MRO AMERICAS
2018 EXHIBITOR MANUAL

April 10 - 12, 2018
Orange County Convention Center
Orlando, FL
North Concourse (Halls A&B)
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SHOW SCHEDULE

EXHIBITOR MOVE-IN

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>April 07, 2018</td>
<td>1:00 PM - 7:00 PM</td>
<td>*600 sqft and larger &amp; Double Decker Booths Only</td>
</tr>
<tr>
<td>Sunday</td>
<td>April 08, 2018</td>
<td>8:00 AM - 8:00 PM</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>April 09, 2018</td>
<td>8:00 AM - 7:00 PM</td>
<td></td>
</tr>
</tbody>
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EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>April 10, 2018</td>
<td>10:30 AM - 5:30 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 11, 2018</td>
<td>9:30 AM - 5:30 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 12, 2018</td>
<td>9:30 AM - 1:00 PM</td>
</tr>
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REGISTRATION HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>April 09, 2018</td>
<td>8:00 AM – 5:00 PM</td>
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<tr>
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<td>April 10, 2018</td>
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<tr>
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<td>April 11, 2018</td>
<td>8:00 AM - 5:30 PM</td>
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<tr>
<td>Thursday</td>
<td>April 12, 2018</td>
<td>8:00 AM - 2:30 PM</td>
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FEATURED EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>MRO Americas Conference</td>
<td>Tuesday</td>
<td>April 10, 2018</td>
<td>8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>April 11, 2018</td>
<td>8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>April 12, 2018</td>
<td>8:00 AM – 12:30 PM</td>
</tr>
<tr>
<td>MRO University</td>
<td>Monday</td>
<td>April 09, 2018</td>
<td>9:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>MRO Golf Tournament</td>
<td>Monday</td>
<td>April 09, 2018</td>
<td>9:00 AM - 1:00 PM</td>
</tr>
<tr>
<td>Military Aviation Logistics and Maintenance Symposium</td>
<td>Tuesday</td>
<td>April 10, 2018</td>
<td>8:00 AM – 3:45 PM</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>April 11, 2018</td>
<td>8:00 AM – 3:15 PM</td>
</tr>
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MRO Americas Exhibitor Resource Center:
http://mroamericas.aviationweek.com/am18/Public/Content.aspx?ID=1068012&sortMenu=115000
## MOVE-OUT SCHEDULE

<table>
<thead>
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<tr>
<td>Friday</td>
<td>April 13, 2018</td>
<td>7:00 AM - 1:00 PM</td>
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## EXHIBITOR SERVICE PROVIDERS

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Contact</th>
<th>Ordering Deadline</th>
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</thead>
<tbody>
<tr>
<td><strong>Aerial Lighting</strong></td>
<td>Order Online: <a href="http://www.occc.net/exhibitor">www.occc.net/exhibitor</a></td>
<td></td>
</tr>
<tr>
<td><strong>OCCC official contractor must be used</strong></td>
<td>Email Forms: <a href="mailto:exhibitor.services@occc.net">exhibitor.services@occc.net</a></td>
<td>Discount Price Order Date: March 16, 2018</td>
</tr>
<tr>
<td></td>
<td>Send Via Fax: (407) 685-9884</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call: (800) 345-9898</td>
<td></td>
</tr>
<tr>
<td><strong>AV LMG, LLC</strong></td>
<td>P.O. Box 691509, Orlando, FL 32869-1509</td>
<td>Discounted Price Order Date: March 17, 2018</td>
</tr>
<tr>
<td></td>
<td>Phone: +1 888 226-3100; Fax +1 407 685-9897</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:exhibits@lmg.net">exhibits@lmg.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order Online: <a href="https://order.lmg.net/2018mro/">https://order.lmg.net/2018mro/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Booth Plans/Design Approval</strong></td>
<td>Submit Booth Plans All island and/or raw-space booths must submit their design to Allison Gold at <a href="mailto:allison.gold@aviationweek.com">allison.gold@aviationweek.com</a> or <a href="https://fs2.formsite.com/AW-Events/form91/index.html">https://fs2.formsite.com/AW-Events/form91/index.html</a></td>
<td>Due March 9, 2018</td>
</tr>
<tr>
<td><strong>Catering</strong></td>
<td>Alecia Gallina – Exhibitor Catering</td>
<td></td>
</tr>
<tr>
<td><strong>Centerplate official contractor must be used</strong></td>
<td><a href="mailto:alecia.gallina@centerplate.com">alecia.gallina@centerplate.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O: +1 407 685 5939</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For more information/questions: Anita Joyce Wright, Associate Manager, Events +1 646-392-7864 <a href="mailto:anitajoyce.wright@aviationweek.com">anitajoyce.wright@aviationweek.com</a></td>
<td>Due March 9, 2018</td>
</tr>
<tr>
<td><strong>Electrical &amp; Plumbing</strong></td>
<td>Phone: (407) 685-1507</td>
<td>Discount Price Order Date: March 16, 2018</td>
</tr>
<tr>
<td><strong>OCCC Exhibitor Services official contractor must be used</strong></td>
<td>Fax: (407) 685-9884</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Wanda.Thomas@occc.net">Wanda.Thomas@occc.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Order online: <a href="http://www.occc.net/exhibitor">www.occc.net/exhibitor</a></td>
<td></td>
</tr>
<tr>
<td>Service Provider</td>
<td>Contact</td>
<td>Ordering Deadline</td>
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<td>------------------------------------------</td>
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</tr>
<tr>
<td>Floral FLORAL EXPOSITIONS</td>
<td>Phone: +1 407-855-0339 Fax: +1 407-855-0242 Email: <a href="mailto:orders@floralexpo.net">orders@floralexpo.net</a></td>
<td></td>
</tr>
<tr>
<td><strong>Freeman Services</strong></td>
<td>These services can all be found by contacting the official show contractor Freeman. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the “Login” link to create a new account. To access Freeman OnLine without using the email link, visit <a href="http://www.freemanco.com/store">www.freemanco.com/store</a> and click on the “Login”. If you need assistance with Freeman OnLine® please call the Customer Support Center at: (888) 508-5054 Toll Free US &amp; Canada or +1 (512) 982-4186 Local &amp; International.</td>
<td>Discount Price Order Date: Booth Upgrade packages – March 15, 2018 Carpet – March 19, 2018 Cleaning – March 19, 2018 Exhibit Accessories – March 19, 2018 Forklift/Rigging Equipment – March 19, 2018 Freeman Transportation – March 19, 2018 Furniture – March 19, 2018 Graphic/Fabric Solutions/TotalFlex – March 12, 2018 Graphics – March 19, 2018 Labor – March 19, 2018 Material Handling/Outbound Shipping – March 19, 2018 Rental Exhibits/Smartfabric Rental – March 19, 2018 Truss Equipment Rental – March 19, 2018 Furniture – March 19, 2018</td>
</tr>
<tr>
<td>Internet</td>
<td>orders.smartcitynetworks.com/Ordering.aspx</td>
<td>Discount Price Order Date: March 16, 2018</td>
</tr>
<tr>
<td>Lead Retrieval Capture Technologies</td>
<td><a href="https://orders.captureleads.com/collections/mroam2018">https://orders.captureleads.com/collections/mroam2018</a> Phone: 973.890.7600 ext. 117 Email: <a href="mailto:sales@ct.events">sales@ct.events</a></td>
<td>Order Deadline: April 5, 2018</td>
</tr>
<tr>
<td>Photography Christie’s Photographic</td>
<td>Corporate Headquarters 2430 Sand Lake Rd; Orlando, FL 32809 <a href="http://www.christiesphotographic.com">www.christiesphotographic.com</a> <a href="mailto:photos@christiesphotographic.com">photos@christiesphotographic.com</a> Phone: +1 407-345-1100 Fax: +1 407-852-0063</td>
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MRO Americas Exhibitor Resource Center:
http://mroamericas.aviationweek.com/am18/Public/Content.aspx?ID=1068012&sortMenu=115000
<table>
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</thead>
</table>
| Rigging/ Hanging Signs OCCC      | Order Online: [www.occc.net/exhibitor](http://www.occc.net/exhibitor)  
Email Forms: exhibitor.services@occc.net  
Send Via Fax: (407) 685-9884  
Call: (800) 345-9898 | Discount Price Order Date: March 16, 2018 |
| TWI                              | Elli McKinnon emckinnon@twigroup.com  
Laura Kaokao@twigroup.com  
Kerrie Dimangano kdimangano@twigroup.com  
Lea Manginilmangin@twigroup.com  
TWI Import Services  
4480 South Pecos Road; Las Vegas, NV 89121  
Tel: +1 (702) 691-9000 | |

**AVIATION WEEK TEAM**

**General & Logistical Information**

<p>| | | |</p>
<table>
<thead>
<tr>
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</table>
| Lydia Janow, CMP, Managing Director, Events & Tradeshows | +1 646-257-4553  
ljanow@aviationweek.com |                                        |
| Allison Gold, Senior Manager, Events | +1 646-233-4425  
allison.gold@aviationweek.com |                                        |

**Registration**

| Virginia Gongora, Registration Manager | +1 212-204-4202  
virginia.gongora@aviationweek.com |                                        |

**Customer Service**

| Anita Joyce Wright, Associate Manager Events | +1 646-392-7864  
anitajoyce.wright@aviationweek.com |                                        |

**Sponsorship & Exhibit Opportunities**

| Beth Eddy & Mimi Smith (Americas) | +1 561-279-4646 or +1 800-240-7645  
betheddy@aviationexhibits.com  
mimith@aviationexhibits.com |                                        |
| Mike Elmes & Darren Fearn (EMEA/Russia & CIS) | +44-1206-321639  
mike.elmes@aerospacemedia.co.uk  
Darren.fearn@aerospacemedia.co.uk |                                        |
<p>| Margaret Chong &amp; Clive Richardson | +65 9736 1722 |                                        |</p>
<table>
<thead>
<tr>
<th>(Asia-Pacific) Manager, Exhibit Sales</th>
<th><a href="mailto:Margaret@accessgroup.aero">Margaret@accessgroup.aero</a> <a href="mailto:Clive@accessgroup.aero">Clive@accessgroup.aero</a></th>
</tr>
</thead>
</table>

### Press/Media

| Elizabeth Kelley Grace, The Buzz Agency | +1 855.525.2899 Elizabeth@thebuzzagency.net Press releases: Send all press releases and photos to mro@aviationweek.com |

### Editorial Content

| Ed Hazelwood, Editor-in-Chief, Conferences | +1 703-997-0238 ed.hazelwood@aviationweek.com @Ed_Hazelwood |
| Helen Kang, Editorial Director, Events | +1 646-257-4767 helen.kang@aviationweek.com @AvWeekHelen |
| Hannah Bonnett, Conference Producer | +44 7827 284 127 hannah.bonnett@aviationweek.co.uk @AvWeekHannah |

### Marketing Opportunities

| Jennifer Roberts, Marketing Services Director | +1 646-395-3812 Jennifer.roberts@aviationweek.com |
| Ashley Munoz-Giron, Marketing Specialist, Events | T: +1.646.257.4830 E: Ashley.Munoz-Giron@aviationweek.com |
| Kristina Nicos, Marketing Specialist, Events | T: +1.646.257.4830 E: Kristina.nicos@aviationweek.com |

### Marketing Partnerships

| Erving Dockery, Tradeshop Manager | T: +1.818.237.5879 M: +1.646.479.6997 E: erving.dockery@aviationweek.com |
ACCESSIBILITY (ADA)

The OCCC is in compliance with the Americans with Disabilities Act (ADA) and continues to search for ways to better accommodate all visitors. Both the West Building and the North/South Building are designed with wheelchair ramps, automatic doors, passenger elevators and handicap-accessible restroom facilities.

BRAILLE

Throughout the facility, meeting room, restroom and elevator signs contain Braille text for our visually impaired guests.

ELECTRIC SCOOTERS

Electric scooters are available to OCCC guests while they are on property. FedEx Kinko’s at the OCCC serves as a drop-off and pick-up location for electric scooter rentals. Because these scooters are distributed through a private company and are a high demand service, advance reservations are required. To make a reservation for an electric scooter for use at the OCCC, please contact Scootaround at (888) 441-7575.

When ordering an electric scooter, please specify which trade show or event you will be attending in order to ensure delivery of the scooter to the appropriate concourse. Please Note: There are three (3) OCCC FedEx Kinko’s building locations: FedEx Kinko’s in the West Hall C Lobby of the West Building/FedEx Kinko’s in the North Concourse of the North/South Building/FedEx Kinko’s in the South Concourse of the North/South Building. FedEx Kinko’s also provides overnight scooter battery recharge.

PARKING

The OCCC has a limited number of parking spaces available for guests with disabilities at various locations for those guests visiting both our West Building and our North/South Building. Please consult with the OCCC Event Management section for further details regarding this subject.

RESTROOMS

All restroom facilities are accessible for guests with disabilities.

TELEPHONES

The OCCC provides Text Phones (TTY) for guests with speech and hearing disabilities; these phones are located throughout the facility at most of our public telephone locations.

WHEELCHAIRS

The OCCC provides a limited amount of complimentary push-style wheelchairs to its guests on a first-come, first-serve basis. These wheelchairs can be acquired from the Guest Services Desk in the West Hall C Lobby of the West Building. For wheelchair loans in the North/South Building, please call (407) 685-1202 to inquire about designated pick-up locations for your upcoming show. Please Note: A form of identification may be held in exchange for the use of a wheelchair.
ALCOHOL, DRINKS, COCKTAIL RECEPTIONS

Any exhibitor planning a cocktail reception or planning to serve any alcoholic beverages, must abide by Florida Statutes.

Centerplate must supply all consumable food and beverage items. No food and beverage items, including alcohol, can be brought onto the OCCC premises, without the express written approval of Centerplate and the OCCC Event Management section.

Show Management requests that all alcoholic beverages be served after 1 pm and must take place in the exhibition hall only. No alcoholic beverages can be removed from the exhibition and all receptions must end by the time the exhibition hall closes for the day. No receptions are permitted after official exhibition hours.

For those exhibits and shows that require alcohol beverage samples as part of their display, a special permit is required from the State of Florida. Alcoholic beverages must be served according to Florida Statute. In addition, age verification must be checked prior to the serving of alcoholic beverages. Please consult Florida Statute 561-569, at the following website address for more information - www.leg.state.fl.us/. For further information on obtaining a Temporary Alcohol Permit, please contact the OCCC Event Management section.

The OCCC requires that ALL food and beverages distributed by exhibitors, attendees or sponsors be purchased solely from the venue itself. There are no exceptions. The OCCC reserves the right to confiscate any items considered a violation of this policy without compensation and may eject the offender from the premises. Show Management will not be liable for any damages to anyone who violates this policy. Any person or business entity that furnishes liquor to a guest has a civil and legal duty to do so responsibly. Show Management recommends that exhibitor research the liquor laws in the jurisdiction where the Show will be held to evaluate its exposure and meet any requirements for liability insurance. If exhibitor intends on serving any liquor from its booth,

PLEASE NOTE: Only the official caterer may serve any alcoholic beverages. Show Management also requests that to minimize any liability alcoholic beverages be served during a limited time period.

Catering Contact:
Alecia Gallina
Exhibitor Catering
alecia.gallina@centerplate.com
Office 407 684 5939

CATERING MENUS AND ORDER FORMS ARE AVAILABLE IN THE Exhibitor Resource Center.
AMC COMPETITION

Aligning forces with Aviation Week’s MRO Americas, the 2018 Aerospace Maintenance Competition (AMC) will take place in the MRO Exhibition Hall!

Join the Aerospace Maintenance Competition to watch the industry’s leading certified aircraft maintenance technicians, engineers and students enrolled in either FAA, EASA, CASA or equivalent, plus the country’s Armed Forces compete in over 30 different skills tests.

This year promises to be bigger and better with more teams competing and a larger audience, making this competition a lively battle of the best skilled maintenance professionals in the industry. Compete with current and future maintenance professionals who will test combined abilities against their peers. The AMC’s sole purpose is to raise awareness of the training and skills needed to provide safe and airworthy aircraft worldwide!

CATEGORIES INCLUDE:

- Commercial Aviation
- General Aviation
- MRO/OEM
- School
- Military
- Space

Limited sponsorship opportunities available.
Contact Beth Eddy or Mimi Smith at Aerospace Marketing Group for more details betheddy@aviationexhibits.com or mimismith@aviationexhibits.com or call or +1 561.279.4646.

SIGN UP YOUR TEAM TO COMPETE.

Contact Ken MacTiernan at email Jetdoctor69@gmail.com or +1 619.395.6681.

Learn more at www.aerospacecompetition.com.

REGISTER YOUR TEAM

Once you have signed up and received confirmation of your team’s acceptance to the competition, you need to register each team member in order to be able to compete.

All Team Members must be registered in order to receive a badge which will allow them onto the MRO Americas 2017 show floor where the competition takes place.

For more information go to www.aerospacecompetition.com.
ATMS & MONEY CHANGING MACHINES

Automatic Teller Machines (ATMs) and Money Changing Machines are located in every lobby of both the North/South Building and the West Building.

AV

LMG is the official provider of Audio Visual equipment rental for MRO Americas.

LMG is a national provider of video, audio, lighting, and LED support headquartered in Orlando with offices in Las Vegas, Dallas, Nashville, and Seattle. Since 1998, LMG has been the OCCC’s preferred audio-visual partner with an on-site sales team and equipment storage. We have extensive experience supporting thousands of exhibitors and excellent working relationships with the OCCC’s Exhibitor Services and Event Management team.

LMG’s inventory of audio-visual equipment includes:

- Monitors from 27”-103”
- Microphones & Sound Systems
- Projectors & Screens
- Lighting
- LED Walls, Interactive Kiosks, & Projection Mapping

Questions? Call the on-site OCCC sales team:
(407) 685-9889

To order online, visit:
https://order.lmg.net/2018mro/

BADGES

All attendees, exhibitors/sponsors/visitors/speakers/etc. need to be registered as attendees for the event. Exhibitors need to be registered as exhibitors (not visitors) in order to have access to the exhibition hall during setup periods.

Exhibitor Appointed Contractors (EACs) do not need to register as attendees. They must complete the EAC form and then will pick up wrist bands from security upon arrival. All personnel under the employment of the EACs must obtain wrist bands.

Click HERE (mroamericas.aviationweek.com and select Register tab) to register your team. Exhibitors who would like to attend conference sessions may also purchase discounted conference/session badges by choosing either Exhibitor All Access or Exhibitor/Individual Sessions. You will need a promotion code in order to receive your discount, please contact Virginia Gongora to get the code at +1.212.204.4202 or Virginia.gongora@aviationweek.com. Booth personnel is unlimited at the MRO events.
Please refrain from setting meetings and inviting customers to your booth during set-up hours. They will not be permitted in the exhibit hall with visitor badges.

**REGISTRATION HOURS**

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**Balloon Policy**

The OCCC and Show Management have a Balloon Policy in place that prohibits the use of helium filled balloons, either for displays, exhibits or general public access, in both the West Building and the North/South Building.

You may request permission from show management to display lighter than air objects. The following guidelines/restrictions apply:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.

2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.

3. All lighter-than-air objects must be properly tethered.

4. All items must be removed from the Convention Center property at the close of the event.

5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of $100.00 per item. An open credit card invoice will be held at the Exhibitor. A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

Visit the exhibitor resource center to download the Balloons/Lighter than Air Objects Agreement. [http://mroamericas.aviationweek.com/am18/Public/Content.aspx?ID=1068012&sortMenu=115000](http://mroamericas.aviationweek.com/am18/Public/Content.aspx?ID=1068012&sortMenu=115000)
BOOTH DESIGN SUBMISSION

All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Casey Rademacher at casey.rademacher@freeman.com, and Heather Chapman at heather.chapman@freeman.com.

The deadline for stand design submissions is March 09, 2018.

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. Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.

3. Calculations are to prove that the stand is stable and capable of supporting the loads of anything which will be supported i.e.: lights, speakers plasma screens etc. A nominal load should be applied for wind (0.15 kN/m^2) although this appears not to apply in the halls stands have been affected by doors being open. A calculation should also be carried out for overturning this assumed to be the impact of a person (0.75 kN) at a height of 1.5m above the ground.

4. No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.

Failure to submit your designs may result in an inability to exhibit. Plans may be submitted using this link: https://fs2.formsite.com/AW-Events/form91/index.html

BOOTH EQUIPMENT

Each 10’ x 10’ booth will be set with 8’ high BLACK / GRAY back drape, and 3’ high GRAY side dividers.

Booths 300 sqft or less will receive a 7” x 44” one-line identification sign.

Booths larger than 300 sqft may receive a 7” x 44” one-line identification sign upon request.

Please Note: masking drape is required for all unfinished booths; payment is the responsibility of the exhibiting company. Please see the Furnishings Brochure and Order Form for more information.

The exhibit hall is not carpeted; however, all booths must have carpet or management approved flooring. Rental Carpet is available through Freeman. Please see the Carpet Brochure and Order Form for more information. The aisles will be carpeted in BLUE.

You may bring your own flooring; however, you must contact Freeman Exhibitor Services (407) 816-7900 to confirm, or you will be charged for carpet.
All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Casey Rademacher at casey.rademacher@freeman.com, and Heather Chapman at heather.chapman@freeman.com. The deadline for stand design submissions is March 09, 2018.

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CATERING/FOOD & BEVERAGE

Centerplate – Catering, Restaurant & Specialty Services for Show Managers

Centerplate is the exclusive food and beverage provider for the OCCC, supplying Catering and Concession services in both the West Building and the North/South Building.

Please Note: Centerplate must supply all consumable food and beverage items. No food and beverage items, including alcohol, can be brought onto the OCCC premises, without the express written approval of Centerplate and the OCCC Event Management section.

For those exhibits and shows that require alcohol beverage samples as part of their display, a special permit is required from the State of Florida. Alcoholic beverages must be served according to Florida Statute. In addition, age verification must be checked prior to the serving of alcoholic beverages. Please consult Florida Statute 561-569, at the following website address for more information - www.leg.state.fl.us/. For further information on obtaining a Temporary Alcohol Permit, please contact the OCCC Event Management section.

Show Management requests that all alcoholic beverages be served after 1 pm and must take place in the exhibition hall only. No alcoholic beverages can be removed from the exhibition and all receptions must end by the time the exhibition hall closes for the day. No receptions are permitted after official exhibition hours.
Exhibitors may distribute food/beverage samples as an approved exhibit in an exhibit hall, if the exhibiting company is the legal manufacturer and/or distributor of the product being sampled. All other food/beverage samples must be purchased through Centerplate, the exclusive provider of the OCCC.

**CONTACT CENTERPLATE:**

Alecia Gallina – Exhibitor Catering  
alecia.gallina@centerplate.com  
O: +1 407 684 5939

**ONLINE ORDERING**

To Order catering online: [https://occcboothcatering.ezplanit.com/#/home](https://occcboothcatering.ezplanit.com/#/home)

**COOKING INFORMATION**

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal’s office. Any exhibitor interested in cooking inside their booth must get permission from show management in advance, and adhere to all of the OCCC guidelines. Please contact Allison Gold (Allison.gold@aviationweek.com, +1.646.233.4425) for more information.

*Centerplate is the exclusive food and beverage provider for the OCCC, supplying Catering and Concession services in both the West Building and the North/South Building.*

Please Note: Centerplate must supply all consumable food and beverage items. No food and beverage items, including alcohol, can be brought onto the OCCC premises, without the express written approval of Centerplate and the OCCC Event Management section.

**CHILDREN**

Due to the business nature of this event, children under 16 are not permitted into the Exhibition Hall or the Conference during installation, official show days and teardown. Children ages 16 and older will be admitted to the Exhibition Hall during official hours, provided that they are registered, pay appropriate fees and with the understanding that they are the sole responsibility of an accompanying adult.

**CLEANING AND WASTE DISPOSAL**

Cleaning of your booth can be ordered from Freeman

- 100 sq. ft. minimum.
- Prices are based on total square footage of booth regardless of area to be cleaned.
Freeman’s exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.

CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS: Each Exhibitor must keep its exhibit clean and properly dispose of all refuse. Exhibitor and their appointed contractors are responsible for the removal of Visqueen covering by the end of move in. Exhibitor will be responsible for the disposal of the Visqueen and for vacuuming all aisles around their booth.

All used or leftover materials resulting from delivery, installation and removal activities of the Exhibitor shall be disposed of at the Exhibitor’s expense. Exhibitors are responsible for disposing of the refuse generated during the show hours or must contract with Freeman to have refuse removed during show hours. Under no circumstances are Exhibitors permitted to dispose of refuse in the aisles prior to or during show hours. In addition, Exhibitors are responsible for the removal and disposal of carpeting, padding, and/or professional flooring, not ordered from Freeman, and utilized in their space. Should any of these items remain within the exhibit space after dismantling, these items will be disposed of by Freeman at the Exhibitor’s expense.

Cleaning can be ordered by downloading the form in the Exhibitor Resource center or via Freeman Online (www.freeman.com)

DISCOUNT PRICE DEADLINE DATE MARCH 19, 2018

CONFERENCE PROCEEDINGS

A notification via e-mail from Aviation Week to conference attendees only (if you purchased individual sessions, you do not qualify to receive the conference proceedings) will be sent when these proceedings are available, usually 1-2 weeks after the event.

If you have not received the link, please contact events@aviationweek.com.

CUSTOM EXHIBITS

Exhibitors are welcome to create custom exhibits within their booth space. Please make sure that you are following the display rules and guidelines for the type of booth you have purchased. You can look in the Exhibitor Resource Center for the Display guidelines that apply to MRO Americas.

You may hire your own booth design agency. However, please make sure that the agency is informed and in compliance of all show policies set forth in your Terms and Conditions and in the Display Rules.

Your designers must complete the EAC (Exhibitor Appointed Contractor) Form and submit design plans for approval.

The form can be completed here:

All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Casey Rademacher at casey.rademacher@freeman.com, and Heather Chapman at heather.chapman@freeman.com. The deadline for stand design submissions is March 09, 2018.

5. 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.

6. Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.

7. Calculations are to prove that the stand is stable and capable of supporting the loads of anything which will be supported i.e.: lights, speakers plasma screens etc. A nominal load should be applied for wind (0.15 kN/m²) although this appears not to apply in the halls stands have been affected by doors being open. A calculation should also be carried out for overturning this assumed to be the impact of a person (0.75 kN) at a height of 1.5m above the ground.

8. No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.

Failure to submit your designs may result in an inability to exhibit. Plans may be submitted using this link:


If you need assistance creating a custom exhibit, please contact Freeman.

Freeman Offers:

- Cost-effective, innovative, turnkey exhibit solutions
- Rental or purchase
- Award winning exhibit design
- Complete installation and dismantle services included
- Single point of contact from beginning to end

CUSTOM EXHIBITS

Exhibitors are welcome to create custom exhibits within their booth space. Please make sure that you are following the display rules and guidelines for the type of booth you have purchased. You can look in the Exhibitor Resource Center for the Display guidelines that apply to MRO Americas. You may hire your own booth design agency. However, please make sure that the agency is informed and in compliance of all show policies set forth in your Terms and Conditions and in the Display Rules. Your designers must complete the EAC (Exhibitor Appointed Contractor) Form and submit design plans for approval.

The form can be completed here:

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DEMONSTRATIONS/ENTERTAINMENT

GOOD NEIGHBOR POLICY

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

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling, and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

SOUND

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at which point sound constitutes interference with others and must be discontinued.

SAFETY PRECAUTIONS

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames must be approved in writing by show management 60 days prior to the show.

CHARACTER OF EXHIBIT

MRO is undertaken to advance the maintenance, overhaul and repair industry. To provide the best possible atmosphere to discuss the technical application of the equipment and services displayed, each Exhibitor agrees as follows:

• To exhibit only products, which it manufactures, represents or distributes, which comprise of materials, equipment, apparatus, systems, services and other component products applicable to the industry.

• All exhibit displays, images and language are not of a nature that could be considered discriminatory or offensive

• MRO reserves the right to prohibit an exhibit or part of an exhibit, including promotional materials and graphics that in its judgment could be construed as discriminatory or advocating discrimination on the basis of race, gender, religion, sexual orientation, or national origin.

• To ensure that all staff, including demonstrators, hosts/hostesses, entertainers and other employees and personnel adhere to an appropriate standard of dress for a business setting or function, and standard of behavior suitable for a business environment, in the location where the event is taking place

• Exhibit displays are subject to inspection by Show Management and may require modification to meet safety standards. Show Management reserves the right to remove any exhibit, at the Exhibitor’s expense, if the display does not meet the specifications set forth in the Exhibit Regulations.
DISPLAY RULES AND GUIDELINES

All exhibits must comply with the standard (IAEE) Guidelines for Display Rules & Regulations. Please refer to the Display Rules & Regulations if you are not familiar with them.

Download the IAEE Guidelines from the Exhibitor Resource Center.

Download the Aviation Week Guidelines from the Exhibitor Resource Center.

Linear (in-line) Booth

- Arranged in a straight line
- Has neighbors on either side
- One side exposed to aisle
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Maximum back wall height is 8 feet (2.44 m)
- Maximum height only allowed in rear half of booth.
- Remaining part of booth has a 4-foot height restriction forward to aisle.

Island Booths

- Any size booth exposed to aisles on all four sides
- Hanging Signs permitted. Rigging must be completed by OCCC.
- The entire cubic content of the space may be used up to the maximum allowable height, which is 16ft (4.88m) (20ft (6.1m) with Show Management's approval) including signage.

NOTE: All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Casey Rademacher at casey.rademacher@freeman.com, and Heather Chapman at heather.chapman@freeman.com. The deadline for stand design submissions is March 09, 2018.

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Failure to submit your designs may result in an inability to exhibit. Plans may be submitted using this link: https://fs2.formsite.com/AW-Events/form91/index.html

TOWERS

- free-standing exhibit component separate from the main exhibit fixture
- height restriction is the same as applies to the exhibit space configuration

MULTI-STORY EXHIBITS

- Display fixture includes two or more levels
- Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency and show management and will have additional fees applied.
- There are additional fees associated with Multi-story exhibits. For more information about adding a second story and the approval process, please contact Allison Gold at Allison.gold@aviationweek.com, +1.646.233.4425

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.

BOOTH DRAPING (MASKING)

- MRO regulations require covering (finished and/or draping) on the open side of the booth in a corner location, if materials are stored behind the display or if grid work and/or electrical cords are exposed to public viewing. Exposed parts of displays (including backs) must be completely finished so that they are not objectionable to other Exhibitors, delegates or MRO Management and are in keeping with the professional appearance on the exhibition floor. Any booth draping (masking) required for either or both sides (or back) of a booth by the end of Move-in will be ordered from the official contractor at the expense of the Exhibitor.
- 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. Spray painting may
be done outside as long as drop cloths are used to prevent any damage to sidewalk, dock, grass, buildings, etc.

- 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 by 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. Exhibitors are urged to simplify access for disabled persons by providing a ramp of at least 3.5 feet wide set in place at right angles to the aisle in accordance with the Americans with Disabilities Act (ADA).
- 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.

All island and/or raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com. The deadline for stand design submissions is March 9, 2018.
EAC - EXHIBITOR APPOINTED CONTRACTOR

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, drayage, rigging – 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:


This form must be completed and returned to Aviation Week no later than four (4) weeks prior to the event.

Important Notes:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company’s booth. Aviation Week management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor’s list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s), and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Aviation Week management.

- All EACs and all subcontractors must display company ID with photo all times while on property.
All EACs agree to abide by the rules and regulations set forth by Aviation Week in the Exhibitor prospectus and Exhibitor Service Kit. EACs may operate only out of the confines of their client’s booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Aviation Week’s event. The show aisles and public space are not part of the Exhibitor’s booth space.

All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.

All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Aviation Week should deadlines not be met.

Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use)

All personnel under the employment of the EACs must obtain wrist bands. Bands will not be issued until insurance requirements are met.

It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Aviation Week.

All EACs will not solicit business on the Show Floor.

Use of electric scooters is prohibited

While aisle carpeting is being installed, containers, jockey boxes, ladders and any other equipment must be removed completely from the show floor

EAC may photograph client booth(s) only.

EAC is prohibited from using the MRO Show name, logo or any likeness for the purpose of promoting or marketing its own activities.

The EAC is responsible for the actions and activities of any of its sub-contractors.

EAC will not establish service desks anywhere inside the exhibit hall. The EAC will utilize space as designated by Show Management, outside the exhibit hall

The EAC is responsible for adherence to the Exhibitor Rules & Regulations and the Display Regulations & Height Restrictions.

Provide adequate notice to Show Management of the exhibitors who have retained them and the services to be performed for each exhibitor.

Have a true and valid order for service from an exhibitor in advance of the Show setup date and in their possession on-site.

All safety guidelines are to be observed.

EAC must be dressed in suitable attire at all times.
INSURANCE

A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.

The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Aviation Week with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Aviation Week Network/INFORMA as the certificate holder for the time period of the event, including move-in and move-out days. Listing Aviation Week Network /INFORMA as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Freeman Co. for labor services.

The Certificate of Insurance can be submitted via the EAC form, or sent directly to AnitaJoyce.Wright@aviationweek.com.


ELECTRICITY/PLUMBING

Electrical and Plumbing for your stand can only be ordered from the Orange County Convention Center. They are the exclusive provider of these services.

Electricity can be ordered by downloading the form from the Exhibitor resource center or contacting:

Phone: (407) 685-1507
Fax: (407) 685-9884
Email: Wanda.Thomas@occc.net
Order online: www.occc.net/exhibitor

ELECTRICAL CONDITIONS

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.

2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.

3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.

4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.

6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.

7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.

8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.

9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.

11. Orders received during the incentive period will receive priority over base or on-site orders.

12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.

13. Obstructions blocking utility floor boxes are subject to relocation as necessary.

14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.

15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).

16. The OCCC does not provide distribution panels. If an exhibitor orders “bulk power”, the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

PLUMBING & GASES CONDITIONS

1. Plumbing services are only available from the floor.

2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.

3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.

4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.

5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.

7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the

8. OCCC at the close of show.

9. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

208V-480V ELECTRICAL RECEPTACLES & CONNECTION PLUGS
Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC’s electrical receptacle. If an exhibitor’s electrical plug does not match the OCCC’s electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC’s receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. All missing plugs will result in a $150 charge. Below is a description of the type of electrical receptacles the OCCC’s supplies based on amperage.

20 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: NEMA L21-20R
OCCC Receptacles for 277/480V: NEMA L22-20R
Plug Needed for 208V: NEMA L21-20P
Plug Needed for 277/480V: NEMA L22-20P

20 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: NEMA L21-20R
OCCC Receptacles for 277/480V: NEMA L22-20R
Plug Needed for 208V: NEMA L21-20P
Plug Needed for 277/480V: NEMA L22-20P

30 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: NEMA L21-30R
Plug Needed for 208V: NEMA L21-30P
OCCC Receptacles for 277/480V: L22-30R
Plug Needed for 277/480V: NEMA L22-30P

30 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: NEMA L21-30R
Plug Needed for 208V: NEMA L21-30P
OCCC Receptacles for 277/480V: L22-30R
Plug Needed for 277/480V: NEMA L22-30P

60 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: Hubbell 560P9W
OCCC Receptacles for 277/480V: Hubbell 560P7W

MRO Americas Exhibitor Resource Center:
http://mroamericas.aviationweek.com/am18/Public/Content.aspx?ID=1068012&sortMenu=115000
60 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: Hubbell 560P9W
OCCC Receptacles for 277/480V: Hubbell 560P7W

100 Amp Single Phase - two hots, neutral and ground
OCCC Receptacles for 208V: Hubbell 5100P9W
OCCC Receptacles for 277/480V: Hubbell 5100P7W

100 Amp Three Phase - three hots, neutral and ground
OCCC Receptacles for 208V: Hubbell 5100P9W
OCCC Receptacles for 277/480V: Hubbell 5100P7W Rental Price: $98.00 ($92.02 + $5.98 tax)

150 - 200 Amp Single Phase - two hots, neutral and a ground. OCCC Receptacles for 208/480V: Camlock (2/0)

150 - 200 Amp Three Phase - three hots, neutral and a ground. OCCC Receptacles for 208/480V: Camlock (2/0)
Rental Price: $176.00 ($165.26 + $10.74 tax)

200 - 400 Amp Single Phase - two hots, neutral and a ground. OCCC Receptacles for 280/480V: Camlock (4/0)
200 - 400 Amp Three Phase - three hots, neutral and a ground. OCCC Receptacles for 208/480V: Camlock (4/0)
Rental Price: $195.00 ($183.10 + $11.90 tax)

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EMERGENCIES

MEDICAL EMERGENCIES

Should a medical emergency arise, please call 9-1-1.

NON-MEDICAL EMERGENCIES

For all non-medical emergencies, please call OCCC Building Security.
North/South Building:
#5-7119 on an internal house phone
407-685-7119 from an outside line

EMPTY CONTAINERS

Please see more information under Material Handling and Freight Services in the Exhibitor Resource Center.

Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event.
• Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
• At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
• In order to get your containers returned to you most expeditiously, please keep all aisles clear after the show concludes. Empty containers are not returned to booths until the carpet has been removed. The quicker the carpet is pulled, the quicker you will get your containers.

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, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

EXHIBITOR RESOURCE CENTER
The Exhibitor Resource Center is available to help guide you through the process of exhibiting at an MRO show. The ERC can be found HERE:
http://mroamericas.aviationweek.com/am18/Public/Content.aspx?ID=1068012&sortMenu=115000

You will find all of 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
+1-646-233-4425
allison.gold@aviationweek.com

or

Anita Joyce Wright
Associate Manager Events
+1-646-392-7864
anitajoyce.wright@aviationweek.com

EVENT ATTIRE
Business smart attire is appropriate throughout the exhibition, conference and all related events. Be sure to pack a light sweater or jacket for the evening. (No jeans or sneakers during official show events or show hours)
EVENT LOGOS AND MARKETING OPPORTUNITIES

Download files containing the official event logos for use in promotional materials and learn more about marketing yourself from the Marketing Opportunities tab of the Exhibitor Resource Center.

Download files containing the official event logos for use in promotional materials.


Please direct any questions regarding marketing opportunities to:

Jennifer Roberts
Events Marketing Director
+1.646.395.3812
jennifer.roberts@aviationweek.com

MAXIMIZE YOUR INVESTMENT

Let us help you promote your presence at the event to make sure the right people stop by your booth!

We are eager to provide you with resources to make it quick and easy to get the word out. Recommendations to help you promote your presence:

JOIN THE AVIATION WEEK NETWORK SOCIAL MEDIA GROUPS

The event’s official Twitter hashtag is #MROAM. Be sure to follow and tag us at @avweekevents, @mronetwork and/or @aviationweek. And don’t forget to use the official event hashtag!

Send printed brochures or flyers to your customers and prospects promoting your participation. Contact us directly with the number of pieces you would like to distribute

Promotional flyers in electronic format (PDF) featuring discounted offers that you can distribute amongst your colleagues, clients, and prospects

Invitations in HTML (email) format that Aviation Week Network and your marketing team can deploy or attach in an email

PRESS AND PR OPPORTUNITIES.

In addition, we will gladly work with your marketing department to accommodate and special requests

GET YOUR PROSPECTS AND CUSTOMER TO MEET YOU IN THE EXHIBIT HALL

We have created two invitation options to help you invite and connect with customers and prospects at MRO Americas.
Airline VIP Pass
The Airline VIP Pass is meant for airline customers. Anyone qualified for the VIP can attend all conference sessions for free. *Airline/Leasing Company Personnel: Must be a manager, director, VP (or higher) of purchasing, maintenance, overhaul, engineering or technology at an airline or leasing company to qualify. Sales, marketing and business development positions do not qualify. Must be employed by an airline or leasing company (cargo or passenger). Does not include third party maintenance affiliates.

DOWNLOAD THE AIRLINE VIP PASS

Please contact Kristina Nicos, +1.646.257.4830 for additional information.

Exhibition Guest Pass
The Exhibition Guest Pass is for anyone within the industry, regardless of organization affiliation. This pass provides free access to the exhibition hall only where guests can connect with your on-site team.

Both passes can be distributed without limit to customers, prospects, partners etc.

DOWNLOAD THE EXHIBITION GUEST PASS

FEDEX OFFICE AT THE ORANGE COUNTY CONVENTION CENTER
FedEx Office is the exclusive business center for the Orange County Convention Center with three convenient full-service business centers within the North, South and West Buildings. Send us your request in advance and we’ll have it ready for you upon arrival. The following services are available onsite:

- Posters/signs and graphics
- Black and white/color copies
- Computer workstations with design software
- Packing, shipping and receiving via FedEx for packages up to 150lbs
- Off-set printing
- Office equipment rental
- Binding and finishing services
- Office supplies
- Business cards
- Large volume production of meeting materials/books
- Merchandise box storage
- 24/7 network
- Mobility solutions (i.e. Scooters/Segways and wheelchairs)
- (See below for FedEx Office shipping instructions)
- Make it. Print it. Pack it. Ship it.

FedEx Office® Print and Ship Center
Located in the West Concourse, near Hall C
Open daily from 8:00 am – 5:00 pm
(407) 363–2832 phone
(407) 363–4731 fax
usa3996@fedex.com

FEDEX OFFICE SHIPPING INSTRUCTIONS:

If you would like to ship directly to our FedEx Office® Print and Ship Center location (packages 150 lbs or less), a $10 - $25 handling fee will be applied per package upon pickup at the OCCC FedEx Office branch. In an effort to guarantee all inbound shipments, all air bills/mailing labels must include the following information:

FedEx Office
c/o Your Name
9800 International Drive
Orlando, FL 32819

FORKLIFTS

Forklifts are exclusively provided by Freeman. You can order a forklift via the downloadable form in the Exhibitor Resource Center or by visiting www.freemanonline.com

• Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
• Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
• Start time is guaranteed only when equipment is requested for the start of the working day.

Straight Time - 8:00 A.M. to 4:30 P.M. Monday through Friday
Overtime - 6:00 A.M. to 8:00 A.M. and 4:30 P.M. to 12:00 Midnight Monday through Friday
6:00 A.M. to 12:00 Midnight Saturday and Sunday

• Show site prices will apply to all labor orders placed at show site
• Start time guaranteed only at start of working day
• One hour minimum - labor thereafter is charged in half (1/2) hour increments
• Supervisor must check in at Freeman Service Center to pick up labor
• When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth
FREEMAN ONLINE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

You can download and use the FreemanOnline Mobile App from the Apple or Android store, or by visiting this link: folmobile.freemanco.com. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco.com/store by April 03, 2017. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - before, during and after your show. Additionally, you can now access Freeman Online from any device - desktop, laptop, tablet or via our new FreemanOnline Mobile App.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the “Create an Account” link. To access Freeman Online without using the email link, visit www.freemanco.com/store. You can also download and use the FreemanOnline Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING – NON-USA

TWI has been appointed as the official international Freight Forwarder for delivery of international shipments destined for MRO Americas 2017. TWI is pleased to coordinate the customs and delivery of your international shipment destined for this event. The following pages list important information regarding shipping documents, deadlines, and fees, and information from our customs broker pertaining to customs clearance of your exhibition materials into the United States.

TWI IMPORT SERVICES CONTACTS:

Elli McKinnon emckinnon@twigroup.com
Laura Kaolkao@twigroup.com
TWI Import Services
4480 South Pecos Road
Las Vegas, NV 89121
Tel: +1 (702) 691-9000
Without careful planning, shipping everything from brochures to booths can be a difficult and costly process. Here are some tips and tricks to help guide you through. But, the most important takeaway here is START PLANNING EARLY. Take advantage of early bird discounts and alleviate stress by reaching out early to find the best solution for you!

As the official service contractor, Freeman is the exclusive provider of freight services. This includes:

- Material handling includes unloading your exhibit material
- Storing up to 30 days in advance at the warehouse
- Delivering to the booth
- Handling empty containers to and from storage
- Removing material from the booth for outbound carriers

There are fees for material handling. Charges are based on the weight of your shipment. Please refer to the material handling form for more information about your shipment.

WAREHOUSE SHIPPING

Freeman will accept crated, boxed or skidded materials beginning Friday, March 09, 2018, at the above address. Material arriving after April 02, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (407) 816-7900

- Freight will be accepted beginning 30 days prior to move-in (beginning, Friday, March 09, 2018)
- Freight must arrive by the deadline (Fees will be applied after April 02, 2018)
- Shipments can be received Monday-Friday
- Crates, cartons, skids, trunks/cases and carpets can be accepted at the warehouse
- Loose or pad-wrapped material must be sent directly to show site
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight
- Freight will be delivered to the booth prior to exhibitor set-up
- All freight should be labeled with exhibiting company name, the booth number and the name of the event.
Please do not ship perishable material to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or shipping services from the Advance Warehouse.

**Show Site Shipping**

**Show Site Shipping Address:**
MRO Americas 2018  
C/O FREEMAN  
ORANGE COUNTY CONVENTION CENTER - NORTH BUILDING  
9400 UNIVERSAL BLVD  
ORLANDO, FL 32819-9340

Freeman will receive shipments at the exhibit facility beginning Saturday, April 07, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (407) 816-7900

- Freight will be accepted only during exhibitor move-in.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight
- All freight should be labeled with exhibiting company name, the booth number and the name of the event.

**FREEMAN TRANSPORTATION:**

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freemanco.com

**EMPTY CONTAINERS**

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

**RETURN SHIPPING**

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents.
• The Material Handling Agreement and labels will be processed and available prior to show closing.
• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
• Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
• For your convenience, show recommended carriers will be on site to handle outbound transportation.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

FURNITURE RENTAL

Freeman sets the stage for success with temporary furnishings that make lasting impressions. With high-quality furniture in shapes and styles that suit your budget and design needs, Freeman always provides an ideal solution for your exhibit.

• Sleek and professional furniture products transform your exhibit into a destination
• Extensive selection of seating, surfaces, and display fixtures provides a completely custom and comprehensive approach to your brand experience
• No assembly required: Hassle-free shipment, setup, and tear down allow your exhibitors to focus on what matters: new business
• Prices are all-inclusive and cover delivery, installation and material handling with no hidden fees

Furniture may be ordered from the furniture catalog and form found in the Exhibitor Resource Center or via www.freemanonline.com

GREEN TIPS

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.
GREEN TIPS FOR EXHIBITORS

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

• Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.

• Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.

• Rent Freeman Classic Carpet which contains recycled content and is also recyclable.

• Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

• Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.

• If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.

• Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.

• Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

• If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.

• Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.

• Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.

• If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

• Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.

**HANGING SIGNS**

Hanging signs are permitted only for island booths that are a minimum size 20x20. All hanging signs need to be approved by show management. The maximum height for a hanging sign is 16’ (measured at the very top of the sign) and may extend to 20’ with permission from show management.

*All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Casey Rademacher at casey.rademacher@freeman.com, and Heather Chapman at heather.chapman@freeman.com. The deadline for stand design submissions is March 09, 2018.*

- All sides of hanging signs and graphics must be covered or finished in such a manner as not to detract from those booths behind it. All hanging signs and graphics, regardless of size, should be constructed of lightweight flameproof materials.
- Any signage extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
- All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer’s certification or seal of approval may be required under certain conditions.
- All points where nylon slings are used will require a steel safety cable
- All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
- All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.

**SEAMS:**

- When using cloth material, seams need to be double stitched on the top and bottom.
• Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
• If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

• Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
• The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Hardware:

• The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
• The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
• All wire rope slings 3/8” and larger must be certified and proof-tested (tested to twice its working load limit).
• Flemish eye construction is preferred for all wire rope slings 3/8” and larger.
• The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.

OCCC EXHIBITOR AERIAL RIGGING

The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC’s Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging. Rigging can also be ordered by downloading the form in the exhibitor resource center.

INSURANCE

A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.

The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Aviation Week with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Aviation Week Network/INFORMA as the certificate holder for the time period of the event, including move-in and move-out days. Listing Aviation Week Network /INFORMA as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Freeman Co. for labor services.

Failure to supply proof of adequate insurance may result in an inability to exhibit.
INTERNET FOR EXHIBITORS

SMARTCITY SERVICES

The Orange County Convention Center is home to one of the largest wireless networks in the industry, built to support thousands of simultaneous users while offering reliable and cost effective solutions to clients and exhibitors. Here are just a few ways that wireless can be utilized to help keep you connected while in Orlando!

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 a / g / n network. Smart City operates multiple Cisco wireless networks utilizing over 1000 access points throughout the Orange County Convention Center. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 614-2637 to discuss your network design.

PAY-PER-DAY PRODUCTS

- **2.4 GHz 802.11 g / n**: Complementary basic Wi-Fi® available in the Facility’s public space. For business class speeds utilizing a 2.4 GHz network Instant Internet (up to 512 Kb) is available as an on-site pay per day service in the Facility’s public space.

- **5 GHz 802.11 a / n**: Exhibitor Internet (up to 1.5 Mb) is available as an on-site pay per day service in all areas of the Facility including the Exhibit Hall, Meeting Rooms and Public Space. 5 GHz wireless adaptors are available for purchase on-site at the Smart City Service Desk or by calling Smart City at (407) 685-2000.

- Wireless speeds and accessibility depend on the wireless environment in a local area.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 614-2637 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.
Dedicated Wired Internet — Routers Allowed
Connection speeds of 3Mbps and up

Required for:

- Web Casting
- HD Streaming
- Routers(wired or wireless)
- Includes 5 Static Public IP Addresses

Premium High-Speed Wired Internet — No Wired or Wireless Routers
Shared Connection speeds up to 10Mbps

Recommended for:

- Wired Cyber Cafe
- Social Media Feeds
- Multi Media Downloads
- Includes 1 Static Private IP Address

Wireless Internet
Custom Order

- 5GHz only in Exhibit Hall
- Call 888-614-2637 for pricing and availability

*Wifi is available for sponsorship. Please contact your sales representative for more information.*

**LABOR — INSTALLATION & DISMANTLE**

**Union Jurisdictions for Orlando, Florida**

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you read the following:
EXHIBIT INSTALLATION AND DISMANTLING
Currently we have an agreement with the Local IATSE Union to provide labor for display erection and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide, may be rendered by the Union. Labor can be ordered in advance by returning the Display Labor form, or at showsite, at the service desk.

MATERIAL HANDLING
Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

TIPPING
FREEMAN requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Freeman representative at the service desk or correspondence may be directed to the attention of the General Manager at the local office address.

SAFETY
Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. FREEMAN cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor order form and the necessary ladders and tools will be provided.

FREEMAN
Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

• Pre-planning and budget consultation
• Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
• On-site supervisors with dedicated floor managers
• Full, in-house carpentry for emergency repairs and refurbishing
• Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
• Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION
You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff
Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.
LINE OF SITE — DISPLAY RULES

All inline exhibitors must adhere to the “Line of Site” rules. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.

MARSHALLING YARD AND INBOUND SHIPMENTS

* Please Note: Times will vary on the Show Open and Show Close days.

*Please see the Quick Facts for specific show Move-In and Move-Out dates and Driver Check-In Deadlines.

Advance Warehouse Hours:
Mon - Fri - 8:00 AM - 3:30 PM.

Marshalling Yard hours:
Exhibitor Move-In and Move-Out between the hours of: 6:00 AM - 2:30 PM.

DIRECTIONS TO THE FREEMAN’S MARSHALLING YARD AND WAREHOUSE

1601 Boice Pond Road
Orlando, Florida 32837
(407) 816-7900 • Fax: (469) 621-5605
FreemanOrlandoES@freeman.com
From Interstate 95
Exit onto Interstate 4, westbound. Take exit # 72, State Road 528, the Beeline Expressway, eastbound. Take exit # 4, Consulate Drive and turn right at the bottom of the ramp. At the traffic light turn right. This is Orange Blossom Trail, southbound. Turn left at the first traffic light, Taft-Vineland Road. Go over the bridge and turn right on the first street on the right, General Drive. The Marshalling Yard is the second driveway on the right.

From the Florida Turnpike
Exit off of the turnpike at exit # 254, Orange Blossom Trail / State Road 441, 17-92. Exit using the south ramp. You will now be on Orange Blossom Trail / State Road 441, 17-92 southbound. Go to the second traffic light and turn left onto Taft-Vineland Road. Go over the bridge and turn right on the first street on the right, General Drive. The Marshalling Yard is the second driveway on the right.

From Tampa
Exit off of Interstate 4 at exit # 72, State Road 528, the Beeline Expressway, eastbound. Take exit # 4, Consulate Drive and turn right at the bottom of the ramp. At the traffic light turn right. This is Orange Blossom Trail, southbound. Turn left at the first traffic light, Taft-Vineland Road. Go over the bridge and turn right on the first street on the right, General Drive. The Marshalling Yard is the second driveway on the right.

FREEMAN ADVANCE WAREHOUSE / SHOW SITE MARSHALLING YARD ADDRESS

10088 General Drive | Orlando, FL 32824

Hours of Operation:
Advance Warehouse Hours: Monday - Friday 8:00 AM - 3:30 PM

Please Note: Times will vary on the Show Open and Show Close days. Please see the Quick Facts for specific show Move-In and Move-out dates and Driver Check-In Deadlines.

All Drivers need certified weight tickets and bill of lading to check - in at the marshalling yard or advance warehouse.

Certified weight tickets can be obtained at:

Acme Truck Stop
9565 S. Orange Blossom Trail
Orlando, FL 32837
(407) 240-4669

Truck Stop Hours of Operation:
Monday - Friday - 6:00 AM - 11:00 PM
Saturday - Sunday - 8:00 AM - 11:00 PM
INBOUND SHIPMENTS

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR’S NAME
3. SHIPPER’S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

- CRATES ......................... (WOODEN BOXES)
- CARTONS ....................... (CARDBOARD BOXES)
- CARPETS ....................... (RUGS AND PADS)
- SKIDS ........................... (PALLETS)
- BUNDLES
- MACHINES
- MISCELLANEOUS ............ (LOOSE OR UNPACKED ITEMS) MP

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM. WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING.

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCHOR.

CHECK YOUR FREIGHT CLERK.

MATERIAL HANDLING

As the official service contractor, Freeman is the exclusive provider of freight services. This includes:

- Material handling includes unloading your exhibit material
- Storing up to 30 days in advance at the warehouse
- Delivering to the booth
- Handling empty containers to and from storage
- Removing material from the booth for outbound carriers

There are fees for material handling.

Charges are based on the weight of your shipment. Please refer to the material handling form for more information about your shipment.
CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS & DHL are included in this category due to their delivery procedures.

UNCRAVED: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or pad only: Shipments that consist of loose carpet and or padding

EMPTY CONTAINERS

Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

MEETING ROOM RENTAL

Meeting room space may be available for rental in or near the exhibition hall. Please contact your sales rep (please see contacts page) for information.

Meeting rooms are reserved for exhibitors and sponsors only. Your meeting room includes a boardroom setup, including electricity, tables and chairs. Additional AV/catering/etc. can be ordered from the official contractors.

Meeting rooms are only available for use during posted exhibition hours. Exhibitors may not invite customers to meetings before or after show hours.

EXHIBIT HOURS

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<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>Tuesday</td>
<td>April 10, 2018</td>
<td>10:30 AM - 5:30 PM</td>
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<td>9:30 AM - 1:00 PM</td>
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MEETINGS ON SHOW FLOOR POLICY

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

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

MOVE-IN ELECTRIC

- Column or wall outlets may not be used in the facility for direct connection by anyone other than employees of the Official Electrical Contractor.
- Exhibitors are strictly prohibited from installing their own electrical wiring. All electrical, water, gas, etc. connections must be handled by the Official Electrical Contractor. Should any electrical work be located that was not installed by the Official Electrical Contractor, OTC Show Management will have the wiring disconnected and removed at the Exhibitor’s expense. No exceptions are permitted.

*Electricity can be ordered directly from the Orange County Convention Center. The form is available in the Exhibitor Resource Center.*

MOVE-IN/MOVE-OUT PROCEDURES

MOVE-IN FOR EXHIBITORS

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

WHEN YOU ARRIVE ON SITE

If you are setting up your booth on Saturday/Sunday, you may enter the hall by checking in with security on the loading dock. Please have your booth number and ID ready. All contractors must complete the Exhibitor Appointed Contractor (EAC) form in order to enter. You and your contractors will be given bracelets to wear during setup hours.


Registration officially opens at 8:00 AM on Monday, April 9. All exhibitors must have an exhibitor badge to enter the hall during official Exhibition Hours. You may pick up your badges during registration hours. Registration will be located in the South Concourse. You may register here:

CONSTRUCTION GUIDELINES

bullet No open-toe shoes are permitted on the exhibit floor during move-in and move-out.
bullet Designated “NO FREIGHT” aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the exhibit areas and to expedite freight and empty crate moving.
bullet 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 forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Exhibitors should refer to local building codes that regulate temporary structures.
bullet The penetration of floors, walls, ceilings, or trim will not be permitted; neither may any holes be drilled in any portion of the facility. Displays must be freestanding and not rely on any part of the exhibit facility other than the floor for support.
bullet Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

MOVE-OUT AND DISMANTLE FOR EXHIBITORS

All exhibitor materials must be removed from the exhibit facility by Friday, April 13, 2018 at 1:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, April 13, 2018 at 9:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

MOVE-OUT SCHEDULE

<table>
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We will begin returning empty containers once aisle carpet is removed.
EMPTY CONTAINERS

Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

MOVE-IN/MOVE-OUT SCHEDULE

MOVE-IN FOR EXHIBITORS

For more information and helpful hints on pre-show procedures and move-in, please go to www.freemanco.com/preshowFAQ

WHEN YOU ARRIVE ON SITE

If you are setting up your booth on Saturday/Sunday, you may enter the hall by checking in with security on the loading dock. Please have your booth number and ID ready. All contractors must complete the Exhibitor Appointed Contractor (EAC) form in order to enter. You and your contractors will be given bracelets to wear during setup hours. https://fs2.formsite.com/AW-Events/form58/index.html

Registration officially opens at 8:00 AM on Monday, April 9. All exhibitors must have an exhibitor badge to enter the hall during official Exhibition Hours. You may pick up your badges during registration hours. Registration will be located in the South Concourse. You may register here:


EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to Pre-Show FAQ.

<table>
<thead>
<tr>
<th>Saturday</th>
<th>April 07, 2018</th>
<th>1:00 PM - 7:00 PM</th>
<th>*600 sqft and larger &amp; Double Decker Booths Only</th>
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<tr>
<td>Sunday</td>
<td>April 08, 2018</td>
<td>8:00 AM - 8:00 PM</td>
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<td>Monday</td>
<td>April 09, 2018</td>
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MOVE-OUT AND DISMANTLE FOR EXHIBITORS

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POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

For more information and helpful hints on post-show procedures and move-out, please go to Post-Show FAQ.

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MULTI-STORY EXHIBITS

*Multi-story exhibits include any display fixture that includes two or more levels.*

*Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency and show management and will have additional fees applied.*

*There are additional fees associated with Multi-story exhibits. For more information about adding a second story and the approval process, please contact Allison Gold at Allison.gold@aviationweek.com, +1.646.233.4425*
TWO-STORY BOOTHS

Any exhibitor planning to utilize a two-story booth is required to submit two (2) accurately scaled floor plans and two (2) lists of materials to be used in the construction (supplied by a licensed architect and/or structural engineer) to Aviation Week Events sixty (60) days prior to the event. (Allison.gold@aviationweek.com)

Guidelines for Multi-Level Exhibits & Covered Booths Over 300 Square Feet

The definition of a Multi-Level Booth is to construct a level or tier atop an exhibit or portion of an exhibit, with the intention of being occupied by one or more persons.

Multi-Level Booths, regardless of square footage, and Covered Booths exceeding 300’ require additional approval and fire watch preparations prior to their acceptance on the exhibit hall floor by the OCCC.

In accordance with the State Fire Marshal’s office, please review the following guidelines for compliance with the requirements of the Life Safety Code (NFPA 101), as adopted by Florida Administrative Law, State Fire Marshal’s Rules and Regulations, Chapter 4A-3, and the Standard Fire Prevention Code as adopted by Orange County, Florida.

Multi-Level Exhibits Guidelines Planning Notes

Plans for Multi-Level Booths must be submitted and reviewed by the OCCC Event Management section and the Orange County Fire Rescue Services Department prior to their construction on the show floor.

Plans for Multi-Level Booths must be submitted with the following information:

- show name and dates
- exhibitor’s name
- assigned booth number
- directional information
- maximum exhibit height within the booth

Send two copies of scaled, signed and dated Multi-Level Booth plans, (with front and side elevations), by a registered architect or engineer to Allison Gold (Allison.gold@aviationweek.com)

All Multi-Level Booth construction materials and decorative materials must be noncombustible or limited combustible (flame-retardant). If requested, certification of flame-retardant treatment and possible samples must be submitted to Orange County Fire Rescue Services Department for review, prior to booth construction. It is highly recommended that these certifications also be available while on site in the hall.

Guidelines for Multi-Level Exhibits – Regardless of Square Footage and Covered Booths Over 300’

1. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
2. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three (3) feet in width, equipped with a handrail on at least one (1) side and constitute a “straight run” or be “squared off.” Spiral stairs or winders are not permitted.

3. Exhibitor must provide a portable fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2A40BC portable type fire extinguisher must be provided. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet Fire watch or extinguishing system is required.

- At least (1) 2A40BC fire extinguishers must be provided.
- At minimum, (1) set of stairs required.
- A second set of stairs is required for multi-level exhibits greater than 300 square feet.
- All booths to be constructed as required by applicable codes and standards.

Required Firewatch Personnel
The Orange County Fire Rescue Department requires firewatch personnel for the following:

- All multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet
- Show management will provide Firewatch

Multi-Level Exhibits — 299 sq. ft. or Less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to Be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits — 300 sq. ft. to 900 sq. ft.
Maximum Allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to Be Constructed as Required by Applicable Codes and Standards

All island and/or raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com. The deadline for stand design submissions is March 9, 2018.
OPEN FLAME, PYROTECHNICS AND SPECIAL EFFECTS, ETC.

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to Show Management and the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

The display and operation of any unusual electrical, mechanical or chemical device that may present a hazard. The device, its application and the operation must be approved the Fire Marshal. The display or operation of any heater, barbecue, open flame, candles, lamps, torches, etc.

The use or storage of flammable liquids, compressed gasses or dangerous chemicals as determined by the Fire Marshal. The display or operation of a laser. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.) Any pyrotechnics, fireworks or special effects display or process. Any unusual use of a motorized vehicle inside an enclosed structure. Any special cooking requirements, including cooking inside of ballrooms, convention areas and/or display areas.

PARKING FEES AND PARKING FACILITIES

The OCCC charges a parking fee per entry to all users of its parking areas at the prevailing rate on move-in, show and move-out days. Exhibitors receive daily in/out privileges with a valid parking receipt and exhibitor badge—based on space availability. Overnight parking on OCCC property is prohibited. Recreational vehicles (RVs) may use the OCCC’s parking area for parking purposes only.

Parking in the loading dock basin or on dock ramps is prohibited and violators will be towed at the owner’s expense. Please see visit the sections on material handling and the marshalling yard for information about delivering freight to the warehouse or convention center.

PHOTOGRAPHY

Any attendee of the Show—including exhibitors and/or qualified press—who wishes to photograph or film at the Show is required to check in at the Press Room onsite to sign a waiver and receive authorization upon each day of filming. Photographers and videographers are required to obtain permission before filming and must refrain from filming those who do not grant permission. Show Management reserves the right to refuse entrance to any photographer/videographer. Each attendee of the Show (i) authorizes Show Management (and its officers, directors, officials, employees, agents, contractors and representatives) to photograph and/or record all or any part of the Show, and (ii) grants Show Management the worldwide, perpetual, royalty free right and license to reproduce, distribute, transmit, publicly perform and publicly display all such photographs and recordings (and any derivative works thereof) in any medium (now existing or hereafter developed).

If you are interested in hiring a photographer to photograph your booth, please contact:
PROGRAM BOOK

EXHIBITOR PROFILE

As an exhibitor, your company profile is published on the MRO Americas web site, in the official program book and on the MRO Americas Event App. Exhibitors can enter profile information and select industry categories. All changes need to be made by February 1, 2018, or they will not appear in the printed materials. The marketing or primary contact on your account will receive login information to enter or change the profile and select categories.

If you are a returning exhibitor, your profile from last year already appears on the site. Please log into your account when you receive the notification and confirm whether you would like to repeat this listing or make changes.

If you are having trouble logging into your account to make changes please contact Allison Gold (allison.gold@aviationweek.com +1-646-233-4425)

PROGRAM BOOK ADVERTISING

Expand your company’s presence during the event. Used as a reference throughout the show by all conference delegates, trade show visitors, and exhibitors, the Official Program Book includes the conference agenda, exhibitor and sponsor profiles, floor plan of the exhibit hall, and all special events. Your advertising message will reach all attendees at the show.

Europe/Russia/CIS/Africa/Middle East
Mike Elmes
P: +44 (0)1206 321639
Fax: +44 (0)1206 321259
E: mike.elmes@aerospacemedia.co.uk

All Americas/Canada
Beth Eddy/Mimi Smith
P: +1.561.279.4646
Fax: +1.561.279.4699
E: betheddy@aviationexhibits.com
E: mimismith@aviationexhibits.com
Asia-Pacific
Margaret Chong & Clive Richardson (Asia-Pacific)
Manager, Exhibit Sales
+65 9736 1722
Margaret@accessgroup.aero
Clive@accessgroup.aero

RETURN SHIPPING

Please visit the Exhibitor Resource Center to find the necessary forms for return shipping. This is included in your material handling agreement. Freeman is the official contractor for all material handling. Therefore, you must complete the Material Handling form in order to get your items returned to your carrier of choice.

Empty containers will be stored by Freeman as part of the material handling agreement. Containers will be returned to exhibitors as soon as the aisle carpets are removed at the conclusion of the exhibition on Thursday.

• Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
• To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents.
• The Material Handling Agreement and labels will be processed and available prior to show closing.
• After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
• Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
• For your convenience, show recommended carriers will be on site to handle outbound transportation.

RIGGING

WHO CAN HAVE A HANGING SIGN?

Hanging signs are permitted only for island booths that are a minimum size 20x20. All hanging signs need to be approved by show management. The maximum height for a hanging sign is 16’ (measured at the very top of the sign) and may extend to 20’ with permission from show management.
All Island and/or raw-space booths must submit their designs to: Allison Gold at allison.gold@aviationweek.com, Casey Rademacher at casey.rademacher@freeman.com, and Heather Chapman at heather.chapman@freeman.com. The deadline for stand design submissions is March 09, 2018.

- All sides of hanging signs and graphics must be covered or finished in such a manner as not to detract from those booths behind it. All hanging signs and graphics, regardless of size, should be constructed of lightweight flameproof materials.
- Any signage extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.

RIGGING SERVICES

Rigging Services are an exclusive service provided by the OCCC. The installation/removal of any and all signage, banners, production equipment, etc, which requires attachment to the building or the building infrastructure, (catwalks, hand rails, balconies, etc.), by non-OCCC Rigging Services section personnel, is strictly prohibited.

You may also download the rigging order form from the exhibitor Resource Center.

Extensive planning guidelines concerning rigging services and specific rigging locations can be located on the OCCC website at www.occc.net.

Please consult the OCCC Event Management section and the OCCC Rigging Services section for additional planning details. The OCCC Rigging Services section can be contacted via the OCCC Event Management section or directly at (407) 685-5555.

ORANGE COUNTY CONVENTION CENTER EXHIBITOR RIGGING INFORMATION

The OCCC is the exclusive rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to clients, the following rigging guidelines are applicable to all show managers, general service contractors, installation and dismantle companies, exhibitors and exhibitor appointed contractors (EACs).

1. The OCCC is the exclusive provider of rigging services.
2. All rigging must conform to show management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer’s seal of approval.
5. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. All hardware is required to have a working load limit (WLL).
6. Rigging plots, drawings, blueprints or engineer’s certification, when requested, must be submitted to the OCCC Rigging Section a minimum of three weeks (21 days) in advance of the first move-in day for show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.

7. All points where nylon slings are used will require a steel safety cable.

8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.

9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the OCCC Rigging Section will not be allowed.

10. A credit card must be placed on file with the Method of Payment form for any additional charges.

11. The OCCC does not accept purchase orders.

12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.

13. All orders for rigging will be handled in the order in which the paperwork is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging Section.

14. In instances where a definite date and time for rigging services is required, the exhibitor will need to order a dedicated rigging team. The exhibitor will be charged a minimum of four (4) hours up and four (4) hours down times the number of riggers needed.

15. The OCCC’s Rigging Section can be reached by phone (407) 685-5555, via fax (407) 685-5974 or via email (rigging@occc.net) to clarify or assist you with any concerns you have in regards to aerial rigging at the OCCC.

16. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

1. When using cloth material, seams need to be double stitched on the top and bottom.

2. Heat seam is only acceptable when hanging lightweight vinyl drape.

3. If vinyl drape is to be used as a drop down for a sign or banner and includes a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.

2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is not permitted.
SAFETY TIPS

• Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight. Be aware of your surroundings.

• You are in an active work area with changing conditions during move-in and move-out. Pay attention.

• Look for obstacles, machinery and equipment that are in use. Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

• Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

• Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

• We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

• Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

• The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC’s). Thank you for your cooperation.

SMOKING POLICY

Per the Florida Clean Indoor Air Act (FCIAA), smoking is prohibited inside the facility at either building. Smoking is also strictly prohibited during any show move-in or move-out activity. Exterior smoking areas have been designated for those exhibitors who require dock access for smoking. In addition, there are designated smoking areas located outside the buildings, at various locations, for guests to enjoy smoking.

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, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

If you need help with the storage and removal of your empty containers, please see the Material Handling information in the Exhibitor Resource Center.
VEHICLE DISPLAY GUIDELINES

Motorized vehicles within the exhibit halls are permissible, provided that each vehicle can be defined as a vehicle that is propelled by an internal combustion engine using a Class I or Class II fuel, such as, but not limited to automobiles, trucks, motorcycles, aircraft, watercraft and lawnmowers.

When placing motorized vehicles inside an assembly hall or exhibit, occupancy consideration must be taken into account regarding exits and exit access, so that these areas remain free of any obstructions, thereby ensuring a clear path for emergency egress.

Vehicles must be positioned prior to the opening of an event to the public. Each vehicle will be subject to inspection for compliance with the following items:

• All fuel tank openings shall be locked and sealed to prevent escape of vapors.
• Fuel tanks may not contain more than one-half capacity or ten (10) gallons of fuel whichever is less.
• At least one battery cable must be removed from the batteries used to start the vehicle engine. The disconnected battery cable must be taped.
• Batteries used to power auxiliary equipment are permitted to be kept in service.
• Fueling or de-fueling of vehicles is prohibited.
• Vehicles may not be moved during show hours.
• Vehicles, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

WIFI — PUBLIC

SmartCity is the exclusive telecom partner at the convention center, providing high speed internet. For complimentary Wi-Fi access, connect to the wireless network named OCCC Free Wi-Fi (available only in public space, restaurants, common areas and lobbies).

The wireless network named Instant Internet is for casual Wi-Fi connectivity. This 768kbps up/down per-user network is available in meeting rooms, common areas and lobbies. It does not extend into the exhibit hall and cannot be supported in that area. Additional wireless service is available in meeting rooms and exhibit halls for a fee.

Exhibitors who require faster or facility-wide coverage, including in the exhibit hall, please connect to the Exhibitor Internet network for information. Exhibitor Internet is broadcast only as a 5GHz network.

For wireless support, please call SmartCity at 1-888-243-5685. Order forms and information are available in the Exhibitor Resource Center.
AVIATION WEEK MRO AMERICAS EXHIBIT SPACE CONTRACT ADDITIONAL TERMS AND CONDITIONS

Informa acquired Penton Information Services on November 2, 2016, bringing together two great Exhibitions and Information Services Groups to provide a greater range of products and information to our global customer base.

These Additional Terms and Conditions supplement the terms and conditions set forth in the exhibit space contract executed by exhibitor. If an agency executes an exhibit space contract on behalf of a client, then such agency and such client shall be jointly and severally liable for the payment and performance of the obligations of “exhibitor” hereunder and for any breach of any provision hereof. Terms used herein have the meanings ascribed to them in the exhibit space contract unless otherwise defined herein. Any sponsorship or event marketing opportunity contracted for by exhibitor in connection with the Show is governed by the Sponsorship and Event Marketing Terms and Conditions (accessible at aviationweek.com/events).

1. ELIGIBLE EXHIBITS. Show Management reserves the right to determine whether any company or product is eligible for inclusion in the Show. This determination may be made at any time before or after the start of the Show. Exhibitor or its agent/agency must have no outstanding past due invoices with Show Management, Informa or its affiliates. Past due invoices billed to the exhibitor or its agent/agency must be paid before exhibitor will be allowed access to the Show.

2. FLOOR PLAN. The floor plan for the Show will be maintained as originally presented, wherever practicable. However, Show Management reserves the right, in its sole discretion, to modify the floor plan to the extent necessary for the best interests of the Show, the exhibitors, and the industry. All measurements shown on the floor plan are approximate, and Show Management reserves the right to make such modifications as may be deemed necessary, making equitable adjustment for any exhibitor thereby affected.

3. EXHIBIT SPACE ASSIGNMENT. Space assignment will be indicated on the confirmation of acceptance of the exhibit space contract by Show Management. Exhibitor must rent sufficient space to contain its exhibit completely within the confines of the booth lines. Equipment may not extend into the aisles, over the aisles, or across exhibitor’s purchased booth line. Heights and depths specified by the IAEE Guidelines must be observed (see the Exhibitor Resource Center on the Show website). Floor plans for double decker/two story exhibits must be approved by Show Management, the official exhibit services contractor and the Show facility (fire marshal). Additional charges may be incurred. Show Management reserves the right to relocate exhibitor in comparable space for the best interest of the Show. Should exhibitor decide to cancel, the exhibit space reverts back to Show Management.

4. BOOTH SHARING. Exhibitor shall not assign, sublet, subcontract or share the whole or any part of the space allotted without obtaining the prior written consent of Show Management. Companies may be allowed to share booth space as long as there is at least one 9 sqm/10’ x 10’ booth per company (i.e., two companies cannot share one 9 sqm/10’ x 10’ booth, but may share an 18 sqm/10’ x 20’ booth or larger). The primary exhibiting company must notify Show Management in writing that it will be sharing booth space. Subject to Show Management’s approval of the booth sharing and payment by the exhibiting companies of any additional fees (if
applicable), each exhibiting company will receive a password to complete its program book listing.

5. EXHIBITOR RESOURCE CENTER AND SHOW POLICIES. The Exhibitor Resource Center containing detailed information will be available on the Show website in ample time for advance planning. The Exhibitor Resource Center will contain, among other things, information regarding shipment, labor, electrical service, rental items and exhibit hours. All services, such as furniture, carpeting, labor, cleaning, storage of boxes and crates, shipping and other special services must be arranged through the official exhibit services contractor. Service order forms for all available services should be returned by the required deadlines to avoid late charges. If exhibitor elects to use any contractor other than the official contractors designated by Show Management, exhibitor must complete the EAC (Exhibitor Appointed Contractor) form available in the Exhibitor Resource Center. Exhibitor will communicate to any subcontractor that it is bound by this Agreement, and exhibitor will be liable for any act or omission by such subcontractor which would, if taken by exhibitor, constitute a breach of any provision of this Agreement. Exhibitor must abide by the regulations and guidelines included in the Exhibitor Resource Center. Show Management shall have sole control over the official Show policies applicable to attendees, which will be available on the Show website.

6. INSTALLATION AND DISMANTLING OF EXHIBITS. Show Management reserves the right to resell the exhibit space if the exhibitor booth is not set up and/or is not occupied by the exhibitor on the dates and at the times specified in the Exhibitor Resource Center, and this exhibit space contract shall be deemed to have been canceled by exhibitor, and exhibitor shall remain liable for the total fee. Show Management reserves the right to have the official exhibit services contractor install the exhibit or remove unopened freight at the expense of the exhibitor. Exhibitor must provide carpet or other suitable flooring for its entire exhibit space during the Show dates. Under no circumstances may the weight of any exhibit material exceed the specified maximum floor load of the exhibit hall. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of its exhibit material in accordance with the floor loading specifications. Dismantling may not begin until the close of the Show on the final day of the Show. Goods and materials used in any display shall not be removed from the exhibit hall until the Show has officially closed. Any exception to this rule must have the written approval of Show Management. Dismantling must be completed and all exhibit materials removed by the final move-out date and hour set forth in the Exhibitor Resource Center. Exhibitor is advised to remove small, portable items immediately upon conclusion of the Show.

7. STAFFING AND DISPLAYS. Exhibitor shall provide adequate staff for maintenance and operation of its exhibit during all Show hours. It is exhibitor’s responsibility to create an attractive display area that is in good taste (as determined by Show Management) and enhances the overall appearance of the Show and is a credit to the industry. Show Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the Show. Any part of an exhibit space which does not reflect the purpose of the Show or comply with specifications set forth in the Exhibitor Resource Center must be corrected at the exhibitor’s expense. Show Management reserves the unilateral right to correct any unsightly exhibit, and exhibitor agrees to pay for expenses incurred in making the necessary alterations. If corrections cannot be made, the exhibit shall be removed at exhibitor’s cost, with no liability accruing to Show Management.

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

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

10. PHOTOS AND VIDEOS. Exhibitor may take photos or videos of its displays; however, exhibitor is not permitted to directly take pictures of any other display or instruct others to take such pictures without written permission of Show Management and the exhibitor whose display is being photographed. Notwithstanding the foregoing, exhibitor authorizes Show Management and its Representatives (as defined in Section 16 below) to photograph and/or record all or any part of the Show (including, without limitation, exhibitor’s exhibit space and personnel), and exhibitor hereby grants Show Management the worldwide, perpetual, royalty free right and license to reproduce, distribute, transmit, publicly perform and publicly display all such photographs and recordings (and any derivative works thereof) in any medium (now existing or hereafter developed).

11. NO SUITCASING POLICY. “Suitcasing” refers to the practice of attending a trade show and “working the aisles” from a suitcase or briefcase to solicit business from other attendees and exhibitors. The only legitimate location to conduct business during Show hours is within contracted exhibit space on the Show floor. Samples, giveaways, catalogues, pamphlets, souvenirs, industry publications and printed matter or promotional material of any kind may be distributed by exhibitor and its representatives (including hosts and hostesses) only within the confines of its booth, with the exception only of designated sponsorships and marketing opportunities for which exhibitor has contracted with Show Management. Violations should be reported to Show Management.

12. FOOD, BEVERAGES AND LIQUOR. The Show facility requires that ALL food and beverages distributed by exhibitors, attendees or sponsors be purchased solely from the venue itself. There are no exceptions. The Show facility reserves the right to confiscate any items considered a violation of this policy without compensation and may eject the offender from the premises. Show Management will not be liable for any damages to anyone who violates this policy. Any person or business entity that furnishes liquor to a guest has a civil and legal duty to do so responsibly. Show Management recommends that exhibitor research the liquor laws in the jurisdiction where the Show will be held to evaluate its exposure and meet any requirements for liability insurance. If exhibitor intends on serving any liquor from its booth, PLEASE NOTE: Only the official caterer may serve any alcoholic beverages. Show Management also requests that to minimize any liability alcoholic beverages be served during a limited time period.

13. DISPLAYS AND EXHIBITS OUTSIDE SHOW. Exhibitor agrees that outside of its own designated exhibit space at the Show, it will not (nor will it permit its agents or distributors to) conduct any display or exhibit or distribute publications or any product bearing its trademark within a three mile radius of the Show or the Show’s officially designated hotels during the dates of the Show. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city or to exhibitor’s regular place of business or show events.
room. Violation of this provision by exhibitor will constitute a material breach of the Agreement, and Show Management may, in its sole discretion, cancel the Agreement. Upon cancellation, exhibitor will remove its display and any equipment contained in the exhibit hall and forfeit all payments made pursuant to the Agreement.

14. SOCIAL FUNCTIONS/SPECIAL EVENTS. Hospitality functions (including meetings, unless approved by Show Management) are not permitted during Show hours or Show sponsored events. Any social function or special event during the dates of the Show in the host city is reserved for exhibiting companies and must be approved by Show Management.

15. COMPLIANCE WITH LAWS/STANDARDS. Exhibitor shall comply with all federal, state, and local laws, rules, standards, regulations and ordinances (“Laws”), including but not limited to copyright laws, the Americans with Disabilities Act, and all Laws pertaining to business licenses, health, fire prevention and public safety, and all Show Management and Show facility rules and regulations. Exhibitor shall be solely responsible for obtaining any necessary tax identification numbers and any licenses, permits or approvals required under any Law and for paying all taxes (including all sales taxes), license fees, use fees, or other fees, charges, levies or penalties that may become due to any governmental authority in connection with its participation in the Show. All amounts due from exhibitor to Show Management are exclusive of VAT or other similar taxes, which amounts shall be invoiced to and borne exclusively by exhibitor. Subject to applicable Laws, all amounts due from exhibitor to Show Management shall be paid in full in U.S. dollars (unless a different currency is specified on the exhibit space contract) without reduction for withholding or other taxes, deductions or offsets of any kind. If applicable, (i) exhibitor shall pay the cost of conversion to U.S. dollars, and (ii) any required withholdings or taxes will be paid by exhibitor to the appropriate third party. Exhibitor must comply with union work rules if union labor will be made available. If Show Management becomes aware of exhibitor’s failure to comply with any applicable Law, such failure to comply shall be cause for rejection or removal of exhibitor and its exhibit from the Show. All property of exhibitor is understood to remain in exhibitor’s possession, custody and control in transit to, from, or within the confines of the exhibit hall, and is subject to the rules and regulations of the Show.

a. Fire & Safety Laws. Federal, state and local fire and safety Laws must be strictly observed. Flammable or hazardous fluids, substances, or materials of any nature are prohibited in the booth and in the storage area behind the booth. All decorative materials, including cloth decorations, must be flame-proofed and comply with local fire regulations. Transferring of flammable liquids while in the exhibit hall is expressly prohibited. Electrical equipment and wiring must comply with fire department and underwriter rules and meet all safety codes. Smoking at the Show is forbidden. Aisles and fire exits cannot be blocked by exhibits.

b. Copyrights/Music Performance Rights Licenses. Exhibitor must obtain music performance rights licenses through the applicable performing rights associations ASCAP and/or BMI (and/or any other necessary performing rights associations), if exhibitor intends to use copyrighted music in its booth. Show Management is not responsible for the music used by exhibitor, and without limiting exhibitor’s indemnification obligations otherwise set forth in the Agreement, exhibitor hereby agrees to indemnify, defend and hold harmless Show Management, all other Show Providers (as defined in Section 16 below), and each of their respective Representatives (as defined in Section 16 below) for any and all Claims (as defined in Section 17 below) related to any copyright violations that result from exhibitor’s failure to obtain the appropriate licenses.

c. License. Exhibitor agrees that Show Management and its affiliates shall have the perpetual, worldwide, royalty free license and right to collect and maintain, and to
reproduce, publish, display, transmit, distribute, adapt, create derivative works from, syndicate and otherwise exploit or use, commercially or otherwise, in any medium, any and all information related to exhibitor’s products that are made available to Show Management in connection with the Show or any other events owned, organized, managed, or operated by Show Management in which exhibitor participates, in each case whether prior to, concurrently with, or following exhibitor’s submission of the exhibit space contract.

16. LIABILITY FOR DAMAGE. Exhibitor will be liable for any damage caused in any manner, including by fastening displays or fixtures to the building floors, walls, columns or ceilings or to the standard booth equipment and for any damage to equipment furnished by Show Management or designated service suppliers. Exhibitor may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment. Show Management, Informa and its equity owners and affiliates; Show facility management and its owners, affiliates, lessors and lessees; and official exhibit service contractors and security services (all of the foregoing in this sentence, collectively, “Show Providers”) and each of their respective officers, directors, officials, employees, agents, contractors and representatives (collectively, “Representatives”) will not be responsible for the safety or any loss, theft, destruction or damage to property of, or for any injury to, exhibitor or its Representatives for any reason, including without limitation, due to theft, strikes, fire, water, storm, vandalism or other causes (and exhibitor waives all claims against Show Providers and their Representatives, and releases all of them from all liabilities, with respect to same).

Although Show Management will take reasonable precautions by assigning security personnel to provide perimeter security during the hours the exhibit area is closed, which provides a measure of security in protecting exhibits from loss, exhibitor is responsible for the security of its own exhibit materials and to insure its property against loss and theft.

17. INDEMNIFICATION. Exhibitor agrees to indemnify, defend, and hold harmless (and to the maximum extent permissible under applicable law, exhibitor hereby expressly releases and discharges ) Informa and its equity owners and affiliates, all other Show Providers, and each of their respective Representatives from and against any and all alleged and/or actual claims, actions, lawsuits, proceedings, damages, penalties, demands, losses, expenses, fees (including reasonable attorney fees), costs or liabilities of any kind or nature whatsoever (collectively, “Claims”), including but not limited to any Claim for property damage and/or personal injury, in connection with, caused by or arising out of the attendance at and/or participation in the Show by (a) exhibitor, (b) its Representatives (or any other party acting on exhibitor’s behalf), or (c) any of exhibitor’s servants, invitees, patrons or guests (all of the foregoing in clauses (b) and (c), collectively, “Related Parties”), whether as a result of (i) exhibitor’s or any Related Party’s act, omission, negligence or willful misconduct, (ii) exhibitor’s or any Related Party’s actual or alleged violation of any policy of, or actual or alleged breach of any agreement with, Informa or any other Show Provider, (iii) exhibitor’s or any Related Party’s actual or alleged violation of any applicable Laws, (iv) exhibitor’s or any Related Party’s actual or alleged infringement of any third party rights, including without limitation, the infringement of any patented, trademarked, franchised or copyrighted music, materials, devices or dramatic rights used or incorporated in the Show by exhibitor or any Related Party, or (v) otherwise, and in each case, whether or not foreseeable. This provision shall survive any termination or expiration of the Agreement.

18. INSURANCE. 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):

a. Workers’ compensation/employer’s liability insurance in compliance with the laws of the state where the Show is held, with a liability limit that complies with statutory requirements; and

b. 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.

19. REJECTED EXHIBITS. Exhibitor acknowledges and agrees that its exhibit shall be admitted and shall be permitted to remain in the Show only upon continued strict compliance by exhibitor with all terms, conditions, standards, policies and other provisions of the Agreement. Notwithstanding such compliance, Show Management reserves the right to reject or remove exhibitor’s exhibit, in whole or in part, from the Show for any reason whatsoever. If exhibitor’s exhibit is rejected or removed without cause given, Show Management shall return to exhibitor the unearned portion of the rental fee. Any violation by exhibitor of the Agreement, including without limitation, any violation of the rules and regulations of the Show or facility, shall subject exhibitor to termination of the Agreement and the forfeiture of exhibit space and any monies paid on account thereof, and Show Management shall be entitled to exercise any other rights or remedies under applicable law. Upon written notice of termination, Show Management shall have the right to take possession of exhibitor’s space, remove all persons and properties of or related to exhibitor, and hold exhibitor accountable for all risks and expenses incurred in such removal. No portion of the rental fee shall be returned if rejection or removal occurs upon violation of the Agreement.

20. FORCE MAJEURE. Show Management shall not be liable for delay or failure of performance or fulfillment of this Agreement (including delivery of exhibit space) caused by an act of God; action by any governmental or quasi-governmental entity; fire, flood or other disaster; public enemy; insurrection; riot; explosion; embargo; terrorist attacks; strikes whether legal or illegal; labor or material shortage; work slowdown; transportation interruption of any kind; authority of law; the building being destroyed or substantially damaged; or any other cause beyond the control of Show Management (“Force Majeure Event”).

21. AMENDMENTS TO STANDARDS, RULES AND POLICIES. Show Management reserves the right to modify all standards, rules and policies, and to adopt additional standards, rules and policies in its sole discretion. Any such modifications and additions shall be made available promptly to exhibitor and shall be effective immediately upon adoption, and exhibitor agrees to comply with all such modifications and additions.

22. DEFAULT. Exhibitor shall pay the fee set forth in the exhibit space contract (overdue amounts are subject to interest at the rate of 1.5% per month or, if less, the maximum rate permitted by applicable law). Exhibitor will not be permitted entry to the Show unless full payment has been made of all outstanding past due invoices billed to exhibitor or its agent/agency. Any default by exhibitor under this Agreement shall constitute a default under any and all other agreements between Show Management and exhibitor including, but not limited to, all contracts relating to the
Show (e.g., sponsorship and event marketing contracts and other fee-based or barter activities; each an "Ancillary Contract"). In such event, Show Management, in its sole discretion, shall be entitled to apply any amounts deposited or paid by exhibitor under any Ancillary Contract to amounts due under this Agreement. If application of any such amount causes a default under an Ancillary Contract, Show Management shall be entitled to such remedies as may be provided in such Ancillary Contract. Similarly, any default under any Ancillary Contract shall constitute a default hereunder and shall entitle Show Management to its remedies hereunder. Exhibitor will be responsible for all expenses (including reasonable legal fees) incurred by Show Management in collecting amounts past due. Upon a material breach hereunder (e.g., failure to pay the fees due in strict accordance with the payment terms set forth in the exhibit space contract, failure to comply with any rules, regulations or standards, or default under any Ancillary Contract), Show Management shall have the right to immediately terminate this Agreement and exhibitor’s participation in the Show without incurring any liability therefor.

23. GENERAL. Each party agrees to perform its obligations hereunder as an independent contractor to the other party, and this Agreement does not create any actual or apparent agency, partnership, joint venture, or relationship of employer and employee between them for any purpose, including taxes or employee benefits. Neither party is authorized to enter into or commit the other party to any agreements, and neither party will represent itself as the agent or legal representative of the other party. Exhibitor will not make or consent or cause to be made any public announcement, or produce, distribute or publish, or consent or cause to be produced, distributed or published, any press release or other public statement referring to the subject matter or content of this Agreement, or the business relationship between the parties, without the express, prior written approval of Show Management. This Agreement shall be governed and construed in accordance with the laws of the State of New York, without regard to its conflicts of laws provisions, and the state and federal courts located in New York, NY shall have exclusive jurisdiction of any actions arising in connection herewith, and each party hereby submits to the jurisdiction of same. Exhibitor may not assign or subcontract its rights or obligations under this Agreement without the prior written consent of Show Management. All of the terms and provisions of this Agreement shall be binding on, and shall inure to the benefit of, the respective successors and permitted assigns of the parties. The waiver by either party of a breach or violation of any provision of this Agreement shall not constitute a waiver of any subsequent or other breach or violation.
GLOSSARY

Advanced Freight – Refers to freight that has been sent to the Official Contractor’s warehouse prior to the Events move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths. The exhibit hall is not carpeted; however, all booths must have carpet or management approved flooring. Rental Carpet is available through Freeman. The aisles will be carpeted in BLUE.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Freeman Service Desk at the close of the show, after the exhibitor is all packed up, in order for Freeman to release the freight to the transportation company (carrier).

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a venue’s marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Freeman can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area. See documents regarding Material Handling.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual/Exhibitor Resource Center, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When a marshaling yard is provided, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3’ high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.