



# 2024 EXHIBITOR MANUAL

September 24-26, 2024 | Singapore EXPO | Hall 3/4A

EVENT DATES:	September 24-26, 2024
EXHIBITION:	September 25-26, 2024
MRO CONFERENCE:	September 24-25, 2024
REGISTRATION:	September 24-26, 2024

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Thank you for exhibiting at MRO Asia-Pacific 2024 at the Singapore EXPO Convention and Exhibition Centre, Singapore. We look forward to helping exhibitors, attendees, contractors, standbuilders navigate through the show.

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

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

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

## Exhibitor Move-In

SUNDAY, 22ND SEPTEMBER	12:00 – 21:00	(36m2 or larger only)
Raw Space booths 36m2 or larger booths can request permission for access on SUNDAY, SEPTEMBER 22, 2024 from 12:00 hrs. onwards. Contact Allison Gold, <a href="mailto:Allison.gold@aviationweek.com">Allison.gold@aviationweek.com</a> , +1.718.501.7675		
MONDAY, 23RD SEPTEMBER	09:00 – 21:00	18sqm raw and shell scheme booths
TUESDAY, 24TH SEPTEMBER	09:00 – 21:00	All Exhibitors (raw and shell)

## Exhibitor Hours for Show Days

WEDNESDAY, 25TH SEPTEMBER	08:00 – 17:00	
THURSDAY, 26TH SEPTEMBER	08:00 – 15:00	

## The exhibition will be open for visitors

WEDNESDAY, 25TH SEPTEMBER	10:30 - 17:30	
THURSDAY, 26TH SEPTEMBER	09:30 – 15:00	

## MRO Asia-Pacific Conference Hours

TUESDAY, 24TH SEPTEMBER	08:00 - 17:00	Peridot 201-203
WEDNESDAY, 25TH SEPTEMBER	08:00 – 13:00	Peridot 201-203

## Registration Hours

(Registration will take place inside Hall 4A)		
TUESDAY, 24TH SEPTEMBER	08:00 – 17:00	
WEDNESDAY, 25TH SEPTEMBER	08:00 – 17:30	
THURSDAY, 26TH SEPTEMBER	08:00 – 15:00	

## Exhibitor Move-Out

THURSDAY 27TH SEPTEMBER	15:00 - 20:00	
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Aviation Week's MRO Asia-Pacific team has partnered with the list of suppliers below. You will find all of the necessary forms and general information to complete your exhibition experience in the [Exhibitor Resource Center](#). If you cannot find information please contact:

Allison Gold  
Senior Manager, Events  
+1 718.501.7675  
[allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com)

Supplier	Contact	Order Deadline
<b>Kingsmen</b> <ul style="list-style-type: none"> <li>Shell Scheme Questions</li> <li>Electric</li> <li>Nameboards</li> <li>Floor Coverings</li> <li>Rigging</li> <li>AV</li> <li>Cleaning</li> <li>Furniture Rental</li> </ul>	Kingsmen Creative Centre, 3 Changi South Lane, Singapore 486118 Tel: (65) 6880 0450 Fax : (65) 6880 0468 Attn: Ms Kelly Ng Email: <a href="mailto:mroasia2024@kingsmen-int.com">mroasia2024@kingsmen-int.com</a>	<b>5 AUGUST 2024</b>
<b>Booth Plans/Design Approval</b>	Submit Booth Plans <b>All island and/or raw-space booths</b> must submit their design via the portal. <a href="https://fs2.form-site.com/AW-Events/cmclzsypr/index">https://fs2.form-site.com/AW-Events/cmclzsypr/index</a>	<b>5 AUGUST 2024</b>
<b>Exhibitor Appointed Contractors/Insurance</b>	Allison Gold <a href="https://fs2.formsite.com/AW-Events/fl1acd86f9/index">https://fs2.formsite.com/AW-Events/fl1acd86f9/index</a>	<b>5 AUGUST 2024</b>
<b>Freight/Shipping: Showfreight</b>  Empty Containers Forklift Rental	<p><b>CONSIGNEE (AIRFREIGHT)</b> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: MRO ASIA PACIFIC 2024 Attn: Joe Tan (Mr) Tel: +65 6499 8975 NOTIFY PARTY ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266</p> <p><b>CONSIGNEE (SEAFREIGHT)</b> APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: MRO ASIA PACIFIC 2024 Attn: Joe Tan (Mr) Tel: +65 6499 8975</p> <p>NOTIFY PARTY "Same as Above Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to Mr Joe Tan - <a href="mailto:joe.tan@aptshowfreight.com">joe.tan@aptshowfreight.com</a> &amp; Jennifer Padilla - <a href="mailto:jpadilla@twigroup.com">jpadilla@twigroup.com</a>.</p>	<p><b>Latest Arrival Dates</b> <b>Air-</b> Singapore – (SIN) 11 – 13 September</p> <p><b>Sea Freight</b> – LCL/FCL – (SIN) 04 – 06 September</p> <p><b>Courier</b> Consignment 11 – 13 September</p> <p><b>Document Deadline Dates</b> Air Freight Document Dead- line: 4 September Sea Freight Document Dead- line: 28 August Brochures/Catalogues/Radio/ Telecomm Document Dead- line: Date 26 August</p>

<b>Catering</b> Exhibition Services SingEx Venues <i>Official vendor must be used for this service</i>	Online ordering for booth catering will open 6 weeks before show start. sample menu is in the <a href="#">Exhibitor Resource Center</a> . If you require any customized F&B arrangements, please contact <a href="mailto:esc.sales@constellar.co">esc.sales@constellar.co</a> or call +65 6403 2532 / +65 6403 2160.	
<b>Hard-wire Internet for Exhibitors</b> StarHub Ltd	Expo Business Centre Email: <a href="mailto:expobizctr@starhub.com">expobizctr@starhub.com</a> Form available in <a href="#">Exhibitor Resource Center</a>	
<b>Wireless Internet for Exhibitors</b> Wifi-MAX Gold	Premium wifi is available to exhibitors and can be ordered via the online portal. Portal will open 6 weeks before show start	
<b>Lead Retrieval</b> Capture Technologies	P: 973.890.7600 ext. 117 E: <a href="mailto:sales@ct.events">sales@ct.events</a> <a href="https://orders.ct.events/collections/mro-asia-pacific-2024">https://orders.ct.events/collections/mro-asia-pacific-2024</a>	Deadline for Rental of device: August 2, 2024

### Show Management Contacts

#### General & Logistical Information

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

#### Registration

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Registration Manager  
+1.347.751.8692  
[events@aviationweek.com](mailto:events@aviationweek.com)

#### Customer Service

Anita Joyce Wright Associate Manager Events  
+1.718.730.3192  
[anitajoyce.wright@aviationweek.com](mailto:anitajoyce.wright@aviationweek.com)

#### Sponsorship & Exhibit Opportunities

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

Mike Elmes & Matthew Elmes (EMEA/Russia & CIS)  
+44-1206-321639  
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#### Press/Media

Elizabeth Kelley Grace The Buzz Agency  
+1 855.525.2899  
[Elizabeth@thebuzzagency.net](mailto:Elizabeth@thebuzzagency.net)  
Press releases: Send all press releases and photos to  
[mro@aviationweek.com](mailto:mro@aviationweek.com)

#### Editorial Content

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#### Marketing Opportunities

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Marketing Services Director  
+1.917.699.6231  
[Jennifer.roberts@aviationweek.com](mailto:Jennifer.roberts@aviationweek.com)

#### Other Inquiries

Lydia Janow, CMP  
Senior Vice President, Events  
+1.917.825.1182  
[ljanow@aviationweek.com](mailto:ljanow@aviationweek.com)

## Accessibility

The Centre has parking lots, lifts and toilet facilities for the physically challenged. Wheelchairs and Hearing Enhancement Aids are available for loan from the Concierge Counter.

## Badges for Exhibitors

Badges will not be mailed. Badges and event materials can be collected in the registration area inside Hall 4A. During set-up, exhibitors and contractors will need bracelets to enter the hall. These can be picked up from Security or the Kingsmen service Desk.

Register your booth staff [here](#).

## 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.

## Business Center/Concierge Desk

The 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 7.00pm (Tel: +65 6403 2161) during Trade Fair Days and is located at Foyer 1. Concierge team is also able to assist in the following arrangements:

- taxi bookings
- printing services

## Carpet

Basic grey needle punch carpet is provided **for all shell scheme booths**. No change of colour is allowed. Raw space exhibitors can order carpet from Kingsmen using the order forms in the [Exhibitor Resource Center](#). Aisle carpet is red color.

All debris and carpets must be cleared by the exhibitors and/or their contractor by the time stated. Failure to do so may result in the exhibitors and/or their contractors being liable for service fees incurred.

## Catering

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

**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.

For basic catering items, online ordering will be available 6 weeks prior to the event opening. Online ordering for basic catering (listed below) will be available 6 weeks prior to the event. If you require any customized F&B arrangements, please contact [esc.sales@constellar.co](mailto:esc.sales@constellar.co) or call +65 6403 2532 / +65 6403 2160.

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

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## 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.

## Cleaning

Aviation Week provides an 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.

## Coat/Bag Check

See Concierge Counter in Foyer 1.

## 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](mailto:events@aviationweek.com).

## Demonstrations and Sound

**DEMONSTRATIONS** — Exhibitor shall observe the “good neighbor” policy at all times and not intrude upon or disrupt other exhibitors while they are conducting business on the Show floor. Exhibits should be conducted in a manner not objectionable or offensive to neighboring booths. All demonstrations and the use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices must be restricted to within the exhibitor’s booth. Entertaining attendees in booths must be arranged so that exhibitor’s personnel and attendees do not block aisles or overlap into neighboring exhibits. Operation of any equipment for demonstration purposes must be pre-approved in writing by Show Management. Show Management reserves the right to determine when any demonstrations become objectionable or interfere with adjacent exhibit spaces and may, if necessary, require that they be discontinued.

**SOUND** — Disruption or noise level from any demonstration or sound system must be kept to a minimum and may not interfere with others. The use of devices for mechanical reproduction of sound or music is permitted (up to 85 decibels), but must be controlled and not be projected outside the confines of the exhibit booth. No noise makers or anything not in keeping with the character and high standards of the Show may be distributed or used by exhibitor in the exhibit area. Show Management reserves the right to determine at what point a disruption or sound level constitutes interference with other exhibits and must be discontinued.

## Dining Options

Concessions will be available inside the exhibition hall. There are restaurants cafeterias, drink and snack vending machines. Drink and snack vending machines are located within the Facilities, accepting coins, CashCards and EZ Link cards.

## Dismantle and Move-out Information

Both the exhibitor and contractor are responsible for dismantling and removing the stand structure, in accordance with the stipulated timing on "Exhibition Schedule". All debris and carpets must be cleared by the exhibitors and/or their contractor by the time stated. Failure to do so may result in the exhibitors and/or their contractors being liable for service fees incurred. 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. Only the official contractor is permitted to undertake the installation and dismantling of suspended structures or aluminum truss in the exhibition hall.

## EACs

An Exhibitor Appointed Contractor (EAC) is a company or contractor hired by the exhibitor, who is not an employee of your company or of an official show contractor. EACs are most often independent installation & dismantle companies but also include supervisors, technicians, photographers, audiovisual, floral, furniture, flooring, and any other contractors who are not the official contractors of the show but provide a necessary service at show site for the Exhibitor. See the EAC section in the Display rules for complete EAC rules. EACs must register [here](#).

## 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)

## Exhibitor service hours

The Kingsmen service desks will be available during buildup hours in the Exhibition hall. Venue services can be reached through the Concierge desk.

## First Aid

The First Aid Room is located at Apex Gallery. The room is equipped with essential equipment (examination couch, AED, wheelchair etc.) and will be made accessible when required.

## Hotel Accommodation

Aviation week has negotiated preferred rates at some hotels in Singapore. For the most up to date information, visit the hotels page on the MRO Asia-Pacific web site <https://mroasia.aviationweek.com/en/info/hotels.html>

UC The Source is MRO Asia's ONLY official hotel provider endorsed by Aviation Week Network. All other solicitations are not endorsed or supported by Aviation Week and many are SCAM sites; therefore we ask that you do not book rooms with these companies. 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](mailto:una.cote@ucthesource.com)

## Infant Nursing Area

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.

## Insurance

All EXHIBITORS, regardless of booth size or type, and EACs must submit a valid Certificate of Insurance. COIs must include the coverages and designations outlined for each show. Proof of insurance must be submitted at least 30 days prior to show open. Submit insurance [here](#):

## MRO Asia-Pacific Required Coverage:

Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products & completed operations aggregate. Medical expense coverage of \$5,000 per individual and damage to premises coverage of \$300,000.

Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident; only required if bringing on the show floor.

Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee, and \$1,000,000 disease - policy limit.

COI must include the complete facility access dates of April 6 – April 12, 2024.

The certificate holder must be listed as: Informa Media - 605 3rd Avenue, NY, NY 10158

Your COI must include the following:

Producer:

Exhibitors Insurance company & their address:

Insured:

The exhibitor & their address:

Contact info

Insurer(s) affording coverage: See requirements above

Type of Insurance

Policy number

Effective Dates: September 21-28, 2024

Limits

Description of Operations/ Locations/ Vehicles:

Additionally Insured: Must include Informa Media, Aviation Week Network, Kingsmen Creatives Ltd, Singapore EXPO and Convention Centre, Singapore EXPO, Constellar Venues Ptd their agents, directors, and employees.

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

Authorized Representative Signature

## Internet - Hard-wire Internet

Hard wire internet for Exhibitors is available from StarHub Ltd. Email: [expobizctr@starhub.com](mailto:expobizctr@starhub.com)

Form available in [Exhibitor Resource Center](#)

## Internet - Wireless Internet for Exhibitors

Wifi-MAX Gold. Premium wifi is available to exhibitors and can be ordered via the online portal. Portal will open 6 weeks before show start

## Lead Retrieval

Lead Retrieval can be used to collect electronic information of attendees that visit your booth. Custom survey questions are available, additional fees may apply.

P: 973.890.7600 ext. 117

[sales@ct.events](mailto:sales@ct.events)

<https://orders.ct.events/collections/mro-asia-pacific-2024>

## Lost and Found

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

## Meetings in the Exhibition Hall

Show Management requests that customer meetings not take place during show hours outside of the Exhibition Hall. Meeting rooms may be available on premises. Please contact your sales rep for more information. See contact page for information.

Please refrain from setting meetings and inviting customers to your booth during set-up hours when only Exhibitors and Contractors are permitted in the exhibition hall. Speakers, visitors, conference attendees will not be permitted in the hall.

## Parking

The car park is controlled by an electronic car parking system similar to that of the Electronic Road Pricing (ERP) system, which utilises a CashCard / CEPAS Card & Autopass Card inserted into the In-Vehicle Unit (IU). There are more than 1,900 parking lots in the Centre. No coaches are allowed in the car parks.

The rates (w.e.f. 1 October 2022) chargeable are as follows:

### Cars and light goods vehicles

All Day Rates	Rate
First Hour	\$1.80 (incl. of GST)
Second Hour	\$1.80 (incl. of GST)
Subsequent ½ Hourly	\$1.50 (incl. of GST)

### Multi-Entry Ticket (min. 3 days)

	Remarks
\$15.00 / day (incl. of GST)	Ticket will be programmed in Car Park J only
\$20.00 / day (incl. of GST)	Ticket will be programmed in all Car Parks in Singapore EXPO

### Single Exit

Full day	\$20.00 / ticket (incl. of GST)
Not applicable for heavy vehicles and buses	

### Heavy vehicles and buses

All Day Parking	Rate
First Hour	\$3.00 (incl. of GST)
Second Hour	\$3.00 (incl. of GST)
Subsequent ½ Hourly	\$3.00 (incl. of GST)

There are 20 Shell Recharge electric vehicle charging stations at Singapore EXPO, which make us the largest charging hub in the eastern part of Singapore. The locations of the charging stations are as follows:

## 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).

## Prayer Rooms

Male and Female rooms for prayers are located above exhibition Hall 6, on the mezzanine floor. The rooms are air-conditioned

(12.45pm to 9.00pm) with prayer mats and telekung (prayer garments for ladies) available for use.

## Rigging

Raw space, island, at least 36sqm exhibitors are permitted to have hanging signs. The height limit is 16 feet, and can be extended to 20 feet with show management permission. All stand plans including rigging need to be submitted to show management using this link: <https://fs2.formsite.com/AW-Events/cmclzsypr/index>

- 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](mailto:kellyng@kingsmen-int.com) for all rigging enquiries.

## Smoking Policy

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.

## Storage

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

APT Show Freight: Joe Tan — [joe.tan@aptshowfreight.com](mailto:joe.tan@aptshowfreight.com) Tel: (65) 6499 8975

TWI GROUP: Tyler Hunt- [thunt@twigroup.com](mailto:thunt@twigroup.com) Tel: +1-702-691-9000

## Sustainability

Please see sustainability section of this manual to learn about Informa's sustainability initiatives and the Better Stands program.

## Taxis/Rideshare

There are two taxi stands located at Singapore EXPO Foyer 1 and Foyer 2 (closer to Hall 6). A \$2.00 surcharge will be imposed for trips originating from the above two taxi stands.

## Terms and Conditions

See full exhibitor [terms and conditions](#).

## Transportation

**Bus Stops.** There are two bus stops along Upper Changi Road East (service nos. 12, 24 and 38) and one bus stop along Xilin Avenue (service nos. 35, 47 and 118). Another SBS Transit bus service, service no. 20 will service commuters travelling between Tampines and Changi Business Park from 6.00am to 11.30pm.

**MRT/Subway.** The Centre has two dedicated Mass Rapid Transit (MRT) Stations. One is above-ground station located next to Hall 6, which is also an interchange station (CG1), part of the Changi Airport branch line of the East-West Line and an underground station Downtown Line (DT35) that would interchange with the East-West Line.

## Vehicle Displays Static Motor Vehicles

When featuring any exhibits with fuel tanks, including vehicles, boats, plant or machinery, the following additional precautions are to be taken:

1. The fuel tank should contain the absolute minimum necessary i.e. only the amount required in moving the exhibit into / out of the venue.
2. Emptying or filling of fuel tanks must not be done during the Event's opening hours anywhere on the Facilities.
3. The fuel tank must be fitted with a lock or otherwise secured fuel-cap.
4. Internal combustion engines must not be run during the event period.

5. All batteries must be fully disconnected and made safe.
6. Portable fire extinguisher is to be placed on standby at the booth.
7. Wheel chocks are required to prevent accidental movement.

### Wheelchairs/Scooters

Wheelchairs and Hearing Enhancement Aids are available for loan from the Concierge Counter.

### 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

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

## Exhibitor Appointed Contractors (EACs)/Stand Builders

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

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*Note: for electrical, plumbing, internet, telephone, cleaning, material handling, rigging and catering – the exhibitor and/or EAC must utilize the official vendor designated by Aviation Week.*

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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>

## EAC Rules & Regulations

1. The Show Organizer has the right and obligation to establish and enforce equitable Rules & Regulations for MRO Events for the mutual benefit of all Exhibitors and Attendees to the event.
2. Exhibitor Appointed Contractors (EACs) must abide by the Rules & Regulations of the Show, Venue and those outlined in the Exhibitor Service Manual.
3. EACs are only allowed on the show floor during move-in and move-out hours.
4. Any Exhibitor who has designated an Exhibitor Appointed Contractor must ensure the EAC has a current Certificate of Insurance (COI) on file, evidencing the correct coverage, at least 30 days prior to show open or the EAC will not be able to access to the show. The EAC must upload the COI via the online portal with the following coverages. [Submit here.](#)
5. Exhibitor Appointed Contractors shall fully cooperate with the Show Official Contractors and assist Official Contractors in the efficient utilization of labor, equipment, space, and time, and shall complete installation prior to by time indicated in the exhibitor resource center/manual.
6. Exhibitor Appointed Contractors should not violate existing labor regulations or contracts. The EAC shall adhere to the regulations set up by the venue and the Show Organizer.
7. EAC must cooperate fully with the Official Contractor and assist in fulfilling their responsibilities, especially by refraining from placing an undue burden on the Service Contractor by interfering with the efficient utilization of labor by the Official Contractor.
8. The exhibit floor, aisles, loading docks, service and storage areas will be under control of the General Services Contractor. The EAC must coordinate all activities with them and must fully cooperate and not interfere with the efficient utilization of labor.
9. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.

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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)

10. The Show Organizer is the ultimate arbiter and enforcer of show rules.
11. Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the Exhibitor; and (2) The designated contractor meets requirements of the exhibit regulations and rules.
12. Exhibitor Appointed Contractors should furnish the Show Organizer with names, phone numbers of a key contact for emergencies and should designate a contact in the same city as the show move-in through move-out.
13. All property of the Exhibitor Appointed Contractor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit Neither Aviation Week or its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the Exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. It is recommended the EAC obtain adequate insurance coverage, at their expense, for property loss or damage and liability for personal injury.

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*All EACs must register here by August 5, 2024.* <https://fs2.formsite.com/AW-Events/form58/index.html>

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## Shell Scheme Booth



**CORNER**



**INLINE**

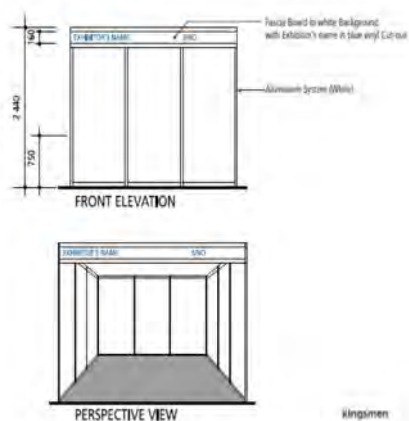
### Shell scheme features (Min 9sqm):

- 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 height for graphics and furnishings is 2.5m
- Hanging signs are not permitted
- Shell scheme framework cannot be removed

### Shell Scheme at MRO Asia-Pacific

Shell scheme refers to a pre-built structure that is provided by the show organizer. It is part of a package of benefits that was determined at the time of the signing of your booth contract.

Forms are available in the [MRO Asia-Pacific Exhibitor Resource 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**

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## SHELL SCHEME GENERAL GUIDELINES

- ALL internal stand fitting and displays are contained within the shell scheme structure and do not exceed 2.5 meters in height.
- No display materials or logos may be fixed to the shell scheme fascia panel. No fixings may be made to the walls by piercing or screwing anything onto the panels or beams.
- Exhibitors may affix lightweight graphics to the shell scheme walls materials that can be removed without damage to the wall panels, any damage made to the panels will result in a charge to the exhibitor.
- Exhibitors that purchase stands as shell scheme are not permitted to remove the shell scheme and build their own structure.
- Carpet is provided by the organizer.

## Fascia

- The fascia is the name board sits at the top of your stand and will carry your Company Name and Stand Number.
- Exact wording of your company name is to be supplied on Form 1 of the Kingsmen order forms available in the Exhibitor Resource Center.

## MODIFICATIONS TO SHELL SCHEME BOOTHS

- Modifications to shell scheme is at the discretion of the organizers. Please contact [allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com) for any shell scheme modifications.
- Shell scheme wall panels absolutely cannot be removed
- Custom wall panels cannot be built in front of the shell scheme panels or adhered to the shell scheme structure
- Platforms are not permitted (unless required by venue - determined on show to show basis)

## Removing Fascia and Gridwork

- The fascia and/or gridwork can only be removed from your booth with permission from show management. Please contact [allison.gold@aviationweek.com](mailto:allison.gold@aviationweek.com) for any shell scheme modifications.
- Show management will determine if removal is possible based on location and structural integrity of the adjoining booths
- All companies removing fascia and/or gridwork MUST submit plans for approval from show management
- No shell scheme booth can exceed the 2.5 meter height limit regardless of whether or not fascia and gridwork have been removed. This includes signage, furnishings, lights, etc.

# Shell Scheme Do's and Dont's

## Do

- Use graphics to attract visitors, give your stand brand identity, and inform about products
- Use only materials and adhesives approved by Kignsmen
- Make sure all of your materials and furnishings fit inside of the shell scheme
- Use simple bold graphics
- Spotlights, freestanding lightboxes, mounted LCD TV's can attract attendees as they walk by
- Use the space efficiently
- Add Accessories such as lighting, iPads and tablets for a more interactive display



*Add screens for attention, appropriate amount of furniture*



*Bright Simple Graphics*



*Use lighting to stand out from other booths*

## Do Not

- Do Not wait until the last minute to place orders and make decisions
- Do not: Drill, staple, nail or glue or fix attachments to the panels
- Do Not exceed the height of the shell with any element (graphic, furniture, structure)
- Do Not remove or dismantle the shell scheme yourself
- Do Not Paint the Shell Scheme
- Do not damage the shell scheme panels in any way
- Do not overcrowd the stand with too much furniture



*Do not exceed 2.5 meters in height*



*Keep all furnishing inside the stand*



*Do simple bold graphics*

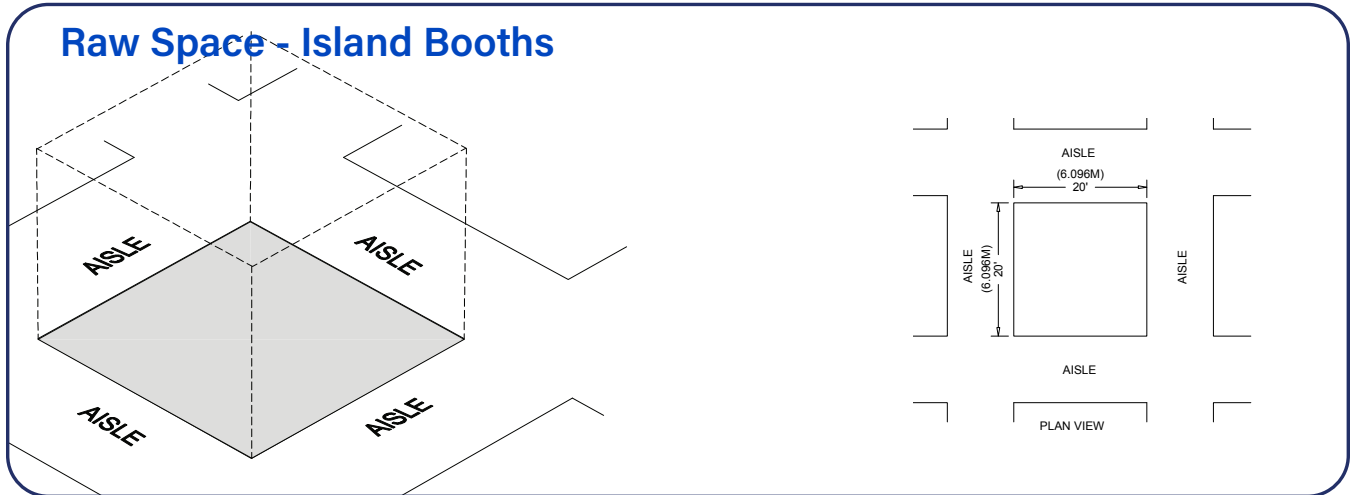


*Exhibitors found to be in violation of display rules will be asked to make modifications. If modifications are not made, exhibitor will be prohibited from attending the show and rebooking for future events.*

*Any items in found in the aisles will be removed by show mangement and disposal will be charged back to the exhibitor.*

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 Booths

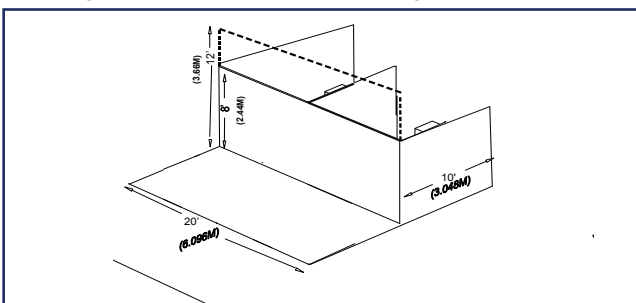


### Raw Space Island Booth

- 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 **by August 5, 2024**. 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 **by August 5, 2024**. 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 5, 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.*

---

**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	Fascia and overhead signage	Overhead signage or branding, fascia, company logo on top of the stand structure	✗	✗	✓
	6	Rigged structure	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	✗	✗	✓
	8	Display facilities	Built-in or detachable product display cabinets, lightboxes etc.	✗	✓	✓
Reused or recycled	9	Floor covering	Carpet, floor tiles, HDF coverings, lino 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	✗	✗	✓

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

## Shipping instructions and deadlines

**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 2024  
Attn: Mr Joe Tan  
Tel: (65) 6499 8975  
For: MRO Asia 2024

### 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 2024  
Contact: Mr. Joe Tan  
Tel: (65) 6499 8975  
For: MRO Asia 2024

### 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](mailto:joe.tan@aptshowfreight.com) & Jennifer Padilla [jpadilla@twigroup.com](mailto:jpadilla@twigroup.com).

**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)

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%.

## 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: Jennifer Padilla - [jpadilla@twigroup.com](mailto:jpadilla@twigroup.com) and our on-site partner APT Showfreight – Mr. Joe Tan – [joe.tan@aptshowfreight.com](mailto: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:

WorldWide Air- Singapore -SIN	Document Deadline 04 September 2024  Latest Arrival 11-13 September 2024	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 2024 Contact: Mr. Joe Tan Tel: (65) 6499 8975 For: MRO Asia 2024 NOTIFY PARTY ASPAC Aircargo Services Pte Ltd Attention: Import Dept. Tel: +65 65425266
Worldwide Sea Freight – LCL/FCL - SIN	Document Deadline 28 August 2024  Latest Arrival 04-06 September 2024	CONSIGNEE (SEAFREIGHT) APT Showfreight (S) Pte Ltd 10 Bukit Batok Crescent, The Spire #08-05, Singapore 658079 For: MRO Asia Pacific 2024 Contact: Mr. Joe Tan Tel: (65) 6499 8975 For: MRO Asia 2024 NOTIFY PARTY "Same as Above"
Courier Consignment	Document Deadline 28 August 2024  Latest Arrival 11-13 September 2024	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 2024 Contact: Mr. Joe Tan Tel: (65) 6499 8975 For: MRO Asia 2024
Freight from the <b>US</b>	General Air Freight Cut-Off: 20 August	<b>US</b> Gary Leslie +1 702.691.9078; <a href="mailto:gleslie@twiggroup.com">gleslie@twiggroup.com</a>
Freight from <b>Canada</b>	General Air Freight Cut-Off: 20 August	<b>Canada</b> Sandi Trotter +1 289.652.4110; <a href="mailto:strotter@twiggroup.com">strotter@twiggroup.com</a>

### Contacts

To assist you with your shipment please contact:

APT Showfreight Mr. Joe Tan

[joe.tan@aptshowfreight.com](mailto:joe.tan@aptshowfreight.com)

+(65) 6499 8979

TWI GROUP

Tyler Hunt- [thunt@twiggroup.com](mailto:thunt@twiggroup.com)

+1-702-691-9000

## Fire Safety Regulations

The following restrictions must be observed when staging items within your booth:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Items may not be placed behind drape within the booth.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

## Fire Retardancy

- 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 Health and Safety Guidelines

### Smoking

No smoking, vaping or use of tobacco products are permitted on premise throughout the duration of the event phases. Individuals may smoke or vape only in the venue's designated areas.

### Housekeeping

Contractors and exhibitors are required to maintain good standards of housekeeping and not obstruct corridors or emergency exits. Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Any uncontrolled dumping of waste outside the bins they are allocated for is forbidden.

### Personal Protective Equipment (PPE)

Exhibitors and contractors have a duty to ensure the health and safety of personnel in the workplace; this may require the provision of PPE. Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities.

All exhibitors and contractors shall establish their minimum PPE requirements during build and breakdown phases:

#### General Considerations:

Closed-toe shoes  
Safety footwear with toe protection  
Hard hats  
High visibility vests  
Safety goggles  
Ear protection

#### Specialist Considerations:

Hand protection  
Fall arrest equipment  
Respiratory protection  
Body protection  
Eye protection

### Children

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

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## 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

## Emergencies

### Procedures to Follow in the Event of Fire

- 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.
- 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.)
- Fire Fighting
- 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.

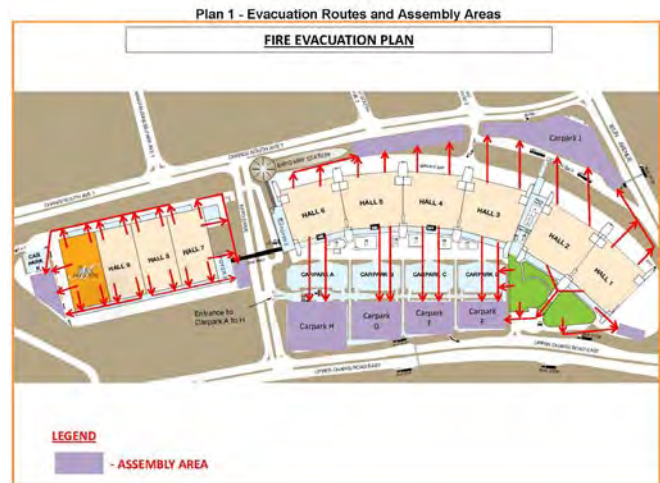
## Notification

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."





## Stand/Booth Furnishings

### 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 order a custom fascia from Kingsmen.

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

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**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 : [mroasia2024@kingsmen-int.com](mailto:mroasia2024@kingsmen-int.com)

**Does the MRO provide the back drop?**

At MRO Asia-Pacific, Shell scheme booths include 2-3 walls depending on location. Raw space booths at these events don't include any walls/furniture/electric/lighting/signage/etc..

**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/cmclzsypr/index>.

**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: [mroasia2024@kingsmen-int.com](mailto:mroasia2024@kingsmen-int.com)

**All contractors need to complete the EAC form:**

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

**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. Booths higher than 4m will be deemed complex and will require a PE endorsement.

Please contact Allison Gold at [allison.gold@aviationweek.com](mailto: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](mailto:joe.tan@aptshowfreight.com) Tel: (65) 6499 8975

TWI GROUP: Tyler Hunt- [thunt@twigroup.com](mailto: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](mailto:joe.tan@aptshowfreight.com) Tel: (65) 6499 8975

TWI GROUP: Tyler Hunt- [thunt@twigroup.com](mailto: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 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.

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: [mroasia2024@kingsmen-int.com](mailto:mroasia2024@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](mailto: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.