

EVENT DATES:

19-21 Oct 2021

EXHIBITION

20-21 Oct

CONFERENCE

19-21 Oct

REGISTRATION

19-21 Oct

LOCATION:

RAI Amsterdam
Europe Complex
Hall 1/5

Exhibitor Appointed Contractors (EACs) do not need to register as attendees. RAI aims to ensure that the Convention Centre not only provides a hospitable reception and high quality facilities but is also safe. Safety is therefore an issue that has the highest priority for RAI. Moreover, RAI is legally bound to comply with the statutory requirements, for example as laid down in the Foreign Nationals (Employment) Act.

The Participants, Hirers or other relevant natural or legal persons are primarily responsible for safety, including the safety of their staff and any third parties used by them.

In this context, the access policy in the Convention Centre has been changed as follows

- During build-up and breakdown periods the Convention Centre is accessible only to persons who have a valid access badge issued by Amsterdam RAI for the build-up and breakdown period;
- Persons who wish to be present in the exhibition halls during the build-up and breakdown of events should register online with Amsterdam RAI to obtain a badge; persons without a badge cannot obtain access to the Convention Centre;
- Standbuilders and suppliers are urgently advised to register in advance as far as possible in order to ensure fast access on arrival at the Convention Centre;
- Persons may not and will not be admitted by RAI without a valid work permit.

Build-up and breakdown badges

During the build-up and breakdown periods, RAI Amsterdam is only accessible with a valid access badge. This also applies to stand builders and/or suppliers. This policy is implemented in order that we know exactly who is present in the RAI and can act appropriately should an emergency situation arise.

Persons who wish to enter the halls during the build-up and breakdown can register online with RAI Security. Badges can be ordered via the RAI webshop.

After registering, you will receive a voucher with which you can pick up the build-up and breakdown badge at various locations within the RAI. Registration on site is also possible, but may result in waiting times.

During the build-up period, exhibitors only have access to RAI Amsterdam with a voucher for an exhibitor badge. By scanning the voucher at the distribution point by the goods entrance, you will immediately receive a build-up badge.

More information

For questions about build-up and breakdown registration, contact RAI Security:

T: +31 20 549 30 06

E: security@rai.nl

Exhibitor Event Badges

Click [HERE](https://mroeuropa.aviationweek.com) (mroeuropa.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 events@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.

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Registration Hours

(Registration will take place inside Hall 1, accessible through Entrance K)

TUESDAY, 19TH OCTOBER 08:00 – 17:00

WEDNESDAY, 20TH OCTOBER 08:00 – 17:30

THURSDAY, 21ST OCTOBER 08:00 – 15:00

Registration will take place inside Hall 1 of the Europe complex. It can be accessed by through entrance K.

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All Raw-space booths must submit their designs using this link:

<https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com.

The deadline for stand design submissions is 10 September 2021.

- **Designs must include all elevations including those of hanging signs. Plans submitted without elevations, will not be accepted.**
- 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.
- No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered.
- Hanging signs are only permitted in island booths.
- Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
- Entire length and height of exterior walls (facing out of stand) must be completely finished and painted. Please cover all exposed gridwork, unfinished wood, framing, etc.

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>

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Shell Scheme Stands

- Each shell scheme stand will be 2.48m high with white Infill panels
- Black vinyl lettering to a 300mm high
White fascia infills to each open elevation.
- Each shell scheme stand will include 1 x 500w Socket & 2 x 100w Spotlights.
- Your shell scheme stand carpet will be Azure and the gangways will be Mix Blue.



Raw Space Stands

All raw space exhibitors will be expected to produce a professionally built custom stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event.

Please note space only stands do not receive carpet, walls or electrics.

All Raw-space booths must submit their designs using this link:

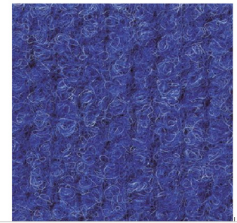
<https://fs2.formsite.com/AW-Events/form91/index.html>

or emailed to Allison Gold at allison.gold@aviationweek.com.
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Suggested carpet - Gangway



Shell Scheme



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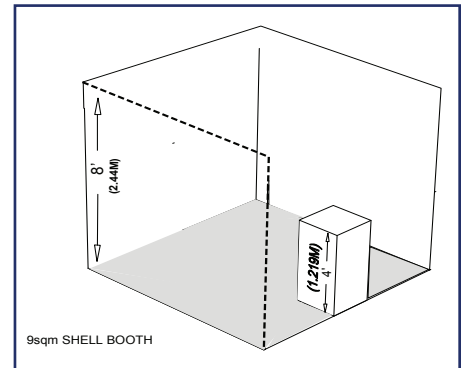
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You will be expected to produce a professionally built custom stand with a high level of finish and safety compliance and one that is in line with the high-quality, professional nature of the event. Raw space stands do not receive carpet, walls or electrics.

Please note: exhibitors that purchase stands as shell scheme are not permitted to remove the shell scheme and build their own structures. Raw spaces booths are a minimum of 18sqm.

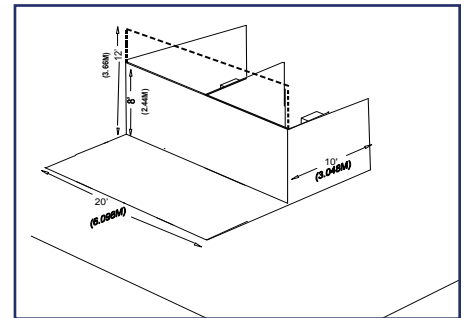
Shell Scheme Booth; Min 9sqm

- Arranged in a straight line
- Has neighbors on either side (in-line)
- One side exposed to aisle (in-line)
- Two sides exposed to aisle (corner)
- Maximum back wall height is 2.5m (8 feet)
- Hanging signs are not permitted
- Shell scheme framework cannot be removed



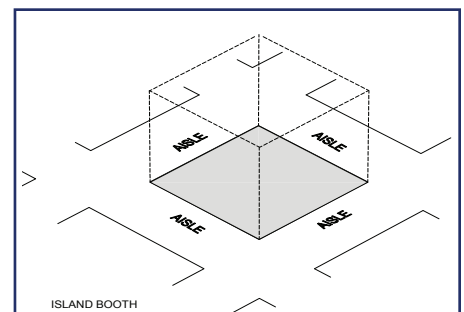
Raw Space Booth (inline) Min 18sqm

- Arranged in a straight line, or back-to-back (a 36sqm island split into two 18sqm booths)
- Has neighbors on either side
- One side exposed to aisle (in-line)
- Two or three sides exposed to aisle (corner)
- Maximum back wall height is 4m (12 feet)
- **ENTIRE Back wall must be cleanly "finished" and painted.**
- Hanging signs are not permitted
- All raw space booth plans must be approved by show management. Please send all schematics with elevations/materials used to allison.gold@aviationweek.com or submit designs via this link: <https://fs2.formsite.com/AW-Events/form91/index.html>



Island Booths

- Any size booth exposed to aisles on all four sides
- Hanging Signs permitted. Rigging must be completed by RAI Amsterdam and can be ordered via the webshop. Find links in the MRO Europe [Exhibitor Resource Center](#).
- The entire cubic content of the space may be used up to the maximum allowable height, which is 4m (16 feet) (up to 6 m (20ft) with Show Management's approval), including signage.
- All raw space booth plans must be approved by show management. Please send all schematics with elevations/materials used to allison.gold@aviationweek.com.



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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 (an additional US\$45 per sqm will be assessed)
- A temporary permit is required for a stage, staircase or raised floor in or around the Convention Centre if it is accessible to people and has a height of more than 60cm. Permits applications are available in the web shop.
- For more information about adding a second story and the approval process, please contact Allison Gold at Allison.gold@aviationweek.com, +1.718.501.7675

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.
- Advertising material may not be displayed at an Event other than on the stand itself without the approval of the Event's Organiser.
- Goods and/or advertising material of any kind may not be placed or distributed outside the (stand) space that has been occupied or made available. Show management reserves the right to remove such goods and/or advertising material (or have them removed) at any time.

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:

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- 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.

Flooring materials and uneven floors

The floors of the Convention Centre's exhibition halls are finished with a layer of asphalt approximately 5cm thick. Owing to differential settlement, the floors of the Europa complex (exhibition halls 1-7) are not entirely even.

In exhibition halls 1-12 flooring materials may not be affixed directly to the stone floor, for example by means of two-sided adhesive tape.

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.
- 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 Raw-space booths must submit their designs using this link:

<https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com. The deadline for design submissions is 10 September 2021.

For design support and build options, please contact MROExhibitorSales@freeman.com

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Exhibitor Appointed Contractors (EACs)/Stand Builders

An Exhibitor Appointed Contractor (EAC) is any company other than Aviation Week's official service contractors. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any and all outside vendors must fulfill the following requirements.

Any exhibitor must insure that non-official vendors hired to perform any of the following services at Aviation Week's event must comply with the rules, requirements and regulations.

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Floral
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Security / Guard Service
- Transportation / Freight Carrier

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

If an exhibitor plans to use a firm other than the "Official Show Vendor", please fill out the Aviation Week Exhibitor Appointed Contractor form (EAC). The form can be found here:

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

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.

EAC Badges

- Builders and suppliers can register via the webshop. Exhibitors are permitted to add authorized users to their account to place orders and apply for badges.
- During the build-up and breakdown periods, RAI Amsterdam is only accessible with a valid access badge. This also applies to stand builders and/or suppliers. This policy is implemented in order that we know exactly who is present in the RAI and can act appropriately should an emergency situation arise.
- 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.

Booth Design/EAC/Contractors/Display Rules Exhibitor Appointed Contractors (EACs)

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- 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.

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Hanging Signs and Graphics are allowed in Island booths only. Maximum height is 4m (16 feet) (6m height is permitted with Show Management's approval) at the top of the sign.

All raw-space booths must submit their design to Allison Gold at allison.gold@aviationweek.com. The deadline for stand design submissions is 10 September 2021.

Rigging can be ordered via the RAI webshop.

Rules for rigging:

- Rigging is only allowed above your own stand to the maximum height outlined in the guidelines
- All applications submitted up to 28 days in advance will receive a 20% discount
- The maximum floor and/or roof load capacity of the venue and the points from which the system can or cannot be suspended; local factors such as emergency or loading doors, internal or external location, hot, warm, wet, cold or dry position and side wind; the materials that should be suspended (weight) and their equal distribution; dynamic movements of the truss and rigging system; the available and/or required build-up and breakdown times; and the length of the hire period.
- Each application should be accompanied by a drawing in *.dwg format (AutoCAD) which accurately marks the position of the materials to be suspended and the position of the Stand in the hall or other part of the Convention Centre.
- All desired suspension points should be marked on the drawing concerned, together with the (height) measurements in (centi)metres, weights in kilograms, on a scale of 1:100.

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Exhibitor is required to carry property and liability insurance in amounts sufficient to cover any losses or liabilities exhibitor may incur in connection with the Show, including without limitation, due to damage or loss to exhibitor's property or injury to the person and/or property of others. Notwithstanding the foregoing and except as otherwise provided in the Exhibitor Resource Center, at all times that exhibitor has access to the Show grounds, exhibitor shall maintain at a minimum the following insurance from an insurance company rated B+ or above by A.M. Best Company (or equivalent insurance rating agency):

General commercial liability insurance, including contractual liability and advertising injury coverage, with a minimum liability limit of not less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate.

Exhibitor's policy should add Informa Media, Inc. and Informa Business Media, Inc. and their respective affiliates, the applicable Show facility, and/or any other official exhibitor service contractor as additional insureds.

By executing the Agreement, exhibitor represents and warrants that it has all such insurance in effect and that it shall maintain all such insurance at least through exhibitor's occupancy of the exhibit space and the Show facility. If requested by Show Management, exhibitor shall provide a certificate of insurance evidencing the required coverage.

Your COI must include the following:

Producer: Exhibitors Insurance company & their address:

Insured: The exhibitor & their address:

Contact info

Insurer(s) affording coverage: See requirements above

Type of Insurance

Policy number

Effective Dates: Must include all move in and move out days

Limits

Description of Operations/ Locations/ Vehicles: Additionally Insured: Must include Informa Media, Aviation Week Network, Freeman (general contractor), and the Orange County Convention Center, their agents, directors, and employees

Certificate holder / address of certificate holder: Informa Media

Authorized Representative Signature

The Certificate of Insurance can be submitted via the EAC form, or sent directly to

Anitajoyce.wright@aviationweek.com.

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