

AVIATION WEEK 

# MRO

ASIA-PACIFIC

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# 2026

# EXHIBITOR MANUAL

September 22-24, 2026 | Singapore EXPO | Hall 3/4

<b>EVENT DATES:</b>	September 22-24, 2026
<b>EXHIBITION:</b>	September 23-24, 2026
<b>MRO CONFERENCE:</b>	September 22-23, 2026
<b>REGISTRATION:</b>	September 22-24, 2026

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Thank you for exhibiting at MRO Asia-Pacific 2026 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 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)

Betty Evans  
Manager, Events  
+1.404.985.7992  
[betty.evans@aviationweek.com](mailto:betty.evans@aviationweek.com)

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

## Exhibitor Move-in:

SUNDAY, 20th SEPTEMBER	12:00 – 21:00	All Raw space
MONDAY, 21st SEPTEMBER	09:00 – 21:00	All Exhibitors (raw and shell)
TUESDAY, 22nd SEPTEMBER	09:00 – 21:00	All Exhibitors (raw and shell)

## Exhibitor Hours for Show Days

WEDNESDAY, 23rd SEPTEMBER	08:00 - 17:30	
THURSDAY, 24th SEPTEMBER	08:00 – 16:00	

## The exhibition will be open for visitors

WEDNESDAY, 23rd SEPTEMBER	09:00 - 17:30	
THURSDAY, 24th SEPTEMBER	09:00 – 16:00	

## MRO Asia-Pacific Conference Hours

TUESDAY, 22nd SEPTEMBER	9:30 – 4:45	Peridot Meeting Rooms
WEDNESDAY, 23rd SEPTEMBER	09:30 – 12:45	Peridot Meeting Rooms

## Registration Hours (Registration will take place inside Hall 4)

TUESDAY, 22nd SEPTEMBER	08:00 – 17:00	
WEDNESDAY, 23rd SEPTEMBER	08:00 – 17:30	
THURSDAY, 24th SEPTEMBER	08:00 – 16:00	

## Exhibitor Breakdown

THURSDAY, 24th SEPTEMBER	16:00 - 20:00	
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## Contractor Breakdown

THURSDAY, 24th SEPTEMBER	18:30 - 22:00	
FRIDAY, 25TH SEPTEMBER	8:00 – 12:00	

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  
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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:mroasia2026@kingsmen-int.com">mroasia2026@kingsmen-int.com</a>	<b>12 AUGUST 2026</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.formsite.com/AW-Events/cmclzsypr/index">https://fs2.formsite.com/AW-Events/cmclzsypr/index</a>	<b>12 AUGUST 2026</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>12 AUGUST 2026</b>
<b>Freight/Shipping: Showfreight</b>  Empty Containers Forklift Rental	TWI Group, Inc. – Tel. +1-702-691-9000 – info@twigroup.com – twigroup.com TWI Group has been appointed by Aviation Week Network as the official transportation coordinator and onsite handling agent for exhibitors participating in MRO Asia 2026. On the following pages are specific instructions pertaining to this show including shipping deadline dates and documentation requirements for the transportation of your material into Singapore.  TWI’s Official On-Site Partner: APT Showfreight (S) Pte Ltd Attn: Abdul GhaniTel/Fax:(65) 6499 8961 Email: <a href="mailto:ghani@aptshowfreight.com">ghani@aptshowfreight.com</a>	<b>General Air Freight Cutoff:</b> <b>1 SEPTEMBER 2026</b>  <b>Delivery:</b> <b>20 SEPTEMBER 2026</b>

<p><b>Catering</b>          Exhibition Services SingEx Venues  <i>Official vendor must be used for this service</i></p>	<p>Online ordering for booth catering is available from the <a href="#">Exhibitor Service Center</a>.</p> <p>Event passcode is required to view menus. Discount code is required for Early bird rate on all orders placed by 23 August.          Event Passcode/Event Access Code:  <b>MRO@SGEXPO2026</b>          10% Discount Code (Early Bird Rate): <b>MRO@Expo10</b></p> <p>If you require any customized F&amp;B arrangements, please contact <a href="mailto:expoevents@tunglok.com">expoevents@tunglok.com</a> or call +65 8227 7886</p>	<p>Early Bird Rate: Until 23 Aug 2026          Standard Rate: 23 Aug - 14 Sep 2026          Portal Closure: 14 Sep 2026 @ 23:59</p>
<p><b>Hard-wire Internet for Exhibitors</b>          StarHub Ltd</p>	<p>Expo Business Centre          Email: <a href="mailto:expobizctr@starhub.com">expobizctr@starhub.com</a>          Form available in <a href="#">Exhibitor Resource Center</a></p>	
<p><b>Non F&amp;B services:</b>  <b>Wireless Internet for Exhibitors and parking</b></p>	<p>Premium wifi is available to exhibitors and can be ordered by contacting <a href="mailto:esc.sales@constellar.co">esc.sales@constellar.co</a>.</p>	

**Show Management Contacts**

## General & Logistical Information

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## Registration

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## Customer Service

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## Sponsorship & Exhibit Opportunities

Beth Eddy & Mimi Smith (Americas)  
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[betheddy@aviationexhibits.com](mailto:betheddy@aviationexhibits.com) or  
[mimismith@aviationexhibits.com](mailto:mimismith@aviationexhibits.com)

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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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## Other Inquiries

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Vice President, Events  
M: +44 7554 112204  
E: [helen.curl@aviationweek.co.uk](mailto:helen.curl@aviationweek.co.uk)

## Accessibility

- Parking lots, lifts, and toilet facilities available for physically challenged visitors
- Wheelchairs and Hearing Enhancement Aids available for loan from Concierge Counter

## Badges for Exhibitors

- Exhibitor Registration:
  - Each exhibitor marketing contact receives unique registration link to register booth staff
  - Collection: Badges and event materials available at registration area inside Hall 4 (not mailed)
  - During Setup: Exhibitors and contractors need bracelets to enter hall. Pick up from Security or Kingsmen Service Desk

## Balloons & Flying Objects

- Prohibited: Helium-filled balloons for displays, drones, models, or other flying objects

## Business Center/Concierge Desk

- Location: Foyer 1
- Hours: 8:00 AM – 7:00 PM during Eve Days
- Phone: +65 6403 2161
- Services Available:
  - Facility and event information
  - Taxi bookings
  - Printing services
  - Coat/bag check

Types of Services	Charges
Black and white photocopy	\$0.50 per page
Black and white photocopy	\$1.00 per 2-sided print
Colour photocopy	\$1.00 per page
Colour photocopy	\$1.50 per 2-sided print
Luggage Deposit Services	\$10.00 per piece

## Carpet

- Shell Scheme Booths:
  - Basic grey needle punch carpet provided
  - No color changes allowed
- Raw Space Exhibitors:
  - Order carpet from Kingsmen via [Exhibitor Resource Center](#) order forms
- Aisle Carpet: Red color
- Removal: All debris and carpets must be cleared by stated deadline or service fees may apply

September 22-24, 2026 | Singapore EXPO and Convention Centre

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## Catering

- **Exclusive Provider:** Singapore EXPO Convention and Exhibition Centre
- **Prohibited:** Bringing any food or beverage into facility
- **Violations:** May result in catering levy, confiscation without compensation, and ejection from premises
- **Alcoholic Beverages:**
  - Can only be served after 1:00 PM
  - Must remain in exhibition hall
  - Receptions must end when exhibition hall closes
  - No receptions permitted after official hours
- **Catering Portal**
  - Early Bird Rate: **Until August 23, 2026**
  - Standard Rate: **August 23 – September 14, 2026**
  - Portal Closure: **September 14, 2026**
- **ESC portal Link:** ESC portal link: <https://expoevents.tunglok.com/>
  - Event passcode is required to view menus. Discount code is required for Early bird rate on all orders placed by 23 August.
  - Event Passcode/Event Access Code: MRO@SGEXPO2026
  - 10% Discount Code (Early Bird Rate): MRO@Expo10
  - Email: [expoevents@tunglok.com](mailto:expoevents@tunglok.com) or call +65 8227 7886

## Cleaning

- **Shell Scheme Stands:** Initial cleaning provided by Aviation Week prior to show opening
- **Raw Space Stands:**
  - No initial cleaning provided by show management
  - Order cleaning services from Kingsmen via MRO Asia-Pacific [Exhibitor Resource Center](#)
- **During Exhibition:** Organizer responsible for aisle and general area cleaning daily
- **Build-up & Dismantling:** Exhibitors/contractors responsible for daily removal of construction debris and rubbish; All aisles must be kept clear

## Conference Proceedings

- **Eligibility:** Conference attendees only (individual session purchasers do not qualify)
- **Delivery:** Email notification sent 1–2 weeks after event
- Issues? Contact [events@aviationweek.com](mailto:events@aviationweek.com)

## Demonstrations & Sound

### Demonstrations

- Observe “good neighbor” policy at all times
- Do not intrude upon or disrupt other exhibitors
- All demonstrations, photographers, musicians, entertainers, loud speakers, and sound equipment must remain within booth
- Personnel and attendees must not block aisles or overlap into neighboring exhibits
- Equipment demonstrations require written pre-approval from Show Management
- Show Management may require discontinuation if demonstrations become objectionable

### Sound

- Keep disruption and noise to minimum
- Mechanical sound/music reproduction permitted up to 85 decibels
- Sound must not project outside booth confines
- No noise makers or items inconsistent with show standards

- Show Management determines when sound constitutes interference

## Dining Options

- Concessions available inside exhibition hall
- Restaurants and cafeterias on-site
- Drink and snack vending machines (accept coins, CashCards, and EZ Link cards)

## Dismantle & Move-out

**Responsibility:** Both exhibitor and contractor

**Timing:** Follow Exhibition Schedule

**Requirements:**

- Clear all debris and carpets by stated deadline
- Remove construction debris and rubbish daily during build-up and dismantling
- Keep all aisles clear
- Suspended Structures: Only official contractor permitted for installation/dismantling of suspended structures or aluminum truss. Failure to Comply: May result in service fees

## EACs (Exhibitor Appointed Contractors)

**Definition:** Company/contractor hired by exhibitor who is not an employee or official show contractor

**Examples:** Installation & dismantle companies, supervisors, technicians, photographers, audiovisual, floral, furniture, flooring providers

**Requirements:**

- Must register (see EAC section in Display Rules)
- Follow complete EAC rules

## Event Attire

**Dress Code:** Business smart attire for exhibition, conference, and related events

**Recommendation:** Pack light sweater or jacket for evenings

**Not Permitted:** Jeans or sneakers during official show events or hours

## Exhibitor Service Hours

**Kingsmen Service Desks:** Available during buildup hours in Exhibition Hall

**Venue Services:** Contact through Concierge Desk

## First Aid

**First Aid Box Locations**

- Fire Command Centre 1 (Foyer 1)
- Concierge Counter (Foyer 1)
- Car Park Station (Hall 5 Air Con Walkway)
- Concierge Counter (Foyer 2)
- Fire Command Centre 2 (next to Hall 7)

**Automated External Defibrillator Locations**

- Foyer 1 Level 1 (next to FCC1)
- Foyer 1 Level 1 (next to Staircase 8a)
- Foyer 1 Level 2 (next to Staircase 5)
- Meeting Room Level 2 (next to Citrine 211)
- Coach Bay (next to CashCard Top-up Machine)
- Hall 5 (next to Car Park Station)
- Foyer 2 Level 1 (next to Concierge Counter)
- Foyer 3 (Outside Hall 7)
- Inside FCC2

## Hotel Accommodation

Aviation Week negotiated rates at select Singapore hotels

Information: Visit <https://mroasia.aviationweek.com/en/info/hotels.html>

**Official Provider:** UC The Source (MRO Asia's ONLY endorsed hotel provider)

**Warning:** All other solicitations are not endorsed; many are SCAM sites

Group Bookings (5+ rooms):

- Considered sub-block
- Requires separate group contract with penalties for cancellations
- Contact: [mel@sourceconnect.world](mailto:mel@sourceconnect.world)

## Infant Nursing Area

**Location:** 4 nursing rooms along walkways between Hall 1 and Hall 6 with amenities including: sofa, diaper changing station, 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.

Exhibitors shall, at its own expense, secure and maintain for the entire duration of the Event (move-in through move-out), the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Client and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Client's obligations under this Condition.

Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held; Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and Automobile Liability insurance (required if bringing automobiles into the Venue) with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators.

The Client's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds: (i) Organizer and each of its direct and indirect subsidiaries and other affiliates and (ii) the Venue. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to Organizer, shall be promptly furnished to Organizer. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to Organizer. The Client shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Client's property, in each case releasing in full such carrier's subrogation rights.

Certificate of Insurance forms must be submitted to Organizer by all international exhibitors, exhibitors with complex booth structures (defined as multi-story or displays with a canopy/ceiling) and exhibitors hosting attendee interactive demonstrations.

Your COI must include the following:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Producer: Exhibitors Insurance company &amp; their address:</li> <li>• Insured: The exhibitor &amp; their address:</li> <li>• Contact info</li> <li>• Insurer(s) affording coverage: See requirements above</li> <li>• Type of Insurance</li> <li>• Policy number</li> <li>• Effective Dates: September 18-24, 2026</li> <li>• Limits</li> </ul> | <ul style="list-style-type: none"> <li>• Description of Operations/ Locations/ Vehicles:</li> <li>• 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.</li> <li>• Certificate holder / address of certificate holder: Informa Media - 605 3rd Avenue, NY, NY 10158</li> <li>• Authorized Representative Signature</li> </ul> |
|---|--|

The Certificate of Insurance can be submitted via the Exhibitor Insurance Form, or sent directly to [betty.evans@aviationweek.com](mailto:betty.evans@aviationweek.com).

If you need to purchase insurance, click this [link](#) and search "MRO Asia":

## Internet - Hard-wire

**Provider:** StarHub Ltd

**Email:** [expobizctr@starhub.com](mailto:expobizctr@starhub.com)

**Order Form:** Available in [Exhibitor Resource Center](#)

Internet - Wireless Internet for Exhibitors

Premium WiFi (Wifi-MAX Gold): Available for purchase by exhibitors

**Ordering:** For non-F&B related enquiries such as Wi-Fi purchase and parking, please contact [esc.sales@constellar.co](mailto:esc.sales@constellar.co)

## Lead Retrieval

**Purpose:** Collect electronic information from attendees visiting your booth

**Availability:** All exhibitors can purchase via event app

## Lost and Found

All items found within the Centre should be referred to Customer Service registration in Hall 4 or Concierge Counter at Foyer 1, or Security Counter at Foyer 2

## Meetings in the Exhibition Hall

Customer meetings should not take place outside Exhibition Hall during show hours. Meeting Rooms may be available on premises (contact your sales rep for information)

Setup Hours Restriction:

- Do not schedule meetings or invite customers to booth during setup
- Only exhibitors and contractors permitted in hall during setup
- Speakers, visitors, and conference attendees will not be permitted

## Parking

For non-F&B related enquiries such as Wi-Fi purchase and parking, please contact [esc.sales@constellar.co](mailto:esc.sales@constellar.co)

- Electronic car parking system
- Uses CashCard/CEPAS Card & Autopass Card inserted into In-Vehicle Unit (IU)
- 1,900+ parking slots available
- No coaches allowed in car parks

## Rates

Cars and Light Goods Vehicles:	First Hour: \$1.80 (incl. GST)
Second Hour:	\$1.80 (incl. GST)
Subsequent ½ Hour:	\$1.50 (incl. GST)
Multi-Entry Ticket (minimum 3 days):	\$15.00/day (incl. GST) – Programmed for Car Park J only \$20.00/day (incl. GST) – Programmed for all Singapore EXPO car parks
<b>Single Exit:</b>	
Full Day:	\$20.00/ticket (incl. GST) Not applicable for heavy vehicles and buses
Heavy Vehicles and Buses:	First Hour: \$3.00 (incl. GST) Second Hour: \$3.00 (incl. GST) Subsequent ½ Hour: \$3.00 (incl. GST)
Electric Vehicle Charging	20 Shell Recharge stations at Singapore EXPO

## Photos and Videos

**Permitted:** Exhibitors may photograph/video their own displays

**Prohibited:** Taking pictures of other displays without written permission from Show Management and the exhibitor being photo-

graphed

**Show Management Rights:** Authorized to photograph/record all parts of the show (including exhibitor spaces and personnel)

- Exhibitor grants Show Management worldwide, perpetual, royalty-free license to reproduce, distribute, transmit, publicly perform, and display all such photographs and recordings in any medium

## Prayer Rooms

**Location:** Above Exhibition Hall 6, mezzanine floor

**Facilities:** Separate male and female rooms

**Hours:** Air-conditioned 12:45 PM – 9:00 PM

**Amenities:** Prayer mats and telekung (prayer garments for ladies) available

## Rigging

### Eligibility

- Raw space, island, or booths of at least 36 sqm permitted to have hanging signs
- Height Limit: 16 feet (extendable to 20 feet with Show Management permission)

### Submission Requirements

- **All stand plans including rigging must be submitted to Show Management by 12 August 2026:** <https://fs2.formsite.com/AW-Events/cmclzsypr/index>
- Failure to submit plans may result in an inability to exhibit

### Safety Requirements

- Ceiling Structure Rigging: Only allowed for banners, lighting trusses, and decorative items endorsed by local professional engineer
- Overhead Exhibits: Must be hung from approved ceiling trusses/rigging points using proper stranded steel cables and endorsed by Professional Engineer
- Approval: All overhead exhibits, locations, and rigging/attachment methods must be approved by Constellar

### Contractor Requirements

- Only official contractor permitted to carry out rigging
- Orders: Use Form 7 in Kingsmen Service packet available in the [Exhibitor Resource Center](#)
- Contact: Kelly Ng, Kingsmen Exhibits Pte Ltd – [kellyng@kingsmen-int.com](mailto:kellyng@kingsmen-int.com)

## Smoking Policy

Strictly Prohibited: 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

Empty container storage available through on-site logistics partners:

APT Showfreight Singapore: Abdul Ghani – [ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com) | Tel: +65 6499 8975

TWI GROUP: Kaylie Sheffield – [ksheffield@twigroup.com](mailto:ksheffield@twigroup.com) | Tel: +1-702-691-9000

## Sustainability

See sustainability section of this manual for:

- Informa's sustainability initiatives
- Better Stands program

## Taxis/Rideshare

Taxi Stands: Two locations

- Singapore EXPO Foyer 1
- Foyer 2 (closer to Hall 6)

Surcharge: \$2.00 for trips originating from these taxi stands

## Terms and Conditions

See full exhibitor terms and conditions <https://events.aviationweek.com/exhibitor/>

## Transportation

### Bus Stops

- Upper Changi Road East: Service nos. 12, 24, 38 (two stops)
- Xilin Avenue: Service nos. 35, 47, 118 (one stop)
- SBS Transit Service No. 20: Tampines to Changi Business Park (6:00 AM – 11:30 PM)

### MRT/Subway

Two dedicated Mass Rapid Transit (MRT) Stations:

Above-ground Station: Next to Hall 6

- Interchange station (CG1)
- Changi Airport branch line of East-West Line

Underground Station: Downtown Line (DT35)

- Interchanges with East-West Line

## Vehicle Displays - Static Motor Vehicles

When featuring exhibits with fuel tanks (vehicles, boats, plant, machinery), take these precautions:

- Fuel tank should contain absolute minimum (only amount needed to move exhibit in/out of venue)
- Prohibited: Emptying or filling fuel tanks during event opening hours anywhere on facilities
- Fuel tank must have locked or secured fuel cap
- Prohibited: Running internal combustion engines during event period
- All batteries must be fully disconnected and made safe
- Portable fire extinguisher must be on standby at booth
- Wheel chocks required to prevent accidental movement

## Water Bottle Filling Station

Locations: 3 stations along walkways of Hall 1, Hall 3, and Hall 6

Features: Touchless, sensor-activated bottle filler for easy use

## Wheelchairs/Scooters

Wheelchairs and Hearing Enhancement Aids available for loan from Concierge Counter

## WiFi (Complimentary)

Singapore EXPO provides complimentary WiFi service (up to 10 Mbps):

Capacity: Approximately 35,000 active devices concurrently across 123,000 sqm venue (Singapore EXPO and Meeting Rooms)

Suitable For:

- Checking emails
- Normal internet browsing
- Social media platforms

Device Requirements:

- 5 GHz enabled devices for optimal performance
- 2.4 GHz devices supported on best effort basis

## WiFi (Exhibitor)

Available for purchase from ESC. For non-F&B related enquiries such as Wi-Fi purchase and parking, please contact [esc.sales@constellar.co](mailto:esc.sales@constellar.co)

## 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 22-24, 2026 | Singapore EXPO and Convention Centre

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

Betty Evans, Manager, Events | +1.404.985.7992 | [betty.evans@aviationweek.com](mailto:betty.evans@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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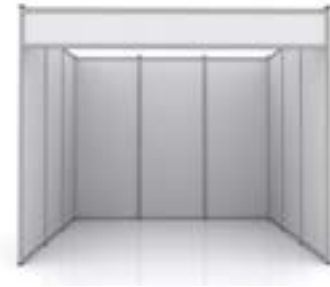
*All EACs must register here by August 12, 2026.* <https://fs2.formsite.com/AW-Events/form58/index.html>

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## Shell Scheme Booth



**CORNER**



**INLINE**

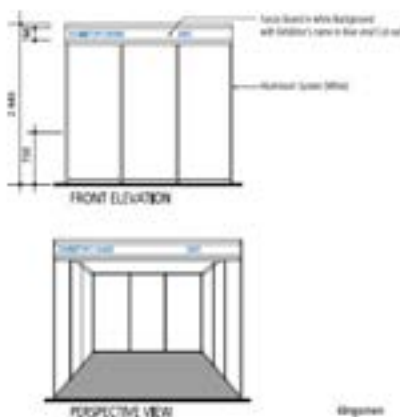
### Shell scheme features (Min 9sqm):

- 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.

## Policy on Removal of Shell Scheme Structures and Fascia's at MRO Events

- 1. Purpose** — This policy outlines the rules regarding the modification or removal of shell scheme structures and fascia panels at MRO events. The aim is to ensure the safety, visibility, structural integrity, and professional appearance of the exhibition space while maintaining fairness and consistency for all participants.
- 2. Scope** — This policy applies to all exhibitors, contractors, and vendors participating in any MRO event where shell scheme booths are provided by the event organizer.
- 3. Policy Statement** — The removal, alteration, or modification of any part of the shell scheme structure or fascia panels is strictly prohibited. This includes but is not limited to:
  - Removing fascia boards
  - Detaching or replacing structural panels
  - Altering the height or framework of the booth
  - Cutting, drilling, or otherwise damaging shell components
  - Additionally, all displays must remain within the physical boundaries and height limitations of the shell scheme structure.
  - Exhibitors are not permitted to build outside, above, or around the shell scheme framework. Custom structures that extend beyond the provided shell scheme dimensions are not allowed.
- 4. Rationale** —
  - Safety:** Shell scheme structures are engineered for specific load and safety standards. Modifications may compromise their structural integrity.
  - Consistency:** Uniform booth structures ensure a cohesive and professional event layout.
  - Compliance:** Building beyond the designated footprint may violate venue and event safety regulations and obstruct neighbouring stands or aisles.
  - Logistics:** Unauthorized alterations can disrupt power, lighting, and signage installations managed by official contractors.
  - Liability:** Any damage resulting from unauthorized modifications may result in financial liability or disqualification from the event.
  - Visibility & Experience:** Fascia panels display essential information such as company name and booth number, which are critical for helping attendees find your stand and enhancing the overall visitor experience. Removing them negatively impacts wayfinding and brand recognition.
- 5. Enforcement and Penalties** — Any exhibitor or contractor found to be in violation of this policy may be subject to:
  - Immediate restoration of the booth to its original condition at the exhibitor's expense
  - Fines or penalties as determined by the event organizer
  - Removal from the event or disqualification from future participation
- 6. Contact Information** — For any questions or requests related to booth structures, please contact the Event Operations Team at: [events@aviationweek.com](mailto:events@aviationweek.com)  
[mroasia.aviationweek.com](http://mroasia.aviationweek.com)



## TOC PAGE HEAD

# 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*

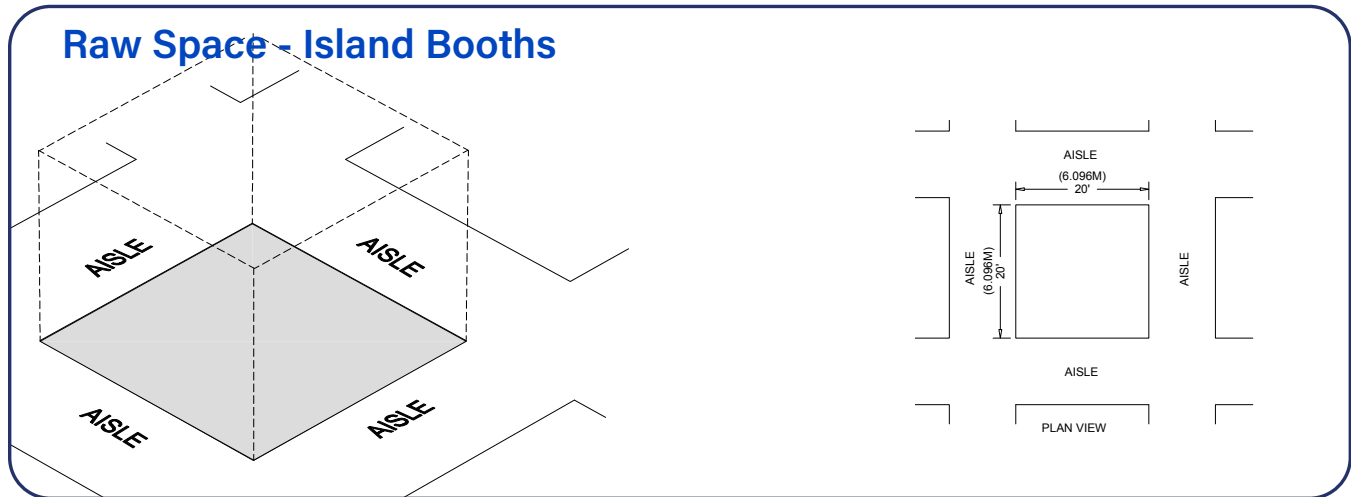


*Do simple bold graphics*

*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 dispoosal 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.

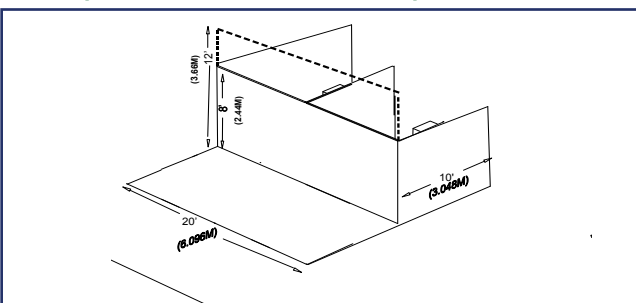


### Raw Space Island Booth

- 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 12 AUGUST 2026**. 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 12 AUGUST 2026**. 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 12 AUGUST 2026.**

## Submitting plans for approval

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

- Materials: Must be non-combustible, complying with British Standards (BS) 476: Part 4 or 11, or minimum flame spread rating of Class 2 of BS 476
- Fabric Ceilings: Must be water permeable
- Approval Required: Submit fabric sample with flammability test from international laboratory to Constellar for verification and approval prior to build-up

## General Decorating Guidelines

- Any display portion extending above or beyond adjoining booths must be finished with paint or drape at exhibitor's expense
- All booth portions facing aisles must be finished
- Provide drip pans and scrap buckets for operating machinery to prevent floor staining and slippage hazards

## Painting:

- Permitted inside exhibit hall with drop cloths to prevent building damage
- No spray painting inside exhibit halls
- Remove paint nightly and tightly close all cans to prevent floor staining, slippage hazards, and tracking onto other exhibitors' carpets
- Exhibitors responsible for any damage to walls, floors, columns, doors, windows, etc., during installation, operation, and dismantling

## Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting allowed outside exhibit space boundaries
- Hanging light systems require drawings submitted to exhibition management for approval
- Lighting (including gobos) must be directed within booth space—not onto other exhibits or aisles
- Potentially Harmful Lighting: Lasers or ultraviolet lighting must comply with facility rules and receive written approval from exhibition management
- Specialized Effects: Spinning, rotating, pulsating lighting must be tasteful and not interfere with neighboring exhibitors or detract from event atmosphere
- Quartz Halogen Fixtures: Some facilities prohibit due to fire hazards—check with exhibition management
- Reduced Lighting: Theater areas require approval from exhibition organizer, utility provider, and exhibit facility

## Carpeting

**Required:** Carpeting or professional floor covering for each exhibitor

- Floor coverings must not injure floors or create safety hazards
- Exhibitors responsible for final floor condition in their space
- Raised flooring edges may be inclined with gradual, gentle slope
- Booths without floor covering will have carpet ordered at exhibitor's expense

## Structural Integrity

- Exhibits must withstand Normal contact or vibration from neighboring exhibitors, hall laborers, or installation/dismantling equipment (e.g., forklifts)
- Moderate wind effects when freight doors are open

- Refer to local building codes regulating temporary structures

## Flammable and Toxic Materials

- Materials: Must be non-combustible, complying with British Standards (BS) 476: Part 4 or 11, or minimum flame spread rating of Class 2 of BS 476
- Fabric: Must be water permeable
- Approval Required: Submit fabric sample with flammability test from international laboratory to Constellar for verification and approval prior to build-up

## Storage

- **Fire Regulations Prohibit:** Storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables
- **Permitted:** Limited supply of literature or product within booth area, provided items do not:
  - Impede access to utility services
  - Create safety problems
  - Look unsightly

## Local Jurisdiction

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

## General Setup Information

**Design stands to be built within allocated setup time (refer to Exhibitor Resource Center or schedule for exact times)**

**All aisles/gangways must be cleared by announced time for aisle carpet installation**

## 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.
- All overhead exhibits hung from approved ceiling trusses / rigging points using proper stranded steel cables must be endorsed by a Professional Engineer. All overhead exhibits including their location and nature of rigging/attachment must be approved by Constellar. Such approval will not involve Constellar in any liability and the Hirer will remain fully liable for any consequences relating to the overhead exhibits.
- ELECTRICAL SERVICE requirements for hoists and electric signs must be ordered in advance from the official provider.
- Hanging Signs and Graphics should be set back 3 meters (10 feet) from adjacent booths and be directly over contracted space only.

## Sustainability at Informa

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

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

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

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

## Better Stands

Exhibiting at an MRO event gives you the opportunity to highlight your company's sustainability credentials and align with an event that champions sustainability. The Better Stands program, introduced by Informa, is aimed to ensure that all core elements of exhibitor stands are reusable and encourage raw space exhibitors, along with their appointed contractors to move away from disposable, sole use stands at events, in favor of reusable or recyclable structures. By moving away from sole use stands we will improve the ease, safety, and sustainability of the exhibitor experience at our events.

Benefits to you as an exhibitor:

A better-quality stand that helps you save time and money on new designs & construction

Ensures a smoother, more efficient, and predictable build and breakdown experience with fewer work hours

Lowers your waste bill and other unpredicted costs

Demonstrates the sustainable credentials for your brand, highlighting your commitment to reducing your environmental impact

The Better Stands program has been divided into three key stages – Bronze, Silver, and Gold. This helps facilitate a gradual transition from disposable to reusable booths for all exhibitors.

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## We are here to support you reach a bronze level booth!

Kingsmen, our general service contractor have a package available for 18sqm and 36sqm raw space stands which automatically qualify for Bronze and can be adapted to qualify for Silver too. [Click here](#) to view the packages!

Visit our [Better Stands webpage](#) for further information, guides & FAQ's.

If you have an questions regarding the program, please contact [arabella.martin-nunn@aviationweek.co.uk](mailto:arabella.martin-nunn@aviationweek.co.uk)



	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	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	×	×	×	✓	
	10	Graphics and decorative items	×	×	×	✓	

As the official service contractor, TWI is the exclusive provider of freight services. This 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.

You will find a list of TWI's network of worldwide preferred agents for MRO Asia-Pacific 2026 in the [ERC](#). If you are shipping from a country that is not listed, please contact APT Showfreight Singapore for information of the recommended partner in your area.

## PRE-ADVISE

Please email advance copies of the Airway Bill / Express Release Bill of Lading, invoice, and pre-alert to:

Abdul Ghani (Mr) [ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com) & Kaylie Sheffield [ksheffield@twigroup.com](mailto:ksheffield@twigroup.com).

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

## 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: Kaylie Sheffield [ksheffield@twigroup.com](mailto:ksheffield@twigroup.com) and our on-site partner APT Showfreight – Abdul Ghani (Mr) [ghani@aptshowfreight.com](mailto:ghani@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.

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**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**

WorldWide Air- Singapore -SIN	Latest Arrival 14 September 2026	Document Deadline 7 September 2026
Worldwide Sea Freight – LCL/FCL - SIN	Latest Arrival 7 September 2026	Document Deadline 31 August 2026

**Document Deadline:**

**Contacts**

To assist you with your shipment please contact:

APT Showfreight Abdul Ghani (Mr)

[Abdul.Ghani\(Mr\)@aptshowfreight.com](mailto:Abdul.Ghani(Mr)@aptshowfreight.com)

+65 64998979

TWI GROUP

Kaylie Sheffield- [ksheffield@twigroup.com](mailto:ksheffield@twigroup.com)

+1-702-691-9000



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## 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 with- in 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 with- in 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 dura- tion of the event phas-es. Individu- als 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 ob-struct 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 uncon- trolled 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 re-quire the provi- sion of PPE. Exhibitors and contractors are responsi- ble for ensuring that workers are issued with ap-propriate 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

September 22-24, 2026 | Singapore EXPO and Convention Centre

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

Betty Evans, Manager, Events | +1.404.985.7992 | [betty.evans@aviationweek.com](mailto:betty.evans@aviationweek.com)

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

## 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 Singapore EXPO Meeting Rooms) - 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.



### 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 : [mroasia2026@kingsmen-int.com](mailto:mroasia2026@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: [mroasia2026@kingsmen-int.com](mailto:mroasia2026@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 6m. 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) or [betty.evans@aviationweek.com](mailto:betty.evans@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: Abdul Ghani — [ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com) Tel: (65) 6499 8975

TWI GROUP: Kaylie Sheffield— [ksheffield@twigroup.com](mailto:ksheffield@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: Abdul Ghani — [ghani@aptshowfreight.com](mailto:ghani@aptshowfreight.com) Tel: (65) 6499 8975

TWI GROUP: Kaylie Sheffield— [ksheffield@twigroup.com](mailto:ksheffield@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?

If you need to purchase insurance: <http://exhibitorinsurance.com/>

### 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: [mroasia2026@kingsmen-int.com](mailto:mroasia2026@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?

Exhibitor Registration has changed and is no longer publicly available via the event website, instead each exhibitor has their own unique registration link. The exhibitor's assigned marketing contact will receive an email containing the unique registration link to register booth staff. Please contact your company admin or [events@aviationweek.com](mailto:events@aviationweek.com) if you need assistance.

#### Can I have list of attendees?

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



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