



EVENT DATES: 22-24 October
EXHIBITION: 23-24 October
CONFERENCE: 22-23 October
REGISTRATION: 22-24 October

LOCATION: FIRA Barcelona, Hall 3

2024

EXHIBITOR MANUAL

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

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Thank you for exhibiting at MRO Europe 2024 at the FIRA, Barcelona. We look forward to helping exhibitors, attendees, contractors, and stand builders navigate through the show.

The MRO Europe Exhibitor Resource Center is available to guide you through exhibiting at an MRO show. The ERC can be found [HERE](#).

Contacts - Exhibitor Services/Suppliers

<i>Services</i>	<i>Supplier</i>	<i>Deadline</i>
General Service Contractor <ul style="list-style-type: none"> • Shell Scheme • Graphics • Floor Coverings • Furniture • Custom Build • Power & Electrics (for all) • AV (for shell scheme) 	Freeman E: EMEA.ExhibitorServices@freemanco.com T: +44 (0) 20 3893 5702	Early Bird Deadline - 6th September
Venue Services <ul style="list-style-type: none"> • Catering • Internet • Cleaning • Rigging • Hosts & Hostesses • Water & Waste • Piped Services • AV (for space only) 	Fira Barcelona E: servifira@firabarcelona.com T: +34 93 233 20 00 For catering queries please contact: amele@firabarcelona.com	Early Bird – 3 rd October
Onsite Freight / Shipping <ul style="list-style-type: none"> • Material Handling • Empty Containers • Forklift Rental 	Comarfex E: fairs@comarfex.com jcperez@comarfex.com T: + 34 93 319 12 69	
Stand Plan Submissions	Abraxys E: mroeuropa@abraxys.com	Complex Stands 30th August 2024 Non Complex Stands Friday 13th September
Freight / Shipping (US & Canada)	TWI Contact: Jennifer Padilla T: +1 702 691 9091 E: jpadilla@twigroup.com	9th October 2024
Lead Retrieval	Capture Technologies E: sales@ct.events T: +1 973 89 7600	

Deadlines

Introduction

Booth Plans/Design Approval

All island and/or raw-space booths must submit their [plans online here](#).

E: mroeuropa@abraxys.com

Due Friday 30th August (complex stands)

Due Friday 13th September (non-complex stands)

Exhibitors Appointed Contractors Registration

All Exhibitors and EACs will have to complete an online health and safety induction to access the hall during setup times. EACs will also need to register directly with the venue for build-up and break down via the below link:
[Contractor pass registration \(firabarcelona.com\)](#)

Due 1st September

Exhibitors and Contractors Insurance

Ylenia Mezzetti
<https://fs2.formsite.com/AW-Events/form58/index>
All Exhibitors and EACs will have to submit insurance. This can be done via the above link or emailed directly to ylenia.mezzetti@aviationweek.co.uk

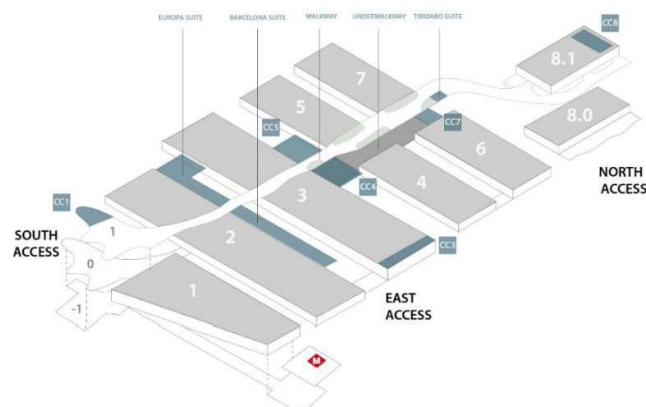
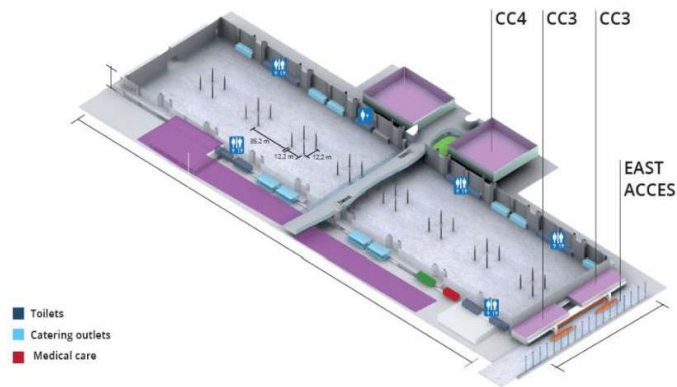
Due 30th September

Floorplan Introduction

HOW TO GET THERE



Main event entrance and registration via EAST ACCESS



Below you will find all the dates and times for the event. Please be aware that some of the times may be subject to change. If any changes to this schedule are made, we will alert you via email.

Build-up

Exhibitor Move-in:

SUNDAY, 20TH OCTOBER	08:00 – 20:00	Raw Space Only
MONDAY, 21ST OCTOBER	08:00 – 20:00	Raw Space Only
TUESDAY, 22ND OCTOBER <i>(All aisles and gangways to be clear from 5pm)</i>	08:00 – 14:00 15:00 – 19:00	Raw Space (Constructions must be finished no later than 2pm) Raw Space (Decoration Only)
	08:00 – 19:00	Shell Scheme

The exhibition will be open for visitors

WEDNESDAY, 23 RD OCTOBER	09:30 - 17:30
THURSDAY, 24 TH OCTOBER	09:30 – 16:00

Conference Hours

TUESDAY, 22 ND OCTOBER	09:30 - 17:35
WEDNESDAY 23 RD OCTOBER	10:00 – 13:25

Registration Hours

(Registration will take place inside the Hall)

TUESDAY 22 ND OCTOBER	08:00 – 18:00
WEDNESDAY 23 RD OCTOBER	08:00 – 17:30
THURSDAY 24 TH OCTOBER	08:00 – 16:00

Breakdown

THURSDAY 24 TH OCTOBER	16:00 - 21:00 <i>(16:00 – 16:30 removal of hand-held goods only)</i>
FRIDAY 25 TH OCTOBER	08:00 – 13:00

Show Schedule

Introduction

Please note for the build-up & breakdown:

- Safety footwear and PPE must be worn during build-up / breakdown (no open-toed shoes) and hardhats must be worn when required.
- Your stand's electricity will be turned off 30 minutes after the show closes. Temporary electrics can be ordered through Freeman for build-up and breakdown
- Please keep all gangways clear of stand furnishings, supplies, and boxes. The gangways need to be clear for the carpet to be pulled up and installed.
- Empty containers will begin to be returned after the gangway carpet has been installed and pulled up on breakdown.
- You must leave your stand swept clean and remove all floor tape. Any remaining waste will be removed and billed back to the exhibitor.

Booth Design Submission

Booth Design/EAC/Contractors/Display Rules

All Island and/or raw-space booths must submit their plans [online here](#) no later than Friday 30th August if they are complex and no later than Friday 13th September if they are Non-complex

Submitting plans for approval

All raw space booths must submit their designs and documentation using this link: [MRO Europe 2024 - Stand Submission Form](#)

Please note that only submissions via the link above will be accepted. Any plans received by email will be redirected to the plan submission link.

1. Detailed, scaled structural drawings showing:
 - Plan and section views of the stand.
 - Elevations including any steelwork and staircase details.
 - Full details of any hanging structure or signage, including material used, weight and method of attachment to the truss.
 - Width and position of gangways within the stand
 - Floor and/or roof loading
 - Specifications of materials used.
2. Structural calculations
3. Risk assessment (to include fire hazards working at height & fire hazards including naked flame, LPG)
4. Method statement (to include planned date of arrival on site to commence build up and contact details of your project manager on site responsible for buildup and breakdown).
5. Public liability Insurance document
6. Written confirmation from an independent structural engineer, with adequate Professional indemnity cover, that the design is safe for its purpose. For this purpose, we will send your complete set of information to an appointed structural engineer working on the event.

Note: All storage rooms, meeting rooms, enclosed spaces with doors inside your booth must include a vision panel

Booth Equipment

Booth Design/EAC/Contractors/Display Rules

Shell Scheme Stands

- Each shell scheme stand will be 2.48m high with white Infill panels.
- Black vinyl lettering to a 300mm high and 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 grey and the gangways will be blue.

Please note that the exhibitor needs to:

- Provide graphics if desired. Order furniture.
- Register staff as exhibitors.

Graphics, furniture AV and shell extras (such as storage units) can be ordered through the [Freeman Web shop](#).

Raw Space Stands

Raw space booths include only the space on the show floor. The exhibitor is responsible for the design, construction and furnishing of the stand.

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

All Island and/or raw-space booths must submit their plans [online here](#) no later than Friday 30th August if they are complex and no later than Friday 13th September if they are non-complex

Additional services including Internet, catering, floral, etc. can be ordered [via the Fira Web shop](#).

Complex Stands

Booth Design/EAC/Contractors/Display Rules

Structures

All raw space exhibitors (regardless of size) must submit plans for approval to show management. Please send all schematics with elevations/materials used, a risk assessment and method statement to [Abraxys](#) no later than **Friday 30th August** via the provided [submission link](#).

What is a Complex Structure?

A complex structure is any form of construction normally designed by an engineer and has, through a risk assessment, provided a significant risk.

Please ensure your stand complies with all the display and health and safety guidelines. The maximum allowable height for island booths is 4 meters (13 feet). The maximum height for linear (inline) stands is 2.5 meters (8 feet).

All stands over 4m high and/or deemed complex for any reason must be approved by a structural engineer appointed by Show Management. The exhibitor will be billed directly by the structural engineer.

Complex structures:

Any structure over 4m in height

Any stage or platform over 0.50 m in height and all platforms and stages for public use

Double Decker / Second Story booths

Guidelines for Submission

- Stairs
- Temporary tiered seating
- Suspended items e.g., lighting rigs
- Sound/light towers.

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.
- Drawings should contain enough detail to show exactly how the stand will be constructed including baseplates, joint construction support details etc.
- 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 (0.125 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 (0.063 kN) at a height of 1.5m above the ground.
- No fixing is allowed into the hall floor at these venues, other means of securing the stands need to be considered

Complex Stands

Booth Design/EAC/Contractors/Display Rules

A Double-Decker booth is considered a “complex structure” and has specific technical regulations and rules attached to it.

For a double-decker booth to be approved, please note the following:

- A risk assessment is required for any construction that implies the submission of design floorplans, calculations and certificate of stability approved by qualified technicians. The same applies to all constructions that need a custom evaluation of a special risk assessment.

Complex structures are classified as follows:

1. Stands/structures with heights of more than 5 meters.
 - a. These must have a minimum of three (3) perpendicular support planes through their height.
2. Stands/structures with heights of more than 4 meters.
 - a. These structures are considered bespoke in totem-type constructions, self-standing partitions or any structure not supported by at least three perpendicular faces/sides throughout its height.
3. Double-decker stands with access to the upper floor.
4. Platforms or stages with access and a height equal to or higher than 0.50m

The above must comply with the requirements set forth in the current regulations and, specifically, in the contents of all sections of the Spanish Technical Building Code, as well as the basic documents of structural safety (BO SS), fire safety (BD FS) and safe use and accessibility (BD SUA).

Authorization to construct any of these structures must be requested from the Fira de Barcelona Operations Department via Aviation Week Network management and providing the following documentation.

Project designed, signed, and endorsed by a certified technician (an authorization statement will be accepted instead of the endorsement)

- A descriptive and explanatory report of compliance with the current regulations
- Structural study of stability and resistance that considers:
 - Description of the loads on the floor under each support
- A floorplan and elevation drawing, including details of the handrails and stairs.
- The evacuation and fire detection plan for structures with a surface larger than 100 M²
- Assessment of risks and preventative measures to consider during the construction build up and break down process.

The build-up of each of these structures will have to be supervised by a certified technician authorized by their professional association and will have to issue an approval for this purpose (an authorization statement will be accepted instead of the endorsement). If all the documentation provided is correct, the build-up of the stand or the structure presented will be authorized. If any deficiency is identified, the contractor will be asked to correct it. The build-up of the stand or the structure will not be authorized until the deficiencies are corrected.

The technician responsible will ensure that the assembly of the complex structure complies with the conditions established in the documentation provided by the exhibitors. Request for additional documentation will be at the discretion of Fira de Barcelona. Once the structure has been completed, the technician will issue the corresponding final structural solidity certificate endorsed (or an authorization statement) and be delivered to Fira de Barcelona.

Complex Stands

Booth Design/EAC/Contractors/Display Rules

In the case of stands with double-deckers, these must be designed in such a way that the upper floor in no case exceeds 50% of the total allocated area and must be placed so as not to impair the visibility of the surrounding stands.

Hanging/Suspended Structures and Signs

All suspended elements constructed from timber and/or metal structure will be deemed complex structures. Suspended elements consist of canopy, fascia, trusses clad with timber etc. Fabric banners, formax signs, screens, lighting trusses, AV equipment, lighting bars will not require structural sign off.

Drawings should contain enough detail to show exactly how the stand will be rigged including connection details between venues rigging point to suspended elements, constructed details of joints between elements etc.

All lifting equipment/lifting tackle (i.e., eye bolts, threaded rod, steel cables, and hooks) should comply with all current, relevant legislation and must be rated. Test certificates should be made available for inspection.

Fees for Complex Structures

All complex structures are subject to an **additional fee by the venue**. Our H&S partner, Abraxys, will communicate with your contractor if your stand is deemed complex.

All Island and/or raw-space booths must submit their plans [online here](#) no later than Friday 30th August if they are complex and no later than Friday 13th September if they are non-complex.

Display Rules

Booth Design/EAC/Contractors/Display Rules

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 space booths are a minimum of 18sqm

Shell scheme refers to a pre-built structure that is provided by the show organizer. It is part of a package of benefits.

Contents and furnishing of the shell scheme booth cannot exceed the height of the shell scheme structure and custom builds are NOT permitted. The carpet is provided by the organizer.

SHELL SCHEME GENERAL GUIDELINES

- ALL internal stand fitting and displays are contained within the shell scheme structure and do not exceed 2.5 meters in height.
- No display materials or logos may be fixed to the shell scheme fascia panel. No fixings may be made to the walls by piercing or screwing anything onto the panels or beams.
- Exhibitors may affix lightweight photographs and technical information sheets etc. direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels, any damage made to the panels will result in a charge.
- Exhibitors that purchase stands as shell scheme are not permitted to remove the shell scheme and build their own structures. Raw space booths are a minimum of 18sqm.

Fascia

The fascia is the name board that sits at the top of your stand and will carry your Company Name and Stand Number.

Removing Fascia and Gridwork

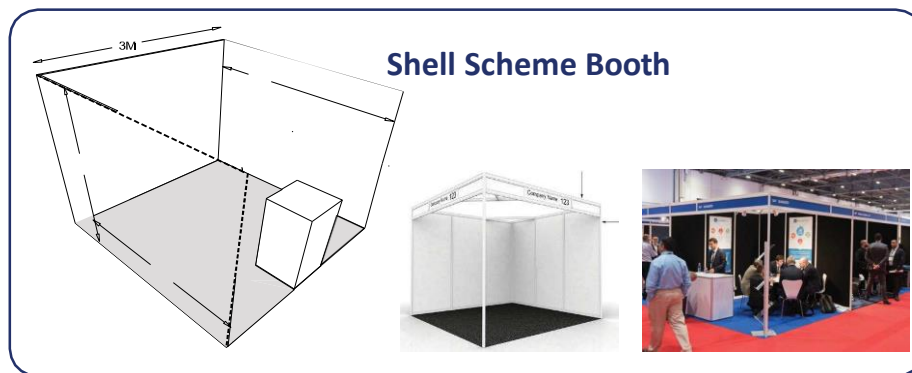
- The fascia and/or gridwork can only be removed from your booth with permission from show management.
- Show management will determine if removal is possible based on location and structural integrity of the adjoining booths.
- All companies removing fascia and/or gridwork MUST submit plans for approval from show management.
- No shell scheme booth can exceed the 2.5-meter height limit regardless of whether fascia and gridwork have been removed. This includes signage, furnishings, lights, electrical.

Display Rules

Booth Design/EAC/Contractors/Display Rules

SHELL SCHEME (IN-LINE) 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 wall height is 2.4m
- Hanging signs are not permitted
- Shell Scheme framework cannot be removed

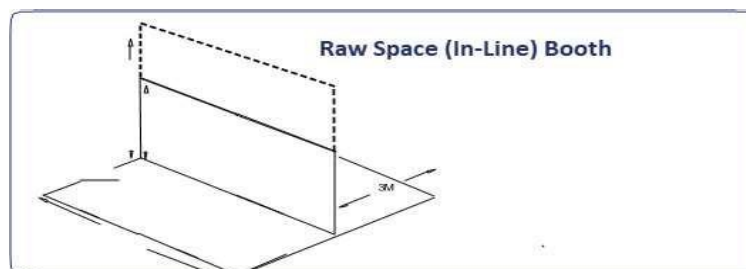


RAW SPACE (IN-LINE) BOOTH (Min 18sqm)

- Arranged in a straight line, or back-to-back with a neighbor (a 36 sqm 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 2.5m, can go up to 4m with show management permission.

Design must include a solid wall separating booth from adjacent booth. Wall must measure complete length of the booth and be 2.5m high (can go up to 4m with show management permission)

- The back wall must be cleanly “finished” and painted.
- Hanging signs are not permitted.
- All raw space booth plans must be approved by show management.

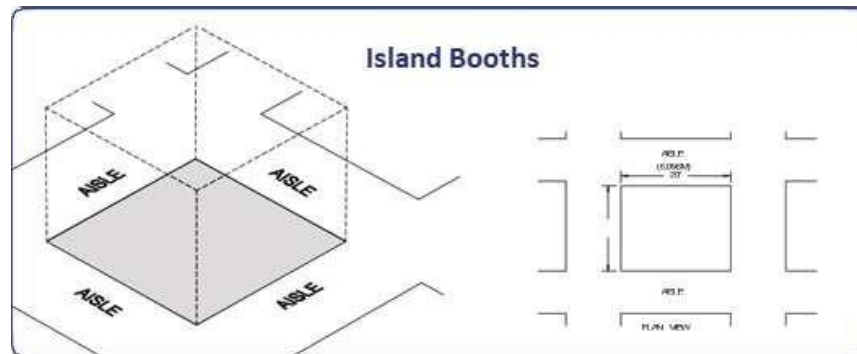


Display Rules

Booth Design/EAC/Contractors/Display Rules

Island Booths

- Any size booth exposed to aisles on all four sides.
- Hanging Signs are permitted. Rigging must be completed by the venue.
- The entire cubic content of the space may be used up to the maximum allowable height, which is 4 meters, or 6 meters with Show Management’s approval including signage.
- All raw space booth plans must be approved by our appointed Health & Safety Abraxys.
- Additional approvals and guidelines may be required by the venue.
- Raw space 18sqm island booths must build a back wall. The back wall must be cleanly “finished and painted.”



Submitting plans for approval

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.

Plans that do not include all elevations will not be accepted.

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

Calculations are to prove that the stand health 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.

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.

Towers (free-standing exhibit component separate from the main exhibit fixture)

The 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 by show management and/or local health and safety organization.

- For more information about adding a second story and the approval process, please contact liv.reid@aviationweek.co.uk

General Decorating Guidelines

Any portion of a display that extends above or beyond that of the booth adjoining to the rear or side must be finished with paint or drape at the Exhibitor's expense. Any portion of an Exhibitor's booth facing an aisle must be finished.

- Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paints, etc., from staining the floor causing a slippage hazard.
- Painting may be done inside the exhibit hall if dropped 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 if 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, trusses, or overhead lighting are allowed outside 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 to injure the floor or be installed as a hazard to public safety or 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 their booth without floor covering, carpet will be ordered at the exhibitor's expense.
- If the 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.

Display Rules

Booth Design/EAC/Contractors/Display Rules

Structural Integrity

All exhibit displays should be designed and erected to withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also withstand moderate wind effects in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

Flammable & Toxic Materials

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and the environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing products, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

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

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. All outside vendors must fulfill the following requirements.

Any exhibitor must ensure 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: <https://fs2.formsite.com/AW-Events/form58/index>

****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.

During the build-up and breakdown periods, FIRA, Barcelona 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 FIRA and can act appropriately should an emergency arise.

[Click here to register your contractors](#) with the venue

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

- All EACs and all subcontractors must always display company ID with photo while on property.
- All EACs agree to abide by the rules and regulations set forth by Aviation Week in the exhibitor terms and conditions and the Exhibitor Resource Center. 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 wristbands. Bands will not be issued until insurance requirements are met.
- The exhibiting company is responsible for ensuring that each EAC adheres to all official rules and regulations of the Event as set forth by Aviation Week.
- Not all EACs will 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 to promote or market its own activities.
- The EAC is responsible for the actions and activities of any of its subcontractors.
- 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 always be dressed in suitable attire.

Hanging Signs/Rigging Booth Design/EAC/Contractors/Display Rules

FIRA, Barcelona is the exclusive provider of rigging services for MRO Europe 2024

Please note hanging signs are only permitted for stands of 36sqm and above.

- All rigging must be ordered by **Monday 9th September** with FIRA. Orders received after this date will be subject to a 20% surcharge.
- Hanging Signs and Graphics are allowed in Island booths only. All rigging is to be hung at 6m from the show floor to the bottom of the rigged item. The maximum top height for any rigged element is 8.5m from the floor.
- All orders for rigging must follow the required guidelines and be submitted with a clear precise rigging plan at the time of ordering.
- Any changes required due to incorrect rigging plans will be subject to a surcharge.
- All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- All rigging must be within the perimeter of the stand.
- Hanging signs **are not** permitted for 18sqm space only stands
- The stand orientation must be detailed by showing the location of the main entrance and by the stands on other neighboring three sides.

Guarantees and safety: The materials used comply with EU (European Union) regulations. Installations are carried out in accordance with the safety coefficients of each hall. Basic regulations for hanging structures: All materials used must be certified as compliant with European Union regulations.

The number of points depends on each type of structure and the loads specific to each hall. When a hoisting system (block-and-tackle or powered hoists) is used, an additional safety cable is mandatory and must be used. Powered hoist or block-and-tackle hoists must be anchored to the structure in a vertical position and must be used with slings attached to the structure and a shackle attached to the engine.

The maximum heights for suspended elements indicated by the management of each event must be complied with.

Rigging points: In some cases, the location of the stand has restrictions and additional structures might be erected to get the installation of the anchoring points done. These additional structures will incur an extra cost. We recommend the use of fabric ceilings with C1 fireproof certification and 40% to 60% mesh, so as not to interfere with the smoke detection and fire suppression systems. These ceilings must also be attached to a European Union-approved framework structure.

All suspended wooden elements must be securely attached to a European Union-approved structure in such a way that the loads are evenly distributed. The anchor points or hoists will be attached to this approved structure as well as the structure type and load-bearing capacity of each hall, the distribution of weight throughout the structure must be considered when deciding the number and location of anchor points for suspending it.

Health & Safety

Booth Design/EAC/Contractors/Display Rules

HEADLINE SITE RULES

1. The way you work and the equipment and materials you use must be safe.
2. Suitable PPE must always be worn. Appropriate safety footwear must be worn as a minimum.
3. Smoking, alcohol, and drugs are prohibited from site.
4. A permit must be given by the Site Manager before any “hot” works.
5. All accidents and incidents must be reported to the event organizer.
6. Good housekeeping is always required.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Hard Hats

Head protection may consist of an industrial helmet. Workers are obliged to wear a safety helmet when there is a danger of falling objects. A helmet must comply with EN397 and bear a CE marking. A padded cap is not a helmet, does not protect against falling objects, and is therefore not allowed.

High Visibility Clothing

Hi-visibility yellow- or orange-colored vests to BS EN 471 standard should be worn on the show floor, service yard, load in areas and other associated areas when vehicles or plant are operating in the area.

Safety Footwear / Other PPE

Safety shoes must be worn during the setup and breakdown periods in the exhibition halls, meeting rooms and lounges. During these periods, other passers-by in the Convention Centre are strongly advised not to enter the exhibition halls, meeting rooms and lounges (unless they are wearing safety shoes).

Safety Harness

Safety Harness must be worn when operating a Cherry Picker

STAND CONSTRUCTION

- It should be possible to reach and leave stands (places of work) safely.
- A fire extinguisher must be kept within reach when conducting work that poses a fire risk.
- Combustible items or parts of a stand must be shielded from the work.
- The task of connecting stands to the Convention Centre power supply is entrusted to a recognised electrical contractor used by Fira Barcelona. Power may not be generated in any other way.

FALL PROTECTION

People working at a height of above 2.5 meters or at heights where there is a risk of falling are obliged to wear fall protection equipment: a body harness, hook, and lifeline with fall protection.

Insurance

Booth Design/EAC/Contractors/Display Rules

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, always 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, the exhibitor shall provide a certificate of insurance evidencing the required cover- age.

The Certificate of Insurance can be [submitted via the EAC form](#), or sent directly to ylenia.mezzetti@aviationweek.co.uk

Freight/Shipping

Freight & Shipping

Freight must not arrive at FIRA, Barcelona prior to the first Tenancy date

Please download the [TWI information packet](#) to make shipping/freight arrangements

ALL consignments must be sent on a freight prepaid basis:

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, TWI is the exclusive provider of freight services.

This includes Material handling includes unloading your exhibit material.

- Storing in advance at the warehouse
- Delivering to the booth
- Handling empty containers to and from storage
- Removing material from the booth for outbound carriers

Commercial Invoice/Packing List

Please prepare the invoice/packing list with the following details:

- Commercial invoices and packing lists can be combined on one document if they list quantity, description, value of each item, weight, and dimensions of each package.
- Your company's Identification Number and any applicable license numbers.
- Complete, precise, simple, and non-technical description of all items listed on the invoice.
- Electronic copy of each commercial invoice in Excel format should be sent to TWI Operations: Tyler Hunt – thunt@twigroup.com and our onsite partner Comarfex – fairs@comarfex.com and jcperez@comarfex.com

Packing

Due to multiple handling of freight cases TWI urges exhibitors to use strong wooden cases. Bolted returnable types of cases that offer protection from the elements are ideal. If your cases are secured with a lock or combination, please provide the key or combination for Customs purposes.

Freight & Deadlines

Aeropuerto de Barcelona (BCN)	09 October
Sea Freight-LCL- Barcelona	09 October
Sea Freight-FCL- Barcelona	09 October
Road Freight FIRA OF BARCELONA	Please Email regarding truck shipments: jcperez@comarfex.com & fairs@comarfex.com

Freight/Shipping

Freight & Shipping

Pre-Advise

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

TWI Operations: Jennifer Padilla- jpadilla@twigroup.com

and our on-site partner ComarFex:

Juan Carlos Pérez Mármol – jcperez@comarfex.com & fairs@comarfex.com

Using a consolidator may delay customs clearance and delivery. Any deconsolidation charges will be passed on to you at cost plus 10%.

Shipping from USA

Gary Leslie

T: +1 702 691 9078

E: gleslie@twigroup.com

Shipping from Canada

Whitney Aslett

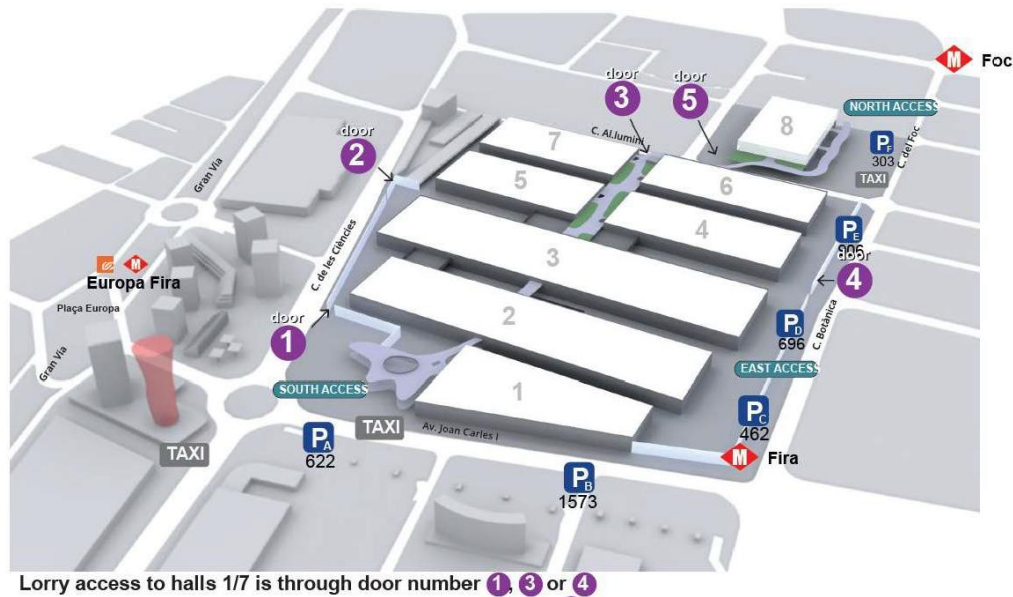
T: +289 652 4017

E: waslett@twigroup.com

Insurance

It is recommended that exhibitors provide insurance coverage for their goods from point of departure through to destination. It is further recommended that such insurance coverage be provided for the transit period and while on-site at the exhibition (including move-in and dismantling periods).

Fira Barcelona Gran Vía Venue is equipped with several access/exit doors as shown below. Not all doors are always accessible, for Hall 3, please use entrance 4.



Vehicle access to the venue premises will be done by a ticket system, which should be paid for on your departure from the venue from the ticket machines next to the exit gate. Visitors can book this via the Servifira web shop.

Access fee varies depending on the type of vehicle as indicated below:

	Access tariff	Tariff per hour
Vehicles up 2 m high	2,00€ (valid for 1h.)	5,00€/h.
Vehicles from 2 to 3,5 m high	5,00€ (valid for 2 hrs.)	7,00€/h.
Vehicles above of 3,5 m high	10,00€ (valid for 3 hrs.)	12,00€/h.

The venue is also equipped with underground car park facilities. **Parking D**, directly under Hall 3, will be open to exhibitors and visitors from Tuesday 22nd October to Thursday 24th October 7:30am – 8:00pm. The rate per hour at this car park is: 3:00euro per hour.

Please refer to the below if you are planning to bring a vehicle with a foreign number plate:

Please refer to the below if you are planning to bring a vehicle with a foreign number plate:

LORRY ACCESS & PARKING FACILITIES


Fira Barcelona

Vehicles with a foreign number plate

 If you are planning to come to Barcelona and its metropolitan area with a vehicle with a foreign number plate, you must register beforehand and check that you comply with the necessary environmental requisites. If your vehicle meets the requirements, you may circulate without restrictions. If your vehicle does not meet the requirements, you must apply for daily permits up to a maximum of ten permits per year to be able to circulate in the Barcelona Ring Roads Low Emission Zone. [For more information click here.](#) [To get the permits click here.](#)

Vehicle access to the venue premises uses a tickets system, which should be paid at your departure from the venue at the tickets machines next to the exit gate.

Access fee varies depending on the type of vehicle as indicated below:

Access fee	Fee per hour	
Vehicles up 2 m high	2,00€ (valid for 1h.)	5,00€/h.
Vehicles from 2 to 3,5 m high	5,00€ (valid for 2 hrs.)	7,00€/h.
Vehicles above 3,5 m high	10,00€ (valid for 3 hrs.)	12,00€/h.

Fee per hour will be applied to those vehicles that stay longer than its corresponding access time (depending on the size of vehicle – see above chart). Overnight parking is not permitted within the venue. Vehicles that park overnight will be charged as above and extra penalty of 300 € per night and vehicle.

Material Handling – Empty Containers

Freight & Shipping

Aviation Week's MRO Europe has partnered TWI and Comarfex Show freight as our show freight partners.

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 inaccessible 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.
- 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 products, 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, if these items do not impede access to utility services, create a safety problem or look unsightly.

To arrange for storage of your empty containers, please contact:

Comarfex

Juan Carlos Perez

E: fairs@comarfex.com

jcperez@comarfex.com

T: + 34 93 319 12 69

Audio Visual Exhibitor Services

Freeman is the official AV Provider for Shell Scheme stands for MRO Europe 2024. Products can be ordered via the [Freeman Webshop: HERE.](#)

FIRA is the official AV provider for Space Only stands for MRO Europe 2024. Products can be ordered via the [FIRA Webshop: HERE](#)

All booths must have carpet or management approved flooring. Rental Carpet is available through the Freeman Webshop. If you are a shell scheme stand you may bring your own flooring; however, you must contact Freeman Exhibitor Services | Tel: +44 (0) 20 3893 5702 | Email: EMEA.ExhibitorServices@freemanco.com to confirm.

To meet equal access regulations any raised platform over 4cm will require integrated app access. The ramp access must not protrude into the gangway.

The aisles will be carpeted in Blue.

Raised Flooring

The use of raised platforms is recommended for stands with water and gas pipes, and/or a lot of electrical wiring across the floor (the stand builder can provide advice on this). When using platforms in a stand, it is important to keep in mind that the sides need to be sealed off and neatly finished, and the raised floor must fit within the boundary lines of the stand.

Catering/Food & Beverage Exhibitor Services

FIRA Barcelona is the exclusive provider of all food and beverage services at MRO Europe.

Show Management requests that all alcoholic beverages be served after 1pm 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.

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 damage 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 exhibitors 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 the 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 period.

Please [click here](#) to view the options for Gastrofira, Barcelona.

Gastrofira is Fira Barcelona's catering department. A wide variety of fresh and delicious food, beverages and equipment can be delivered directly to your stand. You can place your catering order through the [exhibitor's Webshop](#).

Please place your initial order before **17th October**. Make sure your shopping lists and carts are paid and validated before the final deadline date. Afterwards orders may not be accepted or accepted partially.

If you cannot find what you are looking for, need waiter service, drinks reception, cocktails or require a specialised order, please do not hesitate to contact the Gastrofira Sales Department directly. They will work on creating a tailored catering offer especially for you.

Please contact Gastrofira directly at jferro@firabarcelona.com or +34 673226495. The deadline for catering tailor-made orders is **8th October 2024**.

Aviation Week provides an initial stand cleaning for all SHELL SCHEME stands, only. This cleaning takes place prior to the show opening.

Raw space stands DO NOT receive an initial cleaning from show management. Ordering information is available in the [FIRA Web shop](#).

Stand cleaning includes:

All horizontal surfaces completely clean, every day. The rate is per square meter for the whole event. Please fill out the number of square meters of your stand.

This includes:

- vacuuming
- if necessary, mopping the floor (excluding stains caused by shoes)
- cleaning horizontal surfaces of furniture
- emptying waste bins
- clean booth statement

We kindly request you tidy up your stand before you leave, so our team can clean your stand thoroughly.

Waste Disposal

Waste materials should never be left on-site. Exhibitors are responsible for ensuring everything is removed at the end of the show. This includes any waste left by your appointed contractor and all stand fitting materials, such as graphics, flooring, carpet/carpet tape, packaging materials and excess literature, both during the stand build-up and breakdown periods.

Waste removal is not free of charge and services should be pre-ordered in advance from the [Fira Webshop](#).

General waste bins and skips are not provided within the halls. It is strongly recommended that you read the information on cleaning and waste within the venue regulations to ensure you have booked the required services - waste removal is significantly cheaper when ordered in advance.

Products, installations and stand materials that are not removed within the published time limits or are disposed of in an unauthorized way at the venue, will incur a waste disposal fee charged directly to the exhibitor to cover the cost of the appropriate disposal.

The company responsible for the construction or decoration of the stand will be responsible for removing the waste generated daily, during both the build-up and break down periods.

The fire prevention policy prohibits the accumulation of waste in the stands and their storage areas, as well as in the corridors and shared areas. For this purpose, the build-up contractors can have a waste container inside the venue. Waste must be removed at the end of each day. Only the collection of material within the limits of the stand is permitted.

Freeman EMEA are the exclusive provider for Electrics.

Green Energy



All energy supply at Fira Barcelona comes from renewable energy sources.

Early ordering Deadline 6th September

Deadline for remaining order: 10th October

Power can be purchased on site for an additional fee

Shell scheme exhibitors receive 1 x 500w socket and 2 x spotlights and do not need to order electrics.

Raw Space will be required to order power directly through Freeman via <https://mroe2024.freemanemeaevents.com/>

Some considerations are stated below.

What is included?

The rate card cost includes the installation and removal of cable, and the electrical consumption.

How can I figure out what switchboard will suit the best for my stand?

Each exhibitor has to estimate the total power consumption (in Watts or Amps) required for the work of all the electrical devices at the stand (lights, AV equipment, catering machinery, etc.). Summing the consumption of each device will give the estimate power supply needed (1000 Watts= 1kW).

Special requirements must also be considered, for example, the 24h power supply for a fridge or Tri-Phase power with Cee Plugs for large machinery.

When the electrical supply will be available at my stand?

All switchboards will be connected and ready to use a maximum of 4Bh before the congress starts. In most cases these could be connected before. In case you need it in advance contact Freeman team or the nearest Exhibitor Service Desk.

All switchboards will be automatically interrupted at 18:00h the afternoon after congress ends. If you need electrical supply after the established time, it can be requested to the Freeman team or the nearest Exhibitor Service Desk almost 24 hours in advance.

What if my stand contractor needs something not listed, or I have further questions?

Current rate cards are provided for ground level power.

Should there be any bespoke needs or questions for your stand, please contact Freeman on EMEA.ExhibitorServices@freemanco.com

Forklift Rental Exhibitor Services

Forklift orders to install your booth after materials are delivered may be ordered in advance or at the show site. We recommend that you order in advance to avoid additional charges at the show site.

Comarfex

Juan Carlos Perez

E: fairs@comarfex.com

jcperez@comarfex.com

T: + 34 93 319 12 69

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

[Freeman web shop HERE.](#)

Early ordering Deadline: 6th September 2024

Internet for Exhibitors

Exhibitor Services

FIRA, Barcelona is the Exclusive provider of internet services for MRO Europe. They offer a variety of wired and wireless internet options on their [Webshop](#).

To guarantee quality service, **Fira Barcelona is the only authorized Wi-Fi supplier**, and it is strictly forbidden to use devices that propagate wireless signals in the 2.4 GHz or 5 GHz frequency bands, as such devices can interfere with the overall Wi-Fi service provided at the venue.

During the event, Fira Barcelona will have an on-site team monitoring and keeping the venue interference-free. The organization reserves the right to identify and deactivate any wireless network not installed by Fira Barcelona.

All exhibitors are required to comply with the Fira Barcelona Wireless Policy.

Fira Barcelona provides Wi-Fi services for exhibitors. If the services in the [Webshop](#) do not meet your needs, please contact Fira Barcelona by sending an e-mail to internet@firabarcelona.com

RECOMMENDATIONS FOR EXHIBITORS

- If your devices (mobile phones, laptops, etc.) can only connect through Wi-Fi, they must be compatible with the 5 GHz frequency band (Wi-Fi standard 802.11a/n/ac). Fira Barcelona will not be responsible for any claims regarding devices not compatible with 5 GHz. Please read the compatibility document for verification.

All exhibitors attending the event are subject to this policy, whether or not you purchase IT services

Exhibitor Lead Retrieval Can Help You!

Say goodbye to the old days of collecting business cards and manually typing them into a CRM! Using rental badge scanning devices or a software installed on your own mobile device, Lead Retrieval eliminates this process, provides a user-friendly scanning method & delivers your leads in your own exhibitor portal, exportable to a CRM friendly format directly after the event. So now your team can start follow-up or marketing tasks much quicker post-event, which as we know is incredibly important.

The scanning process is as simple as tapping “scan” on the device and pointing the device’s camera at the QR code on the badge. The scanner automatically scans the barcode, which significantly speeds up the capture process. The aim is to make the scanning as unobtrusive as possible, so you can focus on what matters – the interaction.

Benefits

- Use your own device or rent one: Rental devices help save battery life and can be shared amongst team members. Or simply download the app to your own device and start scanning.
- Fast Capture of contact information: Capturing a lead is as simple as pointing the camera at the badge.
- Expedited Lead Delivery/Sales Agility: Receive your own personalized URL and download your leads in a spreadsheet format within 48 hours of show-close, so your sales team can promptly start follow-ups.
- Qualify Leads: Optionally, use custom questions to qualify your leads and show who needs immediate follow-up, or information on a specific product.
- Add Notes: Attach freeform notes at any time to help your sales team.
- Real-time syncing to avoid loss of data: Syncing your captured leads to the cloud ensures no loss of data if device is lost/damaged.
- Improved Customer Interactions: The collection of contact information is so quick/ easy, you can now focus on customer interaction!

We understand how much time and effort goes into exhibiting your brand, which is why generating quality sales leads is so important. Lead Retrieval software allows you to seamlessly capture all the most recent contact information to update your CRM. Do not miss opportunities, start capturing leads!

[Order online here](#)

P: +1 973.890.7600

E: sales@ct.events

Marketing Opportunities

Exhibitor Services

[Click here](#) to view the Engagement Opportunities available!

Whether you are sponsoring or exhibiting, now you can use these banners or the ones within your feather dashboard to post on your websites, blogs and on your email signature footer!

Official Event Banners

Do not forget to link it to your customized feather landing page or to the MRO Europe homepage – <https://mroeuropa.aviationweek.com/en/home.html>

Need a customized banner? Contact don.giordano@aviationweek.com with your booth number, logo, specs/size and tag line and we will create one for you.

In addition, we will gladly work with your marketing department to accommodate any special requests. Contact mark.thomas@aviationweek.co.uk

Meeting Rooms

Exhibitor Services

Meeting rooms 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.**

Room will be accessible

Wednesday from 08:00 (EXHIBITOR BADGES ONLY); 09:30 - 17:30

Thursday from 08:00 (EXHIBITOR BADGES ONLY); 09:30 – 16:00

Program Book/Online Exhibitor Profile

Exhibitor Services

As an exhibitor, your company profile is published on the MRO Europe web site, in the official program book. Exhibitors can enter profile information and select industry categories. All changes need to be made by 1 September 2024, 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 events@aviationweek.co.uk

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.

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+1 646 257 4553
ljanow@aviationweek.com

Hotels/Accommodation

General Information

When comparing rates with other sites, know that our hotel rate quotes include breakfast. Check each hotel's rates to determine if they include 10% VAT tax. An additional city tourism tax, which varies from hotel to hotel, is to be paid directly.

If a lower rate is available **with the same requirements** to anyone at the time of the program, our attendees will get the lower rate regardless of how it is marketed.

To make a Reservation: Select the hotel of your choice. You will be directed to click onto their online website, or an alternative option will be provided. **Please note that each hotel has different cancellation policies.**

Any request of five (5) or more rooms will be considered a sub-block and will require a separate group contract with penalty in full should they release or cancel block from date of confirmation. *In addition to hotels listed below, we have arrangements at other hotels to confirm group bookings.*

Contact UC, The Source directly for all your group requests: una.cote@ucthesource.com or mel@ucthesource.com

Official Accommodation

Important Reminder

UC The Source is MRO Europe's **ONLY** official hotel provider endorsed by Aviation Week Network. All other solicitations are not endorsed or supported by Aviation Week ... many are SCAM sites; therefore, we ask that you do not book rooms with these companies.

Photography/Video General Information

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).

Transportation/Parking General Information

The venue is equipped with underground car park facilities.

Parking D, directly under Hall 3, will be open to exhibitors and visitors from Tuesday 22 October to Thursday 24 October 7:30am-8pm. The rate per hour at this car park is: 3.00€/h.



Sustainability & Better Stands

General Information

Sustainable Events

As a major organizer of events and exhibitions, Aviation Week, a division of Informa, has the opportunity and responsibility to lead the sustainable development of our industry. Our attendees, exhibitors and colleagues are all clearly telling us that sustainability, socially, economically, and environmentally, is something that is no longer a “nice to have” but a necessary part of our success.

We also have the potential to go further than our responsibility to deliver our events sustainably: we can design our events to provide a place to work in partnership with our customers and inspire the sustainable development of the industries we serve. For more information on Aviation Week and Informa’s overall commitment to sustainable events [click here](#).

Better Stands

Informa, Aviation Week Network’s parent company, is encouraging all exhibitors and their contractors to join us in *not using disposable stands* at events.

The goal and objective are to:

- Move away from disposable stands altogether
- Provide better quality – better safety – better experience •
Build a sustainable future for the events industry

Disposable stands are used only once and create considerable environmental, health and safety issues onsite.

Disposable stands generate substantial amounts of waste and employ higher risk construction practices.

There is a need for stands, constructed safely, which can be reused at future events ensuring safer, smoother buildings and contributing to our target of having the amount of waste generated.

We recommend that exhibitors consult with your contractors on the design and building of a stand to ensure that it will be reusable.

How does this benefit YOU?

- Ensure smoother, more predictable, and stress-free build and breakdown
- Remove the need for late working access and cost
- Reduce the cost of design and construction
- Create a sustainable environment

Click [here](#) to view the better stand brochure

Policies

General Information

Highlights: Terms & Conditions

Aviation Week Network/Informa Markets (“we/our/us”) is committed to making sure that attendees, exhibitors, and sponsors have the best possible experience at our events. Below please find highlighted policies. The complete list of terms and conditions may be found at <https://events.aviationweek.com> If you have any questions please contact events@aviationweek.com.

Admission

Your registration constitutes an offer to Informa Markets to attend an Event. All registrations are subject to acceptance by Informa Markets. Your registration is issued for your personal use only. You may not procure registrations as an agent for any third party, sell or otherwise transfer your registration to others or exploit your registration commercially or non-commercially in any way. Informa Markets reserves the right without liability to refuse admission to, or to eject from, the Event, any person in its absolute discretion, including (without limitation) any person who fails to comply with these terms and conditions or who, in the opinion of Informa Markets, represents a security risk, nuisance or annoyance to the running of the Event. You agree to comply with all reasonable instructions issued by Informa Markets, the venue owners, security personnel and/or management at the Event. In its sole discretion and without refund, Informa Markets reserves the right to refuse admittance to or expel from the conference anyone that it determines is behaving in a manner that could be disruptive to the conference or any other attendee.

Child Policy

Our Events are principally directed at business professionals. They are not intended for children under the age of sixteen. Without limitation to the foregoing, there may be some areas of our Events where it is inappropriate or impractical for children under the age of sixteen to be present (for example, during executive conference workshops) and Informa Markets reserves the right at any time to restrict entry to such areas accordingly.

Registration

Our events require a unique email address to be provided for all registering to attend. This email is to manage the directory of attendees by allowing an exhibitor to scan badged during the event, individuals are consenting to their registration details being shared with these exhibitors

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Payments

All bookings made prior to the event must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of booking, registration will be provisional. Bookings received less than (2) two weeks before the conference date can only be paid by credit card.

Cancellation Policy

Our cancellation policy allows for a refund, less a 20% administrative charge, for cancellations received in writing at least six (6) weeks prior to the first event date. No refunds will be made after this date however you may send a substitute. Any fees not paid by original registrant will be applied to substitute's fees. By submitting your registration, you authorize Informa to invoice you for any unpaid portion of your registration fee. If a registered delegate does not cancel and fails to attend the conference, this will be treated as a cancellation and no refund or credit will be issued. Should Informa Markets postpone an event, your registration will automatically roll over to the new date. If an event is canceled, a credit will be immediately issued for up to 12 months after the notification of event cancellation, to attend another Informa Markets program of the registrant's choice.

For more information click [here](#) to view our terms and conditions.

Glossary General Information

Advanced Freight – Refers to freight sent to the Official Contractor’s warehouse before the Events move in.

Advance Order – An order for services sent to the 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.

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.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found

CWT – “Century Weight” or at the end of a row of inline booths. “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 facility or event manager to provide specified services to that facility or Event.

Exhibitor Appointed 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.