frequency: 50 Hz with variation maintained within +/- 5%

To order electric, please download the Kingsmen services packet from the [MRO Asia-Pacific Resource Center](https://mroasia.aviationweek.com/en/exhibitor-resources/exhibitor-resource-center.html).

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

Kingsmen sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Kingsmen always provides an ideal solution for your exhibit.

- Sleek and professional furniture products transform your exhibit into a destination
- Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
- No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
- Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees

To order Furniture, please download the Kingsmen services packet from the [MRO Asia-Pacific Exhibitor Resource Center](#).

StarHub is the Exclusive provider of internet services for MRO Asia-Pacific.

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

Wired internet

Wired Internet can be ordered from StarHub.

To order internet, please download the Starhub form from the [MRO Asia-Pacific Exhibitor Resource Center](#).

StarHub Ltd
StarHub Green
67 Ubi Avenue 1 #05-01 S(408942)
Email: expobizctr@starhub.com

Wireless internet

Exhibitors can arrange for WIFI-MAX Gold, which costs S\$15nett per device per day (per day usage cuts off at 2359hrs daily) for 5Mbps. This can be ordered on-site through the device (payment via credit card).

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

Say goodbye to the old days of collecting business cards and manually typing them into a CRM! Using rental badge scanning devices or a software installed on your own mobile device, Lead Retrieval eliminates this process, provides a user-friendly scanning method & delivers your leads in your own exhibitor portal, exportable to a CRM friendly format directly after the event. So now your team can start follow-up or marketing tasks much quicker post-event, which as we know is incredibly important.

The scanning process is as simple as tapping "scan" on the device and pointing the device's camera at the QR code on the badge. The scanner automatically scans the barcode, which significantly speeds up the capture process. The aim is to make the scanning as unobtrusive as possible, so you can focus on what matters - the interaction.

Benefits

- Use your own device or rent one: Rental devices help save battery life, and can be shared amongst team members. Or simply download the app to your own device and start scanning.
- Fast Capture of contact information: Capturing a lead is as simple as pointing the camera at the badge.
- Expedited Lead Delivery/Sales Agility: Receive your own personalized URL and download your leads in a spreadsheet format within 48 hours of show-close, so your sales team can promptly start follow-ups.
- Qualify Leads: Optionally, use custom questions to qualify your leads and show who needs immediate follow-up, or information on a specific product.
- Add Notes: Attach freeform notes at any time to a lead to further assist your sales team.
- Real-time syncing to avoid loss of data: Syncing your captured leads to the cloud ensures no loss of data if device is lost/damaged.
- Improved Customer Interactions: The collection of contact information is so quick/easy, you can now focus on the customer interaction!

We understand how much time and effort goes into exhibiting your brand, which is why generating quality sales leads is so important. Lead Retrieval software allows you to seamlessly capture all the most recent contact information to update your CRM. Don't miss out on opportunities, start capturing leads!

To order Lead Retrieval, please download the form from the [MRO Asia-Pacific Exhibitor Resource Center](#) or order [online](#) here.

Order Deadline: August 18, 2023
P: 973.890.7600 ext. 117
E: sales@ct.events



Exhibitor Services

Meeting Room Rental

Meeting room space may be available for rental in or near the exhibition hall. Please contact your sales rep (please see contacts page) for information.

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

Meeting rooms are reserved for exhibitors and sponsors only. Your meeting room includes a boardroom setup, including electricity, tables and chairs. Additional AV/catering/etc. can be ordered from the official contractors.

Meeting rooms are only available for use during posted exhibition hours. **Exhibitors may not invite customers to meetings before or after show hours.**

Exhibition Hours

WEDNESDAY 27TH SEPTEMBER	10:30 - 17:30
THURSDAY 28TH SEPTEMBER	09:30 - 15:00

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

As an exhibitor, your company profile is published on the MRO Asia-Pacific web site, in the official program book. Exhibitors can enter profile information and select industry categories. All changes need to be made by 5 September 2018, or they will not appear in the printed materials. The marketing or primary contact on your account will receive login information to enter or change the profile and select categories.

If you are a returning exhibitor, your profile from last year already appears on the site. Please log into your account when you receive the notification and confirm whether you would like to repeat this listing or make changes.

If you are having trouble logging into your account to make changes please contact Allison Gold (allison.gold@aviationweek.com +1.718.730.3192)

Program Book Advertising

Expand your company's presence during the event. Used as a reference throughout the show by all conference delegates, trade show visitors, and exhibitors, the Official Program Book includes the conference agenda, exhibitor and sponsor profiles, floor plan of the exhibit hall, and all special events. Your advertising message will reach all attendees at the show.

Europe/Russia/CIS/Africa/Middle East

Mike Elmes
P: +44 (0)1206 321639
Fax: +44 (0)1206 321259
E: mike.elmes@aerospacemedia.co.uk

All Americas/Canada

Beth Eddy/Mimi Smith
P: +1.561.279.4646
Fax: +1.561.279.4699
E: betheddy@aviationexhibits.com
E: mimismith@aviationexhibits.com

Singapore

Margaret Chong
P: +65 9736 1722
E: Margaret@accessgroup.aero

Asia-Pacific

Clive Richardson
P: +44 (0) 7501 185257
E: clive@accessgroup.aero

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

Advanced Freight – Refers to freight that has been sent to the Official Contractor's warehouse prior to the Events move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths. The exhibit hall is not carpeted; however, all booths must have carpet or management approved flooring. Rental Carpet is available through Kingsmen. The aisles will be carpeted in RED.

Back Wall – Refers to the drape used at the rear of a standard booth.

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a venue's marshaling yard are required to present a certified weight ticket at check in.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. $51,000 \text{ lbs} / 100 = 510 \text{ cwt}$

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area. See documents regarding Material Handling.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor Appointed Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual/Exhibitor Resource Center, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

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

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When a marshaling yard is provided, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Move out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Stand/Booth Furnishings

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

What is Raw Space?

A Raw space booth is generally defined as a booth space wherein the exhibitor brings their own custom booth. The exhibitor purchases the space only from the organizer and all furnishings and services are ordered/brought/purchased a la carte.

What is Shell Scheme?

A shell scheme is a modular system of hard walling that is supplied built to the size of the booth purchased by the customer. At Aviation Week events, shell scheme stands include infill panels, 1 socket, 2 spotlights, a nameboard/fascia and carpet.

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.

Can I put a logo on the top of my stand?

Shell Scheme exhibitors can bring their own fascia signs as long as they are the same size as the fascia sign included with the booth package and include a booth number.

How many walls does my stand come with?

Shell scheme stands typically have 2-3 walls. Inline stands will have 3 walls with the open side facing the aisle. Corner stands typically have 2 walls. If you are not sure how many walls your stand has, please contact the show organizer.

How many lights are supplied?

Each shell scheme stand will include 1x 500w Socket & 2 x 100w Spotlights.

How do I attach my graphics onto the wall?

Please contact the show's general services contractor to find out what type adhesive is compatible with the shell scheme.

What colour are the wall panels?

For MRO Asia-Pacific, the panels are white.

How do I attach a TV onto the wall?

Screen brackets should be available from our AV vendor.

Do you supply underlay/padding?

No. Carpet is included with shell scheme stands. Raw space stands can order additional padding from the floor coverings catalog or bring your own.

What colour carpet do I receive? Can I change the colour of this?

Basic grey needle punch carpet is provided for all shell scheme booths. No change of colour is allowed. Aisle carpet is red colour.

What type of graphics do you supply?

The only graphic supplied is White vinyl lettering to a 300mm high Royal Blue fascia

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

infills to each open elevation on shell scheme stands. Raw space stands do not include any graphics.

Can I upgrade my package 500w socket to a 1kw socket?

Please consult the exhibitor resource center to order additional electric for your stand.

Can Kingsmen construct my booth from start to finish?

Contact Kingsmen directly for information:

KINGSMEN EXHIBITS PTE LTD

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

Tel : (65) 6880 0450 Fax : (65) 6880 0468

Attn : Ms Kelly Ng Email : mroasia2023@kingsmen-int.com

Does the MRO provide the back drop?

At MRO Europe/Asia/Middle East, Shell scheme booths include 2-3 walls depending on location. Raw space booths at these events don't include anything.

At MRO Americas, All non-island booths are equipped with an 8 foot tall pipe and drape (curtain) separating inline booths that are back to back. the booths are separated on the sides by pipe and drape that is 3 feet high. Raw space booths at MRO Americas do not include any pipe/drape/walling.

What does my island/raw space booth come with?

Your island/raw space booth does not include any furnishings. It is space only.

Can I remove the shell from the booth

If you have purchased your booth as shell scheme, the shell scheme cannot be removed. It is imperative that the gridwork stay in place so as not to compromise the structural integrity of the surrounding booths.

Display Rules/Guidelines

How do I submit my stand plans for approval?

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.

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

All island and/or raw-space booths must submit plans for approval.

What information do you need from us to hire a different contractor for our carpeting needs?

Please contact Kingsmen and alert them that you will be bringing your own carpet.

Kingsmen Creative Centre,

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

Tel: (65) 6880 0450 Fax : (65) 6880 0468

Attn: Kelly Ng

Email: mroasia2023@kingsmen-int.com

All contractors need to complete the EAC form:

<https://fs2.formsite.com/AW-Events/form58/index.html>

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

How high can I build my booth?

For complete rules and guidelines, please visit the display guidelines section of the ERC on the event web site.

All shell scheme booths at MRO Asia-Pacific are 2.48 meters high. Island booths may build up to 4m. Island booth exhibitors can request permission from show management to build up to 6.1m.

Please contact Allison Gold at allison.gold@aviationweek.com with questions.

Can I move in early?

Please check the exhibitor resource center for move-in/move-out timings. Early move in is reserved for larger booths. Please adhere to the move-in schedule that is designated for your type of booth.

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 package 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 psychological message to clients that time is up and they need to stop visiting other exhibitors

Freight/Shipping

Can I send materials to the venue?

Venues will not accept deliveries directly. On-site deliveries are strictly prohibited until official show dates. All on-site deliveries need to be coordinated through our on-site logistics partner. MRO Asia-Pacific, this is TWI/APT showfreight:

APT Show Freight: Joe Tan – joe.tan@aptshowfreight.com Tel: (65) 6499 8975

TWI GROUP: Tyler Hunt- thunt@twigroup.com Tel: +1-702-691-9000

What do I do with my empty containers

Storage for empty containers can also be coordinated through our on-site logistics partner.

APT Show Freight: Joe Tan – joe.tan@aptshowfreight.com Tel: (65) 6499 8975

TWI GROUP: Tyler Hunt- thunt@twigroup.com Tel: +1-702-691-9000

EACs and Insurance

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.

Does both the exhibitor and the contractor need to supply a COI? Does

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

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 doesn't recommend any specific insurance company. You should contact the holder of your general liability insurance policy and see if they supply this kind of coverage.

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.

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

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.

Is it possible to have two entries in the program book?

Additional program book entries can be purchased from your sales representative.

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>

Can you recommend labor to build the booth?

Please contact Kingsmen for booth labor.

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

Kingsmen Creative Centre,
22 Changi Business Park Central 2, The Kingsmen Experience, Singapore 486032
Tel: (65) 6880 0450 Fax : (65) 6880 0468
Attn: Ms Kelly Ng
Email: mroasia2023@kingsmen-int.com

What is MRO Links? How is this different from my program book profile?

MRO Links is a visibility and lead generation program that continues your MRO presence all year long. Your links profile is added to a database that generates leads throughout the year. Your program book profile is printed in the show program book, posted on the event web site and on the event app (when applicable).

Has our exhibit space been paid for?

To confirm that your exhibit space has been paid in full, please contact your sales representative.

Registration

How many exhibitor badges do we get?

Booth personnel is unlimited at all MRO shows.

How should we register to be exhibitors for the show?

Exhibitors should visit the registration page on the event web site. There are a variety of options for exhibitors to register booth personnel and conference sessions. Exhibitors are entitled to conference discounts. Please contact events@aviationweek.com for more information.

Can I have list of attendees?

Due to Informa's corporate privacy policy, attendee contact information cannot be shared.

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

Aviation Week/Informa Markets is committed to running sustainable, socially responsible events that have a limited impact on the environment. Like all industries we are looking for ways to reduce our carbon footprint and the amount of waste our events produce.

Disposable, single-use stands, have a detrimental impact on the environment, both during construction and removal. The Better Stands initiative offers exhibitors ways to move away from disposable stands replacing them with higher-quality reusable structures made with sustainable materials.

To reduce environmental impact, mitigate health and safety risks and maximize build and breakdown times, please review the guidelines below.

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.
- Stand structure should be prefabricated and ready to assemble onsite.
- Final adjustments to prefabricated pieces for fitting purposes is fine.
- Final coat of acceptable TVOC paints should be for repair purposes only.
- The use of LED lighting.
- The use of recycled carpet, Eco vinyl flooring, other floor coverings.
- Floor flats and system floors should be cut to size before coming onsite and be recyclable and/or reusable.

What is discouraged?

- The use of one-time MDF panels or similar raw materials planned to be cutting to size onsite.
- The use of 'other' raw materials to construct core structural elements i.e. walls, archways, floor systems, counters etc. that are not planned to be reused or recycled after use
- Construction of any stand components from single use materials.
- Building from scratch onsite of any stand core elements
- The use of incandescent light bulbs.
- The use of non-recycled carpet, PVC vinyl flooring, other floor coverings.

TERMINOLOGY

- **Reusable** A stock item which will be collected at the end of the event to be reused again at another exhibition.
- **Recyclable** The item is produced from materials which will be recycled after the event.
- **Recycled** Items used are made from recycled material.
- **Frame & Fabric** Stands designed from Frame & Fabric. Frames will be reusable. Fabric allows multiple use by saving it for the next show(s) and/or is recycled after the show. These types of stands are lighter and therefore generating less carbon emissions as they are transported to the event.
- **LED Lights** Energy efficient lighting option, reducing electricity usage of each bulb by 80% compared to conventional light bulbs.
- **Platforms and Carpet** Floor flats and system floors are cut to size before coming onsite and are recyclable and/or reusable. Carpet will be recycled.
- **Disposable Stand Structures** Space only stands made to be used only once which are usually constructed from raw materials at the venue during build up. The stands are demolished and disposed of after the event and the stand materials are not reused or recycled.

EVENT DATES:

26-28 September 2023

EXHIBITION

27-28 September 2023

CONFERENCE

MRO Asia-Pacific
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LOCATION: Hall 4A
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Singapore Expo Convention
and Exhibition Centre
Singapore
Hall 3 & 4A

BEFORE THE SHOW – Booth Structure

- 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.
- Rent locally from local suppliers to reduce both shipping costs and carbon emissions.

CARPET

- Rent rather than buy carpet to save on shipping, cleaning, and storage. Rent carpet or floor coverings that can be reused at least four times.
- Color Use darker-colored carpet, which is easier to reuse and recycle.

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.

GRAPHICS

- Multiple Use Print on a durable substrate without dates, event names, or locations.
- One-time Use Print on 100 percent recyclable materials which are just as cost-effective as PVC.

PRINTING

- Reduce printing and go digital with your booth literature.
- Print locally. Supporting local businesses while reducing shipping? It's a win-win.
- Print on at least 50 percent post-consumer recycled paper.

ON SITE - Save 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.

MOVE OUT

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

SHIPPING OUT

- Pack in, pack out. Leave no traces on show site.

LEFTOVER MATERIALS

Remember to label. Clearly label recyclable leftover material for disposal. Donate the rest. Ask about local donation programs.

Singapore Expo has been designated as BCA GREEN MARK AWARD PLATINUM.

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Clean & Green Energy

Singapore EXPO is equipped to meet event energy needs with minimal impact to the environment.

By 2024, the venue will be 100% powered by solar energy, Singapore's largest solar-panelled roof in a single site. The solar-panelled roof will be equivalent to the size of 6.5 football fields and can generate enough energy to power 4,000 3-room apartments for a year.

High volume, low speed fans that are powered by solar energy in the food park were installed so that visitors can stay cool without air conditioning.

Go Car-Lite

Singapore Expo is located just 10 minutes from the airport and easily accessed via public transport, with the EXPO train station being an interchange for two Mass Rapid Transit (MRT) lines.

Singapore Expo has partnered with Shell to create 20 electric vehicle charging points at the venue, making us the largest EV Charging Hub in Eastern Singapore. These chargers will be powered by the solar energy generated by the solar panels on our roof - so we're basically harvesting the sun's energy to power your car.

Sustainable F&B

All our F&B, including bentos and catering, come in eco-friendly packaging where possible. Water dispensers are provided within the halls and meeting room wing to encourage visitors to refill their water bottles.

To ensure your food comes from sustainable sources, Singapore Expo has two herb gardens.

Singapore Expo is also planning on building an urban vertical farm on the roof, with the fish waste water being used to water the plants. For food that can't come from the gardens, we work with suppliers and local partners who advocate sustainable farming and who care about the environment as much as we do.

A food digester was installed at the food park to turn food waste into water.

Reduce Wastage

Water bottles made of recycled plastics, the carpets in meeting rooms are also made of recycled materials. The modular structures, signages and furniture can be reused and recycled across different events to avoid adding to wastage.

General Health and Safety Guidelines

EVENT DATES:

26-28 September 2023

EXHIBITION

27-28 September 2023

CONFERENCE

MRO Asia-Pacific
26-28 Sept

REGISTRATION

LOCATION: Hall 4A
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LOCATION:

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

Aviation Week's MRO Asia-Pacific maintains high standards of health and safety, it requires its employees, contractors, and exhibitors to undertake their work in a safe manner which does not put themselves or others at risk. These rules should be applied with conjunction of any venue-specific rules where these are provided.

Aviation Week's MRO Asia-Pacific reserves the right to require the removal from the premise(s) of any person(s) or equipment that do not comply with Aviation Week's MRO Asia-Pacific standards or put themselves or others at risk.

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.

Deliveries

Contractors and exhibitors must make their own arrangements for the transport, delivery and handling of event equipment and materials whilst utilizing the appointed logistics contractors. Aviation Week's MRO Asia-Pacific staff are not permitted to assist in moving goods and exhibition materials.

Contractors and exhibitors with large delivery containers to the venue, must have an agreement from the Aviation Week's MRO Asia-Pacific Event Organizer, in the event that additional safety arrangements need to be made.

Vehicle Movements

Contractors and exhibitors must adhere to the restrictions and directions put in place and provided by the venue to ensure that vehicles and pedestrians are segregated. Vehicle drivers must:

- Adhere to venue and/or general contractor guidelines
- Not exceed venue/general contractor speed limits
- Wear a driver restraint (seat belt) while operating
- Announce (use horn) when moving from the loading area to event floor
- Not carry passengers unless they are seated in a passenger seat
- Not load or unload in areas where it will block fire exits or routes
- Not leave engines running inside the halls unless it is to operate the equipment
- Secure vehicles at all times and remove the keys when unattended
- Not operate any mobile vehicle whilst using a cellular device

Safety Equipment and Signage

Fire and safety signs are provided by the venue, for example indicating escape routes and warning of hazardous materials, prohibited areas or no smoking. These signs must be obeyed at all times, unless given permission by the Aviation Week's MRO Asia-Pacific Event Organizer and alternative arrangements can be made.

Electrical Safety and Equipment

The nominated contractor will liaise with the venue directly to ensure that the installation is verified as safe prior to it being energized. The contractor must provide the

EVENT DATES:

26-28 September 2023

EXHIBITION

27-28 September 2023

CONFERENCE

MRO Asia-Pacific
26-28 Sept

REGISTRATION

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26-28 September 2023

LOCATION:

Singapore Expo Convention
and Exhibition Centre
Singapore
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necessary transformers for supplying this equipment. Extension leads required for the work must be used on the reduced voltage side of the supply. All electrical equipment must be suitable for use with the local venue supply. Exhibitors and contractors that provide their own extension leads and adaptors and are responsible for them being properly wired and electrically tested. All electrical equipment and extension cords used must be in sound condition, with all live conductors properly protected. Extension cords may not be connected together known as daisy chaining. Electrical equipment must have been subject to combined inspection and test by a qualified electrician, including insulation and earth bonding tests. Inspected equipment must be clearly labelled with inspection labels.

Personal Protective Equipment (PPE)

PPE shall not be relied on as a primary or only means of protection. It is to be used in conjunction with engineering controls, guards, and operational practices. 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

Hot Works & Naked Flame

Hot works such as welding, the use of grinders, soldering etc, are prohibited unless advanced notice is given to the Aviation Week's MRO Asia-Pacific Event Organizer and Venue. Permission must be granted, and a specific hot work permit issued prior to commencement of work. Floor management will monitor hot works to ensure that they do not pose a fire safety risk. In general, the following must be in place:

- Immediate area must be clear of other workers, public and vehicles.
- Immediate area must be clear of combustible items
- The operative and others in the immediate area must be suitably protected from risk of burns and damage to eyes
- A suitable fire extinguisher must be provided in close proximity to work area
- A second operative is required to monitor the operation, to keep other people clear and watch for signs of fire and use the fire extinguisher, if necessary.

Children

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

Safety Data Sheets (SDS)

Safety Data Sheets (SDS) are required to be readily available for any and all chemicals.

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

SDS are developed by chemical manufacturers or importers of each chemical or product supplied to record available scientific evidence in making hazard determination. They provide the following Aviation Week's MRO Asia-Pacific for the consumer:

- Chemical common name(s) of the material(s)
- Physical and chemical characteristics of the material
- Physical and health hazards of the material
- Signs and symptoms of exposure
- Medical conditions aggravated by exposure
- Primary route(s) of entry
- Permissible exposure limits
- Precautions for safe handling and use
- Applicable control measures
- Emergency and first-aid procedures
- Name, address, and telephone number of party responsible for preparing the SDS
- Other related material regarding the hazardous material

Working at Heights

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

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

Exhibitors and contractors are not permitted to conduct their own primary rigging. Only appointed or approved contractors are permitted to conduct rigging operations from any part of the tenanted area.

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

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

Incident Reporting

All incidents must be reported to the Aviation Week's MRO Asia-Pacific Event Organizer, in order that treatment can be given and, if necessary, emergency services can be called and directed to the correct location.

Manual Handling

Manual Handling is the movement of loads by lifting and carrying by hand. Ideally, mechanical means should be used such as lift trucks, pallet trucks and trollies to reduce the need for manual handling. There must be adequate lighting and clear aisles to allow loads to be carried without the risk of tripping and falling. Operatives moving loads should consider wearing safety boots. Those working with heavy loads may need boots with toe protection to protect the feet from dropped loads.

Factors that should be considered when manual handling are:

- Weight of load
- Size and shape of load
- Posture during manual handling
- The distance the load has to be lifted
- Frequency of manual handling
- Working environment
- Capability of person

Reducing the Spread of Infectious Diseases and Viruses

Aviation Week's MRO Asia-Pacific closely follows guidelines, advisories and alerts from international authorities, national authorities and local authorities:

- Contractors are required to legally remove who have a contagious disease from working at an Aviation Week's MRO Asia-Pacific event. Return from sick time shall require that contractors inform and certify an original doctor's note stating the patient is fit for work, and the possibility of infecting others is no longer present.

The best practices which have evolved, describing minor but effective changes in routine that will the probability of disease spread:

- Get the appropriate vaccine, if available
- Wash your hands frequently
- Stay home if you are sick
- Turn away from others and cough or sneeze into your arm/elbow (not your hands)
- Do not touch your eyes, nose, or mouth (viruses can transfer from your hands into the body)
- Do not share cups, glasses, dishes or eating utensils, etc.
- Additional event/venue control methods may be applied based upon international, national and/or local recommendations