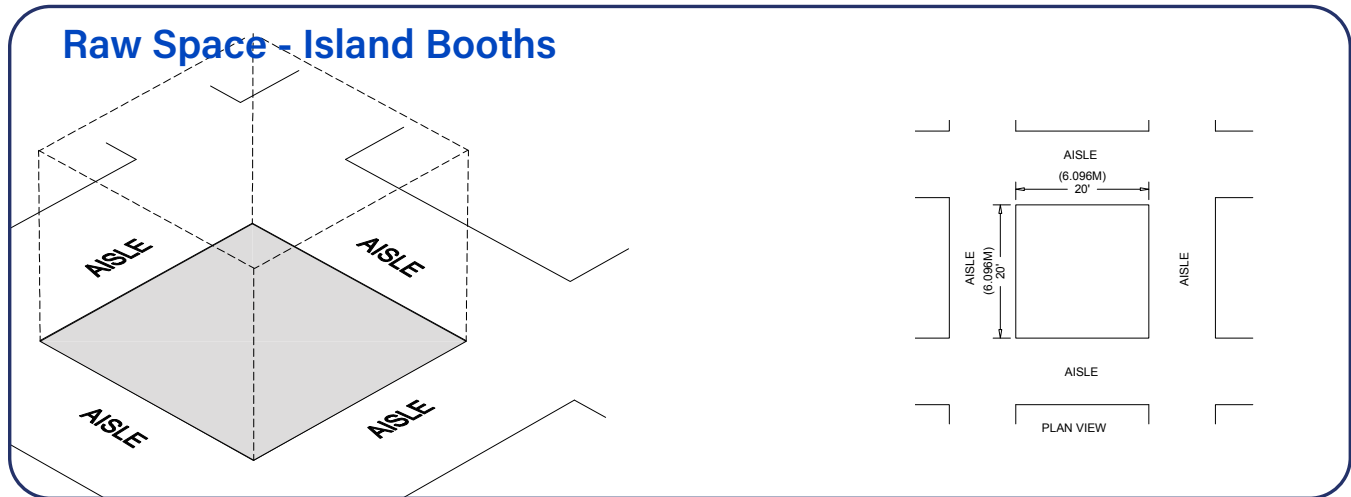


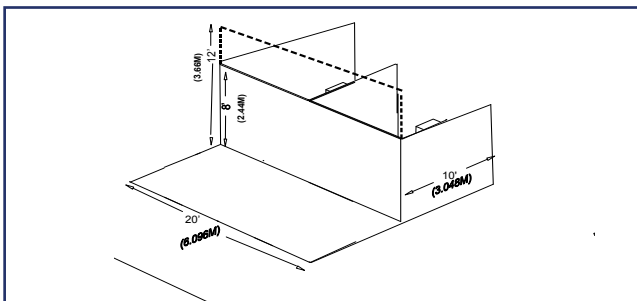
Raw space exhibitors are expected to produce a professionally built custom stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event. Please note space only stands do not receive carpet, walls or electrics.



### Raw Space Island Booth

- Exposed to aisles on all four sides
- Hanging Signs permitted (minimum 36sqm). Rigging must be completed by official contractor.
- The entire cubic content of the space may be used up to the maximum allowable height, which is 4 meters, or 6 meters 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: <https://fs2.formsite.com/AW-Events/cmclzsypr/index>.
- Additional approvals and guidelines may be required by the venue.

### Raw Space Inline Booth (Min 18sqm)



- Arranged in a straight line, or back-to-back with a neighbor (a 36 sqm island split into two 18sqm booths)
- Three sides exposed to aisle (corner)
- Maximum back wall height is 2.5 meters, can go up to 4 m with show management permission
- **Design must include a solid wall separating booth from adjacent booth.** Wall must measure complete length of the booth and be 2.5m high (can go up to 4m with show management permission)
- Entire surface of back wall must be cleanly "finished" and painted or covered.
- 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 <https://fs2.formsite.com/AW-Events/cmclzsypr/index>.
- Displaying your booth number on the stand will make you easier to find for attendees

**ALL RAW SPACE BOOTHS MUST SUBMIT PLANS FOR APPROVAL. Please send all schematics with elevations/materials used to <https://fs2.formsite.com/AW-Events/cmclzsypr/index> by August 4, 2024.**

## Submitting plans for approval

1. 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.
2. Plans should include a risk assessment and method statement.
3. Plans that do not include all elevations will not be accepted, including all hanging signs.
4. Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
5. No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.
6. Failure to submit your designs may result in an inability to exhibit.

## Complex Stands

All special design booths, which include without limitation those booths which are of an 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 4m in height or which are designs that are potentially hazardous will be considered complex.**

**Exhibitor must submit plans showing cross sections and elevations of proposed work with the endorsement of a Professional Engineer (PE)** on booths and structures exceeding 4m in height and details of materials to be used.

For assistance with obtaining a PE Endorsement, please contact [kellyng@kingsmen-int.com](mailto:kellyng@kingsmen-int.com).

## Multi-story Exhibits

- Multi-story exhibits are not permitted at MRO Asia-Pacific

## Covered Ceilings

- The materials used for the construction of exhibition booths / stands shall be non-combustible, complying with British Standards (BS) 476: Part 4 or 11, or have a minimum flame spread rating of Class 2 of BS 476. Use of fabric as covered ceiling must be water permeable. Fabric sample with laboratory test (flammability test from international laboratory) must be submitted to Constellar for verification and approval prior to build-up period for the event.

## 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.
- 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.
- 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 for 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.

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

## Flammable and Toxic Materials

The materials used for the construction of exhibition booths / stands shall be non-combustible, complying with British Standards (BS) 476: Part 4 or 11, or have a minimum flame spread rating of Class 2 of BS 476. Use of fabric as covered ceiling must be water permeable. Fabric sample with laboratory test (flammability test from international laboratory) must be submitted to Constellar for verification and approval prior to build-up period for the event.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## Local Jurisdiction

All MRO exhibitors must also comply with any local/venue regulations that are not outlined in this document.

## General Setup Information

- Stands should be designed so that they can be built in the time allocated for setup. Please refer to the Exhibitor Resource Center or schedule in this for exact setup times.
- All aisles/gangways must be cleared by the announced time for aisle carpet to be installed.

### Rules for rigging:

- **All overhead exhibits hung from approved ceiling trusses / rigging points using proper stranded steel cables must be endorsed by a Professional Engineer. For assistance with obtaining a PE Endorsement, please contact [kellyng@kingsmen-int.com](mailto:kellyng@kingsmen-int.com)**
- Rigging is only allowed above your own stand to the maximum height. Maximum height is 6 meters (with Show Management's permission) at the top of the sign.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Rigging company immediately for special authorization.
- ELECTRICAL SERVICE requirements for hoists and electric signs must be ordered in advance from the official provider.
- Hanging Signs and Graphics should be set back 3 meters (10 feet) from adjacent booths and be directly over contracted space only.

## Sustainability at Informa

We aim for all of our events to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets. We do this not only because more than 80% of our attendees tell us that they care that our events are run in a responsible manner, but because it is the right thing to do for our customers, colleagues, and the communities we serve.

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*Ensure your stand is designed so that its structure will be used again by either yourself or by your contractors.*

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## We would like to encourage you to join our sustainability efforts by completing this 10 point checklist:

1. Ensure your stand is designed so that its structure will be used again by either yourself or by your contractors
2. Select energy efficient, LED lighting and other equipment for your stand and be sure to power down your equipment at the end of the day.
3. Think about what waste your stand will create and try to minimize it as much as possible. For the unavoidable waste items, try to ensure they will be recycled. Key items to consider include signage, carpeting and packaging waste.
4. Ensure you and your contractor is aware of and compliant with all health, safety and security requirements
5. For your travel and transport choose the most sustainable option possible for your journey to and from the event. Consolidate your shipments and use logistic companies that have sustainability credentials.
6. Reduce paper handouts by going digital and source recycled, sustainably certified paper options where printing is needed.
7. When purchasing promotional items, consider the amount you order, the environmental credentials of the materials they are made from, as well as whether they are useful giveaways that will be used long after the event is over.
8. Help to support the sustainability of the local area by using local suppliers and considering the sustainability credentials of the hotels you book.
9. Get involved with the numerous initiatives and conversations throughout the event which aim to help facilitate and inspire the sustainable development of your industry.
10. Inspire the sustainable development of your industry by promoting your company's and your products' sustainability credentials.

## Better Stands

The Better Stands programme aims to unite and encourage exhibitors, along with their appointed contractors, to move towards reusable stands, in place of disposable ones. A disposable stand (booth) is a space only (raw space) build that is used only once at a single event and is then disposed of post-show.

By moving away from the use of disposable stands we will improve the ease, safety and sustainability of the exhibitor experience at events. The Better Stands programme is split into three key stages, Bronze, Silver and Gold, facilitating a gradual transition for exhibitors and contractors. Each phase of the programme tackles a successively harder aspect of the stand to make reusable.

We would like you to join us moving towards the future of events.

- Fewer building hours and more predictable timings
- Reduce costs including waste bills

To make your commitment to Better Stands and contribute to a more sustainable event:

- Familiarise yourself with the Better Stands framework found below
- Share these guidelines with your contractor before they begin designing your stand and ask for options from them to meet different levels

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September 24-26, 2024 | Singapore EXPO and Convention Centre

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

- We encourage everyone to work towards a Bronze level. This means that the stand structure and walls, platform or raised flooring, furniture, equipment and lighting are all reused. Doing this usually eliminates most of the waste and takes a big step towards reusability without compromising on cost or stand design.
- Ensure that the submitted stand design clearly communicates how you will meet the Better Stands guidelines



	Category	Items	In progress	Better Stands Bronze	Better Stands Silver	Better Stands Gold
Reused	1	Stand structure and walls	Structure or framework of the stand, walls, panels for meeting rooms, backdrop	✗	✓	✓
	2	Platform or raised flooring	Structure of flooring (excluding surface covering, e.g. carpet)	✗	✓	✓
	3	Furniture and equipment	Showcases, counters, chairs, tables, sofa, coffee table, flyer stand, LED walls, TV, AV equipment etc.	✗	✓	✓
	4	Lighting	All kinds of lighting in the stand and within showcases	✗	✓	✓
	5	Facia and overhead signage	Overhead signage or branding, fascia, company logo on top of the stand structure	✗	✗	✓
	6	Rigged structures	Any rigged structure including lighting gantries or other structural elements	✗	✗	✓
	7	Ceiling	Any form of ceiling e.g. fabric ceilings, solid ceilings for lighting or stand support	✗	✗	✓
Reused or recycled	8	Display facilities	Built in or detachable product display cabinets, lightboxes etc.	✗	✓	✓
	9	Floor covering	Carpet, floor tiles, HDI coverings, etc.	✗	✗	✓
	10	Graphics and decorative items	Stand graphics that are wall-mounted or floor-standing (not overhead) and any other decorative items such as plants and flowers, models and ornaments	✗	✗	✓