

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

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.

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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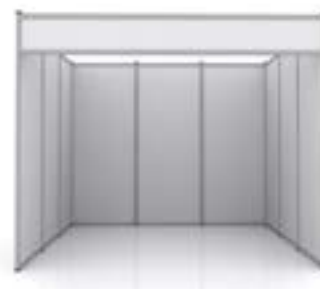
10. The Show Organizer is the ultimate arbiter and enforcer of show rules.
11. Exhibitor Appointed Contractors should generally be authorized to work provided the following: (1) Proper work forms have been filed by the Exhibitor; and (2) The designated contractor meets requirements of the exhibit regulations 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.

All EACs must register here by August 6, 2025. <https://fs2.formsite.com/AW-Events/form58/index.html>

Shell Scheme Booth



CORNER



INLINE

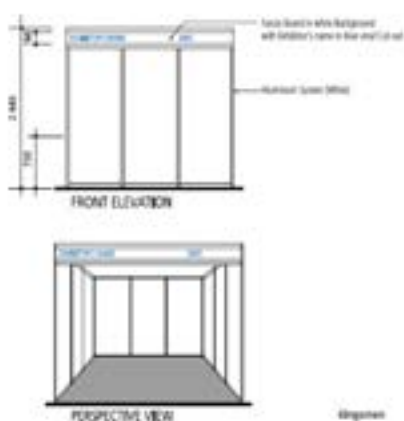
Shell scheme features (Min 9sqm):

- 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 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 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



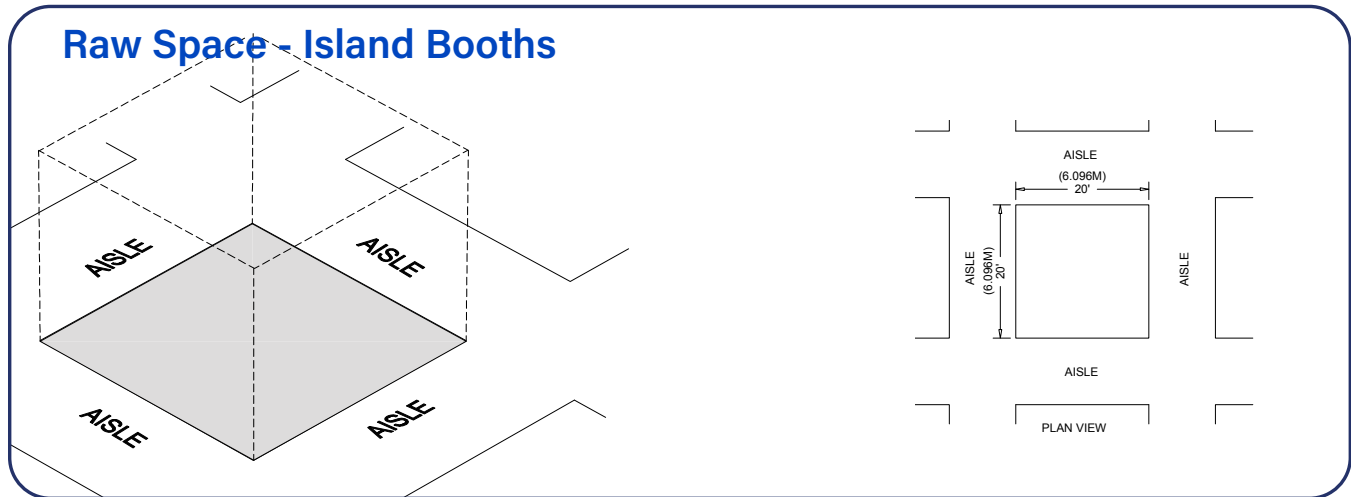
Do simple bold graphics



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.

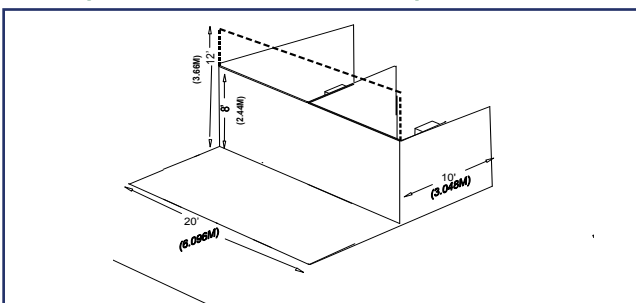


Raw Space Island Booth

- 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 6, 2025**. 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 6, 2025**. 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 6, 2025.

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.

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**
- 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.

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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- 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	×	✓	✓	✓
	2	Platform or raised flooring	×	✓	✓	✓
	3	Furniture and equipment	×	✓	✓	✓
	4	Lighting	×	✓	✓	✓
	5	Fascia and overhead signage	×	×	✓	✓
	6	Rigged structure	×	×	✓	✓
	7	Ceiling	×	×	✓	✓
	8	Display facilities	×	×	✓	✓
Reused or recycled	9	Floor covering	×	×	×	✓
	10	Graphics and decorative items	×	×	×	✓