

SERVICE INFORMATION

For the most detailed and up to date exhibitor information, please visit the exhibitor resource center at mroasia.aviationweek.com

BOOTH EQUIPMENT

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 of the Kingsmen Manual**.

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.

EXHIBIT HALL CARPET

Aisle carpet is red colour.

ALL RAW SPACE EXHIBITORS (REGARDLESS OF SIZE) MUST SUBMIT PLANS FOR APPROVAL TO SHOW MANAGEMENT. PLEASE SEND SCHEMATICS WITH ALL ELEVATIONS AND DIMENSIONS TO ALLISON.GOLD@AVIATIONWEEK.COM NO LATER THAN 15TH SEPTEMBER 2017.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by 15 September 2017.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Raw Space

Raw Space booths 36m² or larger booths can apply for permission for access on Monday October 30, 2017 from 12:00 hrs. onwards.

Monday, October 30 (36m² or larger only) 12:00 p.m. - 9:00 p.m.

Please contact Ms. Karen Ng at : (65) 6880 0085 or karenng@kingsmen-int.com

Shell Scheme

Tuesday, October 31	9:00 a.m. - 9:00 p.m.
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Registration Hours

Tuesday, October 31	8:00 a.m. - 5:00 p.m.
Wednesday, November 1	8:00 a.m. - 5:30 p.m.
Thursday, November 2	8:00 a.m. - 3:00 p.m.

Exhibition Hours

Wednesday, November 1	10:30 a.m. - 5:30 p.m.
Thursday, November 2	9:30 a.m. - 3:00 p.m.

Dismantling Dates and Times

Thursday, November 2	3:00 p.m. - 10:00 p.m.
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Display Rules & Guidelines

Complete Display Rules & Guidelines can be found in the MRO Asia-Pacific Exhibitor Resource Center. Please make sure your stand is in compliance with all of the display and health and safety guidelines. (<http://mroAsia-Pacific.aviationweek.com/eu17/Public/Content.aspx?ID=1066071&sortMenu=115000>)

The maximum allowable height for island booths is 16 feet (4.88m). A variance to 20 feet (6.1m) may be issued with permission from show management. The maximum height for linear (inline) stands is 8 feet (2.44 m).

All raw space exhibitors (regardless of size) must submit plans for approval to show management. Please send schematics with all elevations and dimensions to Allison.gold@aviationweek.com no later than 31 August 2017. Companies that have not submitted plans may be deemed ineligible to exhibit. Note regarding stand builders and contractors and insurance

Anyone in the exhibition hall during setup must have either a badge or bracelet. If you are setting up before registration is officially open, you may pick up a bracelet either at the security checkpoint at the hall entrance, or on the loading dock.

All exhibitors/contractors that plan to be present in the Exhibition Hall during setup, must complete the EAC form here: <https://fs2.formsite.com/AW-Events/form58/index.html>

All exhibitors must have adequate insurance to exhibit. Each company is responsible for obtaining their own insurance. Please submit a copy of your insurance certificate here: <https://fs2.formsite.com/AW-Events/form58/index.html>